

EXAMPLE OF REQUEST

Office Symbol (600-85)

Date

MEMORANDUM FOR: Tripler Army Medical Center, Forensic Toxicology
Drug Testing Laboratory
ATTN: MCHK-FT, Tripler AMC, HI 96859-5000

SUBJECT: Request for **Document Packet**

1. Request preparation of a Document Packet for the following specimen:
 - a. Social Security Number: (Block 8).
 - b. Laboratory Accession Number: (Block F).
 - c. Drug positive for: (Block G).
2. The complete address that Document Packet will be sent to.
3. POC is (name, telephone number (commercial), FAX Number).
4. Please include street address and/or building number.

Signature Block
(Trial Counsel or Commander)

Ensure the **SSN** and **LAN** is correct
Fax request to (808) 834-3609.

**Please do not include other information such as the soldier's name, or the
DD Form 2624**

LITIGATION SUPPORT (Supporting Document Packet)

INFORMATION REQUIRED:

- Laboratory Accession Number (LAN) **note: the Ft. Meade FTDTL LAN begins with "M", Tripler with "T"
- Social Security Number (SSN)
- Court/Board date if known
- A civilian or street address. FTDTL uses Federal Express to ship the Laboratory Documentation Packet and cannot send them to a Post Office Box or an APO address. CENTCOM users need to contact Ft. Meade for any special request.
- A commercial and DSN telephone number
- Return email address if email request

TRIPLER FTDTL:

- MAILING:
Tripler Army Medical Center
Forensic Toxicology Drug Testing Laboratory
1 Jarrett White Road
Tripler Army Medical Center, HI 96859-5000
- EMAIL: tamcinfo@ftdtldata.amedd.army.mil
- FAX: (808) 834-3609, DSN 315-433-3609
- Litigation Support: (808) 433-1671, DSN 315-433-1671
- Main Lab : (808) 433-5176, DSN 315-433-5176

FT MEADE FTDTL:

- MAILING:
Forensic Toxicology Drug Testing Laboratory
2490 Wilson Street
Fort George G. Meade, MD 20755-5235
- EMAIL: ftmdinfo@ftdtldata.amedd.army.mil
- FAX: (301) 677-6237 or DSN 312-622-6237
- Litigation Support: (301) 677-3737, DSN 312-622-3737
- Main Lab: (301)-677-7085 or DSN 312-622-7085 Toll Free -- 877-267-9394

AR 600-85 Para 4-19. Requesting urinalysis documents

a. Personnel identified below may request FTDTL documents pertaining to positive urinalysis results to use in connection with adverse administrative or disciplinary actions. All requests must identify the documents requested and must be submitted through the unit commander to the FTDTL that performed the urinalysis. Documents will be furnished at no expense upon-

(1) Request of the installation or unit commander, a Staff Judge Advocate (SJA) office, the tested Soldier, or the tested Soldier's attorney.

(2) Request by the President or Recorder of an administrative board.

(3) An order of a court-martial or request made pursuant to the rules for court-martial.

b. Documents which may be obtained from the FTDTL are a "Commander's Packet" (which includes items (1) and (2), below) or a "Documentation Packet" (which includes items (1) through (6), below). Other documents should be requested through normal military legal channels.

(1) An affidavit cover sheet certifying the test procedures used and results found for the Soldier's specimen.

(2) Photocopy of the installation chain of custody documents with certified results.

(3) Photocopy of the intra-laboratory chain of custody documents.

(4) A description of the analytical methodology.

(5) Results of the analysis of the Soldier's specimen.

(6) Quality control data corresponding to the Soldier's specimen.

c. The provisions of this paragraph are not intended to, and do not, provide any rights or privileges as to the relevancy or admissibility of laboratory documents that are not otherwise afforded by the UCMJ, the Manual for Courts-Martial, or regulations governing adverse administrative and disciplinary actions.