



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS AND HEADQUARTERS COMPANY  
16TH SPECIAL TROOPS BATTALION  
UNIT 27503  
APO AE 09139

AETS-SBH-CO

R: 9 July 2012  
21 February 2012

MEMORANDUM FOR All Personnel Assigned/Attached to HHC, 16th Special Troops Battalion

SUBJECT: Policy Letter # 8: Urinalysis Testing and Drug-Abuse Prevention Education for Soldiers

1. Effective Date. This policy letter remains in effect until superseded or rescinded.
2. Scope and Punitive Effect. This policy letter is applicable to all personnel assigned to Headquarters and Headquarters Company, 16th Special Troops Battalion serviced by the USAG Bamberg Army Substance Abuse Program (ASAP) facilities. Failure to comply with the provisions of this policy letter may result in adverse administrative action or punitive action, including punishment under the Uniform Code of Military Justice for service members.
3. References.
  - a. DOD Instruction 1010.16, Technical Procedures for the Military Personnel Drug Abuse Testing Program.
  - b. AR 600-85, Army Substance Abuse Program (ASAP), 2 February 2009, and RAR, 2 December 2009.
4. Policy. The goals of the Army's drug-testing program are deterring Soldiers from abusing drugs and facilitating early identification of drug abusers. Drug and alcohol testing are tools available to commanders to achieve these goals. Crucial to the success of the program is to conduct testing often and at random intervals. Failure to test the unit's Soldiers will cause the deterrent and identification effects to be lost. Strict enforcement of the Army's policy against drug abuse is our mission, despite any inconvenience testing might entail. I will:
  - a. Appoint two or more Unit Prevention Leaders (UPLs) in the grade of E-5 or above to manage the unit's ASAP. These Soldiers must meet the criteria outlined in AR 600-85, Chapter 9-6(a)1-6, possess sufficient skill, integrity, and maturity to perform the highly sensitive duties required, and obtain UPL certification through the ASAP.
  - b. Conduct unannounced random urinalysis testing while applying smart testing techniques. The randomness will extend beyond random selection of Soldiers; it will include randomness of frequency (how often the commander tests) and periodicity (when during the month/week/day the commander tests) to make the test unpredictable to the testing population. To increase the level of deterrence and to meet the intent of AR 600-85, I direct the urinalysis testing of at least 4-5% of the unit's total strength each week or the achievement of no less than 17-25% per month.

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c. Ensure all Soldiers enrolled in the ASAP Counseling Centers are tested for drug and alcohol once per month or more frequently IAW their rehabilitation treatment plan. Rehabilitation testing will be conducted at the unit level by a UPL who is currently certified through the ASAP.

d. Initiate separation on Soldiers who test positive for illicit drugs within 30 calendar days of receiving notification of the positive result from the ASAP. All separation actions will be forwarded to the separation authority, who will make the final determination on separating the Soldier in accordance with AR 635-200. Retention should be reserved for Soldiers that show clear potential for both excellent future service to the Army and for remaining free from substance abuse.

e. Establish and implement unit urinalysis and prevention Standard Operating Procedures (SOPs), and a prevention plan will address quarterly substance-abuse prevention training requirements and implementation of the Unit Risk Inventory assessment.

5. The point of contact for this memorandum is the undersigned DSN 469-8029, gerson.s.ramirez.mil@mail.mil.



GERSON S. RAMIREZ

CPT, LG

Commanding