

**BY ORDER OF THE COMMANDER
43D AIRLIFT WING**

POPE AIR FORCE BASE INSTRUCTION 44-120

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Medical

DRUG ABUSE TESTING PROGRAM (PA)

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The Air Force Drug Abuse Testing Program exists to maintain the readiness, morale, welfare, and health of our command. Its goals are to deter military members from drug abuse and to identify others for treatment, rehabilitation, and administrative or disciplinary action. Because of the potential impact upon the mission and military members on this installation, this essential program must be used fully and fairly in accordance with Military Rule of Evidence 313 (b), AFI 44-120, *Drug Abuse Testing Program*, DoD Directive 1010.1, *Military Personnel Drug Abuse Testing Program*, and DoD Instruction 1010.16, *Technical Procedures for the Military Personnel Drug Abuse Testing Program*. This instruction clarifies how the program will be conducted at Pope Air Force Base. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 36-363, *Management of Records* and disposed of in accordance with Air Force Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. 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 the appropriate functional's chain of command. **Privacy Act Warning Statement:** This instruction requires collecting and maintaining information protected by the Privacy Act of 1974. Documentation created by this publication will be maintained and disposed of IAW AFI 33-332, *Air Force Privacy Act Program*. **Records Disposition:** Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 36-363, Each form so affected is required to have a Privacy Act incorporated in the body of the document, or in a separate statement accompanying each document. **System of Records notice F044 AF SG B applies.**

SUMMARY OF CHANGES

Paragraph 2.1. Removes 24th Special Tactics Squadron exception from routine random selection for urinalysis testing by Air Force.

Paragraph 2.3.1. Updates hours of operation for random selection testing at the Drug Testing Office.

Paragraph 2.3.2. Removes flying or in crew rest as a “not present for duty” status.

Paragraph 2.3.3. Requires squadron Commander or Director of Operations to make adverse affect on mission determination regarding testing of flight crew members randomly selected for testing.

Paragraph 5.2. Requires commanders to coordinate all positive urinalysis results with appropriate law enforcement agency by removing reference to a list of drugs.

1. Roles:

1.1. The 43d Medical Group Commander (43 MDG/CC) is the OPR for the Pope Air Force Base Drug Testing Program.

1.2. The Demand Reduction Program Manager (DRPM) is responsible for all aspects of the drug urinalysis testing under the 43 MDG/CC. The DRPM will oversee the routine random computer selection of a number of military members assigned to Pope AFB for random drug testing pursuant to AFI 44-120.

1.3. Commanders are responsible for ensuring drug tests are conducted within their respective units. In addition to supporting the random urinalysis program, commanders are highly encouraged to consider using unit inspection, probable cause, and commander-directed testing to ensure the security, military fitness, or good order and discipline of their units. Commanders will contact 43d Airlift Wing Staff Judge Advocate (43 AW/JA) when considering any of the aforementioned actions outside of random urinalysis. The after-hour drug testing recall roster is located at 43 AW/CP, 424-9000 (DSN), 394-9000 (Comm).

1.4. “Trusted Agents” are commanders, first sergeants, and other designated individuals. The unit commander may designate an individual to be a trusted agent – the person designated must possess unquestionable integrity and trustworthiness. The designated trusted agent can provide their commander flexibility in meeting the objectives of the drug-testing program. The extent of the designated trusted agent’s involvement with the drug testing program will be governed by the commander’s discretion. (The duties of the trusted agent can include retrieving testing rosters, notifying personnel who have been selected to submit a specimen, and serving as an alternate point of contact in the absence of the commander and first sergeant.) Trusted agents must be appointed in writing, and each commander must forward the name and specific authorized duties of the trusted agent to the DTPAM before the trusted agent can assume their responsibilities. The DTPAM will provide and document the training of the trusted agents. If the DTPAM has any questions with respect to whether or not an Air Force member meets the criteria to serve as a trusted agent, the DTPAM is to contact 43 AW/JA.

2. Routine Random Selections and Notification:

2.1. All military members assigned to the 43d Airlift Wing, and all warfighting partners, regardless of rank or position, will be subject to routine random selection for urinalysis in accordance with this memorandum.

2.2. On days when testing is conducted, the DRPM or DTPAM will first obtain the names of those who have been randomly selected to test (selectees) and then provide the names to the trusted agents. Regardless of the method by which they receive testing information (written or oral), trusted agents must be discreet with names, dates, and the frequency of testing. If notification to the trusted agent is in writing, the trusted agent must safeguard the list and maintain its confidentiality. No trusted agent should ever announce that testing is imminent. If a trusted agent opens a password locked e-mail or other written list and reads their own name on the list, they must report to the testing site directly or as soon as the Drug Testing Office is open for operation.

2.3. All notified members are to report immediately to the testing site upon receipt of their notification letter. The hours of operation for random selection testing at the Drug Testing Office are 0730 to 1100, Monday through Friday. Testing for random selection should take place during these hours of operation for the Drug Testing Office. In all cases, trusted agents must consider these hours when notifying selectees. Testing is mandatory on the first day the selected member is present for duty after the member is randomly selected.

2.3.1. If a selectee is not present for duty, the trusted agent will immediately notify the DRPM or DTPAM of the selectee's duty status. In addition, the trusted agent will provide the DRPM or DTPAM (via e-mail) with the projected makeup testing date for the selectee. Members are "not present for duty" when they are TDY, in leave status, or on quarters. Additionally, non-duty days include rest days, break days, days given as compensatory time off, pass days given to award winners, and other authorized days away from the duty section. A selectee who is not present for duty for any of the aforementioned reasons must be tested on the first duty day after their return to duty. Trusted agents are required to keep a roster of individuals who are selected for testing and not available for testing on their appointed day. Trusted agents will ensure that members who return to duty are notified as soon as testing is possible. Trusted agents should coordinate closely with the DRPM or DTPAM to ensure these selectees are tested.

2.3.2. When a flight crew member is selected for testing, the trusted agent will notify the Commander or Director of Operations of the crew member selection. Flight duties include crew rest, preflight, the mission, post-flight duties, and post-mission crew rest. The Commander or DO will determine whether testing will adversely affect a member scheduled for or engaged in flight duties who is selected for urinalysis testing and determine the first available date for testing. The unit Commander is responsible for making the selectee available for the first available test day following this scheduling conflict. The trusted agent will wait for the first available testing day and notify the crew member of the requirement to report for testing. The DRPM or DTPAM must be notified of the adjusted appointment time.

2.3.3. Selectees who are shift workers or who routinely work alternative duty weeks with "weekends" during the regular duty week must be tested on the first available testing day upon return to duty. Commanders and/or first sergeants will coordinate such activities

with the DRPM or DTPAM to ensure testing of these individuals. Trusted agents must not notify selectees before the Drug Testing Office is open for operation. Trusted agents will notify shift workers selected for random testing in a manner conducive with ensuring that shift worker receives notice as close to the opening of the Drug Testing Office as possible. For example, if a member is randomly selected by the computer software at the Drug Testing Office on a Monday morning, and is scheduled to work an evening shift beginning at 2200 Monday night through 0700 Tuesday morning, the trusted agent will notify that member that they are to report to the commander's support staff at the conclusion of their shift. Upon reporting to the commander's support staff, the shift worker will receive the order to provide a urine sample, and will thereafter report to the Drug Testing Office during its normal testing hours (approximately 15 minutes later). Trusted agents should ensure that shift workers (or other members working alternate hours) do not receive advance notice of an imminent test, and will exercise vigilance in safeguarding the names of members randomly selected.

2.3.4. If a selectee has received an assignment to another unit on Pope AFB, the trusted agent will inform the gaining unit's trusted agent so the member's name can be added to the gaining unit's list and the member can be tested. Trusted agents should document this communication and notify the DRPM or DTPAM via e-mail.

2.4. Each selectee must report to their commander's support staff or designated location with their Common Access Card (CAC), immediately after the trusted agent has directed them to do so. When the selectee reports, the trusted agent will serve the selectee with the commander's order to submit to a urinalysis; direct the selectee to acknowledge the letter in writing, and note the date and time of notification. The trusted agent will countersign the letter. The trusted agent's signature must be an original, but the commander's signature can be photocopied (unless the commander is acting as the trusted agent for the selectee).

2.5. The selectee must report directly to the testing site immediately upon notification and present a valid CAC. If the CAC is damaged or unreadable, the selectee's first sergeant, supervisor or an NCO of suitable trustworthiness designated by the first sergeant will escort them to the FSS to obtain a new valid CAC. At the testing site, the DRPM or DTPAM will sign the commander's letter and annotate the time of the selectee's arrival. The selectee must remain at the testing site until they have given a valid sample. Upon providing a sample, the selectee will report back to the trusted agent and return the completed notification letter. If a selectee fails to report for testing within 2 hours after receiving written notification, the DRPM or DTPAM will generate a late for testing letter and forward it to the 43 AW/JA and the selectee's commander. On a case-by-case basis, group commanders may personally grant a selectee an extension on the direct reporting requirement to allow a reporting time of as much as 2 hours after the notification of the selectee.

3. Observers:

3.1. Commanders are responsible for designating personnel to serve as drug testing observers. Under no circumstances is the DRPM or DTPAM responsible for providing observers. If the commander or the DRPM has any questions with respect to whether an Air Force member meets the criteria to serve as an observer, they will contact the 43 AW/JA.

3.2. In the event a unit has no available NCOs to perform observer duties, the unit commander may appoint a member in the grade of senior airman (E-4), after consulting with

43 AW/JA. Any unit considering the limited use of observers below the rank of E-5 will provide 43 AW/JA with a letter containing the name(s) of the proposed observers and certification that they meet the criteria, along with a justification for why observer duties cannot be performed by NCOs. If 43 AW/JA approves this request, the letter will be forwarded to the DRPM.

3.3. Members selected as observers will be designated in writing by their unit and be trained in their duties by the DRPM or DTPAM prior to serving in the capacity as an observer. Units are responsible for maintaining the currency of their observation designation letters with the DRPM or DTPAM. Each observer must maintain the criteria stated in AFI 44-120. In the event an observer no longer meets the criteria, it is the responsibility of the commander to remove the individual from observer status and notify the DRPM or DTPAM. The DRPM should then notify 43 AW/JA of the circumstances warranting removal of the observer.

4. Unit Inspections:

4.1. In addition to relying on individual random urinalysis testing, unit commanders should strongly consider using unit inspections on a recurring basis to ensure the security, military fitness, and good order and discipline of their units. If a commander wants to conduct a unit inspection, they must follow procedures outlined in paragraph 4.3 below. A unit inspection may consist of 100 percent testing or some lesser percentage of the unit. However, the testing process and/or selection of members may not target specific members or be executed in a manner that could be perceived as targeting members. Commanders should consult with 43 AW/JA prior to initiating unit sweeps and weekend testing.

4.2. Unit inspections are valuable tools for commanders to use to promote mission accomplishment, operational readiness, and good order and discipline in their units.

4.3. Unit commanders electing to initiate unit inspections will coordinate with DRPM and the legal office to determine the date of the testing, the location of the testing site, and other details as appropriate (such as the percentage of personnel to be tested). The DRPM is responsible for ensuring that the testing site can accommodate the number of individuals to be tested and is suitable for testing. Prior to testing, the DRPM is responsible for inspecting the site to ensure that testing will not be compromised.

4.4. In addition to the regular random individual urinalysis testing, the DRPM should implement procedures to conduct wing commander directed random individual weeknight, weekend, and other random day testing of active duty members assigned to Pope AFB, to include tenant organizations. Prior to conducting this type of testing, the DRPM should coordinate with 43 AW/JA and 43 AW/CC to determine if testing will take place, the date of the testing, and other details as appropriate (such as the percentage of personnel to be tested and or the process of randomly selecting individuals).

5. Notification of Positive Urinalysis Results:

5.1. If the DRPM receives a positive notification, the DRPM is to contact the medical reviewing officer (MRO) for a review of that member's pharmacy records.

5.2. If the MRO determines that there is an absence of any medical justification for a positive urinalysis, the DRPM will notify that member's commander of the positive urinalysis results. The commander of an active-duty member who has tested positive shall:

coordinate with the appropriate law enforcement agency to determine whether the member is to be removed from any position involving the maintenance or flying of aircraft, safety or security, or any sensitive duty assignment, without compromising the law enforcement agency's investigation or the lives and well-being of those potentially affected, and coordinate a follow-up (Bickel) urinalysis drug test.

JAMES C. JOHNSON, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 44-120, *Drug Abuse Testing Program*, 1 July 2000

DODD 1010.1, *Military Personnel Drug Abuse Testing Program*, 9 December 1994

DODI 1010.16, *Technical Procedures for the Military Personnel Drug Abuse Testing Program*, 9 December 1994

Military Rule of Evidence 313 (b), 2006