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
- CGHRSCSUP
This report does not use SSN’s. Badge Numbers = DODID numbers

Procedures
See below.

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<th>Action</th>
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<td>1</td>
<td>Select the link from the Menu &gt; Global Payroll &amp; Absence Management &gt; USCG Payroll Processes &gt; Payroll Reports &gt; Payee Name and SSN by Dept ID.</td>
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</tbody>
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Menu
Search:
- My Favorites
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- Self Service
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      - NOAA Payroll Verification Rpt
      - Payroll Verification by SCO

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Urinalysis Report, Continued

Procedures, continued

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| 2    | Enter the report parameters:  
  - **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.  
    - 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  
    - 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.  
  You cannot fill in both fields at the same time, as seen below. |
|      | Click **View Results**. |
| 3    | The results can be downloaded into several **formats** for editing/sorting. |