



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

IMYN-HRS

UNITED STATES ARMY GARRISON-YONGSAN (USAG-Y) POLICY LETTER 1-10

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Adolescent Substance Abuse Counseling Service Command Referral Policy

1. **REFERENCE:** AR 600-85, The Army Substance Abuse Program (ASAP), 28 December 2012.
2. **PURPOSE:** To establish a Command Referral Policy for adolescent family members, middle and high school-aged, to the Adolescent Substance Abuse Counseling Service (ASACS) as a result of incidents of misconduct.
3. **APPLICABILITY:**
 - a. This policy applies to adolescent family members, and their sponsors who fall under the jurisdiction of U.S. Army Garrison-Yongsan (USAG-Y).
 - b. Supplementation by subordinate commanders is prohibited.
4. **GENERAL:**
 - a. Substance abuse by adolescent Family members poses a significant risk to their health and development. Parents and the community have an obligation to prevent substance abuse and to provide treatment for substance abuse when necessary. Adolescents need not be substance involved to benefit from services. Early intervention services are offered for youth involved in incidents of misconduct.
 - b. ASACS provides services to the Military under contract. The primary purpose is to provide prevention and substance abuse treatment services to adolescents and their families. Public Law and the U.S. Code of Federal Regulations require ASACS to treat, as confidential, any ASAP /ASACS information or records regarding a client. Client information may not be disclosed without the prior written consent of the client. Assessment and treatment of an individual by ASACS personnel may not be denied or withheld if a client chooses not to consent to release of ASAP/ASACS information.

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5. **RESPONSIBILITIES AND PROCEDURES:**

a. Garrison Commander:

(1) Will refer to ASACS for assessment adolescents apprehended by Military Police or other law enforcement agents as a result of, or otherwise identified in, incidents of misconduct involving alcohol or other drug use. The Garrison Commander may, at her discretion, refer to ASACS for assessment adolescents apprehended for, or otherwise identified in, incidents of misconduct involving other than alcohol or other drug use (for example assault).

(2) Will designate a Point of Contact (POC) to act as liaison with the ASACS POC (Clinical Supervisor).

(3) May impose administrative sanctions against the adolescent/sponsor should he/she refuse to participate in ASACS recommended treatment.

(4) Will direct the sponsor to contact ASACS to schedule an appointment for assessment within 72 hours of notification of the referral.

b. ASACS:

(1) Will request adolescents or Family members sign consent to release information authorizing ASACS to provide the Garrison Commander and/or his/her civilian misconduct staff with information confirmation completion of ASACS assessment. ASACS will release information only after receiving a signed release from the adolescent or parent/guardian.

(2) Will complete an adolescent assessment in accordance with governing regulations and established procedures.

(3) Will not withhold or deny ASACS services if an adolescent or sponsor declines to authorize release of information by ASACS to the Garrison Commander.

(4) Will ensure that the Garrison Commander's Office has an adequate supply of ASACS literature and information to give to families.

c. Provost Marshal:

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(1) Will ensure that the Garrison Commander is informed upon the identification of an adolescent involved in misconduct.

(2) Will fulfill his/her responsibilities for referral and disposition of adolescent misconduct.

d. Department of Defense Dependent Schools (DoDDS) Seoul American High School (SAHS), Seoul American Middle School (SAMS), and Seoul American Elementary School (SAES):

(1) Will designate a POC at SAHS, SAMS, and SAES. The respective POC will contact the Provost Marshal to advise him/her of any suspected incidents of substance abuse involving a student occurring on campus.

(2) Will contact ASACS in accordance with established existing procedures regarding any suspected incident of substance abuse involving a student occurring on campus.

(3) Will contact the Installation POC to advise him/her of any disciplinary action taken by DoDDS against the student (e.g. suspension) for the suspected substance abuse.

6. The points of contact for this policy are the ASACS Clinical Supervisor, at DSN 738-4579 and the USAG-Y Alcohol and Drug Control Officer (ADCO), at DSN 738-5297.



MARIA P. EOFF
COL, LG
Commanding

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