



REPLY TO
ATTENTION OF.

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND PACIFIC REGION
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS
UNIT #15228
APO AP 96271-5228

IMHM-HRS

27 February 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Humphreys Policy Letter #6, Army Substance Abuse Program (ASAP)

1. The proponent for this policy is the Army Substance Abuse Program Manager.
2. This policy is effective immediately. It remains in effect until rescinded or superseded.
3. References.
 - a. AR 600-85, Army Substance Abuse Program (ASAP), 28 Dec 12.
 - b. Eighth Army Policy Letter #11, Substance Abuse Prevention and Deterrence, 5 May 04.
4. Purpose. This memorandum describes the USAG Humphreys Army Substance Abuse Program (ASAP).
5. Policy.
 - a. Referral. A Soldier whose alcohol or other drug abuse surfaces through Military Police Desk Blotter Reports (DA Form 3997), via a Medical Record Consultation Sheet (Standard Form 513), a positive urinalysis report, or through self identification will be referred to the Army Substance Abuse Program-Clinical (ASAP-Clinical) for an initial screening interview.
 - b. Enrollment.
 - (1) The ASAP is a commander's program performed at the Army Substance Program Office. The company commander is the referral authority for enrollment, the rehabilitative phase, and determining success or failure. Company commanders make enrollment decisions using.
 - (a) The perceived potential for the Soldier to render effective service with rehabilitation.
 - (b) The professional treatment staff recommendations.

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(c) The unit ability to sustain short-term rehabilitation cost versus long-term advantages.

(2) Soldiers enrolled in an outpatient rehabilitation program will have a term between 30 to 360 days.

(3) Inpatient program is a 360 day program. The first five weeks will be at the Alcohol Treatment Center (ATC), Brian Algood Army Community Hospital. The balance of care involves weekly sessions at the Army Substance Abuse Program, and meetings of Alcoholics Anonymous (AA).

c. Unit Prevention Leaders.

(1) IAW AR 600-85, unit commanders shall appoint at least one Soldier, grade E-5 or above, to serve as Unit Prevention Leaders (UPLs). These Soldiers should possess sufficient skill, integrity and maturity, and at least eight months retainability. UPLs require access to a computer with USAG Humphreys internet capability and a USFK Army e-mail address. UPLs manage their unit alcohol and drug prevention programs and supervise collecting and transporting of urine specimens. UPLs also provide unit Soldiers quarterly alcohol and drug abuse prevention training, and assist the commander to identify, refer, and enroll Soldiers in ASAP.

(2) Every Soldier considered for appointment as a UPL must have a criminal background check to prevent appointing individuals with a record of drug possession, sale or use, DUI, black marketing, or any offense considered a felony. A previous release from the Army Substance Abuse Program for unsatisfactory progress or a current enrollment also disqualifies an individual from serving as UPL.

(3) The USAG Humphreys ASAP Drug Testing Coordinator assists UPLs with urinalysis collection procedures, and ASAP procedures and SOPs. UPLs should contact the ASAP two weeks in advance for on-site services. The ASAP also conducts monthly Unit and Battalion Prevention Leader (UPL/BPL) Certification training. Every UPL should receive this training within 30 days of appointment and at one-year intervals.

d. Unit Alcohol and Drug Abuse Prevention Training.

(1) All Soldiers will receive a minimum of one hour of substance abuse prevention and awareness training per quarter conducted by their unit UPL or BPL.

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(2) The UPL/BPL conducting training, shall report to the Prevention Coordinator (PC) on completed substance abuse prevention and awareness classes, and assure documentation for all completed classes are IAW with policy letter #8. Verification of training must be provided to the PC within 5 working days.

(3) The USAG Humphreys ASAP PC will assist UPLs/BPLs in developing training by providing audiovisual and printed materials. The PC's office number is 753-7361.

e. Risk Reduction.

(1) Commanders will receive risk reduction briefings and consultations from the Risk Reduction Program Coordinator (RRPC).

(2) The RRPC will administer the Unit Risk Inventory (URI) survey to units assigned to USAG Humphreys and recommend prevention/intervention strategies to leaders based on survey results and overall risk data.

(3) RRPC will coordinate intervention/prevention services for units.

f. Suicide Prevention.

(1) Chaplains are the proponent for suicide prevention and intervention training for Soldiers and members of the Camp Humphreys community.

(2) The SPPM will assist chaplains in the coordination of training and prevention efforts throughout the Camp Humphreys community.

(3) Chaplains will provide suicide statical reports and training attendance rosters to the Suicide Prevention Program Manager (SPPM) quarterly.

g. Employee Assistance.

(1) The Employee Assistance Program Coordinator (EAPC) will provide assessment and short term counseling, referral, and follow-up services for eligible civilians.

(2) In coordinate with the PC, the EAPC will ensure civilian employees and supervisors are trained on EAP services.

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6. The POC for this policy is the Army Substance Abuse Program Manager at 753-7366.

Encl



DARIN S. CONKRIGHT
COL, SF
Commanding

DISTRIBUTION.
A&B

(Office Symbol)

MEMORANDUM FOR ADCO (IMHM-HRS), USAG Humphreys, APO AP 96271-5228

SUBJECT: Quarterly Drug and Alcohol Abuse Prevention Training

1. Reference USAG Humphreys Policy Memorandum #6, Army Substance Abuse Program, dated 27 February 2013.

2. This memorandum is to certify that in accordance with the reference listed above, unit Alcohol and Drug Abuse Prevention Training was conducted on _____, as described below.

- a. Unit.
- b. Class Title.
- c. Number Assigned/Present.
- d. Instructor/Trainer.
- e. Length of Class.

3. A copy of this memorandum will be kept on file with the Unit Prevention Leader for one year from the date of the class for inspection purposes.

Commander's Signature Block

Encl to P/L #6