

**HEADQUARTERS, UNITED STATES ARMY, PACIFIC
Fort Shafter, Hawaii 96858-5100**

USARPAC Regulation
No. 600-9

19 Feb 2004

**Personnel--General
USARPAC URINALYSIS TESTING POLICY**

This revision incorporates administrative and procedural changes. Issue of supplements to this regulation is prohibited unless prior approval is obtained from HQ USARPAC (APPE).

1. **PURPOSE.** This regulation establishes the urinalysis testing policy for US Army, Pacific (USARPAC).
2. **APPLICABILITY.** This regulation applies to all military and civilian personnel assigned to USARPAC and supported activities.
3. **REFERENCES.**
 - a. AR 600-85 (Army Substance Abuse Program) is a required publication. Cited in paragraphs 6f and 7a.
 - b. ACSAP (Army Center for Substance Abuse Programs) Commanders Guide and Unit Prevention Leader (UPL) Urinalysis Collection Handbook. Cited in paragraph 7a.
4. **GENERAL.** An aggressive command urinalysis testing program is the best deterrent to illegal drug use. Commanders are encouraged to make maximum use of urinalysis quotas.
5. **RESPONSIBILITIES.**
 - a. The DCS, G-1 is the proponent for this regulation.
 - b. The Chief, Human Resources Division, Pacific Region Office, Installation Management Agency, maintains operational control of the Army Substance Abuse Program (ASAP) in the Pacific and will--
 - (1) Coordinate, monitor, and annually evaluate the biochemical testing program within USARPAC.

*This regulation supersedes USARPAC Reg 600-9, 14 May 1991.

(2) Coordinate with the ACSAP and the Tripler Army Medical Center (TAMC) Forensic Toxicology and Drug Testing Laboratory (FTDTL) for quota allocation.

(3) Allocate all available urinalysis quotas and monitor utilization.

c. Installation, community, garrison or equivalent commanders will--

(1) Appoint in writing an installation biochemical test coordinator (IBTC) and alternate IBTC.

(2) Establish biochemical collection points to perform administrative review of chain of custody documents and specimens, prior to shipment of urine specimens to the FTDTL.

d. Installation biochemical test coordinators will--

(1) Coordinate with TAMC FTDTL for sample submission and receipt of results.

(2) Establish procedures to inform unit commanders of all laboratory results.

(3) Ensure all assigned urine quotas are used.

(4) Develop and publish installation biochemical testing standing operating procedure (SOP).

e. Unit commanders will--

(1) Ensure that biochemical tests are conducted to conform to the provisions of this regulation.

(2) Utilize "smart testing" procedures to avoid setting predictable patterns for testing their soldiers.

(3) Ensure a current written Unit Biochemical Testing SOP is in place. The commander must sign or have an endorsement to the local installation SOP.

6. POLICY.

a. Commanders will test their soldiers at a rate of 2.5 times per fiscal year.

b. ASAP staff personnel who provide direct rehabilitation services will be tested at least once annually and as directed by the Alcohol and Drug Control Officer. All other ASAP staffs are asked to volunteer for random testing as a sign of good faith.

c. ASAP rehabilitation clients will be tested at least once as a minimum within 30 days of enrollment and as many times thereafter as determined by the rehabilitation team.

d. Soldiers suspected of illegal drug use may be tested at any time (as directed by the commander for reasonable suspicion, search and seizure, and inspection).

e. Commanders may choose any one of the following methods for soldiers not present for testing on the day of a unit sweep/random selection. The commander's choice will be stated in the unit SOP.

(1) Selected soldiers will be tested within 72 hours upon return. This testing can be accomplished by the UPL at the duty site and hand carried to the Biochemical Testing Center. This will then be coded an "inspection other (IO)" test and should state so in the unit SOP.

(2) Soldiers will be tested during the next random test at the unit.

(3) Soldiers' names will be placed back into the testing pool for future random testing when using the DOD drug testing program software.

f. Army civilians in testing designated positions (TDPs), as defined in AR 600-85, will be tested in accordance with Department of Health and Human Services (DHHS) Mandatory Guidelines for Federal Workplace Drug Testing Programs (www.workplace.samhsa.gov/drugtesting/SpecimenCollection/guidelinesdraft2.pdf).

g. All civilian applicants for TDP positions will be drug-urinalysis-tested as part of the application process and must possess a negative urinalysis test result prior to selection.

7. PROCEDURES.

a. Procedures for the conduct of, and chain of custody for, commander-directed urinalysis testing are specified in AR 600-85, the ACSAP SOP for the Collection, Handling and Shipping of Urine Specimens, the ACSAP Commanders Guide and UPL Urinalysis Collection Handbook, and in the local installation ASAP SOP.

b. Commanders will take the following actions to ensure urinalysis testing is properly conducted:

(1) Appoint on orders at least one soldier, sergeant (E5) or above, to serve as the UPL. The UPL will be trained and certified by ACSAP.

(2) Designate a soldier, sergeant (E5) or above, to serve as the observer for each urinalysis test conducted.

(3) Designate a nontesting sergeant, (E5) or above, to act as the holding area NCO.

(4) Request a complete Criminal Investigation Division background check on all personnel being considered to perform duties as UPL. Personnel with alcohol or drug offenses during the past two years should be eliminated from consideration as UPLs.

(5) Coordinate with the IBTC for required support and scheduling for biochemical testing.

(6) Refer all soldiers with positive results to the ASAP Clinical Counseling Center for screening within three duty days of unit notification.

(7) Conduct nonpredictable "smart testing" to include:

(a) Varying test days, dates, times, and rates.

(b) Testing small groups as well as entire units.

(c) Testing early in the morning or late afternoon.

(d) Using "back to back" testing.

(e) Testing on weekends.

(f) Conducting pre/post deployment and post leave testing.

(g) Conducting field/deployment testing.

(h) Accounting for shift workers.

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(APPE)

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