

Urinalysis Report

Introduction This section provides the procedures for Urinalysis (UA) Coordinators to run a Urinalysis Report.

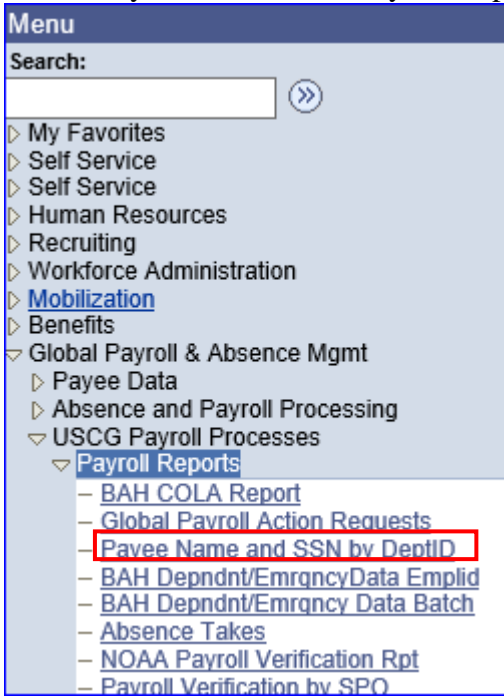
References (a) [Urinalysis Tactics, Techniques and Procedures \(TTP\)](#)
 (b) [CG Drug and Alcohol Abuse Program, COMDTINST M1000.10](#)

Information Permissions needed to run this report:

- CG_UA_COORDINATOR
- CGHRS
- CGHRSUP
- CGHIRSIC
- CGHRSICSUP

This report does not use SSN's. Badge Numbers = DODID numbers

Procedures See below.

Step	Action
1	<p>Select the link from the Menu > Global Payroll & Absence Management > USCG Payroll Processes > Payroll Reports > Payee Name and SSN by Dept ID.</p>  <p>The screenshot shows a web menu with a search bar and a list of items. The 'Global Payroll & Absence Mgmt' folder is expanded, and the 'Payroll Reports' sub-folder is also expanded. The item 'Payee Name and SSN by Dept ID' is highlighted with a red box.</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) • SPO (Parent) DeptID (optional) – the department ID of the responsible SPO to view the results for ALL units in the SPO’s AOR, but 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 sub-departments. – To include personnel assigned to the SPO. Run the report a second time entering the SPO (Parent) DeptID in the Dept ID (Optional) field. Append this list to the master list. • Dept ID – 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>You cannot fill in both fields at the same time, as seen below.</p> <div data-bbox="304 1055 1286 1361" style="border: 1px solid blue; 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" value="045431"/> </p> <p><input type="button" value="View Results"/></p> <p>No matching values were found.</p> </div> <p>Click View Results.</p> <div data-bbox="304 1435 1267 1700" style="border: 1px solid blue; 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="042790"/> </p> <p>Dept ID (Optional) <input type="text"/> </p> <p><input type="button" value="View Results"/></p> </div>																																																																																
3	<p>The results can be downloaded into several formats for editing/sorting.</p> <div data-bbox="304 1776 1331 1901" style="border: 1px solid blue; padding: 5px;"> <p>Download results in: Excel Spreadsheet CSV Text File XML File (3 kb)</p> <p>View All First <input type="button" value="1-7 of 7"/> Last</p> <table border="1"> <thead> <tr> <th>1</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>Ozzy</td> <td>Osbourne</td> <td></td> <td>686868686</td> <td>IT2</td> <td>M</td> <td>555/123-4567</td> <td>BASE BOSTON</td> <td>ACG</td> <td>045431</td> <td>042790</td> <td>AD</td> <td>E5</td> <td>MA0826</td> <td>6868686</td> </tr> <tr> <td>2</td> <td>Sharon</td> <td>Arden</td> <td>Rachel</td> <td>555555555</td> <td>CAPT</td> <td>F</td> <td>555/666-7777</td> <td>BASE BOSTON</td> <td>ACG</td> <td>045431</td> <td>042790</td> <td>AD</td> <td>O6</td> <td>MA0826</td> <td>5555555</td> </tr> <tr> <td>3</td> <td>Kelly</td> <td>Osbourne</td> <td></td> <td>444444444</td> <td>CDR</td> <td>F</td> <td>555 987 6543</td> <td>BASE BOSTON</td> <td>ACG</td> <td>045431</td> <td>042790</td> <td>AD</td> <td>O5</td> <td>MA0826</td> <td>4444444</td> </tr> <tr> <td>4</td> <td>Jack</td> <td>Osbourne</td> <td>J.</td> <td>333333333</td> <td>YNCM</td> <td>M</td> <td>555 4567890</td> <td>BASE BOSTON</td> <td>ACG</td> <td>045431</td> <td>042790</td> <td>SEL</td> <td>E9</td> <td>MA0826</td> <td>3333333</td> </tr> </tbody> </table> </div>	1	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	Ozzy	Osbourne		686868686	IT2	M	555/123-4567	BASE BOSTON	ACG	045431	042790	AD	E5	MA0826	6868686	2	Sharon	Arden	Rachel	555555555	CAPT	F	555/666-7777	BASE BOSTON	ACG	045431	042790	AD	O6	MA0826	5555555	3	Kelly	Osbourne		444444444	CDR	F	555 987 6543	BASE BOSTON	ACG	045431	042790	AD	O5	MA0826	4444444	4	Jack	Osbourne	J.	333333333	YNCM	M	555 4567890	BASE BOSTON	ACG	045431	042790	SEL	E9	MA0826	3333333
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