

**BY ORDER OF THE COMMANDER,
SPACE & MISSILE SYSTEMS CENTER**

**SPACE AND MISSILE SYSTEMS CENTER
INSTRUCTION 44-101**

10 DECEMBER 2003

Medical

DRUG DEMAND REDUCTION PROGRAM



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes the program by which commanders and SPO directors can obtain objective evidence of drug abuse involving individuals under their supervision. It assigns responsibilities for implementation and control of the program at Los Angeles AFB. The primary purpose of this instruction is to provide administrative guidelines. When punitive actions are contemplated, the Staff Judge Advocate (SJA) must be consulted. This instruction applies to active duty military personnel assigned to Los Angeles AFB. It implements AFD 44-1, *Medical Operations*. This publication also applies to Air Force Reserve Units and Individual Mobilization Augmentees (IMAs). Failure to observe the prohibitions and mandatory provisions in this instruction is a violation of the Uniform Code of Military Justice (UCMJ). The Privacy Act of 1974 applies to this instruction and requires that information be collected and maintained as authorized by 42 U.S.C. 290dd-3 and 290ee-3. Additionally, the system of records notice F044 AF SG S, Alcohol and Drug Abuse Prevention and Treatment Program applies. It requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 42 U.S.C. 290dd-3 and 290ee-3. System of records notice F044 AF SG S, Alcohol and Drug Abuse Prevention and Treatment Program applies.

Chapter 1

RESPONSIBILITIES

1.1. Space and Missile Systems Center (SMC) Commander (may delegate to 61 ABG/CC) will:

- 1.1.1. Ensure all subordinate commanders, SPO directors, and supervisors are aware of the need for, and the methods of, identifying drug or alcohol abusers under their command.
- 1.1.2. Ensure all incidents where drugs and/or alcohol abuse may be a factor have been investigated for possible drug or alcohol involvement.
- 1.1.3. Serve as chairman of the CFOC.
- 1.1.4. Serve as the excusal authority for those wishing to be excused from random urinalysis testing for a legitimate emergency.
- 1.1.5. Ensure that each squadron commander and SPO director has appointed in writing one active duty member to serve as an alternate DTPAM for a period of six (6) months.
- 1.1.6. Appoint TAs based on the nominations of commanders and SPO directors, then brief these individuals in writing of their duties.

1.2. Demand Reduction Program Manager (DRPM) will:

- 1.2.1. Coordinate all drug abuse testing procedures with SMC/JA.
- 1.2.2. Receive and distribute positive results of testing to respective commanders and SPO directors, as applicable. If notification is made to a SPO Director it must also be made to the 61 MSS/CC. Retain one copy and forward informational copies to the Office of Special Investigation (OSI), SMC/JA, 61 MDS/SGOH and 61 MDS/CC. ([Attachment 3](#))
- 1.2.3. Immediately notify the SMC/JA of all unexcused "no-shows."

1.3. Drug Testing Program Administrative Manager (DTPAM) will:

- 1.3.1. Notify each organization's TA of the persons to be tested and test dates, as part of the random inspection testing program.
- 1.3.2. Obtain written explanation from commanders and SPO directors on all "no-shows."
- 1.3.3. Immediately notify the DRPM of all unexcused "no-shows".
- 1.3.4. Ensure all specimens are collected and shipped following the "Chain of Custody" guidelines as outlined in AFI 44-120.
- 1.3.5. Compile statistics and prepare reports for higher headquarters.
- 1.3.6. Receive and distribute positive results of tests to the DRPM. ([Attachment 4](#))
- 1.3.7. Maintain appointment and briefing letters.

1.4. Alcohol and Drug Abuse Prevention and Treatment (ADAPT) staff will: Perform drug abuse assessment/evaluations and offer treatment and referral to individuals suspected of abusing substances.

1.5. Commanders and SPO directors will:

1.5.1. Nominate a minimum of one primary **and** one alternate TA, preferably a senior NCO, officer, or administrative personnel to receive password protected e-mail notification from the DTPAM. Forward the names of the nominated TAs to the 61 ABG/CC for appointment.

1.5.2. Provide reliable observers to support all categories of testing.

1.5.3. Investigate all “no shows” immediately, and make written notification to the DTPAM NLT 1630 hrs on the date of the “no show.” The written notification will provide explanation regarding the member’s reason for “no show.”

1.5.4. Notify within 24 hours, the Security Forces Office of Investigations (61 SFOI) (marijuana only), SMC/JA, and OSI of positive urinalysis results on assigned personnel.

Contact these agencies prior to informing the member of the positive test results.

1.5.5. Make contact with the ADAPT office within 24 hours of notification of a positive urinalysis test result, to schedule an assessment for the individual.

1.5.6. Ensure records are maintained and document that unit personnel were properly notified.

1.5.7. Present an endorsed drug urinalysis testing memorandum to all commander-directed, and probable cause examinees. (**Attachment 5**)

1.6. Duties of Trusted Agent (TA):

1.6.1. Are always available to accomplish drug testing notification(s). The alternate TA is responsible for notifications during the primary agent’s absence.

1.6.2. The DRPM or DTPAM will provide TAs with initial and annual training. Initial training will be accomplished prior to assuming their duties. The TA will acknowledge receipt of training with a statement of understanding after each course.

1.6.3. Notify personnel selected for inspection testing no earlier than two hours prior to actual test collection time. The TA will ensure that selected personnel understand they have been ordered to provide a urine sample within the specified period. The TA will document the time of notification.

1.6.4. Provides the DTPAM with written notification of duty status of personnel selected for testing NLT 1200 hrs on the testing date. Specify if personnel are on leave or TDY, and their projected return date.

1.7. Security Forces and the OSI will:

1.7.1. Notify the commander or SPO director whenever military personnel are identified as participants in an incident (reference paragraph **4.1.**) so that immediate decisions can be made regarding probable cause or commander-directed urinalysis, sobriety examinations, and/or blood alcohol testing.

1.8. The 61st Medical Squadron Commander will:

1.8.1. Appoint a DRPM, DTPAM, Medical Review Officer, and a secondary Medical Review Officer.

1.8.2. Place a lab technician on-call to respond to after duty hour events involving commander-directed, probable cause, and/or voluntary consent urinalysis.

1.9. The Judge Advocate will:

- 1.9.1. Conduct quarterly inspections to ensure compliance with chain of custody collection procedures at the base level.
- 1.9.2. Advise commanders and SPO directors, DRPM, Life Skills, DTPAM(s), and the Cross-Functional Oversight Committee regarding legal aspects of the program.
- 1.9.3. Notify the testing laboratory in the event that a positive specimen needs to be retained beyond 60 calendar days, for military justice or administrative action.
- 1.9.4. Provide an annual review to determine legal sufficiency of the Observer and TA trainings.

1.10. Testing Observers will:

- 1.10.1. Familiarize themselves with pertinent urinalysis testing procedures.
- 1.10.2. Be assigned specific tasks by the testing monitor during the inspection testing.
- 1.10.3. Sign a statement of understanding. ([Attachment 6](#))
- 1.10.4. Verify they have a minimum of six months retainability at Los Angeles Air Force Base and are not within six months of separation or retirement.

Chapter 2

GENERAL

2.1. Incidents that may precipitate a commander-directed referral for urinalysis testing may include, but are not limited to:

- 2.1.1. Assault.
- 2.1.2. Absent without leave (AWOL).
- 2.1.3. Arrest by civil authority.
- 2.1.4. Driving while impaired.
- 2.1.5. Significant safety and procedural violations on the job.
- 2.1.6. Domestic disturbances.

2.2. Such testing will be performed after the individual has either: (1) voluntarily consented to testing on **AF Form 1364**, (2) a probable cause search has been authorized by the appropriate authority, or (3) the commander has given a direct order. It is essential that the military member understand compliance with an order for a commander-directed urinalysis will not result in nonjudicial, or courts martial action under the UCMJ. However, failure to obey an order to test may result in disciplinary action under the UCMJ.

Chapter 3

PROCEDURES

3.1. Deterrence.

3.1.1. Inspection testing should be conducted frequently, especially in areas where there is a high availability of controlled substances or evidence of a serious or widespread problem of drug use. Testing must be administered in a manner which will ensure unpredictability of test dates and subjects. Access to the dates and names of subjects must be limited to the absolute minimum number of people who must have advance notice.

3.1.1.1. Commanders and SPO directors should coordinate a sweep of their unit with the DRPM and SMC/JA two duty days prior to the desired testing date to ensure proper chain of custody requirements can be met. When SPO directors request a sweep, SMC/JA will coordinate the request with ABG/CC, who may order the sweep.

3.1.1.1.1. DRPM will maintain a list of members assigned to each AF unit assigned to Los Angeles AFB. A list will be maintained that combines units in groupings of at least 50 active duty members.

3.1.1.1.2. The SMC/CC will randomly select from DRPM's list and announce which unit will be tested at the first Monday Commander's Management Review (CMR). Testing will be conducted immediately following the announcement.

3.1.1.1.3. Unit commanders and SPO directors will ensure that all military members report for testing within two hours of dismissal of the CMR.

3.1.1.2. Random gate sweeps will be conducted during and outside of normal duty hours, to include weekends and holidays. These sweeps will occur a minimum of two times per calendar year. Dates and times of testing will be coordinated with SMC/JA, 61 SFS, 61 MDS, and AFOSI/Det 110.

3.1.1.2.1. At the designated date and time, every third vehicle attempting to enter the randomly selected gate will be stopped. Every active duty military member in each vehicle will be given a written order by 61 ABG/CC to report to the Fort MacArthur Satellite Clinic, or the DDRP office (depending on selected gate), within two hours of receipt of order to provide a urine sample. Once 15 written orders have been issued, or one hour has passed, whichever occurs first, no more such orders will be issued.

3.1.1.2.2. All instances of failure to report to the clinic as directed, refusal to provide a specimen, or late reporting will be reported to the 61 ABG/CC and SMC/JA immediately following closure of the two-hour testing window.

3.1.1.2.3. The DTPAM will notify the respective commander or SPO director of "no shows" within one hour of closure of testing window.

3.1.1.2.4. All cases referred to in paragraph 5.1.1.2.2. will be reviewed by the CFOC. Circumstances will be reported to the committee without identifying specific individuals, and the SMC/JA representative will report actions taken.

3.2. Suspected Drug Abuse.

3.2.1. Search and Seizure, and Probable Cause.

3.2.1.1. Probable cause is determined through coordination with the SMC/JA.

3.2.1.2. The member is escorted to the DDRP office by a reliable observer of the same gender between 0630-1500 hrs on regular duty days with a completed Drug Testing Memorandum. The observer reads and signs a statement of understanding. Outside of duty hours the on-call lab technician must be contacted through the Command Post for collection of specimen. ([Attachment 5](#) and [Attachment 6](#))

3.2.1.3. The authorization to search, whether oral or written, should clearly indicate, if possible, the specific drug or group of drugs to be tested.

3.2.1.4. Once completed, a copy of an **AF Form 1176, Authority to Search and Seize** is forwarded to the DTPAM.

3.2.2. Consent. The individual is sent to the DDRP office between 0630-1500 hrs on regular duty days with a completed **AF Form 1364**. A reliable observer of the same gender escorts the member to the DDRP office. This observer reads and signs a statement of understanding. ([Attachment 6](#))

3.2.3. Commander-directed Testing.

3.2.3.1. Upon receiving information concerning possible drug abuse, the commander or SPO director must contact the base legal office directly. If the attorney concludes there is probable cause to conduct the search, he or she will contact the Primary Military Magistrate to attempt to obtain search authorization. The Alternate Military Magistrate will be contacted if the Primary is unavailable.

3.2.3.2. The member is escorted to the DDRP office by a reliable observer of the same gender between 0630-1500 hrs on regular duty days, with a completed Drug Testing Memorandum. The observer reads and signs a statement of understanding. The on-call lab technician will be contacted through the Command Post outside of duty hours to collect specimen. ([Attachment 5](#) and [Attachment 6](#))

Chapter 4

REPORTING RESULTS

4.1. Positive Results:

4.1.1. The medical and dental records of all members with positive drug test results, other than Cannabinoids (THC), Phencyclidine (PCP), and Lysergic Acid Diethylamide (LSD) will be reviewed by a physician to rule out positive results due to prescribed medications. If the positive result is consistent with authorized prescriptions, a DRUG URINALYSIS TESTING RESULTS memorandum will be prepared by the DTPAM and forwarded IAW paragraph 3.2.2. of this instruction. ([Attachment 4](#))

4.1.2. If positive results cannot be attributed to the legal use of prescription medications, a POSITIVE URINALYSIS RESULT memorandum will be prepared by the DTPAM and forwarded IAW paragraph 3.2.2. of this instruction. ([Attachment 3](#))

4.2. Negative results for commander-directed,, consent, or probable cause testing are reported in writing to respective commanders or SPO directors by the DTPAM. Negative results of random inspection testing samples are not reported. ([Attachment 4](#))

Chapter 5

INSTRUCTIONS FOR SPECIAL DRUG TEST REQUESTS

5.1. The Drug Testing Laboratory (DTL) at Brooks AFB, TX, can perform testing on up to five additional specimens for any drug tested in-house, upon request.

5.2. A memorandum of request via message or secure fax with specific justification is required. The DTPAM will coordinate and send an info copy to HQ AFSPC/SGPC, Peterson AFB CO. An authorization memorandum will be returned to DTPAM as verification if approved. The memorandum must include the time frame for the special testing (i.e., beginning Jul 95 for 6 months), which additional drug(s) are to be tested, and name and phone number of POC. This will be sent to: AL/AOTFC, ATTN: SUPERVISOR, 2601 West Rd Ste 1, Brooks AFB TX 78235-5240, or faxed to DSN 240-3219 or commercial (210) 536-3219.

BRIAN A. ARNOLD, Lieutenant General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 31-204, *Motor Vehicle Traffic Supervision*

AFI 44-102, *Community Health Management*.

AFI 44-120, *Drug Abuse Testing Program*.

AFI 44-121, *Alcohol and Drug Abuse Prevention and Treatment (ADAPT) Program*.

Terms

Urine Inspection Testing—Used to test a random group of individuals within a unit, or an entire unit, for use of controlled substances, or May be ordered by a commander or requested by a SPO director for any person or group of individuals under their supervision. (See [Attachment 2](#) for use of results.)

Probable Cause—When there are reasonable grounds to believe the member has used a controlled substance, military magistrate or commander may authorize probable cause testing after consulting with the SMC/JA.

Consent—When an individual consents to a urine test for use of controlled substances it is not necessary to advise the member of his or her Article 31 rights prior to testing. Do not mention command-directed, or probable cause testing to the individual when requesting consent. Use AF Form 1364, Consent for Search and Seizure, to document consent. (See [Attachment 2](#) for use of results)

Commander-Directed Testing—When a commander directs a member to provide a urine sample for testing because of suspected use of a controlled substance, and probable cause does not exist, and the individual will not voluntarily consent to a urinalysis test. The DRPM will confirm whether the commander personally directed the urinalysis. No other official is authorized to order this testing.

Medical Drug Testing—May be ordered by a physician for a valid medical purpose. (See [Attachment 1](#) for use of the results.)

Excusal Authority—The only individuals authorized to excuse members selected for testing.

Unexcused No Show—Any individual who, after receiving notification to test, fails to report for testing without the approval of the excusal authority.

Cross Functional Oversight Committee (CFOC)—A group of interested personnel designated by the Commander that will meet quarterly to assess, monitor, and respond to issues related to drug use on the installation.

Testing Observer—Active duty members who are NCO rank or above, are not providing a specimen for analysis at the time of specimen collection, have no pending action under UCMJ or pending administrative action, no Unfavorable Information File (UIF), have never received an Article 15 or been reprimanded for any misconduct involving dishonesty, fraud, or any drug offense, and not entered into the ADAPT Program.

Trusted Agent (TA)—Active duty member appointed by the Space and Missile Systems Center (SMC) Commander, or designee, to receive and maintain rosters of individuals selected for urinalysis testing.

Must be an individual possessing unquestionable integrity and trustworthiness, and meet the same criteria set for testing observers.

Drug Testing Program Administrative Manager (DTPAM)—Individual who administers the collection, processing and shipping of specimens and safeguards the applicable information pertaining to the drug urinalysis program.

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

Attachment 2

USE OF URINALYSIS RESULTS

CATEGORY OF TEST	UCMJ	ADMIN DISCHARGE	CHARACTERIZE DISCHARGE	ADMIN * ACTIONS
Inspection - Rule 313 (Health and Welfare)	YES	YES	YES	YES
Probable Cause Search or Seizure Rule 315 and 316	YES	YES	YES	YES
Medical Exam - Rule 312(f)**	YES	YES	YES	YES
Voluntary Consent- Rule 314	YES	YES	YES	YES
Commander Directed				
-Suspicion but no probable cause	NO	YES	NO	YES
-Incident, but no probable cause	NO	YES	NO	YES
-Determine competency for duty, no probable cause	NO	YES	NO	YES
Rehabilitation	NO	YES	NO	YES

* Administrative actions include removal from Personnel Reliability Program, removal from flying status, withdrawal of security access, removal from sensitive duties, letter of reprimand, separation from service, and other personnel actions.

** Medical exam under rule 312(f) includes emergency room treatment, periodic physical exams, and other routine medical exams necessary for diagnosis or treatment when command suspicion of drug abuse is not the reason for the exam.

Attachment 3

POSITIVE URINALYSIS RESULT MEMORANDUM

Date

MEMORANDUM FOR SMC/MT/CC

SMC/OSI LOS ANGELES AFB

SMC/JA

61 MDS/SGOH ADAPT

61 MDS/CC

FROM: 61 MDS/SGOH, DEMAND REDUCTION PROGRAM

SUBJECT: Positive Urinalysis Result, 1Lt John Doe, 555-12-1212

1. 1Lt John Doe, 555-12-1212, as a result of a random drug test, has tested positive for:
_____.
2. The Medical Review Officer (MRO), _____, determined the test result was **not** a result of any medical ailment or prescription.
3. **The unit commander must contact the ADAPT program to schedule an evaluation for the member, per AFI 44-121, within seven days of positive result notification. The POC for the ADAPT program is TSgt Wilson, (310) 363-1251.**
4. If you have any questions regarding legal matters please contact SMC/JA, _____, (310) 363-2210 or 363-6455.
5. If you have any questions regarding the drug testing process and/or test results I can be reached at 3-3951.

Signature Block of DRPM

Attachment 4

DRUG URINALYSIS TESTING RESULTS MEMORANDUM

Date

MEMORANDUM FOR WHOM IT MAY CONCERN

FROM: 61 MDS/SGOH

SUBJECT: Drug Urinalysis Testing Results

1. We recently received results on the following member from your unit:

GRADE / NAME:

SSAN:

Date Collected:

Type of Test:	Random Inspection_____	Consent_____
	Commander Directed_____	Probable Cause_____
	Sweep_____	

Results: Positive: _____ NG/ML

2. Our Medical Review Officer (MRO) reviewed the member’s medical, dental, mental health, and relevant inpatient records for a valid prescription indicating a reason for the positive result. His/Her results are as follows:

Justified by valid prescription

Not Justified

MRO Int./Date_____

MRO Int./Date_____

Comments:

3. Please contact me with any questions concerning this result at DSN 833-3439.

Signature Block of DRPM

Attachment 5**ORDER TO REPORT FOR DRUG TESTING MEMORANDUM**

MEMORANDUM FOR

FROM: SMC/CC

SUBJECT: Order to Report for Drug Testing

1. You have been randomly selected to provide a urine sample as part of the Drug Demand Reduction Program.
2. I hereby order you to the base urinalysis collection facility located in Building 130, Room 2213, Area A, Los Angeles Air Force Base. You are to report to the collection facility **within two hours of receipt of this notification, but only between 0900-1100 hours**. You must be prepared to present valid military identification and you must bring this order with you to the collection facility.
3. Any failure to obey any part of this order is a violation of Article 92, Uniform Code of Military Justice.

BRIAN A. ARNOLD
Lieutenant General, USAF
Commander

I certify that I have received and understand this direct order. Additionally, I am aware that failure to comply may result in disciplinary action under the UCMJ.

Date/Time	Printed Name	Signature
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I certify that I served this order in person to the above service member.

Date/Time	Printed Name	Signature
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61 MDS

I acknowledge that the above service member reported to Building 130, Rm 2213.

Date/Time	Printed Name	Signature
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Attachment 6

DRUG TESTING PROGRAM OBSERVER BRIEFING MEMORANDUM

Date

MEMORANDUM FOR 61 MDS/SGOH, DRUG TESTING PROGRAM MANAGER

FROM: _____

SUBJECT: Urinalysis Drug Testing Program Observer Briefing

1. I have been designated to act as an observer for the Drug Demand Reduction Program IAW AFI 44-120. I will act in this capacity for urine collections taking place at Bldg 130, Room 2213, taking place on _____.

2. I have been briefed on the following responsibilities:

2.1. The Drug Testing Program Administrative Manager (DTPAM) will provide the necessary container(s). The observer and the member will verify the social security number and the date on the urine specimen label. Each will initial the label. The DTPAM will affix the label to the urine specimen container prior to collection.

2.2. Urine specimens must be collected under direct observation. Males will be directly observed urinating into the specimen container. Females will be directly observed urinating into the wide mouth container provided and then while pouring the specimen directly into the specimen container.

2.3. The observer will accompany the member at all times. The observer will not have custody of the urine specimen container at any time during the collection process. The observer will ensure that the member and the urine specimen container remain in plain sight until the specimen is released to the DTPAM.

2.4. The observer will ensure the member places the lid securely on the urine specimen container after the specimen is collected and before the member transports the specimen back to the DTPAM. The observer will ensure the member removes any exterior moisture from the container prior to the specimen being transported back to the DTPAM.

2.5. The observer will sign and initial the Urinalysis Drug Testing Log verifying the information entered on the specimen container label against the entry on the drug testing ledger, and that his/her duties have been properly carried out according to instruction.

3. I am aware that as an observer I must have no derogatory information such as, UIF's, Article 15's, LOR's, etc., that could call my integrity into question. I am further aware that I should have six months retainability to serve as an observer for the Drug Urinalysis Program.

4. I understand my responsibilities as an observer and will comply with these requirements to ensure specimen integrity and a valid chain of custody is maintained. I will report any abnormal behavior or problems that occur during the collection process. I further understand that failure to comply with these requirements may result in punitive action under the UCMJ.

OBSERVER SIGNATURE AND DATE

UNIT ASSIGNED/DUTY PHONE

OBSERVER PRINTED NAME/RANK