

**BY ORDER OF THE COMMANDER,
15TH AIRLIFT WING**

15TH AIRLIFT WING INSTRUCTION 44-120

15 MAY 2004



Medical Operations

**DRUG ABUSE TESTING PROGRAM SWEEPS
AND GATE INSPECTIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes the guidelines for urinalysis drug testing for instances outside the guidelines already established in *AFI 44-120, Drug Abuse Testing Program*. This instruction applies to Hickam Air Force Base assigned and tenant units. All Active Duty, Reserve and National Guard U.S. military personnel, regardless of service, rank, grade or position are subject to the provisions of this instruction while under the jurisdiction of the Commander, 15th Airlift Wing.

This instruction requires collecting and maintaining information protected by the *Privacy Act of 1974* authorized by DoDD 1010.1 and DoDI 1010.16.

Chapter 1

RANDOM URINALYSIS DRUG TESTING AT INSTALLATION ENTRY POINTS (GATES)

1.1. Only the Commander, 15th Airlift Wing will authorize random urinalysis drug testing screening at installation entry points (Gate Check). The commander or designee will:

- 1.1.1. Determine the date, time, and method of entry point drug abuse screening and will not announce prior to the event.
- 1.1.2. Select method of randomness for all U.S. active duty personnel.
- 1.1.3. Direct notification of weekend or non-traditional urinalysis drug testing through the 15th Medical Group Commander. Notification should occur at least three duty days prior to the event.
- 1.1.4. Ensure all notifications are made in strict confidence and provide pertinent data to facilitate arrangement of sufficient manpower.
- 1.1.5. Coordinate manpower arrangements in concert with Drug Demand Reduction Program Manager/Drug Testing Program Administrative Manager.
- 1.1.6. Ensure detailed observers report at least 30 minutes prior to the event for training purposes.
- 1.1.7. Ensure the 15 SFS mission is not impacted during gate checks. At no time will random entry point urinalysis drug screenings interfere with the duties and responsibilities of posted 15 SFS members.
- 1.1.8. Direct collection, storage and processing of specimens IAW AFI 44-120, *Drug Abuse Testing Program*.

1.2. Gate Check Urinalysis testing will utilize the following procedures:

- 1.2.1. Installation Commander or designee assigns entry point monitors and issues "Instructions for Conducting Random Entry Point Urinalysis Screenings on Hickam Air Force Base." ([Attachment 2](#)).
- 1.2.2. Entry point monitor will retrieve the military Identification Card (ID) from each U.S. military active duty member in the selected vehicle.
- 1.2.3. Entry point monitor will annotate the following on both the original and copy of the "Random Drug Urinalysis Selection and Screening Order" ([Attachment 3](#)) for each U.S. active duty member.
 - 1.2.3.1. Location of the designated collection facility (building number and street address).
 - 1.2.3.2. Name, Grade, and Social Security Number.
 - 1.2.3.3. Active duty member's organization, telephone number, and duty station.
 - 1.2.3.4. Printed name of commander and telephone number.
 - 1.2.3.5. Time and date of notification.
- 1.2.4. The member will provide their signature on the original copy of the order.
- 1.2.5. Should the member not be in possession of their military identification card, the member will provide another form of identification. The 15 SFS will be the authority to determine acceptable alter-

nate forms of identification and consult with 15 AW/JA to provide guidance for members that do not have any identification.

1.2.6. The entry point monitor will issue a copy of the order to each active duty military member. This copy does not require active duty member's signature.

1.2.7. The entry point monitor will retain the original, signed order.

1.2.8. At the end of the specified entry point inspection period, the entry point monitor will report to the collection site and provide the 15 AW commander or designee with signed copies of the orders collected from each active duty member.

1.2.9. The designee will coordinate with the DRPM or designee the number of samples provided with the number of signed letters collected. Shortfalls or discrepancies will be reported to the individual's commander through the 15 AW/JA for action.

1.3. The 15 AW/JA will ensure a representative is available [either on-site or on call] to provide legal guidance during the notification and collection process of all entry point urinalysis drug screenings.

1.4. The DRPM or DTPAM will report all cases of suspected adulteration and refusals to submit the required specimen to the unit commander through 15 AW/JA. Commanders are required to investigate and take disciplinary action as appropriate.

Chapter 2

RECALL OF BASE PERSONNEL TO PROVIDE URINALYSIS

- 2.1. At the installation commander's discretion, any unit(s) and/or percentage of unit(s) may be directed for drug urinalysis testing.
- 2.2. Personnel selected for recall urinalysis drug testing will be selected by the Air Force Drug Testing Program unless a 100 percent unit sweep is requested.
- 2.2.1. The installation commander will determine the time and date of recalls for urinalysis drug testing.
- 2.2.2. In the event of a less than 100% unit sweep, the DRPM or DTPAM will follow the instructions identified in the AFDTP Manual to select units and personnel randomly. At no time, unless otherwise directed by the installation commander or designee, will the DRPM or DTPAM select a specific squadron.
- 2.2.3. After the DRPM or DTPAM has completed the random selection, the AFDTP product will be placed in a sealed envelope and given to the commander, designee, or taken to the 15 AW Command Post and provided to the senior on duty controller with a letter of instruction on how and when to proceed with the recall.
- 2.2.4. The 15 AW Command Post senior on duty controller will comply with the instructions outlined in the letter, "Instruction for Drug Urinalysis Testing Recall." ([Attachment 4](#))

Chapter 3

COMMANDER REQUESTED UNIT AND DORMITORY SWEEPS:

- 3.1. Only Commanders with UCMJ authority are authorized to request drug screening sweeps of individuals under their command.
- 3.2. Commanders should only request unit sweeps for unit health and morale purposes or when there is reason to believe there is a drug-related problem within their respective jurisdiction.
- 3.3. The installation and subordinate commanders can request drug-screening sweeps of between 1 and 100 percent of their assigned personnel. This includes full squadron recalls and selective recalls (less than 100 percent) provided the names are selected randomly using the Air Force Drug Testing Program (AFDTP) software.
- 3.4. Commanders can request sweeps of personnel under their jurisdiction residing in the installation dormitories.
 - 3.4.1. In dormitory drug screening sweeps, a floor, wing, or entire dorm is subject to inspection.
 - 3.4.2. During dormitory sweeps, the installation commander or designee will ensure sufficient manpower is available to seal the affected area ensuring no departures prior to providing the required urinalysis specimen.
- 3.5. Commanders requesting a unit, dormitory or other sweep will coordinate with the 15 AW/JA prior to requesting assistance from 15 MDG/CC.
- 3.6. The 15 AW/JA will be available via telephone, beeper, or will be on-site during collection.
- 3.7. Unit requested sweeps will be implemented utilizing the following procedures:
 - 3.7.1. Unit commander will determine the date and time of unit sweeps in coordination with the DRPM.
 - 3.7.2. Unit commander will ensure sweep arrangements are made in strict confidence and will provide only pertinent data to facilitate sufficient manpower.
 - 3.7.2.1. The unit commander will ensure availability of trusted personnel to manage unforeseen circumstances. Trusted personnel will provide their specimen and then provide supervision of all unit personnel.
 - 3.7.2.2. The unit commander will ensure availability of sufficient/appropriate observer personnel IAW AFI 44-120.
 - 3.7.2.3. Unit commander or designee will ensure availability of personnel, notify the DRPM, and direct members to report as appropriate.

3.7.3. DRPM will ensure adequate drug testing supplies are available to collect urine samples.

RAYMOND G. TORRES, Colonel, USAF
Commander, 15th Airlift Wing

Attachment 1

GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS

References AFI 44-120, Drug Abuse Testing Program

Abbreviations and Acronyms

AFDTP—Air Force Drug Testing Program

AW—Airlift Wing

AWI—Airlift Wing Instruction

AW/JA—Airlift Wing/Judge Advocate

MDG/CC—Medical Group Commander

DRPM—Demand Reduction Program Manager

DTPAM—Drug Testing Program Administrative Manager

IAW—In Accordance With

UCMJ—Uniform Code of Military Justice

Attachment 2**MEMORANDUM FOR ENTRY POINT MONITORS FOR RANDOM
URINALYSIS DRUG SCREENINGS**

Date:

MEMORANDUM FOR ENTRY POINT MONITORS FOR GATE URINALYSIS DRUG SCREEN

FROM: 15 AW/CC

SUBJECT: Conducting Gate Entry Point Urinalysis Drug Screenings on Hickam Air Force Base

1. You have been selected to conduct gate entry point urinalysis drug screenings of active duty military personnel entering this installation through the _____ Gate on _____ between the hours of _____ and _____.

2. The guidance below will assist you in the process.

a. You will instruct every _____ vehicle entering the installation to pull to the right side of the road closest to the installation entry point. (Use existing inspection point, if available)

b. Request the Military Identification Card of all individuals inside the vehicle.

c. Inform the vehicle occupants of the purpose of the delay.

d. If the selected vehicle does not contain any active duty military personnel, you will select the next available vehicle entering the installation.

e. Direct each active duty military member to complete the endorsement section of the 15 AW/CC, directed "Gate Drug Urinalysis Selection and Screening Order."

(1) Issue the order in two copies.

(2) Complete the first copy of the order, have each selected active duty military member enter all required information and sign, date, and annotate the time he or she was notified.

(3) Retain the signed copy.

(4) Provide the second copy of the 15 AW/CC order to each active duty military member in the vehicle and instruct him or her to proceed to the designated testing location to provide the required specimen.

3. At the completion of your entry control screening duties, report to the Demand Reduction Program Manager (DRPM), or representative, located at the designated testing location with the signed copies of each order letter.

a. These letters will be compared to the name and SSAN of the samples collected. Discrepancies will be reported to the 15 AW/JA immediately by the DRPM. You may be required to provide a written statement concerning any discrepancies for use in UCMJ or other administrative action.

b. If there are no discrepancies, you will be released, unless instructed otherwise.

4. Questions concerning procedures should be directed to the 15 AW/JA on call or on-duty. The judge advocate can be reached through the Security Forces Law Enforcement Desk at 449-6373.

RAYMOND G. TORRES, Colonel, USAF
Commander, 15th Airlift Wing

Attachment 3**MEMORANDUM FOR SELECTED ACTIVE DUTY MILITARY MEMBER**

Date:

MEMORANDUM FOR SELECTED ACTIVE DUTY MILITARY MEMBER

FROM: 15 AW/CC

SUBJECT: Gate Drug Urinalysis Selection and Screening Order

1. You have been selected for urinalysis drug testing under the provisions of the Air Force Drug Testing Program as outlined in AFI 44-120, *Drug Abuse Testing Program*.
2. You will complete the required information below and provide the original to the entry point monitor.
3. You are ordered to report to the following building number _____, building name _____, at address _____ immediately upon receipt of this order.
4. However, if you have family members in the car with you, you are authorized up to a 30-minute delay to drop family members off on Hickam Air Force Base. Then, you are required to proceed immediately to the testing site.
5. Failure to report for urinalysis drug testing is punishable under the UCMJ.

RAYMOND G. TORRES, Colonel, USAF
Commander, 15th Airlift Wing

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MEMORANDUM FOR 15 AW/CC

I acknowledge receipt and understanding of this order to report for urinalysis drug testing under the provisions of the Air Force Drug Testing Program. I understand that I must report immediately upon receipt of this order and failure to do so may result in disciplinary action under the UCMJ.

1. Name: _____ 2. Grade: _____ 3. SSAN: _____

4. Organization: _____ 5. Phone: _____ 6. Duty Station: _____

7. Date: _____ 8. Time: _____

9. Commander: _____ 10. Phone: _____

Member's Signature: _____

Attachment 4**INSTRUCTUION FOR TEAM HICKAM URINALYSIS DRUG TESTING RECALL**

Date:

MEMORANDUM FOR 15 AW/CP

FROM: 15 AW/CC

SUBJECT: Instruction for Team Hickam Urinalysis Drug Testing Recall

1. The attached letter contains the name, SSAN, and unit of active duty military members randomly selected to be recalled for urinalysis drug testing.
2. These individuals must report to the designated testing location at _____ within two hours of notification.
3. Begin your recall notification at _____ on _____ 20____. Indicate the time each active duty member was notified next to the name of each individual listed.
4. A representative of the 15th Medical Group's Drug Demand Reduction Office will pick up a copy of the annotated notification letter upon receiving information from your office that the recall is complete. The Drug Demand Reduction Office can be reached at 449-0175 during duty hours.
5. Questions should be directed to _____ at _____.

RAYMOND G. TORRES, Colonel, USAF
Commander, 15th Airlift Wing

Attachment

1. Drug Demand Reduction Program Random Active Duty Roster