WEBLite - the Web Selection Program

Before you begin to perform a drug test selection, you will need the following information and files:

1. A workstation with internet access, your logon credentials, and access to a printer. The Web Selection Program requires either Internet Explorer or Mozilla Firefox web browser. The bottle label type is "Avery 5163". The printed products are in an Adobe PDF format. The products will be available in a WinZip file, and can be saved to your computer for printing, or printed out "live".

2. Your account login and password (or CAC) for the DOD Drug Testing portal If you do not have a portal user name and password, go to https://iftdtl.amedd.army.mil, click on "Enter the Portal", then click on "Create New Account". If you don't know your password, click on "Reset my Password". Once you have accessed the portal, click on "Web Selection Program".

3. A current personnel roster for your unit(s) in a "comma-delimited" file format, and available on the workstation you are using for the testing selection process.

Note: If you have your roster file in an MS Excel format, please go to page 13 for instructions on converting your file to the Comma-Delimited format.

4. Determine if you need to overwrite the previous roster, or if you only need to merge or update the new personnel into your unit selection roster.

5. Does your roster file contain headers (i.e. column title such as 'last name', 'first name' etc)?

6. Your testing premise, such as "IR Random Testing" for a monthly random test, or "IU Unit Sweep" for example, to test everyone in your unit. There are several choices available within the DTPLite program.

7. Are you conducting testing using the percentage, probability, or total count (specific number) of test roster personnel? What is the percentage or probability selection rate?

Note: an explanation of "percentage vs. probability vs. count" is located on page 11

8. You will need your base identifying code (BAC, MCC, or BIC) and/or your unit code (UIC or RUC) depending on what DOD service you are testing for.

9. Your unit delivery address (not a P.O.Box or mail-stop), and the point of contact information (Name, phone & email) for your unit results, questions, or error information. This information is used to fill Block 1 & Block 2 of the DD Form 2624, respectively.

Now you are ready to start your selection process!

Login to the DOD Drug Testing Portal at https://iftdtl.amedd.army.mil
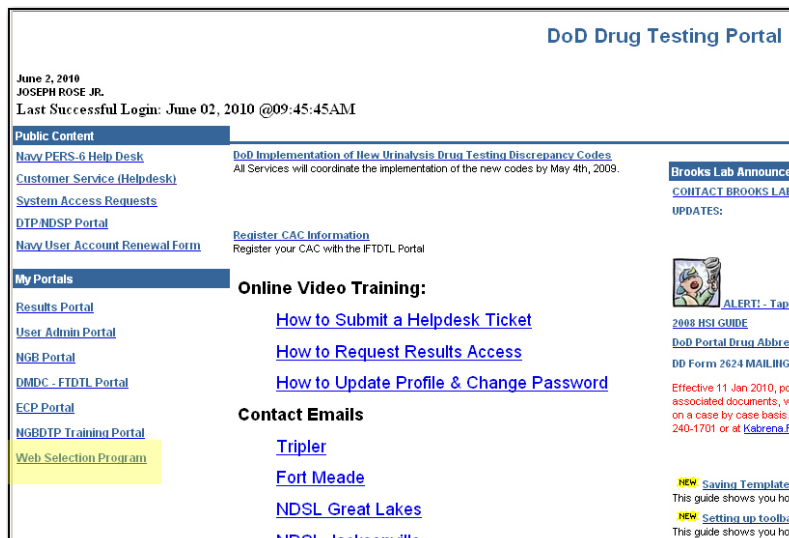
Click on the "Web Selection Program" link to access the DTP Home page.

Select either "Selections" to begin a drug testing selection, "User Manual" for more information, or "Sample Roster" to download a roster with null information to use for drug testing practice runs.

For this example, we will click on "Selections", and are directed to the "DTP Home" page.

DTP Home Page

The DTP Home page is where you access the Web Selection Program. You will be directed to "DTP Home" from any other page when you click on the "Cancel" or "Return" button.

Exiting from DTP Home closes the Web Selection Program, but, if you have previously loaded a roster and saved it to the database, that roster and your other information will be kept in the program for future use.

For this example, we are using a USMC roster with null information.

amedd/DTPhelpdesk

DTP Home

[Exit] [Upload New Roster] [Use Current Roster] [Reprint last selections]

Use current roster for testing

UserName	DTPHELPDESK
RosterName	USMC Sample
ServiceBranch	USMC
CreateDate	6/2/2010
ModifyDate	6/2/2010

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Org1	Org2	Org3	Ssn	FirstName	MiddleInital	LastName	Gender	Rank
Echo Co			123119000	First Name 1	E	Marine 1		Cpl
Weapons Co			123119001	First Name 2	M	Marine 2		Pfc
H&S Co			123119002	First Name 3	A	Marine 3		SSGT
H&S Co			123119003	First Name 4	A	Marine 4		LCpl
Golf Co			123119004	First Name 5	P	Marine 5		Cpl

The current roster information is listed under the "Use current roster for testing", and shows the user name signed into the Web Selection Program, the current roster file name (if one is already loaded onto the system), DOD service branch, the creation date of the current roster, and the date it was modified since it was loaded onto the Web Selection Program.

NOTE: You are NOT able to edit the roster on the webpage!

The ROSTER is ONLY VIEWABLE on the DTP Home page. Roster edits can only be done BEFORE you upload it to the Web Selection Program. The most common method of changing or updating your roster is using Microsoft Excel to open and edit the information.

Roster Upload

You will be able to browse your computer with the browse feature to locate your roster to be uploaded. , and then you can upload the roster into the Web Selection Program, choosing either "Merge" or "Overwrite".

A merge inserts new records into the saved roster and updates existing records in the roster with those from the roster to be uploaded.   If your file has titles for each column, you may select the "Use First Row as Header" box to map column headings to the data in the file.

You will be able to assign a name to the roster you upload as an additional description for it. You will then need to identify the branch of service of the roster file to be loaded.

Now you will select the "Upload" button.

Roster Upload page

Some of the column names may be selected automatically. If not, you will need to map the column heading to the data in that column using the drop down lists in the column header.

Note: At any time prior to selecting the Save button, you can select the "Cancel" button to stop the upload process. No data will be saved to the database and you are returned to the DTP Home page.
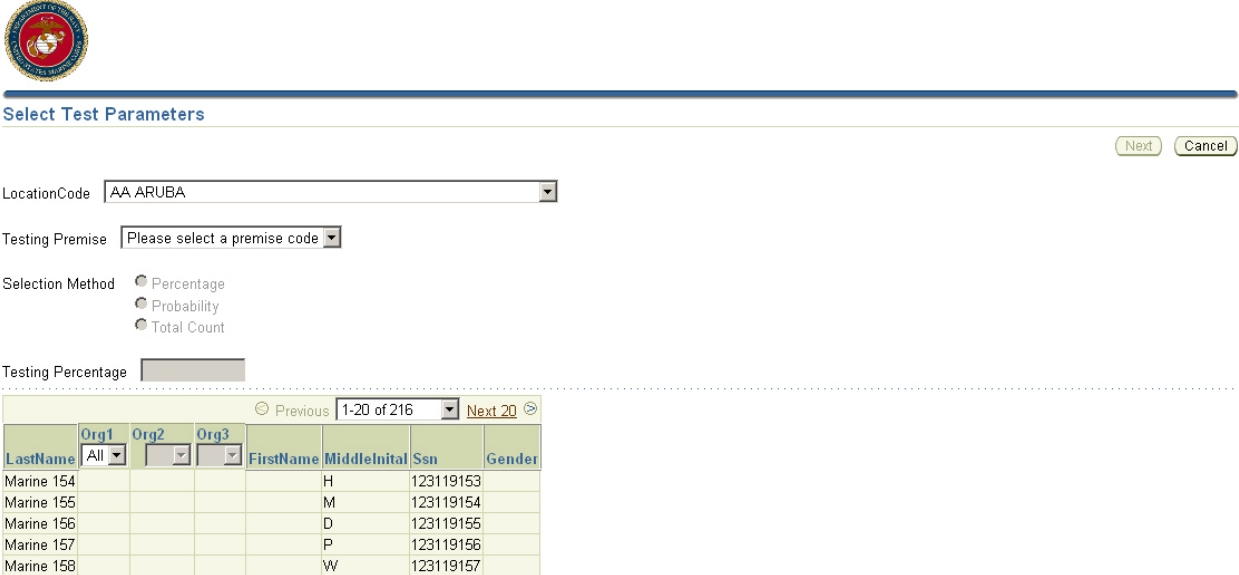
Click on the drop-down menu arrow on each "Do not import" heading. Each column header can only used once, but up to three organizational levels can be imported, such as "section", "platoon", and "company" for identifying a unit roster.   You are NOT required to use more than one organization selection column.

When all of the information is correct, click on the "Save" button. This will save the roster information into the Web Selection Program.

Once the roster is saved, the program returns to the "DTP Home" page.

Testing selection

Select the "Use Current Roster" button to reach the "Select Test Parameters" page.

Select the drop-down menu arrow for the testing location code.

Next, select the "Testing Premise" code by selecting the drop-down menu. The selection process choices are:

IR   Random Testing – You select the number of sub-pools to test at random. The program selects the members from the selected pools for the test.

IU   Unit Sweep – You may choose to sweep all personnel from the current pool including subordinate pools

CO   Command Directed – Your commander orders a test to ensure the safety of the Soldier and his/her coworkers.

PO   Probable Cause – Your commander has sufficient evidence to believe that if he/she tests the Soldier that the Soldier will be positive.

VO   Consent -- The Soldier volunteers to provide a sample; i.e. to clear up rumors about drug use. (Must be voluntary)

RO   Rehabilitation – Your commander orders a test as part of the Soldiers rehabilitation program for drug or alcohol abuse.

AO   Mishap Investigation -- A test is ordered because of an accident that destroys property or causes injuries to personnel.

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MO **Medical Examination** -- A doctor orders a test after examining a Soldier and feels the Soldier is abusing drugs.

IO **Inspection** – Your commander orders a test to measure the good order and fitness of the unit.

NO **Accession Testing** – testing of applicants for military service.

OO **Other Testing** -- An inspection directed by HQDA or for another authorized purpose.

Select the method, and set the testing percentage. If you are using the 'total count' option, this will be the total number of personnel to be tested. You will need to follow your service-designated requirements.

Note: an explanation of "percentage vs. probability vs. count" is located on page 11, "DTPLite Web Random Selection Information".

Click on the "Next" button to make your test selections, and the program will make the selections, and continue to the "Print Products" page.

Printing Products

The "Print Products" page displays a table of all the members selected for drug testing based on the selection process created from the "Test Parameters" page.

You must fill in the information blocks for base code and unit identification code according to service branch.

The DD2624, Block 1 contains your unit mailing address, using the actual delivery location, not a P.O.Box or mail drop location. Block 2 is for the point of contact information for any questions regarding the test and/or samples.

Selecting the "Save Changes" button here will store this information for future testing selections.

Click on the "calendar" button next to Collection Date, and select the date for conducting the test. All test materials will be printed with this test date.

NOTE: The documents CAN be created and printed WITHOUT the test date. This format is used only by special exception.

Next, select the "Starting Batch Number", and select the "Sort by Gender" if required.

Click the "Print Products" button to create your test documents.

Printed Products

DD Form 2624s, testing registers, notification letters, etc. will be created and packaged into a WinZip compressed file format. You can either save the file to your computer before printing your test documents, or open the file for direct printing.

You may also select the "Do this automatically…" to save your choice for future use in the Web Selection Program.

If you select the "Open with…" option, the products are listed, and may be opened and printed from this screen:

If you have saved your documents on your workstation, you will be able to access your saved testing documents even if the Web Selection Program is closed.

Note: If you do not save the documents to your workstation, you will be able to access them UNTIL you process the next selection cycle.

One recommended format for saving your printed products file is adding the DDMONYYYY to the file name as shown here:
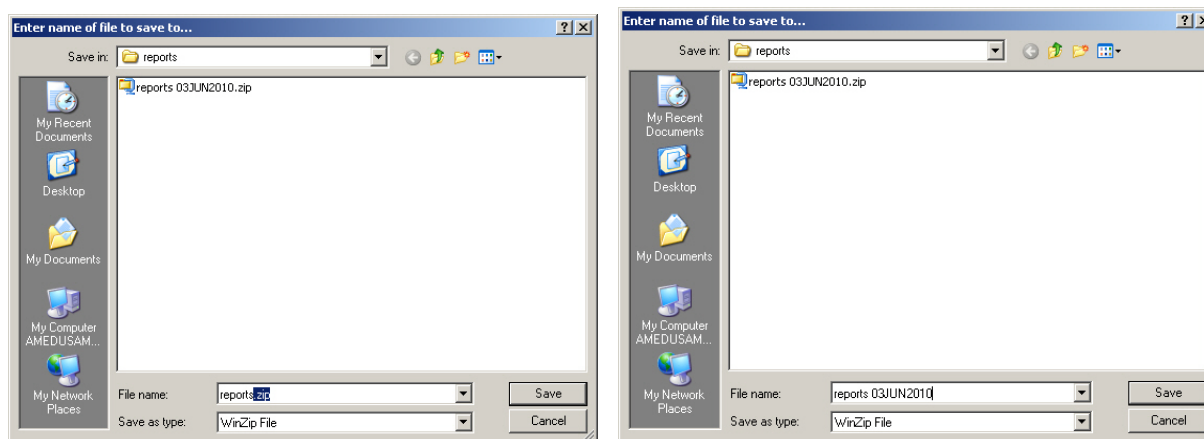
Once the products file is generated, you will be back at the "Print Products" page.

Click on "Return" to go to the DTP Home page, and "Exit" to close the Web Selection Program.

Audit information is saved to the Web Selection Program every time you upload a roster or run a selection. When a roster is uploaded, the choice of "merge" or "overwrite" is recorded, along with the number of member records in the roster that were updated, added or deleted.

Testing parameters for any selection process are saved to an audit database, as well as the members selected, and if the products were printed from that selection.

DTPLite Web Random Selection Information

Selection by Percentage

The program generates a list of all personnel eligible for testing based upon the parameters entered on the testing wizard. DTPLite then determines the number of personnel required to select the designated percentage. The personel list is randomized, and then a random number is generated between 1 and the total number of personnel in the list. The program then uses the number to count down from the top of this list. The member in that position is selected and removed from the list. This process is repeated until the required number of personnel to meet the percentage requested are selected.

Selection by Probability

"The program first creates a list of all personnel eligible for testing based upon the parameters entered on the testing wizard. For each person on the list, a random number is generated from a uniform distribution between 0 and 100. If this number is less than the target percentage *[or when relevant the AF "smart testing" group's special probability]*, then that individual is selected for testing. "

It must be remembered that this is a randomly generated list. The number of personnel selected will sometimes be more than your target percentage and sometimes this number will be less. Over time this selection percentage averages out to equal your monthly target percentage.

In addition, because the method of selection is truly random, it is possible in theory, though not likely in practice, that an individual could be selected every time testing is conducted. It is also equally likely that an individual is never selected for testing. In practice, you may see some individuals that are selected more frequently than the average and some that are less frequently selected. This is a natural occurrence of the random selection process. The important point to remember is that every individual in the roster has the same probability of being selected.

Note: For members of the AF "smart testing" group the final probability for selection is the larger of the "smart testing" probability (12%) and the probability assigned for the at-large population. The "smart testing" group is identified as E1 through E4 and O1 through O2. The AF's "smart testing" targets lower ranks with a higher probability for selection.

Selection by Count
With this method, DTPLite Web again prepares a list of personnel eligible for testing. A random number is generated between 1 and the total number of personnel in the list.

The program then uses the number to count down from the top of this list. The member in that position is selected and removed from the list. This process is repeated until the correct number of personnel is selected. The process imitates the old method of "pulling names out of a hat."

Roster conversion to comma-delimited

You must save your roster in a 'comma delimited' format to be able to import it to the Web Selection Program.

The steps to save your roster file as a 'CSV' are:

1.   Open MS Excel, and open your roster file.

2.   Click on the Home button (upper left corner), and select "Save As", and choose "Other Formats"

3.   Click the drop-down menu for "Save as type:" located near the bottom of the "Save As" window.

4.   Select the "CSV (Comma delimited)(*.csv)" format

5.   Click on the "Save" button.

6.   There will be two "warnings":

First, "The selected file type does not support workbooks that contain multiple sheets" - click the 'OK' button.

Second - The "Your roster may contain features that are not compatible with CSV (Comma delimited). Do you want to keep the workbook in this format?" – click the'Yes' button.

Go to the Web Selection Program, and import the roster.