

Summary of Changes

USMEPCOM Regulation 608-1
Personal Affairs
Wellness and Readiness Program

Minor policy and administrative revisions have been made to this regulation and are formatted in red text; information that is obsolete and will be deleted is formatted in red text with ~~strikethrough~~. Primary revisions are identified below; it is highly recommended that this regulation be reviewed in its entirety to have a clear understanding of all revisions.

Incorporating changes effective June 1, 2015

- Chapter 8: Completely revised.
- Appendix B: Added test questions involving the Unit Substance Abuse Program
- Throughout: Changed resource links to <https://www.militaryonesource.mil/>

DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
2834 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3091

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No. 608-1

July 30, 2012

Incorporating changes effective June 1, 2015

Effective: **June 1, 2015**

Personal Affairs
USMEPCOM Wellness and Readiness (WR) Program

FOR THE COMMANDER:

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Executive Summary. This regulation establishes policies and procedures for the United States Military Entrance Processing Command (USMEPCOM) Wellness and Readiness (WR) program.

Applicability. This regulation applies to military personnel and civilian employees assigned or attached to USMEPCOM.

Supplementation. Supplementation of this regulation is prohibited without prior approval from Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), ATTN: J-1/MEHR-PRW, 2834 Green Bay Road, North Chicago, IL 60064-3091.

Suggested improvements. The proponent agency of this regulation is HQ USMEPCOM, ATTN: J-1/MEHR-PRW. Users are invited to send comments and suggested improvements on [Department of the Army \(DA\) Form 2028](#), Recommended Changes to Publications and Blank Forms, or memorandum, to HQ USMEPCOM, ATTN: J-1/MEHR-PRW, 2834 Green Bay Road, North Chicago, IL 60064-3091.

Internal control process. This regulation contains internal control provisions and provides an internal control evaluation checklist, in [Appendix B](#), for use in conducting internal controls.

*This regulation supersedes USMEPCOM Regulation 608-1, September 6, 2007.

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Chapter 1 General

1-1. Purpose

This regulation provides guidance for the United States Military Entrance Processing Command (USMEPCOM) Wellness and Readiness (WR) Program for USMEPCOM employees and their Family Members.

1-2. References

References are listed in [Appendix A](#).

1-3. Abbreviations

Abbreviations used in this regulation are explained in the glossary.

1-4. Responsibilities

- a. Commander, USMEPCOM, will establish policy, guidance, and funding for the WR program.
- b. Director J-1/MEHR, will establish recommendations for policy and budget and ensure coordination and integration of the USMEPCOM WR program.
- c. Wellness and Readiness Branch will:
 - (1) Provide advice and assistance to the USMEPCOM Commander(s) on WR issues.
 - (2) Formulate policies and procedures.
 - (3) Ensure military and civilian employees and their Family Members are aware of the policies and programs contained in this regulation.
 - (4) Ensure services are developed based on HQ USMEPCOM, Sector, and MEPS-specific needs and mission requirements.
 - (5) Use existing resources, information, and services to the greatest extent possible. Ensure recommended services complement each other from Federal, State, and local civilian agencies and not for profit organizations.
 - (6) Provide assistance in developing training requirements and training for WR programs.
- d. Sector Commander will:
 - (1) Ensure each MEPS has a viable and effective WR program in place.
 - (2) Promote understanding and visibility of the RSG.
 - (3) Ensure compliance with this regulation.
- e. Battalion (BN) Commander will:
 - (1) Ensure each MEPS has a viable and effective WR program in place.

(2) Promote understanding and visibility of the RSG, as necessary.

f. MEPS Commander will:

(1) Establish WR priorities and allocate resources to meet requirements.

(2) Monitor and evaluate RSG effectiveness on an annual basis using the Commander's Azimuth checklist.

(3) Maintain all documentation for supported RSG activities.

(4) Establish and maintain a working relationship between local military and civilian family support agencies.

(5) Complete the WR internal control assessment evaluation checklist on an annual basis IAW [AR 600-20](#), Army Command Policy.

(6) Appoint an Army Volunteer Corps Coordinator (AVCC) to manage the MEPS volunteer program.

(7) Complete RSG appointment orders for the RSG Leader and RSG Treasurer.

(8) Provide administrative support, use of official mail, and reimbursement of incidental expenses under pre-approved circumstances for MEPS RSG volunteers.

(9) Provide workspace and administrative needs (such as paper, computer, e-mail, telephone, and copying service) to RSG volunteers.

(10) Promote understanding and visibility of WR programs.

(11) Ensure compliance with this regulation.

1-5. Objectives

The USMEPCOM WR program will:

a. Provide services that promote self-sufficiency, resiliency, stability, and readiness to all USMEPCOM military personnel, civilian employees and their Family Members.

b. Create an RSG at each MEPS, with MEPS personnel and Family Members actively involved in problem solving, instilling excellence, and pursuing personal growth and learning.

1-6. Initiatives

a. All leaders have a responsibility to support, encourage, and implement programs that improve the living and working environment of USMEPCOM military members, civilian employees, and their Family Members. This regulation consolidates the general program guidance that will aid USMEPCOM in developing and operating WR programs.

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b. Sector, Battalion, and MEPS Commanders are encouraged to develop additional WR programs that meet the needs of their units. Requests to implement new programs, not prescribed in this regulation and suggestions to improve the quality of any WR program, may be sent to HQ USMEPCOM, ATTN: J-1/MEHR-PRW, 2834 Green Bay Road, North Chicago, IL 60064-3091.

1-7. WR program participation and service delivery

a. Composition The WR program is composed of planned programs or activities that meet the needs and interests of USMEPCOM military personnel, civilian employees and their Family Members.

b. Participation Unless officially delegated, participation in WR programs by USMEPCOM military personnel, civilian employees and their Family Members is on an individual voluntary basis. WR activities are official unit activities.

c. Service delivery Deliver the services using the following programs/initiatives:

- (1) Wellness and Readiness Symposium
- (2) Readiness Support Group
- (3) Volunteer Management
- (4) Family Assistance Programs
- (5) Sexual Harassment/Assault Response Prevention Program (SHARP)
- (6) Civilian Wellness Program
- (7) Substance Abuse Program

1-8. Program publicity

Publicize the WR program to make Commanders, staff, and all eligible participants aware of the services offered. Publicize using all available media (e.g., bulletin boards, newsletters, command information classes, Web sites, Social Media Sites, conference calls, teleconferencing, telephone trees, RSGs, and training conferences). Additional formats may be developed to enhance communication.

Chapter 2

Army Family Action Plan

2-1. Purpose

The Army Family Action Plan Program (AFAP) is implemented to provide forums for Military Members, Military retirees, DA Civilians, and Family Members to propose solutions for issues of well-being concern and orchestrate a management protocol for issue implementation and accountability that includes leadership direction and approval.

2-2. Issue Submission

There are two ways to submit an Army Family Action Plan (AFAP) issue:

a. Submit to USMEPCOM: Submit issues using [USMEPCOM Form 608-1-7-E](#) (Army Family Action Plan (AFAP) Program Issue Worksheet). Issues may be submitted to Wellness and Readiness via:

(1) Mail

Commander, USMEPCOM
ATTN: J-1/MEHR-PWR
2834 Green Bay Road
North Chicago, IL 60064-3091

(2) Email: HQ-J1-MHR-WR@mepcom.army.mil

(3) Fax: 847-688-4790.

b. Submit to Army: Submit issues online using Army OneSource at www.myarmyonesource.com. Through the AFAP Issue Management System, you can submit an issue, or you can search the online data base for active and closed AFAP issues.

2-3. Issue Resolution

Wellness and Readiness Branch (J-1/MEHR-PRW) will convene an AFAP working group, as needed, to work and resolve submitted issues. This may include the use of Video Teleconference (VTC), Defense Connect Online (DCO), SharePoint, and/or Temporary Duty (TDY) as necessary, to resolve AFAP issues at the appropriate level within USMEPCOM or forward to Department of the Army AFAP Program.

Chapter 3 Readiness Support Group

3-1. Purpose

The purpose of the USMEPCOM Readiness Support Group (RSG) organization is to provide mutual support and assistance, and a network of communications among the Family Members, the chain of command, and community resources. RSG's will assist Unit Commanders in meeting military and personal preparedness and enhance the family readiness of the unit's Military Members and Families. They will also provide feedback to the command on the state of the unit "Family."

3-2. Requirements

Commanders will establish an RSG in which the basic goals include social support, communication system, and well-being activities. Sector Commanders, see [paragraph 1-4d](#).

a. Assist with the collection of local information used for the welcome packet and/or the relocation information from Military One Source Home Front: (<https://www.militaryonesource.mil/>) (~~<http://www.militaryhomefront.dod.mil/>~~).

b. Develop and publish quarterly official RSG newsletters and distribute to employees and their families.

c. Coordinate RSG activities on a quarterly basis at a minimum, ensuring all employees and Family Members are invited to participate.

d. Welcoming a new spouse is an official mission of the RSG. However, the RSG may not spend appropriated funds on a plaque or gift for the new or departing spouse(s).

3-3. Funding support

Authorized funding support falls into two categories: appropriated funds and informal funds (see [AR 608-1](#), Army Community Service Center Appendix J).

a. Appropriated funds. There are several types of appropriated funds support to volunteers, with command planning and approval that can be provided. The following appropriated funds are authorized:

(1) Official mail. RSG volunteers are authorized to use official mail and e-mail. All mail must be for an official, mission-related purpose, and approved by the Commander. Official mail *will not* be used to send social items such as recipes, birth announcements, bowling league scores, or any information about revenue producing items or events.

(2) RSG newsletters. The RSG newsletter may contain official and unofficial information, provided unofficial information does not exceed 20 percent of the printed spaced used for official information. It does not increase printing and mailing cost to the government. And does not include personal wanted/for sale advertisements. Official information relates to command and mission-essential information that the Commander believes families should have to be better informed.

(3) Government facilities. RSG volunteers are authorized to use Government facilities while acting in a volunteer status, which includes dedicated office space, desk (or desk drawers if more than one volunteer uses the same desk), equipment, supplies, telephones, computer and internet access needed to accomplish their assigned duties on behalf of the RSG.

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(4) Government vehicles (GOV). An RSG volunteer, with a valid driver's license, is authorized to operate a GOV while performing official volunteer duties as long as the authorization is included in the volunteer's position description.

(5) Invitational Travel Orders (ITOs). ITOs are not authorized for volunteers in their capacity as volunteers. However, ITOs can be authorized for volunteers performing a direct service for the Government. Volunteers may include subject-matter experts, consultants, and other advisors who must travel to confer with Government officials in connection with the performance of that service (e.g., symposia). ITOs may be issued for the purpose of giving or receiving training. Reimbursement can be made from appropriated funds, depending on command approval and availability.

(6) Reimbursement of incidental expenses. Commanders are authorized to use appropriated funds to reimburse RSG leaders and designated official volunteers for out-of-pocket costs like child care, telephone costs, and similar expenses. Procedures for reimbursement of incidental expenses are included in [AR 608-1](#), Army Community Service Center. Reimbursements depend on command approval and availability of funds.

(7) Funding for awards. RSG volunteer awards and recognition, to include certificates and award frames are authorized to be purchased from appropriated funds for recognition of RSG volunteers.

b. RSG Informal Fund Standard Operating Procedures (SOPs). Commanders will approve an SOP that describes the support available for RSG mission activities and the procedures for the RSG leaders and volunteers to request support. RSG leaders must be familiar with the SOP and maintain the original copy in the RSG Continuity Binder. A sample SOP is included in Operation READY training materials.

c. Informal funds support. MEPS Commander may authorize their RSG to maintain one informal fund in accordance to [AR 600-20](#), Army Command Policy. No more than one RSG informal fund should be authorized. Informal funds are private funds generated by RSG members that are used to benefit the RSG membership as a whole. FRG funds may not be deposited or mixed with appropriated funds, unit MWR funds, the unit's cup and flower funds, or any individual personal funds.

(1) MEPS Commander will sign a letter designating a fund custodian (treasurer) and an alternate. Fund custodian and alternate must not be the Unit Commander, a deployable Military Member, or the RSG leader. The fund custodian is responsible for informal fund custody, accounting and documentation.

(2) The informal fund custodian will provide informal fund reports to the MEPS Commander monthly and as requested. An annual report on the RSG informal fund activity will be provided to the Battalion Commander no later than 30 days after the end of the calendar year. The fund custodian will maintain the original copy of the approved annual budget in the RSG Continuity Binder.

(3) RSG Informal fund accounts may not exceed \$10,000 at any one time.

(4) Unit Commander may establish a lower annual income cap.

(5) Operation of the RSG informal funds will be consistent with DoD values and [DoD 5500.7-R](#), Joint Ethics Regulation (JER).

3-4. Fundraising by RSG Informal Funds

RSGs may not engage in external fundraising activity beyond the confines of what are described as on-post activities, off-post activities, and off-limit actions. Applicants and/or their Family Members will not

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be solicited to conduct fundraising. Conducting a fundraiser in an area frequented by applicants or their Family Members is considered nonverbal solicitation.

a. Policy. The JER authorizes RSG informal funds to conduct official fundraising among their own members or dependents and from other DoD personnel assigned to units located on the same installation or federal leased space as a USMEPCOM unit. Fundraising must be (1) for the RSG informal fund, as opposed to a private charity; and (2) approved by the Unit Commander and coordinated with the Commander with co-cognizance over the location of fundraising, if different from the organization area.”

(1) Each fundraiser must be in support of a specific event.

b. Unauthorized RSG fundraising activities

(1) As an official activity of the DoD, an RSG may not engage in external fundraising among personnel not affiliated with the DoD and may not solicit gifts and donations. However, in accordance with [AR 1-100](#), Gifts and Donations and with the advice of MEJA, Commanders and RSG leaders may, in response to an appropriate unsolicited inquiry, inform potential donors of the needs of the command in relation to assisting USMEPCOM Families.

(2) Applicants and their Family Members may not be solicited during an RSG fundraiser. Whenever possible, fundraisers should be held in areas of the MEPS not frequented by applicants and Family Members. Prohibited fundraising practices include:

(a) Raffles. A Commander may approve a raffle, if consistent with state and local law, as long as it does not violate the prohibition against gambling in [AR 600-29](#), Fund-Raising within The Department of the Army, paragraph 3-3, and the JER. To constitute gambling, an activity must 1) require payment of money or something of value; 2) to participate in a game of chance; 3) with the possibility of winning something of value as a prize. A raffle or drawing will not violate the anti-gambling provisions as long as 1) individuals are not required to make a donation in order to participate; and/or 3) the prize is of little or no value.

(b) Chain letters and pyramid schemes.

(c) Door-to-door solicitations.

(d) Any activity that is immoral, pornographic, illicit and/or casts a negative light on the military.

(e) Dispensing or acquiring controlled substances.

(f) Any activity involving Military Members in uniform.

(g) Any activity that competes with military Exchange Services and Morale, Welfare, and Recreation (MWR) facilities.

(h) Any activity on private property without proper permission.

(i) Any activity that violates a State or local ordinance.

(j) Any activity or product that is dangerous or unduly risky

Chapter 4 Volunteer Management

4-1. Volunteerism

Volunteerism is a tradition within all Services. Volunteers play a particularly important role within USMEPCOM because of the unique difficulties employees and their Family Members may encounter. USMEPCOM volunteers will not receive any monetary reimbursement for voluntary service. Civilian employees who perform volunteer work must do so outside of normal working hours, volunteer during their lunch period, or take leave while performing their volunteer duties. USMEPCOM volunteers may volunteer within military organizations and their local communities for recognition purposes.

4-2. Purpose

To provide guidance for the management of WR volunteers. Management includes administration, supervision, and recognition of volunteers.

4-3. Volunteers

All appointed volunteers, unless otherwise directed, will have a position description. Volunteer categories are as follows:

a. Statutory. An appointed RSG volunteer (e.g., leader, co-leader, treasurer, secretary, newsletter editor, volunteer coordinator) is sanctioned as an official volunteer under [Title 10, United States Code, section 1588](#), Voluntary Services in the DoD. This legislation allows USMEPCOM to accept volunteers in USMEPCOM WR programs. Officially sanctioned RSG volunteers are considered Federal employees for liability purposes arising from activities within the scope of their volunteer duties. They are authorized certain kinds of support and, where budgeted for and approved by the Commander, can have certain expenses that arise as a result of their volunteer service reimbursed with appropriated funds from the Commander's budget.

b. Gratuitous service. An individual who provides volunteer service to the command without any expectation of compensation, to include reimbursements of incidental expenses (such as child care) from APF or NAF. Gratuitous servants are not considered statutory volunteers under [10 USC 1588](#). Requests to accept gratuitous services must comply with all provisions of [AR 608-1](#), Chapter 5, Section III and be approved in advance by the USMEPCOM Staff Judge Advocate.

4-4. Volunteer Management Information System (VMIS)

This system provides tools to manage volunteerism in your military community. VMIS provides online recruitment, storage of volunteer records (hours, positions, awards, training), roll-up of volunteer hours, easy and efficient communication with volunteers and volunteer managers through the Army OneSource portal. Volunteer service must be documented by the volunteer in VMIS and verified by the MEPS Army Volunteer Corps Coordinator (AVCC).

- a. VMIS Regional Program Manager. J-1/MEHR-PRW
 - (1) Provides overall program management.
 - (2) Invites by email, authorizes, and manages MEPS AVCCs.
 - (3) Provides training for USMEPCOM AVCCs.
- b. MEPS Commander

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- (1) Ensure an atmosphere promoting volunteerism exists within the MEPS.
- (2) Appoint an AVCC in writing.
- (3) Maintain a copy of the AVCC appointment letter on file and forward a copy to the VMIS program manager.

c. Army Volunteer Corps Coordinator (AVCC)

- (1) Register for an account on Army OneSource at www.myarmyonesource.com
- (2) Accept email invitation from VMIS program manager to become the MEPS AVCC
- (3) Complete the online training located on Army OneSource and forward a copy of the completion certificate to the VMIS program manager
- (4) Write and post volunteer position for the MEPS in VMIS
- (5) Accept/decline applications for volunteer requesting volunteer position within the MEPS
- (6) Certify volunteer hours (at least monthly)
- (7) Assist volunteers, as needed, in using VMIS

d. Volunteer

- (1) Register for an account on Army OneSource at www.myarmyonesource.com
- (2) Apply for volunteer position listed in open position list for your MEPS
- (3) Record volunteer hours in VMIS at completion of volunteer event (must be input each calendar month at a minimum)

4-5. Volunteer Awards

For procedures on processing awards and volunteer certificate preparation, see [USMEPCOM Regulation 600-25](#), USMEPCOM Awards Program, Chapter 4.

Chapter 5

Family Assistance Programs

5-1. Relocation Readiness Program

The purpose of this program is to support USMEPCOM military members and civilian employees and their Family Members during incoming and outgoing relocations and/or emergencies. Relocation assistance includes the following:

a. Military ~~One Source Home-Front~~ Relocation information. A system that includes welcome information (<https://www.militaryonesource.mil/>) (~~<http://www.militaryhomefront.dod.mil/>~~). Military Community-Relocation information is updated on a quarterly basis. USMEPCOM may access relocation information to incoming/outgoing employees.

b. Welcome packet. Gaining Commanders are responsible for developing and providing welcome packets appropriate for their geographic location. Packets may be obtained from local Army Community Service offices, Air Force Family Service Centers, Navy/Marine Corps Family Service Centers, and through the local Chambers of Commerce. Sample Welcome packet content can be found in [Appendix C](#), additional information can be found on [Sharing Policy Experience And Resources \(SPEAR\)](#) at Headquarters/J-1/MEHR/Special Programs Division/Wellness and Readiness Branch.

5-2. Information and Referral Program

The purpose of the program is to provide relocation information and referral (e.g., schools, childcare, housing, medical, etc.) to USMEPCOM employees and their families. Commanders will ensure a current listing of civilian and military medical, human, and social service agencies are available to USMEPCOM employees and their Family Members. Resources may be obtained from the following agencies:

a. Primary agencies:

- (1) Family centers.
- (2) Military One Source.
- (3) Employee Assistance Program.

b. Additional agencies (not inclusive):

- (1) The American Red Cross.
- (2) The American Legion and other Veteran Service Organizations (i.e., Veterans Administration (VA), Disabled American Veterans (DAV), and Veterans of Foreign War (VFW)).
- (3) Emergency services.
- (4) Chaplains and counseling.
- (5) Chamber of Commerce.
- (6) United Services Organization.
- (7) TRICARE.

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(8) Servicing military installation family centers, family advocacy program, and sexual assault response coordinator.

5-3. Family Advocacy Program (FAP)

The purpose of these programs is to provide education and counseling specifically designed to address issues related to the prevention and treatment of domestic violence and sexual assault.

- a. Commander, USMEPCOM, and Sector Commanders will follow local/installation guidance.
- b. MEPS Commanders will complete Child Abuse and Domestic Abuse briefings within 45 days following assumption of command as well as annually thereafter. This briefing includes a discussion of the material contained in the Commander Education program. (See AR 608-18, The Army Family Advocacy Program, para 3-2b) Mandatory briefing can be obtained through Military OneSource Child Abuse and Domestic Abuse at <https://www.militaryonesource.mil/abuse> ~~<https://cedvt.dod.mil>~~.
- c. MEPS Commanders will establish procedures with the servicing installation to ensure compliance with [AR 608-18](#).

5-4. Exceptional Family Member Program

The purpose of this program is to assist USMEPCOM military members and civilian employees and their Family Members with special medical, housing, and/or educational services. The USMEPCOM employee will be referred to the appropriate agency. Exceptional Family Member Program personnel are available at military family centers or military treatment facilities.

5-5. Recommended Resources

- a. Exceptional Family Member Program website [http://myarmybenefits.us.army.mil/Home/Benefit_Library/Federal_Benefits_Page/Exceptional_Family_Member_Program_\(EFMP\).html](http://myarmybenefits.us.army.mil/Home/Benefit_Library/Federal_Benefits_Page/Exceptional_Family_Member_Program_(EFMP).html).
- b. TRICARE website <http://www.tricare.mil>.
- c. Military OneSource website <https://www.militaryonesource.mil/>.
- d. Relocation website (<https://www.militaryonesource.mil/>) (~~<http://www.militaryhomefront.dod.mil/>~~).
- e. Employee Assistance Program <http://www.FOH4You.com>.

Chapter 6

Sexual Harassment / Assault Response Prevention (SHARP) Program

6-1. Purpose

The purpose of this program is to prevent and eliminate sexual harassment and assault within our organization by providing procedures to establish a culture of prevention, response, and accountability that enhances the safety and well-being of all USMEPCOM personnel. This policy is applicable to all members of USMEPCOM except where it would contradict Department of Defense (DoD) or Army Policy.

6-2. Sexual Harassment Complaints

DoD Civilians sexual harassment complaints will be filed and processed through the Equal Employment Opportunity (EEO) Office. All military sexual harassment complaints will be filed and processed through the Equal Opportunity (EO) Office.

6-3. Sexual Assault Incident Report Time

In support of USMEPCOM's commitment to ensuring victims of sexual assault are protected, treated with dignity and respect, and provided support, advocacy and care, any member of the command who becomes aware of a sexual assault, should immediately (within 24 hours) report the sexual assault incident to a Victim Advocate (VA), the Sexual Assault Response Coordinator (SARC) or their supervisor

6-4. SHARP Program Procedures

a. Battalion Commanders will:

(1) Appoint a primary and alternate VA. A template for the Appointment Letter is located on [SPEAR](#) at Headquarters>J-1/MEHR>Special Programs Division>J-1 Wellness and Readiness Branch. Each VA will complete the SHARP 80 hour training and be credentialed before starting VA duties. VA's must meet minimum grade requirements:

- (a) Officer: O-2 or W-2
- (b) Enlisted: E-6
- (c) Civilian: GS-09

(2) Post USMEPCOM Sexual Assault Victim Confidential Hotline flyers in all common areas of USMEPCOM facilities. A template for the flyer is located on [SPEAR](#) at Headquarters > J-1/MEHR >Special Programs Division>J-1 Wellness and Readiness Branch>Sexual Harassment Assault Response Prevention (SHARP).

(3) Implement the SHARP Program under the provisions of [AR 600-20](#), Army Command Policy and applicable All Army Activities Messages (ALARACT).

(4) Utilize the Station Advisory Reporting Network ([STARNET](#)) system to report Unrestricted Reports of sexual assault or rape, attempted or actual, of Military Members, DoD civilians and applicants. Minimal use of identifying information and description of the alleged incidents should be utilized to maintain victim's confidentiality when utilizing the [STARNET](#).

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(5) Not discuss information with UVAs, or other USMEPCOM personnel, that would violate a sexual assault victim's rights of confidentiality as prescribed in [DoDI 6495.02](#), Sexual Assault Prevention and Response Program Procedures.

(6) Ensure all members of USMEPCOM are aware of their rights and responsibilities as they pertain to this policy.

(7) Ensure annual SHARP Training is completed for all Military Personnel and Civilian Employees.

b. MEPS Commanders will:

(1) Post USMEPCOM Sexual Assault Victim Confidential Hotline flyers in all common areas of USMEPCOM facilities. A template for the flyer is located on [SPEAR](#) at Headquarters > J-1/MEHR >Special Programs Division>J-1 Wellness and Readiness Branch>Sexual Harassment Assault Response Prevention (SHARP).

(2) Utilize the Station Advisory Reporting Network ([STARNET](#)) system to report Unrestricted Reports of sexual assault or rape, attempted or actual, of Military Members, DoD civilians and applicants. Minimal use of identifying information and description of the alleged incidents should be utilized to maintain victim's confidentiality when utilizing the [STARNET](#).

(3) Ensure all members of USMEPCOM are aware of their rights and responsibilities as they pertain to this policy.

(4) Ensure annual SHARP Training is completed for all Military Personnel and Civilian Employees.

(5) Not discuss information with VAs, or other USMEPCOM personnel, that would violate a sexual assault victim's rights of confidentiality as prescribed in [DoDI 6495.02](#), Sexual Assault Prevention and Response Program Procedures.

c. Sexual Assault Response Coordinator (SARC). Performs duties as outlined in [AR 600-20](#), Army Command Policy, Chapter 8, Sexual Assault Prevention and Response Program and [USMEPCOM Policy Memorandum 6-11](#), Line of Duty Determinations for Victims of Sexual Assault, dated February 11, 2011.

d. Victim Advocate (VA) will:

(1) Complete SHARP 80 hour training before assuming VA duties.

(2) Report to the USMEPCOM SARC.

(3) Proactively maintain the confidentiality of a sexual assault victim to the fullest extent possible.

(4) Perform duties as outlined in [AR 600-20](#), Army Command Policy Chapter 8, Sexual Assault Prevention and Response Program.

6-5. Civilian Employee and Applicant-Involved Sexual Assault.

- a. Civilians employee or applicants indicating they have been a victim of sexual assault must be immediately referred to the local VA or USMEPCOM SARC for assistance.
- b. VAs will provide support and assistance to the civilian employee or applicant in the immediacy, performing a warm hand-off to the local rape crisis center as soon as possible, but no later than the end of the duty day.
- c. The local recruiting service Commander must be notified by the MEPS Commander using the most expedient measure available in all cases of applicants-involved in sexual assault.
- d. Paperwork associated with the SHARP program will not be completed.
- e. The VA will notify the SARC within 24 hours of becoming aware of the civilian employee or applicant-involved sexual assault.
- f. A [STARNET](#) will be completed for civilian employee or applicant-involved sexual assaults.
- g. No follow up is required by the VA once a warm hand-off to a rape crisis center is completed.

6-6. Restricted Line of Duty Determinations.

In accordance with the procedures outlined in [AR 600-8-4](#), Line of Duty Policy, Procedures, and Investigations and [USMEPCOM Policy Memorandum 6-11](#), Line of Duty Determinations for Victims of Sexual Assault, dated February 11, 2011, the VA will conduct a Line of Duty Determination for all restricted reports of sexual assault.

Chapter 7 Wellness Programs

7-1. Purpose

The aspects of physical health and wellness have direct implications on employee readiness. They encompass physical, behavioral, spiritual, and social dimensions and are positive actions, contributing to reduced health-related absences, increased productivity and improved morale. By taking a hands-on approach to healthy living and participating in the Employee Wellness Program, employees will be actively contributing to Army effectiveness and readiness.

7-2. Fitness Programs

Employees are encouraged to participate in physical fitness activities. By doing so this will enhance performance, minimize absenteeism and other health related problems, and strengthen USMEPCOMs ability to recruit and retain qualified employees.

(1) Employees may participate in a physical fitness program and are authorized a total of 78 hours of duty time during their employment to participate in the fitness program. The 78 hours may be taken in increments up to 1½ hours per session for a total of no more than 3 hours per week limited to one time only.

(2) Employees may combine approved leave (annual and compensatory time) with their lunch period or may use flex time to create a work schedule to accommodate a fitness session during the duty day. Employees may combine the excused exercise time with the authorized ½ hour lunch for a total of 2 hours absence from the workplace or may use up to 1½ hours of the excused absence with approved annual leave for a longer absence. An employee may use up to 3 hours of duty time per week to participate in fitness programs. Supervisors are encouraged to allow maximum scheduling flexibility for these command-sponsored programs.

(3) Participants must have approval from their supervisors for an absence from the workplace during normal duty hours.

7-3. Gym Membership

a. Eligibility:

(1) Military personnel on active duty (Title 10) who are assigned to a unit that is located more than 10 miles from an active duty military installation may participate in the Gym Membership Program.

(2) Military personnel assigned to a MEPS that is located on a military installation, and Family Members of active duty military personnel. Department of the Army (DA) civilian employees, and government contractors are not eligible to participate in the Gym Membership Program.

b. Policy:

(1) Eligible military members may elect, as a unit, to attend either a participating Armed Services Young Men's Christian Association (ASYMCA) gym or a private gym of their choice. All eligible military members must attend the same gym.

(2) Participating ASYMCA locations membership information, and program requirements are available through the ASYMCA website at <http://www.asymca.org/>.

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(3) Private gym information may be obtained through local community resource (i.e. chamber of commerce, better business bureau, telephone directory, etc.).

(4) Eligible military members must visit the selected gym on at least eight separate days per calendar month each in order to maintain eligibility for renewal under this program.

(5) Commanders will ensure their military members are eligible for participation in the Gym Membership Program and that they are in compliance with this policy and the membership requirements of the selected gym.

(6) Gym membership approval authority is delegated to Sector Commanders. Membership should be purchased on a yearly basis when possible.

7-4. Employee Assistance Program

a. The Employee Assistance Program (EAP) is a confidential counseling and referral service available to assist employees and their families with successfully dealing with life's challenges.

b. EAP services are available to employees at no cost, as USMEPCOM has prepaid for these services. Generally, each employee and Family Member receives six cost-free sessions per case each.

c. Counseling and referral services are available 24 hours a day, seven days a week for confidential assistance with work, family, personal matters, legal, and financial issues.

d. EAP services can be obtained at:

(1) Commercial phone: (800) 222-0364

(2) TTY: (888) 262-7848

(3) Internet: <http://www.FOH4you.com>

7-5. Global Assessment Tool

a. The Global Assessment Tool (GAT), as part of the Army's Comprehensive Soldier Fitness program, provides a Soldier, their Family Members, and civilian employees with a baseline assessment in the four dimensions of strength: emotional, social, spiritual and family; and provides an opportunity to track self-development and growth in these areas over a period of time.

b. Answers to the GAT are not accessible to others nor are they meant to diagnose. The GAT provides immediate results that allow Soldiers, their Family Members, and civilian employees to identify their own personal strengths and weaknesses. Participants are able to immediately begin online training that will help them enhance their performance and build resilience through life-long learning. Results are linked to comprehensive resilience modules that provide tools to help a participant enhance their resilience skills in each of the four dimensions of strength.

c. Completing the GAT.

(1) Soldiers. Required to complete the GAT annually, unless directed otherwise by HQDA. They may retake the GAT after 90 days since last completion date.

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(2) Family Members. May take the GAT at any time and may retake the GAT after 90 days since last completion date. The GAT is optional for Family Members.

(3) DA civilian employees. May take the GAT at any time and may retake the GAT after 90 days since last completion date. The GAT is optional for DA civilian employees.

d. The GAT is available on the Comprehensive Soldier Fitness website accessible through Army Knowledge Online at <http://www.army.mil/csf/>.

Chapter 8

Military Drug Testing Program

Section I

General

8-1. Purpose

This chapter establishes policy for the United States Military Entrance Processing Command (USMEPCOM) Military Drug Testing Program.

8-2. Policy

USMEPCOM adheres to the military personnel drug testing program as prescribed in [AR 600-85, The Army Substance Abuse Program](#). This chapter provides clarification of Army drug testing policy as it pertains to USMEPCOM.

8-3. References

- a. [AR 600-85, The Army Substance Abuse Program](#)
- b. [Unit Prevention Leader Handbook](#)
- c. [Army Substance Abuse Program \(ASAP\) website](#)

8-4. Responsibilities

Battalion and unit Commanders will implement a military drug testing program in accordance with paragraph 2-32 and 2-33, [AR 600-85](#).

Section II

Battalion/Unit Prevention Leader

8-5. Appointment, Training, and Certification

a. Appointment

(1) The Battalion Commander will appoint, in writing, a primary and alternate collateral-duty Battalion Prevention Leader (BPL) in accordance with paragraphs 2-32c and 9-6, [AR 600-85](#). Note. A member appointed as a Unit Prevention Leader (UPL) may also be appointed to serve as a BPL.

(2) The unit commander will appoint, in writing, a primary and alternate collateral-duty Unit Prevention Leader (UPL) in accordance with paragraphs 2-33c and 9-6, [AR 600-85](#). Units may appoint additional UPLs at their discretion to ensure all service members are tested, as required.

(3) B/UPLs will complete/possess valid Army Substance Abuse Program (ASAP) certification in accordance with paragraph 9-6, [AR 600-85](#), prior to collecting drug testing specimens.

b. Training and certification

(1) Units, to include Battalions, located on or within 50 miles of a U.S. Army installation: UPL training and certification will be accomplished by attending a resident course conducted by the ASAP office on the nearest U.S. Army installation or activity.

(2) Units, to include Battalions, located greater than 50 miles from a U.S. Army installation: UPL training and certification will be accomplished via distance learning offered through the [Army Center for Substance Abuse Program \(ACSAP\)](#).

(3) B/UPLs will maintain valid certification throughout their period of appointment; B/UPLs must recertify every 18 months if previous training was conducted in-residence, or every 12 months if previous training was conducted via distance learning. B/UPLs will recertify as outlined in paragraph 8-5b.

8-6. Battalion Prevention Leader

BPLs will comply with the provisions of paragraph 2-35, [AR 600-85](#).

8-7. Unit Prevention Leader

UPLs will comply with the provisions of paragraph 2-36, [AR 600-85](#).

8-8. Program Continuity

a. The primary B/UPL will maintain a unit Substance Abuse Program continuity binder that contains, at a minimum, the following:

- (1) [Unit Prevention Leader Handbook](#).
- (2) [AR 600-85](#).
- (3) UMR 608-1, USMEPCOM Wellness and Readiness Program.
- (4) Unit Substance Abuse Program SOP.
- (5) Battalion Substance Abuse Program SOP, if applicable.
- (6) Appointment Orders, B/UPL.
- (7) Certification, B/UPL. **Note:** Includes initial certification as well as subsequent re-certification for each B/UPL throughout their period of appointment.

b. The primary B/UPL will maintain unit Substance Abuse Program files in accordance with [AR 25-400-2](#). The applicable Army Records Information Management System ([ARIMS](#)) file numbers/titles to be maintained are:

- (1) 600-85a2, Alcohol and Drug Abuse Management Files
- (2) 600-85b3, Alcohol and Drug Abuse Statistics
- (3) 600-85e1, Alcohol and Drug Abuse Testing Report Files-Positive Results
- (4) 600-85e2, Alcohol and Drug Abuse Testing Report Files-Negative Results

Note. The UPL will reconcile the drug testing results (eDD Form 2624), available on the DoD Drug Testing Portal at <https://iftdtl.amedd.army.mil/>, with the unit copy of [DD Form 2624, Specimen Custody Document - Drug Testing](#), to verify specimens have processed, and were testable at the Forensic

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Toxicology Drug Testing Laboratory (FTDTL). Those individuals whose specimens were not tested will be re-tested in accordance with the unit Substance Abuse Program SOP.

Section III Drug Testing

8-9. Testing Frequency

a. Units will conduct a minimum of two Inspection Unit (IU) tests, and two Inspection Random (IR) tests per fiscal year, beginning October 1, using “smart testing” techniques as described in paragraphs 4-2 and 4-3, [AR 600-85](#).

(1) Inspection Unit (IU). Also known as a “unit sweep,” is the testing of all military personnel assigned and attached to a unit; 100% of military personnel are tested. Personnel absent on the day of an IU test will be tested as soon as practical upon their return, and in accordance with the unit Substance Abuse Program SOP using testing code Inspection Other (IO). Note: Military personnel performing duties on a Battalion staff (i.e. Battalion Commander and Senior Enlisted Advisor) will be tested with the unit they are assigned to for administrative purposes.

(2) Inspection Random (IR). A minimum of 10% of a unit’s assigned and attached military personnel are tested. Personnel selected, but otherwise absent on the day of an IR test, will be tested as soon as practical in accordance with paragraph 4-2w, AR 600-85, and the unit Substance Abuse SOP using testing code Inspection Other (IO). Note: Military personnel performing duties on a Battalion staff (i.e. Battalion Commander and Senior Enlisted Advisor) will be tested with the unit they are assigned to for administrative purposes.

b. Units are encouraged to test more often, as practical, using ‘smart testing’ techniques.

c. Personnel whose specimens were not tested by the FTDTL, regardless of reason, will be re-tested as soon as practical, and in accordance with the unit Substance Abuse Program SOP using testing code IO.

8-10. Drug Testing Program Software

Units will use DoD Drug Testing Program (DTP) software as the predominant means to select servicemember’s for drug testing, and for preparing drug testing forms and labels. The DTP software is available for download from the [ASAP website](#).

8-11. Specimen Custody Document and Unit Ledger

a. Specimen Custody Document-Drug Testing, the front side of [DD Form 2624](#), will be completed in accordance with appendix E-5d(2), [AR 600-85](#), when using DTP software (version 5.2.6.1). When completed manually, [DD Form 2624](#) (November 2014 edition) will be used, and completed in accordance with this paragraph. Note. Use of DD Form 2624 (February 1993 edition) as used by DTP software is authorized until an updated version of the DTP software is available.

(1) Block 1. Submitting Unit. Enter unit name/address (e.g. Albany MEPS, 123 Main St, Anywhere, USA 01234).

(2) Block 2. Additional Service Information. Enter “HQ USMEPCOM, Attn: BAC/Substance Abuse Program Manager, 2834 Green Bay Rd, North Chicago, IL 60064”.

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(3) Block 3. Base and Unit Identification. Enter the unit's four-digit, alpha-numeric, Base Area Code (BAC) as shown in [table 8-1](#) (e.g. MP03).

(4) Block 4. Date Specimen Collected. Enter the four-digit calendar year, two-digit month, and two-digit day (e.g. 20140113).

(5) Block 5. Unit Document Number. Enter the unit document number that is collected on a given day (numbers begin with "0001" each day).

(6) Block 6. Specimen Number/ Servicemember's ID Number. Enter the complete social security number of the service member providing a specimen (e.g. 000-00-0000).

(7) Block 7. Test Basis. Enter the appropriate two-letter test basis (e.g. IU).

(8) Block 8. Test Info. Entry required only if additional testing is required: (S=Steroids; O=Other drugs. Provide justification/drug specification by an attached memorandum accompanying the [DD 2624](#) submission.

(9) Block 9. Accession Number. Temporarily leave blank.

(10) Block 10. Disc Code. Temporarily leave blank.

(11) Block 11. Chain of Custody Tracking. This is the back side of [DD Form 2624](#). It will be completed in accordance with appendix E-7, [AR 600-85](#) and as identified in [DD Form 2624](#) Instructions.

b. Unit ledger will be completed in accordance with appendix E-5d(3), [AR 600-85](#).

8-12. Laboratory Processing and Testing

Units will submit drug specimens to the authorized Forensic Toxicology Drug Testing Laboratory (FTDTL) in accordance with Appendix E, [AR 600-85](#), and this paragraph.

a. Headquarters, USMEPCOM (including the headquarters elements for Eastern and Western Sectors), and those units located in Eastern Sector, USMEPCOM, will submit drug specimens to:

Commander
Attn: Processing Section
Forensic Toxicology Drug Testing Laboratory
2490 Wilson Street
Fort Meade, MD 20755-5235

b. Units located in Western Sector, USMEPCOM, will submit drug specimens to:

Tripler Army Medical Center Forensic Toxicology Drug Testing Laboratory
1 Jarrett White Road, Building 40
Attn: MCHK-FT
Tripler Army Medical Center, HI 96859-5000

c. Units that are located on, or within 50 miles of a U.S. Army installation, may submit drug specimens through that installations [drug testing collection point](#) to the authorized FTDTL provided the following conditions are met:

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(1) [DD Form 2624](#) is completed in accordance with paragraph [8-11](#) of this regulation. **Note:** It is critical that the unit Base Area Code (BAC) is correctly annotated in block 3, [DD Form 2624](#), otherwise, the installation drug testing collection point cannot be used. Using the unit BAC ensures USMEPCOM is the recipient of drug testing results directly from the FTDTL. See [Table 8-1](#) for a list of unit BAC.

(2) Chain of custody and transfer of specimens is maintained in accordance with appendices E-7 and E-8, [AR 600-85](#).

(3) No additional cost is incurred by USMEPCOM.

8-13. Obtaining Drug Testing Results

a. Drug testing results (eDD Form 2624) are available on the DoD Drug Testing Portal at <https://iftdtl.amedd.army.mil/>. **Note:** Results are generally posted to the DoD Drug Testing Portal within two weeks of receipt by the FTDTL.

b. Unit commanders may appoint, in writing, an authorized user(s) to access and retrieve drug testing results from the DoD Drug Testing Portal. Otherwise, the unit commander is the authorized user by default. Commanders should consider the nature and sensitivity of information contained in drug testing results when identifying an authorized user(s).

c. Authorized user-level access to the DoD Drug Testing Portal is requested through the DoD Drug Testing Portal (<https://iftdtl.amedd.army.mil/>) as follows:

(1) Select “Create a New Account” on the DoD Drug Testing Portal homepage.

(2) When prompted, select “Army” from the list of options provided (i.e. Army, Navy, Air Force, MEPS, etc.). **Note:** This selection refers to the Military Service of the unit, not the Service of the military member who is requesting access. For drug testing purposes, USMEPCOM is considered an Army unit. Do not select “MEPS” as this will only provide the authorized user(s) with applicant drug testing results, not military personnel assigned and attached to the unit.

(3) Select the appropriate BAC; the BAC is a four-digit alpha-numeric code specific to each unit. See [table 8-1](#) for a list of unit BACs for USMEPCOM. **Note:** If other than a four-digit alpha-numeric code, as listed in [table 8-1](#), is offered, refer to paragraph 8-13c(2), above.

d. Authorized user-level access is valid for the duration of appointment, unless otherwise revoked. However, accounts that have no authorized user activity for 30 consecutive days are automatically placed in an inactive status by the portal. Authorized user must contact the DoD Drug Testing Portal Customer Service (Helpdesk) to request access be restored.

8-14. Positive Drug Testing Results

a. When a positive drug testing result requires a Medical Review Officer (MRO) evaluation.

(1) J-1/Wellness and Readiness will:

(a) Notify the unit commander when an MRO evaluation is required. **Note:** An MRO evaluation is required for positive results of select prescription medication as identified in [MEDCOM \(Medical Command\) Regulation 40-51](#).

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(b) Coordinate with the command-appointed MRO for an evaluation of the positive drug testing result.

(c) Provide the results of the MRO evaluation to the unit commander.

(d) Update the Drug and Alcohol Management Information System (DAMIS).

(e) Update the USMEPCOM Substance Abuse Tracker.

(2) The unit commander will:

(a) Notify the service member of the positive drug testing result and provide that service member three working days in which to provide valid medical documentation/evidence prescribing use of the prescription drug causing the positive result(s). **Note:** IAW DoD standards, a prescription is valid for a period of six months. Therefore, a prescription must have been written by a doctor or dentist within the preceding six months of the collection date.

(b) Provide any medical documentation/evidence provided by the service member to J-1/Wellness and Readiness (osd.north-chicago.usmepcom.list.hq-j1-mehr-wr-well-ready@mail.mil) not later than five working days following notification of a positive drug testing result.

b. When a positive drug testing result does not require an MRO evaluation, or an MRO evaluation has determined the use of a prescription drug to be illegitimate. **Note:** An MRO evaluation is not required for illegal drugs.

(1) J-1/Wellness and Readiness will:

(a) Provide the results of the positive drug testing result to the unit commander. If an MRO evaluation determined illegitimate use of a prescription drug, the results of the MRO evaluation will be provided to the unit commander.

(b) Update DAMIS to reflect illegitimate drug use, when applicable.

(c) Update the USMEPCOM Substance Abuse Tracker.

(2) The unit commander will:

(a) Consult with the USMEPCOM Staff Judge Advocate (SJA), and refer to [AR 600-85](#), before proceeding with administrative or disciplinary action related to drug offenses.

(b) Report positive drug test result in accordance with [UMR 380-1, USMEPCOM Security Program](#).

8-15. Managing Drug Testing Results

a. The authorized user will print drug testing results (eDD Form 2624) from the DoD Drug Testing Portal. Generally, drug testing results are posted to the DoD Drug Testing Portal within two weeks of receipt by the FTDTL (<https://iftdtl.amedd.army.mil/>). See [paragraph 8-13](#).

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b. Reconciliation. The primary UPL will reconcile the eDD Form 2624 with the unit copy of the [DD Form 2624](#) to verify specimens have processed, and were tested by the FTDTL. The primary UPL will annotate the remaining portions of the unit's copy of the [DD Form 2624](#) to reflect laboratory data as recorded on the eDD Form 2624.

c. Positive drug testing results and MRO evaluation. Positive drug test results that require an MRO evaluation will be handled in accordance with [paragraph 8-14](#).

d. Retest. Those individuals whose specimens were not tested by the FTDTL, regardless of reason, will be re-tested as soon as practical, and in accordance with the unit Substance Abuse Program SOP using test basis code: IO (Inspection Other). Drug testing results will be reconciled in accordance with [paragraph 8-15b](#).

e. Record sets. A complete record set of a unit drug test will be maintained, and filed appropriately in accordance with [paragraph 8-8b](#). Each record set will include, at a minimum, the following:

(1) [DD Form 2624](#) (Reconciled unit copy)

(2) eDD Form 2624

(3) Unit ledger

(4) Signed and dated memorandum (Subject: Responsibilities of Observers During Drug Testing) for each observer who participated in the specimen collection.

(5) Certificate(s) of correction, if applicable

(6) Results of MRO evaluation(s), if applicable

(7) Supporting documentation. Documentation supporting the absence of personnel during IU coded drug tests will be maintained. Documentation may include: leave or pass request, official travel orders, quarters authorization (i.e. sick call, sick chit), etc., if applicable.

8-16. Medical Review Officer

The Director, J-7/Medical Plans and Policy Directorate will:

a. Appoint, in writing, a sufficient number of qualified Medical Review Officers (MRO) to ensure completion of reviews/evaluations within five duty days of notification of a drug positive from J-1/Wellness and Readiness in accordance with paragraph 2-15h, [AR 600-85](#), and [MEDCOM Regulation 40-51](#).

b. In accordance with [MEDCOM Regulation 40-51](#), ensure MRO(s) complete MEDCOM-sponsored MRO training within six months of appointment. MRO certification is valid for a period of three years.

8-17. Command Referrals

a. When military members are identified as probable alcohol or other drug abusers, the unit Commander will comply with the provisions of paragraph 7-9, [AR 600-85](#) for reporting requirements and evaluation referral.

b. Referrals will be made within five duty days to the nearest supporting military installation substance abuse counseling center, using the procedures required for referrals by that particular counseling center. When no specific referral form(s) are specified by the supporting military installation substance abuse counseling center, [DA Form 8003, Army Substance Abuse Program \(ASAP\) Enrollment](#), or service-equivalent form, will be utilized.

Section IV

Awareness and prevention

8-18. Training

a. Training is a key component to a successful program. Commanders will ensure newly assigned military personnel are briefed on Army and unit substance abuse policies and services within 30 days of arrival. Furthermore, commanders will ensure all military personnel receive four hours of alcohol and other drug use training per year in accordance with para 9-12, [AR 600-85](#). Note: Civilian employees will receive a substance abuse newcomers briefing within 60 days of reporting for duty, and will receive a minimum of two hours of alcohol and other drug awareness training per year in accordance with para 9-13, [AR 600-85](#).

b. Training will be documented in accordance with paragraph 9-12c, [AR 600-85](#), and paragraph 2-11, [UMR 350-1](#). Note: Training for civilian employees will be accomplished/documentated in the same manner as for military service members.

8-19. Resources

a. The [ASAP website](#) contains a wealth of information and resources to assist Commanders, as well as Battalion and Unit Prevention Leaders, in maintaining a viable substance abuse program. Examples include:

- (1) Alcohol and drug facts, research, and statistics
- (2) Laws, regulations, policies, and handbooks
- (3) Campaigns, news, and events
- (4) Prevention tools to include training packages, posters, and pamphlets
- (5) Specific pages just for Commanders and UPLs

b. Other resources available to support the substance abuse program, Commanders, Battalion and unit prevention leaders, and military personnel:

- (1) The substance abuse counseling center at the supporting military installation.

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(2) Military OneSource is available to assist military personnel, and their families. Assistance is available 24/7 by calling (800) 342-9647. Resources are also available online at <https://www.militaryonesource.mil/>.

c. Though they are not covered under the military substance abuse program, resources and assistance are available for DA civilian employees, and their families, through the Employee Assistance Program (EAP). EAP assistance is available 24/7 by calling (800) 222-0364. Resources are also available online at www.FOH4You.com.

Table 8-1. Base Area Codes

Headquarters USMEPCOM	
HHC	MP01

MEPS Eastern Sector	
Albany	MP03
Atlanta	MP04
Baltimore	MP05
Beckley	MP06
Boston	MP07
Buffalo	MP08
Charlotte	MP09
Chicago	MP10
Cleveland	MP11
Columbus	MP12
Detroit	MP13
Fort Dix	MP27
Fort Jackson	MP14
Harrisburg	MP15
Indianapolis	MP16
Jackson	MP17
Jacksonville	MP18
Knoxville	MP19
Lansing	MP20
Louisville	MP21
Memphis	MP22
Miami	MP23
Montgomery	MP24
Nashville	MP25
New York	MP26
Pittsburgh	MP28
Portland (ME)	MP29
Raleigh	MP30
Fort Lee	MP31
San Juan	MP32
Springfield	MP33
Syracuse	MP34
Tampa	MP35

MEPS Western Sector	
Albuquerque	MP36
Amarillo	MP37
Anchorage	MP38
Boise	MP39
Butte	MP40
Dallas	MP41
Denver	MP42
Des Moines	MP43
El Paso	MP44
Fargo	MP45
Honolulu	MP47
Houston	MP48
Kansas City	MP49
Little Rock	MP50
Los Angeles	MP51
Milwaukee	MP52
Minneapolis	MP53
New Orleans	MP54
Oklahoma City	MP56
Omaha	MP57
Phoenix	MP58
Portland (OR)	MP59
Sacramento	MP68
Salt Lake City	MP60
San Antonio	MP61
San Diego	MP62
San Jose	MP55
Seattle	MP63
Shreveport	MP64
Sioux Falls	MP65
Spokane	MP66
St. Louis	MP67

Table 8-1. Base Area Codes

Chapter 8

Substance Abuse Prevention and Control Program

8-1. Purpose

~~The purpose of this program is to provide guidance for the identification, treatment, and rehabilitation of alcohol or other drug dependent persons in the Armed Services.~~

~~a. Wellness and Readiness Branch (J-1/MEHR-PRW) will:~~

- ~~(1) Manage and administer this program.~~
- ~~(2) Establish an education and awareness program throughout the command.~~
- ~~(3) Monitor minimum testing requirements throughout the command.~~
- ~~(4) Retain authorship relating to the program, including submitting Service unique reports and forms.~~

~~b. Commanders at all levels will:~~

- ~~(1) Monitor the program within their activity and direct involvement in its application.~~
- ~~(2) Provide all personnel with education and training materials to discourage abuse.~~
- ~~(3) Maintain liaison with supporting installation and personnel centers, as required.~~
- ~~(4) Ensure a primary and alternate(s) Unit Prevention Leader (UPL) is appointed, in writing, at unit level.~~

~~c. Senior Enlisted Advisor will:~~

~~(1) Complete the Unit Prevention Leader (UPL) certification/recertification. For MEPS located within a 50 mile radius of an Army installation/activity, certification/recertification may be accomplished either by attending a resident course provided by the installation/activity Army Substance Abuse Program office, or by completing the Army Center for Substance Abuse Program (ACSAP) UPL course online. For MEPS located outside a 50 mile radius from an Army installation/activity, certification/recertification will be accomplished online. ACSAP UPL training is available online at <http://pubssod1.aesap.hqda.pentagon.mil/sso/pages/public/resources/upl-registration.jsp>. A UPL will recertify in accordance with AR 600-85, Army Substance Abuse Program, paragraphs 9-6d and 9-6e.~~

~~(2) Be appointed as the primary or alternate UPL. No previously identified substance abuser may be appointed any duty within this program.~~

~~(3) Provide the primary UPL with a roster of all assigned and attached military personnel upon announcement of a urinalysis or breathalyzer test. The roster must indicate authorized absentees and projected return dates or test dates.~~

~~d. Unit Prevention Leader(s) will:~~

~~(1) Complete the Unit Prevention Leader (UPL) certification/recertification. For MEPS located within a 50 mile radius of an Army installation/activity, certification/recertification may be accomplished~~

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~~either by attending a resident course provided by the installation/activity Army Substance Abuse Program office, or by completing the Army Center for Substance Abuse Program (ACSAP) UPL course online.~~

~~For MEPS located outside a 50 mile radius from an Army installation/activity, certification/recertification will be accomplished online. ACSAP UPL training is available online at <http://pubssod1.aesap.hqda.pentagon.mil/sso/pages/public/resources/upl-registration.jsp>. A UPL will recertify in accordance with AR 600-85, Army Substance Abuse Program, paragraphs 9-6d and 9-6e.~~

~~(2) Primary and alternate(s) UPL will be appointed in writing and be in the grade of E-5 or above. No previously identified substance abuser may be appointed any duty within this program.~~

~~e. Observer(s) will:~~

~~(1) Be in the rank of E-5 and above.~~

~~(2) _____~~

~~(3) Possess sufficient maturity and integrity to preserve the dignity of the person being observed.~~

~~(4) Not be currently enrolled in any substance abuse program or currently under investigation for substance abuse related offenses.~~

~~(5) Follow protocol during urinalysis collection procedures as outlined in AR 600-85.~~

8-2. Urinalysis and breathalyzer testing

~~a. Urinalysis testing~~

~~(1) Each MEPS will conduct a minimum of two Inspection Unit (Unit Sweep) (IU) and two Inspection Random (IR) tests per fiscal year in accordance with AR 600-85, Chapter 4.~~

~~(2) Only two Forensic Toxicology Drug Testing Laboratories (FTDTL) are approved for processing urinalysis specimens for active duty members assigned to USMEPCOM. UPLs will ensure the MEPS Base Area Code (BAC) is correctly entered in block 3 of DD Form 2624 (Specimen Custody Document Drug Testing). USMEPCOM approved drug testing laboratories are:~~

~~(a) U.S. Army Forensic Toxicology Drug Testing Laboratory, 2490 Wilson Street, Fort George G. Meade, MD 20755-5235.~~

~~(b) U.S. Army Forensic Toxicology Drug Testing Laboratory, Building 40, 3rd Floor, Tripler Army Medical Center, HI 96859-5000.~~

~~b. Breathalyzer testing. Each MEPS/HQ USMEPCOM is authorized to conduct unlimited probable cause individual breathalyzer testing on military personnel with probable cause. Commanders may also conduct unit sweep inspections as desired. A reading of 0.05 or higher is considered a preliminary positive. The most common use of the breathalyzer is when a supervisor or Commander has probable cause to believe a military Member is under the influence of alcohol (e.g., slurred speech, poor coordination, smell of alcohol on breath, etc.). Contact MEJA for further guidance and assistance.~~

8-3. Reporting requirements

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~~MEPS Commanders will report all positive urinalysis drug test results and any drug and alcohol related incidents involving military or civil authorities to J-1/MEHR-PRW immediately via the Station Advisory Reporting Network (STARNET).~~

**Appendix A
References**

**Section I
Publications referenced in or related to this regulation**

AR 215-1
Morale, Welfare, and Recreation Activities and Non-Appropriated Fund Instrumentalities

AR 600-20
Army Command Policy

AR 608-1
Army Community Service Center

AR 608-18
The Army Family Advocacy Program

AR 608-75
Exceptional Family Member Program (EFMP)

Joint Federal Travel Regulation, Volume I
Uniformed Military Members

Joint Travel Regulation, Volume II
Department of Defense Civilian Personnel

Section II
Forms referenced in or related to this regulation

DA Form 11-2-R
Internal Control Evaluation Certification Statement

USMEPCOM Form 608-1-7-E
Army Family Action Plan (AFAP) Program Issue Worksheet

Section III
Record Numbers/Disposition Instructions

For Record Numbers and Disposition Instructions, if applicable, contact your local Records Manager.

Appendix B

Internal Control Evaluation Checklist – Wellness and Readiness Program

B-1. Function

This checklist is for the evaluation of the USMEPCOM Wellness and Readiness (WR) Program

B-2. Purpose

This checklist will assist USMEPCOM (Commanders, Directors, Special Staff Officers, and supervisors) in evaluating key internal controls in the Wellness and Readiness Program process. It does not cover all the controls. The desired outcome is a sound well-maintained Wellness and Readiness Program.

B-3. Instructions

Answers must be based on the actual testing of key internal controls (for example, document analysis, direct observation, sampling, simulation, other). Answers that indicate deficiencies must be explained. A corrective action plan must be indicated in the supporting documentation. The controls must be formally evaluated every 2 years. Certification that this evaluation has been conducted must be accomplished on [DA Form 11-2-R](#), Internal Control Evaluation Certification Statement.

B-4. Test questions

a. Program publicity

(1) Are quarterly newsletters being published and distributed by e-mail, and/or US mail service? ([Paragraph. 3-2b](#))

b. Resources

(1) Is there an RSG Informal fund SOP established and kept in Continuity Binder? ([Paragraph. 3-3b](#))

(2) Is the monthly informal fund account report initialed by the Commander and kept in the RSG Continuity Binder? ([Paragraph. 3-3 \(c\)\(2\)](#))

c. Volunteer management

(1) Do statutory volunteers have position descriptions established? ([Paragraph. 4-3](#))

(2) Is an AVCC appointed in writing? ([Paragraph 4-4b\(2\)](#))

(3) Does the AVCC certify volunteer hours in VMIS at least once per month? ([Paragraph 4-4c \(6\)](#))

d. Family assistance programs

(1) Are Welcome Packets compiled with the required documents in [Appendix C](#)? ([Paragraph 5-1b](#))

e. Sexual Harassment/Assault Response and Prevention (SHARP)

(1) Has a primary and alternate VA SHARP been placed on appointment orders as the UVA? ([Paragraph 6-4a \(1\)](#))

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(2) Have sexual assault flyers been posted in all common areas of USMEPCOM facilities? ([Paragraph 6-4a \(2\)](#))

f. Wellness Programs

(1) Have participants of the fitness program received supervisors approval before starting program? ([Paragraph 7-2\(3\)](#))

(2) Have soldiers completed the GAT annually? ([Paragraph 7-5c\(1\)](#))

g. Unit Substance Abuse Program

(1) Does the B/UPL have a Substance Abuse Program SOP, and is it signed by the current Commander? ([AR 600-85](#), paragraph 4-3f)

(2) Does the Unit Substance Abuse Program SOP provide guidance for the collection of specimens from personnel not available for testing? ([AR 600-85](#), paragraph 4-2w)

(3) Does the B/UPL maintain a Substance Abuse Program continuity binder with required references? ([Paragraph 8-8](#))

(4) Are drug testing records maintained in accordance with the Army Records Information Management System ([ARIMS](#))? ([AR 600-85](#), paragraph 4-21)

(5) Are at least two qualified B/UPLs appointed, in writing, by the Commander? ([AR 600-85](#), paragraphs 4-3d, and 9-6)

(6) Have B/UPLs completed ACSAP standardized training and certification prior to collecting any drug testing specimens, and is certification current? ([AR 600-85](#), paragraph 9-6)

(7) Does the unit use the DoD DTP software as the predominant method for selecting individuals for random testing and preparing required testing forms and labels? ([Paragraph 8-10](#))

(8) Does the unit employ “smart testing” techniques in its Substance Abuse Program? ([AR 600-85](#), paragraph 4-3c)

(9) Does the unit maintain enough drug testing supplies on-hand to test 100% of unit strength? ([AR 600-85](#), paragraph 4-23a)

(10) Is [DD Form 2624, Specimen Custody Document-Drug Testing](#) completed correctly? ([Paragraph 8-11](#))

(11) Are unit ledgers completed correctly? ([AR 600-85](#), paragraph E-5d(3))

(12) Do service members verify their information on the [DD Form 2624](#) and unit ledger? ([AR 600-85](#), paragraph E-5e)

(13) Do observers sign their name on the register? ([AR 600-85](#), paragraph E-5v)

(14) Do service members sign their name on the register? ([AR 600-85](#), paragraph E-5w)

- (15) Did the UPL maintain custody for collected specimens? ([AR 600-85](#), paragraph E-7)
- (16) Does the unit submit specimens to the authorized FTDTL? ([Paragraph 8-12](#))
- (17) Does the unit meet security standards for evidence storage? ([AR 600-85](#), paragraph 4-17)
- (18) Does the unit reconcile the eDD Form 2624 with the unit copy of [DD Form 2624](#)? ([Paragraph 8-15b](#))
- (19) Are individuals whose urinalysis specimens were not tested by the FTDTL been retested as soon as practical, and in accordance with the Unit Substance Abuse Program SOP? ([AR 600-85](#), paragraph 4-2x)
- (20) Are individuals who test positive for illicit drug use, or who were involved in alcohol-related misconduct, referred for evaluation for dependency within five duty days of notification? ([AR 600-85](#), paragraph 2-33m)
- (21) Does the unit Commander report positive drug testing results involving the illicit use of a drug(s) in accordance with [UMR 380-1](#)? ([Paragraph 8-14b\(2\)\(b\)](#))
- (22) Has the unit met required annual testing goals? ([Paragraph 8-9](#))
- ~~(1) Is a primary and alternate Unit Prevention Leader (UPL) appointed in writing and completed training? ([Paragraph 8-1d](#))~~
- ~~(2) Are at least two random tests (IR) and two unit sweeps (IU) conducted per fiscal year ([Paragraph 8-2a\(1\)](#))~~
- ~~(3) Is only an approved forensic toxicology drug testing laboratory at Fort Meade or Tripler Army Medical Center being used to process urinalysis specimens? ([Paragraph 8-2a\(2\)](#))~~
- ~~(4) Does the Commander report all positive urinalysis drug test results? ([Paragraph 8-3](#))~~

B-5. Comments

Submit comments on this inspection program to HQ USMEPCOM (J-1/MEHR-PWR).

B-6. DA Form 11-2 (Internal Control Evaluation Certification)

Use [DA Form 11-2](#), Internal Control Evaluation Certification to document internal control evaluations.

Appendix C
Sample Welcome Folder Content List

C-1. Contents

- a. USMEPCOM Commander Welcome Letter (download from [SPEAR](#))
- b. MEPS Commander Welcome Letter (Locally produced)
- c. Childcare Resources
 - (1) National Association of Child Care Resources and Referral (NACCRRA)
 - (2) Child Care Aware
- d. Apartment/Housing Guide
 - (1) Automated Housing Referral Network (AHRN)
- e. Handbook Websites Document (download from [SPEAR](#))
- f. Local In processing Checklist (Military or Civilian as appropriate)
- g. Newest Messenger Magazine
- h. Local Chamber of Commerce Welcome Information
- i. Information on Local Schools (Chamber of Commerce)
- j. Information on Local Hospitals (Chamber of Commerce)
- k. Local Area Map (Chamber of Commerce)
- l. Employee Assistance Program
- m. Military OneSource
- n. If a Military Installation is:
 - (1) Within 50 miles – Provide Installation Directory (if more than 1 installation, only include directory for primary utilized)
 - (2) Within 15 miles – Provide Local Installation Childcare Information

Glossary

Section I

Abbreviations

ACS

Army Community Service

AFAP

Army Family Action Plan

AR

Army Regulation

CFS

Command Financial Specialist

DA

Department of the Army

DAV

Disabled American Veterans

EFMP

Exceptional Family Member Program

FAP

Family Advocacy Program

HQ USMEPCOM

Headquarters, United States Military Processing Command

IAW

In Accordance With

ITO

Invitational Travel Order

MEPS

Military Entrance Processing Station

***RSG**

Readiness Support Group

SARC

Sexual Assault Response Coordinator

*USMEPCOM-unique

SHARP

Sexual Harassment/Assault Prevention and Response Program

USMEPCOM

United States Military Entrance Processing Command

UVA

Unit Victim Advocate

VA

Veterans Administration

VFW

Veterans of Foreign Wars

***WR**

Wellness and Readiness

Section II

Terms

***Readiness Support Group (RSG)**

An RSG is an organization of personnel, Family Members, and volunteers belonging to a USMEPCOM organization that provides mutual support for its members.

*USMEPCOM-unique

Summary of Changes Archive

This archive is designed to maintain a history of changes made to this UMR. Only the most recent changes will appear on the Summary of Changes page.

Changes effective March 11, 2013

- Paragraph 7-3c: Removed
- Paragraph 8-1c(1): Provides clarification on certification/recertification procedures for SEAs
- Paragraph 8-1d(1): Provides clarification on certification/recertification procedures for UPLs
- Paragraph 8-2a(1): Provides instructions on inspection(s) IAW AR 600-85 chapter 4
- Paragraph 8-2a(2): Provides additional guidance for processing of specimens

Changes effective February 18, 2013

- Paragraph 3-4a(2): Removed

Changes effective February 1, 2013

- Paragraph 8-2a(2): Removed

Changes effective January 30, 2013

- Paragraph 1-4(e): Adds Battalion Commander Responsibilities
- Paragraph 1-4(g): Adds requirement for MEPS Commanders to add Army Volunteer Corps Coordinator (AVCC)
- Paragraph 2-2: Adds new issue submission for Army Family Action Plan (AFAP)
- Chapter 3: Updates Readiness Support Group (RSG)
- Chapter 4: Updates Volunteer Management and incorporates Army Volunteer Management Information System
- Paragraph 5-1(b): Clarifies development of Welcome Packets
- Chapter 6: Adds Sexual Harassment/Assault Response Prevention Program
- Chapter 7: Adds Civilian Wellness Program
- Chapter 8: Adds Substance Abuse Prevention and Control Program
- Appendix B: Updates Internal Control Evaluation Checklist
- Appendix C: Adds Sample Welcome Folder Content