

18 February, 2010

**DEPARTMENT OF THE ARMY  
3D BRIGADE, 1<sup>ST</sup> ARMORED DIVISION  
FORT RILEY, KANSAS 66442**

**SUPPLEMENTAL STANDING OPERATING PROCEDURE FOR  
BRIGADE ALCOHOL TESTING**

**Purpose:** This Standing Operating Procedure (SOP) is a unit specific alcohol testing procedure for **UNIT/BN 3d BRIGADE, 1<sup>ST</sup> ARMORED DIVISION**. It, and the references below, will be used when conducting all evidentiary breath alcohol tests.

**Applicability:** All certified Screening Test Technicians and Breath Alcohol Technicians.

**References:**

- A. AR 600-85, Army Substance Abuse Program, effective 2 February 2009 (with Rapid Action Revision (RAR) dated, 2 December 2009).
- B. Military Alcohol testing SOP 25 June 2009
- C. AR 195-5, Evidence Procedures, 25 June 2007
- D. Commanding General's Policy Letter 12
- E. Commanding General's Policy Letter 48

**Testing:**

a. In accordance with Army policy **3rd Brigade** will incorporate "smart substance abuse testing" to further deter Soldiers from using illegal substances. The term "smart testing" refers to the unpredictable execution of drug testing which not only entails indiscriminate selection of Soldiers for sample, but also incorporates a randomness of frequency.

b. Battalion Commanders shall be familiar with CG Policy Letters 12, 14 and 48 as well as other pertinent substance abuse regulations and local policies.

c. If a Soldier is suspected of illegal drug or unauthorized alcohol use, Commanders are encouraged to coordinate with the Brigade JAG, respective Battalion Prevention Leader/

Unit AlcoSensor IV Technician and the Installation Drug Test Coordinator (ASAP) to ensure proper execution of testing procedures. Commanders are responsible for reporting any positive breath alcohol results to the Installation Drug Testing Collection Point within 24 hours of test administration. Note: only a certified Brigade level Alcohol Technician may administer the AlcoSensor RBT IV evidentiary device for legal purposes. The following are the current BAC guidelines:

- 0.08 BAC = Driving legally intoxicated (Kansas law).
- 0.05 BAC = Drunk on duty (AR 600-85 and UCMJ).
- 0.02 BAC = Under 21 limit (constitutes underage drinking). Also the lowest level that can be confirmed (UCMJ).

d. Battalion Commanders will adhere to the following testing requirements:

- Weekly 4% random drug testing IAW CG Policy Letter 14.
- Monthly 10% random alcohol test IAW CG Policy Letter 48.

e. Additionally, commanders shall ensure all new assigned Soldiers are briefed on drugs and alcohol policies and services within 30 days of arrival to the unit. Periodic unit sweeps will be conducted in addition to and supplementary to a solid random program. Unit sweeps will not be used as a means of testing a Soldier in which a commander suspects of abusing drugs but does not have sufficient probable cause to otherwise conduct a lawful collection. The commander should ensure that the number of specimens collected under the unit sweep test basis is no more than 75 percent of the number of available specimens submitted for testing annually.

f. Battalion Commanders shall assign and maintain a Primary and Alternate Battalion Prevention Leader on unit appointment orders with each subordinate unit having a Primary and Alternate Unit Prevention Leader. These individuals must have received training and certification by ACSAP within the past 18 months and successfully passed a local background check.

g. Battalion Commanders will ensure special drug testing programs as outlined in AR 600-85 (Soldiers holding Top Secret Clearances or certain MOS such as Aviation) will be tested a minimum of once each year. Additionally, Rehab testing will be conducted as appropriate with a minimum of once a month.

h. Battalion Prevention Leaders will safeguard required documents related to the screening of individuals IAW the Military Urinalysis Drug Testing Program and Military Urinalysis Collections SOP and a temporary storage container will meet the requirements of AR 600-85 will be utilized for testing operations. Additionally, Battalion Prevention Leaders will ensure the required 100% of collection supplies are on hand at all times unless otherwise notified by the Drug Test Collection Point.

i. Battalion Prevention Leaders will conduct 4 hours (1 hour quarterly) of drug and alcohol training annually. Each Battalion and subordinate unit will maintain a drug and alcohol bulletin board which fosters substance abuse education and prevention.

j. Each Battalion shall possess and maintain a breath alcohol testing device or BATD (currently the AlcoSensor IV) on unit ICPBO Hand Receipt. The BATD must be inspected for accuracy by either ACSAP representatives (Installation Drug Testing Collection Point) or CAB organic certified technicians (Brigade Alcohol Technicians) level every 30 days.

k. The Brigade Breath Alcohol Technician (BAT) will conduct periodic inspections of Battalion Prevention Leaders to ensure each BPL maintains compliance with applicable regulations for Alcohol testing. The Brigade BAT will be of the rank of E7 or above and also be certified by the Drug Test Collection Point (DTCP). BPLs and UPLs may administer the AlcoSensor IV device for a screening test, however only a certified Brigade level Alcohol Technician may administer the confirmation test for legal purposes. Division policy requires a minimum appointment of three Brigade level Alcohol Technicians IAW CG Policy Letter 48. The intent is to ensure a certified Brigade level Alcohol Technician is available at all times with no longer than a 30 minute recall.

Signature Block  
O-6, BDE  
Commanding

**SAMPLE ASAP SOP  
ALL SOPS MUST BE UPDATED AS REQUIRED by  
Current Commander**