COMMANDING OFFICER'S MEMORANDUM 1-15

From: Commanding Officer, NROTC Unit, Virginia Polytechnic Institute and State University

Subj: SUBSTANCE ABUSE AND DRUG SCREENING POLICY

Ref: (a) OPNAVIST 5350.4 (Series)
(b) CNSTCINST 1533.2 (Regulations for Officer Development) CH-5 dtd 24 Oct 14
(c) CNSTCINST 5350.1 (Series)
(d) CNO Washington DC 251705ZMAR10 NAVADMIN 108/10
(e) CNO Washington DC 121420ZMAR12 NAVADMIN 082/12
(f) CNO Washington DC 201127ZAPR12 NAVADMIN 130/12

Encl: (1) Observer Briefing Form
(2) Urinalysis Consent Form
(3) Stay Safe Card

1. Purpose. This memorandum promulgates the policies and procedures in a concise manner for compliance with references (a) through (f) with respect to substance abuse and urinalysis testing for Midshipmen and Officer Candidates in the Virginia Tech Naval ROTC Unit.

2. Discussion.

   a. This Unit fully supports the Department of the Navy's policies on illicit drug use and alcohol abuse. Through General Military Training sessions, ProLab and Naval Science classroom presentations, we have instructed all participants in the Unit on the Zero Tolerance policy for illegal drug usage and the Right Spirit for those of age to use alcohol responsibly.

   b. The use of designer drugs, drug analogues, chemicals, propellants, natural substances, over-the-counter and prescription medications, and synthetic chemical compounds such as Spice to induce intoxication, excitement, or stupefaction of the central nervous system is considered drug abuse, and is incompatible with the Navy's Core Values of Honor, Courage, and Commitment.

   c. Examples of substances, the wrongful use of which constitutes drug abuse, includes, but is not limited to the following:

(a) Products that contain synthetic cannabinoid compounds such as Spice, Genie, Blaze, Dream, EX-SES, Spark, Fusion, Dark Knight, Yukatan Fire, and K2.
(b) Natural substances such as salvia divinorum and
mushrooms.
(c) Common items abused by inhaling or huffing, such as Dust Off, glue, paint thinner and gasoline.
(d) Over-the-counter products such as Robitussin and Coricidin HBP.
(e) Prescription medications such as Oxycodone, Vicodin, Adderal, and Valium.

d. To emphasize these points, all Midshipmen and Officer Candidates must sign a Drug and Alcohol Abuse Statement of Understanding prior to executing the enlistment contract and acceptance of the Oath of Office in accordance with reference (b).

3. Urinalysis Testing. Urinalysis testing is a tool to verify individual compliance with the Departments of Defense and Navy regulations on drug and alcohol abuse. Upon notification, Midshipmen and Officer Candidates shall report to the Unit point of contact for sample collection.

   a. All Midshipmen in the Naval ROTC Battalion and Officer Candidates in enlisted commissioning programs are subject to random and/or command directed urinalysis testing. Every Midshipman and Officer Candidate will be tested at least once per academic year, without exception. Active Duty Staff will be tested at least once per fiscal year.

   b. In accordance with reference (c), both college program and scholarship midshipmen will be tested. College program midshipmen will be tested at an 8% rate each month, while scholarship midshipmen will be tested at a 20% rate each month.

   c. Observers may be active-duty staff, civilian employees, or trusted first-class midshipmen or STA-21/MECEP officer candidates. Enclosure (1) details the responsibilities of the observer.

4. Failure to Report. Unless an authorized excusal exists, failure to report for a mandatory urinalysis test will be considered an Unauthorized Absence (UA) and will result in individual command directed screening on the next testing date. See Enclosure (2) for urinalysis consent form. Additionally, administrative action in the form of a Letter of Warning, Probation, or Performance Review Board may result.

5. Positive Testing. A positive result on a urinalysis test will result in a Performance Review Board and possible disenrollment from the Naval ROTC Program.

6. Testing Timeframe. Midshipmen and officer candidates will be tested between the months of September through April. Due to the heavy workload between finals and commissioning, May will not be a testing month for midshipmen, however active-duty staff will continue to be tested at the 15% rate. May through August will be designated
as the summer months and only active-duty staff will be in the testing pool, as midshipmen will depart from Virginia Tech and will be unable to provide samples. Upon return in the fall semester, all incoming freshmen and students who were not tested during the previous academic year will be chosen to provide samples in accordance with reference (c).

7. Alcohol Abuse. The Naval Service does not tolerate aspiring Naval Officers abusing alcohol. Midshipmen and Officer Candidates under the age of 21 shall comply with state and local laws and Virginia Tech University regulations and shall not consume alcohol. Alcohol-related incidents will be addressed on a case-by-case basis and can result in a Letter of Warning, Probation, or Performance Review Board that could lead to disenrollment.

8. Responsible Drinking. The following guidelines define responsible use of alcohol for Midshipmen and Officer Candidates. They are printed on the Unit Stay Safe cards, enclosure (3). Every Midshipman and Officer Candidate shall carry a Stay Safe card with them while on liberty.

   a. Zero (0) drinks if you are under 21.

   b. Zero (0) drinks if you are driving.

   c. Zero (0) drinks if you are within 12 hours of traveling or an NROTC event.

   d. No more than one (1) serving of alcohol per hour.

   e. No more than four (4) servings of alcohol for an entire event.

   f. Plan ahead and have a designated driver. If you find yourself without a designated driver, call a cab. If you don’t have the money for a cab, call a friend. If they can’t or won’t help, call your chain of command. If all else fails, stay where you are. Do NOT drive after you’ve been drinking alcohol.

9. Summary. Do not take this policy lightly. There exists "zero tolerance" for those using illegal drugs and abusing controlled substances - these substances impair responsible, professional conduct. Alcohol, in many cases, is no less dangerous a drug. Obey the local, state and federal laws. Moderation, maturity and responsibility are paramount, whether in your current station in a commissioning program or later in the Fleet as a leader of Sailors and Marines. Take care of yourself, look out for your buddy, and do the right thing!

   R. V. JAMES, III
URINALYSIS OBSERVER BRIEFING SHEET

Ref:  (a) OPNAVINST 5350.4D  
     (b) DODINST 1010.16  
     (c) NSTCINST 5350.1  
     (d) Urinalysis Coordinator Handbook (Oct 2001)

1. Urinalysis Observer responsibilities are set forth in references (a) through (d) and reemphasized below to ensure every urinalysis specimen is provided under the direct observation of a member of the same gender.

2. The Observer will: (INITIAL BY EACH OF THE BELOW STATEMENTS IN SPACE PROVIDED)

   a. Never lose sight of the sample bottle once the member takes possession of the sample bottle:

   b. Never take possession of the sample bottle:

   c. Watch the urine leave the body and enter the bottle:

   d. Observe member tighten bottle cap:

   e. Ensure a minimum 30 ml sample is provided:

   f. Escort member to and from the (Assistant) Urinalysis Program Coordinator:

   g. Sign and print his/her name in the ledger:

   h. (FOR MALE OBSERVERS) Stand at a 90 degree angle:

   i. (FOR FEMALE OBSERVERS) Stand at the front of the open stall door:

   j. (FOR FEMALE OBSERVERS) Observe member transfer urine from wide-mouth bottle into standard urine sample bottle:

Observer:

Print ___________________ Sign ___________________ Date ____________

Rank __________________

UPC:

Print ___________________ Sign ___________________ Date ____________

Enclosure (1)
URINALYSIS CONSENT FORM

I, __________________________, having been requested to provide a urine sample, have been advised that:

(1) I may decline to consent to provide a sample of my urine for testing;

(2) I am directed to provide a sample due to my failure to report to a urinalysis testing in which I was randomly selected on ________

(3) If a sample is provided, any evidence of drug use resulting from urinalysis testing will result in dismissal from the NROTC Program.

I consent to provide a sample of my urine. This consent is given freely and voluntarily by me, and without any promises or threats having been made to me or pressure or coercion of any kind having been used against me.

________________________________________________________
Signature

________________________________________________________
Date

________________________________________________________
Witness Signature

________________________________________________________
Date
HAVE A PLAN TO STAY SAFE

STEPS:
1. Plan ahead
2. Designate a driver
3. Call a cab
4. Call a friend
5. Call the Command
6. Stay where you are

ALWAYS WEAR A SEATBELT

GUIDELINES FOR RESPONSIBLE DRINKING

0 Drinks if you are under 21
0 Drinks if you are driving
0 Drinks if you are within 12 hours of traveling or NROTC events
No more than 1 drink per hour
No more than 4 drinks for an entire event

REMEMBER 00014

CONTACTS:

Unit: 540-231-7883
Advisor: ____________________
CO: _______________________
XO: _______________________
CPD: _____________________
PhCdr: ___________________
MPO: _____________________
SL: ______________________

GUIDELINES FOR RESPONSIBLE DRINKING

0 Drinks if you are under 21
0 Drinks if you are driving
0 Drinks if you are within 12 hours of traveling or NROTC events
No more than 1 drink per hour
No more than 4 drinks for an entire event

REMEMBER 00014

CONTACTS:

Unit: 540-231-7883
MD: _______________________
AMO: _____________________
CO: ______________________
XO: ______________________
1st Sgt.: __________________
P2Cmt: __________________
P2Sgt: __________________
SL: ______________________
FTL: ____________________

Enclosure (3)