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**Medical**

**DRUG ABUSE TESTING PROGRAM**

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OPR: 18 MDOS/SGOH  
(Capt Tammy M. Savoie)

Certified by: 18 MDG/CC (Col David D. Gilbreath)  
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This instruction implements AFD 44-1, *Medical Operations*, AFI 44-120, *Drug Abuse Testing Program*, AFMOA/CC memo dated 16 Nov 98 and AFMOA/CC memo dated 28 Jan 99. It outlines the procedures used to execute the Base Drug Testing Program at Kadena AB. This instruction applies to all units assigned, attached, tenant, or associate to the 18th Wing.

**1. References:**

- 1.1. AFI 44-120, *Drug Abuse Testing Program*, 1 April 1997
- 1.2. The Air Force Drug Testing Program Manual
- 1.3. AFMOA/CC, 16 Nov 98
- 1.4. AFMOA/CC, 28 Jan 99

**2. Program Objectives:**

- 2.1. The objective of the Drug Testing Program is to help commanders maintain mission readiness by reducing the use and untoward effects of illicit drug use by active duty personnel.
- 2.2. The program is designed to be flexible with as little interference with mission accomplishment as possible. At the same time, the Drug Testing Program should serve as a deterrent to drug use as well as aid in identifying individuals who need rehabilitation or disciplinary action.

**3. Responsibilities:**

- 3.1. The 18 WG/CC provides policy outlining expectations regarding use of and support for the Drug Testing Program IAW AFI 44-120, 2.5.
  - 3.1.1. Ensures that unit commanders refer all members who are involved in incidents of known or suspected drug abuse or indicate a deterioration of duty performance or behavior such as aggres-

sive behavior, destruction of government/personal property, and failure to obey orders for drug testing.

3.1.2. Ensures all personnel assigned to the installation, including tenant units, are subject to inspection testing, regardless of grade, status, or position.

3.1.3. Ensures adequate facilities are provided for the Drug Testing Program.

3.2. The 18 MDG/CC is the OPR for the 18 WG Drug Testing Program and appoints appropriate personnel to execute the Drug Testing Program.

3.3. The Demand Reduction Program Manager (DRPM) is appointed by the 18 MDG/CC and ensures the 18 WG/CC, 18 MDG/CC, and 18 MDOS/CC are kept informed regarding the implementation of the Drug Testing Program.

3.3.1. Ensures all facets of the Drug Testing Program are carried out IAW AFI 44-120.

3.3.2. Ensures unit commanders are briefed on all aspects of the Drug Testing Program.

3.3.3. Notifies respective squadron commanders and the Air Force Office of Special Investigations of positive urinalysis results.

3.4. The Drug Testing Program Administrative Manager (DTPAM) develops specific procedures for administering the random Drug Testing Program using the Air Force Drug Testing Program (AFDTP) software IAW AFI 44-120.

3.4.1. Ensures drug testing is conducted on randomly selected days, at a minimum of eight testing days per month.

3.4.2. Ensures random selection of squadron members using the Air Force Drug Testing Program software.

3.4.3. Makes notifications for drug testing to trusted agents, i.e., first sergeants or commanders, by a confidential means.

3.4.3.1. Ensures trusted agents are informed as soon as possible of unit members randomly selected for testing.

3.4.3.2. Ensures trusted agents are aware of the testing procedures, i.e., the time and place of urine collection, the need for members to be present with a valid military identification card at the time of urine collection, and the number of female and male observers the unit must supply.

3.4.3.3. Ensures specimens are collected, packaged, and transported to the Air Force Testing Laboratory according to requirements of AFI 44-120 and as outlined in SGSAL OI 160-23.

3.4.3.4. IAW AFI 44-120, para 2.5.4.5, ensures the rate of nontestable specimens remains at less than one percent of specimens collected.

3.5. The 18 MDG Clinical Laboratory collects urine samples as needed after hours, e.g., when there is a flight line mishap and urine samples are needed from members. When there are no substance abuse personnel available, the 18 MDG Clinical Laboratory will assist in collecting samples for command directed urine samples as well as from commanders, first sergeants, and their trusted agents the day prior to testing day when they are selected for random testing. Collection procedures will be IAW requirements of AFI 44-120 and as outlined in SGSAL OI 160-23.

- 3.5.1. Receives notification of positive results of urinalysis testing from Brooks AFB testing laboratory.
  - 3.5.2. Notifies Medical Review Officer (MRO) of positive urinalysis testing results and provides the MRO with the member's medical and dental records and a prescribed drug list from pharmacy to be reviewed for medically prescribed drugs which can cause a positive test.
  - 3.5.3. Following verification of a nonmedically explained positive test by the MRO, the clinical laboratory then notifies the Drug Testing Program Manager of positive urinalysis testing results.
- 3.6. Squadron commanders ensure all unit members are subject to testing and are informed of the testing procedures designated in this instruction.
- 3.6.1. Take appropriate administrative or UCMJ action for personnel who fail to attend testing without a valid reason.
  - 3.6.2. Appoint a trusted agent, i.e., the first sergeant, to act on his or her behalf in order to accomplish assigned tasks.
  - 3.6.3. Provide credible observers who meet the following criteria:
    - 3.6.3.1. Must be in a grade of NCO or above; senior airmen may be used if an NCO is not available but only with concurrence of the 18th Wing Staff Judge Advocate.
    - 3.6.3.2. Must not have been selected to test on the same test date on which they were selected to be observers.
    - 3.6.3.3. Must not be suspended from flying, PRP, or AFSC duties for any reason.
    - 3.6.3.4. Must not be pending disciplinary or administrative action.
    - 3.6.3.5. Must not be pending judicial or nonjudicial punishment.
    - 3.6.3.6. Must not be under accusation for any civil proceedings.
    - 3.6.3.7. Must not be pending retirement or separation within 12 months.
    - 3.6.3.8. Must not be pending PCS within 6 months.
    - 3.6.3.9. Must not have a history of a UIF, LORs, or Article 15 actions.
    - 3.6.3.10. Must not be under prescribed medication that impairs function or precludes performance of military duties.
- 3.7. The Staff Judge Advocate ensures compliance with chain of custody collection procedures and advises the installation and MDG commander, the Drug Testing Program Manager, and other officials of the legal aspects of the Drug Testing Program.
- 3.7.1. Coordinates all requests for drug urinalysis inspections, commander-directed examinations, and searches and seizures.
  - 3.7.2. Will maintain data on the number of unexcused absences and discuss any excessive rates of unexcused absences with the appropriate commander.
- 3.8. Active duty members are responsible to report to the drug testing site with a valid military ID card and submit a urine sample within 2 hours once notified of selection to test.

#### **4. Drug Testing Process:**

- 4.1. The Air Force Surgeon General mandates the yearly drug testing quota. Testing is currently mandated at the rate of .65 tests per service member for the general Air Force population (AFMOA/CC Memo, 16 Nov 98). Testing dates are chosen randomly with a minimum of eight test dates per month (AFI 44-120, 2.5.5.7).
- 4.2. All active duty members assigned to Kadena Air Base (KAB), including tenant units, are subject to random urinalysis testing and must participate in all aspects of the Drug Testing Program.
- 4.3. Random squadron testing is the primary method of member selection. However, base-wide sweeps may be used as an alternative option to meet monthly and annual quotas and to maintain the quality of unpredictableness.
- 4.4. Using the AFDTP software, a squadron is randomly selected for inspection testing. Once the squadron has been selected, using the same software, 20% to 30% of squadron members are randomly selected to give a urine sample. The percentage of selectees chosen is based on the specimens needed to meet the monthly and annual quota as mandated in AFMOA/CC Memo, 16 Nov 98. The commander has the option to request all members of a squadron be tested.
- 4.5. The commander of the squadron selected for testing ensures that the DTPAM has adequate facilities to conduct drug testing and ensures appropriate NCOs are available as observers.
- 4.6. Selected members must sign in at the test site and render their military ID card to the DTPAM or designated collection official. The DTPAM will maintain possession of the ID card until the member submits an adequate urine sample defined as 30 milliliters IAW SGSAL OI 160-23. The member must remain at the test site until an adequate sample is given.

#### **5. Excused Absences:**

- 5.1. IAW AFI 44-120, excused absences from drug testing are defined as TDY, leave, or crew rest.
- 5.2. IAW AFI 44-120, commanders have the prerogative and responsibility to excuse members from urinalysis testing for other than the reasons listed in paragraph 5.1. Any questions regarding the justification of an unexcused absence should be discussed between the squadron commander and the Staff Judge Advocate's office.

#### **6. Follow Up Testing:**

- 6.1. Members who are excused from testing will be tracked using the Air Force Drug Testing Program software and follow-up testing will be conducted.
- 6.2. Base wide follow-up sweeps will be conducted as needed but at least twice monthly in a centralized location. Members who were previously selected but excused from testing, upon their return to duty, will be contacted for follow up testing. They must report within 2 hours of notification and provide a sample.
- 6.3. When a squadron is chosen for a sweep, any member who was previously selected but was excused from testing and also missed the follow up testing, will be required to report for testing and give a sample. Thus, each squadron sweep will include members who need follow up testing as well as randomly selected members.

**7. Metrics:**

7.1. The DRPM will report the following metrics to the 18 MDG/CC, 18 MDOS/CC, 18 SGOH/CC, 18 WG/JA, Det 624, Air Force Office of Special Investigation (AFOSI) monthly:

- 7.1.1. Number of days tested
- 7.1.2. Squadrons chosen for testing
- 7.1.3. Number of members actually tested
- 7.1.4. Percent of excused absences
- 7.1.5. Percent of unexcused absences
- 7.1.6. Any unexplained positive urinalysis test results
- 7.1.7. Number of follow-up testing specimens collected
- 7.1.8. Untestable specimen rate

7.2. The 18 MDG/CC will forward these metrics to the appropriate group/squadron commanders as appropriate.

7.3. The Substance Abuse Element Leader, through the 18 MDG/CC, will report the above metrics to the 18 WG/CC on a quarterly basis.

JAMES B. SMITH, Brigadier General, USAF  
Commander, 18th Wing