

**USAREC Supplement 1 to
AR 600-85**

Personnel—General

The Army Substance Abuse Program

**Headquarters
United States Army Recruiting Command
1307 3rd Avenue
Fort Knox, KY 40121-2725
1 September 2016**

UNCLASSIFIED

SUMMARY of CHANGE

USAREC Supplement 1 to AR 600-85

Army Substance Abuse Program

(ASAP) This revision, dated- 1 September 2016 supersedes the USuppl 1 to AR 600-85 dated 1 April 2014.

o Updates requirements and guidance on the use of DTP software to include use of EDI-PI (DoD-ID) stated in paragraph 2-36n and 2-35t.

o Updates requirements and guidance for USAREC Form S600-85.4 (Memorandum for Record for Unit Prevention Leader), paragraph 1e and 3g.

UNCLASSIFIED

Headquarters
United States Army Recruiting
Command 1307 3rd Avenue
Fort Knox, Kentucky 41021-2725
19 August 2016

*USAREC Supplement 1 to AR 600-85

Effective 1 September 2016

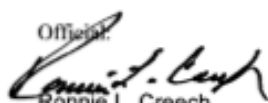
Personnel—General

The Army Substance Abuse Program

For the Commander

BRIAN W. BASSETT
Colonel, GS
Chief of Staff

Officer:



Ronnie L. Creech
Assistant Chief of Staff, CIO/G6

History. This publishes a revised supplement which is effective 1 Sept 2016.

Summary. This publication supplements AR 600-85, dated 28 December 2012.

Applicability. This supplement is applicable to all personnel within the U.S. Army Recruiting Command. Military personnel

who violate provisions of this publication are subject to disciplinary action under the Uniform Code of Military Justice and to adverse administrative actions.

Proponent and exception authority.

The proponent of this supplement is the Assistant Chief of Staff, G1. The proponent has the authority to approve exceptions to this supplement that are consistent with controlling law and regulation. Proponent may delegate the approval authority, in writing, to the deputy G1 within the proponent agency in the grade of lieutenant colonel.

Supplementation. Further supplementation of this supplement is prohibited.

This supplement is current until further notice from this headquarters.

Relation to USAREC Reg 10-1.

This publication establishes policies and procedures regarding The Army Substance Abuse program according to UR 10-1 para 3-19.2(c). Military Support Programs Division.

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 USAREC, ATTN: RCPER-HRD-CON, 1307 3rd Avenue, Fort Knox, KY 40121-2725.

Distribution. This supplement is available in electronic media only and is intended for command distribution level B.

*This supplement supersedes USAREC Supplement 1 to AR 600-85, dated 1 April 2014.

Paragraph 1-1, Purpose

Add the following:

To establish guidelines for the U.S. Army Recruiting Command's (USAREC's) Substance Abuse Program; conduct urinalysis testing; assist commanders, Bde and Bn Prevention Leaders, and UPLs in managing the ASAP; and provide USAREC-specific guidance on quality control audits and shipments of urinalysis samples to the lab.

Paragraph 2-16, Commanders of Corps, Divisions, and Brigades

Add paragraph l through n after paragraph k.

l. Continually monitor the Army Substance Abuse Program with special emphasis in substance abuse prevention, drug and alcohol testing, early identification of problems, rehabilitation, and administrative or judicial actions.

m. Appoint in writing, an officer, an NCO in the pay grade of E-5 (promotable) or above, or a civilian in the grade of GS-6 or above to serve as the Brigade Prevention Leader (it is highly recommended that appointment be in the rank of E-7 or above and that a civilian is not to be appointed unless a military member is not reasonably and consistently available to perform the required duties). These appointment orders must specify the designated person is serving as the Brigade Prevention Leader as distinguished from the duties of a Unit Prevention Leader. The Brigade Prevention Leader must be certified through the UPL certification training addressed in chapter 9 of AR 600-85.

n. Ensure that all activities within the respective brigade substance abuse program are conducted in accordance with AR 600-85, this supplement, and the UPL Handbook to include education, prevention, training, rehabilitation, identification, referral, follow-up, and program evaluation.

Paragraph 2-32, Battalion/squadron commanders

Add paragraph r through w after paragraph q.

r. Assist the Brigade Commander with continually monitoring the Army Substance Abuse Program with special emphasis in substance abuse prevention, drug and alcohol testing, early identification of problems, rehabilitation, and administrative or judicial actions.

s. Ensure that all activities within the substance abuse program are conducted in accordance with AR 600-85, this supplement, and the UPL Handbook to include education, prevention, training, rehabilitation, identification, referral, follow-up, and program evaluation.

t. Appoint in writing, an officer, an NCO in the pay grade of E-5 (promotable) or above, or a civilian in the grade of GS-6 or above to serve as the Battalion Prevention Leader (it is highly recommended appointment be in the rank of E-7 or above and that a civilian is not to be appointed unless a military member is not reasonably and consistently available to perform the required duties). These appointment orders must specify that the designated person is serving as the Battalion Prevention Leader as distinguished from the duties of a Unit Prevention Leader. The Battalion Prevention Leader must be certified through the UPL certification training addressed in chapter 9 of AR 600-85.

u. Appoint an officer, an NCO in the pay grade of E-5 (promotable) or above, or a civilian in the grade of GS-6 or above to serve as the primary UPL or alternate UPL for one or more recruiting companies (it is highly recommended appointment be in the rank of E-7 or above and that a civilian is not to be appointed unless a military member is not reasonably and consistently available to perform the required duties). A certified UPL may be on appointment orders to serve more than one company based on geographical proximity and unit size. However, in these cases each company (RSID) must be listed on the appointment orders that the UPL is responsible for.

v. Brief UPLs on their responsibilities and ensure each UPL signs USAREC Form S600-85.4 (Memorandum for Record for the Unit Prevention Leader) (see fig2-1) at the time of his or her certification or recertification. It is highly recommended to establish written policies regarding urinalysis testing in connection with in-processing, leave, or other triggering events.

w. Ensure the random urinalysis testing of at least 10 percent of the battalion's authorized personnel strength is conducted each month using smart testing practices and 100 percent of the battalion's assigned strength prior to the end of each Fiscal Year (FY). In support of meeting the 100 percent testing requirement, it is recommended that all Soldiers are tested upon completion of their in-processing to the battalion under inspection code IO (Inspection Other). This can be accomplished in conjunction with a random urinalysis testing event. This will require that a separate Register, DD form 2624, and a urinalysis sample container box are used to ship the IO specimens. Using this procedure will greatly aid the units with accomplishing the annual requirement of testing 100 percent of the assigned strength and provide minimal disruption to the accomplishment of the recruiting mission during the FY. If this is not the preferred method, all assigned Soldiers whom were not previously randomly selected during the current FY will undergo a urinalysis testing event NLT the end of the fourth quarter of the current FY under Inspection Other (IO) test code.

Paragraph 2-33, Commanders of companies, detachments, and equivalent units

Add paragraph p through u after paragraph o.

p. Assist the Battalion Commander with continually monitoring the Army Substance Abuse Program with special emphasis in substance abuse prevention, drug and alcohol testing, early identification of problems, rehabilitation, and administrative or judicial actions.

q. Ensure that all activities within the substance abuse program are conducted in accordance with AR 600-85, this supplement, and the UPL Handbook to include education, prevention, training, rehabilitation, identification, referral, follow-up, and program evaluation.

r. Ensure that all assigned UPL's conducting urinalysis testing are using Drug Testing Program (DTP) software (FULL VERSION) to select Soldiers for testing and print all required documentation to conduct the test. .

s. Brief all assigned UPLs on their responsibilities and ensure that each assigned UPL signs a Memorandum for Record for the Unit Prevention Leader (USAREC form S600-85.4) (See fig 2-1) at the time of their certification/recertification.

t. The commander or his/her representative will conduct a pre-collection and post-urinalysis testing site inspection during company urinalysis testing events to ensure that all procedures are being followed, conduct quality control audits of all documents for complete and accurate entries prior to samples being shipped to the lab, and ensure proper packaging procedures are followed prior to shipment.

u. Ensure that all Soldiers who test positive for a prescription drug, and therefore require a review by a Medical Review Officer (MRO), provide the required prescription documentation within 5 working days of being notified of the positive result to the requesting USAREC ASAP official.

Paragraph 2-35, Battalion/squadron prevention leaders

Add paragraphs o through y after paragraph n.

o. Assist the commander's and appointed UPL's with ensuring that all activities within the substance abuse program are conducted in accordance with AR 600-85, this supplement, battalion SOP, and the UPL Handbook to include education, prevention, training, rehabilitation, identification, referral, follow-up, and program evaluation.

p. Monitor and, if appointed UPL duties, conduct urinalysis testing events to ensure the monthly and annual urinalysis testing requirements are met for each FY.

q. Maintain copies of certification credentials and appointment orders for the Battalion Prevention Leader and Company UPLs; including UPL certification, recertification training certificates, and all other documentation required by this supplement.

r. Monitor the Drug Testing Report (DTR) within Report Management Zone (RMZ) daily for identification of urinalysis testing results associated with meeting the random urinalysis testing requirements and take appropriate action of testing errors that may also require retesting of a Soldier.

s. Ensure all UPLs are briefed on their responsibilities and each UPL signs a Memorandum for Record for the Unit Prevention Leader (USAREC Form S600-85.4) (See fig 2-1) at the time of their certification/recertification.

t. Ensure UPL's are conducting the Urinalysis Testing Program with the use of the Drug Testing Program (DTP) software (FULL VERSION) to select Soldiers for testing and print all required documentation to conduct the test. All Soldiers will be selected and verified using the EDI-PI (DoD-ID).

u. During random inspections ensure UPL's are in compliance with ensuring all Soldiers selected for testing read the second page of the Acknowledgement of Proper Urinalysis Specimen Collection Procedures (USAREC Form S600-85.1) (See Fig 2-2) prior to providing a sample. Once the sample is provided and all documents are complete, the Soldier signs and dates the form.

v. During random inspections ensure UPL's are in compliance with ensuring that all observers are trained and briefed on their responsibilities and each observer signs the Memorandum for Record for Observers (USAREC Form S600-85.3) (Fig 2-3) prior to the urinalysis testing event.

w. During random inspections ensure all urinalysis samples are packaged for shipment in accordance with pages 91-107 of the UPL Handbook and shipped to Commander, Forensic Toxicology Drug Testing Laboratory, Attn: Processing Section, 2490 Wilson St, Ft Meade, MD 20755-5235, under the USAREC Base Area Code of RC04. (NOTE: No other laboratory or installation DTC is authorized to receive or process urinalysis testing samples for USAREC without express permission for an exception to policy).

x. Ensure Soldiers are briefed on the ASAP and complete the Statement of Understanding (USAREC Form S600-85.2) during their newcomers briefing or within 30 days of their assignment to their new duty location.

y. During random inspections when mission and organizational structure allows, ensure UPL's are maintaining a copy of all ASAP related forms that requires completion IAW AR 600-85 and this supplement.

Paragraph 2-36, Company, detachment, and equivalent unit prevention leaders

Add paragraphs l through q after paragraph k.

l. Assist the commander and Battalion Prevention Leader with ensuring that all activities within the substance abuse program are conducted in accordance with AR 600-85, this supplement, and the UPL Handbook, to include education, prevention, training, rehabilitation, identification, referral, follow-up, and program evaluation.

m. Ensure the random urinalysis testing of at least 10 percent of the battalion's authorized personnel strength each month is conducted using smart testing practices, and 100 percent of the battalion's assigned strength prior to the end of each Fiscal Year (FY).

n. Ensure that all urinalysis testing is conducted with the use of the Drug Testing Program (DTP) software (FULL VERSION) to select Soldiers for testing, print all required documentation to conduct the test.

o. Ensure that all Soldiers selected for testing read the second page of the Acknowledgement of Proper Urinalysis Specimen Collection Procedures (USAREC Form S600-85.1) (See Fig 2-2) prior to providing a sample. Once the sample is provided and all documents are complete, the Soldier signs and dates the form.

p. Ensure all observers are trained and briefed on their responsibilities and ensure that each observer signs the Memorandum for Record for Observers (USAREC Form S600-85.3) (Fig 2-3) prior to the urinalysis testing event.

q. Ensure that all urinalysis samples are packaged for shipment in accordance with pages 91-107 of the UPL Handbook and shipped to Commander, Forensic Toxicology Drug Testing Laboratory, Attn: Processing Section, 2490 Wilson St, Ft Meade, MD 20755-5235, under the USAREC Base Area Code of RC04. (NOTE: No other laboratory or installation DTC is authorized to receive or process urinalysis testing samples for USAREC without express permission for an exception to policy).

r. Maintain a copy of all ASAP related forms that requires completion IAW AR 600-85 and this supplement.

2-39. Brigade prevention leader

a. Assist the commanders and all appointed Battalion Prevention Leaders with ensuring that all activities within the substance abuse program are conducted in accordance with AR 600-85, this supplement, battalion SOP, and the UPL Handbook to include education, prevention, training, rehabilitation, identification, referral, follow-up, and program evaluation.

b. Serve as a liaison between the USAREC Substance Abuse Program Coordinator and brigade and battalion headquarters regarding ASAP related issues and the certification/recertification requirements of Battalion Prevention Leaders and UPL's.

c. Ensure the appointed Brigade and Battalion Prevention Leader's maintain valid certification credentials and maintain a copy of their appointment orders, UPL certification, recertification training certificates, and all other documentation required by this supplement.

d. Monitor the Drug Testing Report (DTR) daily for identification of urinalysis testing results associated with meeting the random urinalysis testing requirements and take appropriate action of testing errors that may also require retesting of a Soldier.

e. Coordinate with the USAREC Substance Abuse Program Coordinator to arrange DTR access for each newly appointed Battalion Prevention Leader.

Appendix A, References

Add the following to section III, Prescribed Forms:

USAREC Form S600-85.1

Acknowledgment of Proper Urinalysis Specimen Collection Procedures. (Cited in paras 2-35u and 2-36o.)

USAREC Form S600-85.2

Statement of Understanding - Army Substance Abuse Program. (Cited in paras 2-35x.)

USAREC Form S600-85.3

Memorandum for Record for the Observer. (Cited in para 2-36p.)

USAREC Form S600-85.4

Memorandum for Record for the Unit Prevention Leader. (Cited in paras 2-32v, 2-33s, and 2-35s.)

Add the following to section IV, Referenced Forms:

USAREC Form 190-4.2

Incident Information Report. (Cited in para B-6)

Appendix B-6, What does the unit commander do when notified that a Soldier has tested positive during a drug test?

Add the following:

Upon notification of a positive test result of illegal drugs, the Bn Commander will take action as prescribed below:

- a. Laboratory confirmed positive tests. When laboratory testing confirms illegal drug abuse or when other evidence amounting to probable cause of illegal drug use is presented (such as an admission following a drug test), suspend immediately from recruiting duty any personnel who would have any contact with applicants, prospects, or members of the Future Soldier Program. Stop special duty assignment pay as of the date of suspension. Soldiers will remain suspended until final disposition of the case.
- b. Laboratory confirmed positive for drugs that require an evaluation by an MRO. No adverse action will be taken until the MRO determines if drug was being used for a valid medical reason. If the MRO determines the drug use was not for a valid medical reason, the same action will be taken as in "a" above.
- c. Suspension of self-referral is at the discretion of the commander, unless additional illegal drug use is indicated, or unless the self-referral was in anticipation of a test for the presence of drugs in the system. If either of these circumstances exist, then immediate suspension is required.
- d. Complete and submit a USAREC Form 190-4.2 (Incident Information Report) to the USAREC Security Office for each substance abuse case, including all positive urinalysis results for illegal drug use, arrests or apprehensions for drug or alcohol offenses. A USAREC Form 190-4.2 will not be submitted for a positive result requiring MRO consideration, unless the MRO determines use was unauthorized. Follow-up reports of all reported incidents are required.

Appendix E-9, Shipping to the Forensic Toxicology Drug Testing Laboratory

Add paragraph (g) after paragraph b(3)(f).

- (g) via overnight United Parcel Service or Federal Express.

Glossary

HQUSAREC

Headquarters, U.S. Army Recruiting Command

USAREC

U.S. Army Recruiting Command

MRO

Medical Review Officer

FTDTL

Forensic Toxicology Drug Testing Laboratory

UPL

Unit Prevention Leader

DTR

Drug Testing Report

ASAP

Army Substance Abuse Program

DTP

Drug Testing Program

SOP

Standard Operating Procedures

Bde

Brigade

Bn

Battalion

MEMORANDUM FOR RECORD FOR THE UNIT PREVENTION LEADER

SUBJECT: Responsibilities of Unit Prevention Leader During Drug Testing

1. General:

a. As the unit prevention leader (UPL) you must be properly trained and evaluated to ensure that you possess sufficient skill, integrity, and maturity to carry out the highly sensitive duties required of this position. Quality assurance is of utmost importance to ensure the handling and processing of collected specimens are error free.

b. The results of a test may be used in legal proceedings and consequently each urine sample is considered as evidence. A valid chain of custody is mandatory for a successful prosecution. As the UPL, you may be required to provide testimony at legal or administrative proceedings. The chain of custody must be strictly maintained when the commander turns the evidence over to the local Criminal Investigation Division (CID) for investigation as a federal offense.

2. Criteria for UPL:

a. Be an officer, warrant officer, noncommissioned officer E-5 or above, or a DoD civilian in the grade of GS-05 or above.

b. Designated on appointment orders by the commander.

c. Successful completion of the Department of the Army UPL Certification Training Program.

d. Not currently enrolled in the ASAP Rehabilitation Program.

e. Not be under investigation for legal, administrative, or substance abuse related offenses or have had a drug or alcohol-related incident within the last 3 years. Soldiers previously enrolled in ASAP for counseling or ADAPT should not be considered as potential UPLs for at least 36 months after completion of treatment.

3. Responsibilities. The UPL must:

a. Ensure he or she has ample supply of authorized materials and equipment required to conduct a 100 percent unit sweep (inspection unit) as directed by the commander. (Commander is the only one authorized in the unit to identify donors and direct a unit, random, or probable cause seizure collection for urinalysis.)

b. Ensure the latrine being used is posted as "Off Limits," and that there are no cleaning products or other materials present that could be used to adulterate the specimen while the collection process is being conducted.

c. Ensure that observers are properly trained and have read and signed the observer statement (USAREC Form US600-85.3) acknowledging their responsibilities. Observers must be the same gender as the Soldier providing the specimen.

d. Wear a pair of authorized disposable rubber gloves when handling specimens. Rubber gloves must not contain any holes and will not be used by more than one individual before being disposed of.

e. Ensure that all Soldiers identified by the commander provide a specimen and the commander is immediately notified if a Soldier does not report, does not have authorized identification, refuses to void, or if any tampering or dilution of the urine is suspected.

f. Require Soldiers to remove any unnecessary outer garments such as jacket, shirt, or other obstructive clothing that might conceal items or substances that could be used to tamper with or adulterate the Soldier's urine specimen.

g. Verify the Soldier's identity and EDI-PI (DoD-ID) from a military identification card and official unit manning roster (AAA-162).

h. Complete all required documents using the Soldier's identification and ensure the Soldier reads and signs USAREC Form S600-85.1 (Acknowledgment of Proper Urinalysis Specimen Collection Procedures) and the unit urinalysis ledger (and initials the bottle label) prior to leaving the collection site.

i. Check each specimen for temperature, color, clarity, and that the bottle cap is securely tightened to ensure the bottle does not leak prior to affixing authorized tamper resistant tape (each bottle must have the tamper resistant tape affixed in the presence of the Soldier and the observer).

j. Accept custody of all urine specimens from the Soldier and maintain physical custody until custody is properly transferred or the sealed package is provided to authorized mail handlers (US Post Office, Federal Express, or equivalent).

k. Ensure all required documents are completed or corrected only as prescribed in AR 600-85 and a quality assurance check of specimens and documentation is completed in the presence of the observer prior to packaging.

l. Ensure that only the original DD Form 2624 (Chain of Custody) front to back with the completed chain of custody is placed in an envelope with the BAC (RC04) printed in bold print is taped to the specimen box (no photocopies). If more than one batch is in a single box, all DD Forms 2624 front to back with the completed chain of custody will be placed in the same envelope and taped to the specimen box. A single batch of specimens cannot be divided and placed in separate boxes. A batch will not contain more than 12 specimens and the UPL will ensure that there are no more than three observers at any time for each DD Form 2624. The UPL will not complete the documents for his or her own specimen, handle his or her own specimen, or include it in a package for mailing that he or she has custody.

4. UPL Affidavit: I have read and understand this document. I will comply with the responsibilities as stated above and will report anything out of the ordinary immediately to the commander. I hereby acknowledge that I have read the following and understand that I may be subject to court-martial or other adverse action under the Uniform Code of Military Justice (UCMJ), or to involuntary separation under the provisions of AR 600-8-24 or AR 635-200, if I should commit any of the following offenses in the course of this urinalysis inspection:

a. Article 78: Being an accessory after the fact by deliberately: (1) Allowing an adulterated sample to be tested, or (2) Failing to check a sample for warmth as it is delivered, in order to assist a Soldier you know to be a drug offender in concealing the offense.

b. Article 92: Being derelict in the performance of your duties by intentionally or negligently: (1) Allowing a sample to be submitted for testing that you know to have been tampered with, or (2) Failing to check the sample for warmth as it is delivered to you.

c. Article 134: Committing misprision of a serious offense by concealing and failing to report to civilian or military authorities that a Soldier has committed a drug offense.

(UPL's Printed Name)

(UPL's Signature)

(Date)

USAREC Form S600-85.4, 1 SEPTEMBER 2016

Figure 2-1. Sample of a blank USAREC Form S600-85.4

ACKNOWLEDGMENT OF PROPER URINALYSIS SPECIMEN COLLECTION PROCEDURES

(For use of this form see USAREC Suppl 1 to AR 600-85)

INSTRUCTIONS: Soldier submitting the urinalysis specimen will read the procedures to be followed on the reverse of this form prior to testing. After providing a specimen, Soldier will initial and sign below to ensure the proper procedures were conducted during this collection.

SPC David L. Bennett

(Printed Rank and Full Name)

HQ, USAREC, Ft. Knox, KY

(Unit Assigned: Recruiting Station, Battalion, Brigade, etc., with city and state)

1. I have read and understand the procedures to be followed by the unit prevention leader (UPL), observer, and Soldier submitting the specimen during the collection as outlined in the memorandum on the reverse of this form. I understand that if any of the proper procedures were not followed, I have a duty to immediately report any irregularities, and that I am encouraged to do so.

DLB *(Soldier's initials)*

2. I verify that I had visual contact with my specimen until the UPL sealed the bottle and that the urine in the bottle at the time it was sealed was mine. All entries documented on the specimen bottle, specimen custody document (drug testing), and the unit urinalysis ledger, to this point, are consistent and correct.

DLB *(Soldier's initials)*

3. I verify, to the best of my knowledge, that all the proper procedures were were not *(check applicable box)* followed regarding my specimen. Explain in detail, below, if proper procedures were not followed.

DLB *(Soldier's initials)*

I hereby acknowledge that I have read the following and understand that I may be subject to court-martial or other adverse action under the Uniform Code of Military Justice (UCMJ), or to involuntary separation under the provisions of AR 600-8-24 or AR 635-200, if I should commit any of the following offenses in the course of this urinalysis inspection:

Article 90: Willfully disobeying a lawful order of my commander or superior commissioned officer by not providing a urine sample as directed.

Article 107: Making a false official statement in signing the UPL's unit urinalysis ledger acknowledging my sample as only urine, or this sample as mine if it is not.

09/01/16

(Date)

/signed/

(Soldier's Signature)

NOTE: If the Soldier alleges that the procedures were not correctly followed, the commander (or his or her representative) will ascertain if any irregularities or deficiencies occurred; if so, immediately proceed to collect a second urine specimen.

Figure 2-2. Sample of a completed USAREC Form S600-85.1

Figure 2-2. UF S600-85.1 (Reverse)

FOR Soldiers Participating in Commander-Directed Urinalysis Testing Program

SUBJECT: Procedures to be Followed During Specimen Collection (AR 600-85)

1. **PURPOSE:** To provide information concerning proper specimen collection procedures for Soldiers participating in the urinalysis testing program. Each Soldier must read this information prior to submitting a specimen. The reverse must be initialed and signed (Indicate remarks if appropriate) only after the collection process is completed. A designated individual, the UPL or observer, will ensure that each Soldier is provided a copy of this information to read prior to testing and physically check that the reverse is signed prior to returning the Soldier's Identification (ID) card and releasing the Soldier from the collection site area.

2. **PROCEDURES:**

a. The UPL will be an officer, warrant officer, noncommissioned officer in the grade of sergeant (E-5) or above, or a civilian Government employee in the grade of GS-05 or above. The UPL will:

(1) Initiate and record appropriate information on DD Form 2624 (Specimen Custody Document - Drug Testing) in accordance with AR 600-85, appendix E.

(2) Maintain a unit urinalysis ledger with the correct unit, calendar date, batch number, type test, test basis, SSN (verified from the ID card) for the Soldier submitting the specimen, Soldier's signature, and observer's signature.

(3) Provide the labeled urine specimen bottle to the Soldier in the presence of the observer. Prior to providing a specimen, the UPL will direct the Soldier to verify the information on the unit urinalysis ledger, DD Form 2624, and bottle label by having him or her initial the bottle label. After returning from the latrine, the observer and Soldier will also verify the information and sign the unit urinalysis ledger.

(4) Initial the label on the bottle after receiving it from the Soldier indicating transfer of the chain of custody.

(5) In the presence of the observer and Soldier submitting the specimen, seal the bottle with tamper proof tape.

(6) Ensure the information on the label and DD Form 2624 is correct and legible. Write-overs are prohibited. Corrections will be made with a single strikethrough, the correct information written above, and the date and initials of the UPL making the correction. This must be done in the presence of the Soldier. Any corrections not in the presence of the Soldier will be indicated on a certification of correction.

b. The observer must be an officer, warrant officer, or noncommissioned officer sergeant (E-5) or above, and of the same gender as the Soldier being observed. The observer will:

(1) Direct the Soldier to wash his or her hands with plain water prior to submitting the sample.

(2) Directly observe the Soldier urinating into the specimen bottle and placing the cap on the bottle to prevent possible contamination or alteration of the sample.

(3) Ensure that the bottle is not reopened while in the custody of the Soldier or the UPL.

(4) When the optional wider mouth specimen collection container is used by female Soldiers, ensure the female Soldier, while still under direct observation of the observer, pours her own urine into the approved urine specimen bottle immediately after collection and caps it tightly.

(5) Report any unusual occurrences and attempts to adulterate the specimen to the UPL.

(6) Sign the prepared unit urinalysis ledger verifying that the actions specified above were performed.

c. As a Soldier identified to provide a urine sample, you will be required to ensure the following actions are followed:

(1) Under the direction of the UPL you will approach the collection table with the ACU top removed, provide your ID card and this form unsigned to the UPL. Confirm all information on the DD Form 2624, unit urinalysis ledger, and bottle label is correct by initialing the bottle label in SM block.

(2) You will provide a specimen of at least 30 milliliters under direct observation of the assigned observer.

(3) In the case of insufficient specimen or no specimen you will report back to the UPL, who will direct you to remove the label from the bottle and dispose of the sample by pouring it down the toilet. The bottle will be rinsed and disposed of in the trash.

(4) You will maintain eye contact with your specimen at all times until the UPL seals the bottle with tamper tape and places it in the specimen box.

(5) Once your specimen has been sealed and placed back in the box and the observer has signed the unit urinalysis ledger, you will sign the unit urinalysis ledger, and complete and sign this form.

(6) You will ensure, to the maximum extent possible, that the UPL and observer adhere to all testing procedures.

(7) You will immediately inform the commander (or his or her representative) of any irregularities in the testing procedures.

USAREC Form S600-85.1, APR 2014

(Reverse)

Fig 2-2. UF S600-85.1 (Reverse)

Figure 2-32. Sample of a completed USAREC Form S600-85.3

UNIT HQ, USAREC

MEMORANDUM FOR RECORD FOR THE OBSERVERS

SUBJECT: Responsibilities of Observers During Drug Testing

1. General:

- a. Observers are a critical link in the process of collecting urine specimens to be tested for substance abuse. Instances have occurred in the past where observers did not follow proper collection procedures and positive drug tests were not usable in legal and/or administrative actions. In order to prevent similar occurrences in the future, the observer will read and sign this Memorandum for Record.
- b. The testing procedures do not violate a Soldier's Fourth or Fifth Amendment rights, nor does the observation procedure violate the right to privacy. A refusal to produce a specimen is a violation of a direct order and may result in the Soldier being processed for separation.
- c. The results of tests may be used in legal proceedings and consequently the urine sample may be considered as evidence. A valid chain of custody is mandatory for a successful prosecution. As an observer, you may be asked to provide testimony at legal or administrative proceedings. You may be subject to UCMJ or administrative action if it is discovered that the specimen was altered in any way while it was under your control. May include but not limited to the following:
 - (1) Article 92: Knowingly failing to obey a lawful general order or regulation by not maintaining direct line of sight of the urine into the bottle.
 - (2) Article 107: Making a false official statement in signing the unit prevention leader's (UPL's) urinalysis ledger acknowledging the urination process was directly observed and no tampering occurred.
 - (3) Article 134: False swearing by authenticating that no substitution or tampering of the urine sample occurred.

2. Criteria for observers:

- a. Be an officer, warrant officer, or noncommissioned officer in the rank of E-5 or above.
- b. Be of the same gender as the Soldier being tested.
- c. Possess sufficient maturity and integrity to preserve the dignity of the Soldier being observed.
- d. Not be currently enrolled within the Army Substance Abuse Rehabilitation Program or currently be under investigation for any substance abuse related offenses.

3. Responsibilities: As outlined in AR 600-85, an observer must follow protocol during urinalysis collection procedures.

4. Once assigned to a specific Soldier:

- a. Observer controls the urine collection process at all times.
- b. Maintains visual contact with the bottle at all times.
- c. Ensures the Soldier washes his or her hands with water only, no soap, prior to providing a specimen.
- d. Ensures that the specimen provided is not contaminated or altered.
- e. Directly observes the Soldier (one Soldier at a time per observer) voiding urine into the specimen bottle. (When the optional wide mouth specimen collection container is used, immediately after the collection and while still under direct observation of the observer, the urine must be poured into the currently approved urine specimen bottle and tightly capped by the Soldier providing the specimen.)
- f. Ensures direct observation of the flow of urine from the Soldier's body into the bottle.
- g. Supervises the Soldier tightly capping the bottle.
- h. Ensures the bottle is not reopened after the cap is tightened.
- i. Escorts the Soldier back to the UPL's station or table with the bottle in full view.
- j. Observes the UPL placing tamper evident tape over the top of the bottle and across the label, not to cover printed information.
- k. Observes the UPL place the specimen in the collection box.
- l. The observer will sign the unit ledger in front of the UPL and Soldier verifying the collection process and direct observation was conducted.

5. Observer Affidavit: I have read and understand this document. I will comply with the responsibilities as stated above and will report anything out of the ordinary immediately to the UPL or commander.

Billy Wishbone	/SIGNED/	9/28/09
(Observer's Printed Name)	(Observer's Signature)	(Date)
Dave Macky	/SIGNED/	9/28/09
(UPL's Printed Name)	(UPL's Signature)	(Date)

Fig 2-32. Sample of a completed USAREC Form S600-85.3

STATEMENT OF UNDERSTANDING
ARMY SUBSTANCE ABUSE PROGRAM
 (For use of this form see USAREC Suppl 1 to AR 600-85)

1. (Soldier's Initials) I understand the legal consequences of alcohol and drug abuse. Under the UCMJ, there are several articles that address the abuse of drugs and alcohol. These articles could include: Article 111 (Drunken or reckless driving), Article 112 (Drunk on duty), Article 112a (Wrongful use, possession, etc., of controlled substances), and Article 134 (Drunkenness - Incapacitation for performance of duties through prior wrongful indulgence in intoxicating liquor or any drug).
2. (Soldier's Initials) I understand voluntary (self) identification is the most desirable method of discovering alcohol or drug abuse. I understand that, if I have an alcohol or drug problem, I have a personal obligation to seek treatment and rehabilitation. Individuals seeking medical help through self-identification are protected under the Limited Use Policy (AR 600-85, chap 10). Individuals voluntarily seeking medical assistance are not to have negative comments entered on their noncommissioned officer evaluation report or officer evaluation report. I understand there are military and local civilian programs available to treat alcohol and drug abuse. Information is available through the unit commander, first sergeant, battalion adjutant, unit prevention leader, battalion prevention leader, brigade alcohol and drug control officer, USAREC Army substance abuse program (ASAP) coordinator, any Installation ASAP office, and the local Alcoholics Anonymous or Narcotics Anonymous support groups.
3. In accordance with USAREC Reg 600-25, paragraph 2-5:
 - a. (Soldier's Initials) I understand that I cannot consume alcoholic beverages while on duty, including during meals or other breaks when scheduled to return to a recruiting facility or have contact with an applicant.
 - b. (Soldier's Initials) I understand that I cannot drive a Government-owned or -provided vehicle (including rental car) within 8 hours of consuming alcohol.
 - c. (Soldier's Initials) I understand that I cannot consume alcohol with a subject of recruiting efforts or use alcoholic beverages as a recruiting incentive.
 - d. (Soldier's Initials) I understand that I cannot consume alcohol with or provide alcohol to a subject of a recruiting effort.
 - e. (Soldier's Initials) I understand that I cannot report for duty with a blood alcohol content of .05 or greater which is presumed to be under the influence of alcohol. In the absence of a blood alcohol test, direct or other evidence can be used to establish this condition and that the current MCM definition of drunk on duty, which is found at Article 112, UCMJ, will be used to determine whether I, as a Soldier, am considered drunk while on duty.
 - f. (Soldier's Initials) I understand that I cannot possess, transport, or consume alcohol in any recruiting facility or Government vehicle, to include Government-provided rental car. However, on temporary duty status I will be allowed to transport unopened containers of alcohol for personal use in a rental car from the purchase site store back to my hotel room in accordance with state laws.
 - g. (Soldier's Initials) I understand that I cannot use alcoholic beverages as a recruiting incentive or consume alcoholic beverages with any individual under the state drinking age.
4. (Soldier's Initials) I understand that I am subject to Federal, state, and local government laws relating to alcohol and drug abuse, to include driving under the influence (DUI).
5. (Soldier's Initials) I understand that if I am apprehended by the military or civilian police while in a military or civilian vehicle and cited for DUI, I am subject to such adverse actions as a bar to reenlistment, UCMJ punishment, and possible administrative separation under AR 635-200 or AR 600-8-24. I further understand that the commander must, at a minimum, process me for a General Officer Memorandum of Reprimand and refer me to the Installation ASAP for evaluation and counseling.
6. (Soldier's Initials) I understand that I am required to submit a urine specimen when identified through random urinalysis testing or when individually directed by the commander. I understand that failure to submit a specimen may result in UCMJ action.
7. (Soldier's Initials) I understand that a positive test result will render me flagged from any positive personnel actions in accordance with AR 600-8-2. I also understand that I will be subject to UCMJ action (see Limited Use Policy for exceptions) and separation action will be initiated against me and processed in accordance with AR 635-200 or AR 600-8-24, as applicable. I will also have my driving privileges suspended in accordance with USAREC Reg 700-5. If I am a recruiter, I will be suspended from recruiting duties and my special duty assignment pay will be terminated in accordance with USAREC Suppl 1 to AR 600-85 and AR 601-1.
8. (Soldier's Initials) As an officer or noncommissioned officer, I am responsible for the identification and referral of individuals employed by the US Army who are suspected of abusing alcohol or drugs. I am also responsible for the maintenance of military discipline and the enforcement of the UCMJ, when applicable.

PRINT OR TYPE SOLDIER'S FULL NAME: <input style="width: 95%;" type="text"/>	SOLDIER'S SIGNATURE: <input style="width: 95%;" type="text"/>	DATE: <input style="width: 95%;" type="text"/>
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Figure 2-42. Sample of a USAREC Form S600-85.2

USAREC

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