



DEPARTMENT OF THE ARMY
BROOKE ARMY MEDICAL CENTER
FORT SAM HOUSTON, TEXAS 78234-6200

REPLY TO
ATTENTION OF
MCHE-TC (600-85)

10 March 2003

MEMORANDUM FOR TROOP COMMAND, BROOKE ARMY MEDICAL CENTER
(BAMC), FORT SAM HOUSTON, TX 78234

SUBJECT: Urinalysis Testing (Policy Memorandum #38)

1. REFERENCES:

- a. AR 600-85, 01 October 2002, Army Substance Abuse Program (ASAP)
- b. AR 600-8-24, 03 February 2003, Officer Transfers and Discharges
- c. AR 635-200, 01 November 2000, Enlisted Personnel

2. PURPOSE: To establish procedures for conducting the Troop Command urinalysis program and ensure compliance with all ASAP policies and directives. The ASAP serves as a tool to deter the use of illegal drugs and abuse of alcohol as well provide treatment for personnel with rehabilitation potential and/or identify personnel for possible elimination from the service.

3. SCOPE: This SOP applies to all personnel assigned or attached to Troop Command, BAMC.

4. RESPONSIBILITY:

- a. Company Commander - Responsible for the overall conduct and oversight of the unit ASAP. The Company Commander is responsible for scheduling the urinalysis.
- b. First Sergeant - Coordinates and oversees monthly random urinalysis program to include identifying Unit Prevention Leaders (UPLs) and observers. Monitors personnel enrolled in the ASAP.
- c. Unit Prevention Leaders – Responsible for all aspects of the unit urinalysis, including the urine samples, ensuring chain of custody and administrative documentation. The UPLs must be in the rank of Sergeant or above, have at least 1-year retainability, have a completed local background check, be appointed on duty appointment orders and have attended an ASAP training course. The UPLs will be subject to random urinalysis testing to be conducted by a disinterested third party.

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d. Observers – Must be in the rank of Sergeant or above and of the same gender as the individual being observed. Observers are responsible for witnessing the entire collection process for the soldiers they are tasked to observe.

e. Individual – Responsible for compliance with the urinalysis program. Soldiers identified to participate in the urinalysis must be present during the specified period. Exceptions will be considered by the Commander on an individual basis. Every soldier will present his or her DD Form 2A (Armed Forces Identification Card) at the test site.

5. PROCEDURES:

a. Random unit urinalysis testing will be conducted on a continuous basis (throughout the year). Approximately 10 percent of each company will be tested each month. A minimum of 100 percent of the Troop Command strength is to be tested per annum.

b. All identified individuals must report to urinalysis testing. There will be 100 percent accountability. Unavoidable conflicts must be resolved through the Company Commander. Once an individual has reported in, he/she must remain at the test site until a sufficient quantity of urine has been collected.

6. ALCOHOL AND DRUG REHABILITATION PROGRAM:

a. Personnel may self-refer themselves to ASAP for evaluation by an ASAP counselor or be command-directed. If warranted, the individual may be enrolled in an ASAP class, outpatient care, or residential treatment. If enrolled, the soldier is subject to comply with all the requirements of the program and failure to do so may result in separation from the service IAW AR 635-200 (enlisted) or AR 600-8-24 (officers).

b. Individuals identified through urinalysis as using illegal drugs or other acts of misconduct (i.e. drunk on duty or DUI) are subject to punishment under the Uniform Code of Military Justice (UCMJ). An ASAP counselor will evaluate individuals, but enrollment in the ASAP is not guaranteed. Individuals are also subject to initiation of separation action. All healthcare providers identified with drug or alcohol problems must be referred to the hospital Impaired Provider Committee.

7. Point of contact for this memorandum is CSM Rivera at 916-9767.

/s/

JAMES A. MUNDY
LTC, MS
Troop Commander