

17 DECEMBER 2001



Medical

DRUG ABUSE TESTING PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: 911 ASTS/SG (Colonel Schuman)

Certified by: 911 AW/CC (Colonel F. Baxter Lane)

Pages: 5

Distribution: F

This instruction implements AFDPO 44-1, *Medical Operations*, and AFI 44-120, *Air Force Drug Abuse Testing Program*. It establishes responsibility for carrying out the program at the wing level. This instruction applies to all assigned active duty Air Force Members; Air Force Reserve members; Air National Guard members when receiving federal payments; applicants for the Armed Forces Academies, Advance Reserve Officers' Training Corp, Regular Armed Forces, appointment or enlistment (or re-enlistment if discharged more than 6 months earlier) in Active or Reserve Components.

1. Goals:

- 1.1. Deterrence. Deter persons from drug and substance abuse.
- 1.2. Identification. Identify persons who need treatment and rehabilitation services.
- 1.3. Data Collection. Obtain data on the prevalence of drug abuse.
- 1.4. Rehabilitation Support. Provide drug-testing services for rehabilitation.
- 1.5. Disciplinary Action Support. Develop evidence in support of administrative, rehabilitation services, separations, and actions under the Uniform Code of Military Justice.
- 1.6. Commander Support. Design flexible testing programs that meet the above goals and help commanders maintain the morale, welfare and health of their commands.

2. Responsibilities:

2.1. Wing Commander.

- 2.1.1. Ensures cross-functional oversight of the drug testing program; Medical, Staff Judge Advocate, Security Police, Office of Special Investigations (OSI), Chaplain and other agencies involved in drug abuse control program are coordinated to ensure program objectives are met, including conduct of drug testing.

- 2.1.2. Ensures that all personnel assigned to the Wing are subject to testing, regardless of grade, status or position.
 - 2.1.3. Ensures commanders and supervisors understand the program.
 - 2.1.4. Ensures that testing is used in conjunction with investigation and law enforcement as a countermeasure to drug abuse.
 - 2.1.5. Ensures that commanders refer for drug testing all incidents of known or suspected drug abuse or indication of deterioration of duty performance or behavior such as aggressive behavior, destruction of government/personal property, and failure to obey orders.
- 2.2. Medical Squadron Commander (ASTS).
- 2.2.1. Serves as the OPR for the Wing drug-testing program.
 - 2.2.2. Notifies the Wing Commander of verified positive results.
 - 2.2.3. Appoints a Demand Reduction Program Manager (DRPM).
 - 2.2.4. Appoints a Drug Testing Program Administrative Manager (DTPAM) and alternate.
 - 2.2.5. Appoints a medical review officer who is a physician, trained and certified to function as a MRO for the military drug testing program.
 - 2.2.6. Informs Unit Commanders of personal required submitting to drug testing on each pre-UTA Friday.
- 2.3. Demand Reduction Program Manager.
- 2.3.1. Briefs Unit Commanders, First Sergeants and supervisors on medical aspects of the drug abuse-testing program.
 - 2.3.2. Supervises, directs, and assists with the drug-testing program.
 - 2.3.3. Distributes minimum testing allocations to units according to Air Staff and MAJCOM guidance.
 - 2.3.4. Ensures prevention and education efforts are provided.
 - 2.3.5. Ensures less than one percent of specimens are untestable by the laboratory.
 - 2.3.6. Notifies Unit Commanders, and First Sergeants of no-shows and late arrivals (after two hour windows of notification) for drug testing.
 - 2.3.7. Manage the wing observer detail program. Will produce a yearly detail tasking document, which lists the units tasks, number and gender of qualified observers required, and dates of UTA's tasked to each unit.
- 2.4. Drug Testing Program Administrative Manager.
- 2.4.1. The design of the Air Force Drug Testing Program Requires that the person in this position be able to give the program first priority. In fulfilling their duties, the DTPAM.
 - 2.4.2. Ensures specimens are collected, packaged and transported to the testing laboratory according to the requirements of AFI 44-120.
 - 2.4.3. Verifies results are received for every specimen sent for testing.

2.4.4. Notifies the OPR expeditiously of any positive results for verification.

2.4.5. Makes notification of drug testing to first sergeants or commanders by a confidential means.

2.4.6. Provides the randomly selected list of names to the Medical Unit Commander (see section 3 for name selection procedures) for distribution to Units on each Pre-UTA Friday.

2.5. Unit Commanders.

2.5.1. Ensures the wing drug-testing program is given top priority within the unit. May delegate notification of selected individuals to the unit's First Sergeant.

2.5.2. Provide credible observers who are SRA (E-4) or above, and who have not been selected for drug testing at the same session. Units will be detailed on an equal basis to provide observes on a monthly UTA basis (refer to section 4).

2.5.3. Ensures all members are subject to inspection testing.

2.5.4. Ensures unit members selected for drug testing are informed as soon as possible of the time and place of urine collection, and the need to present a valid military identification card or other picture ID at the time of urine collection. Members on crew rest, or otherwise unavailable due to mission requirements (e.g. flying), may be notified immediately after completing crew rest or becoming available for testing.

2.5.5. Ensures that all members who are selected for testing report for specimen collection within two hours after the member's notification. Members who are in TDY status will be notified and tested within two hours of the member's notification on the next Unit Training Assembly (UTA). Time of notification must be recorded on the drug testing selection notice.

2.5.6. Will receive the list of selected names for both UTA days. Ensures that members are notified of drug testing only on the date required. For example: if a member is on the list for testing on the Sunday of the UTA, the member will not be notified until that particular testing date. the only exception will be if it is known that the member will not be available during that date (such as an authorized reschedule, or TDY).

2.5.7. Takes appropriate administrative or UCMJ action on personnel who fail to attend testing without a valid reason, such as TDY, or fail to attend within two hours.

2.5.8. Ensures individuals who have submitted samples determined to be untestable, unfit for testing, or not consistent with human urine by the testing lab, due to adulteration or dilution shall be retested as an inspection by either consent or by direction of the commander.

2.6. The Staff Judge Advocate.

2.6.1. Ensures compliance with chain of custody collection procedures under applicable DoD directives and Air Force policy.

2.6.2. Advises commanders, first sergeants, DTPAM, and other wing officials and agencies regarding legal aspects of the drug-testing program.

2.6.3. Coordinates all requests for drug urinalysis inspections, commander directed examinations, and searches and seizures.

2.6.4. Receives all copies of requests by service members for independent retests.

2.6.5. Notifies the appropriate Air Force, Army DTL, or other certified laboratory to retain the specimen when a positive specimen needs to be retained beyond 60 calendar days for discharge or administrative action.

3. Procedures.

3.1. Drug Test Selection.

3.1.1. The DTPAM will utilize the computerized Air Force Drug Testing Program (AFDTP) for name selection. AFDTP randomly selects base personnel based upon an Air Force programmed randomized algorithm.

3.1.2. The DTPAM will ensure the personnel database in AFDTP is updated prior to name selection by importing the most current base personnel roster received from Personnel Systems Management (PSM) office.

3.1.3. Headquarter Air Force, Headquarter Air Force Reserve Command, or Wing Commander will determine the selection rate percentage of the base population required to submit to drug testing.

3.2. Drug Testing.

3.2.1. Drug testing will begin on Saturday at 1000 and not earlier, and end at 1300. Sunday drug testing will begin at 0900 and not earlier, and end at 1200. The DTPAM must use the time prior to the start time to train observers, obtain necessary equipment and supplies, and set up the designated drug testing area. Units must not send personnel to the drug testing location prior to the start time (1000 or 0900). If a member reports for drug testing prior to the start time, the member will be either sent back to their unit and informed to return on or after the start time, or asked to wait in the building until the start time. Unit Commanders must make sure the member is notified in sufficient time so that the member will not exceed the two-hour window. Example: If the member is notified at 0800 of selection for drug testing, it will be impossible for the member to test within two hours.

4. Observers.

4.1. Must be a credible SRA (E-4) or above who is not selected to submit to drug testing for that period. The observer must report to the DTPAM, located in the medical unit, NLT that 0900 of the day required. The observer will strictly follow direction received from the DTPAM.

4.1.1. The DTPAM will train all observers on testing procedures and observer requirements.

4.1.2. The DTPAM will release observers to report back to their units once determined all personnel required to submit to testing that day has been tested.

4.2. The DRPM will produce a wing-tasking document, and submit to the wing commander for approval. This document will task units to provide observers, number, gender, and UTA dates for a

calendar year. The number of detailed personnel from each unit will be determined by unit size (example: a small unit of 50 personnel will not be tasked as often as a larger unit of 100 personnel).

F. BAXTER LANE, Colonel, USAFR
Commander