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SECRETARY OF THE AIR FORCE

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Supplement 1

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Medical

DRUG ABUSE TESTING PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 44-1, *Medical Operations,* and prescribes the Air Force Drug Testing Program. It assigns responsibility for carrying out the program at base level. This instruction applies to all active duty Air Force members; Air Force Reserve members; Air National Guard members; applicants for the Armed Forces Academies, Advanced Reserve Officers' Training Corps, regular Armed Forces, appointment or enlistment (or re-enlistment if discharged more than 6 months earlier) into Active or Reserve Components. It implements Department of Defense Directive (DoDD) 1010.1, *Military Personnel Drug Abuse Testing Program,* 9 December 1994. This instruction requires collecting and maintaining information in accordance with the requirements established in Public Laws 91-513 and 92-255; Chapters 13 and 16 of Title 21, United States Code (U.S.C.); Public Law 92-129; 5 U.S.C. 501; and 10 U.S.C. 8013. System of records notice F044 AF SG B applies. Maintain and dispose of all records created by processes prescribed in this publication in accordance with AFMAN 37-139, *Records Disposition Schedule*. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through channels, to HQ AFMOA/SGOC 110 Luke Avenue, Room 405, Bolling AFB , DC 20332-5113.

(90 SW) This publication supplements AFI 44-120, 1 July 2000. It provides operational guidance for the Francis E. Warren Air Force Base Drug Testing Program (DTP); outlines and assigns procedures, responsibilities, and duties for implementation and control of the DTP at the 90th Space Wing and defines who will be trusted agents for the DTP. All Air Force members that are designated as trusted agents will be thoroughly familiar with this supplement and held accountable for knowing the relevant portions. All active duty military members assigned to Francis E. Warren Air Force Base are responsible for participating in this program and have a duty to abide by the rules and procedures mandated under AFI 44-120 and this supplement. Failure to perform the duties imposed may constitute a violation of Article 92, Uniform Code of Military Justice (UCMJ). This supplement applies to all personnel assigned to the 90th Space

Wing and subordinate units, and personnel assigned or attached to, or supported by Francis E. Warren AFB including 20th Air Force Headquarters.

(90 SW) Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4). Comply with AFI 33-332/AFSPC Sup 1, *Privacy Act,* for documents containing Privacy Act information. For Official Use Only information, comply with DoD 5400.7R, Air Force Supplement/AFSPC Sup 1, Chapter 4, *Freedom of Information Act Program*.

SUMMARY OF REVISIONS

This revision incorporates Interim Change IC 2000-1. It defines the minimum credibility requirements for the Drug Testing Program Administrative Manager (DTPAM), (paragraph **4.7.5.**); clarifies the role of Commanders in determining what constitutes "dishonesty and/or fraud" in the selection criteria for observers, DTPAMs, and unit trusted agents (paragraph **4.7.6.**); establishes minimum selection requirements for unit trusted agents (paragraph **4.7.9.**); and establishes alternative urine collection procedures for military members presenting with verified, medically documented, situational anxiety or shy bladder condition (paragraph **20.**). This IC also modifies **Attachment 10**, ***Sample DD Form 2624, Specimen Custody Document - Drug Testing***, updating test basis code (block 9) and chain of custody (block 12). It incorporates a new attachment (**Attachment 13**), ***Sample Letter - Certification Statement for Individual Declaring Shy Bladder or Situational Anxiety***. This IC applies to all active duty Air Force members, members of the Air Force Reserve and Air National Guard. A "|" indicates revised material since the last edition. The entire text of the IC is at the last attachment.

(90 SW) This publication supersedes 90 SWI 44-1, 11 June 1999. It is changed in its entirety and must be completely reviewed. Adds **Attachment 1**, Gate Sweep Procedures.

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Section A— Program Policies.

1. Goals and Objectives of the Drug Abuse Testing Program.

1.1. Maintain the health and wellness of a fit and ready fighting force and a drug-free Air Force community.

1.2. Deter military members, including those members on initial entry on active duty after enlistment or appointment, from abusing illegal drugs and other illicit substances.

1.3. Assist commanders in assessing the security, military fitness, readiness, good order, and discipline of their commands.

1.4. Detect and identify those individuals who use and abuse illegal drugs and other illicit substances.

1.5. Provide a basis for action, adverse or otherwise, against a service member based on a positive test result.

1.6. Ensure that urine specimens collected as part of the drug abuse testing program are supported by a legally defensible chain of custody procedure at the collection site, during transport, and at the drug testing laboratory.

1.7. Ensure that all Air Force military specimens are tested by a DoD certified drug testing laboratory. (Note: Re-tests may be sent to either a DoD certified laboratory or a Substance Abuse and Mental Health Services Administration (SAMHSA) certified laboratory.)

1.8. Ensure Air Force personnel recognize that the wrongful use of anabolic steroids by Air Force military members is an offense under the Uniform Code of Military Justice (UCMJ).

1.9. Ensure that Air Force members serving in Joint-Service commands, operations, and schools are tested according to the commanding service requirements. (Note: Host commanders may at their discretion test any and all TDY personnel assigned to their units in accordance with the procedures outlined in this instruction. Testing of other Service personnel may be performed under the Air Force Drug Testing Program provided the commanding Service establishes either a Memorandum of Understanding (MOU) or a Memorandum of Agreement (MOA) to perform such testing. If either a MOU or MOA is not established, testing of other Service personnel will be the responsibility of the respective Service.)

2. Levels And Frequency Of Testing.

2.1. Active duty personnel will be tested at a level commensurate with guidelines established or agreed upon by the Department of Defense, Drug Enforcement Policy and Support (DEP&S) and Secretary of the Air Force (SAF).

2.1. (90 SW) All military personnel assigned or attached to Francis E. Warren Air Force Base, including associate units and Individual Mobilization Augmentees (IMAs), will be subject to urinalysis drug testing on a random basis. There will be no blanket exemptions.

2.2. New accessions (officer and enlisted personnel) will be tested at a level of one hundred percent as defined in **Section G** of this instruction.

2.3. *Air Force Reserve Component (AFRC) and Air National Guard (ANG)*. Consistent with available resources and constraints on training time, Reserve component and Air National Guard minimum

rates of random testing must be as close as possible to rates established for the active force as determined by the Command CC or designated representative. Reserve component personnel on extended active duty (Active Guard Reserve personnel) will be tested at the same rate as the active duty component.

2.4. Testing shall be frequent enough to preclude predictability (no less than eight days per month). Daily testing is strongly encouraged.

2.5. Field testing (rapid screening tests) is not authorized.

2.6. All requests for waivers to any portion of this AFI must be submitted to and approved by AFMOA/SGOC.

3. Untestable Specimen Rate.

3.1. Appropriate action must be taken by designated personnel (as outlined in **Section B** paragraphs **4.2.1.3.** and **4.7.4.11.1.**.) to ensure less than one percent of specimens collected are identified as untestable.

Section B— Responsibilities

4. Responsibilities for the Drug Testing Program.

4.1. HQ USAF.

4.1.1. The Air Force Surgeon General (HQ USAF/SG).

4.1.1.1. Office of Primary Responsibility (OPR) for operations of the Air Force drug testing program, ensuring that the program meets the requirements of this instruction and any additional requirements established by the Secretary of the Air Force and DoD Coordinator for Drug Enforcement Policy and Support (DEP&S).

4.1.2. The Directorate, Force Management (HQ USAF/DPF).

4.1.2.1. Acts as an Office of Collateral Responsibility (OCR) for military drug testing, focusing on personnel actions (retention, separation, PCS, TDY, etc.) for military personnel involved in, or identified for illegal drug use.

4.1.3. The Air Force Medical Operations Agency (AFMOA).

4.1.3.1. Air Force Alcohol and Drug Abuse Prevention and Treatment Program Manager.

4.1.3.1.1. Oversees the Air Force Alcohol and Drug Abuse Prevention and Treatment (ADAPT) Program, including programs for assessing and treating individuals identified for substance abuse.

4.1.3.1.2. Oversees the Air Force Demand Reduction Program to include drug testing, prevention, education and outreach programs designed to reduce potential for illegal drug use among Air Force military members.

4.1.3.1.3. Coordinates with SAF/FM [Secretary of the Air Force, Office of the Assistant Secretary (Financial Management and Comptroller)] for budget planning and execution.

4.1.3.2. Air Force Drug Testing Program Manager.

4.1.3.2.1. Serves as the Office of Primary Responsibility (OPR) for drug testing issues.

4.1.3.2.2. Develops, implements, and manages Air Force drug testing program operations to support established policies.

4.1.3.2.3. Manages programming and execution of the Air Force drug testing program budget.

4.1.3.2.4. Coordinates with other Air Staff agencies involved in drug testing/demand reduction programs.

4.1.3.2.5. Communicates with other Air Force, DoD, and civilian agencies having collateral responsibilities and interests.

4.1.3.2.6. Provides implementing and operational guidance to MAJCOMs.

4.1.3.2.7. Convenes and attends conferences and other professional forums that address demand reduction issues and determines appropriate Air Force representation at these events.

4.1.3.2.8. Develops procedures for managing and documenting drug testing activities.

4.1.3.2.9. Responds to drug testing complaints, AF suggestions, Congressional and high-level inquiries, and Freedom of Information Act requests.

4.1.3.2.10. Establishes and aggregates biometric data on the testing program.

4.1.3.2.11. Identifies and assesses drug abuse trends and ensures quality assurance inspections of the military drug testing laboratory are conducted at least three times annually (civilian contract laboratory shall be inspected no less than two times annually). The Quality Assurance (QA) inspection shall assess the performance of the laboratory and its adherence to the requirements as outlined in DoDI 1010.16, *Technical Procedures for the Military Personnel Drug Abuse Testing Program.*

4.1.3.2.12. Monitors laboratory inspection processes and performance on external proficiency programs conducted by the Armed Forces Institute of Pathology (AFIP) to ensure continuous accuracy in test results.

4.1.3.2.13. Prescribes procedures for special testing situations not covered by this instruction.

4.1.3.2.14. Prescribes governing Air Force standard operating procedures (SOP) directing laboratory testing, instructions for submitting specimens to the laboratories, and the reporting format for test results.

4.1.3.3. *Air National Guard*. Per ANGI 10-801, *National Guard Counter Drug Support*, Adjutants General will designate a state program manager for the ANG Substance Abuse Program.

4.1.3.4. Serves as the voting member on the DoD Biochemical Testing Advisory Board (BTAB).

4.1.4. The Judge Advocate General (HQ USAF/JA).

4.1.4.1. Assists the SG, DP and major commands (MAJCOMs) in managing legal aspects of the drug testing program.

4.1.4.2. Advises concerning the legal requirements of DoD Directives, DoD Instructions, and Air Force Instructions and policies.

4.2. MAJCOMs/DRUs/FOAs.

4.2.1. The Command Surgeon (SG) is the OPR for the command-level drug testing program. The SG (AFRC/SG for the Reserve Units and HQ ANG/SG for Air National Guard) appoints a command level Demand Reduction Program Manager (DRPM) who assists and serves as the primary focal point for base level DRPM and Drug Testing Program Administrative Manager's (DTPAM) in administering the drug testing program.

4.2.1.1. MAJCOM DRPM's will ensure that each installation has in place a mechanism to provide adequate training of personnel assigned to the base-level DRPM and DTPAM function.

4.2.1.2. MAJCOM DRPM's will ensure that each base-level DRPM conforms to the guidelines established in the Air Force Drug Testing Instructional Guide. Information and training should be tailored to fit the needs of each installation. Training manuals will be updated annually and must be reviewed and approved by the MAJCOM DRPM prior to implementation.

4.2.1.3. MAJCOM DRPM's must track all bases with untestable specimen rates exceeding one percent and ensure that the base in question develops an action plan identifying specific steps to reduce the untestable error rate, as well as a reasonable timetable for resolution. On a monthly basis, MAJCOM DRPM's will forward the information to AFMOA/SGOC identifying the base(s) and the corrective actions implemented to reduce or eliminate excessive untestable specimen rates.

4.2.1.4. MAJCOM DRPM's are responsible for assessing drug abuse trends and maintaining statistical data for bases in their command.

4.2.2. The MAJCOM Director of Personnel (DP) is the OPR for personnel policy aspects of the MAJCOM drug testing program.

4.2.3. The Command Staff Judge Advocate (SJA) is the MAJCOM OCR assisting the Command Surgeon and Command DP in managing the legal aspects of the MAJCOM drug testing program.

4.3. 311th HUMAN SYSTEMS WING.

4.3.1. Provides administrative oversight of the Air Force drug testing laboratory operations.

4.3.2. Ensures adequate facilities to support drug testing laboratory operations.

4.4. AIR FORCE DRUG TESTING LABORATORY (AFDTL).

4.4.1. Supports the Department of Defense (DoD) and Air Force objectives to provide a workplace free of illegal drug use and mission-ready fighting force at all times.

4.4.2. Receives, processes, maintains, and reports results of all drug urinalysis specimens in support of the Air Force and DoD Drug Abuse Prevention Programs.

4.4.3. Chief, Drug Testing Division.

4.4.3.1. Ensures the control and security of all specimens while they remain in possession of the laboratory.

4.4.3.2. Ensures accurate and timely processing and reporting of results, both positive and

negative.

4.4.3.3. Ensures each test report and document package undergoes appropriate reviews of analytical data, chain of custody compliance, and cross-referencing of specimen identification numbers.

4.4.3.4. Ensures results are not reported until certified by a Laboratory Certifying Official (LCO).

4.4.3.5. Ensures release of information or analytical results complies with the requirements as set forth in DoD Directive 1010.1, *Military Personnel Drug Abuse Testing Program*, DoD Instruction 1010.16, *Technical Procedures for the Military Personnel Drug Abuse Testing Program*, and AFI 37-132, *Air Force Privacy Act Program*.

4.4.3.6. Ensures competency of Forensic Sciences Branch personnel to: certify positive and negative results, provide consultation services to base legal officials and health officers on drug testing procedures and policies, and to provide expert witness testimony at Air Force separation boards and courts-martial.

4.4.3.7. Represents Air Force Drug Testing Laboratory (AFDTL) as requested by AFMOA.

4.5. AIR FORCE DRUG TESTING PROGRAM QUALITY ASSURANCE OVERSIGHT OFFICE.

4.5.1. Chief, Quality Assurance.

4.5.1.1. Participates in quality assurance oversight inspections of the forensic operations of the AFDTL and any contract laboratories.

4.5.1.2. Provides advice for the drug testing laboratory on forensic, technical, and analytical issues, to sustain program productivity, efficiency, accuracy, and integrity.

4.5.1.3. Serves as the technical focal point for the drug testing laboratory and is responsible for obtaining and maintaining technical knowledge of program objectives, milestones, and products. Conducts quality assurance audits on laboratory processes, provides findings to Chief, Drug Testing Division, and advises on actions required to correct identified discrepancies.

4.5.1.4. Assists the Chief, Drug Testing Division in developing technical testing plans or contracts.

4.5.1.5. Serves as the technical representative for the drug testing laboratory regarding DoD solicitations on drug testing screening reagents, supplies, and equipment.

4.5.1.6. Provides information with respect to the drug testing laboratory quality assurance program to: 311th HSW, Chief, Drug Testing Division, AFMOA, Armed Forces Institute of Pathology (AFIP) and DoD. In conjunction with the Chief, Drug Testing Division, advocates programs and represents the drug testing program as requested.

4.5.1.7. Provides expert witness testimony in support of Air Force drug testing litigation.

4.5.2. Legal Advisor to the Air Force Drug Testing Program.

4.5.2.1. Participates in quality assurance oversight inspections of the forensic operations of the Air Force drug testing laboratory and any contract laboratory. Ensures drug testing laboratory complies with all applicable DoD Directives, DoD Instructions, AF Instructions, policies

and guidance to maintain forensic integrity of the drug testing program.

4.5.2.2. Interfaces between the drug testing laboratory and the legal community, commanders, and law enforcement. Office of final responsibility for content, support, and quality of litigation and discrepancy products.

4.5.2.3. Develops working relationship with DoD, DEP&S, MAJCOM/SG, SJA's, and AFMOA/SGOC to ensure compliance and forensic integrity of the drug testing program.

4.6. ARMED FORCES INSTITUTE OF PATHOLOGY (AFIP).

4.6.1. Conducts biennial DoD re-certification inspections of military drug testing laboratories.

4.6.2. Maintains oversight of the tri-annual service quality assurance inspection process, performs follow-up analysis and ensures inspection reports are forwarded to AFMOA/SGOC from the inspectors.

4.6.3. Conducts proficiency testing of the drug testing program in accordance with DoD assignment of responsibility. Prepares and forwards to participating units quality control specimens in support of the AFIP blind QC Program. AFIP blind specimens are to be treated as normal specimens and forwarded to the drug testing laboratory for evaluation.

4.7. BASE.

4.7.1. Installation Commander.

4.7.1.1. Ensures the drug testing program is conducted in accordance with all applicable AFI's, DoD Directives, DoD Instructions, and any higher headquarters guidance.

4.7.1.2. Ensures testing level and type of test is appropriate to the threat and is consistent with Air Force policy. Note: Random inspection testing should be the predominant type of test used. Commanders may establish testing levels in excess of the Air Force minimal requirements if local conditions warrant increased vigilance.

4.7.1.2. (90 SW) The 90th Space Wing Commander has delegated authority to the 90th Mission Support Group Commander to initiate gate sweep testing.

4.7.1.3. Ensures effective cross-functional oversight of the installation drug testing program by appointing an installation-level Cross-Functional Oversight Committee. Committee membership must include at a minimum the following: Office of Special Investigation (OSI), Staff Judge Advocate (SJA), Security Forces (SF), a representative from the First Sergeant's council, a squadron commander, ADAPT program manager, the Demand Reduction Program Manager, and others as deemed appropriate by the Installation Commander. The committee will be chaired by the Wing/CC or his/her designee, and convene no less than quarterly to assess the status and effectiveness of drug testing program operations. AFRC and ANG will meet at least annually or more frequently if deemed appropriate.

4.7.1.3.1. *AFRC and ANG.* Regional Support Groups (RSG) will ensure Geographically Separated Units (GSU) comply with drug testing procedures. RSGs will develop procedures to test individuals who are assigned to a base, but physically reside at a GSU. In the ANG, the host wing commander, in conjunction with the Installation Commander will ensure GSU's comply with required drug testing procedures.

4.7.1.4. The installation-level cross-functional oversight committee will advise the Wing

Commander and provide recommendations to improve the efficiency of the drug testing program. The cross-functional oversight committee will monitor and evaluate:

4.7.1.4.1. The AF drug testing program's effectiveness to meet the drug testing program goals. Particular attention should be given to the quality of compliance with guidelines for specimen collection, packaging and shipment.

4.7.1.4.2. Commanders' and supervisors' understanding and support for the goals of the drug testing program, its readiness and health implications, as well as its effectiveness in ensuring a drug-free workplace.

4.7.1.4.3. Compliance with the required minimum testing and the type of test appropriate to the local threat.

4.7.1.4.4. Testing of personnel assigned to the installation regardless of grade, status, or position, including tenant units.

4.7.1.4.4.1. Installation commanders may at their discretion test any and all TDY personnel assigned to their units in accordance with the procedures outlined in this instruction. Frequency of testing for TDY personnel will be determined by the level of perceived threat and shall be established by the installation commander following consultation with the SJA.

4.7.1.4.5. Commanders' and supervisors' understanding of the random selection process and range of appropriate responses to military members who fail to go for testing or refuse to provide a specimen.

4.7.1.4.6. Effectiveness of drug testing as a counter-measure to drug abuse when used in conjunction with investigations and law enforcement.

4.7.1.4.7. Commanders' referral for all incidents of known or suspected substance abuse or indication of deterioration of duty performance, behavioral changes such as aggressiveness, destruction of government/personal property, failure to obey orders, or other anomalies deemed unusual or suspicious in nature.

4.7.1.4.8. Compliance with established procedures to test individuals who are assigned to a base but physically reside on a GSU.

4.7.1.4.9. dequacy/appropriateness of facilities available for full-time use by the Demand Reduction Program Manager (DRPM) and the Drug Testing Program Administrative Manager (DTPAM) to include: a secured work area sufficient for the performance of administrative functions, the safeguarding of files and supplies to carry out and maintain the integrity of the drug testing program, and appropriate urine collection facilities.

4.7.1.4.10. Adequacy/appropriateness of personnel resources to meet program administration requirements (i.e., observers, collection personnel, etc.).

4.7.1.4.10. (90 SW) After normal duty hours, the on-call laboratory technician will collect the specimen, but may not qualify as an observer. The Cross Functional Oversight Committee will establish a procedure in which suspect's unit may be contacted to provide an observer should the law enforcement member or laboratory technician be unable to perform the duty.

4.7.2. The Medical Treatment Facility (MTF), Reserve Medical Unit (RMU), or ANG Medical Squadron (MDS) Commander.

4.7.2.1. Serves as the installation OPR for the drug testing program.

4.7.2.1.1. The MTF, RMU or MDS Commander will:

4.7.2.1.2. Appoint in writing licensed physicians to serve as primary and alternate Medical Review Officers (MRO) for the military drug testing program.

4.7.2.1.3. Appoint in writing a Demand Reduction Program Manager (DRPM).

4.7.2.1.4. Appoint in writing a Drug Testing Program Administrative Manager (DTPAM) to serve for a minimum period of three (3) consecutive months. When feasible, strongly recommend that DTPAMs be appointed to serve a minimum term of twelve (12) consecutive months to enhance and maintain a high level of program integrity.

4.7.2.1.5. If the size of the installation warrants additional program resources, appoints in writing an assistant(s) to the DTPAM to serve for a minimum period of three (3) consecutive months. When feasible, strongly recommend that the assistant to the DTPAM be appointed to serve a minimum of twelve (12) consecutive months to enhance and maintain a high level of program integrity.

4.7.3. Medical Review Officer (MRO).

4.7.3.1. Is responsible for reviewing positive messages and reports pertaining to the drug testing laboratory.

4.7.3.1.1. Must be a physician who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's positive test result based on review of information in the member's medical record. Must be knowledgeable in the medical use of prescription drugs and the pharmacology and toxicology of illicit drugs. *Only individuals holding either a Doctor of Medicine (M.D.) or a Doctor of Osteopathy (D.O.) degree may serve as MROs*.

4.7.3.2. MROs must determine whether the member's positive drug test could be caused by prescribed medication or other natural or synthetic substances to which the member has been exposed. The MRO will review the member's medical and dental records as well as any other documents deemed appropriate in assessing a positive test result.

4.7.3.3. Must not interview the individual in question concerning illicit or abusive drug use or discuss his/her findings with anyone other than the DRPM, prior to the DRPM making his or her official notifications.

4.7.3.4. Consults with toxicologists in the Forensic Sciences Branch at the Air Force Drug Testing Laboratory as necessary regarding the effects if any of prescription medications or other substances on urinalysis drug test results.

4.7.3.5. Receives all positive drug reports from the DRPM and provide a review to the DRPM within 24 hours of receipt.

4.7.3.6. MRO must not be involved in making determinations of chain of custody issues (i.e., specimen authenticity and integrity).

4.7.4. The Demand Reduction Program Manager (DRPM).

4.7.4.1. Is responsible for all aspects of drug urinalysis testing under the direct supervision of the MTF, RMU or MDS commander or his/her designee.

4.7.4.2. Acts as the focal point for base-level drug testing issues.

4.7.4.3. Briefs unit commanders, first sergeants and supervisors on the drug testing program. Note: Drug abuse education and training activities targeted to active duty personnel will be managed and conducted by the Alcohol and Drug Abuse Prevention and Treatment (ADAPT) program office. Outreach activities remains the responsibility of the Demand Reduction (DR) Program. These include all activities aimed at non-active duty populations (i.e., dependents, retirees, and school-age children) and include programs such as Red Ribbon and D.A.R.E. DR personnel may assist ADAPT staff in prevention and education activities with active duty personnel if it does not interfere with completion of drug testing program requirements.

4.7.4.4. Ensures all aspects of the drug testing program comply with established DoD and Air Force directives, instructions, and guidelines. Supervises and performs duties consistent with the drug testing program. The DRPM will be actively involved in the execution and quality control aspects of collection, packaging, and shipment of drug urinalysis specimens.

4.7.4.5. Ensures that the Drug Testing Program Administrative Manager is adequately trained and competent to perform associated duties.

4.7.4.6. Encourages daily urinalysis testing to maximize deterrence and detection, but ensures drug testing is conducted no less than eight randomly selected days per month, using the Air Force Drug Testing Program software for inspection (random) testing. Failure to use the Air Force Drug Testing Software will not affect the validity of results. Exemptions from the use of this software must be approved by AFMOA/SGOC.

4.7.4.6. (90 SW) Upon directive from proper authority, the DTP will conduct inspection testing to include unit and gate sweep testing. The DDRPM in coordination with the commander or first sergeant will schedule a date/time for unit/gate sweep testing.

4.7.4.6.1. *AFRC and ANG units*. Will conduct testing monthly during the Unit Training Assembly (UTA) and/or during the members annual tour. Monthly testing is recommended but not required as long as the annual quota is met. It is suggested that drug testing of AGRs be conducted during the month in order to reduce the demands on limited time available during training assemblies and to enhance the deterrent effect. ANG testing will be conducted using the Air National Guard Testing Software however, it is strongly recommended that the Air Force Drug Testing Program software be used.

4.7.4.6.2. *AFRC and ANG Units.* Selection of members for testing may be accomplished prior to the day of testing and selection rosters must be placed in secure storage with limited access. Notification of selection for testing will not be made until the day of testing. Once notified, individuals must report for testing within two hours. Individuals who are shift workers or on scheduled days off will be tested within one hour of reporting for duty during the next drug testing period.

4.7.4.7. Makes notifications for specimen collection to trusted agents, (e.g., Commanders, First Sergeants or other designated individual) by a confidential means. (It is permissible to fax the personnel notification list directly to the trusted agent on the testing day, if they are standing by to receive, or to send the listing via encrypted email message). Note: Specimen

collection is to be conducted on the day of selection. Once notified, individuals must report for testing within two (2) hours.

4.7.4.7.1. Maintains a current listing of all unit Commanders, First Sergeants and other trusted agents to include full name, rank, unit, address, phone number, fax number, and email address.

4.7.4.8. Safeguards the sensitive medical information that testing may generate in accordance with AFI 37-132, *Air Force Privacy Act Program*.

4.7.4.9. Ensures timely notification to the MRO when positive drug test results are received.

4.7.4.10. After coordination by the MRO, ensures timely notification, verbally and in writing, to the individual's Commander, OSI, ADAPT Program Manager and base Staff Judge Advocate of all drug positive results, and samples determined by the drug testing laboratory to be either adulterated or not consistent with human urine.

4.7.4.10. (90 SW) Negative results will be kept on file until the appropriate disposition date and will be available upon request with proper identification from OSI, the commander, or first sergeant of the individual concerned.

4.7.4.11. Maintains appropriate statistical data as required by higher headquarters and this AFI (**Section M**). Provides statistical updates no less than quarterly to the installation-level Cross Functional Oversight Committee, MTF, RMU or MDS Commander and Installation Commander.

4.7.4.11.1. In conjunction with the DTPAM monitors the monthly rate of untestable specimens (fatal discrepancies) and non-fatal discrepancies (**Attachment 9** of this AFI provides a listing of fatal and non-fatal discrepancies). Takes appropriate action to ensure less than one percent of specimens are untestable. Bases exceeding the one percent untestable level must develop an action plan identifying specific steps to reduce the untestable error rate and a timetable for resolution. This action plan must be forwarded to the MAJCOM DRPM for review. Action plans should also be made available for review by the base level cross functional oversight committee.

4.7.4.12. Tracks members unavailable for testing (using the Air Force Drug Testing software) due to leave, TDY, quarters, flying status, or crew-rest, and coordinates with the unit trusted agent to test these individuals within two hours of notification upon return to duty. Members who are flying must be tested as soon as reasonably possible following completion of the flying mission.

4.7.4.13. Will provide and document periodic training sessions (as deemed appropriate by the SJA and DRPM) performed in concert with the SJA for observers on the collection and observation processes for the drug urinalysis program. Training must, at a minimum, emphasize direct observation, chain of custody, legal implications, forensic correction of documents, "most common and probable" legal challenges, and the consequences of not performing these duties appropriately.

4.7.4.14. Will ensure that, prior to the actual collection process, observers read, understand, sign, and date a "Drug Testing Observer's Briefing," as well as physically review the process involved in observation and collection. These signed briefing forms must be maintained as part of the drug urinalysis testing file in accordance with AFM 37-139, Table 44-5, Rule 1.

Attachment 4 of this AFI provides a sample letter which may be used for observer briefings.

4.7.4.15. (Added-90 SW) The training curriculum for specimen collectors will cover procedures to ensure receipt of documents authorizing specimen collection. If a specimen is being collected pursuant to the member's consent, a consent form for search and seizure (AF Form 1364, Consent for Search and Seizure) must be accomplished and provided to the specimen collector before the specimen is collected. If a specimen is being collected pursuant to probable cause, the collector will ascertain the installation magistrate has authorized probable cause testing before a specimen is collected. The DDRPM will ensure an AF Form 1176, Authority to Search and Seize, is received and maintained on file, though the AF Form 1176 need not be presented prior to collecting the specimen. The collector must get a medical consult completed by a medical provider in an "incident to medical care" situation before conducting a chain of custody collection. Ensure 90 SW/JA has been consulted before collecting a specimen pursuant to consent, probable cause, or incident to medical care.

4.7.5. The Drug Testing Program Administrative Manager (DTPAM).

4.7.5.1. Coordinates drug testing activities with the DRPM and other agencies as applicable.

4.7.5.1. (90 SW) The DTPAM will provide an observer detail roster to the first sergeants. The detail roster will state the date and time the unit must provide observers.

4.7.5.1.1. Must be an individual possessing unquestionable integrity and trustworthiness and meet the following criteria:

4.7.5.1.1.1. No Unfavorable Information File - UIF (AFI 36-2907).

4.7.5.1.1.1.1. Individuals are ineligible to serve as DTPAMs if they have a record of conviction by courts-martial or civilian criminal court. Additionally, the individuals are ineligible if they have received non-judicial punishment under Article 15, UCMJ, or a Letter of Reprimand or similar administrative action (Letter of Admonishment, Counseling) for misconduct involving dishonesty, fraud, or drug abuse (including use, possession or distribution). Prior to assigning an individual to serve as a DTPAM, the unit commander will review the individual's Personal Information File - PIF (military) or personnel record (civilian). Finally, the individual will be asked to certify, and will sign a statement certifying no record of conviction for any offense or history of past misconduct involving dishonesty, fraud, or drug abuse (including use, possession, or distribution).

4.7.5.1.1.1.2. Commanders, on a case-by-case basis, make the determination on whether conduct is dishonest and/or fraudulent. Commanders will receive advice from the servicing Staff Judge Advocate (SJA) in situations in which it is unclear as to whether past misconduct is disqualifying.

4.7.5.1.1.2. No pending UCMJ action (courts-martial, Article 15) or pending administrative action (discharge, Letter of Reprimand/Admonishment/Counseling for dishonesty, fraud or other integrity offenses).

4.7.5.1.1.3. No medical or mental health profile which will prevent them from performing their assigned duties as DTPAM's.

4.7.5.2. Ensures specimens are collected, packaged and transported to the drug testing labora-

tory according to the forensic requirements of this instruction and any guidance established by AFMOA. **Attachment 3** of this AFI provides a sample checklist which may be utilized at the collection site.

4.7.5.2.1. Establishes procedures to ensure the integrity of the program. When the DTPAM is selected for drug testing, the DTPAM may not handle, prepare paperwork or package and ship his/her specimen for testing. Arrangements must be made to ensure that all aspects of packaging and shipment of the box containing the specimen of the DTPAM are performed by an alternate DTPAM (or the DRPM) who is thoroughly knowledgeable and competent to perform this task. In those situations where the DRPM and DTPAM functions are being performed by a military member, arrangements must be made to ensure that an alternate DTPAM (properly trained) prepares the paperwork, packages, and ships the specimens.

4.7.5.2.2. (Added-90 SW) The DTPAM will "roll over" members verified as unavailable for drug testing. The DTPAM will annotate the date the unit projected the member to be available for testing. Rolled over members will report for specimen collection as soon as possible after the expiration of their approval basis for testing unavailability.

4.7.5.2.3. (Added-90 SW) After the commander has coordinated a request for sweep testing (gate or unit) through the Staff Judge Advocate, the DTPAM, in coordination with the DDRPM, will conduct the testing. The DTPAM, in coordination with the DDRPM, is responsible for providing supplies; arranging for the unit/gate sweep testing facility; and if necessary, additional collection personnel.

4.7.5.3. In conjunction with the DRPM, monitors the rate of untestable specimens and takes appropriate action to ensure less than one percent of specimens are untestable.

4.7.5.4. Verifies results are received for every specimen sent for testing, tracks outstanding results and performs follow-up with the testing laboratory to resolve issues of turnaround times, outstanding results, and untestable specimens. Communicates findings and proposed resolutions to untestable discrepancies in writing to the DRPM.

4.7.5.5. Safeguards the sensitive medical information that testing may generate in accordance with AFI 37-132, *Air Force Privacy Act Program*.

4.7.5.6. In AFRC and ANG units with one allocated manpower position, that individual will serve as the DRPM and DTPAM.

4.7.6. Unit Commanders.

4.7.6.1. Serve as the appropriate official who directs that a drug test be conducted.

4.7.6.1.1. (Added-90 SW) Subject to the requirements of the Uniform Code of Military Justice, a commander can order unit sweep testing at any time. When a gate sweep is ordered, the 90th Mission Support Group Commander will coordinate involvement of other organizations as appropriate, i.e. Security Forces. When possible, the DDRPM should be given at least 48 hours to arrange for the testing. However, failure to provide 48 hours notice will not render the sweep testing invalid. Reference **Attachment 1** for Gate Sweep procedures.

4.7.6.2. Ensure all unit military members regardless of rank or status, are subject to inspection

testing. Unit commanders are responsible for ensuring that written orders for member notification are appropriately acknowledged (date and time of acknowledgment, as well as the members signature are evident) and a copy of such orders are maintained within the unit in accordance with AFM 37-139, Table 44-5, Rule 1. **Attachment 5** of this AFI provides a sample written order.

4.7.6.2.1. (Added-90 SW) The unit sweep is intended for all designated personnel available for duty to submit a specimen within 2 hours of notification. A sweep should be accomplished within a 1-day time frame.

4.7.6.3. Ensure that all members who are selected for testing report to the collection site within the designated collection time as stated on the commanders written order and present a valid military identification card at the time of urine collection. Commanders must not notify members of their selection no sooner than two hours prior to the scheduled collection time. *Testing is mandatory on the day of selection*. **NOTE**: Personnel who are shift workers or who routinely work alternative duty weeks with "weekends" during the regular duty week must be tested upon return to duty. Commanders and/or First Sergeants will coordinate such activities with the DRPM or DTPAM to ensure testing of these individuals. Commanders must not notify members of their selection sooner than two hours prior to the scheduled collection time.

4.7.6.3. (90 SW) Individuals who cannot provide a specimen because of mission requirements, field dispatches, TDY, leave, or crew rest will NOT be notified of selection but will provide a specimen upon completion of those duties.

4.7.6.3.1. Members who are in TDY or leave status, quarters, flying or on crew rest, must be tested in accordance with the above paragraph (**4.7.6.2.**) upon return of the member to duty. Commanders and/or First Sergeants will coordinate such activities with the DRPM or DTPAM to ensure testing of these individuals. Commanders must not notify members of their selection sooner than two hours prior to the scheduled collection time.

4.7.6.3.1.1. Those individuals on shifts where immediate notification of selection for testing would result in their being awakened from sleep must be tested during their next duty shift. Commanders and/or First Sergeants will coordinate such activities with the DRPM or DTPAM to ensure testing of these individuals. Commanders must not notify members of their selection sooner than two hours prior to the scheduled collection time.

4.7.6.3.2. *AFRC and ANG*. Members who are in TDY or leave status, quarters, flying or on crew rest, or who did not attend the UTA where their names were randomly selected for drug testing, will report for testing during the next drug testing period. Commanders must not notify members of their selection sooner than two hours prior to the scheduled collection time.

4.7.6.4. Take appropriate administrative or UCMJ action on personnel who fail to report for testing without a valid reason (such as leave or TDY). All actions taken by commanders must be coordinated with the SJA to ensure the integrity of the program.

4.7.6.5. Ensure that individuals who have submitted samples for inspection testing, which are determined to be untestable by the testing lab will be recollected under the same test basis and will be submitted to the drug testing lab for testing.

4.7.6.6. May order commander directed drug testing. Commander directed testing should only be used as a last resort because the results cannot be used in actions under the UCMJ, or to characterize a member's service either as general or under other than honorable conditions if the member is separated. Commanders should attempt to obtain the member's consent, or consult with the Staff Judge Advocate to determine whether there is probable cause to seize a urine sample before ordering a commander directed test.

4.7.6.7. Provide credible observers who meet the following criteria:

4.7.6.7. (90 SW) The commander must ensure observers are detailed as scheduled. Observers will report to the drug testing site 20 minutes prior to the drug testing start time. When a unit sweep test is ordered the commander is responsible for providing the appropriate gender observers and directing personnel for testing. Observers must be obtained from outside the select group.

4.7.6.7.1. Not selected for testing in the same session as the one in which they are observers;

4.7.6.7.2. No UIF;

4.7.6.7.3. No history of conviction by court-martial or civilian court, non-judicial punishment under Article 15, UCMJ, or letter of reprimand or similar administrative action for misconduct involving dishonesty, fraud, or drug abuse (including possession or distribution);

4.7.6.7.3.1. Commanders, on a case-by-case basis, make the determination as to whether or not conduct is/was dishonest and/or fraudulent. Commanders will receive advice from the servicing SJA in situations in which it unclear as to whether past misconduct is disqualifying.

4.7.6.7.4. No pending action under the UCMJ or pending administrative action;

4.7.6.7.5. Not within six months of either separation or retirement from active duty or in the case of the Air National Guard and Air Force Reserve, one year of either separation or transfer from an active participation status;

4.7.6.7.6. No medical profile which will prevent them from performing their assigned duties as observers;

4.7.6.7.7. Commissioned officer or enlisted member in the grade of Senior Airman or above. The use of non-commissioned officers (NCO) as enlisted observers is strongly recommended unless the situation dictates otherwise. In the event of the unavailability of NCOs to perform observer duties, personnel in the grade of Senior Airman may be used, but only with the concurrence of the servicing Staff Judge Advocate.

4.7.6.7.8. Not assigned to work in any legal office.

4.7.7. The Staff Judge Advocate (SJA).

4.7.7.1. Periodically monitors compliance with chain of custody collection procedures at base level under applicable DoD Directives, DoD instructions, Air Force Instructions and Policies.

4.7.7.2. Advises Commanders, the DRPM, DTPAM, and other base officials and agencies regarding legal aspects of the drug testing program.

4.7.7.3. Coordinates on all requests for urinalysis drug testing other than routine random inspection testing (i.e., unit sweep inspections, consent, probable cause, and commander directed testing).

4.7.7.4. Receives copies of all requests by service members for independent retest.

4.7.7.5. Requests in writing to the appropriate drug testing laboratory an extension to retain a positive specimen for administrative or UCMJ actions beyond one year. *The originating agency must specify a defined period of time (e.g., six months, etc.). A request for "indefinite retention" will not be honored by the laboratory.* At the end of this additional retention period, the laboratory will inquire whether the specimen should be kept for a longer specified period. When this is required, the requesting agency must advise the laboratory every 60 calendar days of the need for further retention. The local staff judge advocate is responsible for notifying the drug testing laboratory when further retention of the specimen is not necessary.

4.7.7.6. Performs and documents periodic (no less than quarterly) assessments of the drug testing program using DoD Directives and Instructions, Air Force Instructions, or appropriate checklists derived from these publications or other applicable publications. Ensures corrective actions are identified and implemented as necessary to maintain integrity of the drug testing program. Any observations which negatively impact on the integrity of the program must be communicated through appropriate channels to the MAJCOM JA representative. The local SJA will be responsible for performing (no less than annually) an audit of collection procedures at GSUs. On-site review is preferred but not required. AFRC and ANG performs and documents periodic assessments no less than annually.

4.7.8. Air Force Member.

4.7.8.1. On notification of selection to provide a specimen, acknowledges receipt of the written order by endorsing with his/her signature.

4.7.8.2. Report to the testing site within two hours of notification with his or her military ID card and the signed written order.

4.7.8.2. (90 SW) Upon notification, the member selected for random urinalysis must report as soon a practical, but no later than 2 hours to a designated testing site to provide the sample. There is no requirement to report in uniform if the member is off-duty.

4.7.8.3. Remain at the testing site until an adequate specimen (minimum of 30 milliliters) has been submitted (in one uninterrupted collection) and applicable documentation has been completed. Once this has been accomplished, the individual is authorized to be released by the testing site personnel.

4.7.9. Trusted Agent.

4.7.9.1. Appointed by unit commanders.

4.7.9.1. (90 SW) Squadron commanders will designate, in writing, no less than two "trusted agents." The first sergeant will be a designated trusted agent. The commander is responsible to monitor the trusted agents and ensure individuals selected for urinalysis testing are contacted. The commander has the responsibility to verify the status of personnel who fail to test on the required test date (i.e., field dispatches, crew rest, leave, TDY, or PCS) and ensure the information is reported to the DTPAM.

4.7.9.1.1. Receives and maintains rosters (in accordance with AFM 37-139, Table 44-5, Rule 1) of individuals selected for urinalysis testing.

4.7.9.1.2. Notifies individuals selected for urinalysis testing no earlier than 2 hours prior to the scheduled collection time.

4.7.9.1.2. (90 SW) Members unavailable for testing on the assigned test date will not be notified of their selection.

4.7.9.1.3. Returns the commanders notification letter back to the DRPM or DTPAM with annotations of those members notified; those not notified; those in leave status, TDY, or on quarters (with return dates); flying or crew rest.

4.7.9.1.3. (90 SW) When an individual is not notified due to unavailability, the trusted agent will annotate the date the individual is available for drug testing. The trusted agent will ensure the commander's unit notification roster is returned to the DTPAM by the close of business with annotations as to the time an individual was notified or the reason why the individual was not notified.

4.7.9.2. Must be an individual possessing unquestionable integrity and trustworthiness, and meets the following criteria:

4.7.9.2.1. No Unfavorable Information File - UIF (AFI 36-2907).

4.7.9.2.1.1. Individuals are ineligible to serve as Trusted Agents if they have a record of conviction by courts-martial or civilian criminal court. Additionally, the individuals are ineligible if they have received non-judicial punishment under Article 15, UCMJ, or a Letter of Reprimand or similar administrative action (Letter of Admonishment, Counseling) for misconduct involving dishonesty, fraud, or drug abuse (including use, possession or distribution). Prior to assigning an individual to serve as a Trusted Agent the unit commander will review the individual's Personal Information File - PIF (military) or personnel record (civilian). Finally, the individual will be asked to certify, and will sign a statement certifying, no record of conviction of any offense or history of past misconduct involving dishonesty, fraud, or drug abuse (including use, possession, or distribution).

4.7.9.2.1.1.1. Commanders, on a case-by-case basis, make the determination on whether conduct is dishonest and/or fraudulent. Commanders will receive advice from the servicing SJA in situations in which it is unclear as to whether past misconduct is disqualifying.

4.7.9.2.1.2. No pending UCMJ action (courts-martial, Article 15) or pending administrative action (discharge, Letter of Reprimand/Admonishment/Counseling for dishonesty, fraud, or other integrity offenses)

4.7.9.2.1.3. No medical or mental health profile which will prevent them from performing their assigned duties as a Trusted Agent.

Section C— Chain of Custody Procedures

5. Chain of Custody for Collecting and Transporting Urine Specimens.

5.1. Required Specimen Bottle Information.

5.1.1. The DTPAM ensures that the urine specimen bottle label contains the following information legibly annotated. Note: Recommend that bottle labels be annotated with a ball point pen to avoid problems with ink smearing from felt-tip and similar pens.

5.1.1.1. Collection month, day and year.

5.1.1.2. Base identification number, ensuring the proper prefix correctly identifies the status of the member (e.g., F- Air Force active duty, R – Air Force Reserve, G – Air National Guard).

5.1.1.3. All digits of submitting member's social security number.

5.1.1.4. The member's initials and date, thereby certifying the authenticity of the specimen, correctness of bottle information, and witnessing the application of the tamper resistant tape.

5.1.1.5. The observer's initials and the date of observation.

5.2. Required Ledger Information.

5.2.1. The DTPAM maintains the urinalysis ledger. **Note:** Recommend that ledger documents be annotated with a ball point pen (where not typed) to avoid problems with ink smearing from felt-tip and similar pens. The ledger documents each member submitting a urine specimen with the following minimum identifying information:

5.2.1.1. Month, day, year.

5.2.1.2. Base identification number, batch number, specimen number.

5.2.1.3. All digits of the member's social security number.

5.2.1.4. Member's rank.

5.2.1.5. Signature, initials and printed name of the member.

5.2.1.6. Signature, initials, and printed name of the observer.

5.3. DTPAM will:

5.3.1. Ensure that secured specimen bottles are available and that each is original, clean (devoid of any visible debris or holes), and properly prepared in accordance with the guidelines established in paragraph **5.1.** of this AFI.

5.3.1.1. Maintain drug testing supplies in a limited access, secure area. Names of individuals having access to this area must be clearly posted.

5.3.2. Check the member's military identification card and document the information required in paragraph **5.2.** The DTPAM will maintain possession of the members military identification card until the collection process is completed.

5.3.2.1. Ensure the member verifies identifying information by signing and initialing the ledger.

5.3.3. Designate for the member providing a specimen, a credible observer who is of the same gender and has not been chosen to provide a sample during this collection time. **Note:** Observer's must be briefed on-site prior to the collection process, on their duties and responsibilities. This briefing must consist of a verbal explanation as well as a written statement signed and dated by the

observer acknowledging their acceptance and understanding of their responsibilities and the consequences of their actions for not performing their duties in accordance with established guidelines. (**Attachment 4** of this AFI provides a sample observer briefing letter).

5.3.4. Hand the urine specimen bottle to the individual providing the specimen. Have the individual inspect the bottle in the presence of the DTPAM and observer, making sure that it is clean and free of any debris. Instruct the individual to carry the specimen bottle so that it is in view of the observer at all times.

5.3.4.1. Optional use of the individually packaged sterile screw top specimen container cup is authorized for collecting urine specimens by female members only. Immediately after collection in the wider mouth collection cup, the urine must be poured into the specimen bottle and tightly capped by the person submitting the specimen. This must be performed under direct supervision of the observer to preclude adulteration, contamination, or break in the chain of custody.

5.3.5. Direct the individual providing the specimen to remove bulky outer garments (e.g., BDU jackets, BDU shirts, etc.), if it is felt that direct observation by the observer may be impeded.

5.3.6. Receive the urine specimen bottle from the member, visually check for adulteration, and ensure the urine volume is a minimum of 30 milliliters. A specimen which appears adulterated must be brought to the attention of the DRPM. If contamination or adulteration is suspected, direct the member to remain in the area until he/she can provide an acceptable sample.

5.3.6.1. If there is inadequate volume and the member is unable to immediately supply the needed quantity, have the member who provided the specimen, under direct observation, discard the specimen and return the empty bottle to the DTPAM. The DTPAM will void the label on the bottle and the entry in the log book and annotate the reason as “Quantity Not Sufficient” or “QNS.” The DTPAM will deface and discard the label as well as the bottle. In the case of voided specimens, the information on the label and log book must be re-accomplished. The member must be retained in the collection facility until a 30 milliliter volume of urine can be produced at one time.

5.3.7. If the individual provides an adequate volume of specimen then, in the presence of the member, apply tamper-resistant tape (conforming to the shape of the bottle to minimize tearing) extending from approximately halfway down and over the gummed label (not obliterating any identifying information), across the bottle cap, and to an approximate midpoint on the other side of the specimen bottle.

5.3.8. Have the member initial and date the bottle label, to certify the SSN and other identifying information on the specimen bottle is correct, that the member witnessed the application of the tamper-resistant tape and that the specimen in the bottle is that of the member.

5.3.9. Have the observer date and initial the bottle label on the line marked “OB INIT” to certify the integrity of the collection process and that the urine is that of the member.

5.3.10. Have the observer print his or her name where designated in the ledger, initial and sign his or her payroll signature next to the member’s entry.

5.3.11. If the tape is broken during initial sealing or subsequent packaging, reseal the bottle with tamper-resistant tape; however, do not place the tape directly over the original tape, the reapplication of should be slightly offset of the original taping.

5.3.11.1. When tamper-resistant tape is reapplied, prepare a memorandum for record (MFR) describing the circumstance under which the tape was broken and by whom the tape was reapplied, and attach it to the DD Form 2624, *Specimen Custody Document - Drug Testing*.

5.3.12. Place the specimen bottle(s) in a specimen box for sealing and shipment to the testing lab. The DTPAM will be actively involved in the execution and quality control aspects of collection, packaging, and shipment of drug urinalysis specimens.

5.3.13. Report any unusual or suspicious activity observed during the collection process to the DRPM and legal authorities for possible investigation. If contamination or adulteration is suspected, prepare a MFR to accompany the DD Form 2624 when shipping the specimen to the drug lab.

5.3.13. (90 SW) A urine sample may be recollected by the DTPAM after consultation with the Demand Reduction Program Manager (DRPM) and the Staff Judge Advocate (90 SW/JA), if specimen integrity is in question.

5.4. The observer must:

5.4.1. Be available for urinalysis drug testing whenever designated or ordered to perform observer duties.

5.4.2. Direct the member to wash his/her hands with only water and dry them prior to providing a specimen.

5.4.2.1. Directly observe the urine leaving the member's body and entering the specimen bottle.

5.4.3. Ensure that the member providing the specimen secures the lid tightly on the bottle and that it is not reopened by the member. Maintain the bottle in line of sight at all times.

5.4.3.1. Ensure the specimen bottle is returned to the DTPAM immediately after the urine collection or any attempted urine collection that does not result in the required minimum 30 milliliters of urine during one attempt.

5.4.3.1.1. If less than the required 30 milliliters of urine is collected, the observer must escort the member to the DTPAM who will verify the insufficient volume and void the bottle (with label) and the entry in the ledger. The DTPAM in turn will direct the member to discard the specimen. The observer must witness the discarding of the specimen by the member. The bottle will be returned to DTPAM who will dispose of the bottle in accordance with the Occupational Safety and Health Administration (OSHA) guidelines.

5.4.3.1.2. If a female member chooses to use the optional wider mouth specimen container cup (4 ¾ oz, NSN 6530-00-837-7472 or NSN 6530-01-048-0855), the observer must directly observe the member providing the specimen, pour the specimen into an approved specimen bottle and secure the lid tightly to the bottle.

5.4.4. Initial and date the bottle label.

5.4.5. Sign, initial, and print their name in the ledger. This certifies the observer directly witnessed the member urinating into the specimen bottle. If a wide mouth cup is used for females, the observer is certifying that she directly witnessed the member urinating into the wide mouth cup and transferring the urine into the specimen bottle.

5.5. Special Considerations.

5.5.1. Specimens that are solely for clinical diagnosis (i.e., medical evaluations, ADAPT Program enrollment, aircraft incidents/accidents) should not be submitted to the drug testing laboratory. Specimens obtained as a result of aircraft incidents/accidents must be submitted to the Armed Forces Institute of Pathology (AFIP). All others as defined for clinical diagnosis may be processed locally.

5.5.1.1. Collection, packaging and shipping of specimens for all aircraft mishaps and/or fatalities involving active duty members is the responsibility of Flight Medicine. DRPMs and/or DTPAMs may provide assistance upon request.

5.5.2. Specimens from urinalysis coordinators (DRPM, and DTPAMs), and observers will not be included in any collection in which that coordinator or observer participated as an official. Urinalysis coordinators and observers must be included in a random testing program, but collections and mailing must be completed by other qualified individuals.

5.5.3. If a test is certified positive and the member has departed PCS, the losing unit commander will notify the gaining unit commander by message and send a copy of the message to the gaining MTF/CC.

5.6. After Hours Collection.

5.6. (90 SW) After 1630 hours on week days and at any time on weekends, the Law Enforcement Desk, the individual's first sergeant, or commander will notify the on-call laboratory technician. The laboratory technician reports for duty and collects the urine in the laboratory section.

5.6.1. The DRPM will establish procedures to collect and secure drug urinalysis specimens outside normal duty hours, including weekends and holidays.

Section D— Form Completion and Specimen Packaging Requirements.

6. Completion of the DD Form 2624.

6.1. Use DD Form 2624 to submit specimens collected under this AFI however, failure to properly complete the form will not per se invalidate the test results for specimens collected and annotated on the form. Complete DD Form 2624 in accordance with **Attachment 10** of this AFI.

6.2. The DTPAM must:

6.2.1. Fill out, sign, and date a DD Form 2624 for the box or mailer, listing the batch, specimen, and social security number all specimens contained in the box.

6.2.2. Use the barcode program to computer generate the DD Form 2624 and barcoded sample identification. Computer generated DD Form 2624 must be a single-paged, double-sided document. To ensure forensic integrity and chain of custody accountability, double-paged, single-side reproduction of the DD Form 2624 will not be used. If a barcode DD Form 2624 computer program is not available, then complete the DD Form 2624 using the computer program Formflow, using typewritten entries on a printed version of the form, or by making handwritten entries on a printed version of the form. If handwritten, entries must be legible and the use of blue ink is strongly recommended.

6.2.2.1. Block 1. Submitting Unit. Complete the mailing address. APO's and FPO's must

identify the country.

6.2.2.2. Block 2. Additional Service Information. Annotate the name, rank, and DSN number of the base DTPAM.

6.2.2.3. Block 3. Base/Area Code (Base Identification Number). Annotate the base number (e.g., F123, R123, G123) that appears on the specimen bottle label.

6.2.2.4. Block 4. Unit Identification Code. Leave blank.

6.2.2.5. Block 5. Document/Batch Number. Annotate the batch number (e.g., 001, 002, 003) that appears on the specimen bottle label. Use a separate DD Form 2624 for different batch numbers.

6.2.2.6. Block 6. Date Specimen Collected. Enter the date of specimen collection using the format YYYYMMDD. Use a separate DD Form 2624 when shipping specimens collected on different days.

6.2.2.7. Block 7. Specimen Number. Annotate the specimen number (e.g., 001, 002) that appears on the specimen bottle label. Nothing else is to be entered into this block.

6.2.2.8. Block 8. Complete SSN. Enter the complete nine digit social security number.

6.2.2.9. Block 9. Testing Basis. Use one of the following codes: IO (inspection testing); PO (probable cause); VO (consent testing); RO (rehabilitation); CC (commander directed); MO (medical); NO (new entrant); IR (random sample); IU (unit sweep); and OO (other). Consult the servicing staff judge advocates office if there are any questions regarding test basis.

6.2.2.10. Block 10. Test Information. Complete this block only if anything other than routine testing is to be performed. Special testing codes: F, full panel (specimen requires testing for the presence of all drugs); O, other drugs (specimen requires testing for the presence of a particular drug); S, steroid.

6.2.2.11. Block 11. Prescreen. Leave blank.

6.2.2.12. Block 12. Chain of custody. Complete block 12a, 12b, 12c, and 12d. Account for specimen transfer and storage within the unit and record shipment to the drug testing laboratory. Shipping date and releaser's signature must be originals and not photocopies. The use of an ink color other than black for signatures is strongly recommended.

6.2.2.12.1. The use of signature stamps on the AF form 2624 is prohibited and will be considered an untestable discrepancy.

6.2.2.13. Block A. Laboratory Conducting Drug Testing. Indicate the complete mailing address of the laboratory performing the drug testing.

6.2.2.14. Blocks B through H. Reserved for use by the drug testing laboratory. Do not make any annotations in these blocks.

6.2.2.15. Maintain a photocopy of the completed DD Form 2624 (forwarded to the drug testing lab) for retention in drug testing files.

6.2.2.16. Package and ship specimens to the drug testing laboratory within 2 working days of the collection date. Specimens not mailed within two working days will require a MFR explaining the reason for the delay. The MFR must be forwarded to the servicing SJA, and a

copy of the MFR must be retained on file. Note: Secure specimens not mailed on the same day as collection in a secured storage area with access limited to the trusted agents of the drug testing program (i.e., the DTPAM and the DRPM). The chain of custody (block 12) must clearly reflect any changes in custody of the specimens.

6.3. Forensic Corrections To DD Form 2624.

6.3.1. Do not write over information. Do not use white out or typewriter correction ribbon. If the original information is illegible, or incorrect, make a forensic correction by drawing one line through the incorrect information, writing the correct information as close to the original entry as possible, then initial and date. *Only the DRPM or DTPAM may make appropriate forensic corrections on the DD Form 2624 prior to shipment of specimens.*

6.4. Forensic Corrections to Bottle Label.

6.4.1. Do not overwrite information. If the original information is illegible or incorrect, make a forensic correction by drawing one line through the incorrect information, writing the correct information as close as possible to the original entry, then initial and date.

6.5. Bar Code Labels.

6.5.1. Whenever possible, use bar-code printed identifiers corresponding to the individual's social security number on both the specimen bottle and the DD Form 2624.

6.5.2. The bar coded label must also have the corresponding information printed in a human readable format. Additional identifying information, date collected, or other numbers required may be recorded on the bottle or bottle label as long as it does not interfere with reading of the bar code labels.

7. Packaging and Shipping of Specimens.

7.1. **Attachment 11** provides a step-by-step pictorial guide on the packaging of specimens.

7.2. Use personal protective equipment (PPE) and comply with applicable OSHA regulations when handling biological specimens to minimize exposure to potentially infectious diseases.

7.3. Inspect the individual boxes and remove any staples prior to placing the bottles in the box for shipment. Place the specimen bottles (maximum of 12) into the specimen box ensuring that the tamper-proof tape is intact. If tape is broken, prepare a memorandum for record (MFR) describing how the tape was broken and who was responsible for re-taping the bottle.

7.4. Complete the DD Form 2624 and sign block 12 after ensuring that the specimens listed on the form match the bottles that are in the box.

7.5. Place the DD Form 2624 and any MFR's (e.g., double taping) inside the specimen box in a "zip lock" bag to prevent loss or damage of the documents.

7.5.1. The use of signature stamps on MFR's is prohibited.

7.5.2. The members name must not be used on any MFR's.

7.6. Place an absorbent pouch (NSN: 6530-01-304-9754) inside the box to prevent damage due to leakage.

7.7. Do not use confetti-type or popcorn shipping fillers. Individual specimen bottles are not to be placed inside plastic or white shipping bags.

7.8. Seal all sides, edges, and flaps of the specimen box with adhesive tape (e.g., masking tape, nylon strapping tape, or package sealing tape).

7.9. The "payroll signature" of the packager (DRPM or DTPAM) and the date must be written across the tape on both the top and bottom of the box..

7.10. Place the sealed box in a leak preventive mailing pouch (NSN: 6530-01-304-9762) to prevent damage to other packages during shipment.

7.11. If an individual box of twelve specimens (sealed in a leak-preventive mailing pouch) is to be shipped, wrap in postal mailing paper with all sides, edges and flaps sealed and plainly mark the outside of the mailing package, "Chain of Custody" to alert the drug testing laboratory that chain of custody specimens are in the package.

7.11.1. DTPAMs may ship specimens in several smaller boxes (e.g., specimen box of twelve) within a larger secondary outer shipping box. To reduce the potential for untestable specimens, the properly sealed, pouched box of twelve specimens with all sides, edges and flaps secured with an adhesive tape (properly signed and dated) must be placed in a second container. The larger secondary outer shipping box must be wrapped in mailing paper with all sides, edges and flaps sealed and have the "TO" and "FROM" addresses as well as the statement "Chain of Custody".

7.12. Address the package to: IERA/SDTP, Air Force Drug Testing Laboratory, Bldg 930, Room 119, 2601 West Gate Road, Suite 117, Brooks AFB TX, 78235-5240.

7.13. To eliminate a potential challenge to the chain of custody of the specimens, the specimen box or shipping box containing several specimen boxes must be mailed or shipped within two duty days after it is prepared for shipment. If it is not possible to ship the specimens the same day as collected, the sealed specimen or shipping box should be placed in secured storage under chain of custody. Specimens not mailed within two working days will require a MFR explaining the reason for the delay. The MFR must be forwarded to the servicing SJA, and a copy of the MFR must be retained on file. The chain of custody must be annotated and documented until the specimen or shipping box is dispatched.

7.14. **Attachment 8** of this AFI provides a sample checklist which may be used in the packaging and shipment of specimens.

8. Acceptable Modes Of Transportation.

8.1. The DTPAM will ensure that specimens are shipped using one of the following transportation modes.

8.1.1. USPS first class, certified or registered mail or use of a commercial service having the capability to track shipments.

8.1.2. Hand delivery under chain of custody.

8.1.3. MILAIR transportation system.

8.1.4. US flag commercial air freight, air express, air freight forwarder. Use of a commercial service having the capability to track shipments is highly recommended.

8.1.5. Foreign flag air carrier when none of the above can satisfy the movement requirement.

Section E— Packaging and shipping of specimens collected in single test kits from Geographically Separated Units (GSU).

9. Instructions For Use Of The Single Test Kits (STK) For GSU's.

9.1. These instructions must be followed in order to ensure the integrity of the drug testing program at Geographically Separated Units is maintained, and the program remains an effective deterrent to illegal drug abuse.

9.1.1. Commanders or their GSU DTPAM will be responsible for the notification, collection, and shipment of samples. Commanders must select only credible individuals as GSU DTPAMs to administer the notification, observation, collection, packaging and shipment processes.

9.1.2. The GSU DTPAM must:

9.1.2.1. Be appointed in writing.

9.1.2.2. Receive and open the drug testing package from the host facility. Note: The drug testing package contains the desired list of personnel selected for drug testing.

9.1.2.3. Notify the member as soon as reasonably possible that they have been randomly selected to provide a urine sample. Note: Notification must be the same as those procedures previously outlined, (i.e., signed commander's letter, dated and endorsed by the member upon receipt). **Attachment 5** of this AFI provides a sample commanders order letter.

9.1.2.4. Ensure that all members who are selected for testing report to the collection site in accordance with paragraphs **4.7.6.2.** and **4.7.6.2.1. (Added)**, with a valid military identification card.

9.1.2.5. Maintain a drug urinalysis testing log and all pertinent documentation associated with the drug testing program in accordance with AFM 37-139, Table 44-5, Rule 1.

9.1.3. Once the member reports to the testing site, the GSU DTPAM will:

9.1.3.1. Check the member's military ID card.

9.1.3.2. Annotate the date and time the member reported for testing on the notification letter.

9.1.3.3. Document the urine drug testing log with the individual's name, rank, SSN, unit, date and time of collection, along with the sample accession number.

9.1.3.4. Open the STK sealed box in the presence of the member. Annotate the members SSN (as it appears on their military ID card) and the collection date on a blank bottle label provided, and affix the label to the empty specimen bottle provided with the single test kit. (Labels produced with the automated Air Force Drug Testing Program software are printed with the individual's SSN already on it).

9.1.3.5. Ask the member to verify identifying data by initialing and signing the drug testing log.

9.1.3.6. Ensure that the specimen is collected in accordance with the guidelines established in this AFI, paragraphs **4.7.8.**, **5.3.3.** to **5.6.**

10. Completion Of The Chain Of Custody Form, DD Form 2624 For GSU.

10.1. A separate DD Form 2624 must be used for each STK.

10.2. The DD Form 2624 must be completed with the following information:

10.2.1. Blocks A, 1, 2, 3, 5, and 9 must be completed by the host base.

10.2.2. Blocks 6, 7, 8, and 12 must be completed by the trusted agent.

10.2.3. The last person to handle the specimen will complete blocks 12a, 12b, and 12c.

10.2.4. The means of shipment must be entered in block 12d. Use the same guidance as outlined in **Section D** paragraph **6.**, Acceptable Modes of Transportation.

10.2.5. A copy of the completed DD Form 2624 must be faxed to the host base DRPM. The GSU will maintain for their records a copy of the completed DD Form 2624.

10.2.6. The original completed DD Form 2624 must be placed in a zip lock bag inside the box containing the specimen.

11. Packaging And Shipment Of STK Specimens.

11.1. The GSU DTPAM must:

11.1.1. Place the specimen bottle in the specimen bag provided in the STK and place the specimen in the STK box. **Attachment 12** provides a step-by-step pictorial guide on packaging of the STK.

11.1.1.1. Seal the mailer box by applying adhesive tape one time completely around the sides of the box so the tape overlaps.

11.1.1.2. Sign and date the kit box seal provided with the test kit prior to applying it to the mailer box.

11.1.1.2.1. The mailer box must be sealed using the kit box seal, signed and dated so that the signature crosses both the tape and the surface of the box.

11.2. It is highly recommended that STK's be mailed separately, however, if the STK's are mailed in a single shipment the secondary (outer) container must be sealed in accordance with the guidelines established in **Section D** paragraph **7.** Note: The individual test kits must be prepared and sealed as outlined above in paragraphs **11.1.1.1.** through 11.1.1.3. Do not use confetti-type or popcorn shipping fillers.

11.2.1. To eliminate a potential challenge to the chain of custody of the specimens, the STK or shipping box containing several STKs should be mailed or shipped immediately after it is prepared for shipment. If this is not possible, the sealed STK or shipping box should be placed in secured storage under chain of custody. The chain of custody must be maintained and documented until the sealed STK or shipping box is dispatched.

11.3. The GSU DTPAM will mail all urine specimens collected for drug testing to: IERA/SDTP, Air Force Drug Testing Laboratory, Bldg 930 Room 119, 2601 West Road Suite 117, Brooks AFB TX 78235-5240.

11.4. In all cases the GSU DTPAM must ensure that the specimens are mailed to the drug testing laboratory within two duty days of collection using one of the transportation modes outlined in **Section D** paragraph **8.** Specimens not mailed within two working days will require a MFR explaining the

reason for the delay. The MFR must be forwarded to the servicing SJA, and a copy of the MFR must be retained on file.

Section F— Chain of Custody Within the Drug Testing Laboratory.

12. Drug Testing Laboratory Chain of Custody Procedures.

12.1. Chain of Custody Requirements During Analysis.

12.1.1. The drug laboratory establishes written internal chain of custody procedures, to include intra-laboratory chain of custody documents (ICCD).

12.1.2. The drug testing laboratory receives the chain of custody shipment of specimens.

12.1.3. The individual designated by the Division Chief, Drug Testing Laboratory:

12.1.3.1. Visually inspects each shipment box to determine if the box was sealed in accordance with paragraph **7.8.** and paragraph **11.** of this instruction, or if the box appears to have been opened or tampered with while in transit.

12.1.3.2. Opens the sealed box or mailer and inventories the bottles to ensure specimen integrity, locates the DD Form 2624, signs and dates the DD Form 2624, annotates the mode of transportation by which the specimens were received at the laboratory, and describes the condition of the seals on the shipping package in the "remarks" block of DD Form 2624 or completes an MFR if appropriate.

12.1.3.3. Inspects each bottle and closely examines the tamper-resistant tape to determine if it is intact. If the tape on a bottle is broken on receipt, the sample is not tested unless the discrepancy is explained as required in **Section D** paragraph **7.3.** A notation is made by the drug testing lab personnel on the DD Form 2624 to identify those bottles that arrived at the laboratory with the tamper resistant tape broken.

12.1.3.4. Inspects each bottle to ensure that it contains a minimum of 30 milliliters of urine, and is not adulterated. Any bottle that contains less than 30 milliliters of urine, or that appears to be an adulterated specimen, or has a major discrepancy in the chain of custody is not tested.

12.1.3.4.1. Annotates DD Form 2624 to reflect the discrepancy, and sends a discrepancy letter to the submitting unit.

12.1.3.4.2. Asks the laboratory legal advisor to determine disposition if there is a question regarding chain of custody or integrity of the specimen.

12.1.3.5. Assigns laboratory specimen accession numbers, and labels each original specimen bottle and the cap of the bottle to ensure proper identification.

12.1.3.6. Keeps original specimen bottles secured in a controlled access area at all times until destruction is authorized.

12.1.3.7. Prepares portions (aliquots) of each specimen for screen testing and if necessary, rescreen and confirmation testing, and maintains a chain of custody on aliquots using appropriate ICCDs.

12.1.3.8. Until specimen analysis is completed, laboratory personnel processing the specimen or the aliquot taken from it will ensure that the appropriate chain of custody document is prop-

erly signed, dated, and annotated when the sample is received or released during analysis. The individual maintaining custody of the sample or aliquot must safeguard the sample or aliquot at all times.

12.1.3.8.1. Once a specimen has been tested and identified as negative by either screen, rescreen, or confirmation testing for all drug classes requested, the specimen is destroyed.

12.2. Laboratory Chain of Custody Requirements After Analysis.

12.2.1. After specimens analysis is completed the individual designated by the Division Chief, Drug Testing Laboratory:

12.2.1.1. Certifies the results on the DD Form 2624 and reports results to the originating agency.

12.2.1.2. Reports as negative any specimen that fails to meet or exceed the established DoD minimum concentration for determination as positive for a drug on either the initial or confirmatory test.

12.2.1.3. Ensures for specimens confirmed positive that all results of testing conducted in the laboratory including applicable printouts, tracings, and chain of custody documents, remain on file secured in the drug laboratory or in a secured storage area.

12.2.1.4. Stores specimens confirmed positive in a frozen state in a secure area under proper ICCD.

12.2.1.4.1. Keeps a military member's frozen specimen and that of a military accession applicant for one calendar year, at the end of which time it is destroyed unless the originating agency has requested that it be retained.

12.2.1.4.2. If the originating agency requests retention for a longer period, the laboratory will maintain the specimen for the requested period. *The originating agency must specify a defined period of time (e.g., six months, etc.). A request for "indefinite retention" will not be honored by the laboratory.* At the end of this additional retention period, the laboratory inquires whether the specimen be kept for an additional specified period. When this occurs, the requesting agency must advise the laboratory every 60 calendar days of the need for further retention. The local staff judge advocate notifies the drug testing laboratory when further retention of the specimen is not necessary.

12.2.1.4.3. The individual who destroys a stored sample annotates, signs, and dates the appropriate ICCD.

Section G— Drug Urinalysis Testing For New Accessions

13. Personnel To Be Tested.

13.1. There will be 100 percent inspection testing of all new accessions into the United States Air Force. The following individuals are required to be tested:

13.1.1. New enlisted entrants into the Air Force to include officer candidates undergoing initial training in an enlisted status.

13.1.2. Cadets entering the United States Air Force Academy or those entering the Reserve Officers Training Corps (ROTC).

13.1.3. Other individuals to whom a commission may be offered following completion of a commissioning program.

13.1.4. Regular and Reserve officers appointed from civilian life.

13.1.5. Prior service applicants for enlistment in the active component with a break in service of more than six months.

13.1.6. Reserve officers entering active duty after an educational delay following completion of ROTC studies and appointment.

13.2. Timing Of Testing.

13.2.1. Individuals listed above who are required to undergo testing must be tested within 72 hours after initial entry on active duty (IEAD). IEAD is the member's first period of full-time duty in the active military service of the United States following enlistment or appointment.

13.2.2. Enlisted members must be tested at the Basic Military Training School (BMTS).

13.2.3. Officers not covered under paragraph **13.1.2.** and **13.1.3.**, must undergo testing during the officer basic courses. If an officer's IEAD does not occur at the basic course, testing must be conducted at the officer's permanent duty station.

13.2.4. Individuals covered under paragraph **13.1.2.**, must undergo testing and be evaluated during the physical examination given to the applicant before appointment as a cadet.

13.2.5. Individuals covered under paragraph's **13.1.4.**., **13.1.5.**, and **13.1.6.**, must be tested within 48 hours following reentry at accession locations specified by the Air Force (e.g., first duty station).

13.3. Drug Testing Policy.

13.3.1. All new entrants shall be tested for the same drugs as those on active duty. The analysis will be conducted in a DoD certified drug testing laboratory using procedures established by the Assistant Secretary of Defense for Health Affairs as contained in DoD Directive 1010.16.

13.3.2. New accessions (i.e., those individuals on their initial entry on active duty [IEAD]) must also present a valid photo ID such as a driver's license, state identification card, or college identification card. The individual's SSN must be verified through possession of a Social Security Card or from military orders. Those individuals lacking a valid photo ID card will be required to obtain a military identification card prior to testing. Such individuals will not be excluded from providing a specimen for urinalysis testing.

Section H— Drug Abuse Testing Program Procedures

14. Drug Detection Levels and Reporting Procedures.

14.1. The drug testing laboratory will screen specimens by using an immunoassay (IA) process, or other methodologies as approved by ASD (HA), DEP&S, AFMOA and HQ USAF/SG for a particular drug, and cut-off levels established by the DoD DEP&S.

14.2. Laboratory confirmation will be performed by using gas chromatography/mass spectrometry (GC/MS), unless another confirmatory test has been approved by ASD(HA) for a particular drug.

14.3. Positives must be reported within 6 working days of receipt of the specimen within the drug testing laboratory.

14.4. Requests For Retest.

14.4.1. All requests for retests must be made in writing or be sent by electronic message to the laboratory where the original sample is stored. The following information is required:

14.4.1.1. Purpose of the retest.

14.4.1.2. Batch identification number (BIDN) and Specimen number.

14.4.1.3. Laboratory accession number.

14.4.1.4. Social security number of the service member.

14.4.1.5. Name and telephone number of a point of contact at the requesting installation.

14.4.2. Retests are performed using the procedures determined by the drug testing laboratory where the original sample is stored.

14.4.2.1. The AFDTL, a DoD drug testing lab, or a contract laboratory will retest specimens:

14.4.2.2. On request of the submitting command.

14.4.2.3. On request of an administrative board under rules applicable to the board.

14.4.2.4. On order of a court-martial under rules applicable to the courts-martial.

14.4.3. On request by a service member at an independent laboratory of his or her choice, the AFDTL, a DoD drug testing lab, or contract laboratory will send a portion of the service members sample to the designated laboratory, provided there is sufficient specimen remaining. (The service member bears the expense of the retest).

14.4.3.1. Any request for a retest by a service member of a sample analyzed at the AFDTL or a DoD drug testing lab must be made in writing or sent by electronic message to the laboratory where the original sample is stored. The request must contain the same information as stated above. The request is provided to the commander initiating disciplinary or administrative action and to the commander's staff judge advocate.

14.4.3.2. The service member must also have the laboratory where he or she wishes the sample analyzed send confirmation to the AFDTL that the service member has contacted the laboratory and contracted to have the sample tested there.

14.4.3.3. Once the AFDTL has received the request and written confirmation, a portion of the service member's sample is shipped under chain of custody via first class mail to the designated laboratory. If the requestor asks for a different form of shipment, the requestor must bear the cost. The location of a retest, except for independent retests at the request of a service member, is at the discretion of the DTL where the original specimen is stored.

14.5. Requesting Steroid Testing.

14.5.1. Specimens for steroid testing must be collected, shipped and processed differently from those requiring routine testing.

14.5.2. Submit a signed, written request (prior to collecting the specimen) providing the number of specimens, the period during which the specimens are to be collected, and the gender of the member(s) submitting specimens. **Attachment 6** of this AFI provides a sample format of the request letter.

14.5.3. Ensure that at least 60 milliliters of urine are collected and that the bottle is placed in frozen secure storage immediately after collection. Note: Specimens collected for steroid testing must be shipped in the frozen state on dry ice.

14.5.3.1. If routine drug urinalysis is required in addition to the testing for steroids, a separate specimen must be collected following routine procedures for collection of drug urinalysis specimens.

14.5.4. Upon receipt of the approval letter, ship the specimen as outlined in the letter. Do not list specimens requiring steroid testing on the same DD Form 2624 as those specimens requiring routine testing.

Section I— Drug Testing Laboratory Standard Operating Procedures (SOP) and Laboratory Operating Procedures (LOP)

15. The SOP Manual.

15.1. Developed by AFMOA, shall provide standards for the following:

15.1.1. Facility security requirements and laboratory personnel security measures.

15.1.2. Data security and laboratory information management security measures.

15.1.3. Receipt and intra-laboratory chain of custody procedures

15.1.4. Forensic testing procedures for conducting initial screens, rescreens, confirmatory tests, and retests for each drug analyzed.

15.1.5. An internal quality control and quality assurance program.

15.1.6. Administrative processes.

15.1.7. Participation in the AFIP external QC program.

15.2. The LOP manual developed by the drug testing laboratory shall be kept current and approved in writing by the laboratory technical director or equivalent.

15.3. As sections are replaced, historical records of procedures and the dates used shall be maintained.

Section J— Laboratory Certification

16. The certified drug testing laboratory shall abide by the administrative and technical requirements of DoD Instruction 1010.16., and additional administrative or technical guidance required by the DEP&S, AFIP, and/or AFMOA to include:

16.1. Maintaining a LOP manual that is approved by AFMOA.

16.2. Maintaining a LOP manual for the drug testing technical procedures.

16.3. Maintaining intact chain of custody during the processing of specimens or aliquots of the specimen used in testing from receipt to disposal of the specimen.

16.4. Maintaining a tracking record and chain of custody when processing aliquots of the specimen for shipment to another laboratory for testing.

16.5. Establishing and maintaining a forensically secure information management system of limited access, sequential processing of testing requirements, audit trails of data access, edits, deletions, or data changes.

16.6. Documenting qualifications and training of laboratory personnel.

16.7. Keeping maintenance and repair records for each instrument used in testing.

16.8. Validating analytical methods used for each drug.

16.9. Participating, satisfactorily, in a certification round of AFIP proficiency sample analyses for each drug group being routinely tested and maintaining satisfactory performance in ongoing AFIP proficiency (open) and blind QC sample programs.

16.10. Maintaining an internal QC program consisting of at least 5 percent controls and standards, including blind positives and negatives in screening and blind negatives in confirmation.

16.11. Establishing procedures to ensure timely responses to discovery requests and other inquiries from authorities.

16.12. Maintaining DoD certification and participating satisfactorily in an ongoing DoD inspection process.

Section K— Drug Testing Supplies

17. Supplies to be used in conjunction with the Air Force Drug Abuse Testing Program are as follows:

17.1. Book, Memorandum of Record, ruled 14 x 18 ¾ inches, not indexed, NSN 7530-00-286-8363. (MAJCOM SG's may approve ledger forms to be substituted for, or to supplement this hard-cover book as long as they include the required information).

17.2. Bottle, urine specimen, shipping 120S, NSN 6640-00-165-5778 (standard mouth), (or other as stipulated by HQ USAF or DoD); NSN 6530-00-837-7472 or NSN 6530-01-048-0855 (wide mouth).

17.3. Envelope (pouch), mailing, plain white, 4 1/8 x 9 ¾ inches, NSN 6530-01-304-9762.

17.4. Label, pressure sensitive. **Attachment 7** of this AFI provides a sample request letter for acquisition of labels from the drug testing lab.

17.5. Paper, craft untreated, wrapping, NSN 8135-00-290-3407 (24 inches); NSN 8135-00-160-7764 (36 inches).

17.6. Absorbent pad, NSN 6530-01-304-9754.

17.7. Tape, tamper resistant, NSN 6640-01-204-2654.

17.8. Zip-lock bags, NSN 8510-00-837-7755.

17.9. One inch wide strapping tape, NSN 7510-00-582-4772.

17.10. Brown postal mailing tape, NSN 7530-00-079-7905.

17.11. AF Drug Testing Software.

17.12. Single Test Kits. Kits may be purchased from Tri-Tech Incorporated, 4019 Executive Park Blvd, S.E., Southport, N.C., 28461, 1-800-438-7884, fax: 910-457-0094. Item number CUC-1, Single Bottle Urine Specimen Collection Kit. Cost is $1.45 per kit, 100 kits per case.

Section L— Drug Abuse Testing Report Requirements

18. Drug Testing Metrics.

18.1. Each Demand Reduction Program Manager must use appropriate metrics to monitor performance of the military drug testing program. These metrics must be provided to the appropriate installation or wing commander on a quarterly basis. Demographic data for metrics (obtained from the drug testing laboratory, Defense Manpower Data Center (DMDC) or higher headquarters) may be made available upon request through the MAJCOM DRPM to the Air Force Drug Testing Program Manager.

18.2. Program quarterly performance metrics must include:

18.2.1. Number of testing days.

18.2.2. Number of individuals selected for testing.

18.2.3. Percentage of individuals selected that were actually tested.

18.2.4. Percentage of individuals selected that were not tested.

18.2.5. Percentage reporting to the testing facility within the two hour window of notification.

18.2.6. Percentage of specimens deemed untestable by the drug testing laboratory.

18.2.7. Percentage of specimens positive by individual drug category (THC, COC, AMP, PCP, OPS, LSD).

18.2.8. Number of individuals positive by individual drug category (THC, COC, AMP, PCP, OPS, LSD).

18.2.9. Percentage of specimens positive by test category (Random, Probable Cause, etc.).

18.2.10. Number of specimens tested by test category.

18.2.11. Number of specimens positive by test category.

Section M— Use of Urinalysis Results

19. Commanders Options.

19.1. **Table 1.** provides a matrix of options.

19.2. Commanders must consult with the local SJA prior to initiating any disciplinary or adverse actions.

Table 1. Actions Authorized by Positive Drug Test Results.

Basis for Test	UCMJ Use	Affects Discharge Characterization	Administrative Actions (See Note 1)
Inspection – Military Rules of Evidence (MRE) 313, (See Note 2)	Yes	Yes	Yes
Voluntary Consent - M.R.E. 314(e)	Yes	Yes	Yes
Probable Cause - M.R.E. 315-316 (See Note 3)	Yes	Yes	Yes
Commander Directed - (See Note 4)	No	No	Yes
Self Identification, Initial Testing (See Note 5)	No	No	Yes
Valid Medical Purpose M.R.E. 312(f) (See Note 6)	Yes	Yes	Yes

NOTES

1. Administrative actions include, but are not limited to, letters of admonishment, counseling and reprimands, denial of re-enlistment, removal from PRP removal from duties involving firearms, removal from flying status or sensitive duties, suspension of security clearance, and removal of restricted area badges. If there are any questions regarding actions authorized for positive drug test results, consult the local servicing staff judge advocate.

2. Inspections under M.R.E. 313(b) include inspections under the installation's random urinalysis drug testing program and unit sweeps.

3. Probable cause tests are authorized searches and seizures ordered by a military magistrate or commander (See M.R.E. 315 and 316)

4. Absent probable cause, commander directed results may not be used for disciplinary action under the UCMJ or to characterize an administrative separation. EXCEPTION: Commander directed results may be offered for impeachment purposes or in rebuttal in any proceeding in which a service member first introduces evidence in a proceeding to infer or support a claim of non use of drugs.

5. Members may not be disciplined under the UCMJ when they legitimately self-identify for drug abuse and enter the Alcohol and Drug Abuse Prevention and Treatment (ADAPT) Program. In the interests of unit safety and security, commanders may initiate non-adverse administrative actions such as removal from flying status, removal from PRP, removal of restricted area badges, etc. Urinalysis tests of individuals following entry into the ADAPT Program are for valid medical purposes. Individuals in the ADAPT Program may also be disciplined under the UCMJ when independent evidence of drug use is obtained.

6. Urine specimens obtained from an examination for a valid medical purpose may be used for any purpose.

Section N— Inability to Provide a Urine Specimen

20. Shy Bladder or Situational Anxiety.

20.1. Unsupported assertions of "situational anxiety" (shy bladder) or dehydration are not considered valid reasons for an individual's failure to provide an adequate amount of urine when sufficient time has elapsed and fluid volume has been ingested and shall be regarded as a refusal to take a test.

20.2. If it is believed that an individual has a "shy bladder" the DRPM must notify the individual's unit commander who in turn must make arrangements to have the individual evaluated as soon as practical by a physician, to determine whether the inability to provide a specimen is genuine or constitutes a refusal.

20.3. The examining physician shall determine, in his or her reasonable medical judgement, whether a medical condition has or, with a high degree of probability, could preclude the individual from providing an adequate amount of urine.

20.4. Individuals should be given reasonable time to provide a urine sample. Reasonable time is determined by the local commander. If after a reasonable time, a person cannot provide, or refuses to provide a sample, the commander must consider taking action for failure to obey a lawful order. ***Under no circumstances will an otherwise healthy person, unable or unwilling to provide a sample, be catheterized solely for the purpose of obtaining a sample.*** When a person is catheterized for legitimate medical reasons, a sample of urine may be drawn in this manner and may be tested in accordance with this AFI.

20.4. (90 SW) A member should be given reasonable time to provide a urine specimen. A reasonable onset of time after reporting to the collection site is four hours for successful specimen collection.

20.5. For individuals having a medically documented history of shy bladder or situational anxiety, or individuals documented to have medically verified physical abnormalities that inhibit or preclude observed collection, a urine sample may be collected following the procedures outlined below. Collections made under this provision will be performed after receipt of advice from the servicing SJA. The military member must provide supportive medical documentation, which will be verified by the DRPM prior to collection. Collections performed under this provision will not be conducted based on verbal claims made by the military member ordered to submit to testing.

20.5.1. The following procedures apply only to those individuals having a medically documented/verified shy bladder or situational anxiety, or physical abnormalities that inhibit or preclude on-demand observed urine collection.

20.5.1.1. The individual will, upon request, provide medically verifiable information documenting the presence of a shy bladder or situational anxiety, or of physical abnormalities that inhibit or preclude observed urine collection.

20.5.1.2. The DRPM will verify that the information provided is correct by contacting the appropriate medical authorities in the servicing MTF to validate the claim.

20.5.1.3. The DRPM will consult with, and obtain the advice of, the servicing SJA prior to allowing the collection of a urine specimen from a military member by means other than direct observation of the flow of urine from the body to the specimen container.

20.5.1.4. Following consultation with the servicing SJA and obtaining medical validation, the

DRPM will instruct the DTPAM to proceed with the collection process.

20.5.1.4.1. The individual asserting shy bladder, situational anxiety or physical abnormality will, in addition to providing medical documentation of the claim, be required to read, sign and date a document (**Attachment 13**) stating the information and documentation provided to the DTPAM is true and accurate.

20.5.1.4.2. The DTPAM will inform the individual that failure to read and sign the statement (**Attachment 13**) will exclude them from alternative testing and require them to comply with the normal, observed testing procedure. The individual must also be informed that failure to sign the alternative procedure statement or failure to comply with the normal observed testing may result in disciplinary action under the UCMJ and/or administrative action.

20.5.1.4.3. The individual will present the appropriate identification as required in this AFI.

20.5.1.4.4. The DTPAM will check the member's military identification card and document the information required in paragraph **5.2.** The DTPAM will maintain possession of the member's military identification card until the collection process is completed.

20.5.1.4.5. The DTPAM will designate an escort to accompany the individual providing the specimen. The escort will possess the same qualifications as does a drug abuse testing program observer; he or she will possess unquestionable integrity and trustworthiness. The escort will not directly observe the individual providing the urine sample. The escort will ensure that the testing environment is secure and prevent anyone from tampering with, or adulterating the provided test specimen sample. The escort's duties include inspecting the restroom stall and removing any debris or articles that could be used to contaminate or introduce a false test sample. The escort will add a bluing agent to the toilet water. These steps will be taken prior to the individual providing the sample being allowed access to the restroom stall area and providing the test sample. The escort will be of the same gender as the testing subject and will not have been chosen to provide a sample during the same collection period. With the exceptions noted above, paragraph **5.5.3.** requirements apply.

20.5.1.4.6. The DTPAM will hand the specimen container to the individual providing the test specimen, instructing the individual to inspect the container and verify it is clean and free of any debris or foreign matter. The DTPAM will instruct the individual not to insert his/her finger(s) into the bottle. The individual will be instructed to carry the bottle in view of the escort. Requirements specified in paragraph **5.3.4.1.** apply.

20.5.1.4.7. The DTPAM will instruct the individual to remove bulky outer garments (e.g., BDU jackets, shirts, etc). The individual will be required to remove the contents of all their pockets. The contents will be examined by the DTPAM to ensure that there are no items present which may in any way contribute to a possible tampered or adulterated specimen. Only suspect items (e.g., rubber tubing, syringes, intravenous bags, etc.) will be maintained by the DTPAM until such time that the collection is complete. All other items will be immediately returned to the individual prior to collection of the specimen.

20.5.1.4.8. The DTPAM will ensure that the individual is escorted to the restroom, and the escort will direct the individual to wash his/her hands only with water and then dry them prior to providing a specimen. The escort will observe the washing and drying process.

20.5.1.4.9. The escort will direct the individual into a stall, ensuring that a bluing agent has been added to the toilet water. The individual will be allowed to provide a specimen while the escort remains outside of the stall.

20.5.1.4.10. Once the specimen has been provided, the individual will secure the lid tightly on the bottle and hand it to the escort. The escort will examine the stall and ensure that the toilet containing the bluing agent is flushed. *Any unusual circumstances or findings which may lead the escort to believe that the specimen has been tampered with or adulterated must be brought to the immediate attention of the DTPAM who in turn will immediately notify the DRPM for action.* The escort will ensure that the specimen bottle is returned to the DTPAM immediately after the urine collection or any attempted urine collection that does not result in the required minimum 30 milliliters of urine during one attempt. Requirements outlined in paragraphs **5.3.6.** to **5.3.13.** and paragraphs **5.4.3.** to **5.4.5.** apply.

20.5.1.4.11. If the collection is successful the DTPAM will affix a temperature label to the bottle and annotate the specimen temperature and collection procedures in a memorandum for record (MFR). The DTPAM and escort will sign and date the MFR. The individual tested will be requested (but not required) to sign and date the MFR. The MFR will be maintained as a permanent part of the collection file(s) and a copy will be forwarded to the individual's unit commander.

Section O— Forms Prescribed.

21. Required Forms For The Drug Urinalysis Testing Program. AF Form 12**, Accountable Container Receipt**, DD Form 1384, **Transportation Control and Movement Document**, DD Form 2624, **Specimen Custody Document – Drug Testing.**

PAUL K. CARLTON, JR, Lt General, USAF, MC

Surgeon General

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 44-121, *ADAPT Program*

AFI 37-132, *Air Force Privacy Act Program*

AFM 37-139, *Records Disposition Schedule*

AFPD 44-1, *Medical Operations*

ANGI 10-801, *National Guard Counter Drug Support*

DoD Directive 1010.1, *Drug Abuse Testing Program*

DoD Directive 1332.14, *Enlisted Administrative Separations*

DoD Instruction 1010.16, *Technical Procedures for the Military Personnel Drug Abuse Testing Program*

Public Law 91-513

Public Law 92-129

Public Law 92-255

Title 5, U.S.C. 501

Title 10, U.S.C. 8013

Title 21, U.S.C. Chapters 13 & 16

F044 AF SG B Drug Abuse Rehabilitation Report System

42.CFR (Code of Federal Regulations), Part 2

U.S. Postal Service "Domestic Mail Manual, Section C042.8.3., July 1, 1993

Abbreviations and Acronyms

AFDTL—Air Force Drug Testing Laboratory

AFIP—Armed Forces Institute of Pathology

AFMOA—Air Force Medical Operations Agency

ASD(HA)—Assistant Secretary of Defense for Health Affairs

BIDN—Base Identification Number

BMTS—Basic Military Training School

CC—Command Directed

CFR—Code of Federal Regulations

CONUS—Continental United States

D.A.R.E.—Drug Awareness and Resistance Education

DEP&S—Drug Enforcement Policy and Support

DMDC—Defense Manpower Data Center

DoD—Department of Defense

DTL—Drug Testing Laboratory

DRPM—Demand Reduction Program Manager

DTPAM—Drug Testing Program Administrative Manager

GC/MS—Gas Chromatography/Mass Spectrometry

GSU—Geographically Separated Unit

HA—Health Affairs

HAWC—Health and Wellness Clinic

HSI—Health Services Inspection

HQ USAF—Headquarters, United States Air Force

IA—Immunoassay

ICCD—Internal Chain of Custody Documents

IEAD—Initial Entry on Active Duty

IERA/SDTP—Institute for Environment, Safety & Occupational Health Risk Analysis, Drug Testing

IO—Inspection Testing

IR—Random Testing

IU—Unit Sweep

JA—Judge Advocate

LAN—Laboratory Accession Number

LCO—Laboratory Certifying Official

LOP—Laboratory Operating Procedure

LOR—Letter of Reprimand

MAJCOM—Major Command

MDG—Medical Group

MEB—Medical Evaluation Board

MFR—Memorandum For Record

MO—Medical Drug Testing

MPF—Military Personnel Flight

MRO—Medical Review Officer

MTF—Medical Treatment Facility

NO—New Entrant Drug Testing

NSN—National Stock Number

OCR—Office of Collateral Responsibility

OO—Other Drug Testing

OPR—Office of Primary Responsibility

OSHA—Occupational Safety and Health Administration

PO—Probable Cause Testing

PPE—Personal Protective Equipment

QC—Quality Control

RO—Rehabilitation Testing

ROTC—Reserve Officer Training Corps

SAF/FM—Secretary of the Air Force, Financial Management

SF—Security Forces

SJA—Staff Judge Advocate

SOP—Standard Operating Procedure

SSN—Social Security Number

STK—Single Test Kit

UCMJ—Uniform Code of Military Justice

UIF—Unfavorable Information File

VO—Consent Testing

Terms

Accession Applicant Testing—Test all applicants for appointment in the Active and Reserve Components, enlistment in the regular Armed Forces, enlistment in the Reserve or Federally recognized units of the National Guard, re-enlistment in the Active or Reserve Components or National Guard after a period of more than 6 months from date of discharge, and applicants for the Armed Forces Academies as well as Scholarship or Advanced Course Reserve Officer's Training Corps. When separate instructions exist for the accession testing program, providing different requirements and/or procedures than this instruction, the separate instruction will control.

Adhesive Tape—Includes: masking tape, gummed paper tape, strapping tape, package sealing tape.

BTAB—DoD level Biochemical Testing Advisory Board.

Command-Directed Testing—Appropriate where the member displays aberrant, bizarre or unlawful behavior or where the commander suspects or has reason to believe drugs may be present, but probable cause does not exist. Results obtained through commander directed testing can be used as a basis for administrative discharge action (honorable discharge only) or to support administrative actions such as

letters of reprimand, promotion propriety actions. Test results may be used as a basis for initiating administrative actions, to include discharge. Test results, however, cannot be used to take UCMJ action (court-martial, Article 15) or to adversely characterize administrative discharges.

Consent Testing—Prior to a probable cause or commander-directed urinalysis test, first ask the member if he or she will consent to a urinalysis test. Commanders are not required to give Article 31, UCMJ, rights prior to asking for consent, however, evidence that a member was read these rights may be used to help demonstrate the member's consent was voluntary. Results may be used for UCMJ or administrative actions, including adverse characterization of administrative discharges. Consent is not valid if it is mere acquiescence to authority. See Military Rule of Evidence (MRE) 314(e). While not required it is best to obtain the member's consent in writing.

Credible Observer—An individual who has unquestionable personal integrity and who has a reputation for honesty and truthfulness. Individuals who have by their actions documented or not, demonstrated a lack of personal integrity or honesty, may not be deemed to be credible observers or witnesses. (For example, an individual who has received non-judicial punishment for making a false statement may not be deemed credible.) In certain situations, an inability to follow instructions or orders may impact an individual's ability to be a credible observer. (For example, an individual who is reprimanded due to a failure to follow established technical orders may not be deemed credible as an observer.)

Demand Reduction Program Manager—Individual at base level who is responsible for oversight of the military (and civilian) drug testing program(s).

Drug Testing Program Administrative Manager—Individual appointed by the Director of Base Medical Services (DBMS) to administer the collection, processing and shipping of specimens and safeguarding of applicable information pertaining to the drug urinalysis program.

Field Testing—Any drug urinalysis testing which is performed outside of the Air Force drug testing laboratory, a DoD certified drug testing laboratory, or a DHHS drug testing laboratory, employing methodology which is defined as a "rapid screening test."

Geographically Separated Unit—*(GSU)* Units which physically reside outside of the host unit.

GSU DTPAM—An individual appointed by the senior officer at a GSU entrusted to safeguard and manage the collection and shipping aspects of the drug urinalysis program.

Inspection Testing—Inspection testing is the best deterrent presently available against drug abuse. Urine specimens may be ordered as part of an inspection under Military Rule of Evidence (MRE) 313(b). Inspections may be conducted to determine: if the command is functioning properly; if proper standards of readiness are maintained; and if personnel are present, fit and ready for duty. Individual members may not be singled out. An entire unit or a part of the unit may be inspected or may be a base-wide random selection process. Results may be used for UCMJ or administrative actions, including adverse characterizations of administrative discharges.

Laboratory Operating Procedure (LOP)—Technical and policy procedures generated and used by the drug testing laboratory governing specific aspects of specimen analysis.

Medical Testing—A urine specimen collected as part of a patient's routine or emergency medical treatment, including routine physical examinations may be subjected to urinalysis drug testing. Results may be used for UCMJ or administrative actions, including adverse characterization of administrative discharges.

Negative Urine Specimen—Any specimen the drug testing laboratory reports on the DD Form 2624, Specimen Custody Document – Drug Testing, as negative.

Outreach Program—Informational activities targeted at non-activity duty populations designed to heighten awareness of negative affects of drug abuse.

Positive Urine Specimen—Any specimen the drug testing laboratory certifies as positive for one or more drugs on the DD Form 2624, Specimen Custody Document – Drug Testing

Probable Cause—Requires a search and seizure authorization from the appropriate commander to seize a urine specimen. Probable cause exists when there is a reasonable belief that drugs will be found in the system of the member to be tested. See MRE 315(f) and consult with the SJA regarding procedures for determining whether there is probable cause. Results may be used for UCMJ or to characterize administrative discharges.

Rehabilitation Urine Testing—Rehabilitation testing is a form of commander-directed testing. A member in drug rehabilitation will be urine tested on a no-notice basis. The unit commander may discontinue rehabilitation urine testing once a courts-martial or separation action is initiated on a member in rehabilitation.

Shy Bladder—Refers to an individual who is unable to provide a sufficient specimen either upon demand or when someone is nearby during the attempted urination (situational anxiety)

Standard Operating Procedures (SOP)—Policies and procedures generated by the Air Force Medical Operations Agency, governing drug testing.

Trusted Agent—An individual appointed by unit commanders to receive and maintain rosters of individuals (notification letter from the DRPM or DTPAM) selected for urinalysis testing. The Trusted Agent is responsible for notifying, via commander's order, individuals selected for urinalysis testing and identifying those individuals unavailable for testing.

Attachment 1 (Added-90 SW)

GATE SWEEP PROCEDURES

A1.1. (Added-90 SW) The Drug Demand Reduction Program Manager (DDRPM) or the Drug Testing Program Administrative Manager (DTPAM) will notify the legal office of the intended sweep as directed by the 90 SW/CC and report the number of individuals to be tested. After the legal office approves the sweep the DTPAM has authorization to set up the gate sweep. DTPAM's must be authorized to proceed with the gate sweep no later than 1500 hrs the duty day prior to conducting the sweep so that they can coordinate with the observers. (Reference AFI 44-120 Supplement 1, paragraph **4.7.6.1.1. (Added)**)

A1.2. (Added-90 SW) The DTPAM's will generate log-sheets, maps, and the letters to be issued to the examinees at the gate. (Reference AFI 44-120 Supplement 1, paragraph **4.7.6.1.1. (Added)**)

A1.3. (Added-90 SW) A detailed unit commander will give each military member a letter signed by the 90 SW/CC ordering him or her to report for testing at a designated location within a specified period of time. Failure to comply will constitute failure to obey a lawful order. The member notified for testing will verify the time by his or her initials and sign in on a log-sheet. During the sweep notification period, every military member, including active duty and reserve personnel from all services, in a vehicle, including without limitation cars, trucks, vans, buses, motorcycles and bicycles, entering through the applicable gate shall be given the order to report for testing. The gate sweep will continue until the number of military members ordered to submit for testing equals the number directed by 90 SW/CC. (Reference AFI 44-120 Supplement 1, paragraph **4.7.6.1.1. (Added)**)

A1.4. (Added-90 SW) The log-sheet identified above will be returned to Drug Testing Office upon completion of the gate sweep notification period so the time between when examinees were notified and when they reported can be verified. (Reference AFI 44-120 Supplement 1, paragraph **4.7.6.1.1. (Added)**)

Attachment 2

SAMPLE FORMAT – BASE LEVEL TRAINING MANUAL

1. An identifiable mission statement.

2. Detailed job description which clearly defines areas of responsibilities.

3. Detailed training plan for orientation of new personnel to the functional roles and responsibilities of the Demand Reduction Program Manager and the Drug Testing Program Administrative Manager positions. The training plan must include a systematic process ensuring appropriate review and comprehension of supportive program documentation.

4. Appropriate documents essential for providing program continuity to include but not limited to:

   a. AFI 44-120, Drug Abuse Testing Program

   b. DoDD 1010.1, Military Personnel Drug Abuse Testing Program

   c. DoDI 1010.16, Technical Procedures for the Military Personnel Drug Abuse Testing Program

   d. DoDD 1010.4, Drug and Alcohol Abuse by DoD Personnel

   e. Civilian Drug Testing Plan

   f. Air Force Demand Reduction Drug Testing Program Technical Memorandums

   g. MAJCOM supplement to AFI 44-120

5. Maintenance of appropriate statistics as defined in AFI 44-120

6. Copies of quarterly SJA assessments

7. Copies of HSI/JCAHCO evaluations

8. Copies of briefings, talking papers, etc.

9. Initial and quarterly completion of interactive training

10. Action plans and timetables for resolution of problems identified by either statistical analysis or program review processes.

Attachment 3

SAMPLE COLLECTION SITE CHECKLIST

1. Verify the identification of each individual through a valid military ID card. Maintain possession of the individual's military card until the collection process is completed. (Ref. Para **5.3.2.**)

2. Enter the following information in the urine drug testing ledger: Month, day and year of collection; base ID number, batch number, and specimen number; the individual's complete social security number; the individual's rank; individual's initials and printed name. (Ref. Para **5.2.1.1.** to **5.2.1.5.**)

3. Ensure that specimen bottles are clean and do not have holes. If a pre-printed bottle label is not available ensure the following information is annotated on the bottle: collection month, day, and year; base ID number; batch number, and specimen number; and the individual's complete social security number. (Ref. Para. **5.3.1.** and **5.1.1.1.** to **5.1.1.4.**)

4. Have the individual initial and sign (payroll signature) by their printed name in the ledger after verifying that the SSN annotated on the bottle label matches the entries in the ledger. (Ref. Para. **5.3.2.1.**)

5. Hand the empty specimen bottle to the individual. Have the individual inspect the bottle in the presence of the designated same gender observer to make sure it is clean and free of debris. Instruct the individual to carry the specimen bottle so that it is in the view of the observer at all times. (Ref. Para. **5.3.2.** and **5.3.4.**) (Note: For GSUs, break the seal of the STK in the presence of the individual.) (Ref. Para. **9.1.3.4.**)

6. Direct the individual providing the specimen to remove bulky outer garments (e.g., BDU jackets, BDU shirts, etc.), if it is felt that direct observation by the observer may be impeded. (Ref. Para. **5.3.5.**)

7. After the individual and observer return, receive the urine specimen from the individual, visually check for adulteration, and ensure the urine volume is a minimum of 30 milliliters. (If contamination or adulteration is suspected, or the individual provides insufficient quantity, direct the individual to remain in the area until an acceptable sample is collected). In the event the individual provides an insufficient volume the DTPAM will void the bottle (with the label) and the entry in the ledger. The DTPAM will annotate the logbook as "Quantity Not Sufficient" or "QNS." The DTPAM in turn will direct the individual to discard the specimen. The observer must witness the discarding of the specimen by the individual. The bottle will be returned to the DTPAM who will dispose of it in accordance with the guidelines established in this AFI. (Ref. Para. **5.3.6.** and **5.4.3.1.1.**)

8. If sufficient volume is collected the DTPAM will in the presence of the individual apply tamper-resistant tape (conforming to the shape of the bottle to minimize tearing) extending from approximately half-

way down and over the gummed label (not obliterating any identifying information), across the bottle cap, and to an approximate midpoint on the other side of the specimen bottle. (Ref. Para. **5.3.7.**)

9. Have the individual initial and date the bottle label to certify the SSN and other identifying information on the specimen bottle is correct, that the member witnessed the application of the tamper-resistant tape and that the specimen in the bottle is the individual's. (Ref. Para. **5.3.8.**)

10. Have the observer date and initial the bottle label on the line marked "OB INIT" to certify the integrity of the collection process and that the urine is the individual's. (Ref. Para. **5.3.9.**)

11. Have the observer print his/her name where designated in the ledger, initial and sign his/her payroll signature next to the individual's entry. (Ref. Para. **5.3.10.**)

12. Maintain line of sight custody of collected specimens during the collection process or place the specimen in secured storage with proper chain of custody entries (on DD For 2624).

Attachment 4

SAMPLE LETTER – DRUG TESTING OBSERVER'S BRIEFING

1. You must be of the same sex as the member being observed and you must not be scheduled to provide a sample on the same date which you are to observe specimen collection (Ref: AFI 44-120).

2. You may not be an observer if have an unfavorable information file or if an action under the UCMJ or an adverse administrative action is pending against you. Nor may you be an observer if you have ever been convicted by court-martial or civilian court, received non-judicial punishment under Article 15, UCMJ, or received a letter of reprimand or similar administrative action for misconduct involving dishonesty (such as a false official statement), fraud, or drug abuse (including possession or distribution).

3. You may not be an observer if you are within six (6) months of either separation or retirement from active duty. In the case of the Air National Guard and Air Force Reserve members, you may not be an observer if you are within one (1) year of either separation or transfer from and active participation status.

4. You may not be an observer if you are on a medical profile which will prevent you from performing your assigned duties as an observer.

5. You must observe the member receive the empty specimen bottle from the drug testing monitor and you must enter the rest room with the member. You must direct the member to wash his/her hands with only water then dry them prior to providing a specimen. You must observe the member urinating directly into the labeled specimen bottle and capping it. If a female chooses to use the optional wide-mouthed sterile collection cup, you must directly observe the member providing the specimen, pouring the urine into the labeled specimen bottle and capping it. As an observer, you are required by AFI 44-120 to ensure that the specimen provided is not contaminated or altered in any way.

6. You will stay with the member until ready to exit the bathroom. Neither the member nor the specimen bottle can be out of your sight at any time. You will observe the member carry the specimen bottle out of the bathroom and hand it to the drug testing monitor. You will observe the member initial and date the specimen bottle label. You will then initial and date the bottle label. NOTE: DO NOT HANDLE THE SAMPLE AT ANY TIME UNTIL IT IS TIME TO INITIAL THE LABEL.

7. You will print your name where designated in the ledger. Initial and sign your payroll signature next to the member's entry.

8. You will observe the drug testing monitor apply the tamper-proof tape to the bottle and print and sign your name and initials on the log.

9. You will report all incidents of, or suspected abuse, adulteration, or unusual behavior, by the member being tested to the DTPAM or DRPM, and legal office immediately.

10. Provide your signature and other information below acknowledging that you have read and understand your duties as an observer and may be called upon to testify as a witness in legal proceedings.

DATE	PRINTED NAME	RANK	SSN	SIGNATURE	INITIALS

Attachment 5

SAMPLE LETTER – COMMANDER'S ORDER

DATE

MEMORANDUM FOR (RANK, FIRST NAME, LAST NAME)

FROM: **/CC

SUBJECT: Order to Provide a Urine Specimen – Inspection Testing

1. You have been selected and are hereby ordered to provide a urine specimen for drug testing purposes. Compliance with this order requires that you:

a. Report to (building , room, time, and date for test)

b. Surrender your ID card upon arrival at the testing location and remain at the testing location until you have provided your urine specimen; your ID card has been returned to you; and you have been given permission to leave.

c. Be observed urinating directly into the bottle, or other receptacle, provided to you for collecting the urine specimen.

d. Avoid contaminating the specimen. Fill the bottle, or other receptacle provided to you, with a minimum of 30 milliliters of your urine.

2. Failure to comply with this order in any way may result in disciplinary action against you under the Uniform Code of Military Justice (UCMJ). You will acknowledge that you have read this order and understand it by signing below.

RICHARD J. ANYBODY, Col, USAF
Commander

1st Ind, (Rank, First Name, Last Name)

TO: **/CC

I have read and understand this order. I further understand that failure to comply with this order in way may result in disciplinary action under the UCMJ.

Date/Time Notified:_____

_____
(First Name, Last Name, Rank)

Attachment 6

SAMPLE LETTER – REQUESTING STEROID TESTING

DATE

MEMORANDUM FOR IERA/SDTP

FROM: (REQUESTING UNITS' COMPLETE MAILING ADDRESS)

SUBJECT: Request for Steroid Testing

1. Request approval be granted for the testing of (specify numbers) specimens for the presence of steroids.

2. Provide justification to include the member's SSN and gender.

3. (Indicate POC and phone number).

Signature Block of DRPM

Attachment 7

SAMPLE LETTER - ORDERING LABELS

YOUR BASE ID # _____

BEGINNING BATCH-SPECIMEN # _____

ENDING BATCH-SPECIMEN # _____

Note: Use even one hundred numbers for the ending numbers, i.e., 100, 200, 300, etc.

Active Duty Units: Labels ordered should last at least 6 months.

Guard and Reserve Units: Labels ordered should last 1 year.

SHIP BOTTLE LABELS TO US BY: _____
(DD MM YY)

NAME/GRADE OF PERSON MAKING THIS ORDER:

_____

ORGANIZATION: _____

ADDRESS: _____

CITY/STATE/AFB/ZIP CODE + 4: _____

DSN #/COMMERCIAL #:_____

RETURN COMPLETED FORM TO:

IERA/SDTP
2601 WEST RD STE 117
BROOKS AFB TX 78235-5240

FOR EMERGENCY ORDERS, TELEPHONE:

DSN: 240-2151
FAX DSN: 240-3219

NOTE: SEND FOLLOWUP ORDERS 6 WEEKS IN ADVANCE

Attachment 8

DRUG URINALYSIS SPECIMEN PACKAGING/SHIPPING CHECKLIST

1. Place the specimen bottles (max 12) into the specimen box ensuring that the tamper-proof tape is intact. If tape is broken, prepare MFR.

2. Complete and sign the DD Form 2624 ensuring that the specimens listed on the form match the bottles that are in the box..

3. Place the DD Form 2624 and any MFR's inside a zip lock bag within the box.

4. In order to prevent damage due to leakage, place an absorbent pad (NSN 6530-01-304-9754) in the box prior to sealing.

5. Seal all sides, edges, and flaps of the box with adhesive tape.

6. Sign payroll signature and date across the top and bottom of the box .

7. Place the sealed box in a leak preventive mailing pouch (NSN 6530-01-304-9762). The sealed pouch must be wrapped in postal mailing paper if not placed in a second container.

8. Write or stamp the phrase "Chain of Custody" on the outside of the mailing package. (Failure to annotate is not an untestable discrepancy, however, it will prevent the possibility of being untestable due to a break in the chain of custody due to mis-delivery).

9. Address the package to:

IERA/SDTP
Air Force Drug Testing Laboratory
Bldg 930, Room 119
2601 West Gate Road, Suite 117
Brooks AFB TX 78235-5240

10. Ship the package within 2 duty days of collection date. (Failure to ship within 2 duty days will not result in an untestable discrepancy, however, proper chain of custody must be maintained). Specimens not mailed within two working days will require a MFR explaining the reason for the delay. The MFR must be forwarded to the servicing SJA, and a copy of the MFR must be retained on file.

11. Mail in accordance with paragraph **8.** of AFI 44-120.

Attachment 9

DISCREPANCY CODES

Testable Discrepancy Codes (Non-Fatal)

Code	Description
BZ	Any miscellaneous discrepancy not affecting testability. (MFR)
FA	Base code missing on 2624
FB	Base code on 2624 does not match label
FF	Batch number missing on 2624
FG	Collection date missing on 2624
FH	Collection date on 2624 does not match label
FJ	Type of testing missing on 2624 or is invalid
FX	Shipment date missing or wrong due to admin error on 2624
FY	Means of shipment on 2624 does not agree with how it was received
FZ	Means of shipment missing on 2624
GA	Releaser's printed name missing on 2624
GC	Specimen number missing, illegible or incomplete on 2624
GZ	Miscellaneous discrepancy on 2624 not affecting testability. (MFR)
LF	Collection date missing on label
LH	Digits in BIDN on 2624 do not match label
LJ	Member's initials missing on label
LL	Observer's initials missing on label
LV	Date of member's/observer's initials written-over/omitted on label
LX	1 digit in SSN is illegible on label
LZ	Miscellaneous discrepancy on label not affecting testability. (MFR)
SZ	Testable discrepancy for which there is no code assigned. (MFR)

Untestable Discrepancy Codes (Fatal).

Code	**Description**
BD	Tape on bottle is broken
BE	Tape on bottle is missing or not applied correctly or unauthorized tape is Used

BF	Bottle is double-taped without explanation
BG	Broken chain of custody
BI	Bottle is received damaged
BP	Unauthorized specimen container used
BQ	Service member's name received on bottle
FN	Releaser's signature is missing or not original on 2624
FL	Bottle received without 2624. (MFR)
FM	Specimen listed on 2624 not received
FO	Specimen received but not listed on 2624 (MFR)
FR	DD Form 2624 on 2 pieces of paper
FS	1-2 digits in SSN missing on 2624
FV	1-2 digits in SSN illegible or written over, or correction fluid/tape used on 1-2 digits in SSN on 2624 w/o forensic correction
GQ	Service member's name on DD Form 2624
GT	1-2 digits in SSN on 2624 do not match label
LD	A second label is applied without explanation
LM	SSN is missing on label
LS	Correction fluid/tape or writeover on 1+ digits in SSN on label w/o forensic correction
ME	2+ digits in SSN on bottle is illegible
NF	Miscellaneous discrepancy affecting testability – Not the fault of the submitting unit or lab
OD	Untestable discrepancy for which there is no code assigned (MFR)
OE	Forensic correction is initialed but not dated
PA	Package is received unsealed or with a broken seal
PG	Package is received without a signature and date across the tape on the top and bottom of the box
SA	Specimen does not appear to be urine or is adulterated
SC	Quantity not sufficient to test

Attachment 10

SAMPLE DD FORM 2624, SPECIMEN CUSTODY DOCUMENT - DRUG TESTING

SPECIMEN CUSTODY DOCUMENT - DRUG TESTING

1. SUBMITTING UNIT 123 MG/SGXX 456 First St., Some AFB, XY 78910	2. ADDITIONAL SERVICE INFORMATION (Second Echelon) Enter DRPM or Designee's Name and Phone Number
3. BASE/AREA CODE: X 100	4. UNIT IDENTIFICATION CODE:
5. DOCUMENT/ BATCH NUMBER: 001	6. DATE SPECIMEN COLLECTED YYYY: 2000 MM: 01 DD: 01
A. LABORATORY CONDUCTING DRUG TESTING	IERA/SDTP, Bldg 930, Rm 119 2601 West Rd, Ste 117, Brooks AFB TX 78235-5240
B. BATCH NUMBER	
C. REPORT OF RESULT (DTG/Serial No.)	
D. DRUGS TESTED	

7. SPECIMEN NUMBER	8. COMPLETE SSN	9. TEST BASIS	10. TEST INFO	11. PRESCREEN	E. DISC CODE	F. ACCESSION NUMBER	G. RESULT
123	198-22-5555	IO					
456	267-33-4444	PO	F				
789	988-77-2222	CC					
LAST ITEM							

H. CERTIFICATION. I certify that I am a laboratory certifying official, that the laboratory results indicated on this form were correctly determined by proper laboratory procedures, and that they are correctly annotated.

(1) SIGNATURE

(2) DATE SIGNED

(3) CERTIFYING OFFICIAL (Printed Name and Title)

DD Form 2624, FEB 1998 Previous Edition may be used

12. CHAIN OF CUSTODY		LAN	THRU
DATE (YYMMDD) a.	RELEASED BY b.	RECEIVED BY c.	PURPOSE OF CHANGE/ REMARKS d.
(1) 000102	SIGNATURE John Doe NAME John Doe	SIGNATURE Tim Smith NAME Tim Smith	Prepare for Shipment to Drug Testing Lab
(2) 000102	SIGNATURE Tim Smith NAME Tim Smith	SIGNATURE NAME	Shipment of specimens via first Class Mail
(3)	SIGNATURE NAME	SIGNATURE NAME	
(4)	SIGNATURE NAME	SIGNATURE NAME	
(5)	SIGNATURE NAME	SIGNATURE NAME	
(6)	SIGNATURE NAME	SIGNATURE NAME	
(7)	SIGNATURE NAME	SIGNATURE NAME	
(8)	SIGNATURE NAME	SIGNATURE NAME	
(9)	SIGNATURE NAME	SIGNATURE NAME	
(10)	SIGNATURE NAME	SIGNATURE NAME	

DD Form 2624, FEB 1998 (Back)

INSTRUCTIONS

	BLOCK	USA	USN/MC	USAF
1	SUBMITTING UNIT	Message address of unit submitting urine samples		
2	ADDITIONAL SERVICE INFORMATION (SECOND ECHELON)	Do not use	Message address of second echelon commander to whom submitting unit reports administratively.	Optional. May be used to identify the base POC.
3	BASE/ AREA CODE	Service Code Area	Leave blank for future use.	Four-character Base Identification Code (Ex., F123). Comprises the first four characters of the full 10-character Base Identification Number (BIDN).
4	UNIT IDENTIFICATION CODE	Unit Identification Code (UIC or RUC) of unit submitting urine sample.		Do not use
5	DOCUMENT/BATCH NUMBER	Do not use	Enter the locally assigned batch number. Each batch of 12 samples, or portion thereof, shall be assigned a separate number by the submitting unit.	3-digit batch number common to all specimens in the shipment (Ex.,501). Comprises the middle part of the full 10-character BIDN assigned to each specimen.
6	DATE SPECIMEN COLLECTED	Enter the four-digit year, two-digit month, and two-digit day that samples were collected by submitting unit.		
7	SPECIMEN NUMBER	Use number pre-printed on form to itemize bottle.		Enter 3-digit sequential specimen number (last 3 characters of full BIDN).
8	COMPLETE SSN	Full SSN of person from whom sample obtained.		
9	TEST BASIS	Indicate the testing premise to conduct the collection.		
10	TEST INFORMATION	Military: A = E1 - E4; B = E5 - O10; Civilian only: C = TDP Aviation; D = TDP Guard/Police; E = TDP PRP; F = TDP; ADAPCP Staff: G = other TDP; N = other nonmilitary	Leave blank	Entry required only if additional testing is requested: F = Full Panel; S = Steroids; O = Other drugs - Provide clarification in attached message.
11	PRESCREEN	If screened (field tested) prior to submission and found positive, indicate P for positive or N for negative for drug(s) pre-screened. Leave blank if not screened prior to submission to lab.		Not used

12. CHAIN OF CUSTODY (LINE (1)).

a. DATE - Date of collection/shipment

b. RELEASED BY - Signature and printed or typewritten name of the urinalysis coordinator having custody of the samples.

c. RECEIVED BY - Use only if physical change of custody is occuring prior to shipment. Otherwise leave blank.

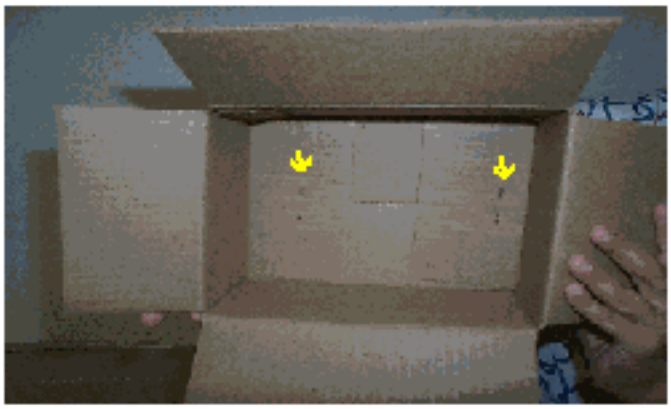
d. PURPOSE OF CHANGE/REMARKS - Specify the mode of accountable transportation/system utilized to ship specimens to the lab.

NOTE: If/when custody of specimens changes other than for shipment (unless hand carried to lab), each change of custody requires line number signature in the (b) RELEASED BY and (c) RECEIVED BY blocks to document changes in custody with comment in block (d). If a continuation sheet is necessary, it must contain information/signatures of blocks (a) - (d).

13. DAMAGE TO SHIPPING CONTAINER/DISCREPANCIES

Attachment 11

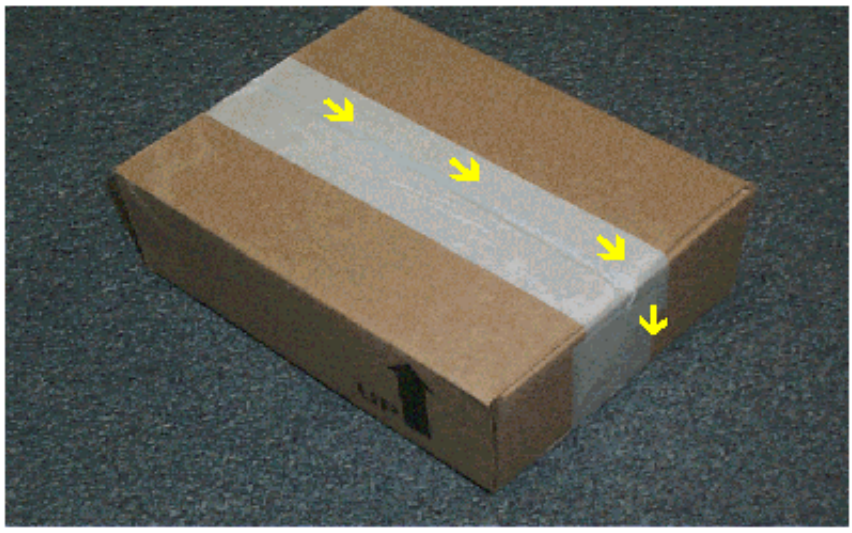
SPECIMEN PACKAGING (BOX OF 12)



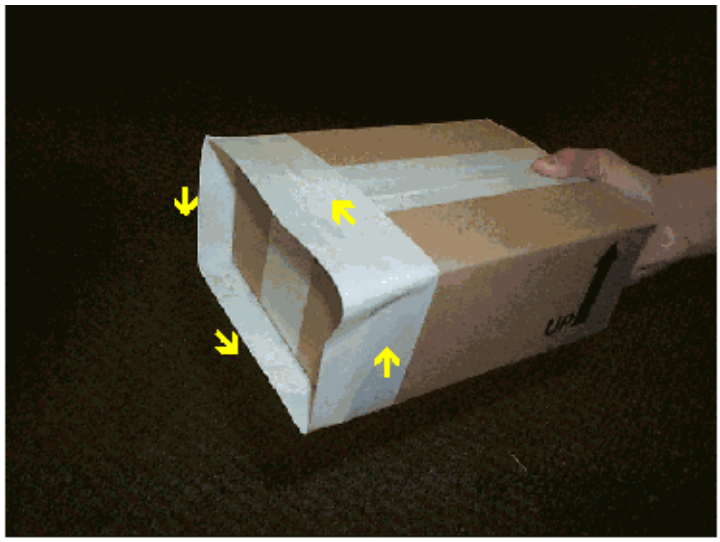
Inspect box for staples. Remove staples if present.

Place DD Form 2624 in ziplock bag inside of box containing corresponding specimens.

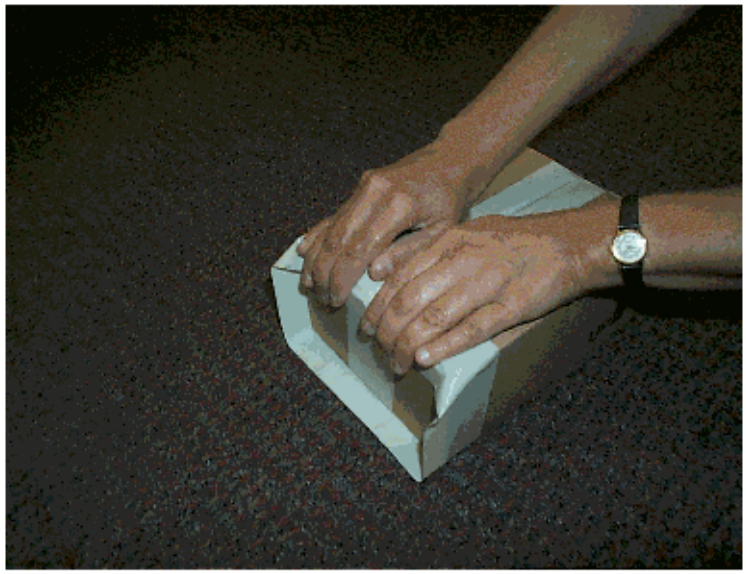
Place absorbent pouches inside of box.



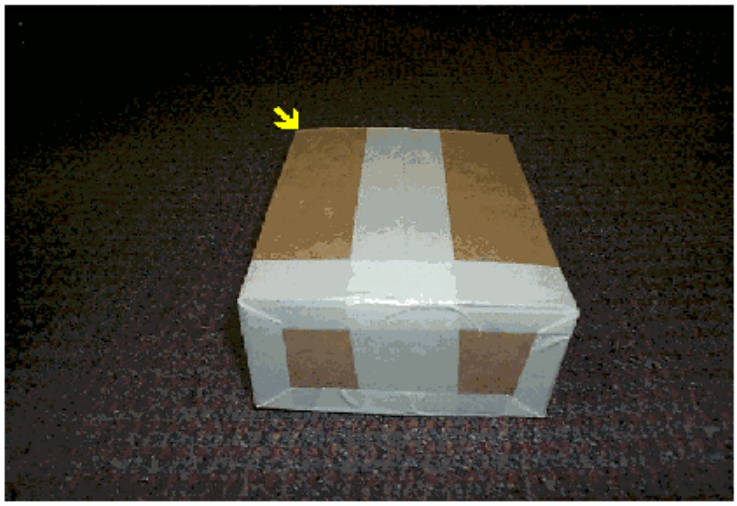
Apply tape completely around center of the box.



Apply tape completely around end of the box.



Make sure tape wraps to the end of the box. Secure all four sides.



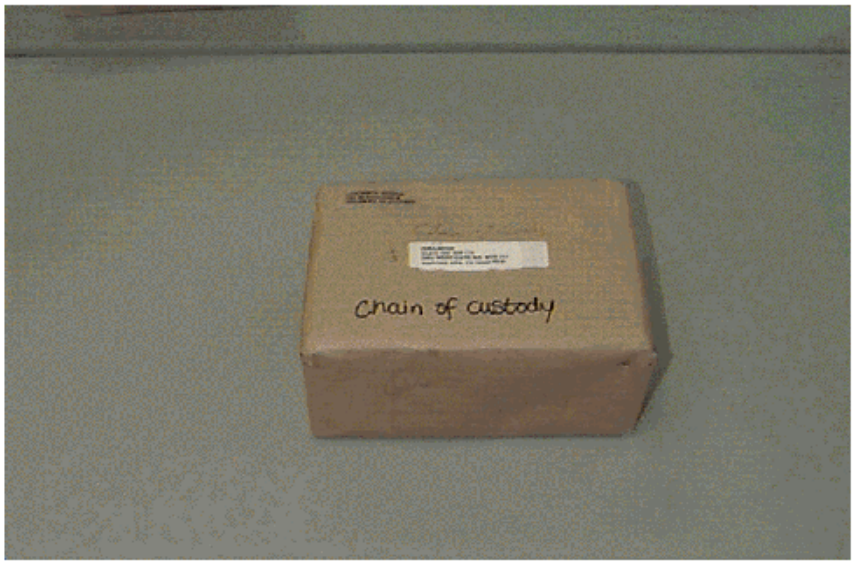
Tape both ends of the box in the same manner as shown.

Taping complete.

Sign payroll signature and date top of box.

Sign payroll signature and date of bottom of box.

Place taped box inside mailing pouch.



Completed standard specimen package in compliance with AFI 44-120.

Attachment 12

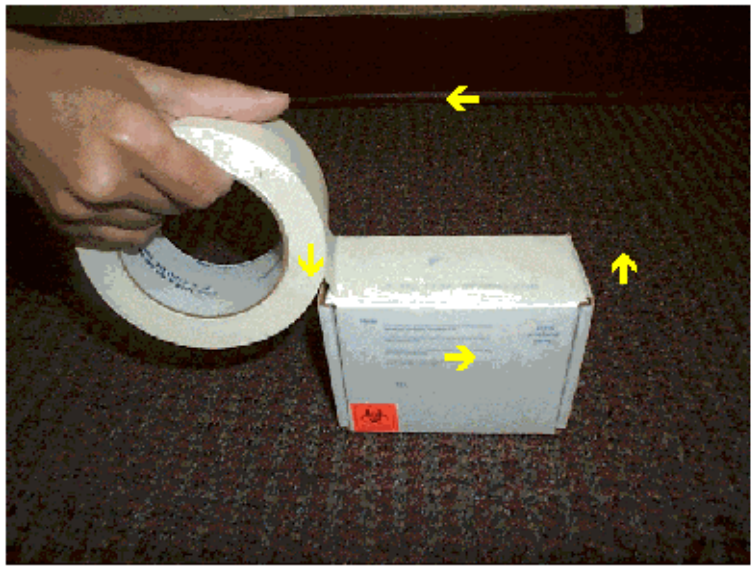
SINGLE TEST KIT PACKAGING

STK box unopened prior to collection.

STK contents and tape.

Place collected specimen in provided specimen bag with absorbent.

Place specimen bag with bottle and accompanying chain of custody (DD Form 2624) in STK box.



Apply tape one time completely around the sides of the box so tape overlaps.

Taping complete.

Legibly sign and date the security tape provided with the test kit prior to applying to the mailer box.

Apply the provided security tape to the mailer box ensuring a portion of the date and signature is across the open edge of the box.

Taping Completed.

Completed STK.

Attachment 13

SAMPLE LETTER - CERTIFICATION STATEMENT FOR INDIVIDUAL DECLARING SHY BLADDER OR SITUATIONAL ANXIETY

I, _____, _____, _____, hereby state

(Printed Name) (Unit) (SSN)

that I have been clinically evaluated and it has been medically determined that I have a condition known as "shy bladder or situational anxiety." I have provided to you appropriate medical documentation certifying this condition, as well as the name and phone number of the medical professional who examined me.

I request a waiver to the direct observation requirement of AFI 44-120, *Drug Abuse Testing Program,* and agree to abide by the requirements for alternative urine collection testing as set forth in Interim Change (IC) 00-1 to AFI 44-120. I understand my request can be granted only for the present ordered test. Further, I understand that I must again furnish all required medical documentation should I be selected in the future for Drug Abuse Program testing. Additionally, I understand that my request for waiver may be denied based on insufficient documentation or by the inability of the testing monitor (DRPM or DTPAM) to validate or substantiate my claim.

I hereby affirm that this is a true and accurate statement (to the best of my knowledge) of my present medical condition, and that I have provided the required documentation of my condition to the installation testing monitor (DRPM or DTPAM). I understand that I am subject to the Uniform Code of Military Justice (UCMJ) and any violations I commit may result in punitive actions taken against me through my chain of command.

_____

Signature of the Individual Requesting Waiver Date

_____

Signature of the Unit Commander (or Acting Commander) Date
Or Unit First Sergeant

_____

Signature of DRPM or DTPAM Date

PERSONAL DATA

PRIVACY ACT OF 1974 (5 USC, 552a)

Attachment 14

IC 00-1 TO AFI 44-120, DRUG ABUSE TESTING PROGRAM

1 JULY 2000

SUMMARY OF REVISIONS

This revision incorporates Interim Change IC 2000-1. This interim change (IC) 00-1 defines the minimum credibility requirements for the Drug Testing Program Administrative Manager (DTPAM), (paragraph **4.7.5.**); clarifies the role of Commanders in determining what constitutes "dishonesty and/or fraud" in the selection criteria for observers, DTPAMs, and unit trusted agents (paragraph **4.7.6.**); establishes minimum selection requirements for unit trusted agents (paragraph **4.7.9.**); and establishes alternative urine collection procedures for military members presenting with verified, medically documented, situational anxiety or shy bladder condition (paragraph **20.**). This IC also modifies **Attachment 10**, ***Sample DD Form 2624, Specimen Custody Document - Drug Testing***, updating test basis code (block 9) and chain of custody (block 12). It incorporates a new attachment (**Attachment 13**), ***Sample Letter - Certification Statement for Individual Declaring Shy Bladder or Situational Anxiety***. This IC applies to all active duty Air Force members, members of the Air Force Reserve and Air National Guard. A "|" indicates revised material since the last edition.

4.7.5.1.1. Must be an individual possessing unquestionable integrity and trustworthiness and meet the following criteria:

4.7.5.1.1.1. No Unfavorable Information File - UIF (AFI 36-2907).

4.7.5.1.1.1.1. Individuals are ineligible to serve as DTPAMs if they have a record of conviction by courts-martial or civilian criminal court. Additionally, the individuals are ineligible if they have received non-judicial punishment under Article 15, UCMJ, or a Letter of Reprimand or similar administrative action (Letter of Admonishment, Counseling) for misconduct involving dishonesty, fraud, or drug abuse (including use, possession or distribution). Prior to assigning an individual to serve as a DTPAM, the unit commander will review the individual's Personal Information File - PIF (military) or personnel record (civilian). Finally, the individual will be asked to certify, and will sign a statement certifying no record of conviction for any offense or history of past misconduct involving dishonesty, fraud, or drug abuse (including use, possession, or distribution).

4.7.5.1.1.1.2. Commanders, on a case-by-case basis, make the determination on whether conduct is dishonest and/or fraudulent. Commanders will receive advice from the servicing Staff Judge Advocate (SJA) in situations in which it is unclear as to whether past misconduct is disqualifying.

4.7.5.1.1.2. No pending UCMJ action (courts-martial, Article 15) or pending administrative action (discharge, Letter of Reprimand/Admonishment/Counseling for dishonesty, fraud or other integrity offenses).

4.7.5.1.1.3. No medical or mental health profile which will prevent them from performing their assigned duties as DTPAM's.

4.7.4.6.2. *AFRC and ANG Units.* Selection of members for testing may be accomplished prior to the day of testing and selection rosters must be placed in secure storage with limited access. Notification of selection for testing will not be made until the day of testing. Once notified, individuals must report for testing within two hours. Individuals who are shift workers or on scheduled days off will be tested within one hour of reporting for duty during the next drug testing period.

4.7.6.3. Ensure that all members who are selected for testing report to the collection site within the designated collection time as stated on the commanders written order and present a valid military identification card at the time of urine collection. Commanders must not notify members of their selection no sooner than two hours prior to the scheduled collection time. *Testing is mandatory on the day of selection*.
NOTE: Personnel who are shift workers or who routinely work alternative duty weeks with "weekends" during the regular duty week must be tested upon return to duty. Commanders and/or First Sergeants will coordinate such activities with the DRPM or DTPAM to ensure testing of these individuals. Commanders must not notify members of their selection sooner than two hours prior to the scheduled collection time.

4.7.6.3.1.1. Those individuals on shifts where immediate notification of selection for testing would result in their being awakened from sleep must be tested during their next duty shift. Commanders and/or First Sergeants will coordinate such activities with the DRPM or DTPAM to ensure testing of these individuals. Commanders must not notify members of their selection sooner than two hours prior to the scheduled collection time.

4.7.6.7.3.1. Commanders, on a case-by-case basis, make the determination as to whether or not conduct is/was dishonest and/or fraudulent. Commanders will receive advice from the servicing SJA in situations in which it unclear as to whether past misconduct is disqualifying.

4.7.9.2. Must be an individual possessing unquestionable integrity and trustworthiness, and meets the following criteria:

4.7.9.2.1. No Unfavorable Information File - UIF (AFI 36-2907).

4.7.9.2.1.1. Individuals are ineligible to serve as Trusted Agents if they have a record of conviction by courts-martial or civilian criminal court. Additionally, the individuals are ineligible if they have received non-judicial punishment under Article 15, UCMJ, or a Letter of Reprimand or similar administrative

action (Letter of Admonishment, Counseling) for misconduct involving dishonesty, fraud, or drug abuse (including use, possession or distribution). Prior to assigning an individual to serve as a Trusted Agent the unit commander will review the individual's Personal Information File - PIF (military) or personnel record (civilian). Finally, the individual will be asked to certify, and will sign a statement certifying, no record of conviction of any offense or history of past misconduct involving dishonesty, fraud, or drug abuse (including use, possession, or distribution).

4.7.9.2.1.1.1. Commanders, on a case-by-case basis, make the determination on whether conduct is dishonest and/or fraudulent. Commanders will receive advice from the servicing SJA in situations in which it is unclear as to whether past misconduct is disqualifying.

4.7.9.2.1.2. No pending UCMJ action (courts-martial, Article 15) or pending administrative action (discharge, Letter of Reprimand/Admonishment/Counseling for dishonesty, fraud, or other integrity offenses)

4.7.9.2.1.3. No medical or mental health profile which will prevent them from performing their assigned duties as a Trusted Agent.

5.5.1.1. Collection, packaging and shipping of specimens for all aircraft mishaps and/or fatalities involving active duty members is the responsibility of Flight Medicine. DRPMs and/or DTPAMs may provide assistance upon request.

6.2.2.12.1. The use of signature stamps on the AF form 2624 is prohibited and will be considered an untestable discrepancy.

7.5.1. The use of signature stamps on MFR's is prohibited.

7.5.2. The members name must not be used on any MFR's.

20.5. For individuals having a medically documented history of shy bladder or situational anxiety, or individuals documented to have medically verified physical abnormalities that inhibit or preclude observed collection, a urine sample may be collected following the procedures outlined below. Collections made under this provision will be performed after receipt of advice from the servicing SJA. The military member must provide supportive medical documentation, which will be verified by the DRPM prior to collection. Collections performed under this provision will not be conducted based on verbal claims made by the military member ordered to submit to testing.

20.5.1. The following procedures apply only to those individuals having a medically documented/verified shy bladder or situational anxiety, or physical abnormalities that inhibit or preclude on-demand observed urine collection.

20.5.1.1. The individual will, upon request, provide medically verifiable information documenting the presence of a shy bladder or situational anxiety, or of physical abnormalities that inhibit or preclude observed urine collection.

20.5.1.2. The DRPM will verify that the information provided is correct by contacting the appropriate medical authorities in the servicing MTF to validate the claim.

20.5.1.3. The DRPM will consult with, and obtain the advice of, the servicing SJA prior to allowing the collection of a urine specimen from a military member by means other than direct observation of the flow of urine from the body to the specimen container.

20.5.1.4. Following consultation with the servicing SJA and obtaining medical validation, the DRPM will instruct the DTPAM to proceed with the collection process.

20.5.1.4.1. The individual asserting shy bladder, situational anxiety or physical abnormality will, in addition to providing medical documentation of the claim, be required to read, sign and date a document (**Attachment 13**) stating the information and documentation provided to the DTPAM is true and accurate.

20.5.1.4.2. The DTPAM will inform the individual that failure to read and sign the statement (**Attachment 13**) will exclude them from alternative testing and require them to comply with the normal, observed testing procedure. The individual must also be informed that failure to sign the alternative procedure statement or failure to comply with the normal observed testing may result in disciplinary action under the UCMJ and/or administrative action.

20.5.1.4.3. The individual will present the appropriate identification as required in this AFI.

20.5.1.4.4. The DTPAM will check the member's military identification card and document the information required in paragraph **5.2.** The DTPAM will maintain possession of the member's military identification card until the collection process is completed.

20.5.1.4.5. The DTPAM will designate an escort to accompany the individual providing the specimen. The escort will possess the same qualifications as does a drug abuse testing program observer; he or she will possess unquestionable integrity and trustworthiness. The escort will not directly observe the individual providing the urine sample. The escort will ensure that the testing environment is secure and prevent

anyone from tampering with, or adulterating the provided test specimen sample. The escort's duties include inspecting the restroom stall and removing any debris or articles that could be used to contaminate or introduce a false test sample. The escort will add a bluing agent to the toilet water. These steps will be taken prior to the individual providing the sample being allowed access to the restroom stall area and providing the test sample. The escort will be of the same gender as the testing subject and will not have been chosen to provide a sample during the same collection period. With the exceptions noted above, paragraph **5.5.3.** requirements apply.

20.5.2.4.6. The DTPAM will hand the specimen container to the individual providing the test specimen, instructing the individual to inspect the container and verify it is clean and free of any debris or foreign matter. The DTPAM will instruct the individual not to insert his/her finger(s) into the bottle. The individual will be instructed to carry the bottle in view of the escort. Requirements specified in paragraph **5.3.4.1.** apply.

20.5.2.4.7. The DTPAM will instruct the individual to remove bulky outer garments (e.g., BDU jackets, shirts, etc). The individual will be required to remove the contents of all their pockets. The contents will be examined by the DTPAM to ensure that there are no items present which may in any way contribute to a possible tampered or adulterated specimen. Only suspect items (e.g., rubber tubing, syringes, intravenous bags, etc.) will be maintained by the DTPAM until such time that the collection is complete. All other items will be immediately returned to the individual prior to collection of the specimen.

20.5.2.4.8. The DTPAM will ensure that the individual is escorted to the restroom, and the escort will direct the individual to wash his/her hands only with water and then dry them prior to providing a specimen. The escort will observe the washing and drying process.

20.5.2.4.9. The escort will direct the individual into a stall, ensuring that a bluing agent has been added to the toilet water. The individual will be allowed to provide a specimen while the escort remains outside of the stall.

20.5.2.4.10. Once the specimen has been provided, the individual will secure the lid tightly on the bottle and hand it to the escort. The escort will examine the stall and ensure that the toilet containing the bluing agent is flushed. *Any unusual circumstances or findings which may lead the escort to believe that the specimen has been tampered with or adulterated must be brought to the immediate attention of the DTPAM who in turn will immediately notify the DRPM for action.* The escort will ensure that the specimen bottle is returned to the DTPAM immediately after the urine collection or any attempted urine collection that does not result in the required minimum 30 milliliters of urine during one attempt. Requirements outlined in paragraphs **5.3.6.** to **5.3.13.** and paragraphs **5.4.3.** to **5.4.5.** apply.

20.5.2.4.11. If the collection is successful the DTPAM will affix a temperature label to the bottle and annotate the specimen temperature and collection procedures in a memorandum for record (MFR). The DTPAM and escort will sign and date the MFR. The individual tested will be requested (but not required)

to sign and date the MFR. The MFR will be maintained as a permanent part of the collection file(s) and a copy will be forwarded to the individual's unit commander.

Attachment 10

SAMPLE DD FORM 2624, SPECIMEN CUSTODY DOCUMENT - DRUG TESTING

SPECIMEN CUSTODY DOCUMENT - DRUG TESTING

A. LABORATORY CONDUCTING DRUG TESTING: IERA/SDTP, Bldg 930, Rm 119, 2601 West Rd, Ste 117, Brooks AFB TX 78235-5240

1. SUBMITTING UNIT: 123 MG/SGXX, 456 First St., Some AFB, XY 78910

2. ADDITIONAL SERVICE INFORMATION (Second Echelon): Enter DRPM or Designee's Name and Phone Number

B. BATCH NUMBER:

C. REPORT OF RESULT (DTG/Serial No.):

3. BASE/AREA CODE: X 100

4. UNIT IDENTIFICATION CODE:

5. DOCUMENT/ BATCH NUMBER: 001

6. DATE SPECIMEN COLLECTED YYYY: 2000 MM: 01 DD: 01

D. DRUGS TESTED:

7. SPECIMEN NUMBER	8. COMPLETE SSN	9. TEST BASIS	10. TEST INFO	11. PRESCREEN	E. DISC CODE	F. ACCESSION NUMBER	G. RESULT
123	198-22-5555	IO					
456	267-33-4444	PO	F				
789	988-77-2222	CC					
LAST ITEM							

H. CERTIFICATION. I certify that I am a laboratory certifying official, that the laboratory results indicated on this form were correctly determined by proper laboratory procedures, and that they are correctly annotated.

(1) SIGNATURE:

(2) DATE SIGNED:

(3) CERTIFYING OFFICIAL (Printed Name and Title):

DD Form 2624, FEB 1998 Previous Edition may be used

12. CHAIN OF CUSTODY		LAN	THRU
DATE (YYMMDD) a.	RELEASED BY b.	RECEIVED BY c.	PURPOSE OF CHANGE/ REMARKS d.
(1) 000102	SIGNATURE John Doe NAME John Doe	SIGNATURE Tim Smith NAME Tim Smith	Prepare for Shipment to Drug Testing Lab
(2) 000102	SIGNATURE Tim Smith NAME Tim Smith	SIGNATURE NAME	Shipment of specimens via first Class Mail
(3)	SIGNATURE NAME	SIGNATURE NAME	
(4)	SIGNATURE NAME	SIGNATURE NAME	
(5)	SIGNATURE NAME	SIGNATURE NAME	
(6)	SIGNATURE NAME	SIGNATURE NAME	
(7)	SIGNATURE NAME	SIGNATURE NAME	
(8)	SIGNATURE NAME	SIGNATURE NAME	
(9)	SIGNATURE NAME	SIGNATURE NAME	
(10)	SIGNATURE NAME	SIGNATURE NAME	

DD Form 2624, FEB 1998 (Back)

INSTRUCTIONS

	BLOCK	USA	USN/MC	USAF
1	SUBMITTING UNIT	Message address of unit submitting urine samples		
2	ADDITIONAL SERVICE INFORMATION (SECOND ECHELON)	Do not use	Message address of second echelon commander to whom submitting unit reports administratively.	Optional. May be used to identify the base POC.
3	BASE / AREA CODE	Service Code Area	Leave blank for future use.	Four-character Base Identification Code (Ex., F123). Comprises the first four characters of the full 10-character Base Identification Number (BIDN).
4	UNIT IDENTIFICATION CODE	Unit Identification Code (UIC or RUC) of unit submitting urine sample.		Do not use
5	DOCUMENT/BATCH NUMBER	Do not use	Enter the locally assigned batch number. Each batch of 12 samples, or portion thereof, shall be assigned a separate number by the submitting unit.	3-digit batch number common to all specimens in the shipment (Ex.,501). Comprises the middle part of the full 10-character BIDN assigned to each specimen.
6	DATE SPECIMEN COLLECTED	Enter the four-digit year, two-digit month, and two-digit day that samples were collected by submitting unit.		
7	SPECIMEN NUMBER	Use number pre-printed on form to itemize bottle.		Enter 3-digit sequential specimen number (last 3 characters of full BIDN).
8	COMPLETE SSN	Full SSN of person from whom sample obtained.		
9	TEST BASIS	Indicate the testing premise to conduct the collection.		
10	TEST INFORMATION	Military: A = ET - E4; B = E5 - O10; Civilian only: C = TDP Aviation; D = TDP Guard/Police; E = TDP PRP; F = TDP; ADAPCP Staff: G = other TDP; H = other nonmilitary	Leave blank	Entry required only if additional testing is requested: F = Full Panel; S = Steroids; O = Other drugs - Provide clarification in attached message.
11	PRESCREEN	If screened (field tested) prior to submission and found positive, indicate P for positive or N for negative for drug(s) pre-screened. Leave blank if not screened prior to submission to lab.		Not used

12. CHAIN OF CUSTODY (LINE (1)).

a. DATE - Date of collection/shipment

b. RELEASED BY - Signature and printed or typewritten name of the urinalysis coordinator having custody of the samples.

c. RECEIVED BY - Use only if physical change of custody is occuring prior to shipment. Otherwise leave blank.

d. PURPOSE OF CHANGE/REMARKS - Specify the mode of accountable transportation/system utilized to ship specimens to the lab.

NOTE: If/when custody of specimens changes other than for shipment (unless hand carried to lab), each change of custody requires line number signature in the (b) RELEASED BY and (c) RECEIVED BY blocks to document changes in custody with comment in block (d). If a continuation sheet is necessary, it must contain information/signatures of blocks (a) - (d).

13. DAMAGE TO SHIPPING CONTAINER/DISCREPANCIES

Attachment 13

SAMPLE LETTER - CERTIFICATION STATEMENT FOR INDIVIDUAL DECLARING SHY BLADDER OR SITUATIONAL ANXIETY

I, _____, _____, _____, hereby state

(Printed Name) (Unit) (SSN)

that I have been clinically evaluated and it has been medically determined that I have a condition known as "shy bladder or situational anxiety." I have provided to you appropriate medical documentation certifying this condition, as well as the name and phone number of the medical professional who examined me.

I request a waiver to the direct observation requirement of AFI 44-120, *Drug Abuse Testing Program,* and agree to abide by the requirements for alternative urine collection testing as set forth in Interim Change (IC) 00-1 to AFI 44-120. I understand my request can be granted only for the present ordered test. Further, I understand that I must again furnish all required medical documentation should I be selected in the future for Drug Abuse Program testing. Additionally, I understand that my request for waiver may be denied based on insufficient documentation or by the inability of the testing monitor (DRPM or DTPAM) to validate or substantiate my claim.

I hereby affirm that this is a true and accurate statement (to the best of my knowledge) of my present medical condition, and that I have provided the required documentation of my condition to the installation testing monitor (DRPM or DTPAM). I understand that I am subject to the Uniform Code of Military Justice (UCMJ) and any violations I commit may result in punitive actions taken against me through my chain of command.

_____

Signature of the Individual Requesting Waiver Date

_____

Signature of the Unit Commander (or Acting Commander) Date
Or Unit First Sergeant

_____

Signature of DRPM or DTPAM Date

PERSONAL DATA

PRIVACY ACT OF 1974 (5 USC, 552a)