



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 3D CAVALRY REGIMENT  
BUILDING 9001 LEGENDS WAY  
FORT CAVAZOS, TX 76544



AFZC-RCO

25 MAY 23

MEMORANDUM FOR RECORD

SUBJECT: Policy Letter #6 – Military Urinalysis Drug/Alcohol Testing Policy

1. References:

- a. Department of Defense Instruction 1010.01, (Military Personnel Drug Abuse Testing Program (MPDATP)), 14 February 2018.
- b. Army Regulation (AR) 600-85 (The Army Substance Abuse Program), 23 July 2020.
- c. AR 630-10 (Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings), 13 January 2006.
- d. Commanding General's Policy Letter, 1st Cavalry Division, Military Urinalysis Drug/Alcohol Testing Policy.
- e. Army Directive (AD) 2018-23, (Improving the Effectiveness of Essential and Important Army Programs: Sexual Harassment/Assault Response and Prevention, Equal Opportunity, Suicide Prevention, Alcohol and Drug Abuse Prevention, and Resilience), 08 November 2018.

2. This policy applies to all Soldiers assigned or attached to the 3d Cavalry Regiment.

3. Commanders will establish a local urinalysis policy and program consistent with this memorandum and AR 600-85.

4. Policy. Commanders' responsibilities:

- a. Squadron Commanders will issue orders appointing one Squadron Prevention Leader (SPL) and one alternate SPL. The SPL can be an officer, warrant officer, or noncommissioned officer (NCO) (E-5 promotable or above). The SPL must be certified through the ASAP sponsored Unit Prevention Leader (UPL) Certification Course. The appointing commander will provide the SPL's appointment orders and a complete Security Screening and Evaluation Record (DA Form 7281) to the ASAP Drug Testing Coordinator (OTC) located in the Shoemaker Center, 3rd Floor, West Wing, Room. 3210. All SPL nominees must have a urinalysis test within the past 12 months.

b. Troop and Battery 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 Security Screening and Evaluation Record (DA Form 7281) to the ASAP OTC located in the Shoemaker Center, 3rd Floor, West Wing, Room 3210. All UPL nominees must have a urinalysis test within the past 12 months.

c. Commanders will ensure that the appointed SPLs/UPLs attend the initial forty (40) hour UPL Certification Course. All SPLs/UPLs will be appointed pursuant to AR 600-85. The SPL/UPL certification is valid for 18 months. To maintain certification or recertify, the SPL/UPL must successfully complete the UPL certification exam. The SPL/UPL must retake the entire UPL Certification training if he or she fails the recertification exam or if their certification has been expired for 60 days or more. Recertification will be conducted through the local ASAP. The SPL/UPL is not authorized to collect specimens if their certification has expired.

d. Troopers selected as urinalysis test observers must be an officer, warrant officer, or NCO (E-5 or above), of the same gender as the Trooper being observed, of unimpeachable moral character, and sufficient maturity to preserve the dignity of the Trooper 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 the UPL each time they are selected to observe. The observers must sign a urinalysis observation briefing memorandum that outlines their duties and penalties for improper performance of them.

#### 5. Drug Testing Program (DTP).

a. The 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 a 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. Troopers 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. Command requirements are as follows:

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

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

(3) Commanders testing at a rate of 10 percent per month will meet the mandated testing rate of 30 percent per quarter. This testing method will accomplish a unit testing rate of 120 percent per year.

(4) Commanders are also required to conduct two (2) 100% unit sweeps per quarter to be in compliance with the Commanding General's, III Corps and Fort Hood, Vocal Order. The testing code for these tests will be Inspection Unit (IU).

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

(1) The Trooper's unit commander or First Sergeant (1SG) will secure the positive test documentation from the ASAP IDTC, located in the Shoemaker Center, 3rd Floor, West Wing, Room 3210 and refer the Trooper, within 5 duty days, for attendance to the next available Alcohol and Drug Abuse Prevention Training (ADAPT) with the ASAP Prevention Coordinator (PC) located in Room 3239 ((254) 618-7446) and refer the Trooper for a substance abuse evaluation with their servicing Substance Use Disorder Clinical Care (SUDCC) located in the Regiment's Embedded Behavior Health (EBH) Clinic.

(2) If a Trooper is unavailable for referral to the ADAPT or SUDCC due to AWOL, confinement, deployment, separation, ETS, or any other reason, the Troop/Battery Commander or 1SG will notify the ASAP Prevention Coordinator and the SUDCC Clinical Director. The ADAPT training and the SUDCC appointment will be re-scheduled to accommodate the situation as appropriate. Only the Troop/Battery commander or 1SG can request to change or reschedule a Trooper's appointment.

(3) Troop/Battery commanders will process all Troopers who test positive for use of illicit drugs for separation pursuant to AR 635-200. Commanders must immediately inform the Regimental Legal Office of the positive test to initiate processing. Retention should be reserved for Troopers that show clear potential for both excellent future service to the Army and for remaining free from substance abuse. Troopers diagnosed as drug dependent will be offered rehabilitation consistent with AR 600-85 prior to final separation from the Army. Commanders should consider whether imposing a bar to continued service is warranted under the circumstances after consultation with the retention and legal offices. Additionally, Commanders will initiate a Report of Unfavorable Information for Security Determination on DA Form 5248-R and make recommendations as appropriate.

(4) If a Trooper tests positive for the use of illicit drugs twice or more during the Trooper's career, or if any NCO (Corporal or above) tests positive for use of illicit drugs, the authority to retain the Trooper is held by the first general officer in the Trooper's chain of command pursuant to Army Directive 2012-07.



(5) If the positive drug test resulted from the use of a prescription drug, all adverse administrative and punitive actions will be suspended pending review by the MRO, who will then make a determination if the drug use was for legitimate medical purposes. If so, no adverse administrative action will be taken against the Trooper.

(6) All Troopers who test positive for illicit drug use must be evaluated for drug dependence IAW AR 600-85.

c. Personnel 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 to the supporting CID office on a weekly basis.

d. Within 72 hours, commanders will test all Troopers who –

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

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

(3) Return from any unauthorized absence over 24 hours (i.e. AWOL or desertion); (IIIC – Return from a continuous unauthorized absence of 14 days or greater; and then after a second unauthorized absence regardless of length)

(4) Return from an unauthorized absence of any length for which the Trooper was dropped from rolls pursuant to AR 630-10, or meets the definition of deserter as defined in AR 630-10;

(5) 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. Troopers in these categories will be tested under the Inspection Other (IO) code. Subordinate commanders are authorized to supplement the requirements set forth in this subparagraph in their unit level policy memorandum. Commanders will have unit level policies that deviate from these requirements reviewed by the Regimental Legal Office.

e. Commanders will test Troopers involved in any drug related incident within 24 hours after the Trooper has been identified. Testing code Probable Cause (PO) will be utilized. Commanders will verify that probable cause exists with the Regimental Judge Advocate (RJA) prior to ordering the test. If the Trooper 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).

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f. Upon receipt of a blotter report for an alcohol related incident, the commander will refer the Trooper, within 5 duty days, for attendance to the next available ADAPT with the ASAP Program Coordinator located in Room 3239, at 254-618-7446, and refer the Trooper for an substance abuse evaluation with their servicing SUDCC located in the Regiment's EBH Clinic.

6. Training.

a. All Troopers will receive substance abuse education in accordance with their unit commander's training policy. If desired, commanders may contact the ASAP prevention coordinator for assistance or training strategies as appropriate.

b. Commanders will conduct Alcohol and Drug Abuse Prevention Annual Training in coordination the ASAP Program Coordinator.

c. Annual alcohol and drug abuse prevention training will be conducted face-to-face. Commanders will determine the duration, location, and means for conducting training and implement risk reduction measures based on unit assessments. Commands will retain records of this training.

7. The point of contact for this memorandum is the Regimental Executive Officer at 254-287-0691.

8. This policy will remain in effect until superseded or rescinded.

  
JEFFREY J. BARTA  
COL, AR  
Commanding  
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