

**BY ORDER OF THE COMMANDER  
61ST AIR BASE GROUP**

**LOS ANGELES AIR FORCE BASE  
INSTRUCTION 44-101**

**29 OCTOBER 2010**

**Medical**

**DRUG DEMAND REDUCTION PROGRAM**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 61 MDS/SGOH

Supersedes: SMCI44-101, 26 Jun 07

Certified by: 61 MDS/CC  
(Col Dale A. Ferguson)

Pages: 20

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This instruction establishes the program by which commanders 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 AFPD 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 by military personnel is a violation of Article 92, 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 SGS, 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 SGS, Alcohol and Drug Abuse Prevention and Treatment Program applies. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, **Recommendation for Change of Publication**; route AF IMT 847s from the field through major command (MAJCOM) publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, **Management of Records**, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://my.af.mil/afirms/afirms/afirms/rims.cfm>.

**SUMMARY OF CHANGES**

Omitted all reference to 61 ABW/JA and replaced with SCM/JA. Omitted all reference to Life Skills and replaced with Mental Health. Omitted all reference to AFOSI/110 and replaced with AFOSI/810. Omitted all reference to Attachment 5 and Attachment 6 and replaced with Attachment 6 and Attachment 7. Added Attachment 5 Notification Process to Commanders for Positive Urinalysis and Attachment 8 Inspection Urinalysis Re-Testing aka “Bickel Letter”. Amended 1.2.2. Added Security Forces Officer Investigations (SFOI). Added 4.1.3. Notification Instructions for Positive Results. Omitted contents of Chapter 2 and collaborated with Chapter 3. Adjusted all Chapters 2,3, 4 and Omitted Chapter 5. Updated all appropriate signature blocks.

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## Chapter 1

### RESPONSIBILITIES:

**1.1. 61 ABG/CC.** 61 ABG/CC, when delegated the authority from the Space and Missile Systems Center (SMC) Commander will:

- 1.1.1. Ensure all subordinate commanders 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 Cross Functional Oversight Committee (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 each squadron commander has appointed in writing one active duty member to serve as an alternate Drug Testing Program Administrative Manager (DTPAM) for a period of six months.
- 1.1.6. Appoint Trusted Agents (TAs) based on the nominations of commanders and 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 as applicable. Retain one copy and forward informational copies to the 61 ABG/CC, Office of Special Investigation (OSI), Security Forces Office Investigations (SFOI), 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 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, Drug Abuse Testing Program.
- 1.3.5. Compile statistics and prepare reports for higher headquarters.
- 1.3.6. Receive and distribute positive results of tests to the Drug Demand Reduction Program Manager. ([Attachment 4](#))
- 1.3.7. Maintain appointment and briefing letters.

**1.4. Alcohol and Drug Abuse Prevention and Treatment (ADAPT).** 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 will:**

1.5.1. Nominate a minimum of one primary and one alternate Trusted Agent, preferably a senior NCO, officer, or administrative personnel to receive password protected e-mail notification from the Drug Testing Program Administrative Manager. 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 Drug Testing Program Administrative Manager 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. If notified of a positive urinalysis result on assigned personnel by organization other than SFOI (61 SFS) or OSI, immediately notify SFOI or OSI of positive test result. Do not notify member of positive test result. ([Attachment 5](#))

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 inspection examinees. ([Attachment 6](#))

**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 selected personnel understand they have been ordered to provide a urine sample within the specified period. The TA will document the time of notification. ([Attachment 6](#))

1.6.4. Provides the DTPAM with written notification of duty status of personnel selected for testing NLT 1000 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 whenever military personnel are identified as participants in an incident (reference paragraph 4.1) so 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 (MRO), and a secondary MRO.
- 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 Staff 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, DRPM, Mental Health, DTPAM, and the Cross-Functional Oversight Committee regarding legal aspects of the program.
- 1.9.3. Notify the testing laboratory in the event 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 7](#))
- 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

### PROCEDURES

#### 2.1. Deterrence:

2.1.1. 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.

2.1.2. Commanders may conduct unit sweeps. A sweep of their unit must be coordinated 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.

2.1.3. Random gate sweeps may be conducted during and outside of normal duty hours as directed by the 61 ABG/CC. The dates and times of testing will be coordinated with SMC/JA, 61 SFS, and DDR.

2.1.3.1. Gate sweeps will be a joint effort involving the on scene commander, First Sergeants, DDR Staff and JA. The operational plan for gate sweeps will be devised to ensure randomness of selection and that the overall traffic flow onto the installation is not significantly impacted. Prior to the designated date of testing, the SMC/JA will conduct a legal review of the operational plan.

2.1.3.2. 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 testing window.

#### 2.2. Suspected Drug Abuse:

##### 2.2.1. Probable Cause (Search and Seizure)

2.2.1.1. Probable cause is determined through coordination with the SMC/JA, SFOI, and OSI.

2.2.1.2. The member is escorted to the DDRP office by a reliable observer of the same gender between 0730-1500 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 6](#) and [Attachment 7](#))

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

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

2.2.2. Consent: The individual is sent to the DDRP office between 0730-1500 hrs on regular duty days with a completed AF Form 1364, Consent for Search & Seizure. A reliable observer of the same gender escorts the member to the DDRP office. This observer reads and signs a statement of understanding. ([Attachment 7](#))

### 2.2.3. Commander-Directed Testing:

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

2.2.3.1.1. Assault

2.2.3.1.2. Absent without leave (AWOL)

2.2.3.1.3. Arrest by civil authority

2.2.3.1.4. Driving while impaired

2.2.3.1.5. Significant safety and procedural violations while on duty

2.2.3.1.6. Domestic disturbances.

2.2.3.2. Such testing will be performed after the individual has either:

2.2.3.2.1. Voluntarily consented to testing on AF Form 1364, Consent for Search & Seizure

2.2.3.2.2. A probable cause search has been authorized by the appropriate authority, or

2.2.3.2.3. The commander has given a direct order. It is essential 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.

2.2.3.3. Prior to initiating a Commander-Directed testing, member will coordinate with SMC/JA to see if probable cause testing is more appropriate.

2.2.3.4. The member is escorted to the DDRP office by a reliable observer of the same gender between 0730-1500 hrs on regular duty days. The observer reads and signs a statement of understanding ([Attachment 7](#)). The on-call lab technician will be contacted through the Command Post outside of duty hours to collect specimen.

### 2.3. Follow up inspection testing.

2.3.1. Upon receipt of positive Random Testing (IR) result, the DTPAM or DDRPM will follow notification procedures as stated in Attachment 5.

2.3.1.1. The member is escorted to the DDRP office by a reliable observer of the same gender between 0730-1500 hrs on regular duty days. The observer reads and signs a statement of understanding ([Attachment 7](#)). The on-call lab technician will be contacted through the Command Post outside of duty hours to collect specimen.

2.3.2. DDRPM will provide investigators with copy of indorsed Inspection Urinalysis Re-Testing letter (also preferred to as a Bickel letter) to direct member to report to Drug Demand Reduction (DDR) for follow up urinalysis. ([Attachment 8](#))

2.3.2.1. The member is escorted to the DDRP office by a reliable observer of the same gender between 0730-1500 hrs on regular duty days. The observer reads and signs a statement of understanding (**Attachment 7**). The on-call lab technician will be contacted through the Command Post outside of duty hours to collect specimen.

2.3.3. This procedures will be repeated until such time as the member's urinalysis results are negative.

## Chapter 3

### REPORTING RESULTS

#### 3.1. Positive Results:

3.1.1. 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 1.2.2 of this instruction. ([Attachment 4](#))

3.1.2. 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 1.2.2 of this instruction. ([Attachment 3](#))

3.1.3. For any positive result, DRPM must follow the notification process checklist ([Attachment 5](#))

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

## Chapter 4

### INSTRUCTIONS FOR SPECIAL DRUG TEST REQUESTS

**4.1. The Drug Testing Laboratory (DTL).** 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.

**4.2.** 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 July 1995 for six 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.

#### **4.3. Adopted Forms.**

AF Form 1176, Authority to Search & Seize  
AF Form 1364, Consent for Search & Seizure

FRANK W. SIMCOX, Colonel, USAF  
Commander, 61st Air Base Group

**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 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 who 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

## ACTIONS AUTHORIZED BY POSITIVE DRUG TEST RESULT

Figure A2.1. Actions Authorized by Positive Drug Test Result.

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 61 ABG/CC  
61 SFS/SFOI  
AFOSI/810  
SMC/JA  
61 MDS/SGOH  
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 Manager to schedule an evaluation for the member, per AFI 44-121, within seven days of positive result notification.**
4. Questions regarding legal matters should be directed to SMC/JA.
5. Questions regarding the drug testing process and/or test results may be directed to the Drug Demand Reduction Program Manager.

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:

<b>Type of Test:</b>	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**  
MRO Int./Date\_\_\_\_\_

**Not Justified**  
MRO Int./Date\_\_\_\_\_

Comments:

3. Please contact me with any questions concerning this result at DSN 633-6647.

Signature Block of DRPM

**Attachment 5****NOTIFICATION PROCESS TO COMMANDERS FOR POSITIVE URINALYSIS**

The following checklist will be used as standard operating procedure for positive urinalysis test:

Medical Review Officer (MRO) review indicates a positive illegal result.

Demand Reduction Program Manager (DRPM) informs the Base Installation Commander of the positive urinalysis (UA)

DRPM notifies Security Forces Officer Investigations (SFOI) and hand carries the positive package in a sealed envelope to SFOI office. If SFOI officers are not available, the positive package will be sealed and marked across the seal "SFOI EYES ONLY " and delivered to the law enforcement desk.

DDRPM will have the duty officer at the law enforcement desk call SFOI officers to notify them of the positive package being dropped off from the Drug Demand Reduction (DDR) office.

SFOI will review the package and notify Air Force Office of Special Investigations (AFOSI) and Staff Judge Advocate (SJA). Within a timely manner of reviewing the package SFOI will notify the commander of the positive UA of the military member. SFOI will ask the commander not to question the affected member. Member must not be notified of their positive results until SFOI/AFOSI has had an opportunity to question the individual or conduct an investigation. Set up a time with the commander, 1stSgt and military member to meet in the SFOI office. AFOSI will be working in concert with SFOI.

During the interview SFOI will give the commander a letter for the member to report to Alcohol Drugs Abuse Preventive and Treatment (ADAPT) at the Military Treatment Facility (MTF) within seven duty days.

Once the initial interview is over and all the blocks on the checklist have been signed the package will be returned by the DDR office and filed for record.

Attachment 6

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 the HAWC Building 286, Room 107, Los Angeles Air Force Base. You are to **report within two hours of your receipt of this notification** to the collection facility.
- 3. You must present valid military identification, along with this order, when you arrive at the collection facility. **The hours of operation are 0900-1100.**
- 4. Any failure to obey any part of this order may be considered a violation of **Article 92, Uniform Code of Military Justice.**

John T. Sheridan  
 Lieutenant General, USAF  
 Commander

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

Date	Time Served	Time Expire	Printed Name	Signature

I certify that I served this order, in person, on the above service member.

Date	Time Served	Printed Name	Signature

I acknowledge that the above service member reported to the HAWC Building 286, Room 107.

Date	Time Reported	Printed Name	Signature

Attachment 7

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 HAWC Bldg 286, Room 107, 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 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, Article 15, LOR, etc. which could call my integrity into question. I am further aware 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 failure to comply with these requirements may result in punitive action under the UCMJ.

\_\_\_\_\_  
OBSERVER SIGNATURE AND DATE

\_\_\_\_\_  
OBSERVER PRINTED NAME/RANK

\_\_\_\_\_  
UNIT ASSIGNED/DUTY PHONE

## ATTACHMENT 8

## INSPECTION URINALYSIS RE-TESTING AKA "BICKEL LETTER"



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS SPACE AND MISSILE SYSTEMS CENTER (AFSPC)  
LOS ANGELES AIR FORCE BASE CALIFORNIA

AUG 05 2010

MEMORANDUM FOR ALL COMMANDERS, FIRST SERGEANTS,  
AND DRUG DEMAND REDUCTION PERSONNEL

FROM: SMC/CC

SUBJECT: Inspection Urinalysis Re-Testing

1. The random urinalysis inspection program requires "service members" (to include Reservists and Air National Guard personnel in Title 10 status) to be subject to random selection for urinalysis testing. Following a random or inspection urinalysis, if: (1) a service member's urine tests positive for the presence of any illegal or unprescribed drug for which there is no reasonable medical explanation (as determined by a Medical Review Officer), or (2) a service member's urine has been determined by a drug testing laboratory to be a substance other than urine or to have been adulterated or diluted with foreign substances, then that service member shall be required to report for a follow-up urinalysis inspection on the first duty day following receipt of the urinalysis test report. Also, if a service member has been Absent Without Leave (AWOL) for more than eight (8) hours, that service member shall be required to report for an urinalysis inspection on the first duty day following return to military control after being AWOL.
2. The purpose of urinalysis inspection is to ensure security, military fitness, and good order and discipline. To fulfill that purpose, follow-up urinalysis inspection will be utilized as a continuation of the original random inspection. The unlawful use of controlled substances by a member of this installation has the potential to seriously undermine our mission, endanger the lives of other members, and negatively impact the nation's security. Follow-up urinalysis inspections are part and parcel to the random urinalysis inspection program at SMC, and not a criminal investigative tool, regardless of the admissibility of such test results as evidence in actions under the Uniform Code of Military Justice. U.S. v. Bickel, 30 M.J. 277 (C.M.A. 1990). Follow-up urinalysis inspections should not interfere with or impede any potential criminal investigation. If the service member is on leave or TDY at the time the test report is received, a follow-up inspection urine sample will be obtained on the member's first duty day after returning from leave or TDY.
3. Follow-up urinalysis samples will be obtained utilizing the chain of custody procedures required by AFI 44-120, *Drug Abuse Testing Program*, 1 Jul 00, and will be repeated until such time as a negative result is obtained. All other urinalysis procedures, e.g., reporting for testing within two hours of notification, are still in effect and remain unchanged. These procedures apply regardless of the member's consent to follow-up urinalysis testing, take effect immediately, and supersede any previous policy or procedures.

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