

**DEPARTMENT OF THE ARMY
ARMY SUBSTANCE ABUSE PROGRAM
ASAP
FORT RILEY, KS**

**STANDARD OPERATING PROCEDURES (SOP)
FOR
THE MILITARY ALCOHOL TESTING PROGRAM**





DEPARTMENT OF THE ARMY
1st INFANTRY DIVISION & FORT RILEY, OFFICE OF THE STAFF JUDGE ADVOCATE
216 CUSTER AVENUE
FORT RILEY KS 66442-1101

AFZN-JA (1000)

28 June 2023

MEMORANDUM FOR Garrison Commander (Attn.: Army Substance Abuse Program Manager, DHR), United States Army Garrison, Fort Riley, KS 66442

SUBJECT: Standard Operating Procedure - Military Alcohol Testing Program - Legal Review (re-submit)

1. The re-submitted draft Standard Operating Procedures for the Military Alcohol Testing Program is legally sufficient. The draft SOP appropriately establishes alcohol-testing procedures pursuant to the cited references therein, notably Army Regulation (AR) 600-85. The re-submitted draft also incorporates all recommended revisions made in the previous legal review, dated 6 February 2023.
2. Recommend approval and implementation of the SOP.
3. The point of contact is the undersigned at (785) 239-6221.

FOR THE STAFF JUDGE ADVOCATE:

Eric L. Carter
ERIC L. CARTER
Administrative & Civil Law Attorney

Fort Riley Army Substance Abuse Program Standard Operating Procedure for The
Military Alcohol Testing Program

AMIM-RLH-S

27 June 2023

TABLE OF CONTENTS

1. PURPOSE	3
2. APPLICABILITY	3
3. REFERENCES	3
4. RESPONSIBILITIES	3
a. Alcohol and Drug Control Officer (ADCO)	3
b. Drug Test Coordinator (DTC)	4
c. Battalion (or equivalent) Commanders	5
d. Company (or equivalent) Commanders	6
e. Battalion Prevention Leader Screening Test Technician (STT)	7
f. Unit Prevention Leader Screening Test Technician (STT)	8
5. DEGLAMORIZATION	8
6. CONFIRMATION/EVIDENTIARY TEST	9
7. APPENDIX INDEX	10
8. APPENDIX	11

Fort Riley Army Substance Abuse Program Standard Operating Procedure for The Military Alcohol Testing Program

1. PURPOSE: This SOP provides the protocol and responsibilities for litigation-worthy alcohol testing by Commanders, the Army Substance Abuse Program (ASAP), Drug Testing Coordinators (DTC), Drug Testing Technician (DTT), and Battalion/Unit Prevention Leaders (BPL/UPL).

2. APPLICABILITY: This SOP applies to all qualified personnel assigned to Fort Riley or tenant units who utilize the Fort Riley ASAP. Deviation from, or modification of, the procedures set forth in this SOP is not authorized without the approval of the Alcohol and Drug Control Officer (ADCO) and the Office of the Staff Judge Advocate (OSJA). Requests for authority to deviate from, supplement, or modify any procedure set forth in this SOP may be submitted for consideration to the ADCO.

3. REFERENCES:

- a. AR 600-85, Army Substance Abuse Program
- b. Code of Federal Regulations (CFR) 49 Part 40
- c. AR 190-5 Motor Vehicle Traffic Supervision
- d. DoDI 1010.4, Problematic Substance Use by DoD Personnel
- e. Current Fort Riley CG Policy Letter Army Substance Abuse Program

4. RESPONSIBILITIES:

a. Alcohol and Drug Control Officer (ADCO)/Army Substance Abuse Program Manager:

(1) Coordinates and manages all activities in the area of substance abuse to include education, substance abuse training, identification, referral, follow-up, and program evaluation, to include alcohol and biochemical testing.

(2) Allocates testing quotas and coordinates alcohol testing requirements for the installation.

(3) Ensures that all results are processed and forwarded to appropriate commanders.

(4) Ensures the Drug Test Coordinator (DTC) and Drug Test Technicians (DTT) are certified breath alcohol technicians (BAT).

(5) Ensures at a minimum the DTC is a certified BAT instructor.

Fort Riley Army Substance Abuse Program Standard Operating Procedure for The
Military Alcohol Testing Program

b. Drug Testing Coordinator:

(1) Coordinates, administers, and monitors all aspects of the alcohol testing program.

(2) Trains and certifies BPLs/UPLs as Screening Test Technicians (STTs).

(3) Conducts inspections of the Battalion/Squadron Programs to ensure standards set in this SOP and all other appropriate references are being met.

(4) Ensures proper accuracy checks of the Evidential Breath Testing (EBT) device and Battalion Alco-Sensor IV screening devices are being performed IAW the manufacturer's Quality Assurance Plan (QAP).

(5) Coordinates with BPLs/UPLs and arranges for the testing of Soldiers.

NOTE: This program was designed based off a combination of Department of Transportation (DOT) testing and the Army Drug Testing Program (ADTP). As a result, Screening Test Technician (STT) is the term given to trained personnel who are certified and authorized to conduct alcohol screening tests. Only those Battalion Prevention Leaders and Unit Prevention Leaders that were certified on Fort Riley with the appropriate instrument (Intoximeters Alco Sensor IV/RBT IV) are authorized to conduct screening tests. Fort Riley STTs are certified by factory-authorized instructors IAW 49 CFR Part 40.

(6) Serves as technical expert on alcohol testing requirements and procedures.

(7) In conjunction with OSJA, interprets DOD, DA and MACOM program guidance, regulations, and technical bulletins and develops local policies and procedures for implementation by unit commanders and the ASAP.

(8) Reviews all documentation and chain of custody documents associated with the testing procedure.

(9) Assists in the development of a comprehensive training course for BATs/BPLs/UPLs to ensure adherence to regulations, policies, and standard operating procedures.

(10) Serves as an instructor in presenting alcohol testing regulations, policies, and other pertinent information.

Fort Riley Army Substance Abuse Program Standard Operating Procedure for The
Military Alcohol Testing Program

(11) Reports all verified positive alcohol testing results through the ADCO to the appropriate authorities.

(12) Collects, maintains and reports statistical data on the alcohol testing program.

(13) Manage alcohol testing supplies and expenditures.

(14) Coordinates and conducts inspections of Battalion testing procedures.

c. Battalion Commanders:

(1) Ensures subordinate commanders execute the alcohol-testing program in accordance with this SOP and any command policy letters (i.e., Division, Brigade, Battalion/Squadron) in effect.

(2) Ensures subordinate commanders refer Soldiers to the Substance Use Disorder Clinical Care (SUDCC) for screening within five (5) days of notification that the Soldier received positive alcohol results or was involved in an alcohol-related incident(s). Alcohol offenses include, but are not limited to, DWI/DUI, public intoxication, drunk and disorderly conduct, alcohol-related reckless driving, possession by a minor, and consumption by a minor.

(3) Ensures proper procedures are followed in the separation process of Soldiers as outlined in AR 600-85, Chapter 10.

(a) Commanders will process all Soldiers for separation who are involved in two serious incidents of alcohol-related misconduct in a 12-month period.

(b) Commanders will process all Soldiers for separation who are convicted of DWI or DUI two times during his or her career.

(c) Soldiers determined by the Commander as a rehabilitation failure (para. 8-4d, AR 600-85) will be processed for separation in accordance with separation regulations; in addition, Soldiers with a subsequent alcohol- or drug-related incident of misconduct at any time during the 12-month period following successful completion of the SUDCC or during the 12-month period following removal from the program for any reason, will be processed for separation as an alcohol or drug abuse rehabilitation failure.

(4) Establishes a Unit Alcohol Testing SOP (may be in conjunction with the unit urinalysis testing SOP).

Fort Riley Army Substance Abuse Program Standard Operating Procedure for The
Military Alcohol Testing Program

d. Company Commanders:

(1) Assigns NCO/Officers (E-5 or higher) as Primary and Alternate UPLs STTs.

(2) Determines what testing code, date, time, and location of alcohol testing to be conducted.

(3) Establishes a Unit Alcohol Testing SOP (may be in conjunction with the unit urinalysis testing SOP).

(4) Orders Soldiers to provide breath alcohol testing when selected or probable cause exists. Probable cause is reasonable ground(s), in fact and circumstance, for a belief in the existence of a certain circumstance (e.g., that an offense has been or is being committed, that a person is guilty of an offense, that a particular search will uncover contraband, that an item to be seized is in a particular place, or that a specific fact or cause of action exists). With respect to alcohol testing, probable cause is a reasonable suspicion or belief, based on facts or circumstances, that an individual is impaired by alcohol.

(5) Uses computerized Army Drug Testing Program (ADTP) to randomly select personnel (mandatory method of selection) or to test parts of Units when conducting inspection alcohol testing. Commanders retain the right to conduct additional testing IAW paragraph 3-5, AR 600-85, probable cause searches or competency for duty testing. Prior to command-directed testing based upon probable cause, commanders must contact the Office of the Staff Judge Advocate to ensure there is sufficient probable cause to warrant the alcohol testing.

(6) Alcohol Incident referral: Commander will refer all potential alcohol abusers identified by self-referral, alcohol testing (positive), DUI/DWI, investigation, apprehension, underage drinking or other incidents involving the use of alcohol to the SUDCC using DA Form 8003 within five (5) working days of the incident or investigation. Soldiers determined by the commander as a rehabilitation failure, as determined in paragraph 8-4d of AR 600-85, will be processed for separation in accordance with separation regulations.

NOTE: Commanders should be aware that rehabilitation test results fall under the limited use policy of AR 600-85.

(7) Commanders must be aware that the Soldier(s) to be tested for alcohol must have known that they were scheduled to be on duty at the time of the test.

Fort Riley Army Substance Abuse Program Standard Operating Procedure for The
Military Alcohol Testing Program

(8) Commanders will process all Soldiers for separation, in accordance with paragraph 10-6 of AR 600-85, who are involved in two serious incidents of alcohol-related misconduct in a 12-month period; any Soldier who is convicted of DWI or DUI two times during his or her career will be processed for a separation.

(9) A written reprimand, administrative in nature, will be issued to active duty Soldiers in the cases described below. Any general officer, and any officer frocked to the grade of brigadier general, may issue this reprimand.

(a) Conviction by courts-martial or civilian court for an offense of drunk or impaired driving on or off the installation.

(b) Refusal to take or failure to complete a lawfully requested test to measure alcohol or drug content of the blood, breath, or urine, on or off the installation, when there is reasonable belief of driving under the influence of alcohol or drugs.

(c) Drive or be in control of a motor vehicle on post when the BAC is .080 percent or higher, irrespective of other charges, on or off post when the BAC is in violation of the law of the State involved.

(d) Drive or be in physical control of a motor vehicle, either on or off the installation, when lawfully conducted chemical tests reflect the presence of illegal drugs.

e. Battalion Prevention Leader Screening Test Technician (STT):

(1) Must meet the following criteria:

(a) Be appointed on order by their Battalion Commander.

(b) Be the rank of NCO E-7 or above, Officer, or Warrant Officer.

(c) Be trained and certified using the Screening Test Technician Training Program in conjunction with ACSAP UPL Certification Training Program.

(2) Serves as the Battalion's and/or Company's primary advisor and point of contact for all ASAP matters, to include alcohol and drug testing.

(3) Manages the Battalion/Squadron level ASAP program for the Battalion Commander, to include drug and alcohol testing rates, percentages, quotas, etc.

(4) Inspects Company level ASAP programs.

Fort Riley Army Substance Abuse Program Standard Operating Procedure for The Military Alcohol Testing Program

(5) Ensures Company level alcohol testing is conducted using the DOD DTP software as the primary method of randomly selecting Soldier.

(6) Seeks ways to promote substance abuse prevention in the unit (e.g., marketing).

f. Company Unit Prevention Leader Screening Test Technician (STT):

(1) Must meet the following criteria:

(a) Be appointed on order by their Commander.

(b) Be the rank of NCO E-5 or above, Officer, or Warrant Officer.

(c) Be trained and certified using the Screening Test Technician Training Program in conjunction with the ACSAP UPL Certification Training Program.

(2) Serves as the Company Commander's primary advisor and point of contact for all ASAP matters, to include alcohol and drug testing.

(3) Maintains Alcohol Testing Records IAW Army Record Information Management Systems (ARIMS).

(4) Assists Commander in identifying proper test code/basis through explanation of uses for each (e.g. IR, PO, CO, RO, AO, IO, VO, and MO).

(5) Conducts non-evidentiary (screening) alcohol testing IAW testing procedures within this SOP.

(6) Understands that results received from screening instruments cannot be used in any administrative action until the Soldier's positive screening test is confirmed with an evidentiary alcohol breath measuring device or through a legal blood alcohol test under chain of custody.

5. DEGLAMORIZATION:

a. Commanders at all levels will ensure that alcohol will not become the purpose for, or the focus of, any social activity. At all levels, alcohol will not be glamorized nor made the center of attention at any military function. Personal responsibility must be emphasized at all events. Activities that encourage Soldiers to consume alcohol irresponsibly are strictly prohibited. All official events will have an adequate supply of non-alcoholic beverages available for those who abstain from drinking. Regardless

Fort Riley Army Substance Abuse Program Standard Operating Procedure for The Military Alcohol Testing Program

of the event, all Soldiers and civilian corps members are responsible for their own decisions and actions.

b. Alcohol testing equipment will not be utilized for unit functions such as a hail and farewell, dining-in, military ball, or any other type of function where alcohol will be present or permitted. If any other type of alcohol testing outside authorized testing is to be conducted, the ASAP Manager will be contacted for approval prior to the test being conducted. Commanders are instead encouraged to promote responsible consumption and implement a plan of action for Soldiers who do chose to consume alcohol.

6. CONFIRMATION/EVIDENTIARY TEST:

a. Confirmation Breath alcohol testing: Soldiers who screen positive during ASAP duty hours will receive confirmation testing through the ASAP Drug Test Collection Point. If confirmation testing is required during non-ASAP duty hours, confirmation testing can be completed through the Military Police; however, the commander will have to complete a MFR with explanation of the alcohol testing request.

b. The Soldier is brought to the DTCP during the hours of operations where a Breath Alcohol Technician (BAT) will conduct an evidentiary alcohol test. If evidentiary testing is due to a positive screening result from testing (basis IR, RO, IO, etc.) where the Soldier was selected on a random or other basis, then the completed DD 2624 will be present at the time of confirmation testing and OSJA will not need to be consulted.

c. The Soldier is brought to the Military Police testing area and a certified Breath Alcohol Technician (BAT) will complete an evidentiary alcohol test. If evidentiary testing is due to a positive screening result from testing (basis IR, RO, IO, etc.) where the Soldier was selected on a random or other basis, then the completed DD 2624 will be present at the time of confirmation testing and OSJA will not need to be consulted.

NOTE: In both cases, if the testing basis is due to Probable Cause, prior to conducting testing, the commander will consult with OSJA to ensure the evidence warrants testing.

Fort Riley Army Substance Abuse Program Standard Operating Procedure for The
Military Alcohol Testing Program

APPENDIX INDEX

A. DTCP Operating Hours	12
B. Screening Test Procedures Conducted by STT	13
C. Specimen Custody Document DD Form 2624	17
D. Failure to Produce a Sample or Refusal to Provide a Sample	19
E. Smart Testing	20
F. Rehabilitation Alcohol Testing	21
G. Qualifications, Certification, Decertification and Training of BAT/STT/BPL/UPL	22
H. Commander's Briefing	24
I. Example Probable Cause Memorandum	25
J. Probable Cause Testing	26
K. Unit Prevention Leader (UPL) Unit Briefing	27

Fort Riley Army Substance Abuse Program Standard Operating Procedure for The
Military Alcohol Testing Program

APPENDIX A

DTCP Operating Hours

1. Fort Riley DTCP is open from 0745-1715, Monday through Thursday. The DTCP will be closed for lunch every workday from 1200-1230. Due to the Garrison compressed work schedule and ASAP "in-service training" dates, the DTCP will be closed most Fridays. Check DTCP for complete schedule.

2. Operation specific times for BPL/UPLs.

a. Working in DTP on computers (creating testing documents) times are 0745-1200 and 1230-1715 on Monday-Thursday; 0745-1200 and 1230-1615 on Fridays.

b. Confirmation Breath Alcohol Testing occurs at 0745-1715 on Monday-Thursday; Fridays at 0745-1615. To ensure staff are present if testing is needed during the lunch period, staff must be contacted prior to 1200.

c. All times are subject to change and customers should check with the DTCP staff to ensure availability for services needed.

3. ASAP DTCP staff can be reached at 785-239-4151/4152.

Fort Riley Army Substance Abuse Program Standard Operating Procedure for The
Military Alcohol Testing Program

APPENDIX B

Screening Test Procedures Conducted by STT

1. SET UP OF COLLECTION SITE.

a. Supplies. The supplies listed below are given to the BPL/UPL by the DTCP prior to the test date, unless otherwise indicated by source.

(1) Alco-Sensor-IV

(2) Alco-Sensor-IV Mouthpieces

(3) DD Form 2624 or preprinted forms using the Army Drug Testing Program.

b. Pre-Collection Procedures:

(1) The unit commander directs that an alcohol test be conducted and identifies individual Soldiers, parts of unit, and/or entire unit for testing.

(2) Personnel to be tested are notified. Notification should take place preferably less than thirty (30) minutes but no more than two (2) hours prior to reporting time. Do not notify that breathalyzer is happening, just when and where to be.


(3) Commander selects a Holding area NCO/Officer, E5 or above, to maintain control of personnel waiting to be tested.

2. COLLECTION PROCEDURES.

NOTE: The BPL/UPL may have the Alternate BPL/UPL (used as a scribe to record readings) assist in any way to expedite any of this process as long as each step is performed correctly and timely.

a. The STT will print the words "ALCOHOL TEST" in block "A" in the top right of the DD Form 2624 (see example below) as well as the Serial Number of the screening device (ASIV) used for the collection.

PRIVACY ADVISORY: When completed, this form is protected by the Privacy Act of 1974, as amended.

SPECIMEN CUSTODY DOCUMENT - DRUG TESTING <small>(Read instructions on last page before completing form.)</small>				A. LABORATORY CONDUCTING DRUG TESTING	
1. SUBMITTING UNIT UNIT BLDG STREET FORT RILEY, KS 66442		US		2. ADDITIONAL SERVICE INFORMATION <small>(Second Echelon)</small> ASAP 7424 APENNINES DRIVE FORT RILEY, KS 66442	
3. BASE and UNIT IDENTIFICATION ** FC19 67TRD		4. DATE SPECIMEN COLLECTED YYYY MM DD 2022 02 03		C. LAB BATCH NUMBER	
		5. UNIT DOCUMENT NUMBER ** C6 10001		D. DRUGS TESTED	
				B. DAMAGE TO SHIPPING CONTAINER/ DISCREPANCY CODES	

Alcohol
SN: 086111

** Required information enters on front and back of form

Fort Riley Army Substance Abuse Program Standard Operating Procedure for The
Military Alcohol Testing Program

- b. The STT will prepare the Alco-Sensor-IV for a "SCREENING TEST."
- c. All Soldiers selected for testing will be assembled in a line formation (either "A" to "Z" alphabetical or "Z" to "A" reverse order) in the holding area.
- d. Ensure all Soldiers do not have anything in their mouths prior to conducting the test (i.e. food, gum, tobacco, etc.).
- e. Every Soldier will be instructed to produce their military Identification Card and hold it in their hand for faster processing.
- f. The STT will then take the military Identification Card from the Soldier, verify his/her identity, and verify the EDI-PI/SSN on the DD Form 2624. If the Soldier does not have a valid form of picture identification with EDI-PI/SSN, the Commander or First Sergeant will verify identity and EDI-PI/SSN from official drug testing roster or document containing EDI-PI/SSN .
- g. Once verified by the STT, the Soldier will verify the entry on the DD Form 2624. If the EDI-PI/SSN is incorrect, the BPL/UPL will line through the incorrect EDI-PI/SSN and hand-write the correct EDI-PI/SSN , initial, and date the corrected entry.
- h. After paperwork is verified, the STT will give the Soldier proper instructions and have the Soldier provide a sample.
- i. The STT will then read the result to the donor.

(1) If the BAC is .000 - .049, the result is recorded on the DD 2624; however, it is reported as a negative and no further action is required regardless of the donor's age.

(2) If the result of the screening test is .050 or greater, it is a screening positive result and will be recorded on the DD Form 2624. At that time the STT will inform the donor that they produced a screening positive result and will give the donor the 15-minute wait instructions. The Soldiers that were positive on the screening test will be given "15-minute wait instructions". These instructions are: "DO NOT – Eat, drink, smoke, chew, put anything in your mouth, and refrain from belching." The exact time the instructions were given will be annotated in column "9" of the DD Form 2624 (e.g., 15-minute instructions given at 0632 hours).

NOTE: All screening tests with a result of .050 or higher are referred to as a screening positive and are required to have a confirmation test conducted by a certified BAT (ASAP DTC, or MPs).

Fort Riley Army Substance Abuse Program Standard Operating Procedure for The
Military Alcohol Testing Program

j. If the result was positive, the Soldier will be instructed to stand in a predetermined area of the holding area under close supervision waiting to be escorted for further testing.

k. After each of the Soldiers has submitted to a screening test, the STT will then print and sign in the first block on the back of the DD Form 2624 block 11. Chain of custody tracking.

NOTE: The test will be completely valid even if a Soldier ignores the 15-minute wait instructions and puts something in their mouth. The STT will warn the Soldier that, if they continue to ignore instructions, it will be considered a Refusal to Test.

l. Those Soldiers screening at or above .050 BAC will be escorted to either the DTCP (Building 7424, Room 124) or if the DTCP is closed, the Military Police Station by an individual in their chain of command. The escort identified by the Commander or 1SG will bring the DD 2624 with them as proof of the screening test and the 15-minute wait period instructions while also ensuring Soldier has their Military ID (CaC) card.

NOTE: Escort must be at a minimum the rank of NCO E-5 or above, an Officer, or Warrant Officer, and be in a position senior to the presumptive positive donor.

m. Upon arriving at the DTCP or Military Police station, the certified BAT will give instruction and take control of further testing.

3. POST-COLLECTION PROCEDURES. After all Soldiers have been tested the STT will:

a. Ensure that all required information and signatures are on the DD Form 2624.

b. The STT, Commander and/or First Sergeant or leader identified by Commander or 1SG will escort all Soldiers who tested at or above the .050 BAC level to one of the above stated locations for a confirmation evidentiary testing.

4. DISPOSITION OF DD FORM 2624.

a. The BPL/UPL will maintain the originals at the unit in the unit's drug and alcohol testing records. All files will be maintained IAW AR 25-400-2 (ARIMS).

b. Negative results will be retained for one (1) year plus current calendar and positive results will be maintained for three (3) years plus current calendar.

Fort Riley Army Substance Abuse Program Standard Operating Procedure for The
Military Alcohol Testing Program

c. To be complete, records of positives (.050 or above) will contain both the DD 2624 with screening result and evidentiary Alcohol Testing Form (Non-DOT) (yellow in color) from the ASAP BATs, or the printout from evidentiary confirmation test conducted with Military Police.

Fort Riley Army Substance Abuse Program Standard Operating Procedure for The
Military Alcohol Testing Program

APPENDIX C

Specimen Custody Document (DD Form 2624)

1. Purpose: It is imperative that the DD Form 2624 be completed with extreme care and accuracy. One of the most important aspects of alcohol testing is maintaining the Specimen Custody Document Drug Testing form (DD Form 2624). Attention to detail and the ability to write clearly are imperative. The most common errors made on the chain of custody documents that result in the test being rejected are non-matching electronic data interchange person identifier, incomplete EDI-PI/SSN, and improperly made corrections.

NOTE: Utilizing the DOD Drug Testing Program (DTP) can eliminate most errors. This program will pre-print the DD 2624s. The ADTP is the primary method of selection on Fort Riley.

2. Procedures: Data on the front of the DD Form 2624 may be typed or printed. Electronic forms may be used. Chain of Custody on the back of DD Form 2624 should be hand-written, except that rubber stamps may be procured to stamp appropriate spaces on Block 11 of the DD Form 2624. The following steps will be used in filling out the DD Form 2624.

NOTE: Black or blue ballpoint pens should be used in filling out all paperwork associated with the testing process. Roller ball pens, felt tip pens, and pencils will not be used.

TEST BASIS

DOD Codes from ADTP

Test Codes Uses

Inspection Random	IR	Random selection
Inspection Unit	IU	Total Unit Sweep
Probable Cause	PO	OSJA consult
Rehab Testing	RO	Used for Soldiers enrolled in rehabilitation program
Competence for duty	CO	Competence for duty
Consent	VO	Soldier volunteers for test
Mishap investigation	AO	Mishap or safety inspection
Medical	MO	Physician orders test
Other	IO	Return from AWOL retests, make-ups, Command policy testing

Fort Riley Army Substance Abuse Program Standard Operating Procedure for The
Military Alcohol Testing Program

NOTE: Each DD Form 2624 is limited to one test basis. For example: Do not record CO, IO, or IU test basis on the same DD Form 2624.

NOTE: Commanders need to ensure they **DO NOT DISCRIMINATE** against Soldiers by selecting groups from specific populations for testing (e.g. all Soldiers under the age of 21, all Soldiers who reside in the barracks or all Soldiers under 21 who share a barracks room with a Soldier over 21).

3. Accuracy Check and Calibration Procedures.

a. Accuracy checks will be completed on all ASIVs every 31 days. Accuracy checks will be completed by DTCP staff.

b. The screening or confirmation Alco-sensor IV breath testing instrument must be calibrated when the displayed result of an accuracy check differs by more than +/- .005 from the expected result of the standard gas sample used.

c. Calibration **WILL ONLY** be conducted by the DTC or DTT certified to conduct calibration procedures.

Fort Riley Army Substance Abuse Program Standard Operating Procedure for The
Military Alcohol Testing Program

APPENDIX D

Failure to Produce a Sample or Refusal to Provide a Sample

1. Purpose. Defines the protocol for Soldiers who fail to provide an adequate breath sample or refuse to provide a sample.

2. Procedures.

a. Failure to provide a sample. If the Soldier is unable to provide a sample, the Soldier will be escorted to the nearest Troop Medical Center (TMC) to be evaluated by a respiratory physician to determine if there is a medical condition which prohibits him/her from providing an adequate breath sample. Automatic sampling will require a donor to produce 1200 CC's of breath.

b. Refusal to provide a sample. If a Soldier refuses to provide a sample, the appropriate command authority will be notified. The Soldier's chain of command should give the Soldier a direct order to provide a sample. If the Soldier then refuses, it will be a violation of a direct order. Violation of a lawful order is subject to disciplinary action under UCMJ. Possible actions include courts-martial proceedings and processing for separation.

3. Commanders will not order or force Soldiers to submit to blood testing based solely on the refusal or inability to provide a breath sample.

Fort Riley Army Substance Abuse Program Standard Operating Procedure for The
Military Alcohol Testing Program

APPENDIX E

Smart Testing

1. Purpose. Commanders ensure that an active and aggressive alcohol testing program serves as a powerful tool and an effective deterrent against alcohol abuse. Effective deterrence requires a random selection process, which ensures that all Soldiers believe that on any day of the year, he or she may be tested.

2. General: Smart testing is defined as the process whereby random alcohol testing is conducted in such a manner that is not predictable to the testing population. Personal involvement by the unit commander is the key to a successful “smart testing” program. The commander needs to believe in alcohol testing as a deterrent to alcohol misuse and should possess general knowledge about all aspects of the alcohol testing program.

3. Procedures.

a. The “Do’s” of smart testing:

(1) Test personnel on a back-to-back basis, i.e., on a Friday and then again on Monday.

(2) Perform weekend or holiday sweeps. These can be easily accomplished at the unit safety briefs prior to holiday or long weekends.

(3) Random selection is used to identify Soldiers to be tested. It allows commanders a way to test only part of their unit and ensures fairness throughout the unit. It is important to remember that all personnel selected will be tested, even if the number selected exceeds your quota. The testing procedure cannot be terminated when a certain number of Soldiers are tested. All available selected personnel will be tested. Excusing Soldiers from testing can invalidate the randomization and thus invalidate the test results.

(4) It is imperative that the commander ensures any random selection test is truly random or there is the risk of a positive test being invalidated and deemed inadmissible in court.

Fort Riley Army Substance Abuse Program Standard Operating Procedure for The
Military Alcohol Testing Program

APPENDIX F

Rehabilitation Alcohol Testing

1. Purpose. To prescribe requirements, guidance and procedures for the rehabilitation testing of Soldiers enrolled in Substance Use Disorder Clinical Care (SUDCC). Rehabilitation testing is an integral part of the treatment program of Soldiers enrolled in SUDCC.
2. General. Alcohol testing will be used to aid the clinical staff in determining the success of treatment, accuracy of diagnosis, and as a means to highlight needed adjustments to the treatment plan.
3. Rehabilitation testing will be conducted by the unit BPL/UPL. The Code of "RO" will be used on the DD Form 2624. Commanders and SUDCC clinical staff will determine when rehabilitation testing will be initiated. Only Soldiers who are actively enrolled in a rehabilitation program will be given the "RO" code.
4. Results of rehabilitation testing will be referred to the Soldier's counselor.
5. The objective of the "Limited Use Policy" is to facilitate the identification of alcohol and other drug abusers by encouraging identification through self-referral. In addition, the policy is designed to facilitate the treatment and rehabilitation of those abusers who demonstrate the potential for rehabilitation and retention. When applied properly, the "Limited Use Policy" does not conflict with the Army's mission or standards of discipline. It is not intended to protect a member who is attempting to avoid disciplinary or adverse administrative action.
6. Limited Use is defined IAW AR 600-85 para 10-12a: Unless waived under the circumstances listed in paragraph 10-13d, Limited Use Policy prohibits the use by the government of protected evidence against a Soldier in actions under the UCMJ or on the issue of characterization of service in administrative proceedings. Additionally, the policy limits the characterization of discharge to "Honorable" if protected evidence is used. Reference AR 600-85 para 10-12 for further information or contact OSJA.

Fort Riley Army Substance Abuse Program Standard Operating Procedure for The
Military Alcohol Testing Program

APPENDIX G

**Qualifications, Certification, Decertification and Training of
BAT/STT/BPL/UPL**

1. Purpose. To prescribe requirements, guidance and procedures for the establishment and conduct of Unit Prevention Leaders and their training program.

2. Procedures.

a. Qualifications. Unit Commanders must ensure those individuals being considered for appointment as a Unit Prevention Leader (BPL/UPL)/Screening Test Technicians (STTs), at all levels, meet the following minimum standards:

(1) Sergeant (E-5) or above.

(2) Possess sufficient skills, integrity, and maturity to carry out the highly sensitive duties of a BPL/UPL. Must be familiar with the Army Drug Testing Program.

(3) Maximum retention (minimum of one year) in assigned additional duty as a BPL/UPL.

(4) Appointment orders signed by Unit Commander.

(5) Received a favorable local background check (DA Form 7708).

(6) Not be currently enrolled in the SUDCC Rehabilitation Program.

(7) Must not be under investigation for legal, administrative, or substance abuse related offenses or have had a drug or alcohol-related incident within the last 3 years. Soldiers that have previously been enrolled in the SUDCC for counseling or were referred to ADAPT for education should not be considered as potential BPL/UPLs for at least 36 months after release from counseling or completion of ADAPT.

NOTE: With approval from the ADCO the DTC may disqualify a BPL/UPL candidate for past drug/alcohol incidents if it is deemed the incidents will put the integrity of the ASAP program in jeopardy.

b. Certification. Once the DTC has received a copy of a favorable local background check, appointment orders, Commander's selection memorandum, and

Fort Riley Army Substance Abuse Program Standard Operating Procedure for The Military Alcohol Testing Program

unit ASAP SOP, the BPL/UPL candidate will be signed up for the next available class.

c. Training. The Soldier must attend the screening test technician course. A certification examination will be required to complete the training and certification process. A test score of 70% must be achieved to pass the certification test.

d. After all requirements have been met, the ASAP will certify the individual as a STT.

e. A STT update class on new procedures or policies will be offered on an “as needed” basis.

f. Decertification. STTs will be decertified for one or more of the following reasons:

- (1) If it is proven that a STT was involved in a test compromise.
- (2) Enrollment in an active SUDCC treatment program.
- (3) Positive report of drug abuse or alcohol offense.
- (4) Failure to follow ASAP directives or Command policies.
- (5) Inability to conduct an alcohol test to standard.
- (6) Continued error reports on required documentation.

NOTE: Commanders will be notified prior to decertification of a Screening Test Technician. Only the ADCO, Drug Test Coordinator, or the Commander will decertify a STT.

Fort Riley Army Substance Abuse Program Standard Operating Procedure for The
Military Alcohol Testing Program

APPENDIX H

Commander's Briefing

Today our unit will be tested for alcohol abuse. The primary purpose of this test is to ensure our Unit's military fitness, and that we are maintaining proper standards of readiness.

Individuals in this unit have been selected on a random basis for alcohol testing. There is no probable cause or reasonable suspicion that anyone in the unit is using or abusing alcohol.

Everyone selected for testing will be tested. Anyone not present will be rescheduled for testing at a later date.

Every breath sample collected will be tested for Alcohol.

Testing procedures outlined in AR 600-85 will be followed.

All Soldiers must be aware that all verbal orders connected with the testing are lawful and are to be followed as such.

A refusal to comply with orders relating to this test subjects the Soldier to punitive or administrative actions under AR 600-85, AR 135-18, AR 135-178, AR 635-10, and the UCMJ.

DOES ANYONE HAVE ANY QUESTIONS???

The BPL/UPL will now provide you with details about the alcohol testing procedures that will be used today.

Screening Test Technician Conducting Testing: _____
Rank/printed name

Commander's Signature: _____

Commander's Name: _____

Test Date: _____

Fort Riley Army Substance Abuse Program Standard Operating Procedure for The
Military Alcohol Testing Program

APPENDIX I

Example Probable Cause Memorandum

AFZN-AAA-AA

MEMORANDUM FOR RECORD

SUBJECT: Probable Cause Breathalyzer

1. (Brief description of the situation and Soldier information) For example: "On or about 0630 hours 10 July 2006, the First Sergeant smelled an alcohol odor emanating from PFC Dubey, Joe R. DoD-ID: 0442558877. When talking to PFC Dubey the First Sergeant identified that PFC Dubey also had slurred speech and couldn't stand up straight."
2. (OSJA statement) For example: "CPT Right, Always M. with the Office of the Staff Judge Advocate was contacted and it is his determination that the presented evidence warrants the order of a Probable Cause Breathalyzer on PFC Dubey."
3. (Additional information) For example: "PFC Dubey has been issued an order not to consume alcohol (ASAP enrollment, drug/alcohol relate incident, etc.)." OR "PFC Dubey is in a critical safety sensitive position."

Git R. Done
GIT R. DONE
CPT, INF
Commanding

EXAMPLE

Fort Riley Army Substance Abuse Program Standard Operating Procedure for The
Military Alcohol Testing Program

APPENDIX J

Probable Cause Testing

The requirements to conduct a probable cause Breath Alcohol Test are as follows:

1. The unit Commander will make the determination if a Soldier shows signs of impairment thought to be due to the presence of Alcohol. If Commander's intent is to test Soldiers for Alcohol under probable cause, the Commander must contact the OSJA (legal) to ensure they have probable cause to conduct the test. If Probable Cause is present, the name and contact information of the OSJA representative will be included on the Probable Cause Memorandum (see Appendix I, paragraph 2).
2. Once the Probable Cause Memorandum is completed, the memorandum, the Soldier or Soldiers being tested, and their military Common Access Cards (CACs) will be escorted to a trained Breath Alcohol Technician. If the suspected Soldier(s) do not have in their possession their CAC(s), the Commander or 1SG will be required to identify the Soldier(s) and their EDI-PI/SSN using official roster.
3. When brought to the DTCP (Building 7424, Room 124), from start-to-finish, the BAT will conduct the screening test as well as Confirmation test.
4. Upon completion of all required steps of testing, the Soldier, Chain of Command, and the DTCP will receive copies of the Chain of Custody.

Fort Riley Army Substance Abuse Program Standard Operating Procedure for The
Military Alcohol Testing Program

APPENDIX K

Unit Prevention Leader (UPL) Unit Brief

The alcohol testing will be conducted first. You will:

1. Present your ID card.
2. Verify your EDI-PI/SSN on the ALCOHOL DD Form 2624.
3. Provide an adequate breath sample.

UPL PRINTED NAME_____

UPL SIGNATURE_____

DATE_____