

10 Ten Facts for the ASAP Civilian Drug Testing Program



1. Testing is random. Names are computer generated using the Drug Testing Program (DTP) software.
2. An employee may be called more than once. The list is pulled monthly and everyone has an equal chance to be selected.
3. Once notified by ASAP, a supervisor has 24 hours from when he/she reads the email to notify the employee. An attachment is included in the email to notify the employee.
4. Once notified by the supervisor, an employee has 2 hours to report for testing. Once an employee arrives, he/she has 3 hours to provide a specimen. The supervisor should advise the employee to drink water before he/she comes to ASAP.
5. Failure to report for testing is considered a refusal to test - which will be reported as a positive result.
6. If an employee is not available for testing (TDY, leave, sick, working a shift other than ASAP's office hours), the deferral notification included in the email must be filled out and sent to ASAP. If an employee is working a shift different than the available office hours, the supervisor should notify ASAP by email and a time will be arranged for the employee to come in - either 0700 or 1500.
7. Reasonable Suspicion – the employee does not have to be in a testing position to be brought in for a drug test under reasonable suspicion. The supervisor must contact Legal, the Union and the ADCO for permission to test under reasonable suspicion.
8. If a supervisor believes an employee is on the testing list in error, the supervisor should call ASAP and the name will be verified, in conjunction with CPAC, as to whether the employee's PD states drug testing is required or not. The supervisor should not notify the employee or send him/her for testing until a response is received from ASAP.
9. The supervisor should not send the employee in on his/her non-paid lunch break. If there is a conflict with scheduling coverage, the supervisor should contact ASAP to make an accommodation for the employee.
10. Supervisors will be notified if an employee has a positive result. The supervisor may refer the employee to EAP for assistance.



For additional information, please contact:
Fort Drum Army Substance Abuse Program, Drug Testing
DTC: 315-772-9017



Email: usarmy.drum.imcom-atlantic.mbx.asap-drug-testing@mail.mil



10 Ten Facts for the ASAP Military Drug Testing Program



1. Commands should ensure each Company has both a Primary and Alternate UPL, and that ETS/PCS dates are tracked to ensure there is always coverage and time for proper left-seat-right-seat transition.
2. Units are required to have the Drug Testing Program (DTP) installed by their S-6 or the Network Enterprise Center (NEC). The unit SOP should list all alternative methods of random collection if random selection is done using a method other than the DTP software. Alternate methods include drawing names from a hat, cards from a deck, rolling a 10-sided die, or randomly selecting donors from a vehicle or personnel line.
3. Commands should have evidentiary or non-evidentiary breathalyzers available at battalion or company level for random platoon, section, and/or squad testing or for testing individual service members suspected of alcohol use on duty. Alternative methods should be reflected in the unit SOP.
4. Any tests that are turned in over 30/60/90 days past collection date are required to have a memo signed by the Company/Battalion/Brigade Commander.
5. Commanders shall receive digital notification of positive results. The Acknowledgment attachment should be signed and returned within 24 hours to usarmy.drum.imcom-atlantic.mbx.asap-drug-testing@mail.mil.
6. Each unit is required to have enough supplies on hand to conduct testing for 100% of their unit strength.
7. When deploying, ASAP will provide enough supplies to cover one test per Soldier deploying. ASAP will furnish NSNs to UPLs to facilitate ordering supplies as needed. UPLs also need to receive a deployment packet from ASAP staff prior to deployment informing them of responsibilities while deployed.
8. Units are required to test, at a minimum, 10% random (IR) testing per month. Two unit sweeps are authorized per fiscal year, but not required.
9. Commands should ensure companies have proper storage IAW AR 600-85. Failure to comply with storage requirements may cause a positive result to be legally challenged.
10. Commands should ensure UPLs are currently certified. UPL certification is good for 18-months from the day of completing initial training or recertification.



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