



Navy Substance Prevention and Deterrence 2026

Guide 7

Navy Substance Prevention and Deterrence Checklist

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.

Navy Substance Prevention and Deterrence Checklist

Resources

Most of the resources listed below are available at <https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/Drug-Alcohol-Deterrence/Publications-Resources/Sample-Letters/> unless otherwise indicated.

[Sample Letter for Failure to Meet Monthly Testing Requirements](#)

[Sample Letter for Failure to Meet End Of Year Testing Requirements](#)

[Administrative Separation Waiver Request Letter](#)

[UPC/DAPA/ADCO Sample Designation Letter](#)

[Sample Command Recommendation Letter](#)

[Sample Command Recommendation Letter- Innocent Ingestion](#)

[Sample Steroid Testing Request Letter](#)

[Sample Treatment Completion Letter](#)

[Sample Treatment Refusal Letter](#)

[Administrative Remarks Pg 13 Entry for ESR](#)

[Sample Commanding Officers Brief](#)

[Sample Letter for Other Special Testing](#)

[Sample Letter Urinalysis Testing Quota Waiver Request](#)

[Sample Technical Review Request Letter from Command to Navy Drug Screening Laboratory \(NDSL\)](#)

[NDSL Drug Testing Results-Related Request](#)

[Sample Urinalysis Observer Briefing Sheet](#)

[UPC Collection Checklist](#)

[DDRP Standard Urinalysis Bottle Label Correction Memo \(to send to NDSL\)](#)

[DAPA Screening Form](#) (email: Mill_N173_alcohol.fct@us.navy.mil)

TAB A - Navy Substance Prevention and Deterrence Checklist

Navy Substance Prevention and Deterrence Checklist	
List any relevant references: OPNAVINST 5350.4E - Navy Alcohol and Drug Misuse Prevention and Control OPNAVINST 5350.4E - Navy Alcohol and Drug Misuse Prevention and Control Operation Guides (OPGuides)	

Part I: Command Responsibilities		Y	N
1.	Have the CO/XO/CMC completed the required ADAMS for Leaders training? Reference: OPNAVINST 5350.4E, pg. 8-1, p 5. Comments: (Significant Element)	☐	☐
2.	Does the command maintain OPNAVINST 5350.4 series, OPGuides, and all applicable drug/alcohol instructions and directives (i.e. TYCOM, ISIC, region, etc.)? Reference: OPNAVINST 5350.4E pgs. 2-9, p. 18.a. Comments: (Significant Element)	☐	☐
3.	Does the command have a locally written policy on alcohol control? Reference: OPNAVINST 5350.4E pgs. 2-9, p. 18.a. Comments: (Significant Element)	☐	☐
4.	Does the command have a locally written current Urinalysis Program instruction? Reference: Recommended Best Practice Comments:	☐	☐

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Part I: Command Responsibilities		Y	N
5.	If a locally generated instruction exists, does it comply with Navy policy and accurately reflect how the urinalysis program is managed and coordinated? Reference: OPNAVINST 5350.4E pgs. 2-9, p. 18.a. (Significant Element) Comments:	☐	☐
6.	Are newly reporting personnel briefed at check-in or command indoctrination on command policies on alcohol and drug control? Reference: Recommended Best Practice Comments:	☐	☐
7.	Is leadership actively involved in command alcohol prevention and urinalysis programs? Reference: Recommended Best Practice Comments:	☐	☐
8.	Does the command policy regarding the consumption of alcoholic beverages during normal working hours comply with Navy policy? Reference: OPNAVINST 5350.4E pgs. 2-9, p. 18.a.; 3-1, p. 1.a.(2). (Significant Element) Comments:	☐	☐
9.	Are service members aware of the minimum age to consume alcohol? Reference: OPNAVINST 5350.4E pgs. 2-9, p. 18.a.; 3-1, p. 1.a.(1) (Significant Element) Comments:	☐	☐

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Part I: Command Responsibilities		Y	N
10.	Does the command create an all-hands command environment that is intolerant of alcohol abuse and underage drinking? Reference: OPNAVINST 5350.4E pgs. 2-7, p. 16.d.; 2-9, p. 18.a. Comments: (Critical Element)	☐	☐
11.	Does the Command have a DAPA and Assistant DAPAs as necessary? Reference: OPNAVINST 5350.4E, pg. 2-9, p. 18.f.(4). Comments: (Significant Element)	☐	☐
12.	Has the DAPA/Assistant DAPA attended DAPA training within 90 days of appointment? Reference: OPNAVINST 5350.4E, pg. 2-9, p. 18.f.(3). Comments: (Significant Element)	☐	☐
13.	Are the Command DAPA and Assistant DAPAs designated in writing by the CO? Reference: OPNAVINST 5350.4E, pg. 2-9, p. 18.f. Comments: (Significant Element)	☐	☐
14.	Does the command have a Urinalysis Program Coordinator (UPC)? Reference: OPNAVINST 5350.4E, pg. 2-10, p. 18.m. Comments: (Critical Element)	☐	☐

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Part I: Command Responsibilities		Y	N
15.	Does an E7 or above inspect the urinalysis program quarterly if the UPC is not an E7 or above? Reference: OPNAVINST 5350.4E, pg. 2-10, p. 18.m. (Significant Element) Comments:	☐	☐
16.	Is the UPC the command DAPA or IDC? Reference: OPNAVINST 5350.4E, pgs. 2-10, p. 18.f.(5); 2-10, p. 18.m. (Significant Element) Comments:	☐	☐
17.	Have the UPC and alternate UPCs completed the UPC training on My Navy Portal? Reference: OPNAVINST 5350.4E, pg. 8-1, p. 7, OP Guide 3, pg. 3-2, p. 4.l. (Significant Element) Comments:	☐	☐
18.	Are the UPC and alternate UPCs designated in writing? Reference: OPNAVINST 5350.4E, pg. 2-10, p. 18.m. (Significant Element) Comments:	☐	☐
19.	Are observers properly trained and is training recorded for each collection event on Observer Briefing Sheets? Reference: OPNAVINST 5350.4E, OP Guide 3, pg. 3-1, p. 4.d (Significant Element) Comments:	☐	☐

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Part I: Command Responsibilities		Y	N
20.	Is the command meeting the Navy's minimum testing requirement of four random sampling days (w/IR premise code) per month with a minimum of 15% of all assigned personnel tested each month? (Does the UPC have additional instructions from TYCOM or ISIC regarding additional testing requirements?) Reference: OPNAVINST 5350.4E, pg. 4-3, p. 2.d. (Critical Element) Comments:	☐	☐
21.	Have all members determined to be using, possessing, promoting, manufacturing, or distributing drugs and/or drug abuse paraphernalia and who wrongfully use controlled substance analogues (designer drugs, illicit use of anabolic steroids, and prescription and or/ over-the-counter drugs and medications, glue, air freshener, gasoline fume sniffing, herbal products, and other similar substances) been screened, disciplined as appropriate and processed for administrative separation and offered treatment if diagnosed with a moderate or severe substance use disorder (prior to separation)? Reference: OPNAVINST 5350.4E, pg. 4-11, p. 7.a. (Critical Element) Comments:	☐	☐
22.	If a positive urinalysis is recommended to not be a drug abuse incident, has the command sent a recommendation letter to OPNAV N173 and the command's ISIC, echelon 2/3 command within 60 days of notification? Reference: OPNAVINST 5350.4E, pg. 4-9, p. 6.d., 6.e., 6.f. OPGuide 3, pg. 3-17, p. 9. Sample Recommendation Letter https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/Drug-Alcohol-Deterrence/Policies-OpGuides/ https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/Drug-Alcohol-Deterrence/Publications-Resources/Sample-Letters/ (Critical Element) Comments:	☐	☐
DAPA Responsibilities Checklist starts on next page			

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Part II: DAPA Responsibilities		Y	N
23.	Did the DAPA notify their Echelon 3 ADCO of their appointment as DAPA? (OPNAV N173 office 901- 874-4900 can provide ADCO contact information). Reference: OPNAVINST 5350.4E, OPGuide 2, pg. 2-1, p. 2.c. (Significant Element) Comments:	☐	☐
24.	Does the DAPA utilize Navy Substance Prevention and Deterrence Website? https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/Drug-Alcohol-Deterrence/ Reference: OPNAVINST 5350.4E, OPGuide 2, pg. 2-2, p. 3.e (Significant Element) Comments:	☐	☐
25.	Does the DAPA have ADMITS and iFTDTL Program access? Reference: OPNAVINST 5350.4E, pg 2-10 p 18.f.(6) (Critical Element) Comments:	☐	☒
26.	Does the DAPA conduct ADMITS Record Checks for newly arriving members or those returning from extended TAD? Reference: OPNAVINST 5350.4E, pg 2-4 p.5 (Critical Element) Comments:	☐	☒
27.	Have members diagnosed with an alcohol use disorder as a result of an alcohol incident, command referral, or self-referral, received SARP recommended treatment? Reference: OPNAVINST 5350.4E, pg. 3-4, p 4.a. (Significant Element) Comments:	☐	☐

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Part II: DAPA Responsibilities		Y	N
28.	Are DARs submitted to ADMITS within 14 days of the date of the incident (30 days for Reservists) and additional information submitted as it becomes available? Reference: OPNAVINST 5350.4E, pgs. 7-1, pg. 2.d (Significant Element) Comments:	☐	☐
29.	Did the CO sign or electronically approve the DAR? Reference: OPNAVINST 5350.4E, pgs. 7-1, pg. 2.d (Significant Element) Comments:	☐	☐
30.	Are DAPA records of members with drug and/or alcohol problems kept in a secured location and kept confidential until the member transfers? Reference: OPNAVINST 5350.4E, pgs. 2-11, p. 18.p.; 9-1, p. 1. (Critical Element) Comments:	☐	☐
31.	Does the Commanding Officer meet with the DAPA and members with active treatment recommendations/aftercare plans at least quarterly to review progress? Reference: OPNAVINST 5350.4E, pgs. 2-11, p. 18.o.; pg. 3-6, p. 5.b. (Significant Element) Comments:	☐	☐
32.	Has the DAPA monitored the individual's progress and participation in the Aftercare Program? Reference: OPNAVINST 5350.4E, OPGuide 2, pg. 2-6, p. 8.d. (Significant Element) Comments:	☐	☐
UPC Responsibilities Checklist starts on next page			

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Part III: UPC Responsibilities		Y	N
33.	Did the UPC notify their Echelon 3 ADCO of their appointment as UPC? (OPNAV N173 office 901-874-4900 can provide ADCO contact information). Reference: OPNAVINST 5350.4E, OPGuide 3, pg. 3, p. 1. Comments: (Significant Element)	☐	☐
34.	Does the UPC train the assistant UPCs? Reference: OPNAVINST 5350.4E, OPGuide 3, pg. 3, p. 1.. Comments: (Significant Element)	☐	☐
35.	Are E-7 or above used as UPCs and observers to the greatest extent possible? (Review Observer Briefing Sheets.) Reference: OPNAVINST 5350.4E, pg. 2-10, p. 18.m. Comments: (Significant Element)	☐	☐
36.	Does the UPC have access to WebDTP or DTPLite, ADMITS, and iFTDTL? If not, why not? Reference: OPNAVINST 5350.4E, pg. 2-11, p. 18.m. Comments:	☐	☐
37.	Does the command use WebDTP or DTPLite, if applicable, as the sole drug testing program? Reference: OPNAVINST 5350.4E, pg. 4-3, p. 2. Comments:	☐	☐

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Part III: UPC Responsibilities		Y	N
38.	Are all command personnel entered into WebDTP/DTPLite for testing selection? Reference: OPNAVINST 5350.4E, pg. 4-1, p. 1.b., OPGuide 3, pg. 2, p. 5.a. (Significant Element) Comments:	☐	☐
39.	Does the UPC check WebDTP if applicable, on a daily basis to see if it is a testing day? Reference: OPNAVINST 5350.4E, pg. 4-3, p. 2.a., OPGuide 3, pg. 1, p. 4.a. Comments:	☐	☐
40.	Has the command obtained written permission from their Echelon 2 commander for testing less than four times a month if applicable? (For commands with less than 50 personnel on board.) Reference: OPNAVINST 5350.4E, pg. 4-3, p. 2.e.(1). (Significant Element) Comments:	☐	☐
41.	If the command failed to conduct four random tests in a month and/or failed to test a minimum of 15% of assigned personnel, did the command submit a noncompliance letter to their Echelon 2 or 3 ADCO to report noncompliance and the corrective actions taken in the following month? Reference: OPNAVINST 5350.4E, pg 2-12, p 18.aa. (Significant Element) Comments:	☐	☐

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Part III: UPC Responsibilities		Y	N
42.	Does the UPC maintain a 2 year hard copy file history for each test event consisting of the following: - Completed Drug Testing Program Testing Register with edits and changes made as explained in OPGuide 3 UPC. - Completed DD Form 2624 with proper chain of custody as described in OPGuide 3 UPC. - PDF Copy of the Bottle Label(s): - Working/Notification Copy, if used - Memos/Letters, if used - DTP Selection Report and Roster (DTPLite Only) Reference: OPNAVINST 5350.4E, OPGuide 3, pg. 3-2, p. 4.o. Comments:	☐	☐
43.	Are tests being conducted under the correct premise code(s)? Reference: OPNAVINST 5350.4E, pgs. 4-5 to 4-8, OPGuide 3, pgs. 3-3 to 3-4. (Significant Element) Comments:	☐	☐
44.	Are all newly reported personnel tested under IU or IO premise code within 72 hours of arrival or first available work day? Reference: OPNAVINST 5350.4E, pg. 4-7, p. 2.e.2.(f). (Critical Element) Note: New Entrant Testing uses premise code NO and COMNAVBRIG uses premise code OO Comments:	☐	☐
45.	Is an end of fiscal year unit sweep conducted under IU premise code of all command personnel who have not been tested in the course of the current fiscal year? Review previous year testing. (Critical Element) Reference: OPNAVINST 5350.4E, pg. 4-6, p. 2.e.2.(b).2. Comments:	☐	☐

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Part III: UPC Responsibilities		Y	N
46.	Is consent urinalysis (premise code VO) obtained in writing (Recommended)? Reference: OPNAVINST 5350.4E pgs. 4-5, p. 2.e.(1)(b); OPGuide 3, pg. 3-3, p. 5.c.(1)(d). (Significant Element) Comments:	☐	☐
47.	Are all uncollected samples documented and given a reason for no collection or an "Availability Date" applied in WebDTP? Reference: Recommended Best Practice. Comments:	☐	☐
48.	Has the UPC retested members whose samples are identified as "untestable" within 24 hours, where required? Reference: Recommended Best Practice. Comments:	☐	☐
49.	Are members selected for testing required to report immediately to the testing site and remain in a secured area until their sample is provided? Reference: OPNAVINST 5350.4E, OPGuide 3, pg. 3-5, p. 6.a.(3).(d). (Significant Element) Comments:	☐	☐
50.	Upon check in with the UPC, are members required to provide photo ID (Common Access Card or Armed Forces ID card)? Reference: OPNAVINST 5350.4E, OPGuide 3, pg. 3-6, p. 6.b.(1). (Significant Element) Comments:	☐	☐

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Part III: UPC Responsibilities		Y	N
51.	Does the member verify identifying information by signing the ledger and initialing the specimen bottle label? Reference: OPNAVINST 5350.4E, OPGuide 3, pg. 3-7, p. 6.b.(7)-(8). (Significant Element) Comments:	☐	☐
52.	Are correct specimen bottles being used: NSN 6640-01-681-3575 (male) or 6530-00-NIB-0121 (female) or suitable/authorized substitutes? Reference: OPNAVINST 5350.4E, OPGuide 3, pg. 3-18, p. 11. (Critical Element) Comments:	☐	☐
53.	Does the UPC ensure that each specimen is collected under direct observation? Reference: OPNAVINST 5350.4E, OPGuide 3, pg. 3-6, p. 6.b.(4). (Critical Element) Comments:	☐	☐
54.	Does the observer watch the urine leave the body and enter the container? Reference: OPNAVINST 5350.4E, OPGuide 3, pg. 3-6, ps. 6.b.(5)-(6). (Critical Element) Comments:	☐	☐
55.	Are female provided urine specimen samples transferred to specimen bottles within direct view of the observer? Reference: Recommended Best Practice Comments:	☐	☐

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Part III: UPC Responsibilities		Y	N
56.	Does the observer maintain 100% percent eye contact with the specimen as the member places the cap on the bottle and returns the sample to the UPC? Reference: OPNAVINST 5350.4E, OPGuide 3, pgs. 3-7, p. 6.b.(8). (Critical Element) Comments:	☐	
57.	If there are two or less individuals providing urine, does the UPC act as UPC and observer and not lose physical custody of samples from time of collection to mailing? Does the UPC use an additional person to verify the bottle lid is tight and annotated on the Drug Testing Program Testing Register? Reference: OPNAVINST 5350.4E, OPGuide 3 pg. 3-7, p. 6.b.(10) (Significant Element) Comments:	☐	☐
58.	Are members who are unable to provide a sample during the collection required to remain in the collection area under observation until a sample is provided or referred for medical examination? Reference: OPNAVINST 5350.4E, OPGuide 3, pgs. 3-7, p. 6.b.(11)(a). (Significant Element) Comments:	☐	☐
59.	Does the UPC maintain custody of incomplete samples until such time as the member (who is kept in the secured area) is able to provide the balance of the sample in the same bottle? Reference: Recommended Best Practice Comments:	☐	☐
60.	Does the observer ever take possession of the bottle (other than at direction of the UPC to ensure lid tightness)? Reference: OPNAVINST 5350.4E, OPGuide 3, pgs. 3-7, p. 6.b.(5)-(8). (Critical Element) Comments:	☐	☐

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Part III: UPC Responsibilities		Y	N
61.	Does the UPC receive the specimen bottle from the member and ensure that it contains a minimum of 30 milliliters of urine and is not reopened? Does the UPC initial the label in the member's presence? Reference: OPNAVINST 5350.4E, OPGuide 3, pg. 3-7, p. 6.b.(7). Comments: (Significant Element)	☐	☐
62.	Are labels attached to the bottle (may be accomplished after sample is taken) in the presence of the member? Reference: OPNAVINST 5350.4E, OPGuide 3, pg. 3-7, p. 6.b.(8). Comments: (Significant Element)	☐	☐
63.	Does the urinalysis testing register contain written confirmation that "lid is tight" along with the signature of person assigned to verify such? Reference: OPNAVINST 5350.4E, OPGuide 3 pg. 3-7, p. 6.b.(8). Comments: (Significant Element)	☐	☐
64.	Does the observer sign the ledger certifying that the specimen bottle was not contaminated nor altered? Reference: OPNAVINST 5350.4E, OPGuide 3, pg. 3-7, ps. 6.b.(5)-(8). Comments: (Critical Element)	☐	☐
65.	Does the UPC confirm data on DD 2624 (UIC, collection dates etc.) and verify that the information on the label and DD2624 match? Reference: OPNAVINST 5350.4E, OPGuide 3, pg. 3-7, p. 6.b.(7). Comments: (Significant Element)	☐	☐

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Part III: UPC Responsibilities		Y	N
66.	Does the UPC sign and date the DD2624 when collection of all samples are completed? Reference: OPNAVINST 5350.4E, OPGuide 3, pg. 3-8, p. 6.c.(1). Comments: (Significant Element)	☐	☐
67.	Are chain-of-custody procedures used when handling samples? Reference: OPNAVINST 5350.4E, OPGuide 3, pg. 3-19, p. 12. Comments: (Critical Element)	☐	☐
68.	If samples are stored overnight, are they secured with lock and key and is the secure storage documented on the DD2624? Reference: OPNAVINST 5350.4E, OPGuide 3, pg. 3-8, p. 6.c.(1). Comments: (Significant Element)	☐	☐
69.	Are UPC, alternate UPCs, and observer samples collected by a UPC whose sample is not being collected at that time, or by a UPC from another command and submitted in a separate batch from all other command urine samples? Reference: Recommended Best Practice Comments:	☐	☐
70.	Are samples prepared for shipment following the procedures set forth in the UPC OPGuide? Reference: OPNAVINST 5350.4E, OPGuide 3, pg. 3-9, p. 6.d. Comments: (Significant Element)	☐	☐

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Part III: UPC Responsibilities		Y	N
71.	Are samples mailed off as soon as possible after collection? Reference: OPNAVINST 5350.4E, OPGuide 3, pg. 3-23, p. 13.i. Comments: (Significant Element)	☐	☐
72.	Are samples transported using approved procedures? Reference: OPNAVINST 5350.4E, OPGuide 3, pg. 3-11, p. 6.h. Comments: (Significant Element)	☐	☐
73.	Does the UPC view drug lab results from iFTDTL at least every 30 days? Reference: OPNAVINST 5350.4E, pg. 2-11, p. 18.m.(3), OPGuide 3, pg. 3-1, p. 4.c. Comments: (Significant Element)	☐	☐
74.	Does the UPC have a list of all discrepancies reported via the drug lab for the past 6 months with solutions and follow-up dates? Reference: OPNAVINST 5350.4E, OPGuide 3, pg. 3-2, p. 4.i. Comments: (Significant Element)	☐	☐
75.	Does the UPC utilize a tickler to track all batches and specimens sent to and received by the drug lab? Reference: Recommended Best Practice. Comments:	☐	☐

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Part III: UPC Responsibilities		Y	N
76.	Does the UPC forward all drug positives reported by iFTDTL so that the command can initiate the ADSEP process? Reference: OPNAVINST 5350.4E, pgs. 2-9, p. 18.e.(2); 2-12, p. 18.x. (Significant Element) Comments:	☐	☐
77.	Does the UPC access OPNAV N173 websites frequently to obtain information? Reference: Recommended Best Practice. Comments:	☐	☐
Feedback to Navy Program Owner starts on next page			

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Part IV: Feedback to Navy Program Owner

78.	Do you have any suggestions about how the Navy Alcohol and Drug Misuse Prevention and Control program/instruction could be modified to make the program more effective?
79.	Are there any additional Navy Alcohol and Drug Misuse Prevention and Control program issues that you would like to address?
80.	Additional Notes: