



Navy Drug and Alcohol Deterrence Program 2022

Guide 6

Support Programs

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Guide 6 – Support Programs

1. **Internet Forensic Toxicology Drug Testing Laboratory Portal (iFTDTL)**. iFTDTL is a web-based system, operated by Department of Defense (DOD) that is the primary means of reporting urinalysis results. Each command is responsible for tracking their urinalysis results, drug positives, and discrepancies for all samples submitted for testing.

a. **Account Request Instructions**: Accounts are given to individuals based on written permission from the UIC's Commanding Officer or echelon 2/3 Alcohol and Drug Control Officer (ADCO).

b. **Accessing the iFTDTL Portal**: Security settings may interfere with access to the iFTDTL portal. Ensure TLS 1.0 is the only protocol checked. Use the following steps in Internet Explorer to verify security settings:

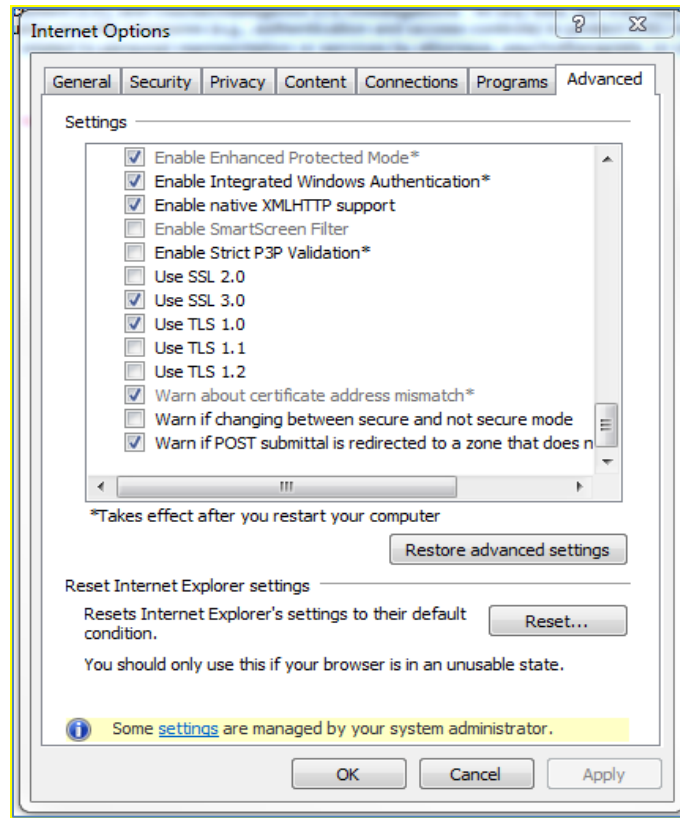
Note: Google Chrome or Microsoft Edge are the recommended browsers. Other web browsers may impact some functions within the portal.

(1) Tools

(2) Internet Options

(3) Advanced

(4) Under Settings Security, scroll down and look for:

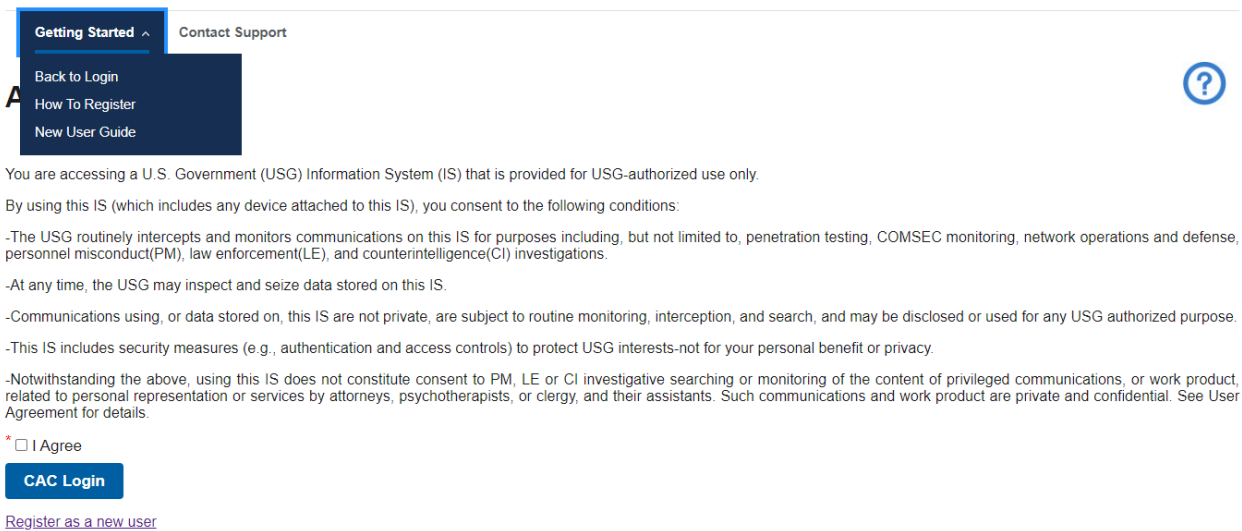


Select "APPLY", "OK" and then go to the iFTDTL web-site: <https://ftdtl.health.mil>

c. **Requesting an iFTDTL Account:**

(1) To access iFTDTL go to <https://ftdtl.health.mil> (add it to your favorites). New Users are required to only use the iFTDTL SAAR form found under the "Getting Started" dropdown "New User Guide" on the portal.

iFTDTL Portal



You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct(PM), law enforcement(LE), and counterintelligence(CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests-not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

☐ I Agree

CAC Login

[Register as a new user](#)

iFTDTL Portal



New User Guide

Preregistration requirements include the following:

- A completed and signed [DD2875](#) System Authorization Access Request (SAAR) dated within the past year. Contact your program office for the latest version and assistance.
- A valid Cyber Awareness certificate dated within the past year.
- Complete the user registration - Getting Started --> How To Register.
- Approval from an account administrator.

(2) Directions for correctly completing the iFTDTL SAAR are available at the Navy Drug Detection and Deterrence Website <https://www.mynavyhr.navy.mil/Support-Services/21st-Century-Sailor/Drug-Detection-Deterrence/IFTDTL/> under iFTDTL SAAR Instructions.

(3) Access the Portal. Click the New User link to start the new user registration process. Enter the required information as denoted by the red asterisks. Upload the iFTDTL SAAR to complete registration. Click the “Register” button, a “Thank You” message will pop up and a "Back to Login" button will appear. Exit the portal.

(4) E-mail a copy of your cyber awareness certificate to mill_dtadmin@navy.mil.

Note: It is required for all iFTDTL SAAR forms to be **signed digitally** in order for request to be processed.

d. Account Confirmation:

(1) Access iFTDTL at <https://ftdtl.health.mil> (add it to your favorites). New Users are required to download the IFTDTL SAAR from the portal and complete it using the instructions

found on the Navy Drug Detection and Deterrence Website and upload the form into the Portal as part of the registration process.

(2) Email a copy of the completed SAAR along with Cyber Awareness certificate their Command Access Card (CAC) with iFTDTL on first log in. If assistance with iFTDTL is needed, contact the iFTDTL Help Desk at (901) 874-2458 or mill_dtadmin@navy.mil.

(3) Once account request is process by the staff, User will receive an automated email notification that their account is enabled.

An official website of the United States government [Here's how you know](#)

iFTDTL Portal

[Getting Started](#) [Contact Support](#)

Account Log in

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

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- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests-not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

☐ I Agree

[CAC Login](#)

[Register as a new user](#)

Click the "I Agree" box, then the CAC Login button

e. **How to review your urinalysis results:** When you receive an e-mail notification from iFTDTL reporting you have test results, log into the iFTDTL portal. <https://ftdtl.health.mil>. The iFTDTL Portal will appear.

(1) Click "I Agree"

(2) Click "CAC Login"

(3) Go to "My Modules"

(4) Select "Results Portal" from the drop down menu

iFTDTL Portal

| Logout

My Modules ^

Administration ^

DoD Drug Testing Labs

Help Desk ^

Portal Home Page

DDR Program Office

DoDDTP

MRO Portal

Results Portal

WebDTP

May 13, 2021 6:46:54 AM

7/29, 2016 2:48:53 PM

38:30 AM

?

iFTDTL Announcement

FTDTL-WRS is also known as the **iFTDTL Portal**. The **iFTDTL Portal** includes modules covering all aspects of drug testing to include reports, live queries, administration, user guides, the DTP Lite standalone executable desktop application. Each page or module in the portal has the menu tabs located at the top of the screen for accessing Your Modules, Administration, DoD Drug Testing Labs, and Help Desk Support.

Please keep your profile current or you may miss important notifications from the **iFTDTL Portal**. Click on your email address in the upper right-hand of the iFTDTL webpage to manage your profile.

Your iFTDTL Portal user access session will disconnect after **15 minutes** of inactivity; administrative sessions disconnect after **10 minutes** of inactivity. You will be required to logon again.

Note: Whenever the UPC selects the "New Drug Testing Results," and views results, those results will become marked as "viewed" and will no longer be viewable under "New Drug Testing Results".

(5) Select "Results" accordion and click the "+" to drop down to see results report options.

Results Portal



[Download Results Portal User Guide](#)

Results	+
Unit Result Status	+
PM Result Status Reports	+
Compliance Reports	+
Batch Reports	+

f. **New Test Results:** To first assess your command testing results, click "New Drug Testing Results" link.



Result

View Laboratory Results Reports

- [New Drug Testing Results](#)

View new results reports and reprint results reports.

Query Laboratory Results

- [Ad Hoc Results](#)

Query results by a combination of fields.

- [Discrepancy Report by RRU](#)

Query Discrepancies by the Date Specimen was received at the laboratory.

- (1) Choose “New Report” from the Report Type drop down menu.
- (2) Type in the RRU that you want to view results.
- (3) Click the “Search” button to see the results.
- (4) To view a different RRU, click the “Reset” and repeat steps 1 and 3.

New Drug Testing Results



[Portal Home Page](#) | [Results Portal](#) | New Drug Testing Results

Report Type

New Report

My RRU's

Type RRU here

Search

Reset

New Report / Reprint dropdown menu

- (5) To Reprint past results, select Re-Print from the Report Type dropdown.
- (6) Type in the RRU that you want to view results of.
- (7) Enter Viewed Begin Date: (MM-DD-YYYY)
- (8) Enter Viewed End Date: (MM-DD-YYYY)
- (9) Enter Records per page (Example 100)
- (10) Click the “Search” button to see the results

(11) To view a different RRU, click the “Reset” and repeat steps 5 and 10.

Note: Results can be downloaded in Excel or PDF format.

New Drug Testing Results



[Portal Home Page](#) | [Results Portal](#) | New Drug Testing Results

Report Type
Re-Print

My RRU's
Type RRU here

Viewed Begin Date 10/01/2020

Viewed End Date 04/11/2021

Search Reset

Excel PDF

Records per page:
100

Filter Results...

g. **Ad Hoc Results**. To see results previously viewed select the “Ad Hoc Results” link. This report gives the user the ability to search for results by RRU, UIC, DODID, LAN, ARG and more, allowing you to see test history for the current year plus two years.

While this report can be used in multiple ways, ensure that you have the proper dates selected.

Results Portal



[Download Results Portal User Guide](#)

Result

View Laboratory Results Reports

◦ [New Drug Testing Results](#)

View new results reports and reprint results reports.

Query Laboratory Results

◦ [Ad Hoc Results](#)

Query results by a combination of fields.

◦ [Discrepancy Report by RRU](#)

Query Discrepancies by the Date Specimen was received at the laboratory.

(1) Choose the date range that the samples were collected by the inputting the “Begin Collection Date” and “End Collection Date”.

(2) Type in the “UIC” of your command then click “Search” to generate report.

Note: Begin and End Collection Date are the dates the samples were collected at the command.

Begin and End Report Date are the dates the lab reported the results to iFTDTL. View Date is the date that the results were viewed by someone with the permission to mark samples as “Viewed”.

Ad Hoc Results



[Portal Home Page](#) | [Results Portal](#) | Ad Hoc Results

Begin Collection Date 10/01/2020	End Collection Date 04/11/2021	Begin Report Date mm/dd/yyyy	End Report Date mm/dd/yyyy	View Date mm/dd/yyyy
RRU Type RRU here	UIC 	DoDID 	LAN 	
Batch # 	My ARGs <All ARGs>	Result <Report Call>	Form # 	

h. **Discrepancy Report:** This report displays commands that have discrepancies on samples received by the laboratory.

(1) Click on “Discrepancy Report by RRU” link in the Query Laboratory Results section located under the Results accordion.

Results Portal



[Download Results Portal User Guide](#)

Result

View Laboratory Results Reports

◦ [New Drug Testing Results](#)

View new results reports and reprint results reports.

Query Laboratory Results

◦ [Ad Hoc Results](#)

Query results by a combination of fields.

◦ [Discrepancy Report by RRU](#)

Query Discrepancies by the Date Specimen was received at the laboratory.

(2) Enter Begin Collection Date: (MM-DD-YYYY).

(3) Enter End Collection Date: (MM-DD-YYYY).

Note: The collection date is the date on DD Form 2624

(4) Begin Receive Date: (MM-DD-YYYY)

(5) End Receive Date: (MM-DD-YYYY)

Note: The Receive Date is the date the servicing lab received the specimen sample(s). This date is not needed if searching by Collection Date only.

(6) Enter your command RRU in “My RRUs” box.

(7) To view a different RRU, click the “Reset” and repeat steps 2 and 5.

(8) Click the “Search” button to see the results.

Discrepancy Report by RRU



[Portal Home Page](#) | [Results Portal](#) | Discrepancy Report by RRU

Begin Collection Date 10/01/2020	End Collection Date 04/13/2021	Begin Receive Date mm/dd/yyyy	End Receive Date mm/dd/yyyy	My RRUs Type RRU here
Search		Reset		

Note: ADCOs have oversight over multiple commands to ensure that posted results are being viewed and assist in resolving issues commands may have.

For additional information, please visit the Navy Drug Detection and Deterrence (DDD) website:
<https://www.mynavyhr.navy.mil/Support-Services/21st-Century-Sailor/Drug-Detection-Deterrence/IFTDTL/>

Contact information:

iFTDTL Processing Office
Navy Drug Detection and Deterrence (NDDD) (OPNAV N173C)
BLDG 457 Room 249
5720 Integrity Drive
Millington, TN 38055-6000

Help Desk – DSN 882-2854 or Commercial: (901) 874-2854
Email: mill_dtadmin@navy.mil

2. **Alcohol and Drug Management Information Tracking System (ADMITS)** ADMITS is a web-based data system maintained by the Chief of Naval Operations (OPNAV N170A) and is a central repository of alcohol and drug abuse incidents, screening data, treatment data, and training information. DAPAs, ADCOs, UPCs, Commanding Officers/Officer's in Charge, and SARP Providers must use ADMITS in the execution of the OPNAVINST 5350.4 Series and the OPGUIDE. Each command is responsible for tracking alcohol and drug related incidents, command referrals, self-referrals, education and training, screening, and treatment.

a. **Requesting an ADMITS Account**

(1) Obtain and complete a System Authorization Access Request Navy (SAAR-N) form, OPNAV 5239/14, available from the NAAP web site <https://mynavyhr.navy.afpims.mil/Support-Services/21st-Century-Sailor/NAAP/> (ADMITS page). Directions for correctly completing the SAAR-N are also available at the NAAP website. All User Account Requests must include full SSN for an ADMITS account to be created.

(2) The User Account Request must be signed by the CO/OIC, echelon 2/3 Commander, or civilian director.

(3) All ADMITS account requests must be sent by ***digitally signed and encrypted email*** to: MILL_N17_ADMITS@NAVY.MIL.

(4) Users will receive an email notifying them that the account has been created and providing additional login instructions.

b. **ADMITS new account and log in instructions**

(1) All users must have and maintain an active BUPERS on line (BOL) account and must log in every 30 days to prevent account from being suspended.

(2) To unlock a BOL account, follow direction on web site at <https://www.bol.navy.mil/bam/> or contact help desk at 1-800-951-6289 or [NPC IT Service desk@navy.mil](mailto:NPC_IT_Service_desk@navy.mil).

c. **ADMITS login**

(1) Log onto BUPERS ON-LINE: <https://www.bol.navy.mil/bam>.

(2) Select "ADMITS" link from Main menu.

BOL Application Menu		
[Home]	[ADMITS]	
[FAQ]	[Advancements/Selection Boards]	Click on any information icon to the right of a menu item to see additional information about that application.
[Privacy Policy]	[Application (FORMAN) Status]	
	[ARPR/ASOSH Online]	
	[CCA/FITREP/Eval Reports]	
	CO/XO/CMC	
	[Advancement/Selection Board]	
	Verification	
	[CWAY - Sailor Self-Service]	
	[ESSBD (Submit letter to SelBoard)]	
	[Individual Medical Readiness (IMR)]	
	Status	
	[JOIN]	
	[Military Locator System]	
	[Name Change]	
	[Naval Register]	
	[NavPers Legacy and PERSTEMPO]	
	[Navy Personnel Command]	
	Document Services	
	Navy-Marine Corps Mobilization	
	[Processing System (NMCMPs) -]	
	View IA/ADSW orders	
	[ODC, OSR, PSR, ESR]	
	[Officer Photo]	
	[Official Military Personnel File]	
	[OMPF] - My Record	
	[PRIMS]	
	[PTDR]	
	[Selective Reenlistment Bonus]	

If you have received an email from ADMITS confirming your account has been created and the ADMITS link is not listed in the BOL Main Menu please contact the ADMITS help desk for additional assistance at (901) 874-4214, (DSN) 882, or MILL_N17_ADMITS@NAVY.MIL.

(3) Enter CAC pin when prompted.

(4) Example of ADMITS home Page display.

Admits
Menu
Reports

00000

Welcome to ADMITS

Personal Readiness Summits provide the latest information on policy updates, current and new initiatives. Specific sessions for COs/XOs/CMCs, JOs/Senior Enlisted, DAPAs/UPCs/SAPR, Junior Enlisted.

Administrator Message

*Urinalysis Program Coordinator Course is NOW AVAILABLE - The UPC course is available on Navy eLearning

*All IFTDTL users: The Legacy Portal migrated to a new website on August 15, 2020. Effective November 12, 2020 at 5PM CST, the Legacy IFTDTL Portal will be shut down permanently. This includes various features from HelpDesk, WebDTP and various download/upload services that Legacy IFTDTL Portal used to provide. Use the following link to access the new portal <https://ftdtl.health.mil>. * General ADMITS contact information: ADMITS Processing Officer 21st Century Sailor Office (OPNAV N17) Total Sailor Fitness (OPNAV N170) Navy Alcohol and Drug Prevention (NADAP)(OPNAV N170A) Building 457, Room 249 5720 Integrity Drive Millington, 38055-6000 Help Desk – DSN: 882-4214 or Commercial: (901) 874-4214 Fax – DSN: 882-6655 or Commercial: (901) 874-6655 Email: mill_n17_admits@navy.mil

(5) Users with active accounts will be able to access Menu and Report navigation options based on account privileges.

d. **Menu Tab Content**

- (1) Enter DAR Record (Command DAPA Only)
- (2) Approve Pending Records (CO/OIC and DAR Approver)
- (3) Enter Screening Record (SARP Provider)
- (4) Enter Treatment Data (SARP Provider)

(a) Enter DAR Record

1. Select “Menu” tab
2. Select “Enter DAR Record”

Note: Ensure that you have selected the correct UIC for the member from your UIC list if you have access to more than one UIC.



Personal Readiness Summits provide the latest information on policy updates, current and new initiatives. Specific sessions for COs/XOs/CMCs, JOs/Senior Enlisted, DAPAs/UPCs/SAVI, Junior Enlisted.

Administrator Message

- The Alcohol and Drug Management Information Tracking System (ADMITS) has been offline since September 2013 due to security issues. This is an interim system with limited capability, designed to meet minimum Fleet requirements with a cybersecurity compliant application. The system will allow commands to enter new Drug and Alcohol Reports (DARs) and those held on station while the system was offline. - For the forwarding/processing of all ADMITS Registrations, the new ADMITS Mailbox address is MILL_N17_ADMITS@navy.mil - General ADMITS contact information: ADMITS Processing Officer 21st Century Sailor Office (OPNAV N17) Total Sailor Fitness (OPNAV N170) Navy Alcohol and Drug Prevention (NADAP)(OPNAV N170A) Building 457, Room 249 5720 Integrity Drive Millington, 38055-6000 Help Desk – DSN: 882-4214 or Commercial: (901) 874-4214 Fax – DSN: 882-6655 or Commercial: (901) 874-6655 Email: mill_n17_admits@navy.mil

3. Enter the SSN for the member and select search.

A screenshot of the ADMITS search interface. The top navigation bar is dark blue with white text for 'Admits', 'Menu', and 'Reports'. On the right, there is a user profile icon and a dropdown menu showing the UIC '00000'. Below the navigation bar, the text 'SSN' is displayed in a small, black font. Underneath, there is a white text input field. Below the input field, there is a blue button with the word 'Search' in white text.

4. Select “New Record” or “Edit” to edit a DAR that has not been approved.
5. If the member has more than one DAR entry a list will be displayed.

6. Edit DAR link will be present if the DAR is pending approval and can be opened for editing.

7. Once a DAR has been approved it cannot be edited locally. Please contact the ADMITS help desk for additional assistance for editing an approved DAR.

(b) DAR Data fields

1. Select the appropriate options from the drop down menu.

Incident Report Entry

Name	
Rank	UNK
BranchOfService	US Navy
Uic	

Date of Incident

12/13/2021

Primary Substance

Alcohol

Incident Info

Commander, Supervisor,

Unit Identification Code

Frequency Of Abuse

1-3 times per Month

Method of Identification

Aftercare - Urinalysis

Location Used

Ashore - Off Duty

IncidentLocation

AK Alaska

Comments

Nature of Incident

☐ Abuse ☐ Manufacture ☐ Possession ☐ Trafficking

☐ DUI / DWI / BWI / OWI

Save Report Cancel

2. Date: Use Calendar Box or enter date of incident/referral

a. MM/DD/YYYY format

b. Incident date is the urinalysis collection date for a Drug positive result

c. Actual date of alcohol or drug referral/incident

d. Cannot be a future date

3. Primary Substance: Select appropriate entry from list.

Primary Substance

Alcohol

- Alcohol
- Amphetamines
- Anabolic Steroids
- Barbiturates
- Benzodiazepine
- Cocaine
- Codeine
- Designer Drugs
- Drug (other)
- Drug Paraphernalia
- Hallucinogens (LSD)
- Heroin (6MAM)
- Hydrocodone/Hydromorphone
- Inhalants
- Marijuana
- MDMA/MDA (Ecstasy)
- MDPV/Mephedrone (Bath Salts)
- Methamphetamines
- Morphine
- Oxycodone/Oxymorphone

4. Incident info: Select appropriate entry from list

Incident Info

Commander, Supervisor,

- Commander, Supervisor, DAPA Alcohol Detection
- Self Referral Alcohol Detection
- Urinalysis Testing
- Military Law Enforcement Alcohol Detection
- Civilian Law Enforcement Alcohol Detection
- Medical Alcohol Detection
- Military Law Enforcement Drug Detection
- Civilian Law Enforcement Drug Detection
- Commander, Supervisor, DAPA Drug Detection
- Self Referral Drug Detection
- Not Applicable
- Medical Drug Detection

5. Frequency of Abuse: Select appropriate entry from list.

Frequency Of Abuse

1-3 times per Month

- 1-3 times per Month
- 1-3 times per Week
- 3 or more times per Month
- 4-7 times per Week
- Abuse Denied
- Less than monthly
- Not Determined
- UNKNOWN

6. Method of Identification: Select appropriate entry from list.

Method of Identification

Aftercare - Urinalysis ▼

- Aftercare - Urinalysis
- Civilian Police - Law Enforcement
- Command - Incident
- Command/Supervisor - Command
- Consensual - Urinalysis
- Fitness for Duty - Urinalysis
- Medical - Command
- Medical Examination - Urinalysis
- Military Police - Law Enforcement
- Other Inspection - Urinalysis
- Probable Cause - Urinalysis
- Random - Urinalysis
- Self-Referral/Disclosure
- Service Directed - Urinalysis
- Surveillance - Urinalysis
- Unit Sweep - Urinalysis
- UNKNOWN

7. Location Used: Select appropriate entry from list.

Location Used

Ashore - Off Duty ▼

- Ashore - Off Duty
- Ashore - On Duty
- Shipboard
- Unknown/Other

8. Incident Location: Select appropriate entry from list.

IncidentLocation

AK Alaska ▼

- AK Alaska
- AL Alabama
- AL Alabama Other
- AL Montgomery
- AR Arkansas Other
- AR Jacksonville
- ASHORE OUTSIDE U.S.
- AZ Arizona Other
- AZ Yuma
- CA Barstow
- CA California Other
- CA Camp Pendleton North
- CA Camp Pendleton South
- CA China Lake
- CA Coronado
- CA El Centro
- CA Lemoore
- CA Los Angeles Area
- CA Monterey
- CA Oceanside

9. Comments: Enter comments about incident/referral, other statements as deemed appropriate. Comments are limited to 1,485 total characters.

Comments

10. Nature of incident: check box next to each option as appropriate.

Nature of Incident

- ☐ Abuse ☐ Manufacture ☐ Possession ☐ Trafficking
☐ DUI / DWI / BWI / OWI

11. Select “Save Report.” Saving the report will send to “Approve Pending DAR Records” for approval.

(c) **Approve Pending DAR Records.** This option is only available to the CO/OIC or individuals with DAR Approval Role in ADMITS.

1. Select UIC drop down to select UIC if user has multiple UIC’s

The screenshot shows the ADMITS system interface. At the top, there is a dark blue navigation bar with the text "Admits", "Menu", and "Reports". To the right of the navigation bar is a user profile icon and a dropdown menu. The dropdown menu is open, showing a list of UICs: "12345", "30626", "00000", "12345", and "ADMIN". The "12345" option is highlighted in blue. Below the navigation bar, the main content area has a large heading "Welcome to ADMITS". Below this heading is a paragraph of text: "Personal Readiness Summits provide the latest information on policy updates, current and new initiatives. Specific sessions for COs/XOs/CMCs, JOs/Senior Enlisted, DAPAs/UPCs/SAVI, Junior Enlisted." Below this paragraph is a heading "Administrator Message". Below this heading is a paragraph of text: "- The Alcohol and Drug Management Information Tracking System (ADMITS) has been offline since September 2013 due to security issues. This is an interim system with limited capability, designed to meet minimum Fleet requirements with a cybersecurity compliant application. The system will allow commands to enter new Drug and Alcohol Reports (DARs) and those held on station while the system was offline. - For the forwarding/processing of all ADMITS Registrations, the new ADMITS Mailbox address is MILL_N17_ADMITS@navy.mil - General ADMITS contact information: ADMITS Processing Officer 21st Century Sailor Office (OPNAV N17) Total Sailor Fitness (OPNAV N170) Navy Alcohol and Drug Prevention (NADAP)(OPNAV N170A) Building 457, Room 249 5720 Integrity Drive Millington, 38055-6000 Help Desk – DSN: 882-4214 or Commercial: (901) 874-4214 Fax – DSN: 882-6655 or Commercial: (901) 874-6655 Email: mill_n17_admits@navy.mil"

2. Select “Approve Pending DAR Records”

Admits
Menu
Reports
00003

Approve Pending DAR Records

Welcome to ADMITS

Personal Readiness Summits provide the latest information on policy updates, current and new initiatives. Specific sessions for COs/XOs/CMCs, JOs/Senior Enlisted, DAPAs/UPCs/SAPR, Junior Enlisted.

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(d) A complete list of all DAR pending approval will be displayed.

Admits
Menu
Reports
Admin
ADMIN

Pending DAR Records (HOLDING)

Incident Date	Primary Substa			
7/12/2021	Alcohol		View	Approve Delete
4/16/2021	Alcohol		View	Approve Delete
8/3/2020	Alcohol		View	Approve Delete
8/1/2020	Alcohol		View	Approve Delete
9/30/2021	Alcohol		View	Approve Delete
2/8/2021	Alcohol		View	Approve Delete
5/15/2021	Alcohol		View	Approve Delete

1. Scroll to locate appropriate member DAR
2. Select “View,” “Approve”, or “Delete.”
3. Selecting “View” will display the pending DAR (view only) in PDF format.
4. Selecting “Approve” will open a new dialog box prompting the CO/OIC to enter their name and select the “Approve” box.

Commanding Officer's Name

Cancel

Approve

Note: The CO/OIC's name shall be entered when the approval authorization has been delegated, not the name of the individual approving the DAR.

Note: DAR is now approved and there is no need to fax or email the document to NAAP.

5. Selecting "Delete" will remove the pending DAR from ADMITS. The DAR is no longer retrievable.

d. Enter Screening Record (SARP User only)

(1) Select UIC From UIC list for the members UIC

Admits

Menu

Reports

12345

30626

00000

12345

ADMIN

Welcome to ADMITS

Personal Readiness Summits provide the latest information on policy updates, current and new initiatives. Specific sessions for COs/XOs/CMCs, JOs/Senior Enlisted, DAPAs/UPCs/SAVI, Junior Enlisted.

Administrator Message

- The Alcohol and Drug Management Information Tracking System (ADMITS) has been offline since September 2013 due to security issues. This is an interim system with limited capability, designed to meet minimum Fleet requirements with a cybersecurity compliant application. The system will allow commands to enter new Drug and Alcohol Reports (DARs) and those held on station while the system was offline. - For the forwarding/processing of all ADMITS Registrations, the new ADMITS Mailbox address is MILL_N17_ADMITS@navy.mil - General ADMITS contact information: ADMITS Processing Officer 21st Century Sailor Office (OPNAV N17) Total Sailor Fitness (OPNAV N170) Navy Alcohol and Drug Prevention (NADAP)(OPNAV N170A) Building 457, Room 249 5720 Integrity Drive Millington, 38055-6000 Help Desk – DSN: 882-4214 or Commercial: (901) 874-4214 Fax – DSN: 882-6655 or Commercial: (901) 874-6655 Email: mill_n17_admits@navy.mil

(2) Select enter screening record from the Menu list

The screenshot shows the top navigation bar of the ADMITS portal. It includes links for 'Admits', 'Menu', and 'Reports'. On the right, there is a user profile icon and a dropdown menu showing '00018'. A dropdown menu is open under the 'Menu' link, showing two options: 'Enter Treatment Data' and 'Enter Screening Record'. Below the navigation bar, the word 'Welcome' is partially visible.

Personal Readiness Summits provide the latest information on policy updates, current and new initiatives. Specific sessions for COs/XOs/CMCs, JOs/Senior Enlisted, DAPAs/UPCs/SAPR, Junior Enlisted.

Administrator Message

*Urinalysis Program Coordinator Course is NOW AVAILABLE - The UPC course is available on Navy eLearning
*All IFTDTL users: The Legacy Portal migrated to a new website on August 15, 2020. Effective November 12, 2020 at 5PM CST, the Legacy IFTDTL Portal will be shut down permanently. This includes various features from HelpDesk, WebDTP and various download/upload services that Legacy IFTDTL Portal used to provide. Use the following link to access the new portal <https://ftdtl.health.mil>. * General ADMITS contact information: ADMITS Processing Officer 21st Century Sailor Office (OPNAV N17) Total Sailor Fitness (OPNAV N170) Navy Alcohol and Drug Prevention (NADAP)(OPNAV N170A) Building 457, Room 249 5720 Integrity Drive Millington, 38055-6000 Help Desk – DSN: 882-4214 or Commercial: (901) 874-4214 Fax – DSN: 882-6655 or Commercial: (901) 874-6655 Email: mill_n17_admits@navy.mil

(3) Select member from list. Only members with an approved DAR will be displayed.

The screenshot shows the 'Screening Records' section of the ADMITS portal. It features a dark blue header with 'Admits', 'Menu', 'Reports', and 'Admin' links. On the right, there is a user profile icon and a dropdown menu showing 'ADMIN'. Below the header, the text 'Screening Records' is displayed above a dropdown menu. A blue 'Search' button is located below the dropdown menu.

(4) Select search

(5) Enter Screening Data by completing drop down options

Admits
Menu
Reports
00018

Enter Screening Data

Member Name:
Incident Date: 7/11/2014
Substance: Alcohol

Previous Detections
Self Referral Alcohol Detection 1

Screening Date

12/14/2021

Facility

SARP SAN DIEGO

Referral Reason

DUI or DWI Incident Referral

Recommended Action

Intensive Outpatient

Previous Education

ADAMS (E6 and above)

Comments

Save Cancel

(6) Screening Date. Use Calendar Box or enter date of incident/referral

- (a) MM/DD/YYYY format
- (b) Should not be a future date
- (c) Should not be a date prior to the DAR incident date

(7) Facility

Facility

SARP SAN DIEGO ▼

- SARP SAN DIEGO
- SARP NORFOLK
- SARP JACKSONVILLE
- TRIPLER AMC
- ANDREWS TRISERVICE ADDICTIONS RECOVERY CENTER
- SARP KITSAP WASHINGTON
- SARPD CAMP PENDLETON
- SARP GREAT LAKES
- SARD OKINAWA
- SARP PENSACOLA
- SARP BETHESDA
- SARP PEARL HARBOR
- SARP PORT HUENEME
- SARP WHIDBEY ISLAND
- SARP YOKOSUKA
- SARP GUAM
- SARP LEMOORE
- SARP DIEGO GARCIA
- SARP SASEBO
- SARP USS ENTERPRISE CVN 65

(8) Referral Reason

Referral Reason

DUI or DWI Incident Referral ▼

- DUI or DWI Incident Referral Reason
- Level II/III Holding Referral Reason
- Other Drug/Alcohol Incident Referral Reason
- Intensive Outpatient

(9) Recommended Action

Recommended Action

Intensive Outpatient ▼

- Intensive Outpatient
- Command Level
- Early Intervention Impact or equivalent
- Outpatient
- Residential
- Medically Managed
- RTD - No Further Action
- RTD - Not Amenable
- RTD - No Problem
- Inpatient (Level III)

(10) Previous Education

Previous Education

ADAMS (E6 and above) ▼

- ADAMS (E6 and above)
- Aware
- GMT
- NADSAP
- None
- Other
- Prevent

(11) Comments

Comments

(12) Save

e. Enter Treatment Data (SARP User Only)

(1) Select UIC from UIC list for the members UIC

The screenshot shows the ADMITS system interface. At the top, there is a navigation bar with 'Admits', 'Menu', and 'Reports' tabs. A user profile icon is visible on the right. A dropdown menu is open, showing a list of UICs: 12345, 30626, 00000, 12345 (highlighted), and ADMIN. The main content area displays a 'Welcome to ADMITS' message, followed by a paragraph about Personal Readiness Summits, and an 'Administrator Message' section detailing system updates and contact information.

(a) Select Enter Treatment Data from the Menu list

This screenshot is identical to the previous one, showing the ADMITS system interface with the 'Menu' dropdown menu open. The UIC list (12345, 30626, 00000, 12345, ADMIN) is visible, and the 'Administrator Message' section is present.

(b) Select member from display

(c) Select Search

(d) Enter Treatment options from Drop list

The screenshot shows a web application interface with a dark blue header containing 'Admits', 'Menu', and 'Reports' with dropdown arrows, and a user ID '00018' on the right. The main section is titled 'Enter Treatment Data'. It contains several input fields: 'Member Name' (text box), 'Incident Date' (3/12/1995) and 'Substance' (Alcohol) (text boxes), 'Type Program' (dropdown menu showing 'Early Intervention USMC Pri'), 'Treatment Completion Date' (12/14/2021) with a calendar icon, 'Referral Source' (dropdown menu showing 'Command or Supervisor'), 'Program Action' (dropdown menu showing 'Completed Program - RTD'), 'Prognosis' (dropdown menu showing 'Fair'), 'Facility' (dropdown menu showing 'SARP SAN DIEGO'), 'Counselor' (text box), 'Recommended Aftercare Action' (dropdown menu showing 'Counseling'), and 'Comments' (text area). At the bottom are 'Save' and 'Cancel' buttons.

(e) Type Program

The screenshot shows the 'Type Program' dropdown menu open. The menu items are: 'Early Intervention USMC Pri' (selected), 'Early Intervention USMC Prime', 'Early Intervention Level 0.5', 'Outpatient Level I', 'Intensive Outpatient Level II', 'Clinical Monitoring/Residential Level III', and 'Medically Managed Level IV'.

(f) Treatment Completion Date

(g) Referral Source

Referral Source

Command or Supervisor ▼
Command or Supervisor
Law Enforcement
Medical
Other Program
Self Referral
Urinalysis

(h) Program Action

Program Action

Completed Program – RTD ▼
Completed Program – RTD
Program not Completed –RTD

(i) Prognosis

Prognosis

Fair ▼
Fair
Good
Poor

(j) Facility

Facility

SARP SAN DIEGO ▼
SARP SAN DIEGO
SARP NORFOLK
SARP JACKSONVILLE
TRIPLER AMC
ANDREWS TRISERVICE ADDICTIONS RECOVERY CENTER
SARP KITSAP WASHINGTON
SARPD CAMP PENDLETON
SARP GREAT LAKES
SARD OKINAWA
SARP PENSACOLA
SARP BETHESDA
SARP PEARL HARBOR
SARP PORT HUENEME
SARP WHIDBEY ISLAND
SARP YOKOSUKA
SARP GUAM
SARP LEMOORE
SARP DIEGO GARCIA
SARP SASEBO
SARP USS ENTERPRISE CVN 65

(k) Counselor

Counselor

(l) Recommended Aftercare Action

Recommended Aftercare Action

Counseling
Counseling
Education
Meetings
Other

(m) Comments

Comments

(n) Save

e. **Reports Tab Content**

Admits Menu Reports 00000

Welcome to

Personal Readiness Summits pro
Specific sessions for COs/XOs/C

Administrat

- Incident Listing
- Urinalysis Specimen Details
- Record Check
- Screening Listing
- Treatment Listing
- Urinalysis History
- Urinalysis Specimen Summary Data
- DAR View/Print

*Urinalysis Program Coordinator Course is not available. The only course is available on Navy eLearning
*All IFTDTL users: The Legacy Portal migrated to a new website on August 15, 2020. Effective November 12, 2020 at 5PM CST, the Legacy IFTDTL Portal will be shut down permanently. This includes various features from HelpDesk, WebDTP and various download/upload services that Legacy IFTDTL Portal used to provide. Use the following link to access the new portal <https://ftdl.health.mil>. * General ADMITS contact information: ADMITS Processing Officer 21st Century Sailor Office (OPNAV N17) Total Sailor Fitness (OPNAV N170) Navy Alcohol and Drug Prevention (NADAP)(OPNAV N170A) Building 457, Room 249 5720 Integrity Drive Millington, 38055-6000 Help Desk – DSN: 882-4214 or Commercial: (901) 874-4214 Fax – DSN: 882-6655 or Commercial: (901) 874-6655 Email: mill_n17_admits@navy.mil

(1) Record Check

(2) Treatment Listing

(3) Screening Listing

(4) Incident Listing

(5) Urinalysis Specimen Details

(6) Urinalysis Specimen Receipt Summary

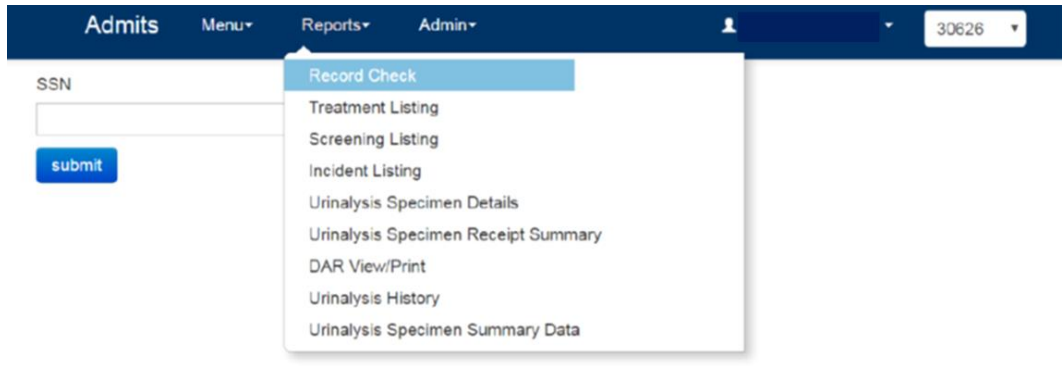
(7) DAR View/Print

(8) Urinalysis History

(9) Urinalysis Specimen Summary Data

(a) Record Check

1. Select “Reports” tab
2. Select “Record Check”



3. Enter the member’s full SSN in the dialog box

Note: 9 digit SSN without dashes or spaces

4. Select “Submit”



5. The record check option will display the following

(b) Laboratory Positives

Sample Date	Test Date	Drug Code	UIC/RUC	BNSpec	Specimen	Premise Code	Sample Location	Date Received
3/1/2001 12:00:00 AM	3/20/2013 12:00:00 AM	HYM	55575				San Diego	
8/1/2007 12:00:00 AM	8/1/2007 12:00:00 AM	MDA	99999	0003	003	IR	San Diego	
8/1/2007 12:00:00 AM	8/1/2007 12:00:00 AM	MDM	99999	0003	003	IR	San Diego	

(c) Approved DAR

Incident Date	Substance	DUI/DWI	ID Method	UIC/RUC
1/1/1900 12:00:00 AM	Alcohol	False	UNKNOWN	00000
1/1/1900 12:00:00 AM	Alcohol	False	UNKNOWN	00000
1/1/2006 12:00:00 AM	Alcohol	True	Civilian Police - Law Enforcement	01053
1/1/2009 12:00:00 AM	Alcohol	False	UNKNOWN	62980
1/1/2012 12:00:00 AM	Alcohol	False	UNKNOWN	00000
1/21/2013 12:00:00 AM	Alcohol	False	Command/Supervisor - Command	00000
5/8/2015 12:00:00 AM	Alcohol	True	Command/Supervisor - Command	12345
8/10/2015 12:00:00 AM	Alcohol	True	Command/Supervisor - Command	00000

(d) Screening

Facility Name	Screening Date	Primary Substance	Incident Info	Recommended Action	UIC/RUC	Command Name	Incident Date	Date Received
ADMITS ADMIN GROUP	1/1/2008 12:00:00 AM	Alcohol	Civilian Law Enforcement Alcohol Detection	Intensive Outpatient	12345	DAPA SCHOOL	5/8/2015 12:00:00 AM	8/10/2015 12:00:00 AM
	1/30/2008 12:00:00 AM	Alcohol			00000	OARD	1/1/1900 12:00:00 AM	5/12/2008 12:00:00 AM
	7/1/2009 12:00:00 AM	Alcohol	Military Law Enforcement Alcohol Detection	Outpatient	62980		1/1/2009 12:00:00 AM	1/1/1900 12:00:00 AM
	1/1/2012 12:00:00 AM	Alcohol			00000	OARD	1/1/1900 12:00:00 AM	12/29/2011 12:00:00 AM
ADMITS ADMIN GROUP	1/2/2012 12:00:00 AM	Alcohol	Commander, Supervisor, DAPA Alcohol Detection	Early Intervention Impact or equivalent	00000	OARD	1/1/2012 12:00:00 AM	1/1/1900 12:00:00 AM

(e) Treatment

Facility	Completion Date	Primary Substance	Program Type	Program Action	UIC/RUC	Command Name	Prognosis
ADMITS ADMIN GROUP	1/29/2012 12:00:00 AM	Alcohol	Intensive Outpatient Level II	Completed Program – RTD	00000	OARD	Fair
ADMITS ADMIN GROUP	6/5/2008 12:00:00 AM	Alcohol	Intensive Outpatient Level II	Completed Program – RTD	00000	OARD	Poor
ADMITS ADMIN GROUP	5/12/2008 12:00:00 AM	Alcohol	Early Intervention Level 0.5	Completed Program – RTD	00000	OARD	Poor

(f) Training

Completion Date	Training Type	Member UIC/RUC	Training Facility UIC/RUC
1/1/2008 12:00:00 AM	Alcohol Awareness Training	41706	41706
7/1/2009 12:00:00 AM	Alcohol Awareness Training	62980	62980
1/1/2010 12:00:00 AM	Urinalysis Program Coordinator Training	00000	00000
4/1/2010 12:00:00 AM	Alcohol Awareness Training	00000	00000
11/3/2010 12:00:00 AM	Urinalysis Program Coordinator Training	00880	00880
7/12/2011 12:00:00 AM	Urinalysis Program Coordinator Training	00880	00880
7/12/2011 12:00:00 AM	DAPA (USN) or SACO (USMC) Training	00880	00880

Contact information:

ADMITTS Processing Office
Navy Drug and Alcohol Deterrence (OPNAV N173C)
BLDG 457 Room 249
5720 Integrity Drive
Millington, TN 38055-6000

Help Desk – DSN 882-4214 or Commercial: (901) 874-4214
Fax-DSN 882-6655 or Commercial: (901) 874-6655
Email: MILL_N17_ADMITS@NAVY.MIL

3. **Drug Testing Program Lite (DTPLITE) V6.X.** DTPLite is a standalone, workstation hosted application that operates similarly to the Navy Drug Screening Program (NDSP) application. The UPC will upload a roster and generate a test and print the same custody documents as NDSP. However, DTPLite does not require a login to access the application because it does not retain a history. Once the User closes the application, the test information is automatically deleted. The User must upload a current roster each time the program is opened and used. Once mandated, DTPLite is to be used “ONLY” when connectivity to WebDTP cannot be established. It is not to be used in lieu of WebDTP for convenience. Users must save a copy of the test generated by checking the box next to “DTP Selection Report”. This report is an Excel file to be uploaded into WebDTP at a later date. The following steps will enable Users to operate DTPLite correctly.

- a. Double click on the DTPLite icon.



- b. Select USN to activate Navy features within the application.



- c. Select the location of the roster to Import. Make sure the Roster contains, at a minimum, each column with Last Name only; First Name only, DODID and Organization (name of the primary testing activity). Other column fields are highly recommend but not required to produce

a test include: Middle initial, Rank/Rate and gender. Phone isn't necessary since this is a temporary function. Once you have a saved roster, ready to import, proceed using the next series of screen shots. Activities with this program installed on systems connected to CANES are to save their roster and program to the "F" drive, unless otherwise directed by local authority.

d. For this example, the roster is located in the Public folder on the system "C" drive.

Identify Roster File
Browse to the directory that contains your roster file and select it from the list of available files. Only Files in one of the supported formats (Comma Delimited or MS Excel) will appear on this screen.



Browse to the directory where your Roster File is located, select it, and then click <Next> or Alt+N.

D:  CA\

D:  HA\

D:  SA\

Next >

Close

Home

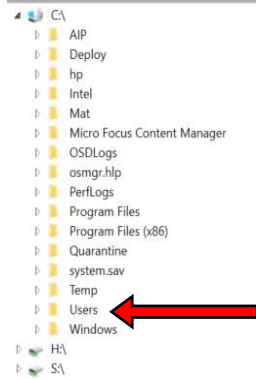
Identify Roster File

Browse to the directory that contains your roster file and select it from the list of available files. Only Files in one of the supported formats (Comma Delimited or MS Excel) will appear on this screen.

USN



C:\



Next >

Close

Home

Identify Roster File

Browse to the directory that contains your roster file and select it from the list of available files. Only Files in one of the supported formats (Comma Delimited or MS Excel) will appear on this screen.

USN



C:\Users\Public\Navy Sample Roster.xlsx

File Explorer window showing the directory structure of C:\Users\Public\Navy Sample Roster.xlsx. The 'Public' folder is expanded, and the 'Navy Sample Roster.xlsx' file is selected. Two red arrows point to the 'Public' folder and the 'Navy Sample Roster.xlsx' file.

- AIIP
- Deploy
- hp
- Intel
- Mat
- Micro Focus Content Manager
- OSDLogs
- osmgr.hlp
- PerfLogs
- Program Files
- Program Files (x86)
- Quarantine
- system.sav
- Temp
- Users
 - Administrator
 - defaultuser0
 - defaultuser0
 - defaultuser0
 - defaultuser0
 - defaultuser0
 - defaultuser0
 - defaultuser0
 - defaultuser0
 - defaultuser0
 - defaultuser0
 - defaultuser0
 - defaultuser0
 - defaultuser0
 - Public
 - AppData
 - Documents
 - Downloads
 - Music
 - NDSP
 - Pictures
 - Pulse Secure
 - Videos
 - Navy Sample Roster.xlsx**
 - defaultuser0
 - defaultuser0
 - defaultuser0
- Windows

HA
SA

Next > Close Home

e. Click on “Do Not Import” and select the fields that correspond with the information below it. Once all is selected, click “Next” to set up testing information.

Format Roster
 Click on the column titles and select the criteria required by DTP Lite (Name, DOD ID, Rank, and Gender). If your roster file contains header information, remove it by checking the (Ignore Header) checkbox.

USN
 

You must identify the following column(s): Last Name
 Filter...
☐ Ignore Header

Do not Import	Do not Import	Do not Import	DoD ID	Do not Import	Gender	Do not Import
gilligan1	robert1	A		E1	M	USS NEVERSAIL
gilligan2	robert2	A		E2	M	USS NEVERSAIL
gilligan3	robert3	A		E3	M	USS NEVERSAIL
gilligan4	robert4	A		E4	M	USS NEVERSAIL
gilligan5	robert5	A		E5	M	USS NEVERSAIL
gilligan6	robert6	A		E6	M	USS NEVERSAIL
gilligan7	robert7	A		E7	M	USS NEVERSAIL
gilligan8	robert8	A		E8	M	USS NEVERSAIL
gilligan9	robert9	A		E9	M	USS NEVERSAIL
gilligan10	robert10	A		ENS	M	USS NEVERSAIL
gilligan11	robert11	A		LTJG	M	USS NEVERSAIL
gilligan12	robert12	A		LT	M	USS NEVERSAIL
gilligan13	robert13	A		LCDR	M	USS NEVERSAIL
gilligan14	robert14	A		CDR	M	USS NEVERSAIL
gilligan15	robert15	A		CAPT	M	USS NEVERSAIL
gilligan16	robert16	A		COM	M	USS NEVERSAIL
gilligan17	robert17	A		RADM	M	USS NEVERSAIL
gilligan18	robert18	A		VADM	M	USS NEVERSAIL
gilligan19	robert19	A		SR	M	USS NEVERSAIL
gilligan20	robert20	A		SA	M	USS NEVERSAIL
gilligan21	robert21	A		SN	M	USS NEVERSAIL
gilligan22	robert22	A		PO3	M	USS NEVERSAIL
gilligan23	robert23	A		PO2	M	USS NEVERSAIL
gilligan24	robert24	A		PO1	M	USS NEVERSAIL
gilligan25	robert25	A		CPO	M	USS NEVERSAIL
gilligan26	robert26	A		SCPO	M	USS NEVERSAIL
gilligan27	robert27	A		MC	M	USS NEVERSAIL
gilligan28	robert28	A		E10	M	USS NEVERSAIL
gilligan29	robert29	A		E11	M	USS NEVERSAIL
gilligan30	robert30	A		E12	M	USS NEVERSAIL
gilligan31	robert31	A		E13	M	USS NEVERSAIL
gilligan32	robert32	A		E14	M	USS NEVERSAIL
gilligan33	robert33	A		E15	M	USS NEVERSAIL
gilligan34	robert34	A		E16	M	USS NEVERSAIL
gilligan35	robert35	A		E17	M	USS NEVERSAIL
gilligan36	robert36	A		E18	M	USS NEVERSAIL
gilligan37	robert37	A		ENS	M	USS NEVERSAIL

Previous
Next
Close
Home

Format Roster

Click on the column titles and select the criteria required by DTP Lite (Name, DOD ID, Rank, and Gender). If your roster file contains header information, remove it by checking the (Ignore Header) checkbox.

USN



Criteria Completed							Filter...	☐ Ignore Header
Last Name	Do not Import	Do not Import	DoD ID	Do not Import	Gender	Do not Import		
gillian1	robert1	A	E1	M	USS NEVERSAIL			
gillian2	robert2	A	E2	M	USS NEVERSAIL			
gillian3	robert3	A	E3	M	USS NEVERSAIL			
gillian4	robert4	A	E4	M	USS NEVERSAIL			
gillian5	robert5	A	E5	M	USS NEVERSAIL			
gillian6	robert6	A	E6	M	USS NEVERSAIL			
gillian7	robert7	A	E7	M	USS NEVERSAIL			
gillian8	robert8	A	E8	M	USS NEVERSAIL			
gillian9	robert9	A	E9	M	USS NEVERSAIL			
gillian10	robert10	A	ENS	M	USS NEVERSAIL			
gillian11	robert11	A	LTIG	M	USS NEVERSAIL			
gillian12	robert12	A	LT	M	USS NEVERSAIL			
gillian13	robert13	A	LCDR	M	USS NEVERSAIL			
gillian14	robert14	A	CDR	M	USS NEVERSAIL			
gillian15	robert15	A	CAPT	M	USS NEVERSAIL			
gillian16	robert16	A	COM	M	USS NEVERSAIL			
gillian17	robert17	A	RADM	M	USS NEVERSAIL			
gillian18	robert18	A	VADM	M	USS NEVERSAIL			
gillian19	robert19	A	SR	M	USS NEVERSAIL			
gillian20	robert20	A	SA	M	USS NEVERSAIL			
gillian21	robert21	A	SN	M	USS NEVERSAIL			
gillian22	robert22	A	PO3	M	USS NEVERSAIL			
gillian23	robert23	A	PO2	M	USS NEVERSAIL			
gillian24	robert24	A	PO1	M	USS NEVERSAIL			
gillian25	robert25	A	CPO	M	USS NEVERSAIL			
gillian26	robert26	A	SCPO	M	USS NEVERSAIL			
gillian27	robert27	A	MC	M	USS NEVERSAIL			
gillian28	robert28	A	E10	M	USS NEVERSAIL			
gillian29	robert29	A	E11	M	USS NEVERSAIL			
gillian30	robert30	A	E12	M	USS NEVERSAIL			
gillian31	robert31	A	E13	M	USS NEVERSAIL			
gillian32	robert32	A	E14	M	USS NEVERSAIL			
gillian33	robert33	A	E15	M	USS NEVERSAIL			
gillian34	robert34	A	E16	M	USS NEVERSAIL			
gillian35	robert35	A	E17	M	USS NEVERSAIL			
gillian36	robert36	A	E18	M	USS NEVERSAIL			
gillian37	robert37	A	ENS	M	USS NEVERSAIL			

Format Roster

Click on the column titles and select the criteria required by DTP Lite (Name, DOD ID, Rank, and Gender). If your roster file contains header information, remove it by checking the (Ignore Header) checkbox.

USN



Criteria Completed								Filter...	☐ Ignore Header
Last Name	First Name	Initial	DoD ID	Rank	Gender	Organization			
gillian1	robert1	A	E1	M	USS NEVERSAIL				
gillian2	robert2	A	E2	M	USS NEVERSAIL				
gillian3	robert3	A	E3	M	USS NEVERSAIL				
gillian4	robert4	A	E4	M	USS NEVERSAIL				
gillian5	robert5	A	E5	M	USS NEVERSAIL				
gillian6	robert6	A	E6	M	USS NEVERSAIL				
gillian7	robert7	A	E7	M	USS NEVERSAIL				
gillian8	robert8	A	E8	M	USS NEVERSAIL				
gillian9	robert9	A	E9	M	USS NEVERSAIL				
gillian10	robert10	A	ENS	M	USS NEVERSAIL				
gillian11	robert11	A	LTIG	M	USS NEVERSAIL				
gillian12	robert12	A	LT	M	USS NEVERSAIL				
gillian13	robert13	A	LCDR	M	USS NEVERSAIL				
gillian14	robert14	A	CDR	M	USS NEVERSAIL				
gillian15	robert15	A	CAPT	M	USS NEVERSAIL				
gillian16	robert16	A	COM	M	USS NEVERSAIL				
gillian17	robert17	A	RADM	M	USS NEVERSAIL				
gillian18	robert18	A	VADM	M	USS NEVERSAIL				
gillian19	robert19	A	SR	M	USS NEVERSAIL				
gillian20	robert20	A	SA	M	USS NEVERSAIL				
gillian21	robert21	A	SN	M	USS NEVERSAIL				
gillian22	robert22	A	PO3	M	USS NEVERSAIL				
gillian23	robert23	A	PO2	M	USS NEVERSAIL				
gillian24	robert24	A	PO1	M	USS NEVERSAIL				
gillian25	robert25	A	CPO	M	USS NEVERSAIL				
gillian26	robert26	A	SCPO	M	USS NEVERSAIL				
gillian27	robert27	A	MC	M	USS NEVERSAIL				
gillian28	robert28	A	E10	M	USS NEVERSAIL				
gillian29	robert29	A	E11	M	USS NEVERSAIL				
gillian30	robert30	A	E12	M	USS NEVERSAIL				
gillian31	robert31	A	E13	M	USS NEVERSAIL				
gillian32	robert32	A	E14	M	USS NEVERSAIL				
gillian33	robert33	A	E15	M	USS NEVERSAIL				
gillian34	robert34	A	E16	M	USS NEVERSAIL				
gillian35	robert35	A	E17	M	USS NEVERSAIL				
gillian36	robert36	A	E18	M	USS NEVERSAIL				
gillian37	robert37	A	ENS	M	USS NEVERSAIL				

f. Input the Location Code and set up testing parameters. If testing by percentage, the value enter will be the value produced. The application percentage is set to a default of 40 percent. The roster in this demonstration has 200 names with the percentage set at 20 percent. The test will produce 40 names. If the program is set to test by Total Number, whatever value entered that

does not exceed 40 percent of the database will produce that number of names on the list. For this information, testing was conducted by percentage.

Choose Testing Parameters

Below is the roster from which your test will be generated. Select the Premise and other values to specify how members will be selected for testing.



Last Name	First Name	MI	DOD ID	Rank
gilligan1	robert1	A		E1
gilligan10	robert10	A		ENS
gilligan100	robert100	A		SR
gilligan101	robert101	A		SA
gilligan102	robert102	A		SN
gilligan103	robert103	A		PO6
gilligan104	robert104	A		PO7
gilligan105	robert105	A		PO8
gilligan106	robert106	A		CPO
gilligan107	robert107	A		SCPO
gilligan108	robert108	A		MC
gilligan109	robert109	A		E37
gilligan11	robert11	A		LTJG
gilligan110	robert110	A		E38
gilligan111	robert111	A		E39
gilligan112	robert112	A		E40
gilligan113	robert113	A		E41
gilligan114	robert114	A		E42
gilligan115	robert115	A		E43
gilligan116	robert116	A		E44
gilligan117	robert117	A		E45
gilligan118	robert118	A		ENS
gilligan119	robert119	A		LTJG
gilligan12	robert12	A		LT
gilligan120	robert120	A		LT
gilligan121	robert121	A		LCDR
gilligan122	robert122	A		CDR
gilligan123	robert123	A		CAPT
gilligan124	robert124	A		COM
gilligan125	robert125	A		RADM
gilligan126	robert126	A		VADM
gilligan127	robert127	A		SR
gilligan128	robert128	A		SA
gilligan129	robert129	A		SN
gilligan13	robert13	A		LCDR
gilligan130	robert130	A		PO9
gilligan131	robert131	A		PO10
gilligan132	robert132	A		PO11
gilligan133	robert133	A		CPO

Location Code:

Testing Premise: Random Testing (IR)

Selection Method

☒ Percentage
☐ Total Number
☐ Probability

Percentage 40

Roster Count: 200

< Previous

Next >

Close

Home

Note: If the command program is set to conducting four Random Samplings per month at 20 percent of assigned personnel, then for a command with 100 personnel assigned, set the percentage at 5 percent each time a test is generated for a total of 20 percent for the month. Remember, 20 percent is based on samples to the lab and tested.

Choose Testing Parameters
Below is the roster from which your test will be generated. Select the Premise and other values to specify how members will be selected for testing.

Last Name	First Name	MI	DOD ID	Rank
gilligan1	robert1	A		E1
gilligan10	robert10	A		ENS
gilligan100	robert100	A		SR
gilligan101	robert101	A		SA
gilligan102	robert102	A		SN
gilligan103	robert103	A		PO6
gilligan104	robert104	A		PO7
gilligan105	robert105	A		PO8
gilligan106	robert106	A		CPO
gilligan107	robert107	A		SCPO
gilligan108	robert108	A		MC
gilligan109	robert109	A		E37
gilligan11	robert11	A		LTJG
gilligan110	robert110	A		E38
gilligan111	robert111	A		E39
gilligan112	robert112	A		E40
gilligan113	robert113	A		E41
gilligan114	robert114	A		E42
gilligan115	robert115	A		E43
gilligan116	robert116	A		E44
gilligan117	robert117	A		E45
gilligan118	robert118	A		ENS
gilligan119	robert119	A		LTJG
gilligan12	robert12	A		LT
gilligan120	robert120	A		LT
gilligan121	robert121	A		LCDR
gilligan122	robert122	A		CDR
gilligan123	robert123	A		CAPT
gilligan124	robert124	A		COM
gilligan125	robert125	A		RADM
gilligan126	robert126	A		VADM
gilligan127	robert127	A		SR
gilligan128	robert128	A		SA
gilligan129	robert129	A		SN
gilligan13	robert13	A		LCDR
gilligan130	robert130	A		PO9
gilligan131	robert131	A		PO10
gilligan132	robert132	A		PO11
gilligan133	robert133	A		CPO

Roster Count: 200

Location Code:

Testing Premise:

Selection Method:
☒ Percentage
☐ Total Number
☐ Probability

Percentage:

< Previous Next > Close Home

g. For the example below, input testing activity UIC and command name as it appears in plain language address (message) format for “Block 1” and TYCOM/ISIC information in “Block 2”. For Block 1, add contact email address in case the servicing lab needs to reach the command.

h. Set the collection date, starting batch number and select products to print and save. Create separate folders, by collection date and premise code, for each test event to avoid overwrite. Save all items needed. Once the program is closed, no items can be reprinted. Make sure to check the “DTP Selection Report” and save it. Upload into Web DTP when connection is reestablished. Once finished, click Next.

Print Products

The members below have been selected for testing. Fill out the appropriate information to be printed on your products, select the products you wish to print, and click the (Print) button.



Filter...

Gender	Last Name	First Name	Mi	DOD ID	Rank
M	gilligan1	robert1	A		E1
M	gilligan10	robert10	A		ENS
M	gilligan111	robert111	A		E39
M	gilligan112	robert112	A		E40
M	gilligan117	robert117	A		E45
M	gilligan120	robert120	A		LT
M	gilligan129	robert129	A		SN
M	gilligan133	robert133	A		CPO
M	gilligan134	robert134	A		SCPO
M	gilligan138	robert138	A		E48
M	gilligan139	robert139	A		E49
M	gilligan148	robert148	A		LCDR
M	gilligan156	robert156	A		SN
M	gilligan158	robert158	A		PO13
M	gilligan16	robert16	A		COM
M	gilligan161	robert161	A		SCPO
M	gilligan163	robert163	A		E55
M	gilligan167	robert167	A		E59
M	gilligan182	robert182	A		SA
M	gilligan183	robert183	A		SN
M	gilligan185	robert185	A		PO16
M	gilligan186	robert186	A		PO17
M	gilligan196	robert196	A		E70
M	gilligan25	robert25	A		CPO
M	gilligan28	robert28	A		E10
M	gilligan32	robert32	A		E14
M	gilligan39	robert39	A		LT
M	gilligan42	robert42	A		CAPT
M	gilligan46	robert46	A		SR
M	gilligan47	robert47	A		SA
M	gilligan52	robert52	A		CPO
M	gilligan53	robert53	A		SCPO
M	gilligan71	robert71	A		RADM
M	gilligan72	robert72	A		VADM
M	gilligan80	robert80	A		SCPO
M	gilligan81	robert81	A		MC
M	gilligan85	robert85	A		E31
M	gilligan87	robert87	A		E33
M	gilligan90	robert90	A		E36

UIC

N 12345

DD Form 2624 Block 1:

USS Neversail

DD Form 2624 Block 2:

COMMWONTSAIL

Collection Date:

7/5/2021 13

Starting Batch:

0001

Blank Date

Group By Gender

Print Blank Reports

Bottle Label Start Position:

1

Available Forms, Labels, and Documents

Personnel To Be Tested (Notification Copy)

Personnel To Be Tested (Working Copy)

Testing Register

DD Form 2624 - Full (Front & Back)

DD Form 2624 - Front Only

DD Form 2624 - Back Only

Bottle Labels

DTP Selection Report

PDFs *MUST* be printed with the 'Actual Size' option selected.

IR

Selection Count: 40

< Previous

Save

Close

Home

i. The next series of screenshots are document images saved.

Notification Copy

Drug Testing Program Testing Subjects

12345

Notification Copy

07/05/2021

Organization	Rank	Name	DoD ID	Premise	M/F
USS NEVERSAIL	E1	gilligan1, robert1		IR	M
USS NEVERSAIL	ENS	gilligan10, robert10		IR	M
USS NEVERSAIL	E39	gilligan111, robert111		IR	M
USS NEVERSAIL	E40	gilligan112, robert112		IR	M
USS NEVERSAIL	E45	gilligan117, robert117		IR	M
USS NEVERSAIL	LT	gilligan120, robert120		IR	M
USS NEVERSAIL	SN	gilligan123, robert123		IR	M
USS NEVERSAIL	CPO	gilligan133, robert133		IR	M
USS NEVERSAIL	SCPO	gilligan134, robert134		IR	M
USS NEVERSAIL	E48	gilligan138, robert138		IR	M
USS NEVERSAIL	E49	gilligan139, robert139		IR	M
USS NEVERSAIL	LCDR	gilligan148, robert148		IR	M
USS NEVERSAIL	SN	gilligan156, robert156		IR	M
USS NEVERSAIL	PO13	gilligan158, robert158		IR	M
USS NEVERSAIL	COM	gilligan16, robert16		IR	M
USS NEVERSAIL	SCPO	gilligan161, robert161		IR	M

Urinalysis Register

Drug Testing Program Testing Register

07/05/2021

Batch: 0001

IR

Date of Collection MM/DD/YYYY	Batch and Specimen #	Tested Members Rank Printed Name Signature	DOD ID Initials	TPI	Observer's Printed Name and Signature and Initials	Comments and Disposition
07/05/2021	Batch: Spec: 0001 001	E1 gilligan1, robert1		IR		
07/05/2021	Batch: Spec: 0001 002	ENS gilligan10, robert10		IR		
07/05/2021	Batch: Spec: 0001 003	E39 gilligan111, robert111		IR		
07/05/2021	Batch: Spec: 0001 004	E40 gilligan112, robert112		IR		
07/05/2021	Batch: Spec: 0001 005	E45 gilligan117, robert117		IR		
07/05/2021	Batch: Spec: 0001 006	LT gilligan120, robert120		IR		
07/05/2021	Batch: Spec: 0001 007	SN gilligan123, robert123		IR		
07/05/2021	Batch: Spec: 0001 008	CPO gilligan133, robert133		IR		
07/05/2021	Batch: Spec: 0001 009	SCPO gilligan134, robert134		IR		
07/05/2021	Batch: Spec: 0001 010	E48 gilligan138, robert138		IR		
07/05/2021	Batch: Spec: 0001 011	E49 gilligan139, robert139		IR		
07/05/2021	Batch: Spec: 0001 012	LCDR gilligan148, robert148		IR		

DD Form 2624: “C6” code above the premise code identifies DTPLite was used, vice Web DTP. Do not send this form to the lab when using WebDTP and DTPLite. The UPC is to send samples “ONLY”, unless accompanied with request to conduct specialized testing or to justify an error to a bottle or on the bottle label(s).

SPECIMEN CUSTODY DOCUMENT - DRUG TESTING (Read instructions on last page before completing form.)				A. LABORATORY CONDUCTING DRUG TESTING	
1. SUBMITTING UNIT USS Neversail		2. ADDITIONAL SERVICE INFORMATION COMNAVWONTSAIL		B. DAMAGE TO SHIPPING CONTAINER/ DISCREPANCY CODES	
3. BASE and UNIT IDENTIFICATION ** 12345 		4. DATE SPECIMEN COLLECTED YYYY MM DD 2018 11 14			
** Required information entry on front and back of form.		5. UNIT DOCUMENT NUMBER ** 0001		D. DRUGS TESTED	
6. SPECIMEN NUMBER / SERVICE MEMBER'S ID NUMBER (CAC)		7. TEST BASIS	8. TEST INFO	9. ACCESSION NUMBER	10. DISC CODE
(1) 001	IR				
(2) 002	IR				
(3) 003	IR				
(4) 004	IR				
(5) 005	IR				
(6) 006					
(7) 007	R				
(8) 008	IR				
(9) 009	IR				
(10) 010	IR				
(11) 011	IR				
(12) 012	IR				

DD FORM 2624 (Backside): Must be printed or saved and edited using Adobe Pro. The form cannot be edited within DTPLite.

11. CHAIN OF CUSTODY TRACKING		BASE AND UNIT IDENTIFICATION 12345		UNIT DOCUMENT NUMBER 0001	
a. DATE (YYYYMMDD)	b. RELEASED BY		c. RECEIVED BY		d. PURPOSE OF TRANSFER
(1) 20210705	SIGNATURE		SIGNATURE		
	NAME		NAME		
(2)	SIGNATURE		SIGNATURE		
	NAME		NAME		
(3)	SIGNATURE		SIGNATURE		
	NAME		NAME		
(4)	SIGNATURE		SIGNATURE		
	NAME		NAME		
(5)	SIGNATURE		SIGNATURE		
	NAME		NAME		
(6)	SIGNATURE		SIGNATURE		
	NAME		NAME		
(7)	SIGNATURE		SIGNATURE		
	NAME		NAME		
(8)	SIGNATURE		SIGNATURE		
	NAME		NAME		
(9)	SIGNATURE		SIGNATURE		
	NAME		NAME		
(10)	SIGNATURE		SIGNATURE		
	NAME		NAME		

DD FORM 2624 (BACK), NOV 2014

2D Barcode Labels

Tape Here		IR	0001	002		Tape Here
				US		
		Collect Date:	2021/07/05			
		UIC:	12345			
		SM	_____			
		UPC	_____			
			CUI			

Tape Here		IR	0001	004		Tape Here
				US		
		Collect Date:	2021/07/05			
		UIC:	12345			
		SM	_____			
		UPC	_____			
			CUI			

Tape Here		IR	0001	006		Tape Here
				US		
		Collect Date: 2021/07/05				
		UIC: 12345				
		SM	_____			
		UPC	_____			
			CUI			

DTP Selection Report: Upload into Web DTP once connection is established.

[illegible]

- j. Once all actions are completed, close DTPLite and return to Tab D, Guide 3, for

collection, packaging and transportation procedures.

4. **Web Drug Testing Program (WebDTP)** is a web-based application that operates similarly to the Navy Drug Screening Program (NDSP) application. The UPC will upload a roster, generate tests and print the same custody documents as NDSP. WebDTP, like NDSP, currently produces 1D barcode documents which the DD Form 2624(s) accompany the specimen samples to the lab. However, WebDTP is transitioning to a 2D Barcode which will enable activities to send specimen samples to the lab without the DD Form 2624(s). WebDTP will be the primary Drug Testing Program application to be used. The UPC may use the available desktop application when access to WebDTP is limited or not accessible. WebDTP users will not have to mark samples as collected or positive/negative as all members are connected to the results portal and their status is automatically updated. WebDTP access is for UPCs only and can be found under “My Modules” within iFTDTL Portal. The following steps are to be followed to access and use WebDTP. This is for general use and does not include newly added features after release of this document. For questions, contact the support desk at (901) 874-4204, DSN (312) 882-4204 or email: mill_ndsp@navy.mil.

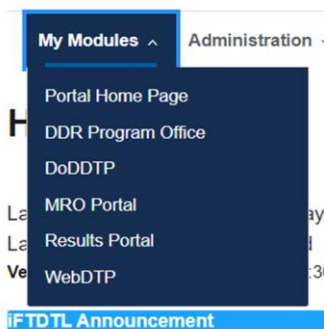
a. **Access:** UPC must register as a new user in iFTDTL Portal and email their IFTDTL SAAR (Special SAAR Form) and a copy of their Cyber Awareness certificate to the iFTDTL Support desk at mill_dtadmin@navy.mil, or NDSP/WebDTP support Desk via their respective Alcohol and Drug Control Officer (ADCO).

b. **Initial Setup:** UPC must set up the Container parameters, in Manage Container, for testing, then import roster to create the necessary Unit(s) and Pool(s) within WebDTP. Roster can be taken from NDSP or produced locally. See steps below, including roster format.

(1) Export roster from NDSP or acquire from local Admin and save to the desktop

Log into iFTDTL Portal. Click on My Modules and select WebDTP

iFTDTL Portal



(2) If the Results Reporting Unit (RRU) doesn't appear, click the up/down arrows to reveal the RRU(s) and select the desired unit, then Open Container.

iFTDTL Portal

My Modules ▾ Administration ▾ DoD Drug Testing Labs Help Desk ▾

DOD Web DTP - Select Container

Container:  [Open Container](#)

c. **Manage Container:** UPC must set up testing frequency, Blocks 1 & 2 info, starting batch number and chain of custody.

(1) Select Manage Container Tab: Check box below DD2624 Block 1 to lock in information. Input Command information and UIC. Use of local phone number is highly encouraged. Enter TYCOM/ISIC in block 2 (optional).

(2) Check the “Retest Carryover” to have members automatically added to the next test event when they are in a “Carry Over” (Due Back) status. Leave blank to manually control members being tested upon return.

(3) Input the number of Random Testing Days per month and input starting Batch Number.

(4) Set up Chain of Custody.

(5) Click “Save” to save all changes.

Note: The percentage/total number option is available during the test selection. The system will produce the exact number of Random Samplings requested as well as the exact percentage/total number requested on each random test event. The system will produce additional test event if “Check Random Testing Day” is selected beyond the desired amount.

Testing Entity
Member List
Blank Products
Manage Selections
Reporting
Manage Container

DD-2624 Block 1
☒ Check ← for Block 1/UIC

USS NEVERSAIL (NS-001)
GILLIGAN@NS001.NAVY.MAIL
(555) 555-4321

N 12345

DD-2624 Block 2

COMNEVERSAILGR1
Line 2
Line 3

☐ Retest Carryover
Random Testing Days:
Batch Prefix Batch#

Save
Reset

Edit Chain of Custody

Line	Released By	Received By	Remarks
1	Petty Officer Gilligan		Released to Postal Rep
2			
3			
4			
5			
6			
7			
8			
9			
10			

(6) Return to Testing Entity to Import Roster.

(7) From the Testing Entity Screen, click Import Roster, then “Choose File” and map your way to the Roster.

Note 1: Ensure Roster is one of the following formats. xls; xlsx; or csv.

Note 2: Each Column is an individual field. The following columns are required: Last Name, First Name, Initial, Rank, DODID/SSN, Unit Name, and Gender. During Import, select the column containing DODID/SSN.

WebDTP



Testing Entity
DOD Web DTP - NAVY00000 - 00000
Switch Container
Check Random Testing Day
0 completed / 4 required

Testing Entity
Member List
Blank Products
Manage Selections
Reporting
Manage Container

Units

View Details
Members
Selection
Import Roster
Deactivate

Records per page:
Filter Results...

☐ Name	UIC/PAS	Avail/Mbr	Carryover	Last Selection
No data available in table				

No records available
Previous
Next

Pools

View Details
Members
Selection
Deactivate
Create

Records per page:
Filter Results...

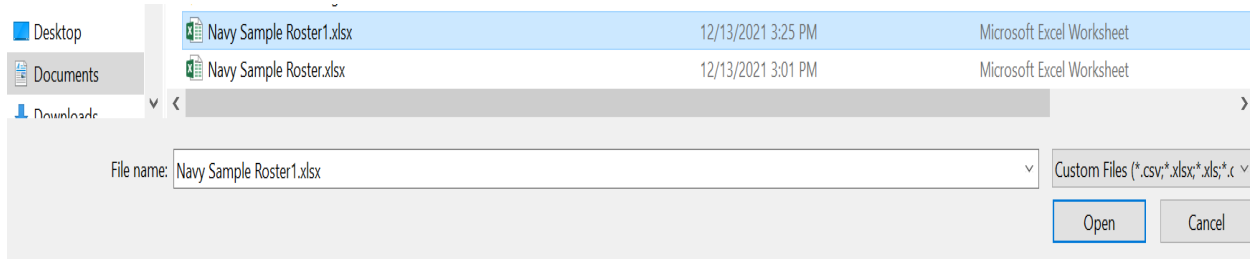
☐ Name	Avail/Mbr	Carryover	Last Selection
☐ 00000	0/0	0	
☐ Unique Member	0/0	0	

Showing 1 to 2 of 2 entries
Previous
1
Next

Importing into: Container

Roster :

(8) Select file and click “Open”, then “Load Roster”



Next Screen:

Importing into: Container

Roster : Navy Sample Roster1.xlsx

(9) Select the applicable options below “Load Roster” that apply. For Ignore Header, WebDTP will automatically check the box if Header row exists.

- Check “Replace Roster with Import” for first time import and to replace any existing information. Do not check if you are going to Append.
- Check “Append Import File to Roster” if only adding new information to the existing pools/units currently in the WebDTP Container.

Importing into: Container

Roster : Navy Sample Roster1.xlsx

☐ Ignore ☒ Replace Roster With Import ☐ Append Import File to Roster

Required Selections: Last Name

Records per page: 100

Showing 1 to 100 of 200 entries

Do not Import	Do not Import	Do not Import	DoD ID	Do not Import	Gender	Do not Import	Do not Import	Do not Import
gilligan1	robert1	A		E1	M	12345	USS NEVERSAIL	Deck
gilligan2	robert2	A		E2	M	12345	USS NEVERSAIL	Safety
gilligan3	robert3	A		E3	M	12345	USS NEVERSAIL	Security
gilligan4	robert4	A		E4	M	12345	USS NEVERSAIL	Operations
gilligan5	robert5	A		E5	M	12345	USS NEVERSAIL	Supply
gilligan6	robert6	A		E6	M	12345	USS NEVERSAIL	Engineering
gilligan7	robert7	A		E7	M	12345	USS NEVERSAIL	Weapons
gilligan8	robert8	A		E8	M	12345	USS NEVERSAIL	Admin
gilligan9	robert9	A		E9	M	12345	USS NEVERSAIL	Deck

(10) Click “Do Not Import” above each column and select the corresponding title for each column and click “Import This Roster.”

☐ Ignore Header Row
 ☒ Replace Roster With Import
 ☐ Append Import File to Roster

Import This Roster

Records per page: 100

Showing 1 to 100 of 200 entries

Previous 1 2 Next

Last Name	Do not Import	Do not Import	DoD ID	Do not Import	Gender	Do not Import	Do not Import	Do not Import
gilligan1	robert1	A		E1	M	12345	USS NEVERSAIL	Deck
gilligan2	robert2	A		E2	M	12345	USS NEVERSAIL	Safety
gilligan3	robert3	A		E3	M	12345	USS NEVERSAIL	Security
gilligan4	robert4	A		E4	M	12345	USS NEVERSAIL	Operations
gilligan5	robert5	A		E5	M	12345	USS NEVERSAIL	Supply
gilligan6	robert6	A		E6	M	12345	USS NEVERSAIL	Engineering
gilligan7	robert7	A		E7	M	12345	USS NEVERSAIL	Weapons
gilligan8	robert8	A		E8	M	12345	USS NEVERSAIL	Admin
gilligan9	robert9	A		E9	M	12345	USS NEVERSAIL	Deck
gilligan10	robert10	A		ENS	M	12345	USS NEVERSAIL	Safety
gilligan11	robert11	A		LTJG	M	12345	USS NEVERSAIL	Security
gilligan12	robert12	A		LT	M	12345	USS NEVERSAIL	Operations
gilligan13	robert13	A		LCDR	M	12345	USS NEVERSAIL	Supply
gilligan14	robert14	A		CDR	M	12345	USS NEVERSAIL	Engineering
gilligan15	robert15	A		CAPT	M	12345	USS NEVERSAIL	Safety

(11) Once loaded successfully, look for green dialogue box with “Successful Imported Roster”. Click “Close” and Member List will appear. Click “Testing Entity” which is the home screen. All members are listed within the associated Unit(s) and/or Pool(s) and the system is ready for use.

d. **WebDTP Features:** The following tabs within Testing Entity are to assist the User with managing their program effectively.

(1) **Member List:** Displays all members listed in the Container and the Unit they are associated with. There can be multiple Units within the Container. Other identifiers for each member include, their DODID/SSN, Available Date if in a Carry Over status, Last Test Date; Discrepancy/Retest status; Positive/Retest Status. From Member List, individual personnel can be selected for various tests, including New Check-In testing and command wide testing from this section. Also, UPC’s can add individual members to any unit from this screen. New Check-In Pool is no longer necessary. Members can be exported via Excel or PDF.

(2) **Blank Products:** User can print blank custody forms and bottle labels with or without Block 1&2 information.

(3) **Manage Selections:** User change the Collection Date; place members in Carryover status with reason. Test can be canceled or member can be canceled. Reason needed. Select the test generated and make the appropriate changes.

(4) **Reporting:** Section contains a variety of reports to assist the user in managing their program.

(5) **UNITS:** This section contains the hierarchy Pools for selection. Multiple units can be selected for testing during one test event. There are 5 tabs associated with this section.

(6) **View Details:** Select the desired Unit to view its details and make edits where applicable.

(7) **Members:** Displays all members from the selected individual unit(s). From there, user can add/delete members, apply Carry Over date, add member to Pool, generate tests, view member details and make edits where applicable (name/rank change).

(8) Selection: Generate Random/Unit Sweep/Sub-Unit Sweep testing.

(9) Import Roster: Allows import into the Unit or Pool sections. Roster must have the exact same name of the Unit in one of the columns for organization.

(10) Deactivate: Use this to delete a Unit and its contents.

e. **Pools**: This section works much like the Pools section within NDSP. Sub-Pools from NDSP are created here. UPC can only test one Pool at a time. However, the same member can be added to multiple pools. This allows flexibility in creating various pools and testing. There are five tabs associated with this section. Those with the same name as the Unit side, functions in like manner in the Pools side.

(1) View Details: Select the desired Unit to view its details and make edits where applicable.

(2) Members: Displays all members from the selected individual unit(s). From there, user can add/delete members, apply Carry Over date, Add member to Pool, generate tests, view member details and make edits where applicable (name/rank change).

(3) Selection: Generate Random/Unit Sweep/Sub-Unit Sweep testing.

(4) Deactivate: Use this to delete a Pool and its contents.

(5) Create: Create as many Pools as necessary.

f. **Generate Test**: From the Testing Entity Screen, click “Check Random Testing Day” each day to see if it’s a test day. Do not check on days the activity does not intend to generate a test. If the system says it’s not a testing day but the activity want to run a test anyway, use the “Selection” tab under Units or Pools after selecting which unit(s) or Pool(s) to test. This function will generate a random selection. It’s akin to Manually Choose Testing Days option in NDSP.

The screenshot displays the 'Testing Entity' interface for 'DOD Web DTP - NAVY00000 - 00000'. At the top right, there are buttons for 'Switch Container' and 'Check Random Testing Day'. Below these, a progress indicator shows '0 completed / 4 required'. A horizontal navigation bar contains tabs: 'Testing Entity' (active), 'Member List', 'Blank Products', 'Manage Selections', 'Reporting', and 'Manage Container'. The main content area is split into two panels: 'Units' and 'Pools'. Each panel has its own set of tabs: 'Units' includes 'View Details', 'Members', 'Selection', 'Import Roster', and 'Deactivate'; 'Pools' includes 'View Details', 'Members', 'Selection', 'Deactivate', and 'Create'. Both panels feature a 'Records per page' dropdown set to '100' and a 'Filter Results...' input field. Below these are data tables. The 'Units' table has columns: 'Name', 'UIC/PAS', 'Avail/MBR', 'Carryover', and 'Last Selection'. The 'Pools' table has columns: 'Name', 'Avail/MBR', 'Carryover', and 'Last Selection'. Both tables currently show 'No data available in table'. At the bottom of each table, it says 'No records available' and provides 'Previous' and 'Next' navigation links.

(1) If it’s a Testing Day, Select the Unit or Pool to test from by clicking on the radial button next to the corresponding Unit or Pool, then Selection above. Select the Premise code

(IR/IO/IU), then the Collection Date. For IR, select Percentage or Number, then enter the value for that specific test, and then click “Generate Selection List.”

Set testing parameters for: 1: UNIT2 ? [Back to Testing Entity](#)

(*) indicates a required field.

Location: UNITED STATES

*Premise: Random Testing (IR)

Collection Date: mm/dd/yyyy

☒ Percentage (PCT)
☐ Number (CNT)
☐ Probability (PRB)

Selection Value: 5 Value must be between 1 and 40

[Generate Selection List](#)

[Back to Testing Entity](#)

(2) Once members are listed, verify no changes to the members are required. If none, click “Download Products” to retrieve documents to be printed.

Selection List For: 12/14/2021 _00000 - Global ? [Back to Testing Entity](#)

[Download Product\(s\)](#)

Collection date: mm/dd/yyyy [Change Collection Date](#)

Availability date: mm/dd/yyyy [Carryover And Apply Available Date](#) [Carryover Selected Members](#)

[Cancel Selected Members](#)
[Cancel Selected Unit/Pool](#)
[Cancel Entire Selection](#)
[Restore Cancel / Carryover Members](#)

- Carryover/Cancellation Reason -

(3) Follow guidance in “Barcode Management” below, regarding the use of 1D vs 2D barcoded products to download.

? [Back to Testing Entity](#)

Print Products

Products to Generate:

- ☐ Check All
- ☒ Notification Copy
- ☒ Working Copy
- ☒ Testing Register
- ☒ DD2624 Custody Document 1D Full
- ☐ DD2624 Custody Document 1D Front
- ☐ DD2624 Custody Document 2D Full
- ☐ DD2624 Custody Document 2D Front
- ☐ DD2624 Custody Document Back
- ☒ Bottle Labels 1D
- ☐ Bottle Labels 2D
- ☐ Mail Merge Excel File
- ☐ Selection Order

☐ Separate Products ☐ Group Pool Selections by Units

☐ Group by Gender

Label Options:

Print Start Position: 1

- ☒ No page break between entities
- ☐ Page break between entities
- ☐ Page break between entities and fill with extra labels

[Download Product\(s\)](#) When printing bottle labels, select 'Actual size' in the page Sizing & Handling section

[Back to Testing Entity](#)

Note: For other type of tests, Click on Member List, then select the member(s) to be tested, then click “Selection” for other available options.

g. **Barcode Management**

(1) 1D Barcoded custody documents (DD Form 2624) and bottles labels are used within the Navy Drug Screening Program (NDSP) to accompany specimen samples to the lab.

(2) 2D Barcoded custody documents is used with DTPLite and WebDTP and is “never” to be sent to the laboratory with specimen samples; nor shall 2D barcoded specimen bottles be packaged with 1D barcoded specimen samples or handwritten bottle labels. Failure to comply will result in specimen samples receiving a fatal discrepancy code (2F) which means samples will not be tested. When using 2D barcoded documents/labels, only send a box of bottles to the servicing lab (NO DD FORM 2624s TO BE SENT).

(3) Handwritten custody forms must accompany specimen sample samples to the servicing Drug Screening Lab. Handwritten DD Form 2624(s) and/or Bottle Label(s) may be packaged and shipped within the same shipping container as 1D barcoded specimen samples.

5. **Navy Drug Screening Program (NDSP)**. OUSD memo dated 10 December 2021 states the Military Drug Testing Programs will no longer support the Drug Testing Program Desktop applications 5.x for the collection of Service member urinalysis specimens. Effective 22 January 2022, all Navy activities are to complete shifting from using NDSP to using either WebDTP or DTPLite or both, accordingly. Effective 23 January 2022 NDSP users will continue to have their specimen samples tested with assign testable discrepancy code “5Z-5.X DTP Sample” until the shift is completed. Beginning 23 July 2022, specimen samples received using NDSP will no longer be tested and the testing activity will receive fatal discrepancy code “5Y-5X DTP Decertified”. The following information is for those who are not able to access DTPLite or WebDTP.

The Navy Drug Screening Program was developed to reduce the likelihood of gaming the urinalysis program. In 1993 and 1994, a review of urinalysis testing revealed significant problems with the method of testing. In 1995, Navy introduced the Navy Drug Screening Program which implemented features such as computer randomly selected testing days which randomized testing times and number of persons selected, setting parameters to testing by percentage. The most current version is available on the NDSP page of the Navy Drug Detection and Deterrence (DDD) website: <https://www.mynavyhr.navy.mil/Support-Services/21st-Century-Sailor/Drug-Detection-Deterrence/>. The use of NDSP 5.4 is authorized until replaced by WebDTP/DTPLite. For information purposes, NDSP and DTP 5.x are the same. They both uses the same Client Collection Software. For assistance/questions, contact the NDSP/WebDTP/DTPLite support desk at (901) 874-4204, DSN (312) 882-4204 or by email at mill_ndsp@navy.mil.

a. **Hardware Requirements**

(1) Before attempting to install the NDSP, ensure that your system meets the following minimum requirements:

(2) Pentium 200 MHz Processor, 64 MB RAM, 100 MB of free hard disk space, Windows XP, 2000, Vista, or Windows 7 operating systems, and a Laser Printer.

(3) Prior to installation and use of the program, ensure that you have the appropriate version for your specific network application by using the NDSP page of the DDD Web-site.

(4) Use of version 5.4 or greater is authorized. Version 5.4 is approved for use on systems connected to all Navy networks (i.e. CANES/ISNS/CENTRIX/One Net/NMCI, etc.). See DADMS #93275 and eMASS #2543. NMCI users must contact NMCI to have NDSP pushed to the designated computer. Do not run NDSP with the same database on more than one machine at a time. NDSP version 5.4 replaces all other versions in its entirety and is capable of using SSN and/or DODID (EDIPI).

(5) NDSP version 5.4 will be replaced by WebDTP and/or DTPLite version 6.x. Users will be notified when NDSP 5.4 sunset date is set for all users to switch to WebDTP and/or DTPLite.

b. **NDSP Program Installation (Install Wizard)**. Use one of the applicable methods below to install the software onto the designated computer.

(1) For NMCI users. Request the local IT (CTR rep) submit a “Move And Change (MAC) Request” form to have NDSP pushed to the designated machine. NMCI will install the application for you. Proceed to step (4) of the procedure below.

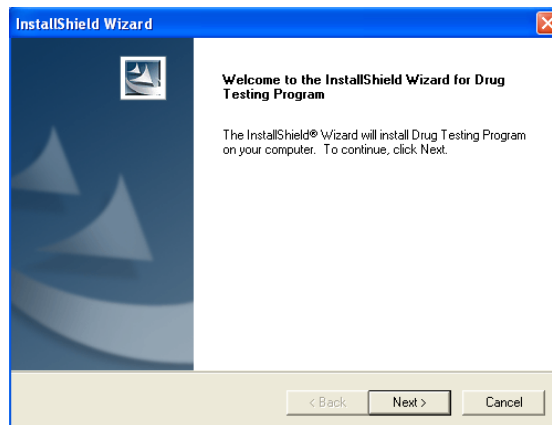
(2) For users on other networks. Contact the local IT to have the program pushed to your machine or download a copy from the NDSP/DTP page in IFDTL. Contact NDSP Help Desk for assistance or to obtain a copy of NDSP 5.4. Once installed proceed to step (4) below.

(3) For desktop/laptop standalone computers. NDSP software has to be loaded via a disc which a copy can obtained from DDD Program Office at (901) 874-4204 or email requests to mill_ndsp@navy.mil. If a disc has to be mailed, provide the command mailing address with POC information along with a copy of the primary UPC designation letter. Once received, transfer the CD to the designated computer, double click on the "setup icon" and follow the next steps below.

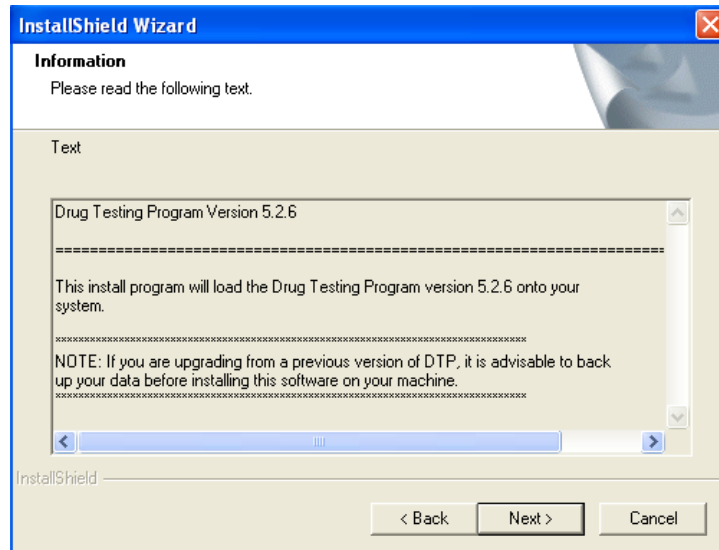
(4) For desktop/laptops connected to the network. Download a copy of NDSP from a designated website, such as iFTDTL, NDSP/DTP page to the desktop of the computer or have it pushed to the machine via IT Rep. Double click on the "setup icon" and follow the steps in the next section below. If downloading is not possible, utilize one of the methods above to acquire a copy of the application via a CD and follow the appropriate steps below.

For questions, contact the NDSP Help Line at (901) 874-4204 or email mill_ndsp@navy.mil.

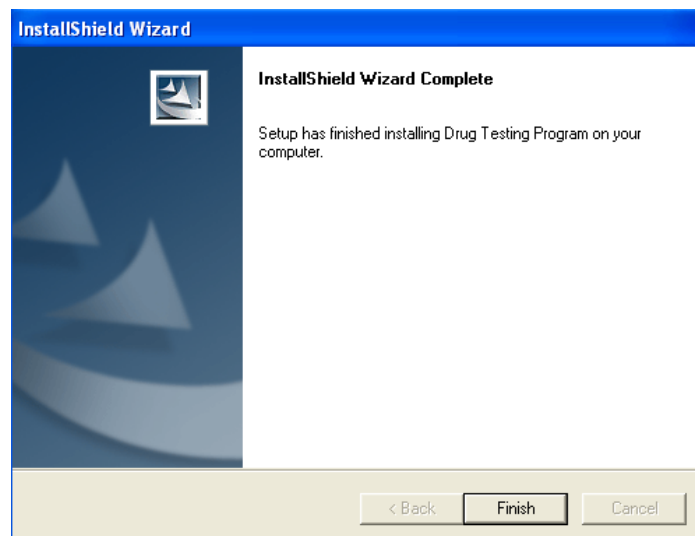
(a) Click “Next” for the NDSP InstallShield Wizard.



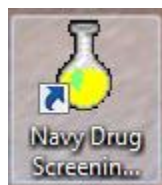
(b) Read the informational window and select “Next”, then “Install”.



(c) Click “Finish”.

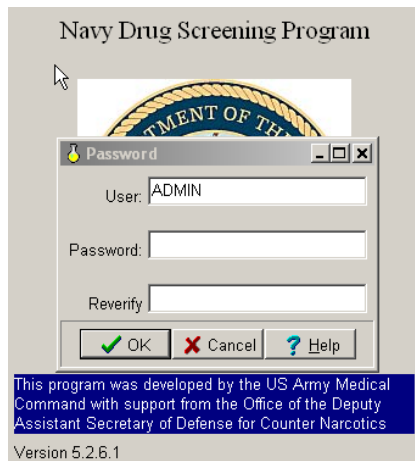


(d) A shortcut will be created on the desktop. Double click on icon.

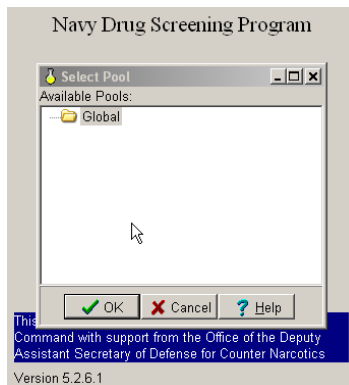


(e) Next screen appears to initiate install and click “Continue”.

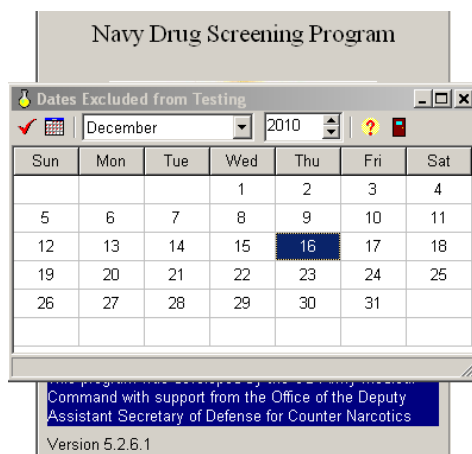
(f) The initial screen (below) requires the system administrator for the application to create an initial password. Minimum amount of characters allowed is 8. Password must contain either two numbers or special characters and begin with a letter.



(g) After the admin password is complete, the following screen will appear. Click “OK”.



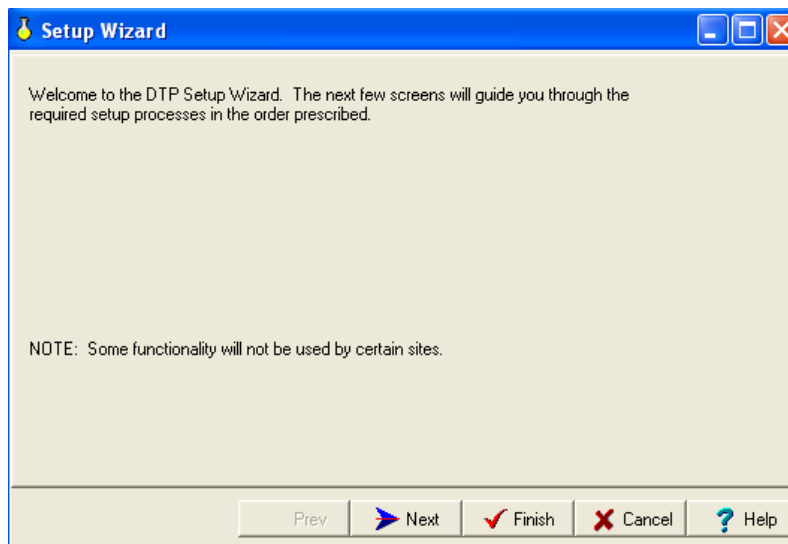
(h) Select dates to be excluded from testing, click  to save, then  to exit.



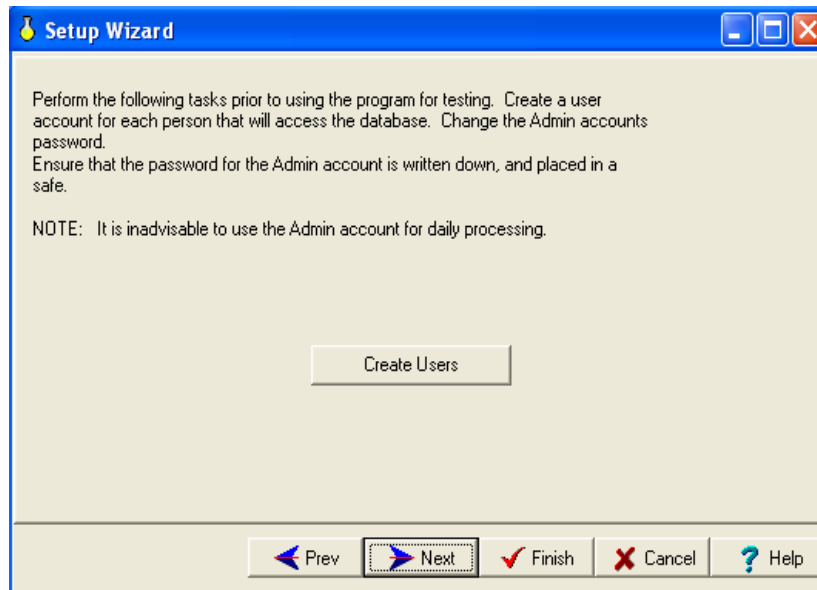
(i) Type in the command location or click the drop down and select the "country" and click “OK”.



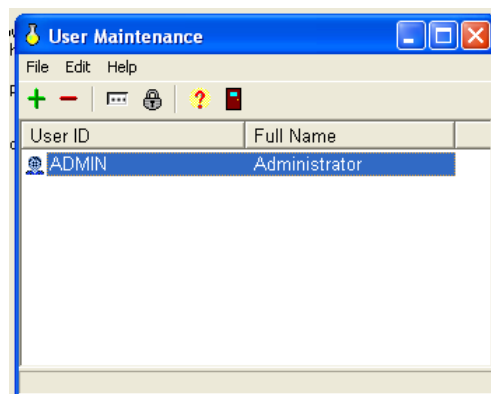
(j) Click “Next”. **Note:** If the user has a backup data file to use, click “Finish” to skip the remaining steps and the program will open to the main screen. See step 32 for visual reference and proceed to section (f) “Database Restore” to restore a previous database from another system. To continue with installation onto a new computer without a backup database file, click “Next” and proceed to step (11).



(k) Click the “Create Users” button.



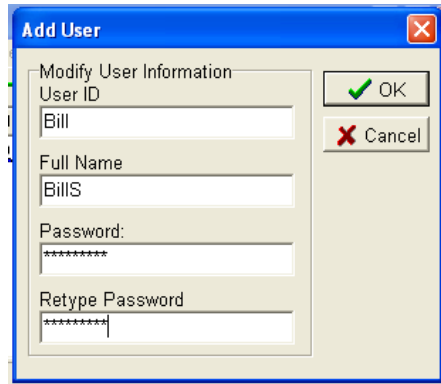
- (l) Click the green “+” symbol to add users.



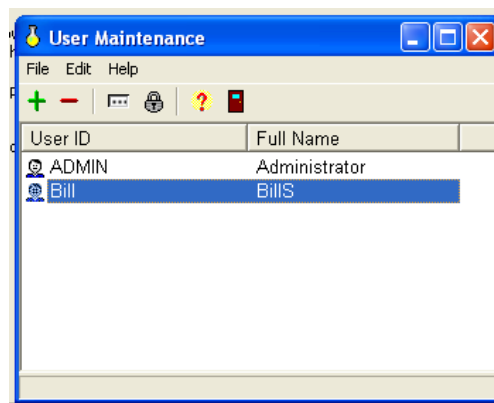
Note: The designated primary UPC is to establish an ADMIN user account which is not to be shared with anyone. The primary UPC is to create accounts for assistants with the assistants creating their own password access. The command can designate as many accounts as needed. It’s important for the primary UPC to delete members who no long require access to NDSP.

(m) Enter User ID, Full Name and Password. “DO NOT” use the word ADMIN when creating additional user accounts. The ADMIN account cannot be deleted. Password criteria contains at a minimum: Eight alpha/numeric/special characters with at least 2 numbers or 2 special characters or combination of 1 number and 1 special character.

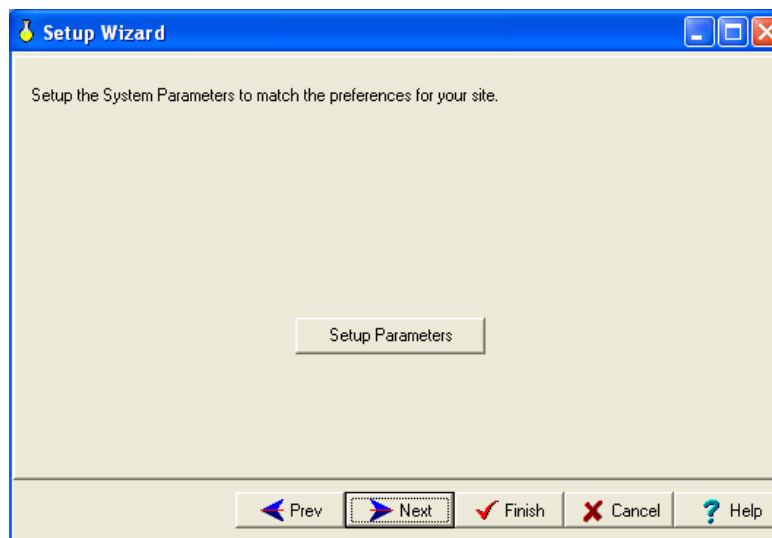
(n) Click “OK” once information is complete. An error message will appear if the password criteria aren’t completed correctly.



(o) Click the  icon to exit.

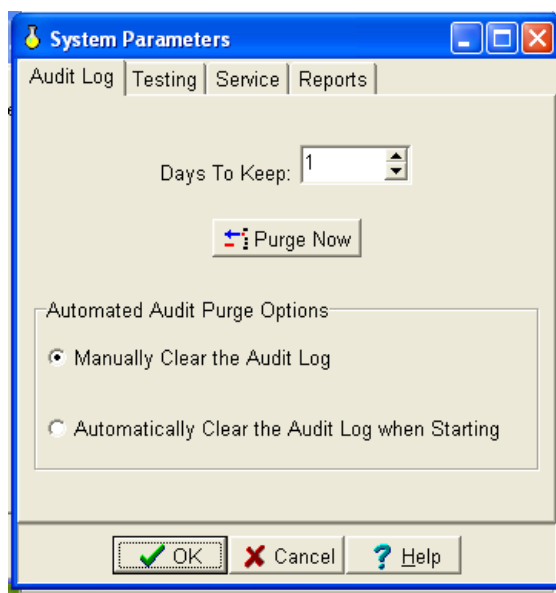


(p) System Parameters are the established policy testing requirements established by Navy and the command. The following steps will allow the user to set up their monthly testing requirements. Click “Setup Parameters”.



(q) Each time a significant action is performed in NDSP, a record is created consisting of user name and action performed, and a date/time stamp. This file can grow to be

very large and should be periodically purged. This option gives the user control of how often the Audit Log purges itself of data. It is recommended to set “Days to Keep” to 365 days and select the “Manually Clear the Audit Log” option. Click “Testing Tab.”

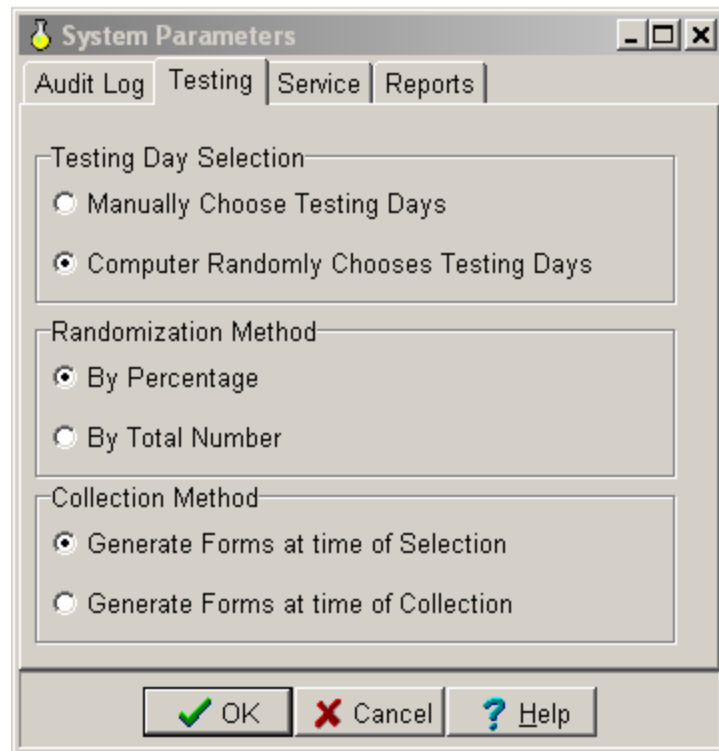


1. Days To Keep: Enter the number of days for which you would like the audit log to maintain records. Days to retain depend on individual site requirements.

2. Purge Now: The Audit Log can be manually cleared at any time by clicking the “Purge Now” button. When this button is pressed ALL Audit log records older than the "Days To Keep" are deleted.

3. Automated Audit Purge Options: This option allows a user to set the NDSP program to automatically delete Audit Log files after a specified time period. With this option selected, each time the program starts, NDSP will delete any Audit Log records older than the number of days specified. If this option is not selected, the only way to clear the Audit Log is by manually pressing the “Purge Now” button.

(r) The “System Parameters” screen consists of four tabs, each represents specific screening parameters. They are explained in the following paragraphs. Click the "Testing tab". Leave as default, unless operational commitments dictate otherwise.



1. Manually Choose Testing Days: This option allows the testing site to decide what days are testing days.

2. Computer Chooses Random Screening Days: With this option NDSP will randomly determine testing days for your command. With this option enabled NDSP will determine if "Today is a screening Day". This is determined each time the Random Testing button is selected. If not a screening day the user is notified and testing is not allowed for the selected pool. This option adds another level of randomization to the screening process because no one, including the UPC, will know when testing will be conducted until the NDSP program declares the day a screening day.

NOTE: In order for this option to be effective, a site will need to click the 'Random Testing' button on the main menu every day for each pool. If your command's policy is to conduct random testing at the commander's discretion, then leave "Computer Random Chooses Testing Days" unchecked.

3. Randomization Method: There are two methods of randomization used by NDSP to select "personnel for random testing." The "**Selection By Percentage**" method selects personnel based on a monthly percentage. The selection "**By Total Number**" method chooses an exact number of personnel each time random testing is conducted. These options are set according to site requirements.

a. By Percentage: The percentage method means if 20 percent is the value entered then each member in the selected pool has a 20 percent probability of being selected. It does not mean that 20 percent of the pool is selected.

b. **Count (Default Test):** This is the exact number of members randomly selected for testing.

After selecting the randomization method here at this screen the actual percentage or count values are entered on the Pool Maintenance screen in the “Per Month Testing Info” Block.

NOTE: The percentage or total count value will re-appear on the Pool Management screen each time a New Pool is created saving the user the trouble of having to re-enter the data every time a new pool is created.

4. Collection Method: The Collection Method refers to; at what time in the selection process a user would like to collect forms. This is determined by how a particular service chooses to perform their collections and if computers are available at the collection site.

a. The method **Print Forms at Collection (PFAC)** allows DD Form 2624s and bottle labels to be printed at the testing site as personnel arrive for collection. A printer must be available at the testing site. This option can greatly reduce the amount of forensic corrections made to forms due to “No-shows.”

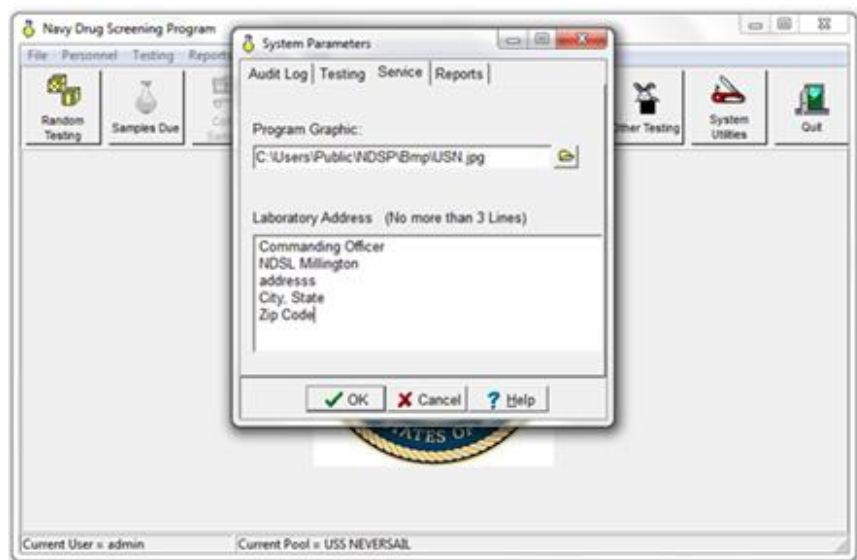
b. The method **Print Forms at Time of Selection (PFAS)** allows a user to preprint all forms before conducting collections.

A couple scenarios for the (PFAS) collection method are:

A user does not have a computer

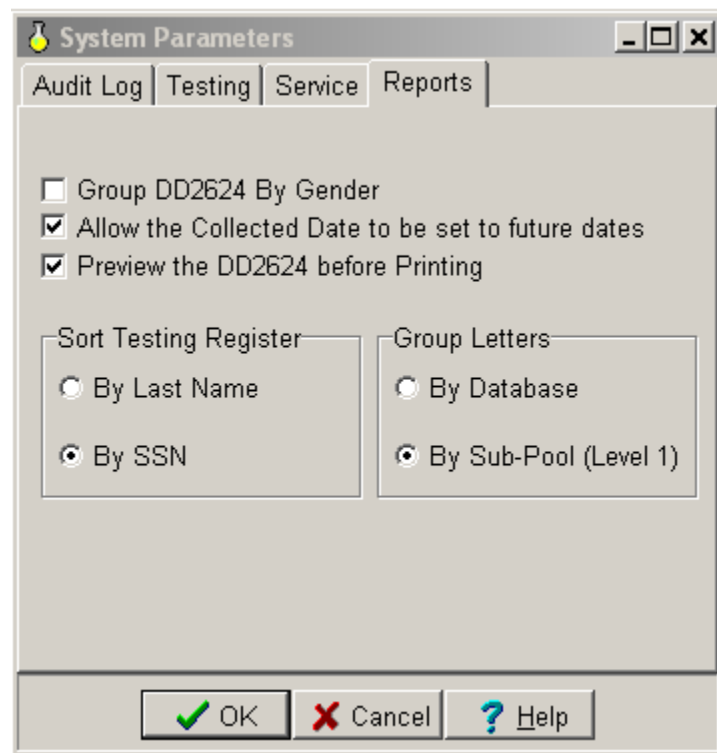
Or printing capabilities at the collection site isn’t possible, so forms and labels are pre-printed in advance.

Click “Service” tab and add the servicing Drug Screening Laboratory (DSL) address in the address box. Once finished, click “Reports” tab.



5. Program Graphic: If you have your own service graphic that you would like to have displayed at program start up, you may add it here by clicking the folder button and browsing for your graphic file. NDSP uses the Department of the Navy seal which is located in the BMP folder of the NDSP directory. If the DON seal is not present on the home screen, follow these steps to view the seal inside the program.

- a. Click on "System Utilities"
- b. Click on "System Parameters" and "OK"
- c. Click on "Service tab"
- d. Click on yellow folder
- e. Highlight USN.jpg and click "Open", then "OK"
- f. If USN.jpg is not present, click the "drop down" and map your way to the NDSP directory which is normally located under C:\Users\Public\NDSP\BMP and highlight the USN.jpg and click "Open", then "OK". For systems connected to CANES, it will be located in the "F" directory.
- g. Leave the "Reports" tab as the default or change as needed and click "OK".



6. Group DD2624 By Gender. This option will maintain males and females on separate DD Form 2624s.

7. Allow Collected Date To Be Set To Future Dates. Ordinarily; an individual would be tested on the same day he or she was selected for testing. This option is provided primarily for reserve units who must select personnel for testing before drill weekends. This option should be set in accordance with your command regulations.

8. Preview DD2624 before Printing. Allows DD2624 form to be previewed before they are sent to the printer.

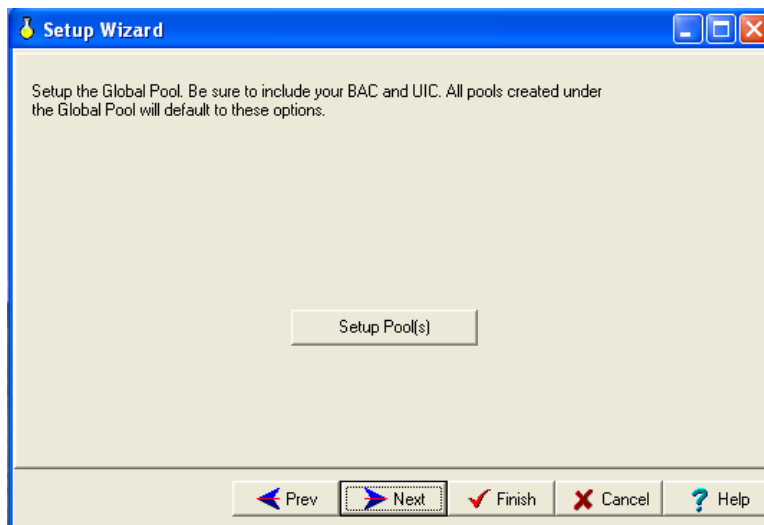
9. Sort Screening Register. The Drug Testing Program Register is automatically sorted by UIC (Navy). The Register can also be sorted by; Last Name or SSN depending on the option selected.

Group Letters

By Database This option will generate a single commander's letter addressed to the commanding officer in charge of the global database. Listing all members selected for testing from the global database.

By Sub Pool This option will generate a letter for each Commander of each individual pool and sub-pool. Each letter will list the individuals selected from that pool. Once all the parameters have been set the next screen in the Setup Wizard will be the Setup Pools screen.

(s) Click "Next, then "Setup Pool(s)" button.



(t) From Pool Maintenance Screen, the following fields must be filled in. UIC, Command, Per Month Testing Info (# of Tests is minimum of 4 unless a waiver is approved to perform less than four random samplings per month), DD Form 2624 Block 1 and Block 2. Block 1 is the testing command message PLAD. Block 2 is the TYCOM message PLAD. Click

, then “Next”.

The screenshot shows a window titled "Pool Maintenance" with a menu bar (File, Edit, Help) and a toolbar. The main area is divided into two panes. The left pane shows a tree view with a folder icon and the label "Global". The right pane is titled "Pool Information" and contains several input fields: "UIC" with the value "00000", "Command:" with the value "Global", "Commanding Officer:" (empty), "Department Head:" (empty), "Per Month Testing Info" section with "# of Tests:" (value 1) and "Target %:" (value 20), "DD Form 2624 Block 1:" with the value "USS NEVERSAIL (DDG 1234)", "DD Form 2624 Block 2:" with the value "COMNAVFLETCOM", and a "Service Type" section with two radio buttons: "Active Duty" (selected) and "Reserve" (unselected).

Pool Maintenance

If a user is loading NDSP for the first time, the Pool Maintenance screen will guide the user in setting up the pools. If NDSP is already installed and a user is upgrading to another version, the user will not see this Setup Wizard. However, regardless of which version a user is running the Pool Maintenance screen is always available for modifying pool information or adding and deleting pools. Select the "Pool Maintenance screen" from the main menu.

What is a Pool?

Before setting up your pool structure, it is important to understand the definition of a pool and how the Drug Screening Program uses pools. A “Pool” is basically a specific group of personnel. Normally a pool is simply an organization such as, a command, a squadron, department, duty section, etc. Some organizations using the NDSP program may want to maintain different testing groups, for example, a reserve unit which contains both active duty and reserve personnel. In this case the concept of a pool can be expanded to include an Active Personnel Pool and a Reserve Personnel Pool. Pools can be very flexible depending upon requirements and needs.

Adding New Pools

The Pool Maintenance screen above allows pools and subordinate pools to be added and deleted. New databases may also be added and deleted. Multiple databases operate independently of one another and allows the user to create separate pools for testing without affecting one another. It’s like having more than one program within the same system. Members can be added to new pools or current pools and to new or current databases. Pool information can be entered for any

new pool or edited for existing pools. Keep in mind that you can import organizations into the NDSP program so you may not need to set up all of your organizations initially.

The Pools in the NDSP mimic the command structure of the military using a tree type organizational structure. Each Pool can contain any number of subordinate pools, which in turn can contain their own subordinate pools and so on.

(u) Click the “Import Roster” button if you have a roster to import. If not, click “Finish”.



(v) Select the applicable data-set types and import into the application. Roster files are normally in Excel or ASCII Comma Delimited (CSV) format.

Note: It is important to ensure the roster contain the following “minimum” separate fields; Last Name, First Name, SSN/DODID (EDIPI) and Organization. These are the minimum fields required to import a roster. Other fields to import include Middle Initial, Gender, Rank/Rate, UIC, Organization 2 (department, division, duty section, etc. Each column represents a separate field so make sure the last name is in its own column, first name in its own column and so on.

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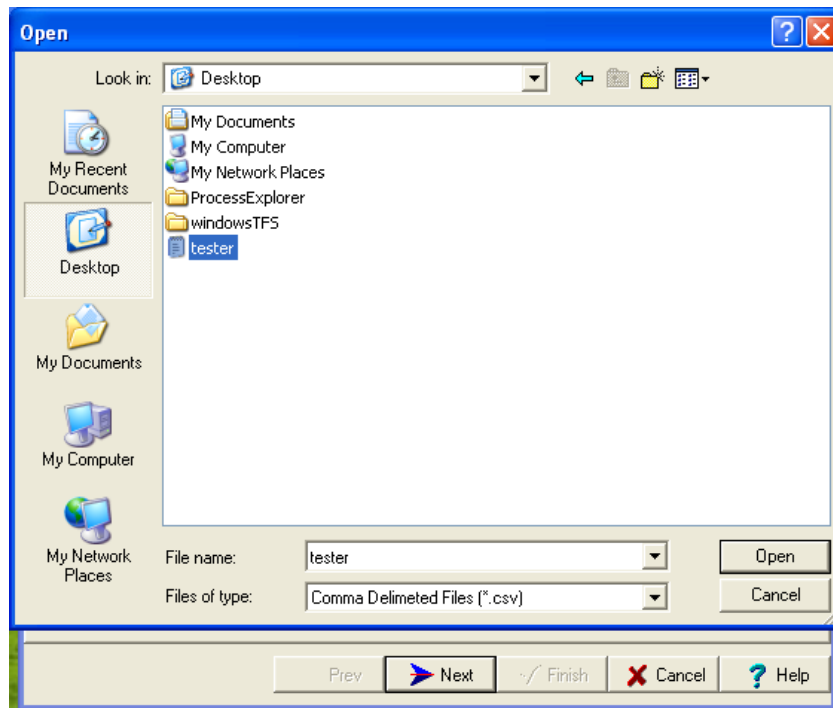
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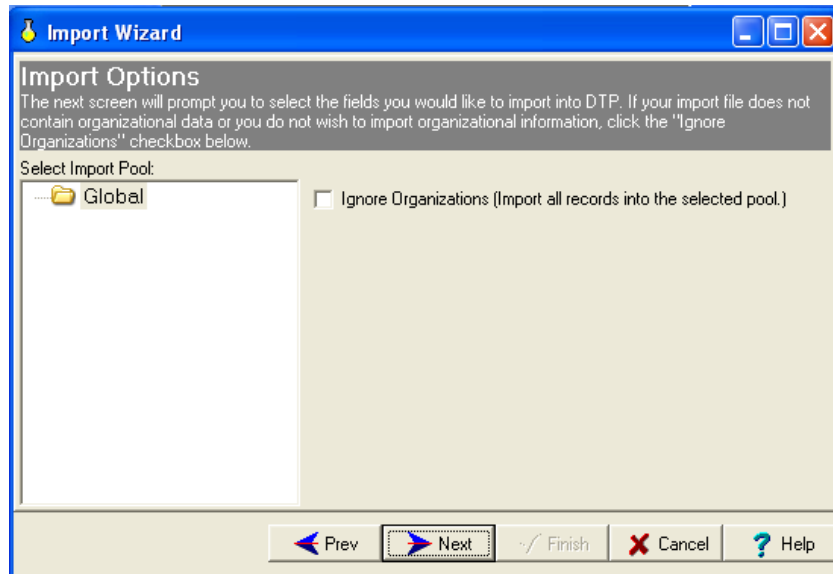
gilligan56

	A	B	C	D	E	F	G	H	I
1	gilligan1	robert1	A		E1	M	1234	USS NEVERSAIL	Deck
2	gilligan2	robert2	A		E2	M	12345	USS NEVERSAIL	Safety
3	gilligan3	robert3	A		E3	M	12345	USS NEVERSAIL	Security
4	gilligan4	robert4	A		E4	M	12345	USS NEVERSAIL	Operations
5	gilligan5	robert5	A		E5	M	12345	USS NEVERSAIL	Supply
6	gilligan6	robert6	A		E6	M	12345	USS NEVERSAIL	Engineering
7	gilligan7	robert7	A		E7	M	12345	USS NEVERSAIL	Weapons
8	gilligan8	robert8	A		E8	M	12345	USS NEVERSAIL	Admin
9	gilligan9	robert9	A		E9	M	12345	USS NEVERSAIL	Deck
10	gilligan10	robert10	A		ENS	M	12345	USS NEVERSAIL	Safety
11	gilligan11	robert11	A		LTJG	M	12345	USS NEVERSAIL	Security
12	gilligan12	robert12	A		LT	M	12345	USS NEVERSAIL	Operations
13	gilligan13	robert13	A		LCDR	M	12345	USS NEVERSAIL	Supply
14	gilligan14	robert14	A		CDR	M	12345	USS NEVERSAIL	Engineering
15	gilligan15	robert15	A		CAPT	M	12345	USS NEVERSAIL	Safety

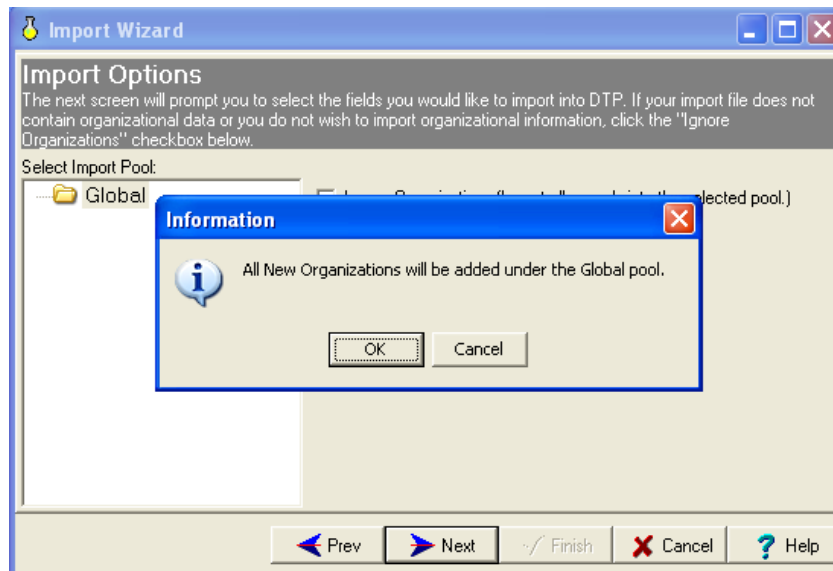
(w) Select the appropriate file for import into the application. Click “Open”.



(x) If the names are being imported into a single pool, do not check the box below. If the roster contains multiple organizational names within the column to create additional pools, check the box and click “Next”.



(y) Confirm the action on the data being pulled into the application and click “OK”.



(z) Below is the screen that appears after the import. If the roster has a Header Row, (i.e. the word Last Name, First Name, etc...) listed, place checkmark in “Ignore Header” so it removes the first row and not get imported. Otherwise, leave it blank.

The phrase “Do Not Import” implies that the fields below it will not be imported if they are not selected. The user has to click on the phrase “Do Not Import” to select the field that corresponds with the information below it to import.

Import Wizard

Map Import Fields

For each field appearing below that you wish to import, click on the column title and select the field name from the listbox that appears. You may import multiple organization fields, but they must be in hierarchical order from left to right.

Import Template: **Custom**  Ignore Header ☐

Do Not Import	Do Not Import	Do Not Import	Do Not Import	Do Not Import	Do Not Im ^
gilligan1	robert1	A		E1	M
gilligan2	robert2	A		E2	M
gilligan3	robert3	A		E3	M
gilligan4	robert4	A		E4	M
gilligan5	robert5	A		E5	M
gilligan6	robert6	A		E6	M
gilligan7	robert7	A		E7	M

Identify Necessary Column(s): [LastName] [DOD ID] [Organization]

 Prev
  Next
  Finish
  Cancel
  Help

(aa) Use the drop menus to identify the data type in each column of the data set.

Import Wizard

Map Import Fields

For each field appearing below that you wish to import, click on the column title and select the field name from the listbox that appears. You may import multiple organization fields, but they must be in hierarchical order from left to right.

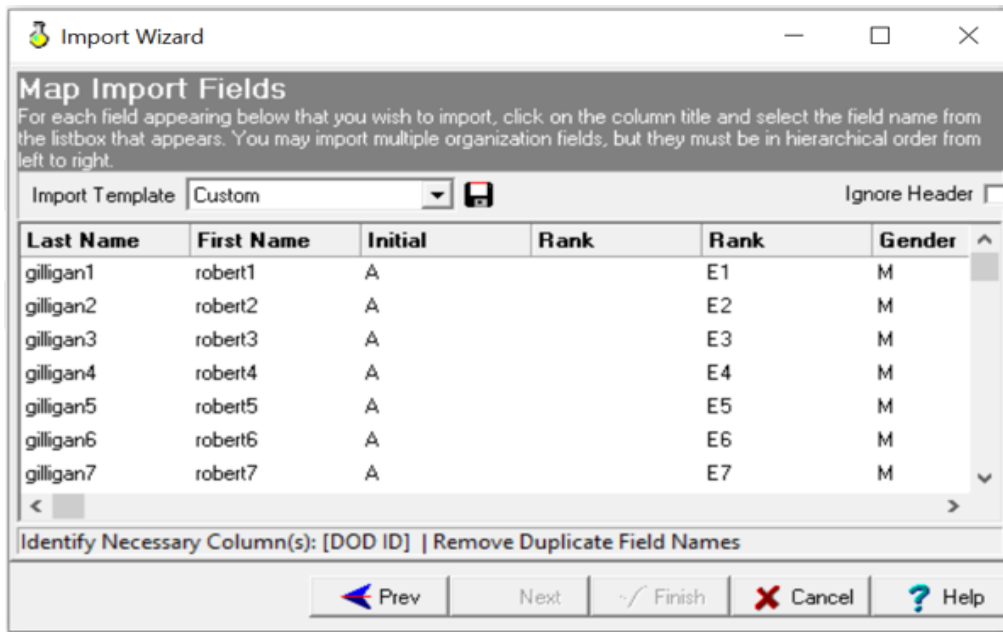
Import Template: **Custom**  Ignore Header ☐

Last Name	Do Not Import	Do Not Import	Do Not Import	Do Not Import	Do Not Im ^
gilligan1	FirstName	A		E1	M
gilligan2	LastName	A		E2	M
gilligan3	Initial	A		E3	M
gilligan4	DOD ID	A		E4	M
gilligan5	Rank	A		E5	M
gilligan6	Gender	A		E6	M
gilligan7	Phone	A		E7	M
	Organization	A			

Identify Necessary Column(s): [DOD ID] [Organization]

 Prev
  Next
  Finish
  Cancel
  Help

(ab) After the selection of column to data set click “Finished”.



(ac) Click “OK” on the Import Complete. If any error or mistake is made during any point of the process, correct it and perform the above steps again.

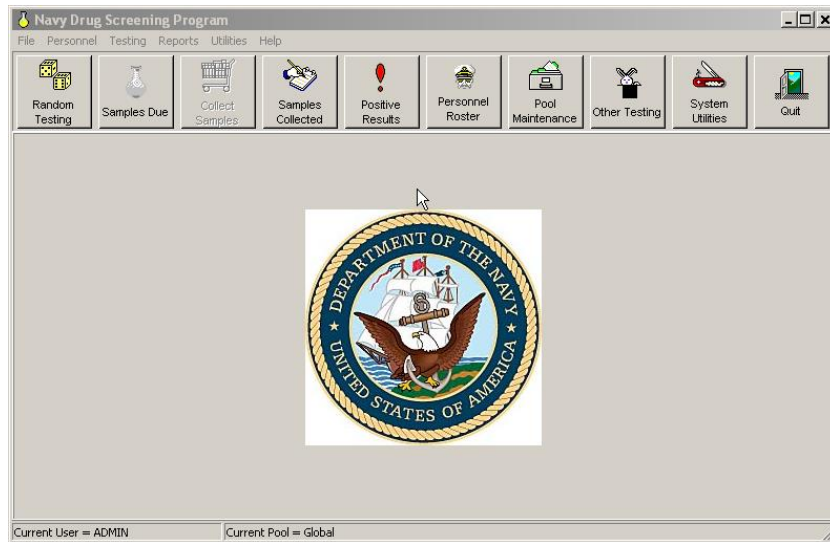


NOTE: When performing a second and subsequent Import procedure, the program will prompt a decision to either “Append” or “Replace” the current roster in the program.

If “Append” is selected, the roster will not replace any of the roster names in the program database but rather add only new information.

If “Replace” is selected, the roster being imported will replace all names in the program database with new information.

(ad) Now, the program is ready to run normally.

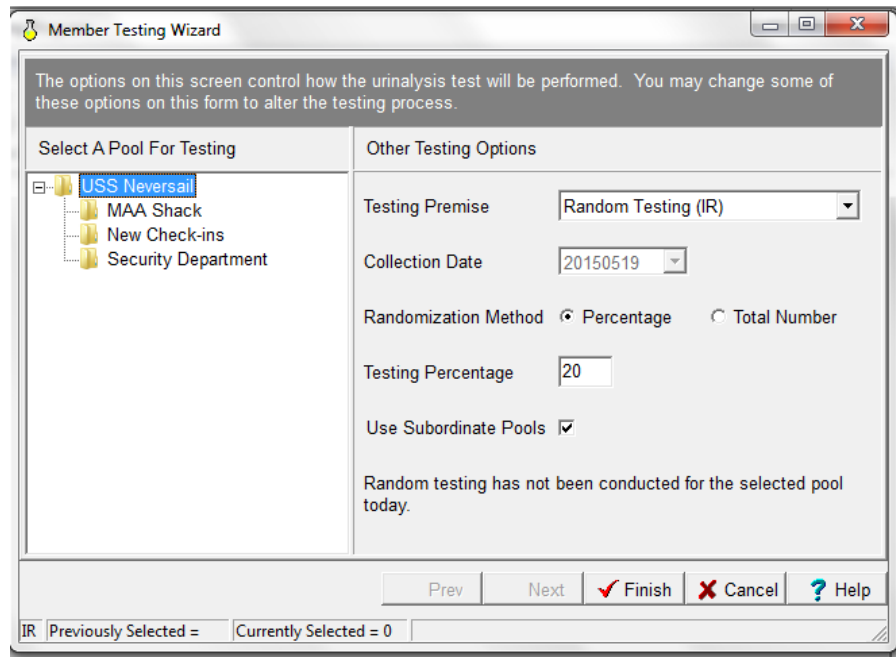


c. **Random Tests.** (Make sure information in "Personnel Roster and Pool Maintenance is correct before beginning testing).

(1) From the main screen, select the "Random Testing" button. Member Testing Wizard will appear.



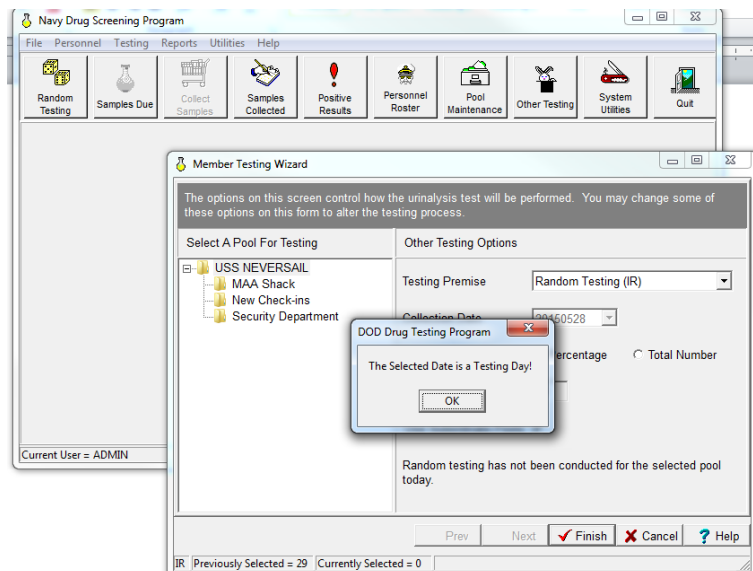
(2) Select the "pool to be tested". Verify the remaining information is correct; Collection Date, Randomization Method, Testing Percentage, User Subordinate Pools checked. Confirm testing premise is random testing (IR) and click "Finish".

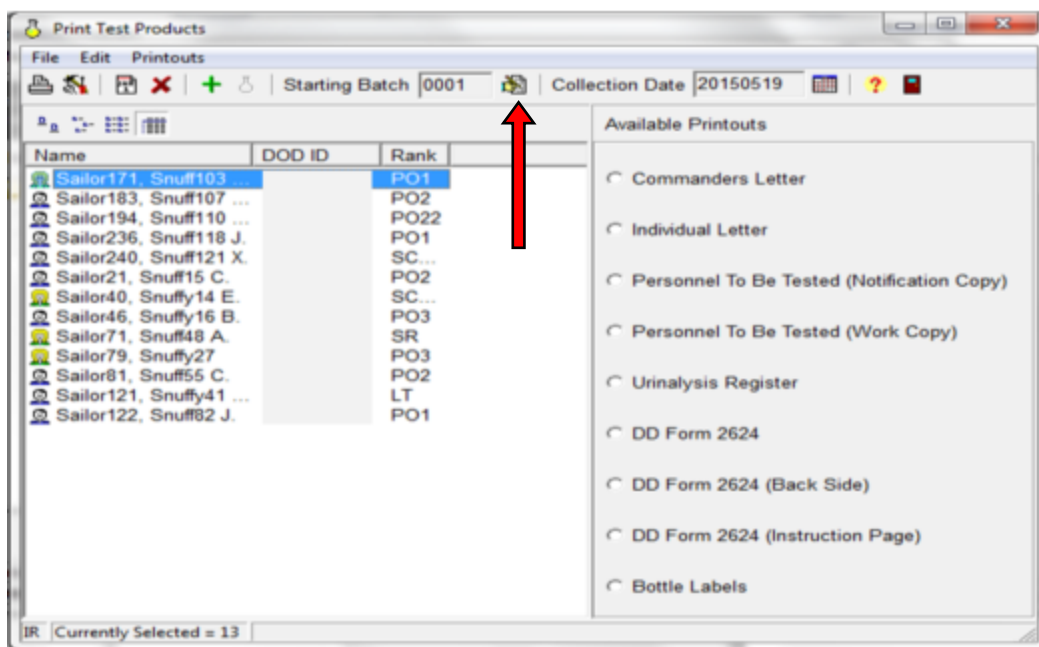


(3) Click "Yes" on the next screen.

(4) If the follow-on window states "Today is not a testing day", click "OK" and you are finished.

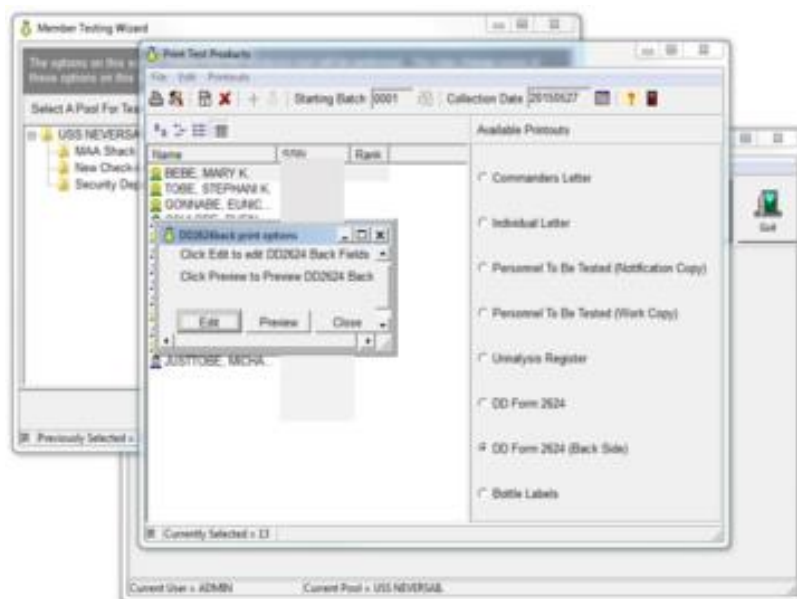
(5) If the follow-on window states "Today is a testing day", click "OK" and the "Print Test Products" page will appear with member's names and documents to print. If you are using NDSP 5.4 or greater, the batch number will appear at top. You can still change the batch number if you desire.





If there are members selected who are TAD or on leave, you can put them in a "Due Back" status before their name and SSN appears on any documents. This will avoid line outs. Highlight their name and "Right click" and select "Add/change due back dates" or click on "Edit" at top and select "Add/change due back dates" and select the expected "return date" from the calendar.

(6) Select "2624 back side" and click on the "printer icon" at the top of the Print Test Products page to view the document. Click "Edit" to input UPC information and click "OK" when finished.



Edit DD2624 Back

12. CHAIN OF CUSTODY		LAN	THRU
Date (YYMMDD) a.	Released By b.	Received By c.	Purpose of Change/ Remarks d.
(1) 20150527	SIGNATURE NAME TMC SAILOR	SIGNATURE NAME	Released to Postal Representative or Hand Carried to Drug Screening Laboratory (Great Lakes, Jacksonville, San Diego, Tripler)
(2) [Dropdown]	SIGNATURE NAME	SIGNATURE NAME	

OK Cancel Help

(7) Click "Preview" to view and click the "Printer" icon to print. Make sure to print on both sides of the DD Form 2624 so both sides are on one sheet when shipping. Click "close" when finished. DD Form 2624 may be printed at the end of the sample collection to allow for removal of members before printing.

DD Form 2624 Front Side

Instructions: (When completed, this form is generated by the Privacy Act of 1974, as amended.)

1. SUBMITTER'S UNIT (DD FORM 2624-10)

2. ADDITIONAL UNIT INFORMATION (DD FORM 2624-10)

3. DATE OF SAMPLE COLLECTION (DD FORM 2624-10)

4. DATE OF SAMPLE COLLECTION (DD FORM 2624-10)

5. DATE OF SAMPLE COLLECTION (DD FORM 2624-10)

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100. DATE OF SAMPLE COLLECTION (DD FORM 2624-10)

DD Form 2624 Back Side

11. CHAIN OF CUSTODY TRACKING		BASE AND UNIT IDENTIFICATION 0000 12345		UNIT DOCUMENT NO 0001	
a. DATE (YYYYMMDD)		b. RELEASED BY		c. RECEIVED BY	
(1) 150519		SIGNATURE NAME T/MC SAILOR		SIGNATURE NAME	
(2)		SIGNATURE NAME		SIGNATURE NAME	
(3)		SIGNATURE NAME		SIGNATURE NAME	
(4)		SIGNATURE NAME		SIGNATURE NAME	
(5)		SIGNATURE NAME		SIGNATURE NAME	
(6)		SIGNATURE NAME		SIGNATURE NAME	
(7)		SIGNATURE NAME		SIGNATURE NAME	
(8)		SIGNATURE NAME		SIGNATURE NAME	
(9)		SIGNATURE NAME		SIGNATURE NAME	
(10)		SIGNATURE NAME		SIGNATURE NAME	
DD FORM 2624 (BACK), NOV 2014					

(8) Select "other documents" needed for sample collection and click the "Printer" icon to view and the "Printer" icon again to print. At a minimum, the Urinalysis Register and the Bottle Labels are needed at the collection site. It's recommended to have the DD Form 2624 at the collection site. Once all documents are printed, click the little brown door to exit.

(9) Once the names are selected, they are posted in the "Samples Due" section of the program. Refer to "Update Samples Due" section for guidance.

(10) The UPC can return to the Print Test Products page by clicking on "Testing" from the main screen and selecting "Reprint Products". Select the "test date" and "click" "OK".

d. **Update Samples Due.** (After each test, ensure samples collected are marked as collected).

(1) From the main screen, select "Samples Due".



(2) The "Samples Due" window appears. There are three other tabs in this window as well. They are; "Samples Collected", "Positive Results" and "All History Record". Since samples were collected, that information has to be updated to reflect that. For no shows, mark them accordingly in Samples Due. For Cancel Tests, indicate the reason in the pop-up window.

File Search Edit View Help									
Database USS NEVERSAIL									
Samples Due Samples Collected Positive Results All History Record									
Name	DOD ID	M/F	Premise	Batch	Specimen	Selected	Due Back	Status	Pool
Sailor46, Snuffy1...		M	IR	0001	009	20211214		PENDING	USS NEVERS
Sailor91, Snuffy3...		M	IR	0001	010	20211214		PENDING	USS NEVERS
Sailor101, Snuff6...		M	IR	0001	011	20211214		PENDING	USS NEVERS
Sailor137, Snuff9...		M	IR	0001	012	20211214		PENDING	USS NEVERS
Sailor145, Snuffy...		M	IR	0002	001	20211214		PENDING	USS NEVERS
Sailor157, Snuffy...		F	IR	0001	001	20211214		PENDING	USS NEVERS
Sailor189, Snuff1...		M	IR	0001	002	20211214		PENDING	USS NEVERS
Sailor194, Snuff1...		M	IR	0001	003	20211214		PENDING	USS NEVERS
Sailor203, Snuff1...		M	IR	0001	004	20211214		PENDING	USS NEVERS
Sailor246, Snuff1...		M	IR	0001	005	20211214		PENDING	USS NEVERS
Sailor255, Snuff1...		F	IR	0001	006	20211214		PENDING	USS NEVERS
Sailor261, Snuff1...		M	IR	0001	007	20211214		PENDING	USS NEVERS
Sailor280, Snuffy...		M	IR	0001	008	20211214		PENDING	USS NEVERS

(3) Highlight the members who provided a urine sample, based on the Urinalysis Register.

(4) Click on the "yellow bottle" to mark as collected. They will disappear from Samples Due and appear in Samples Collected. All names will stay in Samples Collected until the laboratory results are received. Mark each sample according to the laboratory results. For positives, a list of drug metabolites will appear. Select all that apply or Other, if none are listed. All samples marked as Negative or cancelled will automatically move to "All History" record.

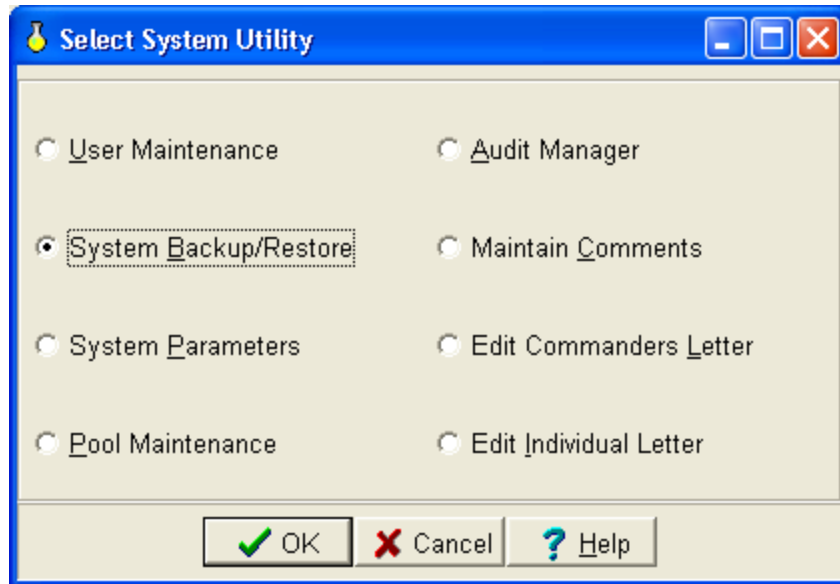
Note: To move a large number of samples at one time, select the icon to the right of the printer in "Samples Due" or "Samples Collected" and select the "test date", then "OK". This will query all batches for that test date and can be group marked accordingly.

e. **Backup Your Database**. The Backup/Restore utility provides a means to backup all NDSP data files to be restored in the event of a system failure or new program installation.

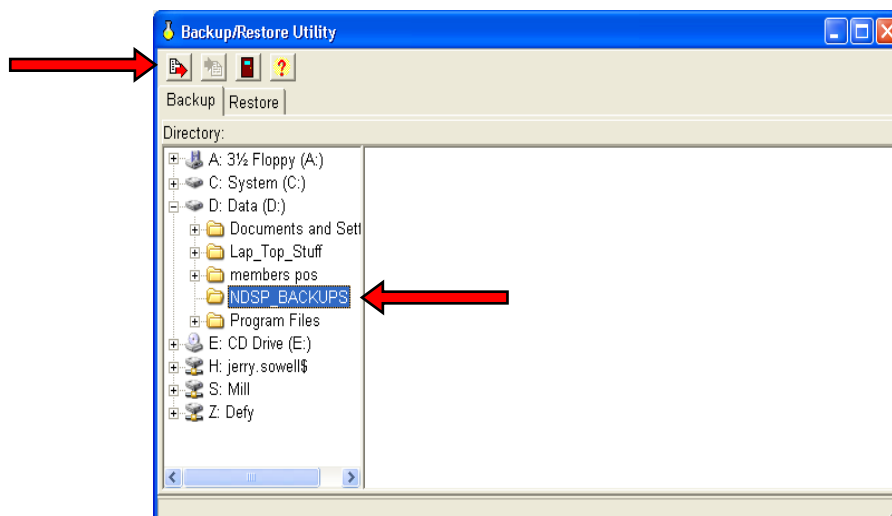
From the Main screen of the NDSP program click on the "System Utilities" icon.



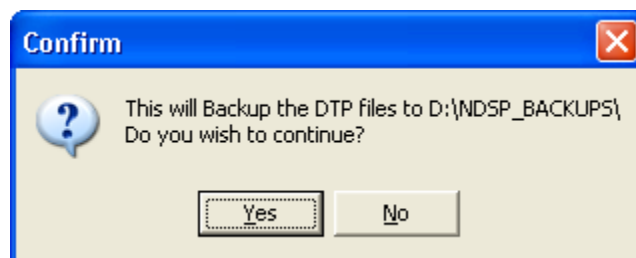
- (1) Select "System Backup/Restore" from the "Select System Utility" window.
- (2) Click "OK".
- (3) The "Backup/Restore Utility" window appears.



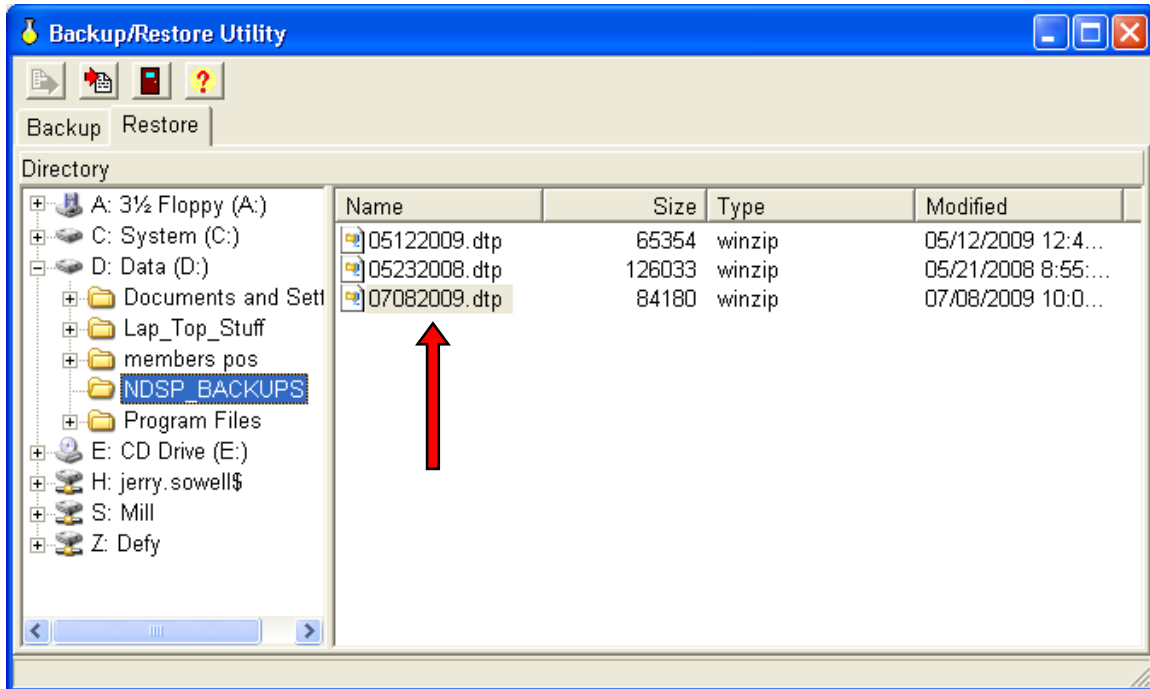
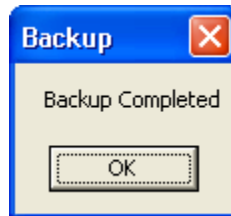
- (4) Select the "Backup Tab" from the Backup/Restore Utility window.
- (5) Navigate to the folder where you would like to save the backup file.
- (6) Click the "Backup/Restore icon" (Red Arrow).



- (7) Click "Yes" when the Confirm window appears.



(8) When the backup is complete – click "OK".



(9) A file will be created with a file extension of “.dtp”

(10) The numbers in the file name indicate the date the backup was created. Do not retain more than four or five backups. A single backup contains all history of tests.

(11) Close the Backup/Restore utility window to return to the main menu.

Note: The NDSP software will ask you if you want to back up your database whenever you closed the program. By clicking "Yes" you can also reach the Backup/Restore Utility window. Using this method, the software will automatically close when the backup is complete.

Note: It is highly recommended to back up your database to a secondary location from time to time, especially after conducting a test. This will reduce the possibility of losing data if system failure occurs or get replaced.

f. **Database Restore.** This is normally done when replacing computers or UPC turnover involves moving the program to a different location. It is not required or desired to perform a “Restore” procedure when accessing the program for normal use.

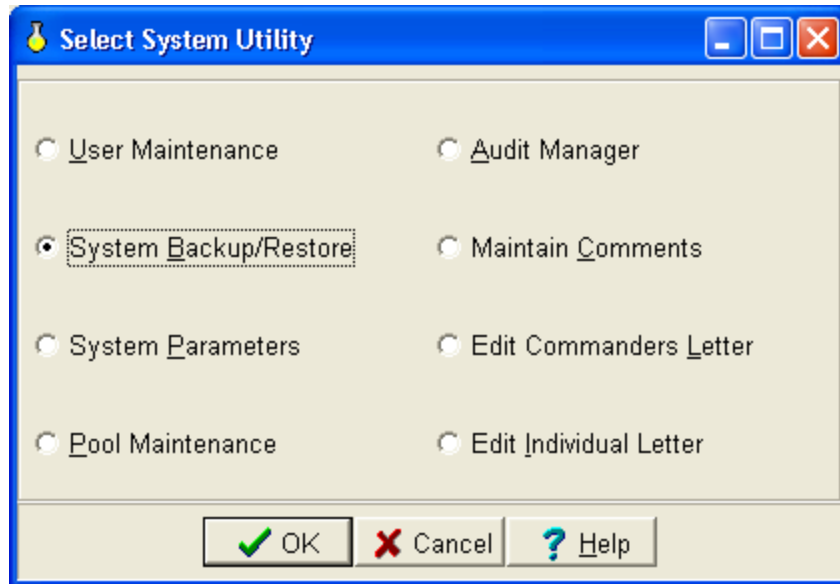
Note: DO NOT perform restore as a normal action when entering NDSP. NDSP retains the information from each day’s use, regardless of performing a backup or not.

From the Main screen of the NDSP program click on the “System Utilities” icon.

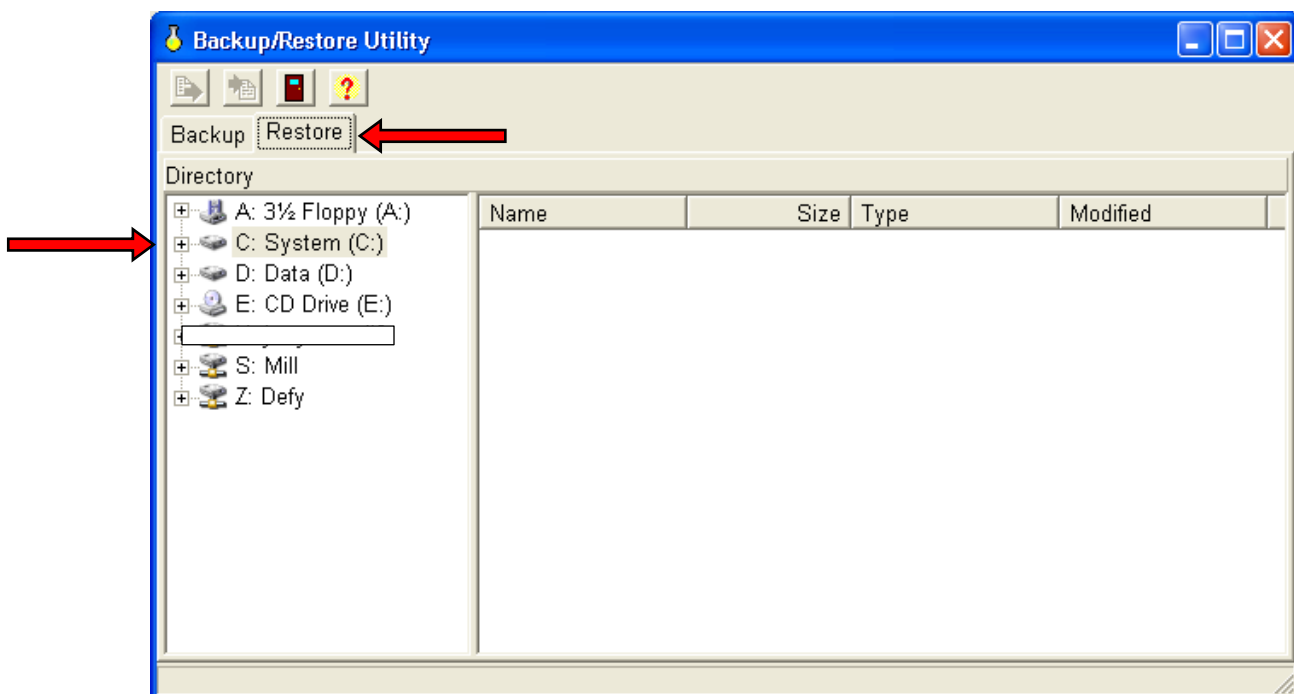


(1) Select "System/Backup" Restore from the “Select System Utility” window.

(2) Click "OK".



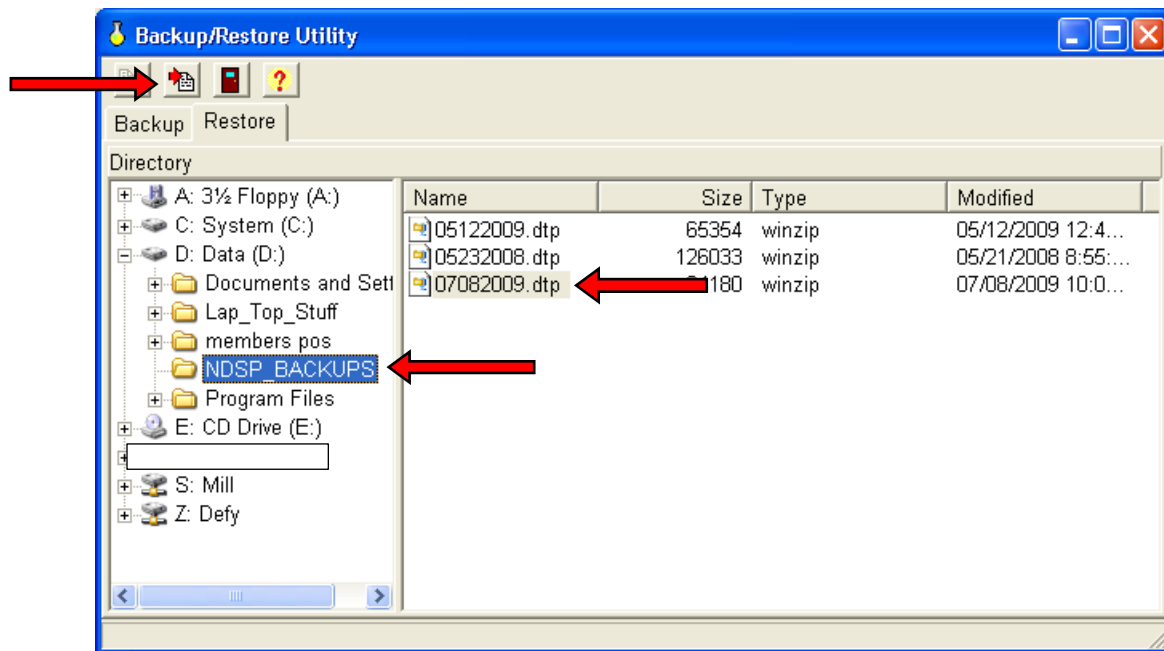
(3) Select the "Restore Tab" when the "Backup/Restore Utility" window appears.



(4) Navigate to the location of your backup file with a file extension of .dtp.

(5) Select the "backup file" you wish to restore - the first part of the filename represents the date in which the backup was created.

(6) Click the "Restore icon" (Red Arrow).



(7) When the Confirm window appears – click "Yes".

(8) When restoration is complete – click "OK".

(9) Close the Backup/Restore utility window to return to the main menu.

Program is ready for normal use. All of the previous data has been restored. Be aware that all users and passwords are now the same as those in effect at the time the backup was created.

g. **NDSP Reports**

(1) From the main screen, select "Reports" at the top of the page.



(2) Select “Analysis”, which features several reports.

(3) From this screen we have several reports available to the UPC under “Command Reports”, some of the useful reports are:

- (a) Cancelled Tests Report
- (b) Due Back Report
- (c) Selected
- (d) Tested
- (e) Selected, but Not Tested
- (f) Positive Summary Report

Example: The "Selected but Not Tested" report is helpful in determining who was selected but not tested during the fiscal year. Those members would be included in your end-of-fiscal year sub-unit sweep. Although this report will not tell you who was not selected, it will tell you who has been tested, providing the information in Samples Due and Samples Collected is accurate. You would then have to compare this report to your roster to determine who on the roster is not on the tested report. Click the "down arrow" next to the "Report Start Date" box to select the starting and ending date of a report. If assistance with NDSP is needed, contact the NDSP Help Line at (901) 874-4204 or by email at mill_ndsp@navy.mil.