



UNITED STATES MARINE CORPS
HEADQUARTERS BATTALION
TRAINING AND EDUCATION COMMAND
2006 HAWKINS AVENUE
QUANTICO, VIRGINIA 22134-5001

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AUG 21 2020

Policy Letter 3-20

From: Commanding Officer, Headquarters Battalion
To: All Hands

Subj: URINALYSIS PROGRAM COORDINATORS AND OBSERVERS RECOGNITION

Ref: (a) Marine Corps Order 5300.17A
(b) Urinalysis Program Coordinator Handbook
(c) Headquarters Battalion BnO 5300.17A
(d) Headquarters Battalion BnO 1650.1

1. Purpose. To award outstanding performance by Urinalysis Program Coordinators (UPC) and Observers (UPO) in support of the Battalion's Substance Abuse Control Program (SACP).

2. Background

a. Substance abuse continues to be detrimental to personal readiness in the Marine Corps. Our Commandant highlighted this fact in his 2019 planning guidance. Headquarters Battalion's (HQ Bn) stance on the use of illegal drugs and abuse of prescribed medication is, and will continue to be, zero tolerance. Our urinalysis program is our front-line effort to deter Marines from abusing substances, and thereby enhance mission readiness.

b. As the largest Battalion in the Marine Corps, HQ Bn is responsible for the urinalysis screening of approximately 1,800 Marines assigned across our supported organizations. Our SACP is comprised of Marines from all companies and sections assigned to HQ Bn that enable us to meet our urinalysis mission. UPCs are responsible for conducting urinalyses, managing Observers, Secondary Reviewers, and personnel providing samples. UPOs are responsible for the close monitoring of Marines providing samples and assisting the UPC during urinalyses. Companies provide UPCs and UPOs for urinalyses conducted by the battalion. Marines who are assigned as UPCs and UPOs must balance their individual training and section mission requirements with the requirements and duties of the SACP. Without their dedication for maintaining the sanctity of the urinalysis program, this Battalion would not be able to meet its mission for screening, deterring, and holding its members accountable for abusing substances, as directed by the Commandant of the Marine Corps. Marines that are consistently utilized and aid in the successful efforts of the SAC program are to be recognized for their professionalism, attention to duty, and esprit-de-corps.

3. Policy

a. It is HQ Bn policy that UPCs and UPOs, who demonstrate a high level of attention to detail and proficiency in performance of their urinalysis duties, over and above their peers, are to be recognized on a quarterly and annual basis. Recognition will be based on the following criteria:

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- (1) UPC of the Year will be determined upon an annual review of:
 - (a) Consistent attendance of required monthly urinalysis.
 - (b) Total number of tests conducted.
 - (c) Total personnel on tests conducted.
 - (d) Total discrepancies from tests conducted.
- (2) UPO of the Year will be determined upon review of one year of:
 - (a) Consistent attendance of required monthly urinalysis.
 - (b) Total number of tests observed.
 - (c) Total personnel on tests observed.
- (3) UPC of the Quarter will be determined upon a quarterly review of:
 - (a) Consistent attendance of required monthly urinalysis.
 - (b) Total number of tests conducted.
 - (c) Total personnel on tests conducted.
 - (d) Total discrepancies from tests conducted.
- (4) UPO of the Quarter will be determined upon a quarterly review of:
 - (a) Consistent attendance of required monthly urinalysis.
 - (b) Total number of tests observed.
 - (c) Total personnel on tests observed.

b. For superior performance, UPC of the Year will be awarded a Navy and Marine Corps Achievement Medal (Impact Award), and UPO of the year a Certificate of Commendation. UPC and UPO of the quarter will receive Letters of Appreciation.

c. One UPC and two UPOs (one male and one female), appointed during the fiscal year, will be awarded annually for UPC/UPO of the year. One UPC and two UPOs (one male and one female), appointed during the fiscal year will be awarded quarterly for UPC/UPO of the quarter.

d. All Sergeants and below assigned to HQRTS BN and properly appointed as UPCs and/or UPOs are eligible for recognition under this policy, except for those Marines assigned to full time SACP related duties with the Battalion SACP section.

4. Point of Contact. Any questions or concerns may be directed to the Battalion Substance Abuse Coordinator or Substance Abuse Control Officer at (703)784-2285.



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