



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON - KWAJALEIN ATOLL  
UNIT 17001 BOX 1  
APO AP 96555-0100

AMIM-KWG-ZA

30 September 2023

## MEMORANDUM FOR RECORD

SUBJECT: Unit Substance Abuse Program Standard Operating Procedures

1. **PURPOSE:** This Standard Operating Procedure (SOP) is a unit specific substance abuse program for United States Army Garrison – Kwajalein Atoll (USAG-KA). Drug and alcohol abuse are not compatible with military service and every effort should be made to eliminate the abuse of alcohol and other drugs within this Command through prevention and treatment. This SOP and the references below will be used when conducting all urinalysis collection, drug and alcohol training and prevention programs.

2. **APPLICABILITY:** All assigned and attached personnel belonging to the following Unit Identification Code (UIC): W6ZAAA

### 3. REFERENCES:

- a. AR 600-85, The Army Substance Abuse Program (ASAP), dtd 23 July 2020.
- b. Unit Prevention Leader (UPL) Handbook, Army Center for Substance Abuse Programs (ACSAP), dtd 30 September 2020.
- c. Army Directive 2016-15 (Change in the Army's Random Deterrence Drug Testing Program).

### 4. DRUG USE/ABUSE:

- a. Using a controlled drug without prescription, or using the prescription of someone else, is drug abuse and is against the law. Using your own prescription, but not In Accordance With (IAW) the prescription, is drug abuse.
- b. Abusers will be subject to punishment under the provisions of the Uniform Code of Military Justice (UCMJ) and will also be subject to administrative action IAW existing regulations.
- c. Urinalysis testing is an accurate identifier of offenders and serves as an effective deterrent against experimentation. Toward the goal of eliminating drug use and abuse, the Commander will randomly collect (Testing Code IR) a minimum number of specimens that equals or exceeds the number of Soldiers assigned to the unit each year.

d. In addition, the Commander may collect specimens under other test codes such as Probable Cause (Test Code PO), Fitness for duty/Competence for Duty (Testing Code CO), unit sweep, etc. However, the Commander should ensure that the annual number of specimens collected in Unit Sweeps (Testing Code IU) is not more than 75 percent of the annual number of specimens collected in random testing.

**5. RESPONSIBILITIES:**

**a. COMMANDER:**

(1) Appoint a Primary Unit Prevention Leader (UPL) and a minimum of one alternate UPL by means of an appointment memorandum.

(2) Ensure that the policies and procedures contained in the references cited above are followed by the UPLs.

(3) Review and sign the GSAP SOP annually.

(4) Select Observers for all urinalysis collections (see UPL Handbook for Observer minimum requirements).

(5) Select an NCO/Officer to oversee the holding area during collection procedures.

(6) Ensure an Inspection Random (IR) test is conducted monthly at a minimum rate of 10% of the unit strength.

(7) If Soldiers are not selected for an IR test within the first three quarters of the fiscal year, they need to be testing during the fourth quarter using the Inspection Other (IO) test basis code.

(8) Immediately report all offenses involving illegal possession, use, sale, or trafficking in drugs or drug paraphernalia to the Provost Marshall (PM) for investigation or referral to the Army Criminal Investigation Command (USACIDC).

(9) AR 600-85 prohibits Soldiers from illegal or illicit use of the following substances if used for the purpose of inducing excitement, intoxication, or stupefaction of the central nervous system:

(a) Hemp or products containing hemp oil

(b) Controlled substance analogues (designer drugs)

(c) Illicit use of chemicals, propellants, or inhalants (huffing)

(d) Dietary supplements that are banned by the United States Food and Drug Administration

(e) Illicit or excessive use (beyond what is normal, sufficient, or prescribed) of prescription or over-the-counter drugs and medications.

(f) Illicit use of naturally occurring substances (to include but not limited to Salvia Divinorium, Jimson Weed, etc.)

(10) This provision is not intended to prohibit the otherwise lawful use of alcoholic beverages.

(11) If a Commander has any question regarding whether a substance or its use is prohibited, he or she will contact the Staff Judge Advocate (SJA) before initiating any adverse action.

(12) Report positive tests within 48 hours of receiving the notification from the IMCOM Army Substance Abuse Program (ASAP) Drug Test Coordinator (DTC).

(13) Schedule Medical Review Officer (MRO) appointments for Soldiers positive for drugs which have a possible legitimate medical use. Currently those drugs are codeine, morphine, amphetamines, methamphetamines, steroids (from a special test request) and oxycodone/oxymorphone. Appointments should be scheduled when needed for Soldiers following notification from the IMCOM ASAP DTC. If the MRO review indicated non-legal use, report the positive result to CID within 48 hours of the MRO notification.

(14) Ensure Soldiers promptly provide medical evidence for legitimate use of a prescribed drug to the MRO when requested.

(15) Refer any Soldier to the ASAP for evaluation (complete a DA Form 8003) within five duty days of notification that the Soldier received a positive urinalysis for illicit drug use or was involved in alcohol-related misconduct. All Soldiers who test positive for illicit drug use must meet with an ASAP counselor to determine appropriate treatment or education.

(16) Initiate administrative separation IAW regulations.

(17) Implement ASAP prevention and education initiatives address in AR 600-85. Ensure all active-duty Soldiers receive a minimum of four hours of alcohol and other drug awareness training per year. NOTE: The minimum for non-activated USAR and ARNG Soldiers is two hours.

(18) Ensure all newly assigned Soldiers are briefed on ASAP policies and services.

(19) Ensure that the Unit Risk Inventory (URI) is administered to all Soldiers at least 90 days before and operational deployment and the Reintegration Unit Risk Inventory (R-URI) is administered to all Soldiers between 90 and 180 days after returning from an operational deployment.

(20) Establish a working relationship with the non-clinical ASAP staff, to include the UPL, to support prevention efforts within the Unit and on the installation.

(21) Establish a working relationship with the clinical ASAP staff to monitor the progress and assist in the rehabilitation efforts of Soldiers enrolled in ASAP.

(22) Consult with the servicing legal office for all drug and alcohol related offenses.

(23) Foster a positive Command climate that discourages alcohol and drug abuse and is supportive of those who need assistance from the ASAP for problems related to alcohol and other drug abuse.

**b. PRIMARY AND ALTERNATE UPL:**

(1) Successfully complete the IMCOM ASAP UPL Certification Training Program. The requirements for certification are as follows:

(a) Complete the Department of the Army (DA) UPL Certification Training Program (CTP). No other UPL certification course is authorized without the written approval of the Director, ASAP.

(b) Recertify every 18 months by attending any locally required update training and successfully completing the UPL CTP exam. If a UPL's certification expires while he or she is deployed, the UPL may recertify using the distance learning and certification procedures outlined on the ACSAP website. Certification obtained through the distance learning method is valid for 12 months. If a UPL fails the re-certification exam, he or she must retake the entire UPL CTP before retaking the exam.

(c) If a UPL's certification expires, contact the ASAP within 60 days. The UPL then attends any locally required update training and successfully completes the recertification exam to be recertified for another 18 months from the date of examination. During the time between the expiration date and the exam the UPL is not authorized to collect drug testing specimens. If a UPL's certification has been expired for more than 60 days, then the UPL must retake the entire UPL certification course.

(d) The ADCO may revoke the ASAP certification of any UPL for an excessive number of discrepancies in drug testing collection procedures, urinalysis specimens, or on associated forms. However, the ADCO must immediately notify the UPL's commander in writing of such revocation and the purpose for it.

(e) UPLs are encouraged to attend an instructor certification course to enhance their ability to conduct drug and alcohol awareness training at the unit.

(2) Conduct unannounced unit urinalysis as directed by the Commander or the designated representative.

(3) Coordinate the required unit drug and alcohol education classes.

(4) Maintain liaison with the servicing IMCOM ASAP counseling center.

(5) In coordination with the garrison commander, design and implement the Garrison Substance Abuse Program SOP and UPP.

(6) Commander will use DTP or DTP Lite software as the tool for random selection unless the software is unavailable.

(7) Twice a month, one UPL will report to the IMCOM ASAP to:

(a) Pick up the unit's distribution.

(b) Speak with the DTC about any updates in the urinalysis program, schedule future urinalysis, and/or pick up supplies.

(c) Speak with the Prevention Coordinator (PC) and/or Alcohol and Drug Control Officer (ADCO) about future prevention efforts, marketing campaigns or training that can be utilized at the unit and/or supported by the Commander.

(8) Maintain an Alcohol and Drug Abuse bulletin board that contains information received from the ASAP on current drug trends, marketing, or prevention materials.

(9) Maintain the unit's urinalysis functional files IAW AR 25-400-2 Army Records Information Management Systems (ARIMS).

(10) Train and supervise urinalysis Observers.

(11) Ensure that Soldiers who are enrolled in the ASAP are tested under code RO at a frequency determined by the Commander and ASAP counselor.

(12) The substitution of RO for IR, IU, CO, or PO testing or vice versa is not permitted.

**c. OBSERVER:**

(1) Sign the Memorandum for Observers that explains duties and legal implications. Observers are subject to UCMJ actions under articles 92, 107 and 134 if they fail to perform their duties properly.

(2) Always maintain line of sight with the specimen bottle during the entire collection process.

(3) DO NOT touch the bottle nor hold the bottle cap at any time.

(4) Directly observe urine leaving the body and entering the specimen bottle or urine female collection cup.

(5) Notify the UPL of any unusual circumstances, such as suspicion that the specimen did not come from the Soldier's body or is modified.

(6) Observe that each bottle is sealed and placed in the collection box, and then sign the Testing Register each time.

#### **d. URINALYSIS TESTING:**

(1) Authority to Order or Cancel a Urinalysis: The Unit Commander is the only person authorized to order or cancel urinalysis testing. The Commander may delegate this authority to the Acting Commander in writing.

(2) There are two primary urinalysis test types:

(a) Random Tests: The Commander may direct Soldiers selected at random to submit to a urinalysis. Additionally, the Commander may direct a test of the entire Unit. The test basis code for a random test is IR. The test basis code for a 100% test (unit sweep) is IU.

(b) Individual Tests: The Commander may direct an individual Soldier to submit to a urinalysis under the following circumstances:

**Probable Cause:** If a member of a Soldier's Chain of Command suspects or has proof that a Soldier is abusing drugs, that member may request that a urinalysis specimen be collected from that Soldier. After consideration about whether probable cause has been established, the Commander, in consultation with SJA, will make the decision to approve/disapprove the request for urinalysis (Test basis: PO).

**Competence/Fitness for Duty (Also referred to as Command Direct):** The commander can order this test on a Soldier when there is no probable cause, but the Commander believes that there is something causing the Soldier to have bizarre or unusual behavior and feels that the Soldier could be a safety hazard to self or others. This test falls under the Limited Use Policy and cannot be used for characterization of service or in courts martial (Test basis: CO).

(3) REHABILITATION TESTS (CODED: RO):

(a) Soldiers who are enrolled in the IMCOM ASAP will be "RO" tested a minimum of once a month while they are enrolled in the program.

(b) Monthly a UPL will contact the IMCOM ASAP to obtain the name(s) of the Soldier(s) enrolled in the program.

(c) Rehabilitation urinalysis cannot be substituted for specimens coded "IR", "IU", "Co", or "PO" or vice versa.

(d) During notification, before testing, and during testing, the UPL will take proper precautions to protect each Soldier's right to privacy and the confidentiality of their ASAP enrollment.

(4) INSPECTION OTHER: The Commander can set policies that dictate certain circumstances when someone will be tested. Personnel who fall into one of the categories below will be tested regardless of rank or position (Test basis: IO).

(a) Newly Assigned Soldiers: as part of the unit in-processing procedure, all newly assigned Soldiers will be required to provide a urinalysis specimen. The specimen will be obtained within the first month of their assignment to the unit (Test basis: IO)

(b) Soldiers that return from AWOL: all Soldiers who return to the unit from an AWOL status will be required to provide a specimen within three days of the return (Coded: IO).

(5) UNAVAILABLE SOLDIERS AND RETESTS OF FATAL DISCREPANCIES:

(a) Soldiers selected but unavailable for testing because of leave, school, TDY etc. will be tested on the first available test after their return to duty (RTD); these Soldiers will be tested under the same test basis as they were selected under (IU or IR).

(b) If the laboratory rejects a specimen untested because of a fatal discrepancy, the Soldier must provide another specimen that is valid to replace the flawed specimen.

(c) The Commander and UPL will develop a tailored plan of how to handle these cases and decide whether to conduct the later test or retest during a specific time period (e.g. within three days of return) or conduct the later test or retest during a specific event such as the next unit test.

(6) SELECTION OF THE DAY OF THE TEST: The Commander or his designated representative will select the day of the test. To lessen predictability, every effort will be made to ensure that the date selected does not favor any day of the week. Nor should it favor a week of the month, or a month of the quarter.

(7) RANDOM SELECTION METHODS FOR TESTING (CODED: IR):

(a) The UPL will use the DTP software as the primary means of selecting personnel to be tested. The DoD DTP will select personnel to be tested based upon the percentage or number of personnel requested. The program will then print the DD Forms 2624, Unit Urinalysis Ledger, and Bottle Labels. The UPL will select personnel using the "number of personnel" selection method. The number of personnel selected will be based on guidelines in AR 600-85.

(b) The alternate selection method, to be used when the DTP software is unavailable or the computer system is down, is to select Soldiers for testing by the last digit of their social security number.

(c) The selection of the "numbers" should be done as close to the test date as possible. Ideally, this would be the same day as the urinalysis.

(d) Ten pieces of paper with the numbers zero through nine printed on them will be folded and placed in a container. After the folded pieces of paper are mixed, one or more of the pieces of paper will be withdrawn from the container one at a time. Normally at least two numbers must be selected. A UPL and either the 1SG or the Commander will perform this procedure.

(e) The numbers selected will be matched against the last digit of each Soldier's social security number (SSN) as referenced against the most current company roster. The daily status report will be reviewed to identify the duty status of each selected Soldier.

(f) Only "present for duty" Soldiers will be required to test on the actual urinalysis test day, all other selected personnel will test on the next test day.

(g) All of the numbers (zero through nine) must be used during subsequent urinalysis testing selection. For example, if the number "two" is drawn for random selection in June it must be included in the drawing for July. If "two" is drawn again in July, it would not be proper to select a substitute or alternate number.

**e. PERSONNEL BRIEFINGS:**

(1) There are three personnel briefings that must occur in the following order prior to the start of urinalysis testing: the Observer Briefing, the Commander Briefing, and the UPL Unit Briefing. The Commander Briefing serves as the order to Soldiers to provide a specimen for testing. The UPL briefing informs the Soldiers about the specific procedures they must follow to provide a urine sample.

(2) If a Soldier arrives after the personnel briefings have been presented, the holding area NCO/Officer, Commander or 1SG must read the UPL Unit Brief to the Soldier.

**f. VERIFYING A SOLDIER'S IDENTITY:**



(1) If a Soldier reports for testing without a military identification card, verify the Soldier's identity using one the following methods:

- (a) 1SG or Commander verifies identity.
- (b) UPL requests an alternate picture ID to verify identify (i.e., driver's license).
- (c) The UPL refers to AAA 162 and asks Soldier to verify full SSN.

**g. ADULTERATED OR SUSPECTED ADULTERATED SPECIMENS**

(1) The following are actions to be taken if the observer or the UPL suspects a "questionable specimen". A questionable specimen is one that is suspected of being adulterated or substituted.

(2) If permission is not granted to collect a second specimen, a brief explanation and the name of the person consulted will be placed in the "remarks" column of the Urinalysis Ledger.

(3) If the Commander orders a second specimen, the UPL will do the following:

(a) Follow the steps in the AR 600-85 and UPL Handbook for collecting a second specimen. The second specimen should be obtained before station closure.

(b) Submit the original specimen according to the normal procedure, as though there no adulteration or suspected adulteration. The test basis code of the specimen (item 9 of the DD Form 2624) should remain IR or the code that was originally requested.

(c) In the "Remarks" column of the Ledger, the UPL should briefly explain the circumstances that caused the specimen to be questioned and should include the name of the person who ordered the collection of the second specimen. Place the second specimen on a separate DD Form 2624 with the Probable Cause test basis code (PO).

(d) The first specimen and any additional specimen will be released to the DTC under normal chain of custody procedures.

(4) FAILURE TO APPEAR FOR TESTING: The Commander will be notified by the UPL of the name of any Soldier who fails to appear for testing.

**(5) CLOSURE OF THE URINALYSIS STATION:**

(a) The Commander is the only person with the authority to close a urinalysis station. Closure will be accomplished based upon the following:

- (b) Successful testing of all Solder required to test.

(c) Duty status of the remaining Soldiers to be tested does not allow for test to be done that day.

(d) If there are Soldiers remaining to be tested, and the UPL is directed to close, the UPL will ensure that the person ordering closure is given the names of the untested Soldiers. The UPL will obtain permissions from the Commander or his or her designated representative to obtain a specimen from these Soldiers later. The date of the recollection will be unknown to the selected Soldiers.

**(6) DISINFECTING AND SANITATION INSTRUCTIONS:**

**(a) Disinfectants:**

(b) Any household liquid or spray disinfectant (e.g., Lysol) can be used. The disinfecting method will depend upon the instructions on the container's label. The disinfectant must contain a germicide.

(c) A mixture of 10% bleach and 90% water which is prepared the same day of use is an effective disinfectant. Gloves must be worn when applying the mixture. After application it should be allowed to air dry. (Do not get mixture on clothing and immediately wash it off bare skin.)

**(7) Sanitation:**

(a) Urine spill must be wiped up and disinfected as described below:

(b) Paper towels should be placed over the site of the spill.

(c) A "liberal" amount of the disinfectant should be sprayed or poured over the paper toweling and allowed to sit for approximately five minutes.

(d) The used paper toweling should be put in a plastic bag-lined trash container.

(e) After closure of the urinalysis station the UPL must disinfect the table and all reusable objects touched during the collection procedure. Following disposal of all used gloves and disinfecting material in the trash container the UPL should remove the plastic bag from the trash container, tie the top closed and put it in a dumpster.

**h. TEMPORARY STORAGE AREA:**

All specimens will be delivered to the DTC ASAP. If specimens must be placed into temporary storage, then the storage requirements listed in the installation SOP will be followed. Specimens will be stored in a secure box in the G357 vault on the Southwest wing of building 7700.

**i. TESTING SUPPLIES:**

UPLs will maintain enough drug testing supplies on hand to test 100% of the unit strength at any given time.

**j. UNIT PREVENTION PLAN**

**(1) Training:**

(a) The Primary UPL in coordination with the Commander and the 1SG will ensure that a minimum of four hours of substance abuse awareness training is scheduled and delivered to all Soldiers. The UPL will discuss training subjects with the Commander and the ASAP prior to training dates.

(b) The UPL will assist the Commander in briefing each newly assigned Soldier on the Unit Substance Abuse Program. The briefing should include the Commander's policies on testing and prevention efforts. The newly assigned Soldier should be afforded the opportunity to read this SOP and any other SOPs or policies related to ASAP.

(c) Additional training may be required as deemed by the Commander to select groups. This training may be based on unit specific needs or trends in drug and/or alcohol abuse.

(d) All unit substance abuse 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 ASAP staff within five working days.

**k. DE-GLAMORIZATION OF ALCOHOL:**

Unit activities will NOT center on the use of alcohol. Alcohol free activities such as non-alcohol Super Bowl parties will be encouraged. If alcohol is authorized at a Unit activity, then various non-alcoholic beverage for non-drinkers must be provided.

Designated senior leadership should monitor the consumption/condition of personnel who are consuming alcohol.

**l. PREVENTION EFFORTS:**

(1) The UPL will maintain a Unit substance abuse bulletin board in a common area within the Unit.

(a) At a minimum the bulletin board will contain a copy of this SOP.

(b) Copies of DA, MACOM, Installation, and Unit Policy letters pertaining to ASAP.

AMIM-KWG-ZA

SUBJECT: Unit Substance Abuse Program Standard Operating Procedures

(c) Social Marketing Posters- provided by the ASAP or downloaded from [www.Sr2.army.mil](http://www.Sr2.army.mil).

(d) Pamphlets and/or information papers on drugs and alcohol.

(e) Current prevention campaigns and alcohol/drug free activities.

(f) Information of limited use and how to self-refer to ASAP with POCs and phone numbers.

(2) The UPL will ensure that the Command is notified of upcoming prevention campaigns. This Unit will support the ASAP campaigns with personnel and resources if mission permits.

(3) The Commander, UPL or senior directorate will include drug and alcohol in safety briefing prior to long weekends if determined necessary.

(4) The Commander and UPL will stay abreast of drug and alcohol trends within the community and the Unit via the non-clinical ASAP and Unit drug testing statistics. The Commander will take appropriate actions to address potential problems within the Command to include potential problems associated with deployment areas.

**m. RISK REDUCTION PROGRAM:**

(1) The Commander should receive information on a quarterly from ASAP IMCOM pertaining to the fourteen high-risk behaviors measured by the Risk Reduction Program.

(2) The Commander will assist in the development, planning and delivery of prevention strategies targeting the areas that are at risk within the Unit.

(3) The Commander will schedule and have the 53-item Unit Risk Inventory (URI) administered to the Unit on an annual basis. The results of the URI will be used to adjust training and prevention efforts within the Unit to reduce high-risk behaviors.

6. Point of contact for this memorandum is the Garrison Commander at 805-355-1401 or [andrew.r.morgan10.mil@army.mil](mailto:andrew.r.morgan10.mil@army.mil).

  
ANDREW R. MORGAN  
COL, MC (FA40C)  
Commanding