



DEPARTMENT OF THE ARMY
HEADQUARTERS, III ARMORED CORPS AND FORT CAVAZOS
BUILDING 1001 761ST TANK BATTALION AVENUE
FORT CAVAZOS, TEXAS 76544-5000

AFZF-CG (600-85a2)

12 SEP 2024

**COMMANDING GENERAL'S
POLICY LETTER #6**

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Military Urinalysis Drug/Alcohol Testing Policy

1. References.

a. DoDI 1010.01, (Military Personnel Drug Abuse Testing Program (MPDATP)), 14 February 2018.

b. DoDI 1300.28, (In-Service Transition for Transgender Service Members), 1 October 2016.

c. AR 600-85, (The Army Substance Abuse Program (ASAP)), 23 July 2020.

d. AR 630-10, (Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings), 13 January 2016.

e. AR 635-200, (Active Duty Enlisted Administrative Separations), 28 June 2021.

f. Fort Hood Regulation 350-1, (Training and Leader Development), 19 September 2022.

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

h. Manual for Courts-Martial, United States, Mil. R. Evidence 313, Inspections, and Inventories in the Armed Forces (2024.).

2. Applicability. This policy is always in effect and in all locations for 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 Cavazos military reservation. All U.S. Army Soldiers assigned to, attached to, or performing duties in units or activities over whom Commander, III Armored Corps and Fort Cavazos, exercises Senior Commander (SC) authority are also subject to this policy.

3. Definitions. For 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. "Process for separation" means the initiation of a separation action that is 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 to provide uninterrupted drug testing coverage at the Battalion level. The BPL can be an officer, warrant officer or noncommissioned officer (NCO) (E-5 promotable or above). The BPL must be certified through the ASAP sponsored Unit Prevention Leader (UPL) Certification Course. The appointing commander will provide the BPL's appointment orders and a completed Personnel Reliability Screening and Evaluation (DA Form 7708) to the ASAP Installation Drug Testing Coordinator (IDTC) located in the Shoemaker Center, 3rd Floor, West Wing, Room 3210. All BPL nominees must have completed a urinalysis test within the past 12 months.

b. Company Commanders will issue orders appointing one UPL and one alternate UPL to provide uninterrupted drug testing coverage at the Company level. The UPL can be an officer, warrant officer or NCO (E-5 or above). The UPL must be certified through the ASAP sponsored UPL certification course. The appointing commander will provide the UPL's appointment orders and a completed Personnel Reliability Screening and Evaluation (DA Form 7708) to the ASAP IDTC located in the Shoemaker Center, 3rd Floor, West Wing, Room 3210. All UPL nominees must have completed a urinalysis test within the past 12 months.

c. Commanders will ensure that the appointed BPLs/UPLs attend the initial 24-hour BPL/UPL Certification Course before assuming duties as a BPL/UPL. Course attendance must be scheduled through the IDTC. The BPL/UPL certification is valid for 18 months. Commanders may appoint Soldiers as UPLs who were certified at another installation by issuing new UPL/BPL Appointment Orders and providing the IDTC with a copy of the orders. To maintain certification, the BPL/UPL must successfully complete the UPL re-certification exam within 60 days of their current certification expiration date. BPLs/UPLs must retake the entire UPL Certification Course if they fail the re-certification exam or if their certification has been expired for more than 60 days. The BPL/UPL is not authorized to conduct urinalysis testing operations if their certification has expired.

d. To certify or recertify BPLs/UPLs while deployed or on a rotation, the deployed Commander/1SG should contact the nearest ASAP office for further guidance with the following information: Soldier's rank, name, certification date, and installation. Current UPLs must complete their recertification within 60 days of their certification expiration date.

e. Soldiers selected as urinalysis test observers must be an officer, warrant officer, or NCO (E-5 or above). No Corporals, Pay Grade E-4, are authorized to act as observers. Observers must be the same gender as indicated in the Defense Enrollment Eligibility Reporting System (DEERS) IAW with DODI 1300.28. The observer must possess unimpeachable moral character and sufficient maturity to preserve the dignity of the Soldier being tested. Observers cannot currently be enrolled in ASAP or under investigation for legal, administrative, or substance abuse related offenses. Observers must be briefed by the UPL, receive a demonstration of their duties each time they are selected to observe, and sign a urinalysis observation briefing memorandum that outlines their duties and the penalties for not performing them properly.

(1) Commanders at every level will ensure random urinalysis testing is conducted using the Inspection Random (IR) drug testing code at the rate of no less than 10% and no more than 40% of their assigned end strength monthly personnel equating to 120% IR testing per fiscal year. In addition to this requirement, commanders will ensure that any Soldier not selected for urinalysis testing during the first three quarters of the fiscal year will be selected for testing during the fourth quarter using the Inspection Other (IO) test basis code. This ensures all Soldiers are tested, at a minimum, once annually IAW DODI 1010.1, paragraph 2d.

(2) If a Soldier selected for IR or IO testing is not present for duty, the Soldier's commander will collect a urinalysis specimen from the Soldier within 72 hours upon their return.

(3) Commanders may conduct one unit sweep (IU/100%) urinalysis test per quarter only if they have met required monthly IR testing rates year to date.

(4) Urinalysis test specimens must be submitted to the ASAP as soon as possible, normally the same day the test was conducted. Specimens received by the IDTC for quality control 30 days after the unit collection was conducted will require documentation from the commander explaining the delay in submission.

f. The IDTC will report all positives for illicit substances to the commander that ordered the test. The following procedures will be adhered to in order to adequately process the positive result:

AFZF-CG (600-85a2)

SUBJECT: Military Urinalysis Drug/Alcohol Testing Policy

(1) The Soldier's Unit Commander, 1SG, or designated representative will secure the positive test packet from the ASAP IDTC, located in the Shoemaker Center, 3rd Floor, West Wing, Room 3210, refer the Soldier within 5 duty days for attendance to the Alcohol and Drug Abuse Prevention Training (ADAPT) with the ASAP Prevention Coordinator (PC), and refer the Soldier for a substance abuse evaluation with their servicing Substance Use Disorder Clinical Care (SUDCC) located at 952 E. 761st Tank Battalion Avenue, Building 424, Fort Cavazos, TX 76544.

(2) If a Soldier is unavailable for referral, the unit commander or 1SG will notify the ASAP PC and SUDCC for further guidance. ADAPT training and the SUDCC appointment will be re-scheduled to accommodate the situation as appropriate. Only the unit commander or 1SG can request to change or reschedule a Soldier's ADAPT class date and/or subsequent SUDCC appointment.

(3) If the positive drug report resulted from the use of a prescription drugs, no adverse administrative and/or legal actions will be initiated until it is reviewed by the Medical Review Officer (MRO). MRO reviews are scheduled through the IDTC's office, located in the Shoemaker Center, 3rd Floor, West Wing, Room 3210, (254) 287-4714/7452. Commanders must ensure that the Soldier attends their scheduled appointment with the MRO to determine legitimate or illegitimate use of the respective finding.

(4) All separation actions will be forwarded to the appropriate separation authority IAW AR 600-8-24 or AR 635-200 as appropriate.

g. Personnel subject to this policy will immediately report all offenses involving illegal possession, use, manufacture, distribution, importation, exportation, or introduction on to the installation of illegal drugs or drug paraphernalia to the CID.

h. Unique Situations: Within 72 hours, commanders will test all Soldiers using the Inspection Other (I0) testing code when a Solider:

(1) Returns from leave that lasted more than 30 days.

(2) Returns from leave that involved travel to a foreign country.

(3) Returns from a continuous unauthorized absence of 14 days or greater.

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

(5) Returns from an unauthorized absence of any length for which the Soldier meets the definition of deserter IAW AR 630-10.

(6) Provided a previously tested but rejected specimen from the Army Forensic Toxicology Drug Testing Laboratory (FTDTL) as indicated on a negative test result.

i. Upon notification, commanders will test all Soldiers using the Probable Cause (PO) testing code when:

(1) The command has a reasonable belief that the Soldier's test specimen was altered, adulterated, or originated from an unauthorized source.

(2) Soldiers are involved in any drug related incident.

(3) Probable cause exists IAW AR 600-85 paragraph 4-5b.

(4) A commander desires to test a Soldier's urine for a drug that is not on the current test panel (i.e. blue lotus, steroids, bath salts, LSD), the commander will coordinate with the local ASAP to request the test. If the request to conduct special testing is approved, the request must be made in writing to the respective FTDTL or Armed Forces Medical Examiner System (AFMES), must list the requested drug(s) to test for, and must accompany the specimen to AFMES. The specimen should be on its own chain of custody document. If the specimen is sent to or through the FTDTL, the DD Form 2624 will be used.

(5) Note: Commanders will consult with their servicing Staff Judge Advocate (SJA) to verify that probable cause exists prior to ordering the test.

j. Upon receipt of a blotter report for an alcohol related incident, and within 5 duty days, the commander will refer a Soldier for attendance of the next available ADAPT course with the ASAP PC located in the Shoemaker Center, 3rd Floor, West Wing, Room 3239 and refer the Soldier for a substance abuse evaluation with their servicing SUDCC Clinic.

(1) 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 (AR 600-85 para 10-6).

(2) All Soldiers will receive substance abuse education in accordance with their unit commander's training policy. If desired, commanders may contact the ASAP PC for assistance with training strategies as appropriate. Commanders will determine the

AFZF-CG (600-85a2)

SUBJECT: Military Urinalysis Drug/Alcohol Testing Policy

duration, location, and means for conducting training and implement risk reduction measures based on unit assessments. Commanders will incorporate alcohol and drug abuse prevention training into the unit training plan.

5. Expiration. This III Armored Corps and Fort Cavazos policy memorandum supersedes the Military Urinalysis Drug/Alcohol Testing Policy, dated 24 JAN 2023, and will remain in effect until superseded or rescinded.

6. The point of contact for this policy is the Army Substance Abuse Program (ASAP) at (254) 287-3378.



KEVIN D. ADMIRAL
Lieutenant General, USA
Commanding

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