



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY, PACIFIC  
FORT SHAFTER, HAWAII 96858-5100

REPLY TO  
ATTENTION OF:

APCG

11 Jan 11

MEMORANDUM FOR All Military Personnel and Department of Defense Civilian Employees within U. S. Army, Pacific (USARPAC)

SUBJECT: USARPAC Army Substance Abuse Program (ASAP) - Policy Memorandum 11-02

1. References.

- a. AR 600-85, The Army Substance Abuse Program, RAR 2 December 2009.
- b. AR 190-5, Motor Vehicle Traffic Supervision, 22 May 2006.
- c. Team 6 Note #11 – Army Substance Abuse Program (ASAP), 24 September 2009.
- d. Team 6 Note #22 – Mandatory GOMOR for Driving Under the Influence of Alcohol or Illegal Drugs, 6 July 2010.
- e. USARPAC Policy on Prohibiting the Use, Possession, Distribution and Purchase of Intoxicating Substances, Policy Memorandum 10-17, 8 July 2010.

2. Purpose. The purpose of this policy is to promote health, well-being and personnel readiness; reduce risk to individuals and others; and promote good order and discipline within USARPAC. This policy supplements Army regulations as indicated.

3. Alcohol abuse and the use of illicit drugs is detrimental to a unit's operational readiness and is inconsistent with Army Values, the Warrior Ethos, and the standards of performance and discipline necessary to accomplish the Army's mission. Alcohol and drug abuse can seriously damage a person's physical and behavioral health, jeopardize individual safety and the safety of others, and can lead to adverse administrative and disciplinary actions.

4. ASAP is a command program that emphasizes readiness and personal responsibility. The commander has a critical role in preventing substance abuse, early identification of problems, rehabilitation, and taking administrative or disciplinary action when prevention fails. Commanders and other leaders must be familiar with ASAP education, treatment, and counseling resources available to assist Soldiers who have rehabilitation potential. Likewise, commanders must be familiar with the administrative and disciplinary options available to address misconduct. Commanders must know and comply with Army policies and regulations regarding mandatory initiation of separation and mandatory general officer reprimands. The chain of command, at the designated level, makes the final decision regarding separation or retention.

5. ASAP Referral. Commanders will refer all potential alcohol/drug abusers to ASAP for screening using DA Form 8003, ASAP Enrollment, within 5 duty days of notification or knowledge of an incident. For all positive urinalyses and alcohol/drug related MP blotter incidents, the installation ASAP Program Manager, or their representative, will coordinate with supported units and automatically schedule Soldiers involved in alcohol or drug related incidents for ASAP evaluation if they have not received the referral from the commander within 5 duty days. Local policies, as agreed to between garrison and supported units, may be more stringent in automatic scheduling.

a. Soldiers diagnosed with alcohol abuse or dependencies are permitted one period of rehabilitation for an alcohol incident per career. Although AR 600-85 permits a company commander to recommend a Soldier for a second period of rehabilitation, it is USARPAC policy that a second enrollment within three years may only be recommended by a battalion commander or higher. That commander may only make this recommendation if he or she evaluates the Soldier as possessing exceptional potential for further useful Army service and if that Soldier is evaluated by the ASAP counseling staff as appropriate for another period of rehabilitation. Prevention training and education is not considered rehabilitation.

b. Nondependent illicit drug users will be enrolled in the ASAP if such enrollment is clinically recommended. Soldiers diagnosed as drug dependent should be detoxified and given appropriate medical treatment. These Soldiers generally do not have potential for continued military Service and should not be retained. These Soldiers will be referred to a VA hospital or a civilian program by the ASAP counselor to continue (or to initiate) their rehabilitation.

c. Within 12 duty days of a referral, the ASAP counseling staff must complete an in-depth individual biopsychosocial evaluation interview. The commander's input into the evaluation and the required face to face meeting between the commander and the ASAP counseling staff is critical for creating an effective treatment plan for the Soldier. In USARPAC, this responsibility must be personally handled by the company commander and/or 1SG; it will not be delegated to a representative.

d. Failure by commanders to comply with the ASAP referral and evaluation process mandated by AR 600-85 will result in escalation by the supporting ASAP Clinical Director. If the company commander fails to refer a Soldier or does not participate in the evaluation process, then the ASAP Clinical Director will notify the battalion commander. If the Soldier is still not referred and evaluated, then the garrison commander will contact the brigade commander.

6. Administrative Separation Actions. The ultimate decision regarding separation or retention of drug and alcohol abusers is the responsibility of the Soldier's chain of command. However, there are several instances that mandate either the initiation of administrative separation or actual administrative separation. In cases where the separation authority chooses to retain the Soldier, the commander should consider other administrative options such as a Bar to Reenlistment.

a. **Mandatory Initiation.** Initiation of administrative separation is mandatory for all Soldiers identified as illegal drug users; Soldiers involved in two serious incidents of alcohol-related misconduct within 12 months; or Soldiers involved in trafficking, distribution, possession, use or sale of illegal/intoxicating drugs. The separation action must be initiated and processed through the chain of command to the separation authority. For all noncommissioned officers (E5 and above), warrant officers and commissioned officers, the authority to retain USARPAC Soldiers in the instances described above is elevated to the first general officer in the Soldier's chain of command.

b. **Mandatory Separation.** When a Soldier tests positive for illicit drugs a second time or is convicted of driving while intoxicated/driving under the influence a second time during his/her career, the separation authority shall administratively separate the Soldier unless the Soldier is recommended for retention by an administrative separation board, under the provisions of AR 635-200, or is retained by the first general officer in the chain of command who has a judge advocate or legal advisor available or initiation authority for an officer show cause board under the provisions of AR 600-8-24.

7. **General Officer Reprimands.** Once a commander has reliable, credible information that a Soldier's conduct meets one of the criteria listed below, a General Officer Memorandum of Reprimand (GOMOR) will be expeditiously issued (AR 190-5). A commander need not wait for a completed police report if there is other credible information to support issuance of a GOMOR, such as an arrest report or evidence of a failed field sobriety test or preliminary breath test results showing a Blood Alcohol Content (BAC) over the legal limit. Once the GOMOR is issued, the Soldier will have an opportunity to respond, and then the imposing commander will determine whether to file the reprimand locally or in the Soldier's Official Military Personnel File. Issuance of a GOMOR is required by Army Regulation and is not subject to command discretion.

a. Arrest or citation for driving or being in physical control of a motor vehicle on post with a BAC of 0.08 percent or higher, or off post with a BAC in violation of the law of the state or host country.

b. Refusal to take or failure to complete a lawfully requested test to measure alcohol or drug content of the blood, breath, or urine either on or off the installation, when there is reasonable belief of DUI of alcohol or drugs.

c. Arrest or citation for driving or being in physical control of a motor vehicle, either on or off the installation, when lawfully conducted chemical tests reflect the presence of illegal drugs.

d. Conviction by courts-martial or civilian court or receiving nonjudicial punishment for an offense of drunk or impaired driving on or off the installation.

8. **ASAP Training.** All military personnel must receive a minimum of 4 hours of alcohol and drug abuse training annually, and all newly assigned Soldiers must be briefed on ASAP policies and services within 30 days of arrival. The Unit Risk Inventory (URI) and the Reintegration Unit Risk Inventory (R-URI) are command climate surveys that can

assist commanders in determining the number of high risk behavior occurrences. Since Soldiers complete the survey anonymously, commanders receive a more accurate account of actual high risk incidents rather than just reported incidents. Commanders will coordinate with installation ASAP to administer the URI to all deploying Soldiers at least 30 days before an operational deployment and the R-URI to redeploying Soldiers between 90 and 180 days of their return from deployment.

9. CATEP Program. The Confidential Alcohol Treatment Education Pilot (CATEP) Program is available to Soldiers located at Schofield Barracks, Fort Shafter, and Fort Richardson who are interested in confidential treatment and who have an alcohol abuse problem that does not interfere with job performance. Soldiers who use illegal/intoxicating drugs, who are in certain military occupational specialties (e.g., parachute rigger or aviation), or have been listed on the MP blotter report as a subject in the past 12 months for drugs or alcohol related offenses are not eligible for CATEP. If a Soldier is involved in one of the aforementioned incidents during treatment, then the Soldier will be removed from the program and command referred to ASAP. CATEP is not an alternative for command referral. If a commander notices that duty performance is affected due to alcohol abuse, then the Soldier must be command referred to ASAP.

10. Civilian Employees. DA Civilians play a vital role in the accomplishment of USARPAC's mission, and alcohol abuse and illegal drug use are inconsistent with the high standards of performance, discipline, and readiness necessary to accomplish that mission. Eliminating alcohol and drug abuse helps to create safe, healthy, productive, and secure workplaces. Supervisors must consult with their servicing CPAC before offering an employee a referral to the ASAP and before initiating any formal disciplinary or adverse action. Civilian personnel will receive a minimum of 2 hours of prevention education per year.

11. Reporting Requirement. USARPAC MSCs/TECs will complete Enclosure 1 on a monthly basis and submit the completed document to the USARPAC G1 NLT the 10th of each month. The CG, USARPAC, will designate the forum to review this information.

12. This policy remains in effect until superseded or rescinded. The POC is the USARPAC G1 at (808) 438-4165.

Encl



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## USARPAC Substance Abuse/Referral/GOMOR/Separation Statistics

MSC	Oct 10	Nov 10	Dec 10	Jan 11	Feb 11	Mar 11	Apr 11	May 11	Jun 11	Jul 11	Aug 11	Sep 11	TOTAL	Notes
<b>1. Positive UA for illegal drug use in the reporting month</b>														
a. # first time positives													0	
b. # referred to ASAP for first time positive													0	
c. # enrolled in ASAP for first time positive													0	
d. # admin separations initiated for first time positives													0	
e. # Soldiers separated for first time positive														
f. # with more than 1 positive													0	
g. # separations for more than 1 positive													0	
<b>2. Alcohol related misconduct (ie DUI/DWI), intoxication during duty, or other alcohol related misconduct) during reporting month</b>														
a. # first time DUIs													0	
b. # referrals to ASAP for first time DUIs													0	
c. # enrolled in ASAP for first time DUIs													0	
d. # of GOMORs issued for 1st time DUIs														
e. # of 2nd DUIs													0	
f. # separations completed for 2nd DUI													0	
g. # of 1st time alcohol related misconduct (other than DUI)													0	
h. # referred to ASAP for 1st time alcohol misconduct													0	
i. # enrolled in ASAP for 1st time alcohol misconduct													0	
j. # of 2nd offenses in 12 months													0	
k. # of Soldiers separated for 2nd alcohol misconduct occurring within 12 months													0	

The # of positives/DUIs/incidents/# of referrals/GOMORs, and status of separations is based on the month the misconduct is reported to the cdr. For example, if a positive UA is reported to the cdr on 28 Oct, and the referral is made on 2 Nov, all data will be reported in the Oct column. The intent is a one-to-one link between misconduct, referrals, and status of separation actions for incidents reported during that month. Since commanders have 30 days to initiate separations, and Soldiers are afforded due process in adjudication of their cases, there will be a time lag in completed actions. Although Soldiers will be referred for repeat offenses, only report referrals/enrollments for 1st time offenses.