

Manual Random Selection Methods

Summary

Random selection is the key to Smart Testing and any testing you conduct needs to meet the requirements for unpredictability. It is important to remember that all personnel selected will be tested; even if the number selected exceeds the recommended minimum testing rate. Do not terminate testing when a certain number of specimens are collected, but collect specimens from all Soldiers who were selected. Excusing Soldiers or getting

volunteers can invalidate the randomization and thus invalidate the test results.

It is imperative that the UPL and the Commander ensure that any random selection test is truly random, or you risk a positive test is dismissed from court.

The DOD drug testing software programs DTP and DTP Lite are the Army's preferred methods of selecting Soldiers for testing. If DTP software is unavailable, use one of these approved manual random selection methods.

Manual Random Selection Based on Name:



1. Create a deck of cards by writing every Soldier's name on a 3-by-5 index card. Shuffle the cards and draw the names from the deck.

NOTE: Prior to the selection process, the UPL and a senior NCO or above must verify all of the name cards against the alpha roster to ensure the deck represents the entire Unit.

2. The cards are then given to the Commander or First Sergeant and shuffled in the presence of the entire Unit in formation.
3. After shuffling, the Commander or First Sergeant passes among the ranks and direct individuals to select a card.
4. Personnel whose names are selected are required to report to the collection area for urinalysis testing.

NOTE: Manual Random Selection based on names works best with Units consisting of 100 or fewer Soldiers.

Manual Random Selection Based on SSN:



Roll a 10-sided die. Personnel whose SSN ends with the number rolled will be tested.



Write the numbers 0-9 on scraps of paper and drop them into a hat.