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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) NDSL Great Lakes/Jacksonville Technical Review of SNM Sample

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). (Rate/Rank and last name)’s medical record verifies that he/she has an authorized prescription for (prescribed drug by name, e.g. Guaifenesin with Codeine) which was taken as prescribed on/during (time and date/or provide time frame).

3. Per reference (a), chapter 4, paragraph 6, and based on review of (Rate/Rank and last name)'s medical record in light of enclosure (1) it is recommended that the positive urinalysis in question 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