

HOW TO USE WebDTP

**Prepared by: SSgt Jonathan T. Rodgers
Substance Abuse Control Officer
VMFA-211**



To use WebDTP, you're going to need the unit alpha roster from command profile (MOL)

The screenshot shows a web browser window displaying the 'COMMAND PROFILE' page for unit 400. The page includes a navigation sidebar on the left with options like 'Search Marine', 'Command Analysis', and 'Staffing'. The main content area shows the 'Unit Roster' table with columns for EDIPI, NAME, GRADE, DOR, EAS, GENDER, MOS, RUC, MCC, GRADE SELET, CO CODE, PLT CODE, and SECT. The table lists 10 personnel records.

| EDIPI | NAME | GRADE | DOR | EAS | GENDER | MOS | RUC | MCC | GRADE SELET | CO CODE | PLT CODE | SECT |
|------------|----------------------|-------|-----------|-----------|--------|------|-------|-----|-------------|---------|----------|------|
| 1398053563 | ADELMAN, ERIC C | E6 | 01-FEB-19 | 19-SEP-23 | M | 6218 | 01211 | V8A | E7 | M | PWLN | |
| 1254327111 | AGUILERA JR, DAVID N | E7 | 01-SEP-16 | 02-FEB-24 | M | 6218 | 01211 | V8A | | M | QUAL | |
| 1543284161 | ALCONCEL, TYSON K | E4 | 01-OCT-21 | 09-MAR-27 | M | 6338 | 01211 | V8A | | M | AVIO | |
| 1046569268 | ALLEN, ANDRE J | E5 | 01-MAR-19 | 09-FEB-24 | M | 6531 | 01211 | V8A | E6 | M | QUAL | |
| 1547629236 | ALLEN, SIERRA L | E3 | 01-MAR-20 | 27-JAN-23 | F | 7041 | 01211 | V8A | | H | HQS3 | |
| 1547819264 | ALMEIDA, CARLOS E | E3 | 28-SEP-21 | 04-MAR-24 | M | 6073 | 01211 | V8A | | M | TOOL | |
| 1534779433 | ANDERSON, WILLIAM J | E5 | 01-AUG-21 | 31-JUL-26 | M | 6218 | 01211 | V8A | | M | CNTL | |
| 1543118709 | ANDRASI, BENEC M | E4 | 01-FEB-21 | 04-FEB-23 | M | 6218 | 01211 | V8A | | M | PWLN | |
| 1284453073 | ARNOLD, SARAH M | E7 | 01-AUG-18 | 20-DEC-22 | F | 6338 | 01211 | V8A | | M | CNTL | |



Click on Exel, export and “save as” to be able to download roster

COMMAND PROFILE

Marine Type Filter Settings: All Active and Reserve Marines
Unit Filter Settings: VMFA-211 MAG-13 3D MAW
MOS Filter Settings: All MOS

Search Marine
Command Analysis
Change Unit Filter
Staffing
Unit Roster
Leaders Roster
UPAR
MEF L2L Overview
Leader to Led Report(L2L)
MOS Distribution
Turnover
Unit Distribution
Demographics
Deptempo & Deployment
Training
Administration

Excel Export Contact Us

Unit Roster

| EDIPI | NAME | GRADE | DOR | EAS | GENDER | MOS | RUC | MCC | GRADE SELET | CO CODE | PLT CODE | SECT |
|------------|----------------------|-------|-----------|-----------|--------|------|-------|-----|-------------|---------|----------|------|
| 1398053563 | ADELMAN, ERIC C | E6 | 01-FEB-19 | 19-SEP-23 | M | 6218 | 01211 | V8A | E7 | M | PWLN | |
| 1254327111 | AGUILERA JR, DAVID N | E7 | 01-SEP-16 | 02-FEB-24 | M | 6218 | 01211 | V8A | | M | QUAL | |
| 1543284161 | ALCONCEL, TYSON K | E4 | 01-OCT-21 | 09-MAR-27 | M | 6338 | 01211 | V8A | | M | AVIO | |
| 1046569268 | ALLEN, ANDRE J | E5 | 01-MAR-19 | 09-FEB-24 | M | 6531 | 01211 | V8A | E6 | M | QUAL | |
| 1547629236 | ALLEN, SIERRA L | E3 | 01-MAR-20 | 27-JAN-23 | F | 7041 | 01211 | V8A | | H | HQS3 | |
| 1547819264 | ALMEIDA, CARLOS E | E3 | 28-SEP-21 | 04-MAR-24 | M | 6073 | 01211 | V8A | | M | TOOL | |
| 1534779433 | ANDERSON, WILLIAM J | E5 | 01-AUG-21 | 31-JUL-26 | M | 6218 | 01211 | V8A | | M | CNTL | |
| 1543118709 | ANDRASI, BENEC M | E4 | 01-FEB-21 | 04-FEB-23 | M | 6218 | 01211 | V8A | | M | PWLN | |
| 1284453073 | ARNOLD, SARAH M | E7 | 01-AUG-18 | 20-DEC-22 | F | 6338 | 01211 | V8A | | M | CNTL | |

1:01 PM
9/22/2022



Download the roster to your desk top for easy access

The screenshot shows a web browser window displaying the 'COMMAND PROFILE' page. The page has a dark header with the title 'COMMAND PROFILE' and a logo. Below the header, there are filter settings for Marine Type, Unit, and MOS. A sidebar on the left contains navigation links such as 'Search Marine', 'Command Analysis', 'Change Unit Filter', 'Staffing', 'Unit Roster', 'Leaders Roster', 'UPAR', 'MEF L2L Overview', 'Leader to Led Report(L2L)', 'MOS Distribution', 'Turnover', 'Unit Distribution', 'Demographics', 'Deptempo & Deployment', 'Training', and 'Administration'. The main content area features a 'Unit Roster' table with columns for EDIPI, NAME, GRADE, DOR, and other details. A 'Save As' dialog box is open over the table, showing the file name 'unitRoster 09-22-2022 1601 ET' and the save type 'Microsoft Excel Worksheet'. The dialog box is set to save the file to the 'Desktop'.

| EDIPI | NAME | GRADE | DOR | | | | | | | | | | |
|------------|-----------------------|-------|-----------|-----------|---|------|-------|-----|----|---|------|--|--|
| 1398053563 | ADELMAN, ERIC C | E6 | 01-FEB-19 | | | | | | | | | | |
| 1254327111 | AGUILERA, JR, DAVID N | E7 | 01-SEP-16 | | | | | | | | | | |
| 1543284161 | ALCONCEL, TYSON K | E4 | 01-OCT-21 | | | | | | | | | | |
| 1046569268 | ALLEN, ANDRE J | E5 | 01-MAR-19 | 09-FEB-24 | M | 6531 | 01211 | V8A | E6 | M | QUAL | | |
| 1547629236 | ALLEN, SIERRA L | E3 | 01-MAR-20 | 27-JAN-23 | F | 7041 | 01211 | V8A | | H | HQS3 | | |
| 1547819264 | ALMEIDA, CARLOS E | E3 | 28-SEP-21 | 04-MAR-24 | M | 6073 | 01211 | V8A | | M | TOOL | | |
| 1534779433 | ANDERSON, WILLIAM J | E5 | 01-AUG-21 | 31-JUL-26 | M | 6218 | 01211 | V8A | | M | CNTL | | |
| 1543118709 | ANDRASI, BENICE M | E4 | 01-FEB-21 | 04-FEB-23 | M | 6218 | 01211 | V8A | | M | PWLN | | |
| 1284453073 | ARNOLD, SARAH M | E7 | 01-AUG-18 | 20-DEC-22 | F | 6338 | 01211 | V8A | | M | CNTL | | |



Open the excel file and delete all the columns except the highlighted ones as shown below and save

UNCLASSIFIED
unitRoster 09-22-2022 1601 E1 - Excel
Rodgers SSgt Jonathan T

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S |
|----|-----------|------------------------|-------|--------|-------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | EDIPI | NAME | GRADE | GENDER | RUC | | | | | | | | | | | | | | |
| 2 | 139805356 | ADELMAN, ERIC C | E6 | M | 01211 | | | | | | | | | | | | | | |
| 3 | 125432711 | AGUILERA JR, DAVID N | E7 | M | 01211 | | | | | | | | | | | | | | |
| 4 | 154328416 | ALCONCEL, TYSON K | E4 | M | 01211 | | | | | | | | | | | | | | |
| 5 | 104656926 | ALLEN, ANDRE J | E5 | M | 01211 | | | | | | | | | | | | | | |
| 6 | 154762923 | ALLEN, SIERRA L | E3 | F | 01211 | | | | | | | | | | | | | | |
| 7 | 154781926 | ALMEIDA, CARLOS E | E3 | M | 01211 | | | | | | | | | | | | | | |
| 8 | 153477943 | ANDERSON, WILLIAM J | E5 | M | 01211 | | | | | | | | | | | | | | |
| 9 | 154311870 | ANDRASI, BENCE M | E4 | M | 01211 | | | | | | | | | | | | | | |
| 10 | 128445307 | ARNOLD, SARAH M | E7 | F | 01211 | | | | | | | | | | | | | | |
| 11 | 154788575 | ARRAEZCAMBA, ALEXANDER | E4 | M | 01211 | | | | | | | | | | | | | | |
| 12 | 154593282 | AUCLAIR, WADE H | E4 | M | 01211 | | | | | | | | | | | | | | |
| 13 | 154310918 | BAIERL, BRETT A | E3 | M | 01211 | | | | | | | | | | | | | | |
| 14 | 155010597 | BAKER, AUDREY M | E4 | F | 01211 | | | | | | | | | | | | | | |
| 15 | 154452478 | BARDALES, ANDREW D | E5 | M | 01211 | | | | | | | | | | | | | | |
| 16 | 105619861 | BEHNKEN, STEPHEN M | E7 | M | 01211 | | | | | | | | | | | | | | |
| 17 | 124054827 | BELL, DAVID B | E4 | M | 01211 | | | | | | | | | | | | | | |
| 18 | 150928797 | BELLO, ANGEL S | E5 | M | 01211 | | | | | | | | | | | | | | |
| 19 | 140368034 | BENSON JR, TIMOTHY J | E7 | M | 01211 | | | | | | | | | | | | | | |
| 20 | 159524013 | BETANCOURT, CHRISTIAN | E2 | M | 01211 | | | | | | | | | | | | | | |
| 21 | 155647114 | BIGGS, JEREMIAH J | E3 | M | 01211 | | | | | | | | | | | | | | |
| 22 | 159805936 | BLAKE, CRUISE W | E3 | M | 01211 | | | | | | | | | | | | | | |
| 23 | 158919305 | BOATTO, NICOLE C | E3 | F | 01211 | | | | | | | | | | | | | | |

unitRoster

Ready

Count: 5 100%

Type here to search

1:07 PM 9/22/2022



Now log into iFTDTL

UNCLASSIFIED

https://ftdtl.health.mil/Account/Login?ReturnUrl=%2FAccount%2FIndex%3FTimeZone%3D420

Getting Started **Account Log in** Contact Support

Account Log in

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct(PM), law enforcement(LE), and counterintelligence(CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests-not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

I Agree

CAC Login

[Register as a new user](#)

[Back to Top](#)

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Type here to search

12:57 PM
9/22/2022



Make sure to check the agreement box and click cac login.

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Getting Started ▾ Contact Support

Account Log in

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

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- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests-not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

I Agree

CAC Login

[Register as a new user](#)

[Back to Top](#)

https://ftdtl.health.mil/SSL?ReturnUrl=%2FAccount%2FIndex%3FTimeZone%3D420&timeZone=420

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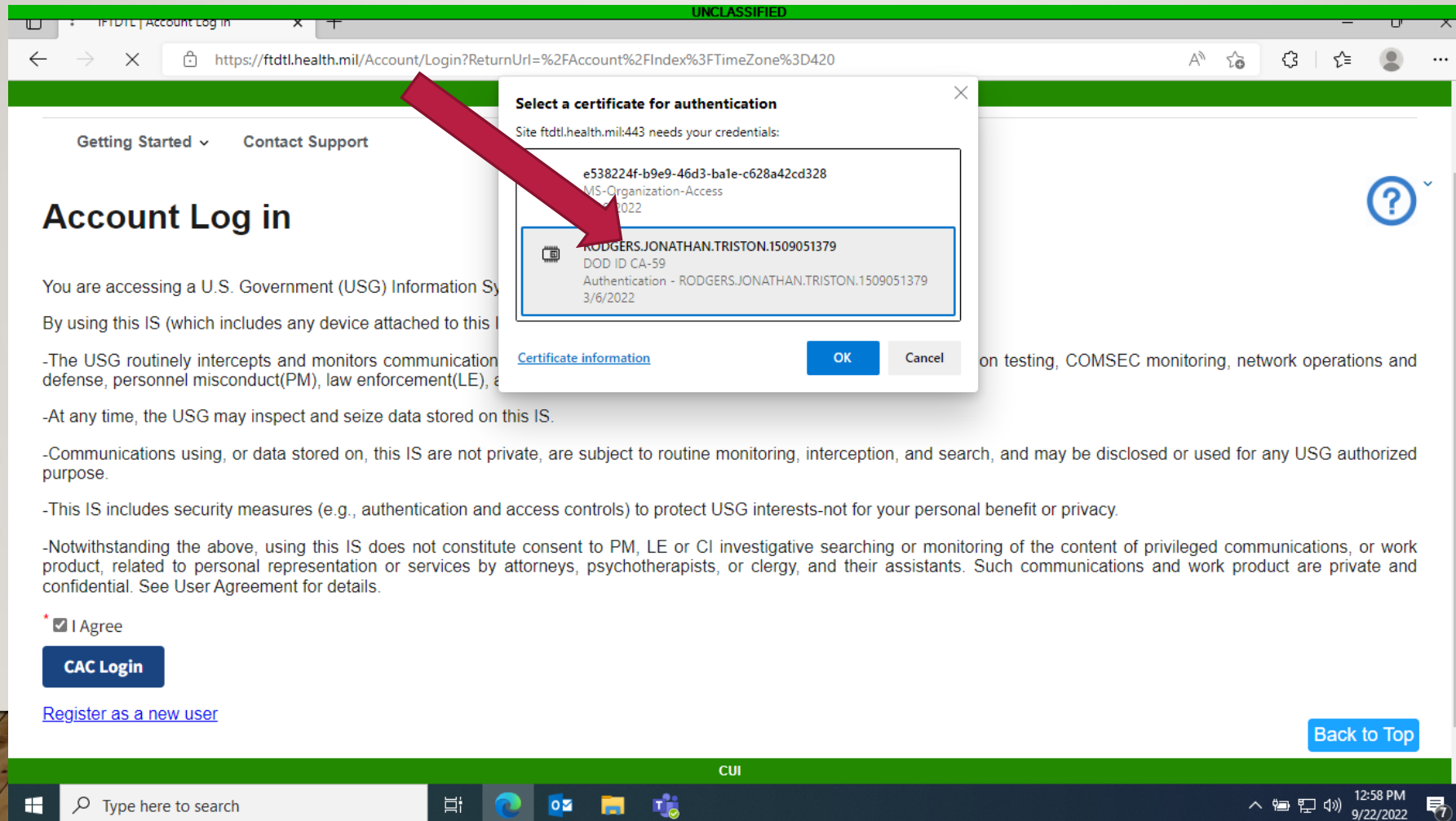
Type here to search

12:58 PM
9/22/2022



Click on your CAC certificates in the drop down

No other certificates can be used.



The screenshot shows a web browser window with the URL <https://ftdtl.health.mil/Account/Login?ReturnUrl=%2FAccount%2FIndex%3FTimeZone%3D420>. The page title is "Account Log in". A modal dialog box titled "Select a certificate for authentication" is open, displaying a list of certificates. The selected certificate is "RODGERS.JONATHAN.TRISTON.1509051379" with details: "DOD ID CA-59", "Authentication - RODGERS.JONATHAN.TRISTON.1509051379", and "3/6/2022". A red arrow points to this certificate. The background page contains a "CAC Login" button and a "Register as a new user" link. The system tray at the bottom shows the date and time as 12:58 PM on 9/22/2022.

Getting Started **Contact Support**

Account Log in

You are accessing a U.S. Government (USG) Information System (IS). By using this IS (which includes any device attached to this IS), you are accepting the terms of the User Agreement for this IS. The USG routinely intercepts and monitors communications on this IS for purposes of defense, personnel misconduct (PM), law enforcement (LE), and intelligence gathering. This interception and monitoring may occur without a warrant issued by a court of law. At any time, the USG may inspect and seize data stored on this IS. Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose. This IS includes security measures (e.g., authentication and access controls) to protect USG interests-not for your personal benefit or privacy. Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

I Agree

CAC Login

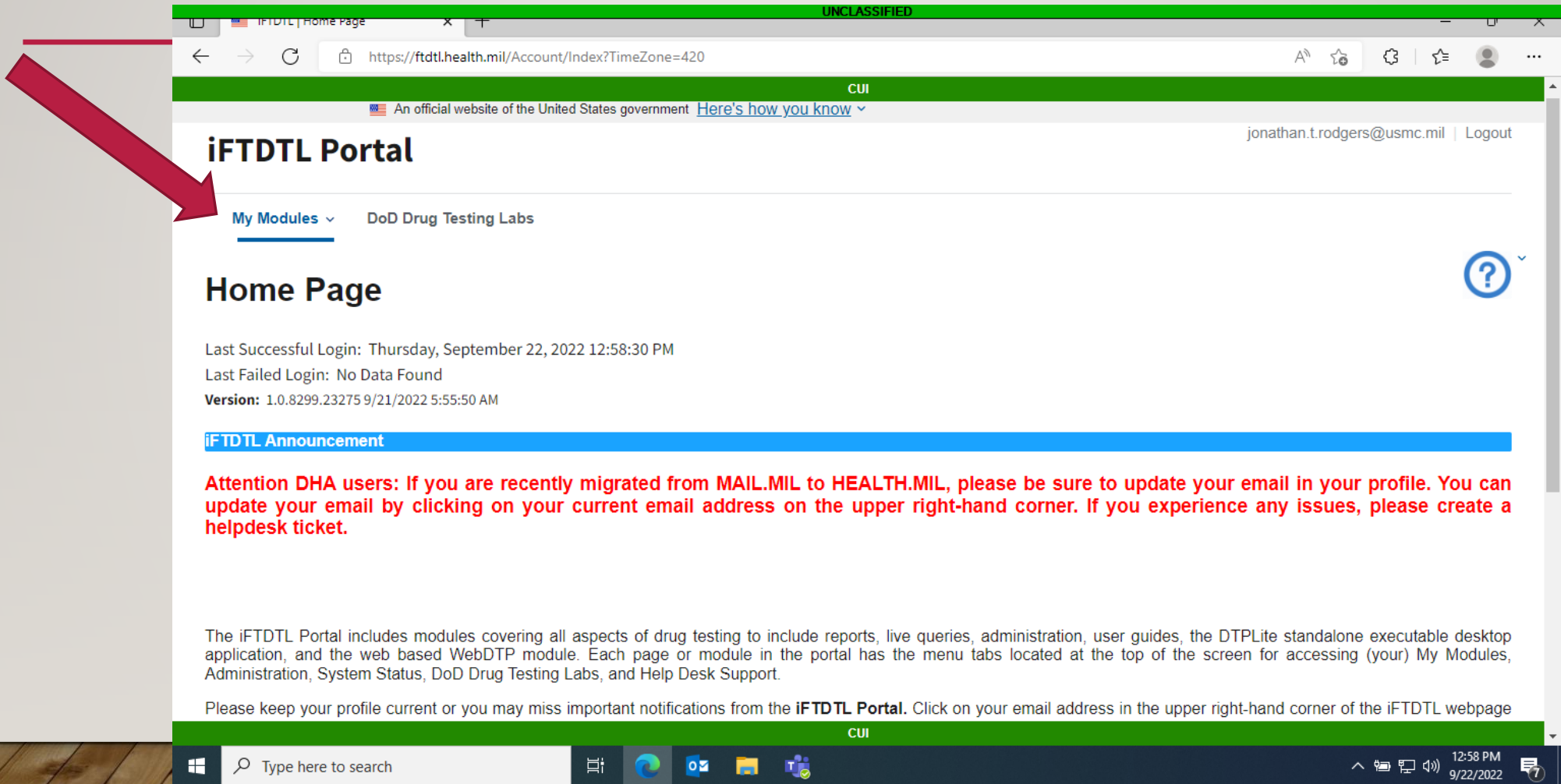
[Register as a new user](#)

[Certificate information](#) **OK** **Cancel**

Back to Top



Go to My Modules



The screenshot shows a web browser window displaying the iFTDTL Portal. The browser's address bar shows the URL <https://ftdtl.health.mil/Account/Index?TimeZone=420>. The page header includes the text "UNCLASSIFIED" and "CUI". Below the header, there is a navigation bar with the text "An official website of the United States government" and a link "Here's how you know". The user's email address "jonathan.t.rodgers@usmc.mil" and a "Logout" link are visible in the top right corner. The main content area features the "iFTDTL Portal" title and a "My Modules" dropdown menu, which is highlighted by a red arrow. Below the navigation bar, the page displays "Home Page" information, including the last successful login date and time, the last failed login status, and the current version of the portal. A blue banner with the text "iFTDTL Announcement" is present, followed by a red text block providing instructions for DHA users regarding email migration from MAIL.MIL to HEALTH.MIL. At the bottom of the page, there is a paragraph describing the portal's features and a reminder to keep the profile current.

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https://ftdtl.health.mil/Account/Index?TimeZone=420

CUI

An official website of the United States government [Here's how you know](#)

jonathan.t.rodgers@usmc.mil | Logout

iFTDTL Portal

[My Modules](#) ▾ DoD Drug Testing Labs

Home Page

Last Successful Login: Thursday, September 22, 2022 12:58:30 PM
Last Failed Login: No Data Found
Version: 1.0.8299.23275 9/21/2022 5:55:50 AM

iFTDTL Announcement

Attention DHA users: If you are recently migrated from MAIL.MIL to HEALTH.MIL, please be sure to update your email in your profile. You can update your email by clicking on your current email address on the upper right-hand corner. If you experience any issues, please create a helpdesk ticket.

The iFTDTL Portal includes modules covering all aspects of drug testing to include reports, live queries, administration, user guides, the DTPLite standalone executable desktop application, and the web based WebDTP module. Each page or module in the portal has the menu tabs located at the top of the screen for accessing (your) My Modules, Administration, System Status, DoD Drug Testing Labs, and Help Desk Support.

Please keep your profile current or you may miss important notifications from the **iFTDTL Portal**. Click on your email address in the upper right-hand corner of the iFTDTL webpage

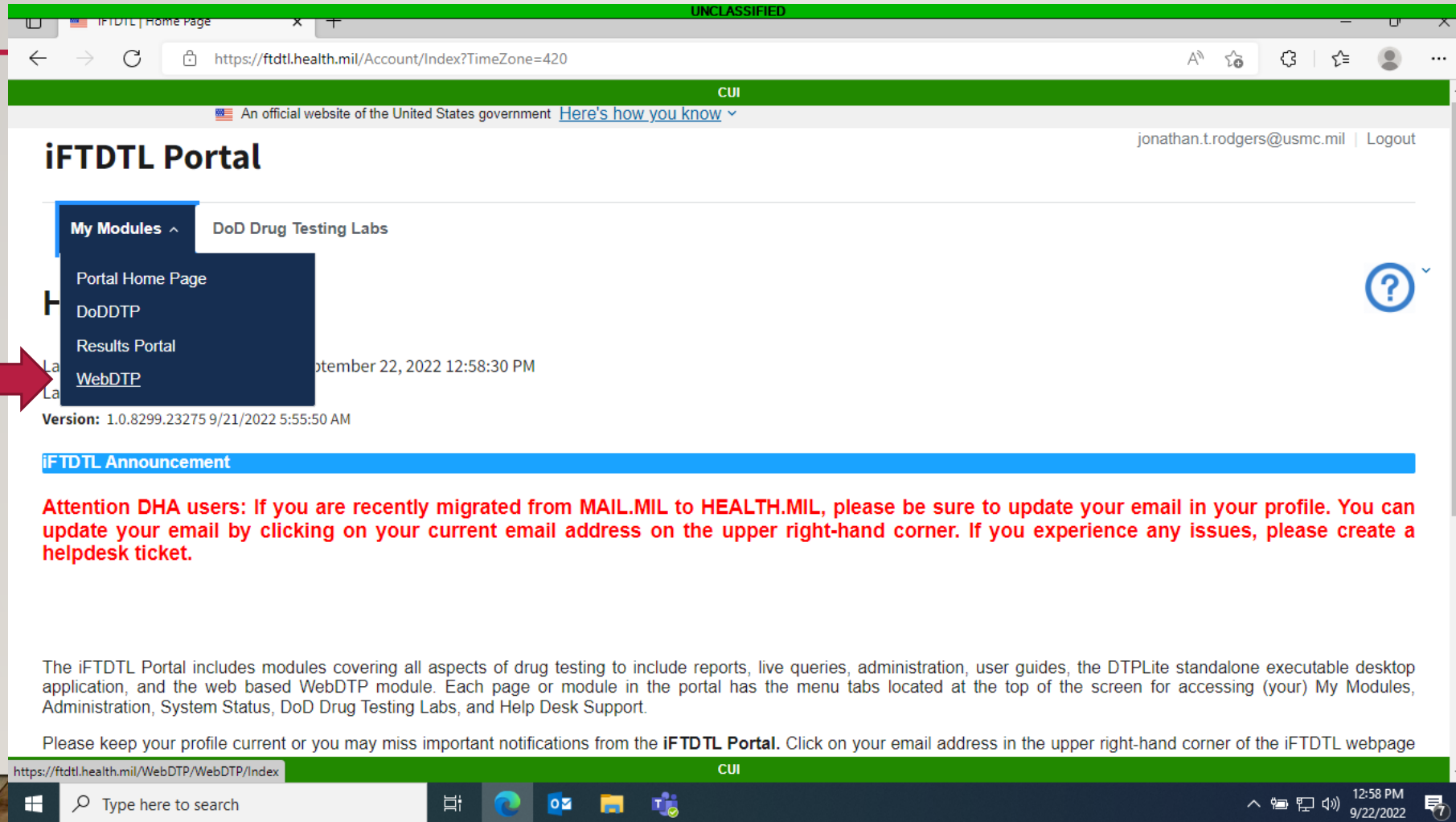
CUI

Type here to search

12:58 PM
9/22/2022



Click on the WebDTP option at the bottom



The screenshot shows the iFTDTL Portal interface. At the top, there is a green bar with 'UNCLASSIFIED' and a navigation bar with 'CUI' and 'An official website of the United States government'. The main header includes the 'iFTDTL Portal' title and the user 'jonathan.t.rodgers@usmc.mil | Logout'. A 'My Modules' dropdown menu is open, listing 'DoD Drug Testing Labs', 'Portal Home Page', 'DoDDTP', 'Results Portal', and 'WebDTP'. A red arrow points to the 'WebDTP' option. Below the menu, there is a 'Version: 1.0.8299.23275 9/21/2022 5:55:50 AM' and an 'iFTDTL Announcement' section with a red text warning for DHA users. The footer contains a paragraph about the portal's modules and a note to keep the profile current. The browser's address bar shows 'https://ftdtl.health.mil/Account/Index?TimeZone=420' and the Windows taskbar at the bottom shows the date '9/22/2022' and time '12:58 PM'.



Select your unit. Your unit should be the only one in the container.

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https://ftdtl.health.mil/WebDTP/WebDTP/Index

CUI

An official website of the United States government [Here's how you know](#) jonathan.t.rodgers@usmc.mil | Logout

iFTDTL Portal

My Modules ▾ DoD Drug Testing Labs

DOD Web DTP - Select Container ?

ATTENTION DTP DESKTOP/NDSP/DTP Lite Users: ^

Collection sites must retain the DD Form 2624, Custody Form Document and verify the specimen information matches the information in iFTDTL.

Starting 7/27/2022, Collection Date is Required when making a selection. It has to be equal or greater than current date. Collection Date remains optional in Blank Products tab

[Download DoD WebDTP User Guide](#)

Container:

CUI

Type here to search

12:58 PM 9/22/2022



Select open container

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https://ftdtl.health.mil/WebDTP/WebDTP/Index

CUI

An official website of the United States government [Here's how you know](#)

jonathan.t.rodgers@usmc.mil | Logout

iFTDTL Portal

My Modules ▾ DoD Drug Testing Labs

DOD Web DTP - Select Container

ATTENTION DTP DESKTOP/NDSP/DTP Lite Users: ^

Collection sites must retain the DD Form 2624, Custody Form Document and verify the specimen information against the information in iFTDTL.

Starting 7/27/2022, Collection Date is Required when making a selection. It has to be equal or greater than the current date. Collection Date remains optional in Blank Products tab

Container:

[Download DoD WebDTP User Guide](#)

CUI

Type here to search

12:58 PM 9/22/2022



Now you will import your roster.

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https://ftdtl.health.mil/WebDTP/WebDTP/PageContainer#_

my Modules ▾ DOD Drug Testing Labs

WebDTP

Testing Entity: **DOD Web DTP - USMC01211 - USMC01211** [Switch Container](#)

[Testing Entity](#) [Members](#) [Blank Products](#) [Manage Selections](#) [Reporting](#) [Manage Container](#)

Units

[View Details](#) [Members](#) [Selection](#) [Import Roster](#) [Deactivate](#)

Records per page: 100

| <input type="checkbox"/> | Name | UIC/PAS | Avail/Mbr | Carryover | Last Selection |
|--------------------------|----------|---------|-----------|-----------|----------------|
| <input type="checkbox"/> | VMFA-211 | 01211 | 216/223 | 0 | 08/30/2022 |

Showing 1 to 1 of 1 entries [Previous](#) [1](#) [Next](#)

Pools

[View Details](#) [Members](#) [Selection](#) [Deactivate](#) [Create](#)

Records per page: 100

| <input type="checkbox"/> | Name | Avail/Mbr | Carryover | Last Selection |
|--------------------------|---------------------|-----------|-----------|----------------|
| <input type="checkbox"/> | FY Untested Members | 3/3 | 0 | 05/20/2022 |
| <input type="checkbox"/> | OBSERVERS | 18/19 | 0 | 05/20/2022 |
| <input type="checkbox"/> | OO TESTING POOL | 6/6 | 0 | |
| <input type="checkbox"/> | USMC01211 | 216/223 | 0 | 05/20/2022 |

Showing 1 to 4 of 4 entries [Previous](#) [1](#) [Next](#)

[Back to Top](#)

CUI

Type here to search

1:08 PM 9/22/2022



To upload your roster click the choose file button.

The screenshot shows the 'DOD Web DTP - USMC01211 - USMC01211' interface. A red arrow points to the 'Choose File' button in the 'Roster' section. The interface includes a 'Load Roster' button and a 'Back to Testing Entity' button. Below the roster section, there are tabs for 'Testing Entity' (selected), 'Member List', 'Blank Products', 'Manage Selections', 'Reporting', and 'Manage Container'. The 'Units' section has tabs for 'View Details', 'Members', 'Selection', 'Import Roster', and 'Deactivate'. The 'Pools' section has tabs for 'View Details', 'Members', 'Selection', 'Deactivate', and 'Create'. Both sections include a 'Records per page' dropdown set to 100 and a 'Filter Results...' input field.

| <input type="checkbox"/> | Name | UIC/PAS | Avail/Mbr | Carryover | Last Selection |
|--------------------------|----------|---------|-----------|-----------|----------------|
| <input type="checkbox"/> | VMFA-211 | 01211 | 216/223 | 0 | 08/30/2022 |

| <input type="radio"/> | Name | Avail/Mbr | Carryover | Last Selection |
|-----------------------|---------------------|-----------|-----------|----------------|
| <input type="radio"/> | FY Untested Members | 3/3 | 0 | 05/20/2022 |
| <input type="radio"/> | OBSERVERS | 18/19 | 0 | 05/20/2022 |
| <input type="radio"/> | OO TESTING POOL | 6/6 | 0 | |



Be sure to choose the file you downloaded and edited on your desktop

The screenshot shows a web application interface with a file explorer window overlaid. A red arrow points from the text above to the file explorer window, which shows a file named "unitRoster 09-22-2022 1601 ET" selected on the Desktop. The web application interface includes buttons for "Load Roster", "Back to Testing Entity", and "Switch Container". Below these are sections for "Units" and "Pools", each with a table of data.

Units Table:

| Name | UIC/PAS | Avail/Mbr | Carryover | Last Selection |
|----------|---------|-----------|-----------|----------------|
| VMFA-211 | 01211 | 216/223 | 0 | 08/30/2022 |

Pools Table:

| Name | Avail/Mbr | Carryover | Last Selection |
|---------------------|-----------|-----------|----------------|
| FY Untested Members | 3/3 | 0 | 05/20/2022 |
| OBSERVERS | 18/19 | 0 | 05/20/2022 |
| OO TESTING POOL | 6/6 | 0 | |



Once the roster is chosen click load roster.

The screenshot shows the 'DOD Web DTP - USMC01211 - USMC01211' interface. A red arrow points to the 'Load Roster' button. The interface includes a 'Testing Entity' section with a navigation menu and two data tables: 'Units' and 'Pools'.

Testing Entity DOD Web DTP - USMC01211 - USMC01211

Testing Entity | Member List | Blank Products | Manage Selections | Reporting | Manage Container

Units

View Details | Members | Selection | **Import Roster** | Deactivate

Records per page: 100 Filter Results...

| <input type="checkbox"/> | Name | UIC/PAS | Avail/Mbr | Carryover | Last Selection |
|--------------------------|----------|---------|-----------|-----------|----------------|
| <input type="checkbox"/> | VMFA-211 | 01211 | 216/223 | 0 | 08/30/2022 |

Showing 1 to 1 of 1 entries Previous 1 Next

Pools

View Details | Members | Selection | Deactivate | **Create**

Records per page: 100 Filter Results...

| <input type="radio"/> | Name | Avail/Mbr | Carryover | Last Selection |
|-----------------------|---------------------|-----------|-----------|----------------|
| <input type="radio"/> | FY Untested Members | 3/3 | 0 | 05/20/2022 |
| <input type="radio"/> | OBSERVERS | 18/19 | 0 | 05/20/2022 |
| <input type="radio"/> | OO TESTING POOL | 6/6 | 0 | |



Be sure to have ignore header row check so it doesn't import the first row

UNCLASSIFIED

https://ftdtl.health.mil/WebDTP/WebDTP/PageContainer#_

DOD Web DTP - USMC01211 - USMC01211

[Back to Testing Entity](#)

Importing into: Container

Roster : unitRoster 0... 1601 ET.xlsx

Ignore Header Row Replace Roster With Import Append Import File to Roster

Records per page: 100

Showing 1 to 100 of 218 entries

Previous 1 2 3 Next

| DoD ID | Member Name | Do not Import | Gender | Unit Name |
|------------|----------------------|---------------|--------|-----------|
| EDIPI | NAME | GRADE | GENDER | RUC |
| 1398053563 | ADELMAN, ERIC C | E6 | M | 01211 |
| 1254327111 | AGUILERA JR, DAVID N | E7 | M | 01211 |
| 1543284161 | ALCONCEL, TYSON K | E4 | M | 01211 |
| 1046569268 | ALLEN, ANDRE J | E5 | M | 01211 |
| 1547629236 | ALLEN, SIERRA L | E3 | F | 01211 |
| 1547819264 | ALMEIDA, CARLOS E | E3 | M | 01211 |
| 1534779433 | ANDERSON, WILLIAM J | E5 | M | 01211 |
| 1543118709 | ANDRASI, BENEC M | E4 | M | 01211 |
| 1284453073 | ARNOLD, SARAH M | E7 | F | 01211 |

Type here to search

1:08 PM 9/22/2022



Now select the correct row title for the information contained within that row.

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Importing into: Container

Roster : unitRoster 0... 1601 ET.xlsx

Ignore Header Row Replace Roster With Import Append Import File to Roster

Records per page: 100

Showing 1 to 100 of 218 entries Previous **1** 2 3 Next

| DoD ID | Member Name | Rank | Gender | UIC |
|------------|------------------------|-------|--------|-------|
| EDIPI | NAME | GRADE | GENDER | RUC |
| 1398053563 | ADELMAN, ERIC C | E6 | M | 01211 |
| 1254327111 | AGUILERA JR, DAVID N | E7 | M | 01211 |
| 1543284161 | ALCONCEL, TYSON K | E4 | M | 01211 |
| 1046569268 | ALLEN, ANDRE J | E5 | M | 01211 |
| 1547629236 | ALLEN, SIERRA L | E3 | F | 01211 |
| 1547819264 | ALMEIDA, CARLOS E | E3 | M | 01211 |
| 1534779433 | ANDERSON, WILLIAM J | E5 | M | 01211 |
| 1543118709 | ANDRASI, BENCE M | E4 | M | 01211 |
| 1284453073 | ARNOLD, SARAH M | E7 | F | 01211 |
| 1547885755 | ARRAEZCAMBA, ALEXANDER | E4 | M | 01211 |
| 1545932829 | AUCLAIR, WADE H | E4 | M | 01211 |
| 1543109181 | BAIERL, BRETT A | E3 | M | 01211 |
| 1550105973 | BAKER, AUDREY M | E4 | F | 01211 |
| 1544524786 | BARDALES, ANDREW D | E5 | M | 01211 |

Type here to search 1:09 PM 9/22/2022



Once everything is selected either select replace roster if this is your first roster or click append roster to add the members that are not already on your roster

Import Roster

- Users can import a roster in Excel or comma-separated-value (CSV) format.
- Upload Roster button is disabled until a single unit has been selected.
- If your roster will not upload, check the "Necessary fields" list.
- Replacing a roster means the entire roster is replaced.
- Appending a roster adds to the existing roster.

Importing into: Container

Roster : unitRoster 0... 1601 ET.xlsx

Ignore Header Row Replace Roster With Import Append Import File to Roster

Records per page: 100

Showing 1 to 100 of 218 entries

| DoD ID | Member Name | Rank | Gender | UIC |
|------------|----------------------|-------|--------|-------|
| EDIPI | NAME | GRADE | GENDER | RUC |
| 1398053563 | ADELMAN, ERIC C | E6 | M | 01211 |
| 1254327111 | AGUILERA JR, DAVID N | E7 | M | 01211 |
| 1543284161 | ALCONCEL, TYSON K | E4 | M | 01211 |
| 1046569268 | ALLEN, ANDRE J | E5 | M | 01211 |
| 1547629236 | ALLEN, SIERRA L | E3 | F | 01211 |
| 1547819264 | ALMFIDA, CARLOS F | E3 | M | 01211 |



Now that your roster is uploaded your screen should now look like this

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my Modules ▾ DOD Drug Testing Labs

WebDTP

Testing Entity: **DOD Web DTP - USMC01211 - USMC01211** [Switch Container](#)

[Testing Entity](#) [Member List](#) [Blank Products](#) [Manage Selections](#) [Reporting](#) [Manage Container](#)

Units

[View Details](#) [Members](#) [Selection](#) [Import Roster](#) [Deactivate](#)

Records per page: 100 Filter Results...

| <input type="checkbox"/> | Name | UIC/PAS | Avail/Mbr | Carryover | Last Selection |
|-------------------------------------|----------|---------|-----------|-----------|----------------|
| <input checked="" type="checkbox"/> | VMFA-211 | 01211 | 216/223 | 0 | 08/30/2022 |

Showing 1 to 1 of 1 entries Previous 1 Next

Pools

[View Details](#) [Members](#) [Selection](#) [Deactivate](#) [Create](#)

Records per page: 100 Filter Results...

| <input type="radio"/> | Name | Avail/Mbr | Carryover | Last Selection |
|-----------------------|---------------------|-----------|-----------|----------------|
| <input type="radio"/> | FY Untested Members | 3/3 | 0 | 05/20/2022 |
| <input type="radio"/> | OBSERVERS | 18/19 | 0 | 05/20/2022 |
| <input type="radio"/> | OO TESTING POOL | 6/6 | 0 | |
| <input type="radio"/> | USMC01211 | 216/223 | 0 | 05/20/2022 |

Showing 1 to 4 of 4 entries Previous 1 Next

[Back to Top](#)

CUI

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To generate a random test (IR), you need to select your roster under units and click the selection button

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iFTDTL Portal

My Modules ▾ DoD Drug Testing Labs

WebDTP

Testing Entity: **DOD Web DTP - USMC01211 - USMC01211** [Switch Container](#)

[Testing Entity](#) [Member List](#) [Blank Products](#) [Manage Selections](#) [Reporting](#) [Manage Container](#)

Units

[View Details](#) [Members](#) [Selection](#) [Import Roster](#) [Deactivate](#)

Records per page: 100 Filter Results...

| <input type="checkbox"/> | Name | UIC/PAS | Avail/Mbr | Carryover | Last Selection |
|-------------------------------------|----------|---------|-----------|-----------|----------------|
| <input checked="" type="checkbox"/> | VMFA-211 | 01211 | 216/223 | 0 | 08/30/2022 |

Showing 1 to 1 of 1 entries Previous 1 Next

Pools

[View Details](#) [Members](#) [Selection](#) [Deactivate](#) [Create](#)

Records per page: 100 Filter Results...

| <input type="radio"/> | Name | Avail/Mbr | Carryover | Last Selection |
|-----------------------|---------------------|-----------|-----------|----------------|
| <input type="radio"/> | FY Untested Members | 3/3 | 0 | 05/20/2022 |
| <input type="radio"/> | OBSERVERS | 18/19 | 0 | 05/20/2022 |
| <input type="radio"/> | OO TESTING POOL | 6/6 | 0 | |

CUI

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That will bring you to this page where you can choose the “IR” premise code and how you would like to get your names. Once that’s done click on the generate selection list.

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DOD Web DTP - USMC01211 - USMC01211

[Back to Testing Entity](#)

Set testing parameters for: 1: VMFA-211 (01211)

(*) indicates a required field.

Location: UNITED STATES

*Premise: Random Testing (IR)

*Collection Date: 09/22/2022

Percentage (PCT)
 Number (CNT)
 Probability (PRB)

Selection Value: 20 Value must be between 5 and 40

[Generate Selection List](#)

[Back to Testing Entity](#)

CUI

Type here to search

1:11 PM 9/22/2022



That will bring you to this page where you can delete anybody or go straight to downloading your products.

Classification not configured

iFTDTL | WebDTP

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DOD Web DTP - USMC01211 - USMC01211

Selection List For: 09/23/2022 VMFA-211 (01211) Back to Testing Entity Download Product(s)

Collection date: 09/23/2022 Change Collection Date

Availability date: mm/dd/yyyy Carryover And Apply Available Date

Cancel Selected Members
Cancel Selected Unit/Pool
Cancel Entire Selection
Restore Cancel / Carryover Members

- Carryover/Cancellation Reason -

Records per page: 1,000 Filter Results...

| <input type="checkbox"/> | Premise | Assigned Unit | DOD ID | Member Name | Reason | Carryover/Cancellation Reason |
|--------------------------|---------|---------------|------------|--------------------|--------|-------------------------------|
| <input type="checkbox"/> | IR | VMFA-211 | 1172999510 | PARRISH, LANCE J | Random | |
| <input type="checkbox"/> | IR | VMFA-211 | 1259260589 | KIMMINS, BRIAN C | Random | |
| <input type="checkbox"/> | IR | VMFA-211 | 1264224817 | MARTIN, AARON J | Random | |
| <input type="checkbox"/> | IR | VMFA-211 | 1267813961 | NOVICK, JOSEPH B | Random | |
| <input type="checkbox"/> | IR | VMFA-211 | 1283310112 | WALL, CHRISTOPHE D | Random | |

Type here to search

10:22 AM 9/23/2022



To remove somebody selected that will not be able to provide a sample, do the following:
Select the box next to their name.
Then use the drop down and select the correct reason.

The screenshot shows the iFTDTL WebDTP interface. At the top, there's a header "Classification not configured". Below it, there are fields for "Collection date" (09/23/2022) and "Availability date" (mm/dd/yyyy). A table lists members with columns: Premise, Assigned Unit, DOD ID, Member Name, Reason, and Carryover/Cancellation Reason. The second row is selected. A dropdown menu is open over the "Reason" column of the selected row, showing options: - Carryover/Cancellation Reason -, - Carryover/Cancellation Reason - Member on leave, PCS, TDY/TAD, On Liberty, and Other. A red arrow points to the dropdown menu.

| Premise | Assigned Unit | DOD ID | Member Name | Reason | Carryover/Cancellation Reason | |
|-------------------------------------|---------------|----------|-------------|-----------------------|-------------------------------|--|
| <input type="checkbox"/> | IR | VMFA-211 | 1172999510 | PARRISH, LANCE J | Random | |
| <input checked="" type="checkbox"/> | IR | VMFA-211 | 1259260589 | KIMMINS, BRIAN C | Random | |
| <input type="checkbox"/> | IR | VMFA-211 | 1264224817 | MARTIN, AARON J | Random | |
| <input type="checkbox"/> | IR | VMFA-211 | 1267813961 | NOVICK, JOSEPH B | Random | |
| <input type="checkbox"/> | IR | VMFA-211 | 1283310112 | WALL, CHRISTOPHE D | Random | |
| <input type="checkbox"/> | IR | VMFA-211 | 1291859891 | BROCKMAN, TYLER N | Random | |
| <input type="checkbox"/> | IR | VMFA-211 | 1291954878 | CREAMER, RYAN M | Random | |
| <input type="checkbox"/> | IR | VMFA-211 | 1297516929 | KING, CONNER J | Random | |
| <input type="checkbox"/> | IR | VMFA-211 | 1368781874 | GRANT, MARLIN A | Random | |
| <input type="checkbox"/> | IR | VMFA-211 | 1398053563 | ADELMAN, ERIC C | Random | |
| <input type="checkbox"/> | IR | VMFA-211 | 1400891814 | CRUZ, JR., FRANCISCO | Random | |
| <input type="checkbox"/> | IR | VMFA-211 | 1403680342 | JR, TIMOTHY J, BENSON | Random | |
| <input type="checkbox"/> | IR | VMFA-211 | 1462632173 | RAYMOND, CAMERON M | Random | |
| <input type="checkbox"/> | IR | VMFA-211 | 1467622699 | JAQUA, ALEXANDER K | Random | |



Once selected, click on the cancel button.

Classification not configured

iFDTL | WebDTP

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Collection date: 09/23/2022 [Change Collection Date](#)

Availability date: mm/dd/yyyy [Carryover And Apply Available Date](#)

[Cancel Selected Members](#)

[Cancel Selected Unit/Pool](#)

[Cancel Entire Selection](#)

[Restore Cancel / Carryover Members](#)

Other

Records per page: 1,000 [Filter Results...](#)

| <input type="checkbox"/> | Premise | Assigned Unit | DOD ID | Member Name | Reason | Carryover/Cancellation Reason |
|-------------------------------------|---------|---------------|------------|-----------------------|--------|-------------------------------|
| <input type="checkbox"/> | IR | VMFA-211 | 1172999510 | PARRISH, LANCE J | Random | |
| <input checked="" type="checkbox"/> | IR | VMFA-211 | 1259260589 | KIMMINS, BRIAN C | Random | |
| <input type="checkbox"/> | IR | VMFA-211 | 1264224817 | MARTIN, AARON J | Random | |
| <input type="checkbox"/> | IR | VMFA-211 | 1267813961 | NOVICK, JOSEPH B | Random | |
| <input type="checkbox"/> | IR | VMFA-211 | 1283310112 | WALL, CHRISTOPHE D | Random | |
| <input type="checkbox"/> | IR | VMFA-211 | 1291859891 | BROCKMAN, TYLER N | Random | |
| <input type="checkbox"/> | IR | VMFA-211 | 1291954878 | CREAMER, RYAN M | Random | |
| <input type="checkbox"/> | IR | VMFA-211 | 1297516929 | KING, CONNER J | Random | |
| <input type="checkbox"/> | IR | VMFA-211 | 1368781874 | GRANT, MARLIN A | Random | |
| <input type="checkbox"/> | IR | VMFA-211 | 1398053563 | ADELMAN, ERIC C | Random | |
| <input type="checkbox"/> | IR | VMFA-211 | 1400891814 | CRUZ, JR., FRANCISCO | Random | |
| <input type="checkbox"/> | IR | VMFA-211 | 1403680342 | JR, TIMOTHY J, BENSON | Random | |
| <input type="checkbox"/> | IR | VMFA-211 | 1462632173 | RAYMOND, CAMERON M | Random | |
| <input type="checkbox"/> | IR | VMFA-211 | 1467622699 | JAQUA, ALEXANDER K | Random | |

Type here to search

10:22 AM 9/23/2022



Once you finalized your list you can hit the download products button and that will bring you to this page. Here you can select all the forms you wish to print and use. You can use the Working Copy for the breathalyzer (ASP). To download the products to your computer you must hit the download products on this page.

Classification not configured

iFTDTL | WebDTP

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Back to Testing Entity

Print Products

Products to Generate:

- Check All
- Notification Copy
- Working Copy
- Testing Register
- DD2624 Custody Document 2D Full
- DD2624 Custody Document 2D Front
- DD2624 Custody Document Back
- Bottle Labels 2D
- Mail Merge Excel File
- Selection Order

Separate Products

Group by Gender

Label Options:

Print Start Position: 1

- No page break between entities
- Page break between entities
- Page between entities and fill with extra labels

Download Product(s)

When printing bottle labels, select



To conduct an (OO) premise code, test that will be under the pools side of the container. Option 1, you can either select the unit roster and hand pick the people being tested. Or option 2 is you can create a pool to add them to so you can make sure you don't forget anybody or add last minute additions to your list. The next slides will show you if you choose option 2.



To create a pool click on the create button

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CUI

WebDTP

Testing Entity: **DOD Web DTP - USMC01211 - USMC01211** [Switch Container](#)

Testing Entity | Member List | Blank Products | Manage Selections | Reporting | Manage Container

Units

View Details | Members | Selection | **Import Roster** | Deactivate

Records per page: 100 Filter Results...

| <input type="checkbox"/> | Name | UIC/PAS | Avail/Mbr | Carryover | Last Selection |
|--------------------------|----------|---------|-----------|-----------|----------------|
| <input type="checkbox"/> | VMFA-211 | 01211 | 216/223 | 0 | 08/30/2022 |

Showing 1 to 1 of 1 entries Previous 1 Next

Pools

View Details | Members | Selection | Deactivate | **Create**

Records per page: 100 Filter Results...

| <input type="checkbox"/> | Name | Avail/Mbr | Carryover | Last Selection |
|--------------------------|---------------------|-----------|-----------|----------------|
| <input type="checkbox"/> | FY Untested Members | 3/3 | 0 | 05/20/2022 |
| <input type="checkbox"/> | OBSERVERS | 18/19 | 0 | 05/20/2022 |
| <input type="checkbox"/> | OO TESTING POOL | 6/6 | 0 | |
| <input type="checkbox"/> | USMC01211 | 216/223 | 0 | 05/20/2022 |

Showing 1 to 4 of 4 entries Previous 1 Next

[Back to Top](#)

CUI

Type here to search

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At this window you would fill in the information

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[Back to Testing Entity](#)

Pool Maintenance

* indicates a required field.

Create Pool

*Pool Name

*Block 1 Line 1

Block 1 Line 2

Block 1 Line 3

UIC

[Save](#) [Reset](#)

[Back to Testing Entity](#)

CUI

Type here to search

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The information should look something like this

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[Back to Testing Entity](#)

Testing Entity * indicates a required field.

*Pool Name

*Block 1 Line 1

Block 1 Line 2

Block 1 Line 3

UIC

[Save](#) [Reset](#) [Back to Details](#) [Deactivate](#)

[Back to Testing Entity](#)

Showing 1 to 1 of 1 entries

| | | | | | | |
|----------|---|------|-----------------|---------|---|-----------------------------|
| Previous | 1 | Next | OO TESTING POOL | 6/6 | 0 | Back to Top |
| | | | USMC01211 | 216/223 | 0 | |

CUI

Type here to search

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Once the pool is created the page would look like this when you open it

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Member list Pool Name: OO TESTING POOL

Records per page: 100

Filter Results...

| <input type="checkbox"/> Unit Name | UIC/PAS | DoDID | Member Name | Rank | Branch | Gender | Available Date | Last Test Date | Discrepancy Retest Status | Carryover Status | Positive Retest Status |
|------------------------------------|---------|-------|-------------|------|--------|--------|----------------|----------------|---------------------------|------------------|------------------------|
| No data available in table | | | | | | | | | | | |

No records available

Previous Next

Paste or type DOD ID:

Add Above Member(s) to This Pool

Back to Testing Entity

CUI

Type here to search

2:11 PM 9/22/2022



There are two ways to add members to your pools.

The first way is by EDIPI inside the pool itself.

The other way is by selecting the member and adding them.

While doing that you can also search function to help make it easier.

Once a member is selected and you search another, the last member will stay selected. The next couple of slides will be showing both ways. To create the (OO) test there has to be members in your pool.



To select members to add to your (OO) drug testing pool, select your unit roster and then click on members

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WebDTP

Testing Entity: **DOD Web DTP - USMC01211 - USMC01211** [Switch Container](#)

Testing Entity | Member List | Blank Products | Manage Selections | Reporting | Manage Container

Units

[View Details](#) [Members](#) [Selection](#) [Import Roster](#) [Deactivate](#)

Records per page: 100 Filter Results...

| <input type="checkbox"/> | Name | UIC/PAS | Avail/Mbr | Carryover | Last Selection |
|-------------------------------------|----------|---------|-----------|-----------|----------------|
| <input checked="" type="checkbox"/> | VMFA-211 | 01211 | 216/223 | 0 | 08/30/2022 |

Showing 1 to 1 of 1 entries Previous 1 Next

Pools

[View Details](#) [Members](#) [Selection](#) [Deactivate](#) [Create](#)

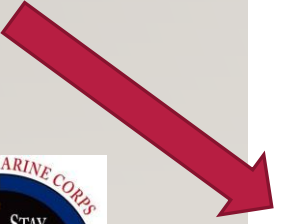
Records per page: 100 Filter Results...

| <input type="radio"/> | Name | Avail/Mbr | Carryover | Last Selection |
|-----------------------|---------------------|-----------|-----------|----------------|
| <input type="radio"/> | FY Untested Members | 3/3 | 0 | 05/20/2022 |
| <input type="radio"/> | OBSERVERS | 18/19 | 0 | 05/20/2022 |
| <input type="radio"/> | OO TESTING POOL | 1/1 | 0 | |
| <input type="radio"/> | USMC01211 | 216/223 | 0 | 05/20/2022 |

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ONCE THE ROSTER OPENS, SELECT THE MEMBERS YOU WISH TO ADD TO YOUR (OO) POOL

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DOD Web DTP - USMC01211 - USMC01211

Back to Testing Entity

Member list Unit Name: VMFA-211

Excel PDF View Details Selection Add Member

Records per page: 100 Filter Results... Select a Pool

| <input type="checkbox"/> | Unit Name | UIC/PAS | DoDID | Member Name | Rank | Branch | Gender | Available Date | Last Test Date | Discrepancy Retest Status | Carryover Status | Positive Retest Status |
|-------------------------------------|-----------|---------|------------|--------------------|-------|--------|--------|----------------|----------------|---------------------------|------------------|------------------------|
| <input type="checkbox"/> | VMFA-211 | 01211 | 1010649516 | LENGYEL, DANIEL J | CAPT | USMC | M | | 08/30/2022 | | | |
| <input checked="" type="checkbox"/> | VMFA-211 | 01211 | 1046569268 | ALLEN, ANDRE J | SGT | USMC | M | | 08/31/2022 | | | |
| <input type="checkbox"/> | VMFA-211 | 01211 | 1046819515 | BROWN, PHILLIP G | SGT | USMC | M | | 07/11/2022 | | | |
| <input type="checkbox"/> | VMFA-211 | 01211 | 1048222508 | MAYBERRY, TANNER C | CAPT | USMC | M | | 07/11/2022 | | | |
| <input type="checkbox"/> | VMFA-211 | 01211 | 1056198616 | BEHNKEN, STEPHEN M | GYSGT | USMC | M | | 08/30/2022 | | | |
| <input type="checkbox"/> | VMFA-211 | 01211 | 1069765447 | SANCHEZ, ANDREW J | CAPT | USMC | M | | 07/11/2022 | | | |
| <input checked="" type="checkbox"/> | VMFA-211 | 01211 | 1131110185 | WATTS, MICHAEL D | MAJ | USMC | M | | 08/30/2022 | | | |
| <input type="checkbox"/> | VMFA-211 | 01211 | 1141877573 | SLAUGHTER, JACOB C | CAPT | USMC | M | | 07/11/2022 | | | |
| <input type="checkbox"/> | VMFA-211 | 01211 | 1142856081 | PEPPERS, JESSE M | LTCOL | USMC | M | | 04/13/2022 | | | |
| <input checked="" type="checkbox"/> | VMFA-211 | 01211 | 1148078463 | ZOTTI, KENDALL N | 1STLT | USMC | F | | 05/31/2022 | | | |
| <input type="checkbox"/> | VMFA-211 | 01211 | 1156967315 | POU, CHRISTOPHE M | GYSGT | USMC | M | | 08/30/2022 | | | |
| <input type="checkbox"/> | VMFA-211 | 01211 | 1172999510 | PARRISH, LANCE J | MSGT | USMC | M | | 05/18/2022 | | | |

Add Pool Member(s)

Available Date: mm/dd/yyyy

Apply Available Date

Delete Selected Members



Click the select a pool drop down and highlight the pool you wish to add them to

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https://ftdtl.health.mil/WebDTP/WebDTP/PageContainer

DOD Web DTP - USMC01211 - USMC01211

Member list Unit Name: VMFA-211

Back to Testing Entity

Excel PDF View Details Selection Add Member

Records per page: 100

Filter Results...

| <input type="checkbox"/> | Unit Name | UIC/PAS | DoDID | Member Name | Rank | Branch | Gender | Available Date | Last Test Date | Discrepancy Retest Status | Carryover Status | Positive Retest Status |
|-------------------------------------|-----------|---------|------------|--------------------|-------|--------|--------|----------------|----------------|---------------------------|------------------|------------------------|
| <input type="checkbox"/> | VMFA-211 | 01211 | 1010649516 | LENGYEL, DANIEL J | CAPT | USMC | M | | 08/30/2022 | | | |
| <input checked="" type="checkbox"/> | VMFA-211 | 01211 | 1046569268 | ALLEN, ANDRE J | SGT | USMC | M | | 08/31/2022 | | | |
| <input type="checkbox"/> | VMFA-211 | 01211 | 1046819515 | BROWN, PHILLIP G | SGT | USMC | M | | 07/11/2022 | | | |
| <input type="checkbox"/> | VMFA-211 | 01211 | 1048222508 | MAYBERRY, TANNER C | CAPT | USMC | M | | 07/11/2022 | | | |
| <input type="checkbox"/> | VMFA-211 | 01211 | 1056198616 | BEHNKEN, STEPHEN M | GYSGT | USMC | M | | 08/30/2022 | | | |
| <input type="checkbox"/> | VMFA-211 | 01211 | 1069765447 | SANCHEZ, ANDREW J | CAPT | USMC | M | | 07/11/2022 | | | |
| <input checked="" type="checkbox"/> | VMFA-211 | 01211 | 1131110185 | WATTS, MICHAEL D | MAJ | USMC | M | | 08/30/2022 | | | |
| <input type="checkbox"/> | VMFA-211 | 01211 | 1141877573 | SLAUGHTER, JACOB C | CAPT | USMC | M | | 07/11/2022 | | | |
| <input type="checkbox"/> | VMFA-211 | 01211 | 1142856081 | PEPPERS, JESSE M | LTCOL | USMC | M | | 04/13/2022 | | | |
| <input checked="" type="checkbox"/> | VMFA-211 | 01211 | 1148078463 | ZOTTI, KENDALL N | 1STLT | USMC | F | | 05/31/2022 | | | |
| <input type="checkbox"/> | VMFA-211 | 01211 | 1156967315 | POU, CHRISTOPHE M | GYSGT | USMC | M | | 08/30/2022 | | | |
| <input type="checkbox"/> | VMFA-211 | 01211 | 1172999510 | PARRISH, LANCE J | MSGT | USMC | M | | 05/18/2022 | | | |

--- Select a Pool ---

--- Select a Pool ---

OBSERVERS

OO TESTING POOL

Available Date:

mm/dd/yyyy

Apply Available Date

Delete Selected Members

2:22 PM 9/22/2022



Now click add pool members button

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https://ftdtl.health.mil/WebDTP/WebDTP/PageContainer

DOD Web DTP - USMC01211 - USMC01211

Member list Unit Name: VMFA-211

Back to Testing Entity

Excel PDF View Details Selection Add Member

Records per page: 100

Filter Results...

| <input type="checkbox"/> | Unit Name | UIC/PAS | DoDID | Member Name | Rank | Branch | Gender | Available Date | Last Test Date | Discrepancy Retest Status | Carryover Status | Positive Retest Status |
|-------------------------------------|-----------|---------|------------|--------------------|-------|--------|--------|----------------|----------------|---------------------------|------------------|------------------------|
| <input type="checkbox"/> | VMFA-211 | 01211 | 1010649516 | LENGYEL, DANIEL J | CAPT | USMC | M | | 08/30/2022 | | | |
| <input checked="" type="checkbox"/> | VMFA-211 | 01211 | 1046569268 | ALLEN, ANDRE J | SGT | USMC | M | | 08/31/2022 | | | |
| <input type="checkbox"/> | VMFA-211 | 01211 | 1046819515 | BROWN, PHILLIP G | SGT | USMC | M | | 07/11/2022 | | | |
| <input type="checkbox"/> | VMFA-211 | 01211 | 1048222508 | MAYBERRY, TANNER C | CAPT | USMC | M | | 07/11/2022 | | | |
| <input type="checkbox"/> | VMFA-211 | 01211 | 1056198616 | BEHNKEN, STEPHEN M | GYSGT | USMC | M | | 08/30/2022 | | | |
| <input type="checkbox"/> | VMFA-211 | 01211 | 1069765447 | SANCHEZ, ANDREW J | CAPT | USMC | M | | 07/11/2022 | | | |
| <input checked="" type="checkbox"/> | VMFA-211 | 01211 | 1131110185 | WATTS, MICHAEL D | MAJ | USMC | M | | 08/30/2022 | | | |
| <input type="checkbox"/> | VMFA-211 | 01211 | 1141877573 | SLAUGHTER, JACOB C | CAPT | USMC | M | | 07/11/2022 | | | |
| <input type="checkbox"/> | VMFA-211 | 01211 | 1142856081 | PEPPERS, JESSE M | LTCOL | USMC | M | | 04/13/2022 | | | |
| <input checked="" type="checkbox"/> | VMFA-211 | 01211 | 1148078463 | ZOTTI, KENDALL N | 1STLT | USMC | F | | 05/31/2022 | | | |
| <input type="checkbox"/> | VMFA-211 | 01211 | 1156967315 | POU, CHRISTOPHE M | GYSGT | USMC | M | | 08/30/2022 | | | |
| <input type="checkbox"/> | VMFA-211 | 01211 | 1172999510 | PARRISH, LANCE J | MSGT | USMC | M | | 05/18/2022 | | | |

OO TESTING POOL

Add Pool Member(s)

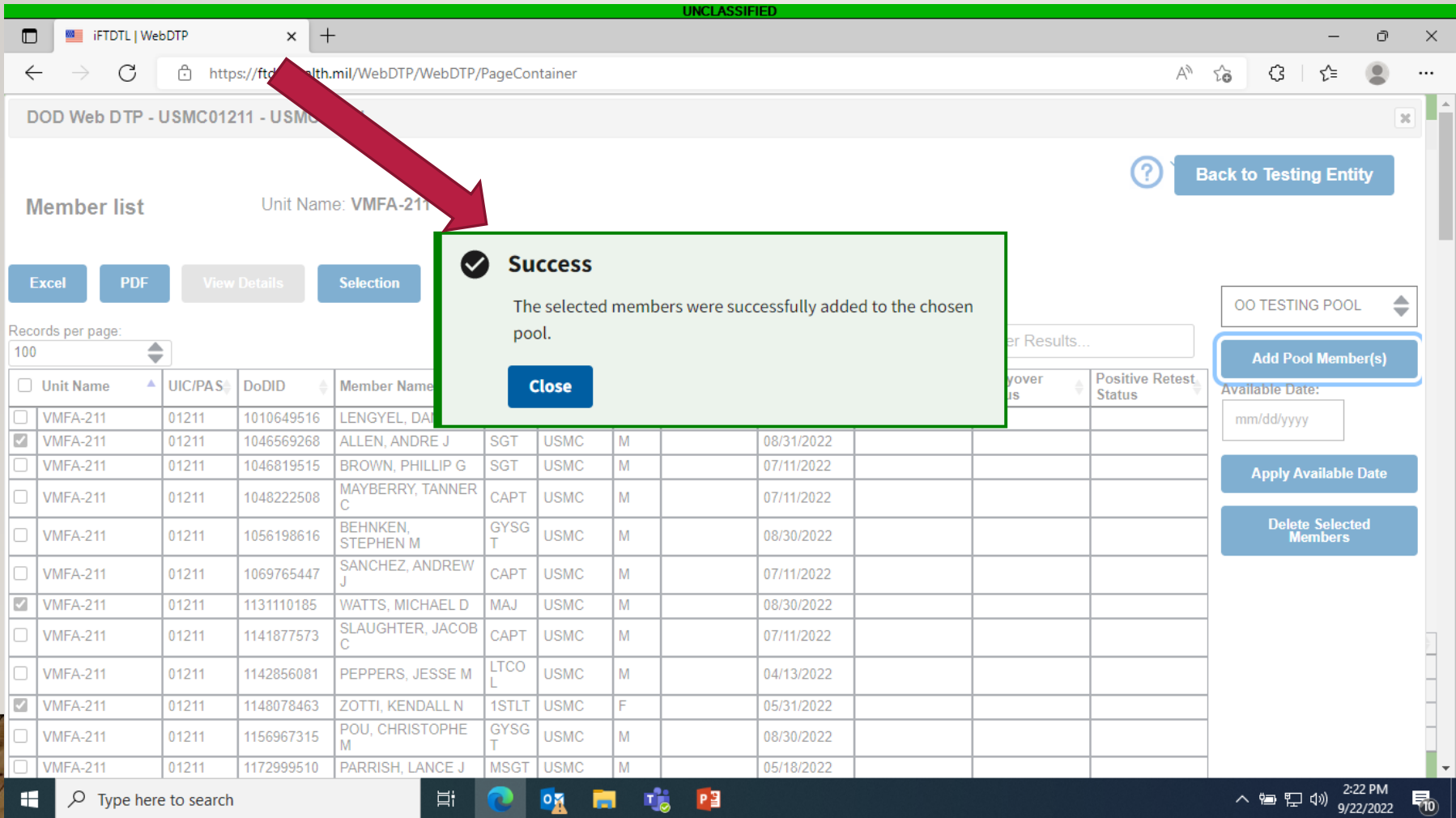
Available Date: mm/dd/yyyy

Apply Available Date

Delete Selected Members



ONCE YOU SEE THIS MESSAGE YOU KNOW IT WORKED



The screenshot shows a web browser window with the URL `https://ftd...h.mil/WebDTP/WebDTP/PageContainer`. The page title is "DOD Web DTP - USMC01211 - USMC". A red arrow points from the top of the page to a green-bordered success message box. The message box contains a checkmark icon, the word "Success", and the text "The selected members were successfully added to the chosen pool." with a "Close" button below it.

Below the message box is a table with the following columns: Unit Name, UIC/PAS, DoDID, Member Name, and others. The table contains 15 rows of member data. Two rows are selected with checkmarks in the first column: the row for ALLEN, ANDRE J and the row for ZOTTI, KENDALL N.

On the right side of the page, there is a "Back to Testing Entity" button, a dropdown menu for "OO TESTING POOL", an "Add Pool Member(s)" button, an "Apply Available Date" button, and a "Delete Selected Members" button. The "Available Date" field is currently empty.

| Unit Name | UIC/PAS | DoDID | Member Name | Rank | Branch | Gender | DOB | Available Date | Positive Retest Status |
|-------------------------------------|----------|-------|-------------|--------------------|--------|--------|-----|----------------|------------------------|
| <input type="checkbox"/> | VMFA-211 | 01211 | 1010649516 | LENGYEL, DAVID | | | | | |
| <input checked="" type="checkbox"/> | VMFA-211 | 01211 | 1046569268 | ALLEN, ANDRE J | SGT | USMC | M | 08/31/2022 | |
| <input type="checkbox"/> | VMFA-211 | 01211 | 1046819515 | BROWN, PHILLIP G | SGT | USMC | M | 07/11/2022 | |
| <input type="checkbox"/> | VMFA-211 | 01211 | 1048222508 | MAYBERRY, TANNER C | CAPT | USMC | M | 07/11/2022 | |
| <input type="checkbox"/> | VMFA-211 | 01211 | 1056198616 | BEHNKEN, STEPHEN M | GYSGT | USMC | M | 08/30/2022 | |
| <input type="checkbox"/> | VMFA-211 | 01211 | 1069765447 | SANCHEZ, ANDREW J | CAPT | USMC | M | 07/11/2022 | |
| <input checked="" type="checkbox"/> | VMFA-211 | 01211 | 1131110185 | WATTS, MICHAEL D | MAJ | USMC | M | 08/30/2022 | |
| <input type="checkbox"/> | VMFA-211 | 01211 | 1141877573 | SLAUGHTER, JACOB C | CAPT | USMC | M | 07/11/2022 | |
| <input type="checkbox"/> | VMFA-211 | 01211 | 1142856081 | PEPPERS, JESSE M | LTCOL | USMC | M | 04/13/2022 | |
| <input checked="" type="checkbox"/> | VMFA-211 | 01211 | 1148078463 | ZOTTI, KENDALL N | 1STLT | USMC | F | 05/31/2022 | |
| <input type="checkbox"/> | VMFA-211 | 01211 | 1156967315 | POU, CHRISTOPHE M | GYSGT | USMC | M | 08/30/2022 | |
| <input type="checkbox"/> | VMFA-211 | 01211 | 1172999510 | PARRISH, LANCE J | MSGT | USMC | M | 05/18/2022 | |

When you check your pool, it should look like this.

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iFTDTL | WebDTP

https://ftdtl.health.mil/WebDTP/WebDTP/PageContainer

DOD Web DTP - USMC01211 - USMC01211

[Back to Testing Entity](#)

Member list

Pool Name: OO TESTING POOL

[Excel](#) [PDF](#) [View Details](#) [Selection](#) [Add Member](#)

Records per page: 100

Filter Results...

[Remove Member\(s\)](#)

Available Date: mm/dd/yyyy

[Apply Available Date](#)

Paste or type DOD ID:

| <input type="checkbox"/> | Unit Name | UIC/PAS | DoDID | Member Name | Rank | Branch | Gender | Available Date | Last Test Date | Discrepancy Retest Status | Carryover Status | Positive Retest Status |
|--------------------------|-----------|---------|------------|---------------------|-------|--------|--------|----------------|----------------|---------------------------|------------------|------------------------|
| <input type="checkbox"/> | VMFA-211 | 01211 | 1046569268 | ALLEN, ANDRE J | SGT | USMC | M | | 08/31/2022 | | | |
| <input type="checkbox"/> | VMFA-211 | 01211 | 1131110185 | WATTS, MICHAEL D | MAJ | USMC | M | | 08/30/2022 | | | |
| <input type="checkbox"/> | VMFA-211 | 01211 | 1148078463 | ZOTTI, KENDALL N | 1STLT | USMC | F | | 05/31/2022 | | | |
| <input type="checkbox"/> | VMFA-211 | 01211 | 1509051379 | RODGERS, JONATHAN T | SSGT | USMC | M | | 08/30/2022 | | | |

Showing 1 to 4 of 4 entries

Previous 1 Next

Type here to search

2:23 PM 9/22/2022



To start the (OO) test process, open up your (OO) pool by clicking on members

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ifTDTL | WebDTP

https://ftdtl.health.mil/WebDTP/WebDTP/PageContainer

CUI

An official website of the United States government [Here's how you know](#)

jonathan.t.rodgers@usmc.mil | Logout

iFTDTL Portal

My Modules ▾ DoD Drug Testing Labs

WebDTP

Testing Entity: DOD Web DTP - USMC01211 - USMC01211 Switch Container

Testing Entity | Member List | Blank Products | Manage Selections | Reporting | Switch Container

Units

View Details | Members | Selection | Import Roster | Deactivate

Records per page: 100 Filter Results...

| <input type="checkbox"/> | Name | UIC/PAS | Avail/Mbr | Carryover | Last Selection |
|--------------------------|----------|---------|-----------|-----------|----------------|
| <input type="checkbox"/> | VMFA-211 | 01211 | 216/223 | 0 | 08/30/2022 |

Showing 1 to 1 of 1 entries Previous 1 Next

Pools

View Details | Members | Selection | Deactivate | Create

Records per page: 100 Filter Results...

| <input type="radio"/> | Name | Avail/Mbr | Carryover | Last Selection |
|----------------------------------|---------------------|-----------|-----------|----------------|
| <input type="radio"/> | FY Untested Members | 3/3 | 0 | 05/20/2022 |
| <input type="radio"/> | OBSERVERS | 18/19 | 0 | 05/20/2022 |
| <input checked="" type="radio"/> | OO TESTING POOL | 4/4 | 0 | |
| <input type="radio"/> | USMC01211 | 216/223 | 0 | 05/20/2022 |

CUI

Type here to search

2:32 PM 9/22/2022



Click on the check box by unit name and then click on the selection button

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https://ftdtl.health.mil/WebDTP/WebDTP/PageContainer

DOD Web DTP - USMC01211 - USMC01211

Back to Testing Entity

Member list Pool Name: OO TESTING POOL

Excel PDF View Details Selection Add Member

Records per page: 100 Filter Results...

| <input checked="" type="checkbox"/> | Unit Name | UIC/PAS | DoDID | Member Name | Rank | Branch | Gender | Available Date | Last Test Date | Discrepancy Retest Status | Carryover Status | Positive Retest Status |
|-------------------------------------|-----------|---------|------------|---------------------|-------|--------|--------|----------------|----------------|---------------------------|------------------|------------------------|
| <input type="checkbox"/> | VMFA-211 | 01211 | 1046569268 | ALLEN, ANDRE J | SGT | USMC | M | | 08/31/2022 | | | |
| <input type="checkbox"/> | VMFA-211 | 01211 | 1131110185 | WATTS, MICHAEL D | MAJ | USMC | M | | 08/30/2022 | | | |
| <input type="checkbox"/> | VMFA-211 | 01211 | 1148078463 | ZOTTI, KENDALL N | 1STLT | USMC | F | | 05/31/2022 | | | |
| <input type="checkbox"/> | VMFA-211 | 01211 | 1509051379 | RODGERS, JONATHAN T | SSGT | USMC | M | | 08/30/2022 | | | |


Showing 1 to 4 of 4 entries Previous 1 Next

Remove Member(s)

Available Date: mm/dd/yyyy

Apply Available Date

Paste or type DOD ID:



Click on the premise drop down and select other (OO)

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https://ftdtl.health.mil/WebDTP/WebDTP/PageContainer

DOD Web DTP - USMC01211 - USMC01211

[Back to Testing Entity](#)

***Location:**
UNITED STATES

***Premise:**
----Select Premise----
----Select Premise----
Inspection (IO)
Command Directed (CO)
Probable Cause (PO)
Rehabilitation (RO)
Medical Examination (MO)
Mishap Investigation (AO)
Consent (VO)
Other (OO)
Accession (NO)

DD-2624 Block 1

* Line 1: VMFA-211 MAG 13 PO BOX 99230

Line 2: MCAS YUMA, AZ, 85369-9230

Line 3:

* UIC: M 01211

[Member List](#)

| | DOD ID | Rank | Name |
|--------------------------|------------|-------|--------------------|
| <input type="checkbox"/> | 1046569268 | SGT | ALLEN ANDRE J |
| <input type="checkbox"/> | 1131110185 | MAJ | WATTS MICHAEL D |
| <input type="checkbox"/> | 1148078463 | 1STLT | ZOTTI KENDALL N |
| <input type="checkbox"/> | 1509051379 | SSGT | RODGERS JONATHAN T |

[Remove Selected Members](#)

Type here to search

2:32 PM 9/22/2022



Add the date and click the generate selection listing.

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https://ftdtl.health.mil/WebDTP/WebDTP/PageContainer

DOD Web DTP - USMC01211 - USMC01211

[Back to Testing Entity](#)

***Location:**
UNITED STATES

***Premise:**
Other (OO)

***Collection Date:** 09/22/2022

DD-2624 Block 1

*** Line 1:** VMFA-211 MAG 13 PO BOX 99230

Line 2: MCAS YUMA, AZ, 85369-9230

Line 3:

*** UIC:** M 01211

[Generate Selection List](#) [Back to Member List](#)

Paste or type DOD ID:

| | DOD ID | Rank | Name |
|--------------------------|------------|-------|--------------------|
| <input type="checkbox"/> | 1046569268 | SGT | ALLEN ANDRE J |
| <input type="checkbox"/> | 1131110185 | MAJ | WATTS MICHAEL D |
| <input type="checkbox"/> | 1148078463 | 1STLT | ZOTTI KENDALL N |
| <input type="checkbox"/> | 1509051379 | SSGT | RODGERS JONATHAN T |

[Remove Selected Members](#)

2:33 PM 9/22/2022



From here click on download products to get all your required forms

The screenshot shows the iFTDTL WebDTP interface. At the top, there is a green bar with the text "UNCLASSIFIED". Below this, the browser address bar shows "https://ftdtl.health.mil/WebDTP/WebDTP/PageContainer#_". The main content area includes a "Selection List For:" section with a date of "09/22/2022" and a dropdown menu set to "Member". To the right of this section are three buttons: "Back to Manage Selections" (with a help icon), "Download Product(s)", and "Reprint Bottle Label(s)". Below this is a "Collection date" section with a date of "09/22/2022" and a "Change Collection Date" button. Further down is an "Availability date" section with a placeholder "mm/dd/yyyy" and a "Carryover And Apply Available Date" button. To the right of these are three buttons: "Cancel Selected Members", "Cancel Selected Unit/Pool", and "Cancel Entire Selection". A "Carryover/Cancellation Reason" dropdown menu is also present. Below these sections is a "Records per page:" dropdown set to "1,000" and a "Filter Results..." input field. The main data table has the following columns: Premise, Assigned Unit, DOD ID, Member Name, Reason, and Carryover/Cancellation Reason. The table contains six rows of data. At the bottom, it says "Showing 1 to 6 of 6 entries" and has "Previous", "1", and "Next" navigation buttons. The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with the date "9/22/2022" and time "2:33 PM".

Selection List For: 09/22/2022 Member

Download Product(s)

Reprint Bottle Label(s)

Collection date: 09/22/2022 Change Collection Date

Availability date: mm/dd/yyyy Carryover And Apply Available Date

Cancel Selected Members

Cancel Selected Unit/Pool

Cancel Entire Selection

- Carryover/Cancellation Reason -

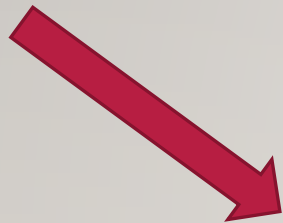
Records per page: 1,000 Filter Results...

| Premise | Assigned Unit | DOD ID | Member Name | Reason | Carryover/Cancellation Reason | |
|--------------------------|---------------|----------|-------------|--------------------------|-------------------------------|--|
| <input type="checkbox"/> | OO | VMFA-211 | 1546244101 | VELASQUEZ, ABRAHAM | MANUAL | |
| <input type="checkbox"/> | OO | VMFA-211 | 1550742558 | DEWEESE, JAMES M | MANUAL | |
| <input type="checkbox"/> | OO | VMFA-211 | 159024886 | ALVARADO, RICARDO A | MANUAL | |
| <input type="checkbox"/> | OO | VMFA-211 | 1593847353 | BARRON, EDUARDO J | MANUAL | |
| <input type="checkbox"/> | OO | VMFA-211 | 1600176443 | CORTEZ, EMILIO G | MANUAL | |
| <input type="checkbox"/> | OO | VMFA-211 | 1606388060 | BARAHONAVICENCIO, IRIS S | MANUAL | |

Showing 1 to 6 of 6 entries Previous 1 Next



Select what products you want and hit the download button



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iFTDTL | WebDTP

https://ftdtl.health.mil/WebDTP/WebDTP/PageContainer#_

Back to Manage Selections

Print Products

Products to Generate:

- Check All
- Notification Copy
- Working Copy
- Testing Register
- DD2624 Custody Document 2D Full
- DD2624 Custody Document 2D Front
- DD2624 Custody Document Back
- Bottle Labels 2D
- Mail Merge Excel File
- Selection Order

Separate Products Group Pool Selections by Units

Group by Gender

Label Options:

Print Start Position: 1

- No page break between entities
- Page break between entities
- Page between entities and fill with extra labels

Download Product(s)

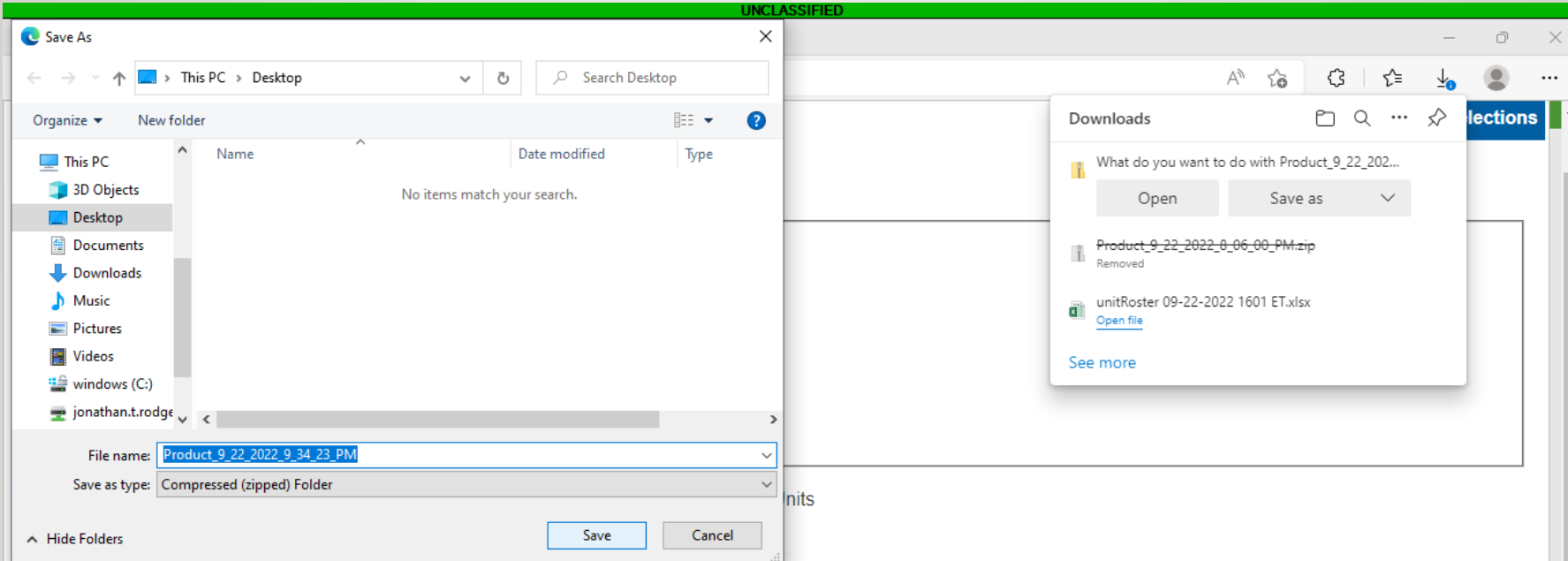
When printing bottle labels, select 'Actual size' in the page Sizing & Handling section

Type here to search

2:34 PM 9/22/2022



Click the save button and save them to where ever you normally save your forms



The screenshot shows a Windows 'Save As' dialog box open over a web application. The dialog box is titled 'Save As' and shows the current location as 'This PC > Desktop'. The file name is 'Product_9_22_2022_9_34_23_PM' and the save type is 'Compressed (zipped) Folder'. The 'Save' button is highlighted. In the background, a 'Downloads' context menu is visible, showing options to 'Open' or 'Save as' a file named 'Product_9_22_2022_0_06_00_PM.zip'. Below the dialog box, the 'Label Options' section is visible, with 'Print Start Position' set to 1 and radio buttons for 'No page break between entities', 'Page break between entities', and 'Page between entities and fill with extra labels'. The 'Download Product(s)' button is highlighted in blue.

Download Product(s) When printing bottle labels, select 'Actual size' in the page Sizing & Handling section

Print Start Position: 1

- No page break between entities
- Page break between entities
- Page between entities and fill with extra labels

Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with the time 2:34 PM and date 9/22/2022.



These will be all your required testing forms

The screenshot displays a Windows File Explorer window titled 'UNCLASSIFIED' with the address bar showing 'Product_9_22_2022_9_34_23_PM'. The window contains a table of files:

| Name | Type | Compressed size | Password ... | Size | Ratio | Date modified |
|---------------------------------|------------------------|-----------------|--------------|--------|-------|-------------------|
| Bottle Labels 2D | Adobe Acrobat Document | 37 KB | No | 44 KB | 16% | 9/22/2022 4:34 PM |
| DD2624 Custody Document 2D Full | Adobe Acrobat Document | 93 KB | No | 100 KB | 7% | 9/22/2022 4:34 PM |
| Notification Copy | Adobe Acrobat Document | 50 KB | No | 57 KB | 13% | 9/22/2022 4:34 PM |
| Testing Register | Adobe Acrobat Document | 53 KB | No | 65 KB | 19% | 9/22/2022 4:34 PM |

The left sidebar shows 'Quick access' with links to Documents, Downloads, Pictures, Desktop, Music, QA, and Screenshots. Below this, it lists 'This PC' locations (3D Objects, Desktop, Documents, Downloads, Music, Pictures, Videos) and network locations (windows (C:), jonathan.t.rodgers, VMFA-211). The bottom status bar shows '4 items' and a search bar.



If you have any questions please feel free to ask my
SSgt Rodgers, VMFA-211 SACO

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(928)269-2471

