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.
   
   
   d. Army Regulation 630-10, Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings, 3 June 2020.
   
   e. Army Directive 2012-07 (Administrative Processing for Separation of Soldiers for Alcohol or Other Drug Abuse), 13 March 2012.
   
   
   g. Fort Hood Regulation 350-1, Training and Leader Development, 10 December 2017.
   
   h. Operation Order PW 12-05-436 (Tasking Results from IG Special Inspection of Commander's Compliance with Mandatory ASAP Referral Requirements).
   

2. APPLICABILITY. This policy is in effect at all times 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 Hood 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 Hood, exercises Senior Commander (SC) authority are also subject to this policy.

3. DEFINITIONS. For the purpose of this policy, the following definitions apply:
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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 4-2, and the use of prescription medication in a manner deemed illegitimate by a Medical Review Officer (MRO).

d. “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. 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. 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 UPLs’ 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 them new UPL/BPL Appointment Orders and providing the IDTC 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 he or she fails 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 while deployed or on a rotation the deployed Commander/1SG must request certification/recertification through the online course by sending an e-mail to: usarmy.knox.hqda-dcs-g-1.mbx.acsap-upl@army.mil with the following information: UPL's rank, name, certification date, and installation. The nominee must complete all provided instructions for certification. Current UPLs recertify 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 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 be currently 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 penalties for not performing them properly.

f. Commanders at every level will ensure random urinalysis testing at the rate of not less than 10 percent of their assigned end strength each month. The primary method for selection for testing will be the Inspection Random (IR) drug testing code. Soldiers not selected for a random urinalysis test 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 will ensure all Soldiers are tested, at a minimum, once annually IAW DODI 1010.1, paragraph 2d. Commanders will not use unit sweep testing to meet this requirement IAW AR 600-85 para 4-2d.

(1) Commanders will ensure completion of random urinalysis testing rate of 10% of the assigned end strength each month 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. 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.

(2) Commanders have the authority to increase random urinalysis testing rates above the mandated 10% IR per month, if deemed necessary, but no more than 40%. Commanders may only conduct one unit sweep (IU/100%) urinalysis test per quarter and only if they have met the required monthly IR testing rates year to date.

(3) 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.

g. The IDTC will report all positives for illicit substances to the commander that ordered the test. The following procedures will be adhered to process the positive result.

(1) The Soldier’s Unit Commander, First Sergeant (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, contact CID, 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 in the Brigade’s Embedded Behavioral Health (EBH) Clinic.

(2) If a Soldier is unavailable for referral, the unit commander or 1SG will notify the ASAP PC and their respective SUDCC Clinical Supervisor. The 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 or SUDCC appointment.

(3) If the positive drug report resulted from the use of a prescription drug, no adverse administrative and/or legal actions will be initiated pending review 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 in order to determine authorized or unauthorized use of the positive finding (AR 600-85 para 10-5).

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

h. 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. The ADCO will provide a list of positive drug test results to the supporting CID office on a weekly basis.

i. Unique Situations: Within 72 hours, commanders will test all Soldiers using the Inspection Other (IO) testing code when a Soldier:

(1) Returns from leave in excess of 30 days.

(2) Returns from leave that involved travel to a foreign country.
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(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 of the second or subsequent unauthorized absence, 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 in accordance with 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.

j. Upon notification, commanders will test all Soldiers using the Probable Cause (PC) 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.

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

k. Upon receipt of a blotter report for an alcohol related incident, the commander will refer the Soldier, within 5 duty days, for attendance to the next available ADAPT with the ASAP PC located in the Shoemaker Center, 3rd Floor, West Wing, Room 3239 (254) 618-7446 and refer the Soldier for a substance abuse evaluation with their servicing SUDCC located in the EBH 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 or training strategies as appropriate. Commanders will determine the 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 IAW Army Directive 2018-07.
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5. Expiration. This III Armored Corps and Fort Hood policy memorandum supersedes the Military Urinalysis Drug/Alcohol Testing Policy, dated 5 June 2019, 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.

[Signature]
SEAN C. BERNABE
Lieutenant General, USA
Commanding

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