



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY JAPAN  
UNIT 45005  
APO AREA PACIFIC 96343-5005

REPLY TO  
ATTENTION OF

16 JUL 2016

APAJ-GA

COMMAND POLICY MEMORANDUM 16-11

FOR SEE DISTRIBUTION

SUBJECT: Army Substance Abuse Program (ASAP) Policy

1. References

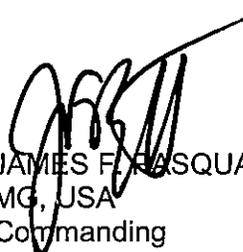
- a. Army Regulation (AR) 600-85, The Army Substance Abuse Program, 28 December 2012.
- b. Army Regulation (AR) 600-63, Army Health Promotion, 14 April 2015.
- c. USARPAC Policy Memorandum 15-08; Army Substance Abuse Program (ASAP) Policy Memorandum, 1 April 2015.
- d. Army Directive 2016-15, Change in the Army's Random Deterrence Drug Testing Program, 22 April 2016.
- e. USARPAC Policy Memorandum 11-10, Policy on Prohibiting the Use, Possession, Distribution and Purchase of Intoxicating Substances 04 May 2011.

2. Purpose: To establish guidelines for USARJ units to manage the ASAP. Procedures and responsibilities in this policy apply to all personnel assigned to USARJ including Soldiers, DA Civilians, and Family members.

3. Inspect: USARJ G1 will inspect the ASAP annually.

4. POC for this memorandum is the USARJ G1 Well Being and Quality of Life Specialist at DSN: 315-263-3567.

Encl  
USARJ ASAP SOP

  
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## USARJ ARMY SUBSTANCE ABUSE PROGRAM SOP

1. Policy. The Army Substance Abuse Program (ASAP) is a commander's program. Preventing drug and alcohol related issues from developing is the primary goal of ASAP. The second goal of the program is to compassionately treat problems as they arise. USARJ personnel are encouraged to self-identify substance abuse and seek treatment. The policy of "limited use" supports Soldiers' self-identification with the goal of rehabilitation and retention. Limited Use covers **PAST** events and prohibits the use of protected evidence against a Soldier by the government in actions under the UCMJ or on the issue of characterizations of service in administrative hearings. When applied correctly, it does not conflict with the Army's mission of standards and discipline. It is intended to assist Soldiers who wish to self-refer to ASAP, or those who have been referred in other ways and wish to rehabilitate.
2. Education. All active duty personnel will receive a minimum of four hours training in alcohol and substance abuse prevention, annually. It is recommended that ASAP staff provide at least one of those hours to each unit on the installation each year. Department of the Army Civilians will receive at least two hours of training in drug and alcohol awareness per year. Training can be provided by the unit commander, Unit Prevention Leader (UPL), a guest speaker or ASAP staff. A sign-in roster must be used to capture the trained audience and must be entered into DTMS within five (5) working days of the training event.
3. Actions. Commanders will:
  - a. Maintain strict adherence to mandatory training with candid leadership discussions.
  - b. Broaden prevention strategies. Supplement training with alternative coping skills developed through Comprehensive Soldier and Family Fitness (CSF2). Family members with substance abuse problems may be encouraged to use ASAP counseling services if resources are available.
  - c. Attack stigma directly. Encourage Soldiers and Civilians to get treatment at the earliest opportunity ahead of adverse administrative actions.
  - d. Foster a caring command climate. How you treat you personnel, even in the worst case scenario, is observed by the rest of the unit. Treating those within your command with dignity and respect may encourage the next person to get help before substance abuse hinders health or performance.
  - e. Include a Limited Use policy provision. Limited Use must be clearly stated as part of each command's ASAP to encourage voluntary substance abuse treatment with a clear goal of rehabilitation/retention of the Soldier.
  - f. Include the inspection of the program in the command's OIP.
4. Testing. Commanders will select a UPL who project a caring attitude to prevent substance abuse. Effective immediately, commanders at the lowest level will ensure random urinalysis is conducted at the rate of 10 percent of assigned strength per month. The primary method for selection is the inspection random (IR) drug testing code. Soldiers not selected for testing during the first three quarters of each fiscal year will be selected for testing during the fourth quarter using the inspection other (IO) test basis code.

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