



DEPARTMENT OF THE ARMY
HEADQUARTERS, III CORPS AND FORT HOOD
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FORT HOOD, TEXAS 76544-5000

REPLY TO
ATTENTION OF

AFZF-CG

**COMMANDING GENERAL'S
POLICY LETTER # 6**

JUN 05 2019

MEMORANDUM FOR SEE DISRIBUTION

SUBJECT: Military Urinalysis Drug/Alcohol Testing Policy

1. REFERENCES:

- a. DoDI 1010.01 Military Personnel Drug Abuse Testing Program (MPDATP), 10 October 2017.
- b. Army Regulation 600-85, The Army Substance Abuse Program (ASAP), 28 November 2016.
- c. Army Regulation 630-10, Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings, 13 January 2006.
- d. Army Directive 2012-07 (Administrative Processing for Separation of Soldiers for Alcohol or Other Drug Abuse), 13 March 2012.
- e. Fort Hood Regulation 350-1, Training and Leader Development, 30 March 2009.
- f. Operation Order PW 12-05-436 (Tasking Results from IG Special Inspection of Commander's Compliance with Mandatory ASAP Referral Requirements).
- g. Manual for Courts-Martial, United States, Mil. R. Evidence 313, Inspections and Inventories in the Armed Forces (2012 Supp.).
- h. Army Directive 2016-15 (Change in the Army's Random Deterrence Drug Testing Program).
- i. Memorandum, Army Directive 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), 8 November 2018.

2. APPLICABILITY. This policy applies at all times and in all locations to all U.S. Army Soldiers assigned to, attached to, or performing duties in units or activities assigned,

AFZF-CG

SUBJECT: Military Urinalysis Drug/Alcohol Testing Policy

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 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:

- 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 4-2n-p, 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 (NCOs) (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, a completed Security Screening and Evaluation Record (DA Form 7281), to the ASAP Drug Testing Coordinator (DTC) located in the Shoemaker Center, 3rd Floor, West Wing, Room 3210. All BPL nominees must have 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, a completed Security Screening and Evaluation Record (DA Form 7281), to the ASAP DTC 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 BPLs/UPLs attend the initial forty (40) hour UPL/BPL Certification Course. Course attendance must be scheduled through the DTC's office. The BPL/UPL certification is valid for 18 months. To maintain certification, the BPL/UPL must successfully complete the UPL certification exam, to recertify. The BPL/UPL must retake the entire UPL Certification training if he or she fails the re-

AFZF-CG

SUBJECT: Military Urinalysis Drug/Alcohol Testing Policy

certification exam or if their certification has been expired for 60 days or more. The BPL/UPL is not authorized to collect specimens if their certification has expired.

d. To recertify a UPL within 60 days of certification expiration, the deployed Commander/1SG must:

(1) Enroll the UPL in the recertification course conducted by the local ASAP or request the UPL recertification during deployment thru the online course by sending an e-mail to ARD ASAP's UPL e-mail box at usarmy.knox.hqda-dcs-g-1.mbx.acsap-upl@mail.mil with the following information: UPL's rank, name, certification date and Installation/Reserve Command/State where certified or provide a copy of the last Certificate of Training.

(2) Appoint the UPL according to AR 600-85 and review and/or sign the Unit's deployment SOP.

(3) E-mail a recertification verification memorandum to ARD ASAP to request a certification exam.

e. Soldiers selected as urinalysis test observers must be an officer, warrant officer, or NCO (E-5 or above), of the same gender as the Soldier being observed, of unimpeachable moral character, and sufficient maturity to preserve the dignity of the Soldier 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 and sign a urinalysis observation briefing memorandum that outlines their duties and penalties for not performing them properly.

f. The Drug Testing Program (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. Soldiers 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.

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

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

AFZF-CG

SUBJECT: Military Urinalysis Drug/Alcohol Testing Policy

(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 Vocal Order (VOCO). The testing code for these tests will be Inspection Unit (IU).

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

(1) The Soldier'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 Soldier, 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 Soldier for an substance abuse evaluation with their servicing Substance Use Disorder Clinical Care (SUDCC) located in the Brigade's Embedded Behavior Health (EBH) Clinic.

(2) If a Soldier is unavailable for referral to the ADAPT or SUDCC due to AWOL, confinement, deployment, separation, ETS, or any other reason, the unit commander or 1SG will notify the ASAP Prevention Coordinator and their respective SUDCC Clinical Director. 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 appointment.

(3) All separation actions will be forwarded to the appropriate separation authority IAW AR 635-200. Retention should be reserved for Soldiers that show clear potential for both excellent future service to the Army and for remaining free from substance abuse. Soldiers diagnosed as drug dependent will be offered rehabilitation prior to final separation from the Army.

(4) If a Soldier tests positive for the use of illicit drugs twice or more during the Soldier's career, or if any NCO (Corporal or above) tests positive for use of illicit drugs, the authority to retain the Soldier is held by the first general officer in the Soldier's chain of command IAW Army Directive 2012-07. This authority may not be delegated.

(5) If the positive drug report resulted from the use of a prescription drug, all adverse administrative and legal actions will be suspended pending review by the MRO. MRO Reviews are scheduled through the DTC's office, located in the Shoemaker Center, 3rd Floor, West Wing, Room 3210, (254) 287-4714/7885.

AFZF-CG

SUBJECT: Military Urinalysis Drug/Alcohol Testing Policy

(6) The MRO will then make the determination if the use of the drug was for legitimate medical purposes. If the MRO determines the use was for legitimate medical purposes, no adverse administrative action will be taken against the Soldier.

(7) All Soldiers who test positive for illicit drug use must be evaluated for drug dependence IAW AR 600-85 paragraph 4-14e.

h. 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.

i. Within 72 hours, commanders will test all Soldiers who-

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

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

(3) Return from a continuous unauthorized absence of 14 days or greater;

(4) Return 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) Return from an unauthorized absence of any length for which the Soldier was dropped from rolls in accordance with Army Regulation 630-10, or meets the definition of deserter as defined in Army Regulation 630-10;

(6) 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. These Soldiers will be tested under the Inspection Other (IO) code. Subordinate commanders are authorized to supplement the requirements set forth in this subparagraph with a unit level policy memorandum. Any unit policy memorandum must conform to all applicable laws, rules, and regulations, to include Military Rule of Evidence 313 and Army Regulation 630-10.

j. Commanders will test Soldiers involved in any drug related incident within 24 hours after the Soldier has been identified. Testing code Probable Cause (PO) will be utilized. Commanders will verify that probable cause exists with their servicing Staff Judge Advocate (SJA) prior to ordering the test. If the Soldier has been involved in two

AFZF-CG

SUBJECT: Military Urinalysis Drug/Alcohol Testing Policy

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).

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 Alcohol and Drug Abuse Prevention Training (ADAPT) with the ASAP Prevention Coordinator (PC) located in Room 3239 (254) 618-7446) and refer the Soldier for an substance abuse evaluation with their servicing Substance Use Disorder Clinical Care (SUDCC) located in the Brigade's Embedded Behavior Health (EBH) Clinic.

l. All Soldiers 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.

(1) Commanders will incorporate alcohol and drug abuse prevention annual training into the overall training plan for the unit.

(2) 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.

5. EXPIRATION. This policy memorandum will remain in effect until superseded or rescinded.

6. The point of contact for this policy is the Fort Hood Army Substance Abuse Program (ASAP), at (254) 287-3378.



ROBERT P. WHITE
Lieutenant General, USA
Commanding

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