Migrating from NDSP to WebDTP

Per OUSD Memo dtd 10DEC2021 "Termination of Use Notification for Drug Testing Program 5.x Applications", Navy must immediately transition from the desktop Navy Drug Screening Program (NDSP) 5.4 application to web based WebDTP where possible. The effective dates are as follows:

On 23Jan22, testable discrepancy code "5Z-5.x DTP Sample" is applied to all specimen samples collected under NDSP.

On 23Jul22, fatal discrepancy code "5Y-5.x DTP Decertified" is applied all specimen samples collected under NDSP meaning specimen samples will not be tested

This does not apply to United States Military Entrance Processing Command (MEPCOM) applicant drug testing program

Therefore, activities are directed to shift from using NDSP to using WebDTP/DTPLite according. The following information is provided to assist UPCs with the transition.

1. **Setting up WebDTP**:

Remember, WebDTP access is for UPC only, through access of IFTDTL. If the UPC doesn't have access to the portal, they won't have access to WebDTP.

1. Log into IFTDTL and select WebDTP from "My Modules".
2. Select container and click Open Container.
3. Testing Entity is the home screen. Click on Manage Container tab.
4. In Manage Container, Do the following:
1. Check the box below DD-2624 Block 1 to allow the same Block 1 information to be added to all other tests. If testing different (command name/UICs), leave blank and add during test selections.
2. Enter the Command Name and contact name and email in the subsequent blocks. A previously completed DD-2624 with Block 1 information can be used.
3. Enter UIC.
4. DD-2624 Block 2: Enter TYCOM/ISIC NAME (section is optional).
5. DD-2624 Block A: Servicing Drug Screening Laboratory name and address (Optional).
6. Check box for "Retest Carryover". When checked, member who is in a carryover status (due back) will automatically be added to the test selection when the carry over date has expired. Leave unchecked if the UPC does not want the member to be added automatically.
7. Enter the number of Random Samplings Days for the month.
8. Enter the starting Batch number. Batch Prefix is for letter designation if used, i.e. A100. All Batch numbers are 4 digits so if using three digits, the number 0 will be added as a prefix, i.e. Batch 100 will be 0100. If using 4 numbers, 4 will be used.
9. Enter Chain of Custody information. A previously completed DD-2624 Backside can be used
10. Once complete, click Save at the bottom. *Note: Always click "Save" when making edits to this section.

2. **Formatting Roster**:

Roster must be formatted correctly to work in WebDTP. Each column is a separate field. Make sure each column contains: Last Name/First Name/Mid Int/DODID (SSN)/Rank/Gender/UIC/Unit(s) or Pools. If the roster has a Header row, WebDTP will automatically detect it, along with the DODID, Gender and UIC if it matches the Container UIC. The roster can be either .xlsx or .csv format.

Note 1: Units are set up as separate databases which allows the UPC to test multiple units at the same time. Units can be the same name as Pools or separate activities to be tested. If testing one pool at a time, select Pools vice Units during Import.

Note 2: Pools allow a member to be in more than one. e.g. *Seaman Sailor can be added to a Duty Section Pool and Engineering Department Pool*. However, only one Pool can be selected for tests.

For NDSP users, the roster within NDSP is already formatted. Simply export the roster from NDSP and save it to the desktop by accessing the Personnel Roster and clicking on the Export Roster icon (sheet of paper with the red arrow pointing away) and save it to the desktop under any name of the UPC choosing. Once saved, follow the Upload Roster instructions below.

3. **Upload Roster into Web DTP:**

1. From Testing Entity, click on Import Roster.
2. Click Choose File and map your way to the Roster.
3. Select the Roster and click Open.
4. Click Load Roster.
5. Select the applicable options below Load Roster that apply. They are:
    - Ignore Header Row: WebDTP will automatically check box if there's a Header Row
    - Replace Roster with Import file: Check to replace, even if there's no previous roster imported. Do not check if you are going to Append. First time Import must select "Replace".
    - Append Import file to Roster: This will only add members or Pools/Units not currently in WebDTP. Append will only work after the initial Import to Replace current information.
6. Click "Do Not Import". Select the corresponding title for each column, then click "Import". Last Name, First Name, Int, etc… Once Import is completed successfully, testing can begin.