



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, III CORPS AND FORT HOOD
1001 761ST TANK BATTALION AVE.
FORT HOOD, TX 76544-5008

**COMMANDING GENERAL'S
POLICY LETTER #5
DHR – 02**

IMHD-HOD-HR

11 APR 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Military Urinalysis Drug Testing Policy

1. REFERENCES.

- a. DoDD 1010.1 Military Personnel Drug Testing Program, 13 September 2012.
- b. AR 600-85, Army Substance Abuse Program (ASAP), 28 December 2012.
- c. Army Directive 2012-07 (Administrative Processing for Separation of Soldiers for Alcohol or Other Drug Abuse), 13 March 2012.
- d. Fort Hood Regulation 350-1, III Corps and Fort Hood Training, 30 March 2009.
- e. Operation Order PW 12-05-436 (Tasking Results from IG Special Inspection of Commander's Compliance with Mandatory ASAP Referral Requirements).

2. APPLICABILITY. This policy applies to Fort Hood, tenant organizations, and Soldiers.

3. DEFINITIONS. For the purposes 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. "BPL" means Battalion Prevention Leader. "CPL" means Company Prevention Leader. "UPL" means Unit Prevention Leader, and includes both BPLs and CPLs.
- d. "Use of illicit drugs" 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).
- e. "Processed for separation" means separation action is initiated and processed through the chain of command to the separation authority for appropriate action.

4. POLICY. Battalion and company commanders' responsibilities:

a. Battalion commanders will issue orders appointing one BPL and one alternate BPL. BPLs can be officers, warrant officers or noncommissioned officers (NCOs) (E-5 promotable or above). BPLs must be certified through the UPL training course. The appointing commander will forward the BPLs' appointment orders, with completed Local Files Check (DA Form 7281), to the Army Substance Abuse Program (ASAP), Drug Testing Coordinator (DTC).

b. Company commanders will issue orders appointing one CPL and one alternate CPL. CPLs can be officers, warrant officer or NCOs (E-5 or above). CPLs must be certified through the UPL training course. The appointing commander will forward the CPLs' appointment orders, with completed Local Files Check (DA Form 7281), to the ASAP, DTC.

c. Commanders will ensure that appointed UPLs attend the initial forty (40) hour ASAP Urinalysis Certification training Course. The certification is valid for 18 months. To maintain certification, UPLs must successfully complete the UPL Certification Exam. UPLs are responsible for briefing Observers on their duties.

d. Urinalysis Collection Observers (Observers) must be: officers, warrant officers or NCOs (E-5 or above), of the same gender as the Soldier being observed, of unimpeachable moral character, and of 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 and sign a Urinalysis Observation Briefing memorandum that outlines their duties and the penalties for not properly performing them.

e. The Drug Testing Program (DTP) is a battalion-level program, which may be executed at the company level. When mission and organizational structure allow, battalion commanders will randomly select and test 4-5 percent of their Soldiers each week. A battalion commander may detail different companies to conduct collection each week in order to meet this requirement. A brigade or higher commander may waive weekly random drug testing for short-term field exercises, block leave, or similar, short-term events.

f. 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 IDTC, ASAP, building 36041, and refer the Soldier who tested positive to ASAP using DA Form 8003 within 5 duty days.

(2) If a Soldier is unavailable for referral or any other ASAP appointments due to AWOL, confinement, deployment, chapter separation, ETS, or any other reason, the unit commander or 1SG will notify the Alcohol Drug Control Officer or responsible ASAP Counselor. The Counselor will re-schedule the appointment to accommodate the situation. Only the unit commander or 1SG can request to change or reschedule a Soldier's appointment in this way.

(3) Soldiers who test positive for use of illicit drugs will be disciplined as appropriate and processed for separation within 30 days of the Soldier's immediate commander receiving notification of the positive results IAW AR 600-85 paragraphs 4-2l and 10-6.

(4) 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 dependant will be offered rehabilitation prior to final separation from the Army.

(5) 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.

(6) If the positive drug test resulted from the use of a prescription drug, all adverse administrative and legal actions will be suspended pending review by the MRO. The MRO will determine 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 based on the positive test result.

(7) All Soldiers who test positive for illicit drug use must be evaluated for drug dependence IAW AR 600-85 paragraphs 4-2l and 4-14e.

g. Persons subject to this policy will immediately report all offenses involving possession, use, manufacture, distribution, importation, exportation, or introduction into an installation of illegal drugs or drug paraphernalia to the US Army Criminal Investigation Division Command (USACIDC). This includes all positive urinalysis 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. ASAP offices will provide a list of test results positive for the use of illicit drugs to their supporting CID office on a weekly basis.

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h. Commanders will test all Soldiers within 72 hours of returning from leave in excess of 14 days, newly arriving to the unit, or returning from an absence without leave (AWOL) or dropped from rolls (DFR) status. Commanders will also retest all Soldiers whose specimens are returned as rejected at the next regularly scheduled urinalysis. Soldiers tested under the provisions of this paragraph will be tested under Inspection Other (IO) code.

i. When a Soldier is involved in a drug related incident, the Soldier's Commander will immediately consult with the Commander's servicing legal advisor for advice on whether a Probable Cause urinalysis is appropriate.

j. If a Soldier's commander receives a blotter report or other credible information the Soldier was involved in an alcohol related incident, the commander will refer the Soldier to the ASAP within five working days, utilizing DA FORM 8003. If the Soldier has been involved in two serious incidents of alcohol related misconduct within one year (such as intoxicated on duty or operating a motor vehicle while intoxicated), the Soldier will be processed for administrative separation (see AR 600-85, para 3-3). Administrative action or action under the Uniform Code of Military Justice (UCMJ) will not delay the five working days referral requirement.

k. Routine or probable cause urinalysis testing is not available for suspected use of synthetic cannabinoids or other synthetic drugs. Only CID can request a test for these types of substances as part of an active investigation. If a commander has an urgent need to conduct a test for synthetic drugs and CID is unable to help, contact the Installation Drug Collection point at (254) 287-4714 to explore other options as a last resort. CID can order a test for synthetic drugs as a piece of forensic evidence through the Armed Forces Institute of Pathology. Commanders should contact CID to open an investigation. The sample should be collected without delay and should be submitted with an accompanying case ID number assigned by CID.

l. All soldiers will receive four hours of Drug and Alcohol Abuse Prevention Training annually as outlined in AR 600-85 and Fort Hood Regulation 350-1. Commanders will contact ASAP Prevention Education Branch, at (254) 618-7446 and schedule a one hour class each quarter toward the four hour annual training requirement. Commanders may schedule additional prevention classes, such as training specific to cocaine or marijuana abuse, etc.

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5. EXPIRATION. This policy memorandum supersedes Command Policy DHR-02 dated 14 October 2011. This policy will remain in effect until superseded or rescinded.



MARK A. MILLEY
Lieutenant General, USA
Commanding

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