

Instructions:

Substance Use Concerns:

Commanders must refer a SM/Cadet with a substantiated positive drug test or other alcohol or drug related incident within 5 days of receipt of the notification. Please fill out the DA Form 8003 and Physical Evaluation Form completely.

Return the completed forms encrypted to: usarmy.westpoint.medcom-kach.list.bh-cdmhe-other-evaluations@health.mil. If you cannot send an encrypted message to this email address, please use the DoD SAFE website (<https://safe.apps.mil>) to encrypt and upload the files. Add usarmy.westpoint.medcom-kach.list.bh-cdmhe-other-evaluations@health.mil as the recipient and DBH will receive a message to download the files.

You will receive a confirmation email upon receipt of the completed forms. Should you not receive an email within 48 hours, please call the clinic at 845-938-7691 to check the status of the referral. A SUDCC representative will contact the SM to schedule an appointment.

Please make sure the SM is on orders for the day of the appointment if not Active Duty.

Command Directed Behavioral Health Evaluation (CDBHE) Requests:

Please utilize the Command Directed Mental Health Evaluation Referral Algorithm to assist with the referral decision-making process. If Command suspects a possible behavioral health condition, a risk to safety or unit mission, or indications of an emergency with a SM/Cadet, do the following:

Fill out the CDBHE Referral Form, CDBHE Escort Guidelines, and Physical Evaluation Form completely. Ensure that all questions are answered, the reason for the referral is clearly stated, and the form is signed by the Commander. FYSA, the physical evaluation form is to ensure that we have the SM in our database and eligible for services.

All completed forms must be returned encrypted to: usarmy.westpoint.medcom-kach.list.bh-cdmhe-other-evaluations@health.mil. If you cannot send an encrypted message to this email address, please use the DoD SAFE website (see instructions above).

Upon receipt of the completed forms, a behavioral health provider will determine the appropriateness of the referral and further instructions will be given to Command.

Please be advised that if the CDBHE referral is deemed appropriate, the SM must be on orders on the day of the appointment if they are not Active Duty.