

**Sample iFTDTL Account Authorization Letter
(Command letterhead required)**

5355
Code / Serial
Date

From: Activity Head, Activity, Location
To: Director, Navy Drug Detection and Deterrence Office (N170D)

Subj: Internet Forensic Toxicology Drug Testing Laboratory (iFTDTL) Account Request

Ref: (a) OPNAVINST 5350.4D

1. In support of reference (a), please establish web portal accounts for the following personnel:

a. <Provide: Rate, Name, (DoDID last-4), email, PRD, Position, Phone>;

b. BMCM Davey Jones (9999), djones1@navy.mil, PRD 01/16, Primary UPC (619) 111-2222
<All commands must designate one individual as their Primary UPC>

2. Please delete web portal accounts for the following personnel:

a. <Provide: Rate, Name, email, (userID)>;

b. HTC Malcolm Warner, mjwarner@navy.mil, (war9999)

3. Please update the following web portal accounts:

a. <Provide: Rate, Name, (userID), new email, new PRD, new Position, new Phone>; and

b. MA2 Jonathan Smith (SMI2222), PRD 06/17, (619) 111-2233

4. Access is authorized for testing results for the following UICs:
<Provide a complete list of all authorized UICs starting with the Primary UIC>

5. If you have any questions or require additional information, please contact BMCM Davey Jones at 619-xxx-xxxx.

SIGNATURE
(Commanding Officer or By Direction)

<Notes: Only include accounts which require action on them and exclude any unneeded paragraphs. Special instructions may be included in the last paragraph. Fax or unencrypted email completed letters to (901) 874-4228 (DSN 882), or mill_dtadmin@navy.mil.>