

# Observer Briefing

## Summary

The Observer briefing should occur prior to the Commander briefing. **The UPL performs a verbal briefing, then ensures that each Observer reads and signs the Memorandum for Observers.**

The UPL verbally briefs the Observers on the collection process and demonstrates how to perform direct observation of both males and females. Follow the Observer briefing script in the UPL handbook.

The purpose of the Observer briefing is to educate Observers on the crucial role they play during urinalysis collection, the reasons they were selected to serve as an Observer, and the UCMJ actions that they could face if they don't follow protocol.



### Letter of the Law

Observers must acknowledge that they understand their duties and must comply with them fully. Failing to do so could subject them to the following UCMJ articles:

- ★ ARTICLE 92: Knowingly failing to obey a lawful general order or regulation by not maintaining direct line of sight of the urine into the bottle.
- ★ ARTICLE 107: Making a false official statement by signing the Testing Register and the DD Form 2624, acknowledging the urination process was directly observed and no tampering occurred.
- ★ ARTICLE 134: False swearing by authenticating that no substitution or tampering of the urine sample occurred.

## Required Materials for Briefing

- ★ Observer Briefing script
- ★ Testing station and latrine or video/photographs for demonstrating Observer duties
- ★ Memorandum for Observers—one copy for each Observer

### Briefings Sequence



## Observer Briefing Procedure

1. Assemble all Observers in the testing area.
2. Read the Observer briefing script aloud.
3. Respond to questions.
4. Perform a demonstration of all Observer duties.
5. Hand each Observer a copy of the Memorandum for Observers.
6. Instruct each Observer to read and sign the memorandum.
7. Respond to questions.
8. Collect all signed copies of the Memorandum for Observers before collection begins.



Commander Baker says:

*Observers should fulfill their duties with maturity and integrity. It's their job to preserve the dignity of the Soldiers that they observe.*

## Verbal Briefing (Must Read Aloud to Soldiers)

Observers should participate in the Observer Briefing before every drug test. During this briefing, you will learn about your specific duties—including risks, hazards, and legal implications—and you must sign the Observer Memorandum.

You are here to perform a critical portion of the procedures for urine collection as part of the Drug Testing Program. This duty is not attractive, but is one that comes with enormous responsibility. The best Observers turn the sensitive, unwanted and humiliating task of providing a urine specimen into a professional procedure that ensures the integrity of the specimen and helps the donor to be at ease with the process.

This brief training covers the specifics of how to properly observe Soldiers providing a urine sample, and includes explicit terminology for male and female anatomy and bodily functions.

You must meet these requirements to serve as an Observer:

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- ★ Have a rank of E5 or above
- ★ Be the same gender as Soldiers being observed
- ★ Have sufficient maturity and integrity to preserve the dignity of the Soldier
- ★ Not be enrolled currently within the ASAP Rehab program or under investigation currently for any substance abuse related offense

Your primary responsibilities are to maintain eye contact with the specimen bottle during the ENTIRE collection process, and to report any unusual circumstances to the UPL. You must properly complete all collection steps as listed in the Observer Memorandum and guide each Soldier through all collection steps to ensure the integrity of every urine specimen.

The risks and hazards of urine collection include humiliation, harassment, ethical dilemmas (such as bribing), attempts to alter the specimen (through adulteration or tampering), and possible legal consequences if you don't perform your duties correctly.

If it is found that a specimen was altered in any way while under your control as an Observer, you may face legal action under UCMJ Article 92, Article 107, and/or Article 134.

You must follow these specific procedures—without exception—when observing urine sample collection from male Soldiers:

- ★ Stand next to the Soldier at a urinal or toilet (urinal is preferred).
- ★ Ensure that you can see the end of the donor's penis (if the Soldier is not circumcised, ensure that he pulls his foreskin back to allow direct view).
- ★ Maintain constant line of sight with the specimen bottle and cap from the moment the UPL hands the bottle to the Soldier until the moment that the Soldier hands the bottle back to the UPL. You must NOT touch the bottle or cap at any time.

You must follow these specific procedures—without exception—when observing urine sample collection from female Soldiers:

- ★ Do not allow the Soldier to sit down on the toilet seat—she must squat over the toilet.
- ★ Ensure the Soldier keeps her upper body straight—she cannot bend over to block view with body, hair, or clothing.

- ★ Ensure that the Soldier holds the collection cup or specimen bottle in front of her body and above the toilet rim.
- ★ Position yourself as necessary in front of the Soldier to maintain a direct view of urine leaving the Soldier's body and entering the collection cup or specimen bottle.
- ★ If the Soldier is using the collection cup, directly observe the Soldier pouring urine from the cup into the specimen bottle.
- ★ Maintain constant line of sight with the specimen bottle and cap from the moment the UPL hands the bottle to the Soldier until the moment that the Soldier hands the bottle back to the UPL. You must NOT touch the bottle or cap at any time.

Do NOT allow any Soldier to provide a sample out of your direct view (such as behind a closed door) for any reason. You may allow the Soldier to have privacy:

- ★ ONLY AFTER the Soldier has provided a sample, AND
- ★ ONLY IF both the Observer and Soldier can maintain eye contact with the filled specimen bottle at all times.

You may face these challenges and special circumstances during the collection process:

- ★ Donor shyness / mental block, or stalling. There are NO valid excuses to avoid providing a sample.
- ★ Insufficient specimen. The UPL determines whether the specimen amount is sufficient. If instructed to do so, you must destroy the specimen bottle according to proper procedure.
- ★ The urine sample is an unusual color or there is a foreign object in the sample. Report this to the UPL when returning to the testing station.
- ★ The Soldier attempts to alter or tamper with the specimen, or to bribe you. Report this to the UPL when returning to the testing station.
- ★ The Soldier has a bowel movement. Follow procedure and then allow the Soldier to have privacy if possible under the closed door exception discussed earlier.
- ★ The Soldier is menstruating or pregnant, is wearing a bodysuit or a thong, or has body piercings. In these cases, collect as normal and refrain from making comments.

## Do you have any questions?

You must now read, understand, and sign the Observer Memorandum before we begin the collection process with Soldiers.