

EXAMPLE RECOMMENDATION LETTER
(USE OFFICIAL LETTERHEAD):

5355
Ser Code/####
DD Mon YY

From: Commanding Officer, (insert command name)

To: Director, Navy Drug Detection & Deterrence Branch (N173)

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 prior to testing.
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 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



DEPARTMENT OF THE NAVY
NAME OF ACTIVITY
ADDRESS
CITY STATE ZIP+4

5355
Ser Code/HDU001
1 Apr 22

From: Commanding Officer, HIGH DEMAND UNIT
To: Director, Navy Drug Detection & Deterrence Branch (N173)

Subj: RECOMMENDATION REGARDING POSITIVE URINALYSIS IN CASE OF
BM3 AVERAGE SAILOR, USN

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

Encl: (1) NDSL Great Lakes Technical Review of SNM Sample

1. Per reference (a), I recommend that the positive urinalysis result reported via reference (b) in the case of BM3 Sailor not be recorded as an incident of drug abuse, as detailed below.
2. BM3 Sailor tested positive for Codeine on the urinalysis test in the amount of 100 ng/ml on 28 March, 2022, recorded as LAN# G22XXXXXXXXX. BM3 Sailor's medical record verifies that he has an authorized prescription for Guaifenesin with Codeine, which was taken as prescribed prior to testing.
3. Per reference (a), chapter 4, paragraph 6, and based on review of BM3 Sailor's medical record in light of enclosure (1), it is recommended that the positive in question not be regarded as a drug abuse incident.
4. My command point of contact is ENS Freshly Minted, (619)123-4567, f.minted@HDUnit.navy.mil

Al B Sea

A. B. SEA

Copy to:
TYCOM ADCO