

DD MMM YYYY

MEMORANDUM FOR THE RECORD

From: Urinalysis Program Coordinator, Name of Command here  
To: Commander/Commanding Officer, Name of Command here

Subj: FAILURE TO MEET MINIMUM MONTHLY URINALYSIS TESTING  
REQUIREMENTS FOR MONTH YYYY

Ref: (a) OPNAVINST 5350.4D

1. Per references (a), the minimum monthly urinalysis testing requirement is 15 percent of assigned personnel. During Month YYYY, there were XX Random Samplings conducted with XX samples submitted (XX percent of command) to the servicing Drug Screening Laboratory. Due to a "Package-Leakage noted - NOT TESTED" (PL) and/or "Bottle Leaked in Shipment - NOT TESTED" (BB) discrepancy code, only XX samples (XX percent of command) were tested for the month, resulting in a failure to meet the minimum requirement.
2. It is recommended, but not required, for members whose samples returned with discrepancy codes PL or BB to be retested.

F. M. LAST

Copy to:  
(YOUR ISIC) ADCO