Urinalysis Report

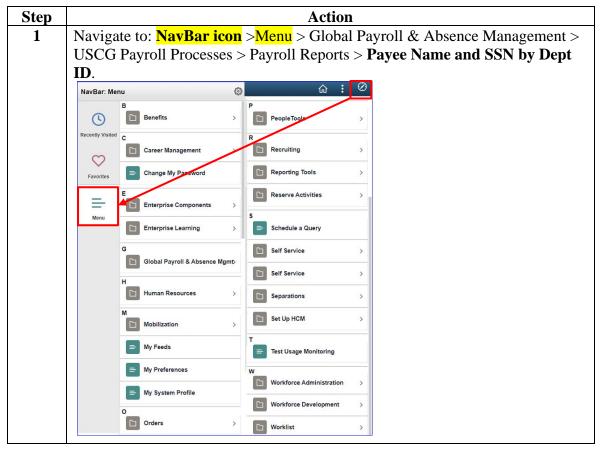|	
Introduction	This guide provides the procedures for Urinalysis (UA) Coordinators to run a Urinalysis Report in Direct Access (DA).

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	Navigate to: <mark>**NavBar icon**</mark> ><mark>Menu</mark> > Global Payroll & Absence Management > USCG Payroll Processes > Payroll Reports > **Payee Name and SSN by Dept ID**.

Urinalysis Report, Continued

Procedures,
continued

Step	Action
2	Enter the report parameters: • **Set ID (Use 00010 for CG)** – Enter 00010. • Enter a Department ID in ONE of the following fields: – **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. ▪ 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 ▪ 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. – **NOTE: You cannot fill in both fields at the same time.** Click **View Results**.
3	The results can be downloaded into several **formats** for editing/sorting.