



DEFENSE INFORMATION SYSTEMS AGENCY

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DISA INSTRUCTION 220-5-2*

GENERAL

Army Substance Abuse Program (ASAP) for DISA Army Personnel

1. **Purpose.** This Instruction prescribes policy, assigns responsibility, and provides procedures for the Army Substance Abuse Program (ASAP) for DISA Army personnel.
2. **Applicability.** This Instruction applies to DISA.
3. **Scope.** This Instruction applies to Active Duty (AD) Army personnel assigned to DISA and Army National Guardsmen and Army Reservists on AD for 30 days or longer.
4. **Authority.** This Instruction is published in accordance with the authority contained in DoD Instruction 1010.01, Military Personnel Drug Abuse Testing Program (MPDATP), 13 September 2012, and Army Regulation (AR) 600-85, The Army Substance Abuse Program, 28 December 2012.
5. **Policy.** In accordance with AR 600-85, drug testing for DISA Army personnel assigned to Fort George G. Meade, Maryland, will be conducted on an unannounced and random basis according to the criteria specified in paragraph 7 and the procedures detailed in paragraph 9. Testing for DISA Army personnel not assigned to Fort Meade will be conducted subject to local procedures. All identified individuals will test. Absenteeism is only acceptable for individuals in a leave or temporary duty (TDY) travel status.
6. **Responsibility.**
 - 6.1 **Manpower, Personnel, and Security Directorate (MPS) Chief, Military Personnel Division (MPS2).** The Chief, MPS2, will manage the ASAP for DISA Army personnel located at Fort Meade.

6.2 Principal Directors, Directors, Commanders, and Chiefs of Major Organizational Elements. These individuals will ensure all identified individuals who are present for duty are tested.

7. Criteria for Selection of Testing at Fort Meade. The Army drug testing program automated system will randomly select 4 to 5 percent of the DISA Army population at Fort Meade each week. Testing will be at a minimum rate of one random sample per active duty member per year. Army personnel randomly selected to provide a urine sample that do not report for a reason other than authorized absence will be reported to their senior enlisted leader and listed to provide a urine sample at the next scheduled urinalysis test.

8. Nomination of Testing Noncommissioned Officers (NCOs). In addition to the two unit prevention leaders (UPLs) in MPS2, at least one male and one female Army NCO in the grade of E-5 or above with 12 or more months remaining in their current assignment will be provided from DISA activities at Fort Meade to MPS2 for UPL training. The goal is to have four soldiers trained in order to rotate responsibilities and maintain the integrity of the ASAP.

9. Procedures. The procedures for testing notification and reporting are as follows:

9.1 On the day prior to the testing, the MPS2 Army Personnel Sergeant will notify all Fort Meade military points of contact (POCs) of the individuals selected for the upcoming test. (Notification will be by e-mail and telephone.)

9.2 Fort Meade military POCs will notify all identified individuals of the urinalysis test no earlier than 0530 on the day of the testing. (Notification will be in person or telephonically--not by e-mail.)

9.3 Fort Meade military POCs will then contact the MPS2 Army section to report that all identified individuals were verbally notified or report the reason that they were not notified (e.g., leave, TDY, quarters per doctor's orders). When a service member is selected for a random urinalysis, but is not present for duty, a urinalysis specimen from the service member will be collected during the next random urinalysis test after the service member's return.

9.4 Upon notification from the individual's directorate Fort Meade military POC, the individual will report to the Command Building, DISA head-quarters campus, to provide a urine sample. Service members will have no more than 2 hours to report to the testing site from the time they are notified to report.

10. **Testing Noncommissioned Officer (NCO) Duties on the Day of Testing.** The male and female testing NCO will report to the Command Building for duty on the day of testing no later than the prescribed time. The testing NCO will conduct urinalysis testing in accordance with AR 600-85. Upon completion of testing, the NCOs will be released back to their directorate.

FOR THE DIRECTOR:



FREDERICK A. HENRY
Brigadier General, USA
Chief of Staff

*This Instruction cancels DISAI 220-5-2, 21 February 2005.

OPR: MPS

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