



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 # 2

MEMORANDUM FOR SEE DISTRIBUTION

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

1. REFERENCES:

a. Army Regulation (AR) 600-85, The Army Substance Abuse Program (ASAP), 28 December 2012.

b. Army Directive 2012-07, 13 Mar 12. AR 600-8-24, AR 635-200. Deployment Cycle Support Directive, dated 26 Mar 07.

c. U.S. Code of Federal Regulations, 42USC 290dd-2, 42 CFR.

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

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

4. OBJECTIVE 1: Alcohol and Drug Abuse

a. Alcohol use is legal and socially acceptable if used in moderation. However, alcohol is removed from the center of attention through alcohol de-glamorization. To promote a responsible culture concerning alcohol use by all military and DOD Civilians, alcohol is not authorized during duty hours unless specifically authorized by the first General Officer or civilian equivalent [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 develop individual and organization norms to mold non-abusive behavior. All Soldiers exercise personal responsibility through informed decision-making. The military position on alcohol and drug abuse is substance abuse is not acceptable. Commanders and supervisors are responsible to use the full range of preventive, investigative, disciplinary, administrative, and rehabilitative tools to combat abuse.

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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 is totally integrated into their unit and work site by returning to jobs for which they were trained. Commanders and supervisors 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 Soldiers who are involved in alcohol-related incidents are referred to the USAG-Y ASAP for evaluation and screening. All 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 Army Directive 2012-07, Administrative Processing for Separation of Soldiers for Alcohol or Other Drug Abuse, dated 13 Mar 12. Commanders 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 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, is without exception:

(1) Referred to ASAP for screening.

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

(b) Soldiers diagnosed as drug dependent are detoxified and given appropriate medical treatment. These Soldiers generally do not have potential for continued military service and are not retained. These Soldiers are referred to a Veterans Hospital or a civilian program by the ASAP clinician to continue (or to initiate) their treatment.

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

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(3) Is 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 chain of command refers the matter to a trial by court-martial, administrative separation proceedings are 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) is initiated and processed to the separation authority for all Soldiers involved in illegal trafficking, distribution, possession, use, or sale of illegal drugs. Soldiers are also 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 are 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 are tested for illegal drug abuse at their reception station. Those Soldiers who are subsequently identified as illegal drug users are processed according to paragraph 1-35a of AR 600-85.

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

5. 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 assists 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. They may contact the EAP, ASAP, Directorate of Human Resources (DHR), USAG-Y, Building #3707, Yongsan South Post, Mr. Andre Johnson 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.

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

a. Commanders of companies, detachments, and equivalent units implement ASAP prevention and education initiatives to deter and reduce the abuse or misuse of 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. 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 effective the first quarter of FY17:

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

(2) Upon training completion, UPLs submit a memorandum with 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 attached to the memorandum. ASAP is required 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.

7. 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 is developed to identify and mitigate HRB by utilizing a coordinated effort between commanders and installation agencies to implement effective intervention strategies.

b. The RRP provides commanders a unit "snapshot of monthly data. 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.

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c. The Installation Prevention Team (IPT) is 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 Reduction Program Coordinator (RRPC), by the 5th of the month. IPT members provide analysis and discussion for unit's HRB in their area of expertise. The IPT is chaired by the Deputy to the Garrison Commander and coordinated by RRPC and meet monthly.

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

8. Adolescent Substance Abuse Counseling Service Command Referral

a. Substance abuse by adolescent Family members poses a significant risk to their health and development. Parents and community have an obligation to prevent substance abuse and to provide treatment when necessary. Adolescents who are not involved in substance abuse can also benefit from this service. Early intervention services are offered for youth involved in misconduct incidents.

b. ASACS provides services to Military under contract. The primary purpose is provide prevention and substance abuse treatment services to adolescents and their families. Public Law and U.S. Code of Federal Regulations (42USC 290dd-2, 42CFR) require confidentiality for ASAP/ASACS information or records regarding clients. Client information is not disclosed without the client's prior written consent. An individual assessment and treatment by ASACS personnel is not denied or withheld if a client does not consent to release ASAP/ASACS information.

RESPONSIBILITIES AND PROCEDURES:

a. Garrison Commander:

(1) refers apprehended adolescents to ASACS for assessment as a result of, or otherwise identified in, incidents of misconduct involving alcohol or other drug use or other than alcohol or drug use (for example assault).

(2) designates Point of Contact (POC) to act as liaison with ASACS POC (Clinical Supervisor).

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(3) imposes administrative sanctions against the adolescent/sponsor if he/she refuses to participate in ASACS recommended treatment.

(4) directs sponsor to contact ASACS to schedule an assessment appointment within 72 hours of referral notification.

b. ASACS:

(1) requests 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 release information only after receiving a signed release from the adolescent or parent/guardian.

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

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

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

c. Provost Marshal:

(1) ensures Garrison Commander is informed of the adolescent's identification involved in misconduct.

(2) fulfills 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) designates a POC at SAHS, SAMS, and SAES. The respective POC contacts the Provost Marshal to advise him/her of any suspected incidents of substance abuse involving student(s) occurring on campus.

(2) contacts ASACS in accordance with established procedures regarding any suspected incident of substance abuse involving student(s) occurring on campus.

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

9. Army Substance Abuse Program (ASAP) 80-Day Incentive Award

a. The USAG-Y Commander rewards units displaying good conduct by not having any alcohol-related incident on the blotter report for 80 consecutive days and for conducting all required monthly drug testing during the quarter. This program applies to all units participating in the USAG-Y Risk Reduction Program. Any other units in USAG-Y desiring to participate require a written request from unit Commander to USAG-Y Commander for inclusion in the program.

b. A guidon streamer is provided to the Brigade/Battalion Commander to present the unit at the first 80-day mark and at annual intervals thereafter. The Brigade/Battalion Commander determines the training holiday date, if authorized.

c. The USAG-Y ASAP Manager reviews all USAG-Y MP blotters on a daily basis and identifies alcohol-related offenders. An ARBI occurs when a Soldier is the subject in a MP blotter report that is alcohol-related. The ASAP Manager will notify unit prevention leaders when companies qualify for the USAG-Y ASAP 80 Day Incentive Award.

d. The company guidon streamer is revoked and returned to USAG-Y ASAP Manager if an ARBI occurs. The company is eligible for the streamer when the unit achieves another 80 consecutive compliant days. The unit Chain of Command is responsible for returning streamers to USAG-Y ASAP Manager no later than the next duty day after notification of an ARBI.

10. This policy letter supercedes policy letters 1-1, 1-10, and 1-12, dated 7 April 2015.

11. The POC for this this Command Policy is Mr. Andre Johnson, Alcohol and Drug Control Officer (ADCO) DSN 738-5297. ASAP, DHR, USAG-Y.



J. SCOTT PETERSON
COL, CA
Commanding

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