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**Personnel**

**DRUG ABUSE CONTROL PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

Supersedes CA ANGI 36-2701, 17 Feb 97  
OPR: HQ CA ANG/DS

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This instruction establishes policies and procedures pertaining to the California Air National Guard Drug Abuse Control Program and the responsibilities of staff agencies involved in the administration of the program. Failure to observe the mandatory provisions in this instruction is a violation of Article 92, UCMJ, and non-compliance may result in punishment under Article 92, UCMJ. References: AFI 44-120/CA ANG Sup 1, ANGR 30-2, and AFI 36-3209.

**PRIVACY ACT STATEMENT:** This instruction is affected by the Privacy Act of 1974. The authority to collect personal information and maintain systems of records listed in this instruction is 10 USC 8012, 42 USC 290.ee.3, 42 USC 1981 et. se., and EO 11478.

**SUMMARY OF REVISIONS:** Deletes the requirement for the annual ANG Substance Abuse Report. Changes all references from Social Actions to Military Equal Opportunity.

**Section A - Policy, Procedures, and Responsibilities.**

1.1. The purpose of the California Air National Guard Drug Abuse Program is to deter and eliminate drug abuse while reducing the adverse impact on readiness of the California Air National Guard when abuse does occur.

1.2. Drug abuse is incompatible with Air National Guard standards of conduct. The policy is to maintain standards of behavior, performance, and discipline necessary for mission accomplishment. The California Air National Guard is responsible for helping to prevent drug abuse among its members by identifying, disciplining, and separating those who promote or engage in the illegal or improper use of drugs. The illegal or improper use of drugs by California Air National Guard members seriously damages physical and mental health, jeopardizes an individual's safety and the safety of others, is detrimental to the mission of the California Air National Guard, and can lead to criminal prosecution, in addition to discharge.

1.3. It is the policy of the California Air National Guard that members who refuse to obey an order to test for drug abuse will be processed for administrative and/or military justice action for failing to obey an order or directive. Action which may be considered includes, but is not limited to, referral for administrative discharge, nonjudicial punishment, or referral of charges to court-martial.

1.4. Responsibilities Assigned:

1.4.1. The State Executive Support Staff Officer (ESSO) will have primary responsibility for the California Air National Guard Urinalysis Testing Program. The ESSO will:

1.4.1.1. Ensure functioning of all CA ANG programs in drug testing elements.

1.4.1.2. Coordinate activities of all agencies involved.

1.4.2. State Air Surgeon. The State Air Surgeon (HQ CA ANG/SG) functions as the Office of Collateral Responsibility (OCR) for the CA ANG Urinalysis Drug Testing Program and coordinates with the State ESSO and base Medical Urine Testing Program Monitors (MUTPM) in carrying out the urinalysis drug testing program.

1.4.3. Base Level. Close staffing and cooperation between the base Military Equal Opportunity (MEO) Officer, Staff Judge Advocate, and MUTPMs are essential for the success of the urinalysis testing program.

1.4.4. Wing Commanders will:

1.4.4.1. Direct unit activities to make sure they are working effectively to deter the abuse of drugs among California ANG members.

1.4.4.2. Support tenant and Geographically Separated Units (GSUs) in the administration of the CA ANG drug testing program. For the purpose of this instruction, GSUs include HQ CA ANG, and all units assigned or attached to the 162nd Combat Communications Group.

1.4.4.3. Utilize the base Substance Abuse Control Committee (SACC) to control and monitor the program. A letter of appointment will be used to formally establish the SACC. A copy of the appointment letter and subsequent changes will be forwarded to HQ CA ANG/DS.

1.4.4.4. Ensure that the Drug Abuse Control procedures are consistent throughout the Wing.

1.4.5. SACC. The Wing Commander is the chairman of the SACC. Other members should include at a minimum the Chief of Military Equal Opportunity, Chief of Security Police, Senior Medical Officer, Staff Judge Advocate, Public Affairs Officer, Base Director of Personnel, and the Substance Abuse NCO. SACC responsibilities are:

1.4.5.1. Ensure testing is conducted according to Air Force and ANG policy and directives, that the distribution of allocations meet unit requirements, and that the test level and type of test (i.e., inspection testing, probable cause, command directed) are appropriate to the situation. The method for selection of individuals to be randomly tested will be by use of the MEO PC-III Random Drug Testing Application. Letters of notification for individuals selected for testing will be transmitted to the unit commander's PC-III Office Automation Area. Under the PC-III random drug testing application, the allocation shall be up to the maximum allocation for each unit for each UTA for each Military Personnel Flight (MPF).

1.4.5.2. Review the status of personnel found to be drug positive through urinalysis testing and insure that proper follow-up action is taken.

1.4.5.3. Ensure substance abuse education is conducted IAW ANG directives.

1.4.5.4. Ensure that notification and testing of individuals selected by the PC-III for random drug testing takes place during scheduled Unit Training Assemblies (UTAs).

1.4.6. Wing Military Equal Opportunity Officer. The Wing MEO Office is the Office of Primary Responsibility (OPR) for the drug testing program. The Chief of MEO will:

1.4.6.1. Ensure proper functioning of all aspects of all agencies involved in the testing process.

1.4.6.2. Report results and trend to the Wing Commander and the SACC.

1.4.6.3. Receive drug positive results from the full-time Health Services Manager (HSM).

1.4.6.4. Conduct self-assessments of the drug testing program in conjunction with unit OCRs for the Wing Commander.

1.4.6.5. Develop and implement a base-wide education program on substance abuse.

1.4.6.6. Submit the ANG Substance Abuse Report to the HQ CA ANG/DS within 30 days following the close of each fiscal year.

1.4.7. Substance Abuse NCO (SA/NCO). The SA/NCO is responsible to the Wing/Base Commander, through the Chief of MEO, for administering and conducting the Drug Abuse Control Program. Responsibilities include:

1.4.7.1. Identifying, organizing, and managing on-base resources to provide effective prevention, education, identification, evaluation, and referral programs.

1.4.7.2. Maintaining urinalysis testing records in accordance with AFI 44-120.

1.4.7.3. Participating in unit staff assistance visits and in-briefings to unit commanders and first sergeants concerning local drug policies and the base drug abuse climate.

1.4.8. ANG Medical Treatment Facility Commander (MTF/CC). Serves as the unit Office of Collateral Responsibility for the urinalysis and is responsible for all medical aspects of the urinalysis program. This person will:

1.4.8.1. Provide the delivery system for the program to include specimen collection, chain of custody processing, and reporting of positive results.

1.4.8.2. Appoint MUTPMs to serve the Wing and GSUs, where applicable.

1.4.8.3. The MTF/CC supporting a GSU with independent medical support will train and certify the assigned medical personnel as MUTPMs.

1.4.8.4. Ensure commanders are familiar with the medical aspects of the program in coordination with the base MEO Office.

1.4.8.5. Establish a predetermined time period for urinalysis testing that allows enough time for members to be tested, and for commanders to take administrative action for those refusing to test.

1.4.9. Medical Urine Testing Program Monitor. The MUTPM administers the medical portion of the unit drug abuse testing program. The MUTPM will carry out the provisions of AFI 44-120, as supplemented by CA ANG Sup 1.

1.4.10. Unit Staff Judge Advocate. The unit SJA:

1.4.10.1. Ensures compliance with chain of custody collection procedures under applicable DOD and NGB directives and AF/ANG policy.

1.4.10.2. Advises all commanders, the Chief of MEO, and the SACC regarding legal aspects of the program.

1.4.10.3. Coordinates on all requests for drug analysis inspections, commander-directed examinations, and searches and seizures.

1.4.10.4. Receives copies of all requests by service members for independent retest.

1.4.10.5. Assures proper notification to the Medical Testing Laboratory for retention of the specimen has been given by the MTF/Health Services Manager.

1.4.10.6. Arranges, as requested, for military justice proceedings to be conducted for unit/GSU members who are charged with refusing or unjustifiably failing to obey an order to test.

1.4.11. Supervisors, Squadron, and Group Commanders: All commanders and supervisors must be familiar with the Drug Abuse Program and take corrective measures when individuals are suspected of drug abuse. Commanders will:

1.4.11.1. Consult with medical, MEO, and staff judge advocate officials when substandard performance or misconduct is suspected to be drug related.

1.4.11.2. Consult the SJA before probable cause or commander-directed testing is initiated.

1.4.11.3. Ensure that testing is completed in all incidents of known or suspected drug abuse or indications of deterioration's of duty performance or behavior is believed to be drug abuse related. Legal advice should be obtained from the SJA.

1.4.12. GSU Squadron Commanders:

1.4.12.1. Ensure necessary arrangements are made to transport members selected for testing from duty location to medical treatment facility when not co-located.

1.4.12.2. If the unit is conducting urinalysis testing without host medical treatment facility or independent medical support personnel present, ensure that MUTPMs have been trained and certified by the host medical treatment facility commander.

Section 2 - Urinalysis Testing Program.

2.1. The California Air National Guard Urinalysis Testing Program is governed by AFI 44-120 as supplemented.

DANIEL J. GIBSON  
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