

# Urinalysis Report

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

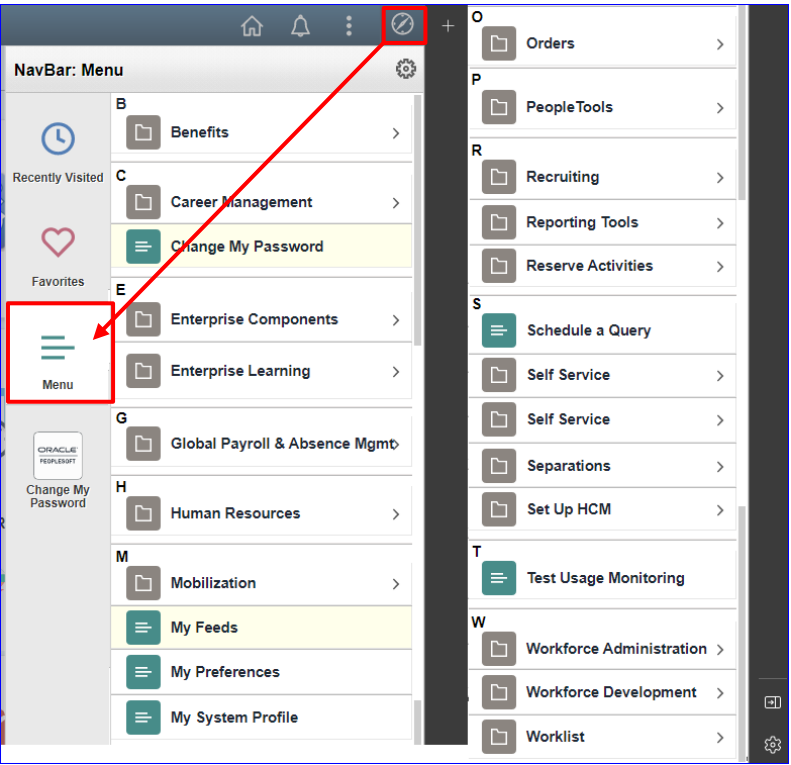
**References** (a) [Urinalysis Tactics, Techniques and Procedures \(TTP\)](#)  
 (b) [CG Drug and Alcohol Abuse Program, COMDTINST M1000.10](#)

**Information** Permissions needed to run this report:

- CG\_UA\_COORDINATOR
- CGHRS
- CGHRSUP
- CGHIRSIC
- CGHRSICSUP

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

**Procedures** See below.

| Step | Action  |
|------|---|
| 1    | <p>Navigate to: <b>NavBar icon</b> &gt; <b>Menu</b> &gt; Global Payroll &amp; Absence Management &gt; USCG Payroll Processes &gt; Payroll Reports &gt; <b>Payee Name and SSN by Dept ID.</b></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"> <li>• <b>Set ID (Use 00010 for CG)</b> – Enter 00010.</li> <li>• Enter a Department ID in ONE of the following fields:                             <ul style="list-style-type: none"> <li>– <b>SPO (Parent) DeptID (Optional)</b> – the department ID of the responsible SPO to view the results for <b>ALL</b> units in the SPO’s AOR, but it will <b>NOT</b> include the SPO Personnel.                                     <ul style="list-style-type: none"> <li>▪ This is the recommended option to ensure the report will display personnel from all sub-departments.</li> <li>▪ To include SPO personnel, run the report a second time entering the SPO (Parent) DeptID in the <b>Dept ID (Optional)</b> field and add it to the master list.</li> </ul> </li> <li>– <b>Dept ID (Optional)</b> – the department ID for the unit                                     <ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ Use this option to run a second report as discussed above.</li> </ul> </li> </ul> </li> </ul> <p><b>– NOTE: You cannot fill in both fields at the same time.</b></p> <p>Click <b>View Results</b>.</p> <div data-bbox="338 1193 1222 1491" style="border: 1px solid black; padding: 5px;"> <p><b>CG_NAME_SSN_BY_DEPARTMENT - Name and SSN by Department</b></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><b>View Results</b></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 <b>formats</b> for editing/sorting.</p> <div data-bbox="338 1570 1374 1715" style="border: 1px solid black; padding: 5px;"> <p>Download results in: <span style="border: 1px solid red; padding: 2px;">Excel Spreadsheet</span> CSV Text File XML File (1847 kb)</p> <p>View All <span style="float: right;">First 1-100 of 3695 Last</span></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 |          |        |   |       |       |  |           |     |   |  |                   |     |        |        |    |    |        |         |   |       |           |    |           |     |   |  |                   |     |        |        |    |    |        |         |   |      |         |   |           |       |   |  |                   |     |        |        |    |    |        |         |
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| 3    | Mary   | Swanson   | M           | 123123123    | BOSN4       | F            |       | CG STA GLOUCESTER | ACG     | 045431              | 000007  | AD                  | W4      | MA0001     | 1231234 |          |        |   |       |       |  |           |     |   |  |                   |     |        |        |    |    |        |         |   |       |           |    |           |     |   |  |                   |     |        |        |    |    |        |         |   |      |         |   |           |       |   |  |                   |     |        |        |    |    |        |         |