**COMMAND LETTERHEAD**

 SSIC

 Code / Serial

 Date

From: Activity Head, Activity, Location

To: Commanding Officer, Navy Drug Screening Laboratory,

 2500 Rodgers St., Bldg 5501, Great Lakes IL 60088-2952 or

 Bldg H2033 Adams Street, NAS Jacksonville, FL 32212-0113

Subj: DRUG TESTING RESULTS-RELATED REQUEST

Ref: (a) OPNAVINST 5350.4D, Drug and Alcohol Abuse Prevention and Control, 04Jun09

1. Per reference (a), we request that the Navy Drug Screening Laboratory provide

\_\_\_\_\_ A summary Documentation Package (summary of testing results as well as results

certification – typically sufficient for Administrative Boards)

\_\_\_\_\_ A full Documentation Package (results documentation for Courts-Martial)

\_\_\_\_\_ A Laboratory Expert Witness

\_\_\_\_\_ The original specimen bottle

\_\_\_\_\_ An affidavit or technical consultation regarding specific questions about the positive result (please detail the question as an enclosure and provide all relevant medical and prescription records as additional enclosures)

\_\_\_\_\_ Other/Explain

to support a Courts Martial / Administrative Board / Hearing (circle) scheduled DDMMMYY.

Laboratory Accessioning Number: ??????????? Drug(s): ??????? UIC: ?????

Document Batch Number: ???? Ship Date: DDMMMYY Specimen Number: ???

2. If you have any questions or require additional information, please contact (POC information).

 SIGNATURE

 (Commanding Officer/By direction)

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