

Urinalysis Report

Introduction This guide provides the procedures for Urinalysis (UA) Coordinators to run a Urinalysis Report in Direct Access (DA).

References (a) [Urinalysis Tactics, Techniques and Procedures \(TTP\)](#)
 (b) [CG Drug and Alcohol Abuse Program, COMDTINST M1000.10](#)

Information Permissions needed to run this report:

- CG_UA_COORDINATOR
- CGHRS
- CGHRSUP
- CGHIRSIC
- CGHRSICSUP

This report does not use SSNs.
 Badge Numbers = DODID numbers

Procedures See below.

| Step | Action |
|------|--|
| 1 | <p>Navigate to: NavBar icon > Menu > Global Payroll & Absence Management > USCG Payroll Processes > Payroll Reports > Payee Name and SSN by Dept ID.</p> |

Continued on next page

Urinalysis Report, Continued

Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------|--|-----------|-------------|--------------|-------------|--------------|-------|-------------------|---------|---------------------|---------|---------------------|---------|------------|---------|----------|--------|---|-------|-------|--|-----------|-----|---|--|-------------------|-----|--------|--------|----|----|--------|---------|---|-------|-----------|----|-----------|-----|---|--|-------------------|-----|--------|--------|----|----|--------|---------|---|------|---------|---|-----------|-------|---|--|-------------------|-----|--------|--------|----|----|--------|---------|
| 2 | <p>Enter the report parameters:</p> <ul style="list-style-type: none"> • Set ID (Use 00010 for CG) – Enter 00010. • Enter a Department ID in ONE of the following fields: <ul style="list-style-type: none"> – SPO (Parent) DeptID (Optional) – the department ID of the responsible SPO to view the results for ALL units in the SPO’s AOR, but it will NOT include the SPO Personnel. <ul style="list-style-type: none"> ▪ This is the recommended option to ensure the report will display personnel from all sub-departments. ▪ To include SPO personnel, run the report a second time entering the SPO (Parent) DeptID in the Dept ID (Optional) field and add it to the master list. – Dept ID (Optional) – the department ID for the unit <ul style="list-style-type: none"> ▪ This option only shows personnel assigned to that department. Sub-departments are not joined so leave this field blank if using the SPO (Parent) DeptID. ▪ Use this option to run a second report as discussed above. <p>– NOTE: You cannot fill in both fields at the same time.</p> <p>Click View Results.</p> <div data-bbox="338 1193 1222 1491" style="border: 1px solid black; padding: 5px;"> <p>CG_NAME_SSN_BY_DEPARTMENT - Name and SSN by Department</p> <p>*Set ID (Use 00010 for CG) <input type="text" value="00010"/></p> <p>SPO (Parent) DeptID (Optional) <input type="text" value="045431"/></p> <p>Dept ID (Optional) <input type="text"/></p> <p>View Results</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Row</th> <th>First Name</th> <th>Last Name</th> <th>Middle Name</th> <th>Badge Number</th> <th>Rank</th> <th>Gender</th> <th>Phone</th> </tr> </thead> </table> </div> | Row | First Name | Last Name | Middle Name | Badge Number | Rank | Gender | Phone | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Row | First Name | Last Name | Middle Name | Badge Number | Rank | Gender | Phone | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | <p>The results can be downloaded into several formats for editing/sorting.</p> <div data-bbox="338 1568 1372 1713" style="border: 1px solid black; padding: 5px;"> <p>Download results in: Excel Spreadsheet CSV Text File XML File (1847 kb)</p> <p>View All First 1-100 of 3695 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Row</th> <th>First Name</th> <th>Last Name</th> <th>Middle Name</th> <th>Badge Number</th> <th>Rank</th> <th>Gender</th> <th>Phone</th> <th>Dept Name</th> <th>Company</th> <th>SPO (Parent) Deptid</th> <th>Dept ID</th> <th>Empl Class</th> <th>Grade</th> <th>Location</th> <th>EMPLID</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Harry</td> <td>Dunne</td> <td></td> <td>123456789</td> <td>MKC</td> <td>M</td> <td></td> <td>CG STA GLOUCESTER</td> <td>ACG</td> <td>045431</td> <td>000007</td> <td>AD</td> <td>E7</td> <td>MA0001</td> <td>1234567</td> </tr> <tr> <td>2</td> <td>Lyoyd</td> <td>Christmas</td> <td>V.</td> <td>987654321</td> <td>BM1</td> <td>M</td> <td></td> <td>CG STA GLOUCESTER</td> <td>ACG</td> <td>045431</td> <td>000007</td> <td>AD</td> <td>E6</td> <td>MA0001</td> <td>9876543</td> </tr> <tr> <td>3</td> <td>Mary</td> <td>Swanson</td> <td>M</td> <td>123123123</td> <td>BOSN4</td> <td>F</td> <td></td> <td>CG STA GLOUCESTER</td> <td>ACG</td> <td>045431</td> <td>000007</td> <td>AD</td> <td>W4</td> <td>MA0001</td> <td>1231234</td> </tr> </tbody> </table> </div> | Row | First Name | Last Name | Middle Name | Badge Number | Rank | Gender | Phone | Dept Name | Company | SPO (Parent) Deptid | Dept ID | Empl Class | Grade | Location | EMPLID | 1 | Harry | Dunne | | 123456789 | MKC | M | | CG STA GLOUCESTER | ACG | 045431 | 000007 | AD | E7 | MA0001 | 1234567 | 2 | Lyoyd | Christmas | V. | 987654321 | BM1 | M | | CG STA GLOUCESTER | ACG | 045431 | 000007 | AD | E6 | MA0001 | 9876543 | 3 | Mary | Swanson | M | 123123123 | BOSN4 | F | | CG STA GLOUCESTER | ACG | 045431 | 000007 | AD | W4 | MA0001 | 1231234 |
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| 1 | Harry | Dunne | | 123456789 | MKC | M | | CG STA GLOUCESTER | ACG | 045431 | 000007 | AD | E7 | MA0001 | 1234567 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Lyoyd | Christmas | V. | 987654321 | BM1 | M | | CG STA GLOUCESTER | ACG | 045431 | 000007 | AD | E6 | MA0001 | 9876543 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Mary | Swanson | M | 123123123 | BOSN4 | F | | CG STA GLOUCESTER | ACG | 045431 | 000007 | AD | W4 | MA0001 | 1231234 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |