



Navy Substance
Prevention and
Deterrence Program
2026

Guide 6

Support Programs

Preface

This guide establishes the authoritative procedures for the management, execution, and oversight of the Navy Substance Prevention and Deterrence program, in strict accordance with the OPNAVINST 5350.4 series. It serves as the foundational resource for all personnel engaged in the daily administration of this program.

Contained herein are the requisite step-by-step procedures and critical legal requirements that shall govern all program operations. Adherence to this guidance is mandatory to ensure the efficiency, quality, and integrity of the Substance Prevention and Deterrence program.

Any deviation from the policies stipulated in the OPNAVINST 5350.4 series or this associated Operational Guide is prohibited without the express prior written consent of OPNAV N173. Recommendations for modifications to this guide shall be submitted directly to OPNAV N173 for review and consideration.

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Guide 6 – Support Programs

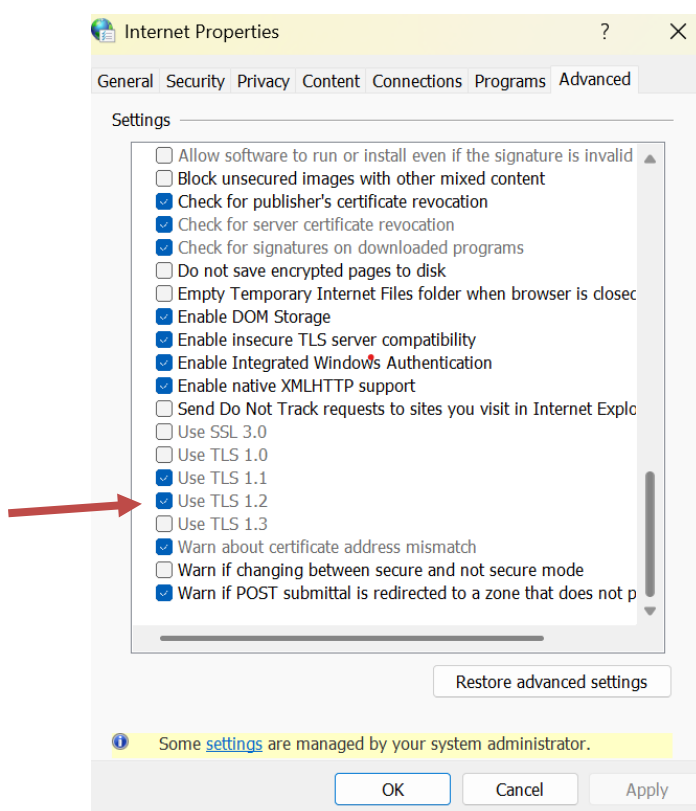
1. **Internet Forensic Toxicology Drug Testing Laboratory Portal (iFTDTL)**. iFTDTL is a web-based system, operated by Department of War (DoW) that is the primary means of reporting urinalysis results. Each command is responsible for tracking their urinalysis results, drug positives, and discrepancies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

a. **Account Request Instructions**: Accounts are given to individuals based on written authorization from their Commanding Officer.

b. **Accessing the iFTDTL Portal**: Security settings may interfere with access to the iFTDTL portal. Ensure TLS 1.2 is 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) Type “Internet Options” in the search box
- (2) Click the “Advanced” tab
- (3) Under Settings Security, scroll down and look for: Use TLS 1.2. Make sure it’s checked. You might have to have your local IT Rep to take care of it.

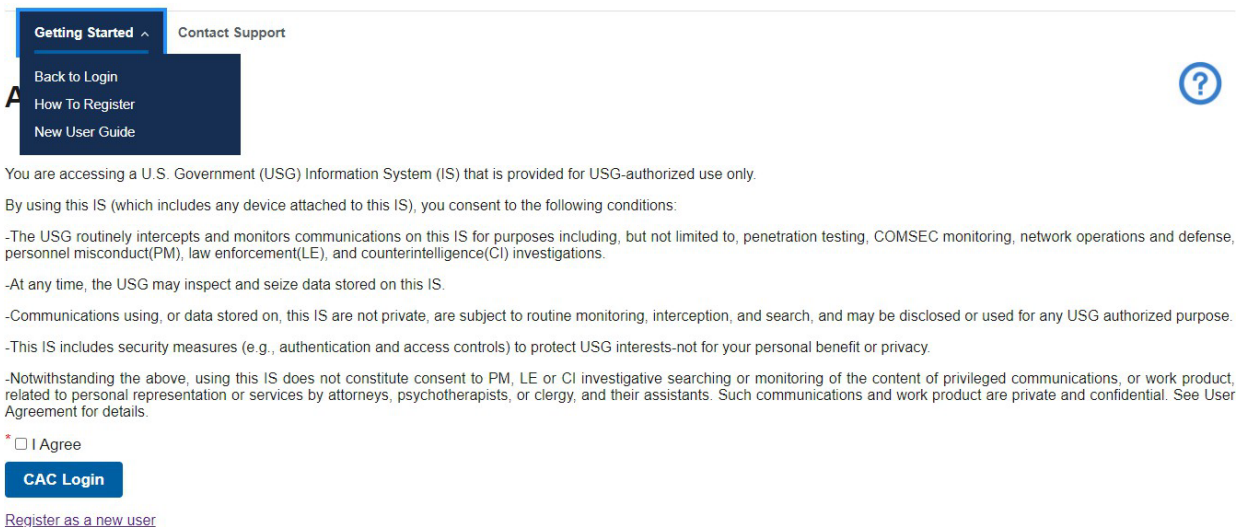


Select "APPLY"," OK" and then go to the iFTDTL web-site: <https://ftdtl.health.mil> to make sure the connection works.

c. Requesting an iFTDTL Account:

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

iFTDTL Portal



Getting Started ^ Contact Support

Back to Login
How To Register
New User Guide

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:

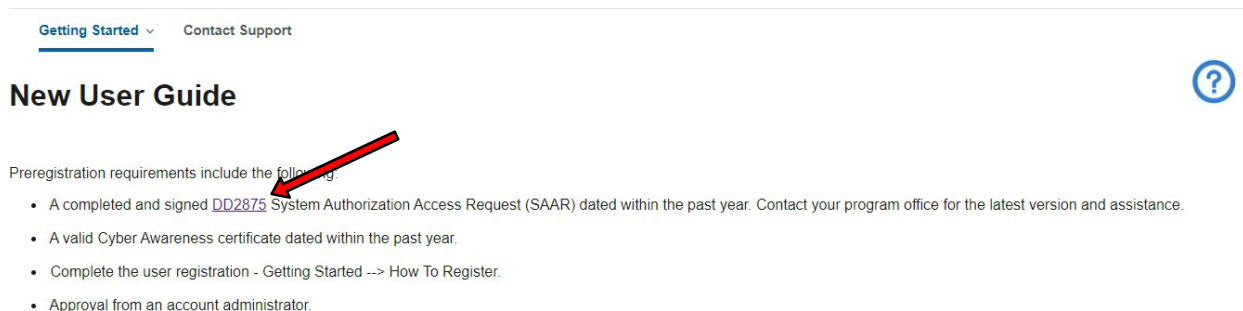
- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct(PM), law enforcement(LE), and counterintelligence(CI) investigations.
- At any time, the USG may 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



Getting Started ^ Contact Support

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 Substance Prevention and Deterrence website <https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/Drug-Alcohol-Deterrence/Systems/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-webportal@us.navy.mil.

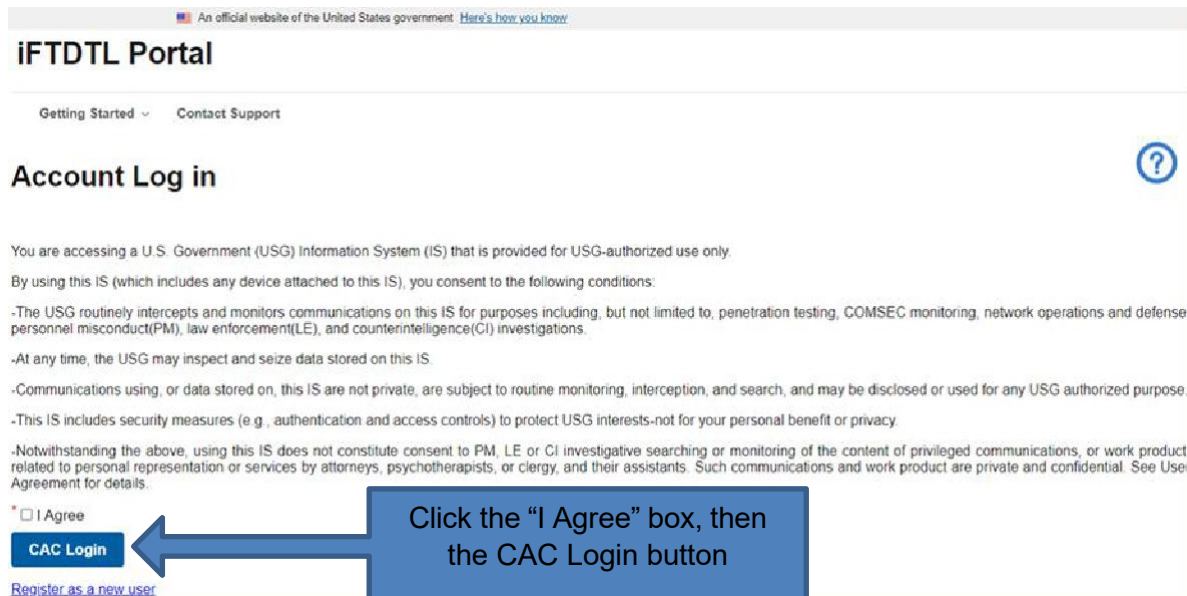
Note: It is required for all iFTDTL SAAR forms to be **signed digitally** in order for request to be processed.

d. **Account Confirmation:**

(1) Access iFTDTL at <https://ftdtl.health.mil> (add it to your favorites).

(2) If assistance with iFTDTL is needed, contact the iFTDTL Help Desk at (901) 874-2458 or mill-webportal@us.navy.mil.

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



The screenshot shows the iFTDTL Portal login page. At the top, it says "An official website of the United States government" and "Here's how you know". Below this is the "iFTDTL Portal" header. A navigation bar contains "Getting Started" and "Contact Support". The main heading is "Account Log in" with a help icon (question mark in a circle) to its right. Below the heading, there is a disclaimer: "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." Below the disclaimer, there is a checkbox labeled "I Agree" and a blue button labeled "CAC Login". A blue arrow points from a text box to the "I Agree" checkbox. The text box contains the instruction: "Click the 'I Agree' box, then the CAC Login button". At the bottom left, there is a link "Register as a new user".

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 dropdown 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

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 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 RRU” 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 RRU Type RRU here
Search		Reset		

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

For additional information, please visit the Navy Substance Prevention and Deterrence website:
<https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/Drug-Alcohol-Deterrence/Policies-OpGuides/>

Contact information:

iFTDTL Processing Office
Navy Substance Prevention and (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-WEBPORTAL@US.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 N173) and is a central repository of alcohol and drug misuse 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 Navy Substance Prevention and Deterrence web site <https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/Drug-Alcohol-Deterrence/Systems/ADMITS/> (ADMITS page). Directions for correctly completing the SAAR-N are also available at the N173 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@US.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 online (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 901-874-4700/DSN 882-4700 or <mailto:BUPERS07-IT-EOC@us.navy.mil>.

(3) Additional information can be found at <https://www.bol.navy.mil/bam/FAQs.aspx>

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]	Click on any information icon to the right of a menu item to see additional information about that application.
[FAQ]	[Advancements/Selection Boards]	
[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@us.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.



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

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

A screenshot of the ADMITS system interface showing the search form. The top navigation bar is dark blue with 'Admits', 'Menu', and 'Reports' in white. A user profile icon is on the right. Below the navigation bar, there is a search form with a label 'SSN' and a text input field. A blue 'Search' button is below the input field.

- 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 dropdown 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, there 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, there is a section titled "Administrator Message". The message text reads: "- 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.

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

(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 N173.

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

AdmitsMenuReports

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'. A user profile icon is visible next to a dropdown menu showing '00018'. Below the 'Menu' link, a dropdown menu is open, displaying two options: 'Enter Treatment Data' and 'Enter Screening Record'. The word 'Welcome' is partially visible on the left side of the page.

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

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(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. The top navigation bar includes links for 'Admits', 'Menu', 'Reports', and 'Admin'. A user profile icon is visible next to a dropdown menu showing 'ADMIN'. Below the navigation bar, 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

TRIPLEX 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 next to a dropdown menu showing the selected UIC '12345' and other options: '30626', '00000', '12345' (highlighted), and 'ADMIN'. Below the navigation bar, the main content area displays 'Welcome to ADMITS' followed by a message about Personal Readiness Summits. Below this is an 'Administrator Message' section with a detailed notice about the system's offline status 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. The 'Menu' dropdown menu is open, displaying the same options: '12345', '30626', '00000', '12345' (highlighted), and 'ADMIN'. The rest of the interface, including the 'Welcome to ADMITS' message and the 'Administrator Message' section, remains the same.

(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' links, and a user ID '00018'. The main section is titled 'Enter Treatment Data'. It contains several input fields and dropdown menus: 'Member Name' (text input), 'Incident Date' (3/12/1995), 'Substance' (Alcohol), 'Type Program' (Early Intervention USMC Pri), 'Treatment Completion Date' (12/14/2021), 'Referral Source' (Command or Supervisor), 'Program Action' (Completed Program - RTD), 'Prognosis' (Fair), 'Facility' (SARP SAN DIEGO), 'Counselor' (text input), 'Recommended Aftercare Action' (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, displaying a list of options: 'Early Intervention USMC Pri', 'Early Intervention USMC Prime' (highlighted in blue), '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
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(1) Record Check

(2) Treatment Listing

(3) Screening Listing

(4) Incident Listing

(5) Urinalysis Specimen Details

(6) Urinalysis Specimen Receipt Summary

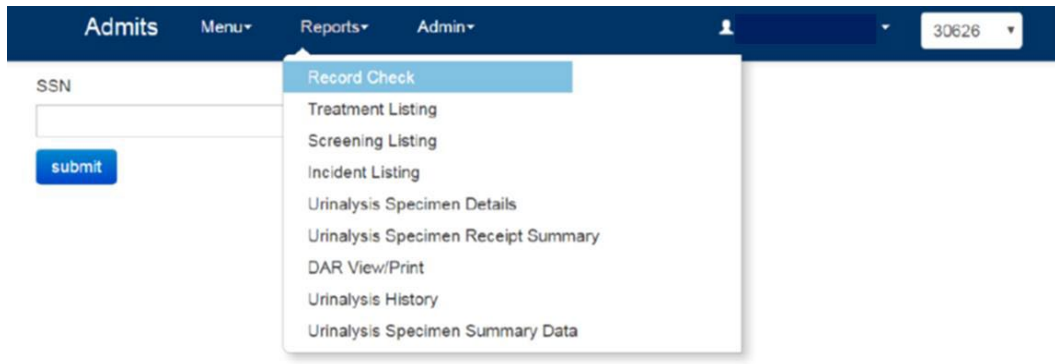
(7) DAR View/Print

(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:

ADMITS Processing Office
Navy Substance Prevention and 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@US.NAVY.MIL

3. **Drug Testing Program Lite (DTP LITE) V6.X.** DTP Lite is a standalone, workstation hosted application. The Urinalysis Program Coordinator (UPC) will upload a roster and generate a test and print the same custody documents as WebDTP. However, DTP Lite 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. DTP Lite is to be used “ONLY” when connectivity to iFTDTL cannot be established. It is not to be used in lieu of WebDTP for convenience. Users MUST save a copy of the “DTP Selection Report” when downloading the products for collection. This report is an Excel file to be uploaded into WebDTP later. The following steps will enable the UPC to operate DTP Lite correctly.

- a. Double click on the DTP Lite icon.



- b.

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



d. Make sure the roster to be used is saved in .XLSX or .CSV format. Select the location of the roster to Import. Make sure each column contains, at a minimum, Last Name only; and DODID. Other column fields are highly recommended but not required to produce a test include: First Name, Middle Initial, Rank/Rate and Gender. UIC, Phone and Organization 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. Each activity must follow local security policies on where the app may be located. Recommend placing a shortcut on the desktop for ease of access.

e. 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.

USN

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

 C:\

 H:\

 S:\

Next >

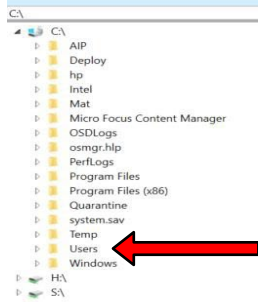
Close

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



Next >

Close

Home

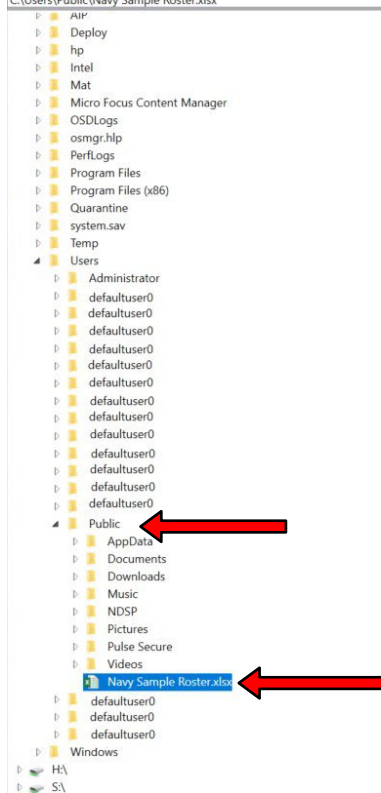
Identify Roster File

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



Next >

Close

Home

f. 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	MAC	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		
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	LTIG	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	First Name	Initial	DoD ID	Rank	Gender	Organization		
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	LTIG	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

g. 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.



Filter...

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 (R)

Selection Method

☒ Percentage
☐ Total Number
☐ Probability

Percentage

40

Roster Count: 200

< Previous

Next >

Close

Home

Note: If the command program is set to conduct 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

h. 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.

i. 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 overwriting. 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.

USN

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

DD Form 2624 Block 1:

USS Neversail

DD Form 2624 Block 2:

COMMWONTSAIL

Collection Date:

7/5/2021

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

j. 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 DTP Lite was used, vice Web DTP. Do not send this form to the lab when using WebDTP and DTP Lite. 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			
3. BASE and UNIT IDENTIFICATION ** 12345 		4. DATE SPECIMEN COLLECTED YYYY MM DD 2018 11 14		C. LAB BATCH NUMBER	
		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 DTP Lite.

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]

- k. Once all actions are completed, close DTP Lite and return to Tab D, Guide 3, for

collection, packaging and transportation procedures.

4. **Web Drug Testing Program (WebDTP)** is a web-based application. The UPC will upload a roster, generate tests and print custody documents. WebDTP produces 2D barcode DD Form 2624(s) and bottle labels negating the need to send DD Form 2624s to the servicing Drug Screening Laboratory (DSL). It also produces Urinalysis Testing Register, Notification Copy and Working Copy documents. WebDTP is the primary Drug Testing Program (DTP) application to be used. UPC may use the available desktop application (DTPLite) 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 or email: Mill-dtplite@us.navy.mil.

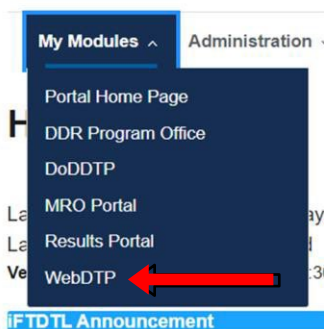
a. **Access:** UPC must register as a new user in iFTDTL Portal and email their IFTDTL SAAR (Special SAAR Form) and a copy of their Cyber Awareness certificate to the iFTDTL Support desk at Mill-webportal@us.navy.mil. Once access is established, access iFTDTL at <https://ftdtl.health.mil>.

Initial Setup: UPC must set up the WebDTP Container parameters, in Manage Container, for testing, then import roster to create the necessary Unit(s) and Pool(s) within WebDTP.

(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](#)

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

(1) Select Manage Container Tab: 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 did not provide a sample. Leave “Retest Carryover” blank to manually control members being tested upon return.

(3) Input the number of Random Testing Days per month (minimum of 4 without an approved waiver) and input starting Batch Number.

(4) Set up Chain of Custody (optional).

(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 even 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 ☐ 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: 4
Batch Prefix A Batch# 001

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. *.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. For individual Unit UIC, add another column with those UICs and select Unit during upload.

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: 100
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: 100
Filter Results...

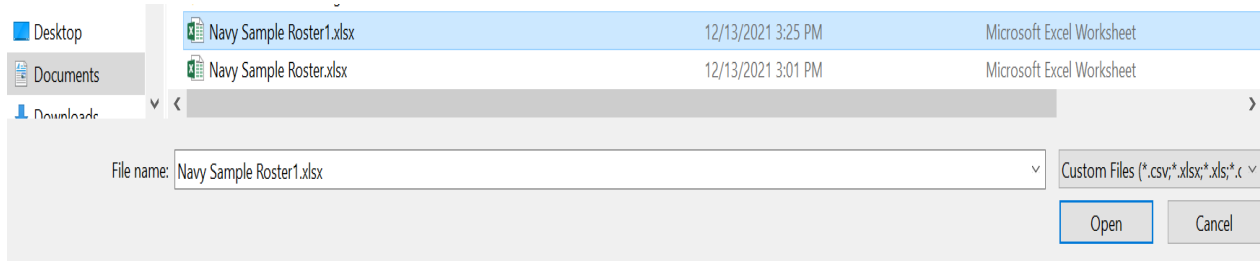
☐	Name	Avail/Mbr	Carryover	Last Selection
☐	00000	0/0	0	
☐	Unique Member	0/0	0	

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 blank database 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

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.

c. **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. Note: The Availability Date is applied only when a member will not be available to provide a urine specimen sample. The date selected will be the date they will be available to provide a sample.

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

(3) **Manage Selections:** Users 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. Sample selection will remain until all members on the list have provided a sample and others marked as being on Leave, TAD, Liberty, etc. Selections left unattended at the 75 day mark will automatically removed from Manage Selection and placed in a carryover status by the system and added to the next selection, regardless of the premise code. Do Not allow sample selections to remain in Manage Selection without a reason. Contact OPNAV N173 if assistance is needed.

(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/Pool and its contents. They can be reactivated but the members will not.

d. **Pools**: This section is a members group. It can contain the entire command or the members can be separated into subordinate pools (i.e. Departments, Divisions, Duty Sections, etc.). This flexibility allows the UPC to select a specific group to test. In Pools, the same member(s) can be listed in more than one pool because only one pool can be selected for testing at a time.

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

(2) Members: Displays all members from the selected individual pool(s). From there, user can add/delete members, apply Carryover date, 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.

e. **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 wants 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.

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: 100 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: 100 Filter Results...

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

No records available Previous Next

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

When printing bottle labels, select "Actual size" in the page Size & Handling section

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

f. **Barcode Management**

(1) 2D Barcoded custody documents are used with DTP Lite and WebDTP and is “never” to be sent to the laboratory with specimen samples unless requested; Failure to comply will result in specimen samples receiving testable discrepancy code (2F). When using 2D barcoded documents/labels, only send a box of bottles to the servicing lab (no forms).

(2) Handwritten information on custody forms and bottle labels must be accompanied with a Label Correction Memo to the servicing Drug Screening Lab.