

# Commander's Reference Guide

## What are my responsibilities as a Commander?

Implement and maintain, even while deployed, a unit substance abuse program:

**Appoint** on orders an officer or noncommissioned officer (E-5 or above) to be trained and certified as the Unit Prevention Leader (UPL).

**Ensure** that the Unit Substance Abuse Program SOP and other policies are up to date and signed by you.

**Conduct** random unpredictable unit urinalysis at a minimum rate of one random sample per Soldier per year.

**Maintain** liaison with both the Substance Use Disorder Clinical Care (SUDCC) and the ASAP prevention program staff to ensure you are kept abreast of:

- New training and educational materials, your unit risk reduction data and your unit urinalysis testing statistics
- Status of your Soldiers enrolled in treatment. (SUDCC)
- Status of your Soldiers that must attend Alcohol and Drug Abuse Prevention Training (ADAPT)
- Access to the Commanders Risk Reduction Toolkit (CRRT). Contact the Risk Reduction Program (RRP)
- Ensure that all unit training whether conducted by the commander, UPL, the ASAP staff, or a guest speaker will be documented using a sign-in sheet to record who attended, the topic, the date, start time, and end time of the class. A copy of the sign-in sheet will be provided to the installation ASAP staff within 5 working days.
- All newly assigned Soldiers will receive a newcomers briefing by the commander or designated representative within 30 days of reporting. At a minimum the briefing will provide information on ASAP and SUDCC services, location, community laws, command policies, drug and alcohol free activities and the Limited Use Policy as referenced in AR 600-85 paragraph 10-10. You should always consult with SJA concerning whether or not the Limited Use Policy applies.

## What are the ways that Soldiers can be identified as having a substance abuse problem?

Voluntary (Self-Identification), Commander/Supervisor Identification, Drug testing identification Alcohol testing Identification, Medical Identification, Investigation and or Apprehension and other, for example the Family Advocacy Program.

### **Is SUDCC participation mandatory for Soldiers that are Command referred?**

Yes, SUDCC participation is mandatory for all Soldiers who are command referred. Failure to attend a mandatory counseling session may constitute a violation of Article 86 of the Uniform Code of Military Justice (UCMJ).

### **What will happen to Soldiers who fail to participate in or fail to respond successfully to rehabilitation?**

Soldiers who fail to participate adequately in or to respond successfully to treatment will be processed for administrative separation. In addition to existing separation policies for alcohol- or other drug-abuse treatment failures, Soldiers with a subsequent alcohol- or drug-related incident of misconduct at any time during the 12-month period following treatment or during the 12-month period following removal from the treatment program, for any reason, will be processed for separation as an alcohol- or drug-abuse rehabilitation failure. This expanded period does not prevent separation for other reasons authorized by existing administrative separation regulations or other authorities. The term "process for separation" means that the separation action will be initiated and processed through the chain of command to the separation authority for appropriate action.

### **Army Regulation**

AR 600-85 - The Army Substance Abuse Program

[https://armypubs.army.mil/ProductMaps/PubForm/Details.aspx?PUB\\_ID=1020441](https://armypubs.army.mil/ProductMaps/PubForm/Details.aspx?PUB_ID=1020441)

### **Required Form**

DA Form 8003 - Command Referral for a Substance Use Disorder (SUD) Evaluation -

[https://armypubs.army.mil/ProductMaps/PubForm/Details.aspx?PUB\\_ID=1004741](https://armypubs.army.mil/ProductMaps/PubForm/Details.aspx?PUB_ID=1004741)

### **Department of Defense Instructions**

DOD Instructions 1010.4 - (Problematic Substance Use by DoD Personnel)

<https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/101004p.pdf>

DOD Instructions 1010.16 - (Technical Procedures for the Military Personnel Drug Abuse Testing Program)

<https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/101016p.pdf>