

# SPO – Urinalysis Report

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**Introduction** This guide provides the procedures for Servicing Personnel Offices to run a Urinalysis Report.

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**Reference** (a) Urinalysis Tactics, Techniques, and Procedures (TTP), CGTTP 1-16.5 (CG Portal link)  
(b) <http://www.uscg.mil/vote/DrugTesting.asp>

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**Discussion** **This report does NOT have SSN's.** The Coast Guard is shifting to the use of DODID numbers, which are on this report in the “Badge Number” column.

To generate reports including personnel assigned to a SPO department, the report must be run twice. See step 2 below.

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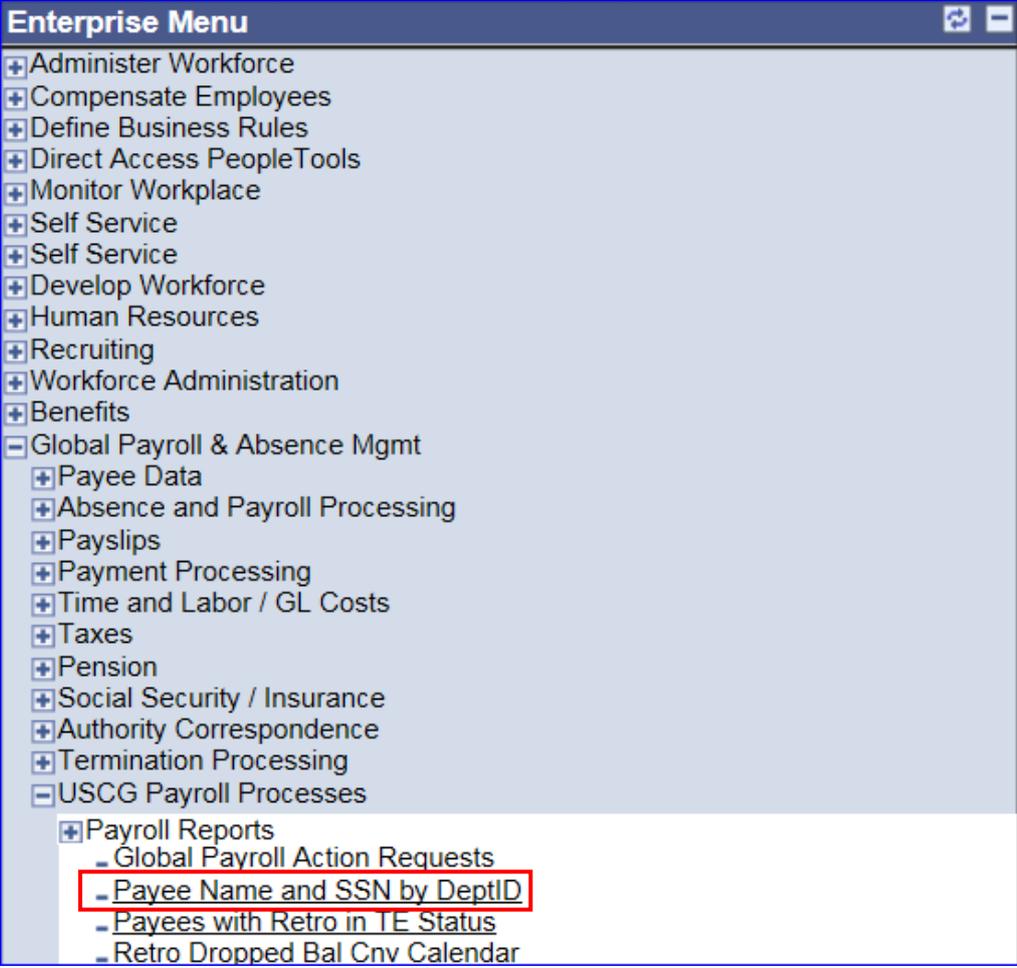
**Permissions** Users must have the CG\_UA\_COORDINATOR, CGHRS, CGHRSUP, CGHRSIC and CGHRSICSUP to run this report.

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# SPO – Urinalysis Report, Continued

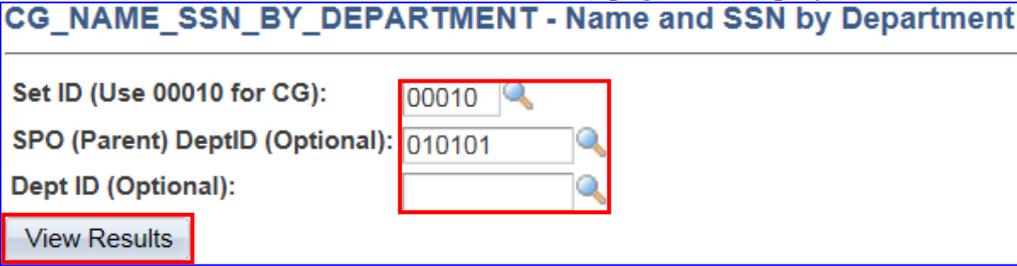
Procedures See below.

Step	Action
1	<p>Select the following link from the Enterprise Menu:</p> <p><b>Global Payroll &amp; Absence Management&gt;USCG Payroll Processes&gt;Payroll Reports&gt;Payee Name and SSN by Dept ID.</b></p>  <p>The screenshot shows a window titled "Enterprise Menu" with a list of options. The "Global Payroll &amp; Absence Mgmt" folder is expanded, and the "USCG Payroll Processes" folder is also expanded. Under "USCG Payroll Processes", the "Payroll Reports" folder is expanded, and the option "- Payee Name and SSN by DeptID" is highlighted with a red box.</p>

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## SPO – Urinalysis Report, Continued

Procedures,  
continued

Step	Action
2	<p>The <b>CG_NAME_SSN_BY_DEPARTMENT</b> page will display.</p>  <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="010101"/></p> <p>Dept ID (Optional): <input type="text"/></p> <p><input type="button" value="View Results"/></p> <p>Complete the report parameters:</p> <ul style="list-style-type: none"> <li>• <b>Set ID</b> (Use 00010 for CG)</li> <li>• <b>SPO (Parent) DeptID</b> - Enter the department ID of the responsible SPO to view results for ALL units in the SPO's AOR, but will <b>not</b> include SPO personnel.</li> </ul> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• This is the recommended option. This ensures the report will display personnel from sub-departments.</li> <li>• To include personnel assigned to the SPO. Run the report a second time but enter the SPO DeptID (previously enter in "SPO DeptID" field in the DeptID field. Then append the list of SPO personnel to the master list.</li> </ul> <p><b>Dept ID</b> – Enter the department ID for the unit.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• If using this option, results will be shown only for those personnel assigned to that department.</li> <li>• Sub-Departments are not joined. Leave this field blank if the SPO DeptID option is used.</li> <li>• Use this option to list personal assigned to the SPO department ID if the SPO DeptID was used in the SPO DeptID field).</li> </ul> <p>Click the <b>View Results</b> button.</p>

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# SPO – Urinalysis Report, Continued

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Procedures,  
continued

Step	Action																																																
3	<p data-bbox="352 495 1367 528">The results may be downloaded into several formats for sorting/editing.</p> <p data-bbox="352 528 1367 562">Download results in : <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File (92 kb)</a></p> <p data-bbox="352 562 1367 573"><a href="#">View All</a></p> <table border="1" data-bbox="352 573 1367 678"><thead><tr><th></th><th>First Name</th><th>Last Name</th><th>Badge Number</th><th>Rank</th><th>Gender</th><th>Dept Name</th><th>SPO (Parent) Deptid</th><th>Dept ID</th><th>Grade</th><th>Location</th><th>EMPLID</th></tr></thead><tbody><tr><td>1</td><td>Peter</td><td>Pappa</td><td>0123456789</td><td>YN3</td><td>F</td><td>CGC NEVERSAIL</td><td>1111111</td><td>000001</td><td>E4</td><td>KS0001</td><td>1111111</td></tr><tr><td>2</td><td>Paul</td><td>Pappa</td><td>1234567890</td><td>PERS2</td><td>M</td><td>CGC NEVERSAIL</td><td>1111111</td><td>000001</td><td>W2</td><td>KS0001</td><td>1111111</td></tr><tr><td>3</td><td>Marv</td><td>Mamma</td><td>9876543210</td><td>LCDR</td><td>F</td><td>CGC NEVERSAIL</td><td>1111111</td><td>000001</td><td>O4</td><td>KS0001</td><td>1111111</td></tr></tbody></table>		First Name	Last Name	Badge Number	Rank	Gender	Dept Name	SPO (Parent) Deptid	Dept ID	Grade	Location	EMPLID	1	Peter	Pappa	0123456789	YN3	F	CGC NEVERSAIL	1111111	000001	E4	KS0001	1111111	2	Paul	Pappa	1234567890	PERS2	M	CGC NEVERSAIL	1111111	000001	W2	KS0001	1111111	3	Marv	Mamma	9876543210	LCDR	F	CGC NEVERSAIL	1111111	000001	O4	KS0001	1111111
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