



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, U.S. ARMY GARRISON-YONGSAN
UNIT #15333
APO AP 96205-5333

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UNITED STATES ARMY GARRISON-YONGSAN (USAG-Y) POLICY LETTER 1-1

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG-Y Army Substance Abuse Program (ASAP)

1. **PURPOSE:** This policy provides additional guidance and establishes responsibilities for alcohol and drug abuse prevention and control in USAG-Y.

2. **APPLICABILITY:** This policy applies to all USAG-Y personnel, Family members, and civilians, Department of Defense (DOD) Civilians, active duty Family members, retirees, USAG-Y tenant unit commanders, Unit Prevention Leaders (UPLs), and USAG-Y tenant units.

3. **OBJECTIVE 1: Alcohol and Drug Abuse**

a. Alcohol use is legal and socially acceptable if used in moderation. However, alcohol must be removed from the center of attention through the use of alcohol deglamorization. To promote a responsible culture concerning alcohol use by all military and DOD Civilians it is not authorized during duty hours unless specifically authorized by the first General Officer or civilian equivalent [member of the Senior Executive Service (SES)] in the supervisory chain or, if not reasonably available, the Garrison Commander. Army missions require all Soldiers to be physically fit and mentally alert. Leaders must develop individual and organization norms to mold non-abusive behavior. All Soldiers must exercise personal responsibility through informed decision-making. The military position on alcohol and drug abuse is that abuse of any substance is not acceptable. It is the responsibility of commanders and supervisors to use the full range of preventive, investigative, disciplinary, administrative, and rehabilitative tools to combat abuse.

b. Objectives of the USAG-Y Alcohol and Drug Abuse Program are to prevent alcohol and drug abuse among military personnel, civilian personnel, and Family members; to restore to full effective duty persons with alcohol and/or drug abuse problems; and to quickly separate from the service those individuals who do not respond to treatment or do not demonstrate a potential for continued service. Successful rehabilitation will be required for all identified problem drinkers who seek to remain in the service. Recovering problem drinkers must be totally integrated into their

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unit and work site by being returned to jobs for which they were trained. Commanders and supervisors must work to minimize the negative stigma associated with rehabilitation and become confident in their ability to properly identify and refer individuals with alcohol problems for rehabilitation.

c. Misconduct resulting from alcohol abuse will not be tolerated. All enlisted Soldiers who are involved in alcohol-related incidents will be referred to the USAG-Y ASAP for evaluation and screening. All enlisted Soldiers processed for separation as a result of drug or alcohol misconduct require a retention decision from the first General Officer (GO) in the chain of command in accordance with the Army Directive 2012-07, Administrative Processing for Separation of Soldiers for Alcohol or Other Drug Abuse, dated 13 Mar 12. Commanders must consider the Soldiers past military performance and evaluate potential for future successful military duty before offering subsequent rehabilitation.

d. The use of any illegal drug or abuse of any prescription drug is prohibited. Commanders will fully utilize the urinalysis testing program in coordination with the USAG-Y ASAP Manager. The following provisions underscore the Army's policy that drug abuse will not be tolerated and that there are serious consequences for such misbehavior. All Soldiers, to include Army Reserve National Guard (ARNG) and United States Army Reserve (USAR) Soldiers ordered to active duty (AD) under Title 10 US Code, who are identified as drug abusers, will without exception:

(1) Be referred to the ASAP for screening.

(a) Nondependent drug users will be enrolled in the ASAP if such enrollment is clinically recommended and the unit commander concurs.

(b) 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 Veterans Hospital or a civilian program by the ASAP clinician to continue (or to initiate) their treatment.

(2) Be considered for disciplinary action under the Uniform Code of Military Justice (UCMJ), as appropriate.

(3) Be processed for administrative separation in accordance with AR 600-8-24, Officer Transfers and Discharges (for Officers and Warrant Officers) and AR 635-200, Active Duty Enlisted Administrative Separations (for enlisted Soldiers), with the exception of self-referrals (see paragraph 6-3e of this regulation). In cases where the

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chain of command has referred the matter to a trial by court-martial, administrative separation proceedings will be delayed until the completion of the court-martial process.

(a) Discharge for misconduct under AR 600-8-24 (for Officers and Warrant Officers) and AR 635-200, Chapter 14 (for enlisted Soldiers) will be initiated and processed to the separation authority for all Soldiers involved in illegal trafficking, distribution, possession, use, or sale of illegal drugs. Soldiers will also be considered for disciplinary action under the UCMJ, consistent with AR 600-85, Chapter 6 and Rule for Court-Martial 306, Manual for Courts-Martial (MCM). Initiation of administrative separation proceedings is not required in those instances where charges have been referred to a court-martial empowered to adjudicate a punitive discharge, or when drug use is discovered through self-referral (AR 600-85, paragraph 6-4e).

(b) All ARNG and USAR Soldiers ordered to AD will be tested for illegal drug abuse at their reception station. Those Soldiers who are subsequently identified as illegal drug users will be processed according to paragraph 1-35a of AR 600-85.

e. Commanders and supervisors must provide the necessary emphasis and command action to eliminate alcohol and drug abuse from the command.

4. OBJECTIVE 2: Employee Assistance Program (EAP)

a. The ASAP services exist to enhance early identification and provide counseling to civilian employees with suspected alcohol and/or drug abuse problems. Early recognition and professional treatment will assist in restoring employees as effective functioning members of the work force.

b. Supervisors and civilian employees are encouraged to use the free and confidential resources of the ASAP EAP. You may contact the EAP, ASAP, Directorate of Human Resources (DHR), USAG-Y, Building #3707, Yongsan South Post, Theresa Martinez at DSN 738-5297.

c. To promote a responsible culture concerning alcohol use within the workforce, alcohol consumption is not authorized by DOD Civilian personnel during duty hours unless specifically authorized by the first GO or Civilian equivalent (member of the SES) in the supervisory chain or, if not reasonably available, the Garrison Commander.

5. OBJECTIVE 3: Alcohol and Drug Abuse Prevention Education for Soldiers

a. Commanders of companies, detachments, and equivalent units will implement ASAP prevention and education initiatives to deter and reduce the abuse or misuse of

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alcohol and other drugs to the lowest possible level. Prevention education creates and fosters conditions that promote mission readiness and enhance the quality of life for the total Army.

b. The Unit Prevention Leaders (UPLs) for all Army units are required by AR 600-85, to develop, coordinate, and deliver informed prevention education and training to their units.

c. To ensure Soldiers in USAG-Y are afforded the opportunity to receive the optimal exposure to prevention education training, the following outlines training requirements to be effective beginning the first quarter of FY15:

(1) Unit Commanders will ensure UPLs conduct one hour of training each quarter.

(2) Upon completion of the training, the UPL will submit a memorandum that provides the following information: unit, number of assigned/present, title of class, name of provider, and date and signature of the Unit Commander. A sign-in roster of attendees will be attached to the memorandum. This is required for ASAP to comply with reporting requirements at the Department of the Army level.

(3) A copy of the required memorandum for reporting training, lesson plans, slide presentation, and films for presenting prevention training are available by contacting the USAG-Y Prevention Coordinator at DSN 738-5292/5294.

6. OBJECTIVE 4: Risk Reduction Program (RRP)

a. The RRP is a commander's tool designed to decrease Soldier's high risk behavior (HRB), thus increasing Soldier and unit readiness. This program was developed to identify and mitigate HRB by utilizing a coordinated effort between commanders and installation agencies to implement effective intervention strategies.

b. Under the RRP, commanders are provided monthly data which gives them a unit "snapshot". This data is compared to installation and Army averages, graphically displayed, and allows commanders the ability to quickly identify problem areas and react with additional awareness training.

c. The Installation Prevention Team (IPT) is a team comprised of Subject Matter Experts (SMEs) and selected by the Garrison Commander to speak on and commit resources for installation-wide prevention and risk reduction interventions. The IPT is responsible for ensuring risk factor data is accurate and submitted to the USAG-Y, Risk

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Reduction Program Coordinator (RRPC), by the 5th of the month. Members of the IPT will provide analysis and discussion for a unit's HRB in their area of expertise. The IPT will be chaired by the Deputy to the Garrison Commander and coordinated by the RRPC and will meet monthly.

d. In accordance with the Deployment Cycle Support Directive, dated 26 Mar 07, the Unit Risk Inventory (URI) is an anonymous questionnaire designed to screen for high risk behaviors and attitudes that compromise unit readiness. The URI will be administered to non-deploying units at least annually. Results of the URI will give commanders the ability to assess the climate within their unit and will be used to adjust training to include and enhance HRB prevention efforts within the unit with the ultimate goal of reducing high-risk behavior.

7. The POC for this Command Policy is Ms. Martinez, DSN 738-5297, ASAP, DHR, USAG-Y.



MARIA P. EOFF
COL, LG
Commanding

Distribution:

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