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Ser 00/

Date

From: Commanding Officer, (insert command name)

To: Director, Navy Substance Prevention and Deterrence Branch

(N173A)

Subj: RECOMMENDATION REGARDING POSITIVE URINALYSIS IN CASE OF (RANK/RATE, FULL NAME, BRANCH OF SERVICE)

Ref: (a) OPNAVINST 5350.4E (b) iFTDTL website

Encl: (1) Preliminary Inquiry Documentation in support of claim

1. Per reference (a), I recommend that the positive urinalysis result reported via reference (b) in the case of (Rate/Rank and last name) not be recorded as an incident of drug abuse, as detailed below.

2. (Rate/Rank and last name) tested positive for (test result) on the urinalysis test in the amount of ng/ml on (sample collection date), recorded as LAN# (insert sample LAN). The member informed that they were exposed to or ingested the substance that contributed to the positive in the following: (Insert circumstances that justify the claim of innocent ingestion).

3. Per (reference or enclosure) it is recommended that the positive urinalysis in question ruled as innocent ingestion and not be regarded as a drug abuse incident.

4. My command point of contact is (Name, phone, email).

CO's signature

Copy to: TYCOM ADCO