

UNCLASSIFIED

Commander's Briefing

Today our Unit will be drug tested for illegal substance use. The primary purpose of this test is to ensure our unit's military fitness and that we are maintaining proper standards of readiness.

Individuals in this unit have been selected on a random basis for drug testing. There is no probable cause or reasonable suspicion that anyone in the unit is using or abusing drugs or a controlled substance.

Everyone selected for testing will be tested. Anyone not present will be rescheduled for testing at a later date.

Every specimen collected will be tested for Marijuana (THC); Cocaine; Amphetamines (Methamphetamines, MDMA (ecstasy), MDA, and MDEA); Heroin; Opiates (Codeine, Morphine, Hydrocodone, Hydromorphone, Oxycodone, and Oxymorphone); and Benzodiazepines prescription drugs (Lorazepam, Nordiazepam, Oxazepam, Temazepam, and a-hydroxy-alprazolam).

Synthetic Cannabinoids (Spice) will be chosen on a rotational basis.

Testing procedures outlined in AR 600-85 will be followed.

All Soldiers must be aware that all verbal orders connected with the testing are lawful and are to be followed as such.

A refusal to comply with orders relating to this test subjects the Soldier to punitive or administrative actions under AR 600-85, AR 135-18, AR 135-178, and AR 635-10.

DOES ANYONE HAVE ANY QUESTIONS?

The UPL will now provide you with details about the drug testing procedures that will be used today.

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UPL's UNIT BRIEF

You have four major responsibilities during the collection procedure:

1. Initial the specimen bottle label verifying your personal data is correct
2. Provide more than 30ml of specimen.
3. Keep specimen bottle in full sight until sealed with tamper evident tape.
4. Sign your payroll signature to verify that the specimen was yours and you watch it be sealed by the UPL with tamper evident tape and placed in the collection box.

Your urine specimen will be provided in a labeled plastic bottle (an optional wide mouth collection cup is available for females).

Each bottle will have a label affixed to it with today's date that identifies you by your DOD ID number. Do not accept a bottle that does not have a completed label affixed with your correct DOD ID number and today's date.

Collection of the specimen will be conducted using direct observation in full view of an observer. Do not go to the UPL station until you feel you are ready to provide at least 30ml (approximately ½ bottle) of urine. If you are unable to provide a specimen or an adequate quantity of urine, you will be held in the holding area until you are able to provide a specimen. You will be provided an adequate amount of liquid to help facilitate the collection process. You will not be released from duty today until you have provided a proper specimen.

Your tasks include:

You will provide your military ID card. If you do not have your military ID card or other photo identification, the commander will be called to verify your identification.

Remove excess outer garments such as ACU jackets and coats or PT tops.

You will initial the bottle label after you verify your DOD ID number, full name, and date on the Unit Urinalysis Ledger; verify DOD ID number on DD Form 2624; and verify the date and your DOD ID number on the bottle label.

Provide a urine specimen under direct observation.

Sign your payroll signature on the Unit Urinalysis Ledger verifying that the urine specimen provided was yours, the specimen was sealed with tamper evident tape and was placed into the collection box.

Note: I do not need to know if you are taking or have taken prescription medications. If your specimen result comes back from the laboratory as positive for a drug that could have been a result of prescription medication, a medical doctor will review the result before any other actions are taken. The doctor will review your medical record, any prescriptions from outside providers, and possibly interview you, prior to making a medical determination of valid prescription use or illegal use. If the doctor determines the drug positive was a result of valid prescription medication, then no actions will be taken against you.

Are there any questions? Any questions about the collection procedure will be directed towards your observer or myself.

Observer Briefing

Observers should participate in the Observer Briefing before every drug test. During this briefing, you will learn about your specific duties – including risks, hazards, and legal implications – and you must sign the Observer Memorandum.

You are here to perform a critical portion of the procedures for urine collection as part of the Drug Testing Program. This duty is not attractive, but is one that comes with enormous responsibility. The best Observers turn the sensitive, unwanted and humiliating task of providing a urine specimen into a professional procedure that ensures the integrity of the specimen and helps the donor to be at ease with the process.

This brief training covers the specifics of how to properly observe Soldiers providing a urine sample, and includes explicit terminology for male and female anatomy and bodily functions.

You must meet these requirements to serve as an Observer:

- Have a rank of E5 or above
- Be the same gender as Soldiers being observed
- Have sufficient maturity and integrity to preserve the dignity of the Soldier
- Not be enrolled currently within the ASAP Rehab program or under investigation currently for any substance abuse related offense

Your primary responsibilities are to maintain eye contact with the specimen bottle during the ENTIRE collection process, and to report any unusual circumstances to the UPL. You must properly complete all collection steps as listed in the Observer Memorandum and guide each Soldier through all collection steps to ensure the integrity of every urine specimen.

The risks and hazards of urine collection include humiliation, harassment, ethical dilemmas (such as bribing), attempts to alter the specimen (through adulteration or tampering), and possible legal consequences if you don't perform your duties correctly.

If it is found that a specimen was altered in any way while under your control as an Observer, you may face legal action under UCMJ Article 92, Article 107, and/or Article 134.

You must follow these specific procedures – without exception – when observing urine sample collection from **male** Soldiers:

- Stand next to the Soldier at a urinal or toilet (urinal is preferred).
- Ensure that you can see the end of the donor's penis (if the Soldier is not circumcised, ensure that he pulls his foreskin back to allow direct view).
- Maintain constant line of sight with the specimen bottle and cap from the moment the UPL hands the bottle to the Soldier until the moment that the Soldier hands the bottle back to the UPL. You must NOT touch the bottle or cap at any time.

You must follow these specific procedures – without exception – when observing urine sample collection from **female** Soldiers:

Observer Briefing (continued)

- Do not allow the Soldier to sit down on the toilet seat – she must squat over the toilet.
- Ensure the Soldier keeps her upper body straight – she cannot bend over to block view with body, hair, or clothing.
- Ensure that the Soldier holds the collection cup or specimen bottle in front of her body and above the toilet rim.
- Position yourself as necessary in front of the Soldier to maintain a direct view of urine leaving the Soldier's body and entering the collection cup or specimen bottle.
- If the Soldier is using the collection cup, directly observe the Soldier pouring urine from the cup into the specimen bottle.
- Maintain constant line of sight with the specimen bottle and cap from the moment the UPL hands the bottle to the Soldier until the moment that the Soldier hands the bottle back to the UPL. You must NOT touch the bottle or cap at any time.

Do NOT allow any Soldier to provide a sample out of your direct view (such as behind a closed door) for any reason. You may allow the Soldier to have privacy:

- **ONLY AFTER** the Soldier has provided a sample, **AND**
- **ONLY IF** both the Observer and Soldier can maintain eye contact with the filled specimen bottle at all times.

You may face these challenges and special circumstances during the collection process:

- Donor shyness / mental block, or stalling. There are NO valid excuses to avoid providing a sample.
- Insufficient specimen. The UPL determines whether the specimen amount is sufficient. If instructed to do so, you must destroy the specimen bottle according to proper procedure.
- The urine sample is an unusual color or there is a foreign object in the sample. Report this to the UPL when returning to the testing station.
- The Soldier attempts to alter or tamper with the specimen, or to bribe you. Report this to the UPL when returning to the testing station.
- The Soldier has a bowel movement. Follow procedure and then allow the Soldier to have privacy if possible under the closed door exception discussed earlier.
- The Soldier is menstruating or pregnant, is wearing a bodysuit or a thong, or has body piercings. In these cases, collect as normal and refrain from making comments.

Do you have any questions?

You must now read, understand, and sign the Memorandum for Observers before we begin the collection process with Soldiers.

Observer's Memorandum

MEMORANDUM FOR OBSERVERS

SUBJECT: Responsibilities of Observers during Drug Testing

General:

1. Observers are a critical link in the process of collecting urine specimens to be tested for substance abuse. Instances have occurred in the past where observers did not follow proper collection procedures and positive drug tests were not usable in legal and/or administrative actions. In order to prevent similar occurrences in the future, the observer will read and sign this Memorandum for Record.
2. The testing procedures do not violate a Soldier's Fourth or Fifth Amendment rights, nor does the observation procedure violate the right to privacy. A refusal to produce a specimen is a violation of a direct order and may result in the Soldier being processed for separation.
3. The results of tests may be used in legal proceedings and consequently the urine sample may be considered as evidence. A valid chain of custody is mandatory for a successful prosecution. As an observer, you may be asked to provide testimony at legal or administrative proceedings. You may be subject to UCMJ or administrative action if it is discovered that the specimen was altered in any way while it was under your control. Actions may include, but are not limited to the following:

Article 92: Knowingly failing to obey a lawful general order or regulation by not maintaining direct line of sight of the urine into the bottle.

Article 107: Making a false official statement in signing the UPL's urinalysis ledger acknowledging the urination process was directly observed and no tampering occurred.

Article 134: False swearing by authenticating that no substitution or tampering of the urine sample occurred.

Criteria for Observers:

1. Be an Officer or NCO in the rank of E-5 or above.
2. Be of the same gender as the Soldier being tested.
3. Possess sufficient maturity and integrity to preserve the dignity of the Soldier being observed.
4. **Not be currently enrolled within the ASAP Rehabilitation Program or currently be under investigation for any substance abuse related offenses.**

Responsibilities: As outlined in AR 600-85, an observer must follow protocol during urinalysis collection procedures.

SUBJECT: Responsibilities of Observers During Drug Testing

Once assigned to a specific Soldier:

1. Observer controls the urine collection process at all times.
2. Maintains visual contact with the bottle at all times.
3. Ensures the Soldier washes his/her hands with water only, no soap, prior to providing a specimen.
4. Ensures that the specimen provided is not contaminated or altered.
5. Directly observes the Soldier (one Soldier at a time per observer) voiding urine into the specimen bottle. (When the optional wide mouth specimen collection container is used, immediately after the collection and while still under direct observation of the observer, the urine must be poured into the currently approved urine specimen bottle, and tightly capped by the Soldier providing the specimen.)
6. Ensures direct observation of the flow of urine from the Soldier's body into the bottle.
7. Supervises the Soldier tightly capping the bottle.
8. Ensures the bottle is not reopened after the cap is tightened.
9. Escorts the Soldier back to the UPL station/table with bottle in full view.
10. Observes the UPL placing tamper evident tape over the top of the bottle, and across the label. Not to cover printed information.
11. Observes the UPL place the specimen in the collection box.
12. The observer will sign the unit ledger in front of the UPL and Soldier verifying the collection process and direct observation was conducted.

OBSERVER AFFIDAVIT: I have read and understand this document. I will comply with the responsibilities as stated above and will report anything out of the ordinary immediately to the UPL or Commander.

_____ Observer's Printed Name	_____ Observer's Signature	_____ Date
_____ Observer's Printed Name	_____ Observer's Signature	_____ Date
_____ Observer's Printed Name	_____ Observer's Signature	_____ Date
_____ UPL's Printed Name	_____ UPL's Signature	_____ Date