



# 10 Facts for the ASAP Military Drug Testing Program

Drug Testing organizational email: [usarmy.drum.imcom.mbx.asap-drug-testing@army.mil](mailto:usarmy.drum.imcom.mbx.asap-drug-testing@army.mil)

- 1. Units are required to randomly test (IR) 10% of unit strength per month (minimum). Units may randomly (IR) test up to 40% per day. Two unit sweeps are authorized per year, but are not required and do not count toward the IR testing requirement.**
2. Commands must ensure each Company has both a Primary and Alternate UPL and tracks ETS/PCS dates to ensure there is always coverage and time for proper left-seat-right-seat transition.
3. Commands must ensure UPLs are currently certified. UPL classroom certification is good for 18-months from the day of completing initial training or recertification.
4. 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.
5. 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.
6. Commanders shall receive digital notification of positive results within 5 working days of receipt; overall results will be sent as soon as the results from the entire collection have been received..
7. Each unit is required to have enough supplies on hand to conduct testing for 100% of its unit strength.
8. 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.
9. 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 may 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 and procedures should be reflected in the unit SOP.



For additional information please contact  
Fort Drum Army Substance Abuse Program, Drug Testing  
DTC: 315-772-9017/4636/3855/8802  
Email: [usarmy.drum.imcom.mbx.asap-drug-testing@army.mil](mailto:usarmy.drum.imcom.mbx.asap-drug-testing@army.mil)





# 10 Facts for the ASAP Civilian Drug Testing Program

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1. Testing is Random. Names are computer generated list using the same Drug Testing Program (DTP) software used by the military.
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, a supervisor has 24 hours to notify the employee from when the supervisor reads the email notification from the Drug Testing Program. The supervisor must use the attachment in the notification email to notify the employee.
4. Once notified, an employee has 2 hours to report for testing. Once an employee arrives, he/she has 3 hours to provide a specimen. Supervisors should advise the employee to drink water before he/she comes to ASAP.
5. Failure to report for testing is considered a refusal which will be considered and 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 with the testing notification email must be filled out and sent to ASAP. If an employee is working a different shift than ASAP's office hours, the supervisor must email ASAP 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. ASAP will contact CPAC to verify if the employee's PD states drug testing is required or not. The supervisor should not notify the employee or send him/her for a test 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, please 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 your employee to EAP for assistance.



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