



## Referral Form

### INSTRUCTIONS FOR THE UNIT COMMANDER

- **Please complete this form electronically and use MM/DD/YYYY for all dates.**
- Complete the form below with the SM requesting an assessment.
- E-mail this completed form to the SAP Team at the address listed below.
- Direct the Soldier to call a PC within seven (7) days to coordinate an appointment with a provider.
- Ensure that the Soldier has been provided a copy of this form, the SAP list of providers, and the Soldier Handout.

**Alcohol and Drug Control Officer:**

Victoria Fletcher - 504-278-8099  
(office)

**Prevention Coordinators:**

Kelsey Roach - 504-278-8089 (office)  
Grady DuBose - 504-278-8711 (office)

**SEND FORM HERE:** [ng.la.laarng.mbx.j1-sasi@mail.mil](mailto:ng.la.laarng.mbx.j1-sasi@mail.mil)

### Soldier's Data

**Counsel Date**  
MM/DD/YYYY

**UIC**

**DRU**

**Soldier's Name**

**Rank**

**DOB MM/DD/YYYY**

**Last Four SSN**

**Phone**

**DoD ID**

**Email**

**Soldier's Current Residence (City/ST)**

**Is this a Self Referral?**

Yes  
No

**Is this a Command Referral?**

Yes  
No

**Is this a Positive Drug Screen?**

Yes  
No

**Date of Drug Screen**

**Substance(s) Identified**

If self/command referral or positive drug screen, identify substance(s) above.

**Previous Positive(s)**

Yes      No

**If Previous positive(s), provide dates and substances detected**

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**Does the Soldier have any other problems or needs? (Check all that apply)**

**Finances**

**Transportation**

**Marriage/Family Support**

**Child Care**

**Health Care**

**Education**

**Housing**

**Mental Health**

**Employment**

**Other:**

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**Unit Readiness NCO/Commander Information**

**Unit Readiness NCO**

**Phone (office)**

**Phone (mobile)**

**E-mail**

**Unit Commander**

**Phone (office)**

**Phone (mobile)**

**E-mail**

**Commander's Intent (Retain or Separate)**

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**SAP OFFICE USE ONLY**

**SAP State ID #**

**Provider Selected:**

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**\*\*\*Forms that are not fully completed will be returned to the unit for completion, and will delay the delivery of services to the Soldier.**