



DEPARTMENT OF THE ARMY  
HEADQUARTERS, III CORPS AND FORT HOOD  
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AFZF-CG

**COMMANDING GENERAL'S  
POLICY LETTER # 5**

23 AUG 2017

MEMORANDUM FOR SEE DISRIBUTION

SUBJECT: Military Urinalysis Drug/Alcohol Testing Policy

1. References.

a. DoDI 1010.01 Military Personnel Drug Abuse Testing Program (MPDATP), 13 September 2012.

b. Army Regulation 600-85, The Army Substance Abuse Program (ASAP), 28 November 2016.

c. Army Regulation 630-10, Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings, 13 January 2006.

d. Army Directive 2012-07 (Administrative Processing for Separation of Soldiers for Alcohol or Other Drug Abuse), 13 March 2012.

e. Fort Hood Regulation 350-1, Training and Leader Development, 30 March 2009.

f. Operation Order PW 12-05-436 (Tasking Results from IG Special Inspection of Commander's Compliance with Mandatory ASAP Referral Requirements).

g. Manual for Courts-Martial, United States, Mil. R. Evid. 313, Inspections and Inventories in the Armed Forces (2016).

h. Army Directive 2016-15 (Change in the Army's Random Deterrence Drug Testing Program), 22 April 2016.

2. Applicability. This policy applies at all times and in all locations to all U.S. Army Soldiers assigned to, attached to, or performing duties in units or activities assigned, attached, stationed, based, or otherwise located on the Fort Hood military reservation. All U.S. Army Soldiers assigned to, attached to, or performing duties in units or activities over whom Commander, III Corps and Fort Hood, exercises Senior Commander (SC) authority are also subject to this policy.

3. Definitions. For the purpose of this policy, the following definitions apply:

a. "Battalion" means any battalion, squadron, or equivalent-level unit.

b. "Company" means any company, troop, battery, detachment or equivalent unit.

c. "Use of illicit or abuse of illicit drug" means the use of any substance in violation of Army Regulation 600-85, paragraphs 4-2n-p, and the use of prescription medication in a manner deemed illegitimate by a Medical Review Officer (MRO).

d. "Process for separation" separation action is initiated and processed through the separation authority for appropriate action.

4. Policy. Battalion and company commanders' responsibilities:

a. Battalion Commanders will issue orders appointing one Battalion Prevention Leader (BPL) and one alternate BPL. The BPL can be officers, warrant officers or noncommissioned officers (NCOs) (E-5 promotable or above). The BPL must be certified through the Unit Prevention Leader (UPL) training course. The appointing commander will forward the BPL's appointment orders, with the completed Security Screening and Evaluation Check (DA Form 7281), to the Army Substance Abuse Program, Drug Testing Coordinator (DTC). All BPL candidates must have a urinalysis within 12 months.

b. Company Commanders will issue orders appointing one UPL and one alternate UPL. The UPL can be an officer, warrant officer or NCO (E-5 or above). The UPL must be certified through the UPL training course. The appointing commander will forward the UPLs' appointment orders, with the completed Security Screening and Evaluation Check (DA Form 7281), to the ASAP, DTC. All UPL candidates must have a urinalysis with 12 months.

c. Commanders will ensure that the appointed BPL/UPL attends the initial forty (40) hour ASAP Urinalysis Certification Training Course. The certification is valid for 18 months. To maintain certification, the BPL/UPL must successfully complete the UPL certification exam. The UPL is responsible for briefing the Urinalysis Collection Observers (Observers) on their duties.

d. Observers must be an officer, warrant officer, or NCOs (E-5 or above), of the same gender as the Soldier being observed, of unimpeachable moral character, and sufficient maturity to preserve the dignity of the Soldier being tested. Observers cannot be currently enrolled in the ASAP Program or under investigation for legal, administrative, or substance abuse related offenses. Observers must be briefed on and receive a demonstration of their duties by a UPL each time they are selected to observe and sign a urinalysis observation briefing memorandum that outlines their duties and penalties for not performing them properly.

e. The Drug Testing Program (DTP) is a commander's program that is conducted in a truly random manner to avoid predictability by the tested population. Commanders at every level will ensure random urinalysis testing at the rate of 10 percent of assigned end strength each month. The primary method for selection should be the inspection random (IR) drug testing code. Soldiers not selected for random urinalysis during the first three quarters of each fiscal year (FY) will be selected for testing during the fourth quarter using the inspection other (IO) test basis code. Commanders should not use unit sweep testing to meet this requirement.

(1) Commanders may not test less than 10 percent in any month.

(2) Commanders may test multiple times during the month to meet the 10 percent requirement.

(3) If during the FY, an IO test was collected as a result of a missed random test, commanders may use this test to meet the requirement of conducting an IR test. No other urinalysis test basis meets the requirement for an IR urinalysis test.

f. When a Soldier's urinalysis test result is positive for the use of illicit drugs, the following procedures will be used:

(1) The Soldier's unit commander or First Sergeant (1SG) will secure the positive test documentation from the IDTC, ASAP, building 36041, and refer the Soldier who tested positive to Substance Use Disorder Clinical Care (SUDCC) using DA Form 8003 within 5 duty days.

(2) If a Soldier is unavailable for referral or any other ASAP/SUDCC appointments due to AWOL, confinement, deployment, chapter separation, ETS, or any other reason, the unit commander or 1SG will notify the Alcohol Drug Control Officer (ADCO) or responsible SUDCC Counselor. The appointment will be re-schedule to accommodate the situation. Only the unit commander or 1SG can request to change or reschedule a Soldier's appointment.

(3) All separation actions will be forwarded to the appropriate separation authority IAW AR 635-200. Retention should be reserved for Soldiers that show clear potential for both excellent future service to the Army and for remaining free from substance abuse. Soldiers diagnosed as drug dependent will be offered rehabilitation prior to final separation from the Army.

(4) If a Soldier tests positive for the use of illicit drugs twice or more during the Soldier's career, or if any NCO (Corporal or above) tests positive for use of illicit drugs, the authority to retain the Soldier is held by the first general officer in the Soldier's chain of command IAW Army Directive 2012-07. This authority may not be delegated.

(5) If the positive drug report resulted from the use of a prescription drug, all adverse administrative and legal actions will be suspended pending review by the MRO. The MRO will then make the determination if the use of the drug was for legitimate medical purposes. If the MRO determines the use was for legitimate medical purposes, no adverse administrative action will be taken against the Soldier based on the positive test result.

(6) All Soldier's who test positive for illicit drug use must be evaluated for drug dependence IAW AR 600-85, paragraph 4-14e.

g. Commands subject to this policy will immediately report all offenses involving illegal possession, use, manufacture, distribution, importation, exportation, or introduction into an installation of illegal drugs or drug paraphernalia to the USACIDC. This includes all positive test results except those from a rehabilitation test that requires MRO review, as directed by USAMEDCOM. Test results requiring MRO review will not be reported unless the MRO's findings determine illegitimate use. The ADCO will provide a list of positive test results for the use of illicit drugs to their supporting CID office on a weekly basis.

h. Within 72 hours, commanders will test all Soldiers who-

(1) Return from leave in excess of 30 days;

(2) Return from leave that involved travel to a foreign country;

(3) Return from a continuous unauthorized absence of 14 days or greater;

(4) Return from a second or subsequent unauthorized absence, regardless of the length of the second or subsequent unauthorized absence, where the duration of the first unauthorized absence was greater than or equal to 24 hours;

(5) Return from an unauthorized absence of any length for which the Soldier was dropped from rolls in accordance with Army Regulation 630-10, or meets the definition of deserter as defined in Army Regulation 630-10;

(6) Provided a previously tested but rejected specimen, to include cases in which the command has a reasonable belief that the test specimen was altered, adulterated, or originated from an unauthorized source. Subordinate commanders are authorized to supplement the requirements set forth in this subparagraph with a unit level policy memorandum. Any unit policy memorandum must conform to all applicable laws, rules, and regulations, to include Military Rule of Evidence 313 and Army Regulation 630-10.

(7) These Soldiers will be tested under Inspection Other (IO) code.

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i. Commanders will test Soldiers involved in any drug related incident within 24 hours after the Soldier has been identified. Testing code Probable Cause (PO) will be utilized. Commanders will verify that probable cause exists with their servicing Staff Judge Advocate (SJA) prior to ordering the test.

j. Upon receipt of a blotter report for an alcohol related incident or having knowledge or any other alcohol related incident, the commander will refer Soldiers to the SUDCC within five working days, utilizing DA Form 8003. If the Soldier has been involved in two serious incidents of alcohol related misconduct within one year (such as intoxicated on duty or operating a motor vehicle while intoxicated), he/she will be processed for administrative separation (see AR 600-85, para 3-3). Administrative or action under the Uniform Code of Military Justice (UCMJ) will not delay the five working days referral requirement.

k. All Soldiers will receive four hours of Drug and Alcohol Abuse Prevention Training annually as outlined in AR 600-85 and Fort Hood Regulation 350-1. Commanders will contact ASAP Prevention Education Branch, at (254) 618-7446 and schedule a one hour class each quarter. If desired, commanders may schedule additional prevention classes, such as training specific to cocaine or marijuana abuse, etc.

5. Expiration. This policy memorandum will remain in effect until superseded or rescinded.

6. The point of contact for this policy is the Fort Hood Army Substance Abuse Program (ASAP), at (254) 287-7452.



PAUL E. FUNK  
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