



**DEPARTMENT OF THE ARMY**  
US ARMY GARRISON BADEN WUERTTEMBERG  
UNIT 29237  
APO AE 09014-9237

IMBW-ZA

26 November 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison (USAG) Baden-Wuerttemberg Command Policy Memorandum # 67, Commander and Leader Responsibilities Regarding the Army Substance Abuse Program

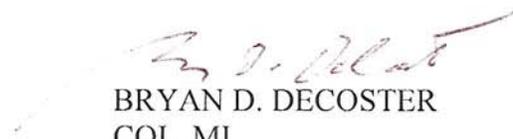
1. One of the largest challenges in maintaining force readiness is addressing the issue of substance abuse by our Soldiers. Army policy sets clear standards for leaders. These standards include mandatory referral to the Army Substance Abuse Program (ASAP), providing the four (4) hours of required substance abuse awareness training annually, and supporting ongoing ASAP rehabilitation efforts by ensuring Soldiers are available for and attend scheduled ASAP follow-up appointments.
2. Mandatory ASAP Referrals: AR 600-85, paragraphs 2-32 and 7-9 mandate that unit commanders refer any Soldier to the ASAP for evaluation within 5 duty days of notification that the Soldier received a positive urinalysis for illicit drug use or was involved in alcohol-related misconduct. Commanders will comply with this requirement.
3. Substance Abuse Awareness Training: IAW AR 600-85 (para, 9-12) and TRADOC Reg 350-70, all Soldiers will receive a minimum of four (4) hours of alcohol and other drug awareness training per year. The ASAP staff is responsible for at least one of the four hours, but may provide more according to resources. All unit substance abuse training whether conducted by the commander, the Unit Prevention Leader (UPL), or a guest speaker, will be documented using a sign-in sheet to record who attended, the topic, and length of training. A copy of the sign-in sheet must be provided to the ASAP within 5 working days.
4. ASAP Follow-up Appointments: Rehabilitation success is enhanced by the Soldier's uninterrupted participation in counseling. Consistent with mission requirements, unit commanders will ensure that the Soldier's rehabilitation plan is followed. ASAP rehabilitation counseling appointments should take precedence over routine mission requirements. Only the unit commander or First Sergeant may cancel an ASAP appointment.

IMBW-ZA

SUBJECT: United States Army Garrison (USAG) Baden-Wuerttemberg Command Policy Memorandum # 67, Commander and Leader Responsibilities Regarding the Army Substance Abuse Program

5. The mission of the ASAP is to strengthen the overall fitness and effectiveness of the Army's workforce and enhance the combat readiness of Soldiers. Leader engagement is crucial to the success of this mission. I am asking you to ensure that your Soldiers are provided the help that they need when they need it, and that regulatory requirements regarding the referral, training, and rehabilitation of Soldiers is enforced.

6. POC for this policy is the Army Substance Abuse Program Manager, DSN: 486-1710.



BRYAN D. DECOSTER  
COL, MI  
Commanding

DISTRIBUTION:

A