

USACC Regulation 600-85

Army Substance Abuse Program

**Drug Testing
Program Prevention
and Education**

**Headquarters
U.S. Army Cadet Command
204 1st Cavalry Regiment Road
Fort Knox, KY 40121
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UNCLASSIFIED

ARMY SUBSTANCE ABUSE PROGRAM

DRUG TESTING PROGRAM PREVENTION AND EDUCATION

For the Commander:

JEFFOREY SMITH
Major General, GS
US Army Cadet Command
Commanding

History. This publication is a new U.S. Army Cadet Command regulation.

Summary: This regulation outlines the U.S. Army Cadet Command policies and procedures and other administrative instructions regarding implementation of the Army Substance Abuse Program, Drug Testing Program.

Applicability. This regulation applies to all

personnel assigned to the U.S. Army Cadet Command (USACC).

Proponent and Exception Authority. The proponent for this regulation is the USACC Deputy Chief of Staff, G1. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling laws, regulations, and Army policies.

Army Management Control Process. This regulation contains management control provisions in accordance with AR 11-2, but does not identify key management control that must be evaluated.

Supplementation. Supplementation of this regulation is not permitted by subordinate commands of U.S. Army Cadet Command.

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ, USACC, ATTN: ATCC-PAP, Fort Knox, KY 40121-5123.

Distribution
This publication is available in electronic version only and may be found on line in the USACC enterprise portal.

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Chapter 1

General

1-1. Purpose

This publication prescribes the U. S Army Cadet Command's (USACC's) policies and instructions for implementing the Army Substance Abuse Program and Drug Testing Program (DTP) for both Soldiers and Cadets.

1-2. References

Required and related publications are listed in appendix A.

1-3. Explanation of abbreviations and terms

a. Abbreviations and special terms used in this regulation are explained in the glossary found in Appendix A.

b. The use of generic masculine pronouns such as "he" or "his" in this publication is for convenience and such use may imply either or both the masculine and/or feminine gender(s).

1-4. Objectives

a. The objective of this program is to deter use of illegal substances through preventative measures such as random drug testing and prevention education.

b. The USACC DTP's mission is to strengthen the overall fitness and effectiveness of USACC Soldiers and Cadets, to enhance the combat readiness of Soldiers and provide effective alcohol and drug abuse prevention and education at all levels of the command.

Chapter 2

Responsibilities.

2-1. The Commander, USACC will:

- a. Adhere to responsibilities as stated in AR 600-85.
- b. Implement a command Army Substance Abuse Program (ASAP).
- c. Establish policy and procedures for the USACC ASAP.
- d. Publish a command policy memorandum that addresses alcohol and illicit drug use.
- e. Appoint a representative to coordinate the Drug Testing Program (DTP).
- f. Ensure commanders refer any Soldier to the ASAP at their nearest servicing Army installation for evaluation within 5 duty days of notification that the Soldier received a positive urinalysis for illicit drug use or alcohol-related misconduct.
- g. Ensure that all subordinate commanders initiate administrative separation for all Soldiers who are identified as illegal drug abusers, and all Soldiers who have 2 serious incidents of alcohol-related misconduct within 12 months, IAW AR 635-20, and AR 600-85.
- h. Implement ASAP prevention and education initiatives.

2-2. Brigade commanders will:

- a. Implement a DTP for their brigade.
- b. Implement ASAP prevention and education initiatives.
- c. Appoint an officer, non-commissioned officer (E5) or above, or DA civilian (GS-05) or above, on orders as the Brigade Prevention Leader (BPL), and Unit Prevention Leaders (UPL) for each of their subordinate detachments.
- d. Assist the BPL in the development of a Brigade Substance Abuse Program SOP and review and sign it annually.
- e. Conduct random testing for 10 percent of unit strength each month, using Smart Testing Techniques.
- f. Implement a written policy for random testing of Cadets at their discretion.
- g. Immediately contact the Command Judge Advocate Office for guidance to conduct a urinalysis on a suspected Cadet IAW AR 600-85 upon notification from a PMS that credible information implicates the Cadet is using an illegal substance.

2-3. Professor of Military Science (PMS) will:

- a. Conduct urinalysis testing of all Cadre assigned to that unit IAW AR 600-85 procedures upon notification by UPL of the random selection of their detachment.
- b. Ensure annual alcohol and drug abuse training is provided to all Soldiers and DA civilians IAW AR 600-85. (Soldiers 4 hours annually, DA Civilians 2 hours annually).
- c. Immediately contact the brigade commander and request approval to conduct a urinalysis on a Cadet only when creditable information implicates the Cadet is using an illegal substance, and provide all supporting documentation with this request.

Chapter 3

Implementation of the USACC Drug Testing Program

3-1. Policy

- a. IAW Exception to Policy with the Army Command Substance Abuse Program, USACC will randomly test 10 percent of assigned unit strength monthly using Smart Testing Techniques. USACC Headquarters will test 10 percent of Soldiers assigned to the HQ monthly, USACC Brigades will test 10 percent of their assigned strength monthly. In addition to random testing, Brigade Commanders may conduct periodic unit sweeps, testing of 100 percent of assigned personnel.
- b. IAW AR 600-85 each Brigade Commander will appoint on orders at a minimum 1 BPL, who is responsible to implement the Commander's DTP and ensure that random testing for 10 percent of Brigade unit strength is conducted monthly. Each Brigade Commander will appoint on orders 1 UPL for each detachment to conduct random testing upon notification by the Brigade Commander or his representative of that detachment's random selection for urinalysis testing.
- c. Due to the lack of installation support for USACC's geographically dispersed population UPLs will conduct quality assurance on all specimens collected, and ship specimens directly to the Forensic Toxicology Drug Testing Laboratory (FTDTL). For those detachments located in the United States (US) West of the Mississippi, specimens will be shipped to Tripler AMC

FTDTL. For those detachments located in the US East of the Mississippi, specimens will be shipped to Fort Meade, MD, FTDTL.

d. All Brigade Soldier specimens collected will be identified using the Base Area Code (BAC) AC02, and the Brigade's Unit Identification Code (UIC). All contracted Cadet specimens collected will be identified using BAC AC01, and the Brigade's UIC. All Soldiers assigned to the Headquarters USACC will be identified using BAC AC02 and the USACC UIC.

e. IAW AR 600-85 Field Testing of urine specimens, both Cadre and Cadet, is unauthorized; all specimens collected will be forwarded to the supporting FTDTL for testing. Field Testing includes the use of Drug and Alcohol Testing (DAT) Kits or any commercially accessible drug screening test.

3-2. Smart Testing and Random Selection.

a. Smart Testing is the process where drug testing is conducted in such a manner that it is not predictable to the tested population. Examples of Smart Testing are:

- (1) Testing on different days of the week.
- (2) Occasional back-to-back testing, i.e., Friday, and Monday.
- (3) Testing at the end of the duty day.

b. Random Selection: The Army has approved two computer programs to use as tools to automatically generate a random sample.

- (1) DOD's Drug Testing Program (DTP) Full Version.
- (2) DTP Lite.

c. USACC HQ will utilize DTP Lite for random selection of HQ personnel to be tested.

d. Non Computerized (Manual) Random Selection Methods: The Army has approved manual random selection methods.

- (1) Roll a ten-sided die or draw numbers (0-9) from a hat. Personnel whose Social Security Number (SSN) ends with the number rolled/drawn are selected to test.
- (2) Write every Soldier's name on 3-by-5 cards, shuffle the cards and draw the names from the deck to populate the Testing Register.
- (3) USACC Brigades will assign a number to each of their detachments and draw 10 percent of their strength monthly testing the detachments identified through the random selection. For example; if a brigade has 38 detachments, randomly draw four numbers out of a hat or bowl and test those detachments at 100 percent of Soldiers assigned to those detachments.

3-3. Drug Testing Supplies.

a. USACC Headquarters, Brigades and detachments will maintain enough drug testing supplies on hand to test 200 percent of their unit strength. As supplies are used, the detachment UPL will request additional supplies through the BPL. The complete list of drug testing supplies and National Stock Number (NSN) are as follows:

- (1) Urine Specimen Bottles, NSN: 6640-00-165-5778.
- (2) Specimen Collection Cups (female collection cups), NSN: 6530-01-048-0855.
- (3) Mailing Pouch Specimen (leak proof bag), NSN: 6530-01-304-9762.
- (4) Liquid Absorbent Pouch (dry absorb packs), NSN: 6530-01-304-9754.
- (5) Tamper Evident Seal (tape), NSN: 6530-01-C57-0478.

- (6) Labels (avery 5163 or other 2x4), NSN: 7530-01-514-4903.
- (7) Vinyl Exam Gloves, NSN: 6515-00-339-7860.
- (8) Ball Point Pens, blue.
- (9) Black Marker.

b. During specimen collection the UPL will ensure the following materials are available at the UPL station, in addition to the testing supplies:

- (1) Copy of AR 600-85.
- (2) Copy of USACC policy letter.
- (3) UPL appointment orders.
- (4) Disinfectant and materials for a possible spill.

Chapter 4

Collection Procedures

4-1. Collection Process

a. Soldiers will be notified no more than 2 hours prior to testing.

b. The UPL must prepare latrines prior to conducting a urinalysis test according to the following steps:

(1) Decide which latrines to use to conduct your test. They should be as close as possible to the testing station. After choosing a latrine, display a sign to indicate the latrine is reserved for testing.

(2) Remove any cleaning products from the latrine. Soldiers could use cleaning products to adulterate samples and invalidate the test.

(3) Place hand sanitizer in the latrine if it is not already present. Soldiers can use the hand sanitizer to wash their hands after the collection and maintain good hygiene.

Prior to providing a specimen Soldiers must wash their hands with water only.

c. Required briefings prior to collection:

(1) Observers Briefing is conducted by the UPL and given to each observer.

(2) Commander's Briefing is delegated to the UPL by the Commander.

(3) UPL Unit Briefing is conducted by the UPL and given to all individuals selected for testing.

d. Testing Documents:

(1) DD Form 2624, Specimen Custody Document-Drug Testing: The DD Form 2624 is sent with the specimen shipment. This is a critical document for testing purposes. The Chain of Custody is recorded on this form.

(2) Testing Register: The UPL is responsible for maintaining the Testing Register and for annotating it with the testing results.

(3) Memorandum for Observers: The Observer signs this document to indicate that he understands the responsibilities of the Observer role, and that he will notify any suspicious activity immediately to the UPL.

e. All Soldiers and contracted Cadets selected will be tested IAW AR 600-85 testing procedures. If a Soldier or Cadet is unavailable for testing due to scheduled absence, they will be tested as soon as practical upon their return to the unit.

f. For detachments that have one female Cadre member, required urinalysis testing observation may be obtained using one of the following options:

(1) Utilize a female Department of the Army Civilian (DAC) if available to provide the required observer support.

(2) Coordinate with a sister detachment that has a female Cadre or DAC to provide the required observer support.

(3) Coordinate with a local Army Reserve or National Guard Unit to provide the female observer support.

(4) Coordinate with a local US Army Recruiting Command (USAREC) company or recruiting station to provide the female observer support.

4-2. Maintaining Records

All ASAP and DTP records will be maintained IAW AR 25-400-2, Army Records Management System in separate locked file cabinets.

Chapter 5

Identification and Referral

5-1. Methods of Identification

The Army views substance abuse and dependency as preventable and treatable. While self-identification (ID) is the preferred method of identification, commanders and leaders have a responsibility to identify Soldiers at risk for alcohol and drug abuse and refer them to ASAP for treatment. Methods of identification are:

(1) Voluntary ID.

(2) Command ID.

(3) Drug testing ID.

(4) Medical ID.

(5) Investigation/apprehension.

5-2. Referral and Command Responsibilities

a. Drug testing identification is accomplished through urinalysis testing and is the most frequent method of identification IAW AR 600-85. Any Soldier identified as an illegal drug abuser through drug testing requires a mandatory referral to the ASAP counseling center for evaluation within 5 duty days of the validated positive drug test result. Commanders will also initiate administrative separation for all Soldiers identified as illegal drug abusers.

b. USACC Soldiers who are identified as illegal drug abusers will be command referred to the nearest servicing Army installation's ASAP counseling center for evaluation and recommendations for treatment. Soldier's who reside more than 50 miles from the nearest servicing Army installation may seek treatment from a TRICARE provider in their local area, and must sign a release of information allowing the TRICARE provider to share progress, or lack of progress information with the ASAP counseling center case worker who conducted the evaluation.

Chapter 6

Urinalysis Testing of Cadets

6-1. Testing at Leader Training Course, and Leader Development and Assessment Course

a. Testing will be conducted for 100 percent of Cadets attending the Leader Training Course. Testing will be conducted using BAC AC01 and UIC W0MT08. The 1st Brigade BPL will coordinate testing IAW AR 600-85.

b. Testing will be conducted for 100 percent of Cadets attending the Leader Development and Assessment Course. Testing will be conducted using BAC AC01 and UIC W0MTW7. The 8th Brigade BPL will coordinate testing IAW AR 600-85.

6-2. Testing of Cadets

a. Testing of contracted Cadets may occur only if credible information is provided that a Cadet is using an illegal substance. In such cases, Brigade Commander approval is required following consultation with the Command Judge Advocate Office.

b. Random testing of Cadets is authorized only when the Brigade Commander has a written policy for such testing. 100 percent testing of Cadets is authorized only when the Brigade Commander has a written policy for such testing.

Chapter 7

Prevention, Education and Training

7-1. Prevention Training Objectives

a. The objectives of alcohol and other drug abuse prevention are to:

(1) Prevent, deter, and reduce alcohol and other drug abuse.

(2) Provide Soldiers and Civilians with substance abuse prevention and awareness training annually.

(3) Educate Soldiers and Civilians on substance abuse prevention and the effects substance abuse can have on individuals as well as entire organizations.

b. The UPL Training Course is provided by the USACC Drug Testing Coordinator at the request of each brigade. Prior to attending the UPL Training Course, background checks and signed appointment orders are required for each attendee.

7-2. Unit Prevention Plan

The BPL will implement a Unit Prevention Plan that includes publications and educational information specific for the local area and risk associated with that location for both Soldiers, Cadets and Civilians. The most current information for prevention plans and prevention training may be located on the Army Center for Substance Abuse Program website, <http://acsap.army.mil>.

Appendix A

References

DoDI 1010.01

Military Personnel Drug Abuse Testing Program, 13 September 2012

DoDI 1010.16

Technical Procedures for the Military Personnel Drug Abuse Testing Program, 10 October 2012

AR 600-85

The Army Substance Abuse Program, RAR Issue Date, 28 December 2012

AR 25-400-2

The Army Records Management Information System (ARIMS), 2 October 2007

Unit Prevention Leader Handbook

Version 3, 2010

Glossary

Explanation of Abbreviations and Terms

Section I

Abbreviations

ACSAP

Army Center for Substance Abuse Programs

ARIMS

Army Records Information Management System

BAC

Base Area Code

BPL

Brigade Prevention Leader

CJA

Command Judge Advocate

DAC

Department of the Army Civilian

DTP

Drug Testing Program

IAW

In Accordance with

ID

Identification

NCO

Non-Commissioned Officer

NSN

National Stock Number

UPL

Unit Prevention Leader

Section II**Terms****Army Substance Abuse Program**

A personnel program that includes prevention, ID, education, and rehabilitation services. The program includes non-residential and partial inpatient care programs. The ASAP is responsive to the chain of command and supports the combat readiness of the Army.

Drug abuse

The use or possession of controlled substances, or illegal drugs, or the nonmedical or improper use of other drugs (for example, prescription and over the counter drugs) that are packaged with a recommended safe dosage. This includes the use of substances outside the scope of their intended use (for example, glue and gasoline fume sniffing or steroid use for other than that which is specifically prescribed by competent medical authority.)

Random Testing

A scientifically valid system of selecting a portion of a command for drug testing without individualized suspicion that a particular individual is using illicit drugs. Each Soldier or civilian corps member will have an equal chance of being selected for drug testing each time this type of inspection is conducted.

Smart Testing Technique

Smart Testing is the process where drug testing is conducted in such a manner that it is not predictable to the tested population.