



UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS BASE QUANTICO
2006 HAWKINS AVENUE
QUANTICO, VIRGINIA 22134

BnO 5300.17A
B 07-1
FEB 11 2020

BATTALION ORDER 5300.17A

From: Commanding Officer
To: Distribution List

Subj: SUBSTANCE ABUSE CONTROL PROGRAM

Ref: (a) MCO 5300.17A (Marine Corps Substance Abuse Program)
(b) 10 U.S.C. 47 (UCMJ)
(c) MCO 1900.16 CH 2 (MARCORSEPMAN)
(d) DoDI 1010.1 (Military Personnel Drug Abuse Testing Program)
(e) DoDI 1010.16 (Technical Procedures for the Military Personnel Drug Abuse Testing Program)
(f) OPNAVINST 5350.4D (Navy Alcohol and Drug Abuse Prevention and Control)
(g) SECNAVINST 5300.28E (Military Substance Abuse Prevention and Control)
(h) MARADMIN 604/18 (Marine Corps Drug Testing Program/Amplifying Guidance)
(i) 38th Commandant of the Marine Corps 2019 Commandant's Planning Guidance
(j) MCO 1500.60 Marine Corps Force Preservation Council Program
(k) BnO 11101.5G Headquarters and Service Battalion Bachelor Housing Order
(l) BnO 1604.4F AOD and AAOD Instructions
(m) BnO 5100.19A Traffic and Motorcycle Safety Program
(n) MCO 1700.22G Alcoholic Beverage Control
(o) MCINCR-MCBQO 1700.4C Control of Alcoholic Beverages
(p) SECNAV M 5510.30 Department of the Navy Personnel Security Program
(q) JAGINST 5800.7F Manual of the Judge Advocate General

Encl: (1) Urinalysis and Alcohol Screening Program Standard Operating Procedures

1. Situation. Alcohol and substance abuse continue to be detrimental to personal readiness in the Marine Corps. Our Commandant highlighted this fact in his 2019 planning guidance. Our Corps' storied heritage, including the belief that our first recruiting efforts occurred in Tun Tavern during the American Revolutionary War, is not a valid reason to perpetuate a culture of irresponsible drinking among our Marines. The Marine Corps' stance on the use of illegal drugs and abuse of prescribed medication is, and will continue to be, zero tolerance. There is no room in our Corps, or in Headquarters and Service Battalion (HQSVC Bn), for substance abuse. Marines struggling with substance abuse are urged to seek help, and take advantage of the myriad programs and services designed specifically to address substance abuse and promote a healthy lifestyle. Leaders at all levels must lead by example; personally demonstrate healthy behavior with regard to alcohol and prescribed

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medication; and identify Marines under their charge who are struggling with substance abuse and direct them to the programs and services that can assist them with their abusive behavior.

2. Cancellation. This order cancels BnO 5355.1F and will remain in effect until revised or cancelled by appropriate authority.

3. Mission. HQSVC Bn will publish policies and procedural guidance for personnel assigned to HQSVC Bn, Marine Corps Base Quantico (MCBQ), in order to execute a comprehensive, standardized, and effective substance abuse program (SAP) within the command to enhance the personal readiness of its greatest asset, its Marines.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The welfare, health, readiness, and safety of all personnel assigned to this command are paramount to mission accomplishment. The SAP should deter personnel from engaging in excessive use of alcohol or illegal use of drugs which thereby compromises individual readiness. This Order aims to provide commanders, staff, and frontline leaders with the guidance and tools needed to reduce alcohol and drug related incidents. My desired end state is to have vigilant and engaged leadership who enforce alcohol and drug abuse policies and set a positive example at all times for our Marines to follow.

(2) Concept of Operations. This command will make every effort to eliminate substance abuse from our ranks. Substance abuse can be prevented. The battalion will accomplish this by implementing the components of the SAP which include prevention, deterrence, and consequences.

(a) Prevention. Preventing abuse from occurring in the first place is the number one goal of the SAP. Prevention allows us to avoid allocating scarce resources to the aftermath of substance abuse and preserves the capacity of our Marines to focus on mission accomplishment.

1. Training. Prevention begins with education and training. All Marines receive entry level substance abuse training at recruit training or Officer Candidates School. HQSVC Bn will sustain and build upon the important lessons learned at the entry level by providing Substance Abuse training on a monthly basis. Supervisory Substance Misuse Prevention training will be provided by the Battalion Substance Abuse Control Officer (SACO) on a regular basis. Specific dates, times, and locations for training will be published via separate correspondence.

2. Leadership. Engaged leadership on the front lines is a critical prevention tool. It is the obligation of every leader in the battalion to know his or her Marines and be able to identify abusive behavior in Marines under his/her charge. Early intervention, "left of bang," is critical to the success of the SAP. A comprehensive list of programs and services is listed in enclosure (1) and should be a mainstay of every leader's toolkit. Leaders are also responsible for delivering a safety brief to his/her subordinates prior to the execution of leave and liberty. The safety brief will include a review of Marine Corps and local policies

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regarding responsible alcohol consumption and the responsible use of prescribed medications. Leaders can identify signs of irresponsible alcohol use in their Marines by using the 4/14 rule. If a Marine routinely drinks in excess of four standard alcoholic beverages in one sitting, or more than 14 drinks in a seven day period, he or she may have an abusive relationship with alcohol.

3. Responsible Alcohol Consumption. It is incumbent upon each individual member of the battalion who chooses to consume alcohol to do so in a responsible manner. A good rule of thumb for practicing responsible drinking is 0-1-2-3. 0: A Marine who is under the age of 21, is pregnant, or has been directed by a medical practitioner to abstain from alcohol should not consume alcohol at any time. 1: Marines who choose to consume alcohol, and do not fall under the restraints of the "0" category, should consume no more than one drink per hour; in most circumstance, the human liver can safely process one standard alcoholic drink per hour. 2: Marines who choose to consume alcohol should not consume more than two standard drinks in one sitting. 3: Marines who choose to consume alcohol should not consume more than three drinks per day.

4. Alcohol Consumption at Battalion Events. Alcohol consumption at battalion events, when authorized by the battalion commander, will be done so responsibly in accordance with this order and the references. Food and, at a minimum, an equal number of non-alcoholic beverages will be served at events in which alcoholic beverages are also served. If alcohol is to be served at a battalion function a detailed transportation plan will be made. Alcohol consumption will not be glamorized at any point during the planning process or throughout execution. A unit function at which alcohol is served should be viewed as an opportunity for those who are partaking to demonstrate that they are able to do so responsibly. Drinking contests and other alcohol related games will not be a part of any Battalion function, nor will awarding alcoholic beverages as a prize for any game or event.

5. Consuming Alcohol on Leave and Liberty. Alcohol consumed on leave and liberty will be done so responsibly and in accordance with this order and the references. It is the duty and responsibility of every Marine on liberty to take care of the Marine(s) to his/her right and left. Whenever there is more than one Marine gathered in the same place, there is always a senior Marine; the senior Marine is responsible for the conduct of the other Marines in the group. In situations that result in an ARI, liberty buddies and/or the senior Marine present may be held accountable for dereliction of duty which is a violation of article 92 of the UCMJ.

Example 1: A Lance Corporal is driving under the influence of alcohol, with his Corporal in the passenger seat, and is stopped by law enforcement. If his Corporal in the passenger seat knew the Lance Corporal was intoxicated, he may also be held accountable for the Lance Corporal's DUI.

Example 2: A 20 year old Private First Class is found drinking under age in her barracks room with a Lance Corporal. If the Lance Corporal knew she was under age, the Lance Corporal may also be held accountable for the Private First Class' underage drinking.

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6. Arrive Alive. HQSVC Bn will establish an Arrive Alive Program (AAP) that is intended to prevent members of the Battalion from driving while under the influence of alcohol or while intoxicated. The AAP is a critical resource that is to be used by Marines without fear of reprisal. It should not, however, be used as any Marine's primary course of action for returning home from a night out. Detailed information for the AAP can be found in reference (m).

7. Self-referral. A member of the battalion who has not been involved in a substance abuse-related incident but has concerns regarding his/her own relationship with alcohol or prescribed medication usage may self-refer to the battalion SACO or Consolidated Substance Abuse Control Center (CSACC) for help. Self-referrals will not be processed under the UCMJ provided they complete all prescribed treatment. The battalion SACO is located on the first deck of Yale Hall and can be reached at 703-784-2285. Quantico CSACC is located on the lower level of Little Hall and can be reached at 703-784-3502.

8. Force Preservation Council. The purpose of the battalion Force Preservation Council (FPC) is to optimize the potential of all members of the battalion by identifying individual risk factors and applying holistic risk management (RM) measures in order to improve individual and unit readiness. Substance abuse is an indicator of elevated risk for self-harm and/or suicide. It is incumbent on each leader in the battalion to identify potential risk factors in his/her subordinates and, if appropriate, recommend them as a candidate for FPC. Risk analysis and recommendations shall be conducted and made in accordance with reference (j).

(b) Deterrence. Measures of deterrence in the SAP go hand-in-hand with prevention. Deterrence measures include the urinalysis and alcohol screening programs, as well as health and comfort inspections.

1. Urinalysis Program. Random, unit sweeps, Permanent Change of Station, and Extended Leave urinalyses will be conducted in accordance with reference (a) and enclosure (1).

2. Alcohol Screening Program. Alcohol screening will be conducted in conjunction with monthly random urinalyses. Detailed procedures and responsibilities for the alcohol screening program are included in enclosure (1).

3. Health and Comfort Inspections. The Company and Battalion leadership will conduct random health and comfort inspections of unaccompanied housing to ensure the health, safety, and welfare of our Marines. Inspections will include the visual inspection of all areas of unaccompanied housing that may contain unlawful amounts and types of alcohol or controlled substances.

(c) Consequences. Consequences are the bite to deterrence's bark, and are essential tools for enforcing good order and discipline within the battalion. When a Marine's substance abuse violates law or regulation, he or she will be held accountable.

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1. Alcohol Related Incidences. Any Marine who has a substantiated ARI will receive, at a minimum, a page 11/6105 counseling entry.

2. Driving under the Influence (DUI). Any Marine who has a substantiated DUI incident, on or off base, may be subject to disciplinary action in accordance with the UCMJ and may be processed for separation in accordance with reference (c).

3. Injuries Sustained Outside of the Line of Duty. According to reference (q), in order to be eligible for disability retirement or severance pay, a member's injuries must meet the requirements established by applicable statutes. One of these requirements is that the injury/disability not be the result of the member's intentional misconduct. A finding of "misconduct" includes all cases where the member was using illegal drugs, abusing prescription drugs, or had a BAC exceeding the applicable breath alcohol content limit under the law.

4. Revocation of Security Clearance. Excessive alcohol consumption often leads to the exercise of questionable judgment, unreliability, failure to control impulses, and increases the risk of unauthorized disclosure of classified information due to carelessness. The irresponsible consumption of alcohol and/or involvement in drug related activity present immediate security concerns and can be grounds for the revocation of a Marines' security clearance in accordance with reference (p).

5. Illegal Drug Use. Any Marine who has substantiated illegal drug use may be subject to disciplinary action under the UCMJ and will be processed for administrative separation in accordance with reference (c).

(3) Tasks

(a) Executive Officer. Oversee the implementation of the battalion substance abuse program and ensure it is in compliance with the listed references.

(b) S-1/Adjutant/Legal Officer. Ensure all administrative and personnel actions are taken in accordance with the references and enclosure (1).

(c) Battalion S-3

1. Ensure SAP training is included in monthly and annual training events.

2. Review and certify training rosters that are submitted by the company staffs.

(d) Substance Abuse Program Coordinator.

1. Oversee all aspects of the Battalion's drug and alcohol screening program.

2. Develop, write, and update substance abuse policies and procedures for implementation by Company Commanders and SACO(s).

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3. Maintain quality control procedures for the substance abuse program while serving as the technical advisor to the Battalion Commander, Battalion Executive Officer, and Company Commanders.

4. Execute all duties and responsibilities outlined in enclosure (1).

(e) Battalion Substance Abuse Control Officer

1. Ensure annual unit substance misuse prevention education delivered via the most recent version of Unit Marine Awareness Prevented Integrated Training (UMAPIT) is coordinated and recorded in MCTFS.

2. Coordinate or provide required Supervisory Level SAP training for officers and SNCOs. Ensure that the completion of training is recorded in MCTFS.

3. Ensure UPCs, observers, and ASPCs are trained prior to conducting urinalysis training.

4. Oversee the unit urinalysis testing program by accomplishing the following:

a. Ensure that at least ten percent of the command's personnel are tested monthly, using the random premise code, IR.

b. Ensure urinalysis testing is conducted in accordance with DoD established procedures to include the collection of samples, the preparation of testing documentation, and the shipment of samples to the drug testing laboratory.

c. Submit the results of all urinalysis and alcohol screening tests to the Battalion Commander.

d. Oversee the unit ASP program. Conduct monthly random breathalyzer testing in conjunction with monthly random urinalysis testing.

e. Assist with aftercare as requested by SACC personnel.

f. Maintain files as detailed in the SACO guidance located at <http://thegearlocker.org>.

5. Issue an arrive alive card to each Marine checking into the battalion in accordance with reference (m).

6. Execute all duties and responsibilities outlined in enclosure (1).

(f) Company Commanders

1. In conjunction with the Bn SAPC and SACO, implement and execute the battalion SAP.

2. Ensure frontline/section leaders in your respective

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company have access to this order and its enclosure.

3. Ensure that your supported units are made aware of training dates, times, and locations and forward training rosters to the S-3 via MCTIMS.

4. Ensure that frontline/section leaders are delivering safety briefs prior to the execution of leave and liberty.

5. Execute all duties and responsibilities outlined in enclosure (1).

(j) OICs and SNCOICs

1. Report all substance abuse related incidents to the Battalion Commander via the Company chain of command to facilitate mandatory referrals to the Consolidated Substance Abuse Counseling Center (CSACC).

2. Nominate a minimum of one and maximum of two UPCs per 100 Marines for appointment by the HQSVC Bn Commander.

3. Nominate a minimum and maximum of two Observers per 100 Marines (minimum of one female and one male observer, and then one female per five male observers thereafter) for appointment by the HQSVC Bn Commander.

4. Nominate a minimum of one Officer/SNCO to serve as secondary reviewer and ASPCs per 100 Marines.

5. No person nominated for appointed to positions within urinalysis program may be pending any adverse administrative/disciplinary action.

6. Ensure all military personnel ordered to participate in monthly random (10%) testing or unit testing (100%) report and participate in urinalysis as required.

7. Ensure all UPCs and Observers attend monthly urinalysis and training conducted by the Battalion SACO.

8. Ensure all military personnel checking in on PCS order or who are returning from leave in excess of seven days immediately report to the Battalion SACO via their Company office for urinalysis testing.

9. Take or recommend appropriate remedial action, to include adverse administrative or disciplinary action, against those Marines identified as having failed to participate in required urinalysis testing.

10. Ensure all military personnel attend mandatory annual substance abuse training. Contact the Battalion SACO via the Company office for alternative training for personnel unable to attend scheduled training.

11. Ensure all Officers and SNCOs conduct mandatory annual supervisory-level substance abuse training. Contact the Battalion SACO via the Company office for alternative training for personnel unable to attend scheduled training.

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(4) Coordinating Instructions

(a) The list of authorized UPOs, UPCs, and ASPCs will be reconciled on a quarterly basis by the Battalion SAPC, SACO, and company commanders in order to ensure a manageable number are assigned.

(b) Check-in/leave, UPC's, Observer's, and any special testing (i.e. probable cause, command directed, and etc.) will be conducted at the battalion level.

(c) All Sergeants and below in the battalion will carry an arrive alive card on their person at all times while on liberty.

5. Administration and Logistics. CSACC will provide urinalysis supplies which will be maintained and stored in the Bn SACO storage.

6. Command and Signal

a. Command. This order is applicable to all Marines under the Administrative Control of Headquarters and Service Battalion, MCB Quantico.

b. Signal. This order is effective the date signed.



E. J. DANIELSON

Urinalysis and Alcohol Screening Program Standard Operating Procedures

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CHAPTER 1

ROLES AND RESPONSIBILITIES

1. Substance Abuse Program Coordinator (SAPC)

- a. Oversee all administrative aspects of the Battalion's drug and alcohol screening program.
- b. Develop, write, and update policies and procedures pertaining to the Substance Abuse Program (SAP) for implementation by Company Commanders and Substance Abuse Control Officers (SACOs).
- c. Maintain quality control procedures while serving as the technical advisor to the Battalion Commander, Battalion Executive Officer, and Company Commanders.
- d. Inspect the SAP, urinalysis collection procedures, and written reports of the procedures.
- e. Report inspection results to the Battalion Commander.
- f. Coordinate with SACOs and Urinalysis Program Coordinators (UPCs) for the collection of specimens.
- g. Address conflicts, discrepancies, and other concerns involving the execution of the SAP.
- h. Coordinate and monitor command members' substance abuse treatment with the SACO and Consolidated Substance Abuse Counseling Center (CSACC).
- i. Complete and maintain all necessary administrative documents pertaining to substance abuse related treatment.
- j. Contact the drug testing laboratories regarding confirmatory testing, technical assistance, and clarification regarding drug results.
- k. Provide input to the Battalion budget for the purchase of SAP materials not provided by the CSACC.
- l. Plan, develop, and execute or coordinate the conduct of Substance Abuse Prevention training with the Battalion S-3, Companies, and SACOs.
- m. Generate reports to identify measures of performance and effectiveness as required by the Battalion Commander.
- n. Brief the Battalion Commander, Company Commanders, and supported organization leadership as required.

2. Battalion Substance Abuse Control Officer. Perform duties as prescribed for a Unit SACO in accordance with MCO 5300.17A and supervise company level SACOs. The Battalion SACO will be responsible for the following:

- a. Coordinate, supervise the execution of, and document urinalyses and alcohol screening.

b. Refer all Marines who have had a substantiated substance abuse related incident to the CSACC within 48 hours of the report utilizing NAVMC 11685 and NVMAC 11686 (Appendix A).

c. Provide a "no-show" report to Company Commanders identifying Marines who fail to participate in required urinalysis testing.

d. Maintain all necessary administrative documents pertaining to the urinalyses, alcohol screening, and reports regarding cases in which an individual tested positive and a medical officer's (MO) determination was made regarding wrongful or non-wrongful use of substances. Ensure documentation of urinalysis, alcohol screening, and training is submitting in Marine Corps Training Information Management System (MCTIMS).

e. Coordinate and/or conduct annual substance abuse and prevention training. Retain copies of attendance rosters in accordance with the references and submit training rosters to the S-3 for entry into MCTIMS.

f. Ensure SACOs, UPCs, Observers, and Alcohol Screening Program Coordinators (ASPC) are assigned in writing.

g. Ensure SACOs, Urinalysis Program Coordinators (UPCs), Urinalysis Program Observers (UPOs), Secondary Reviewers (SRs), and ASPCs are properly trained, and informed of their duties and responsibilities prior to conducting a urinalysis.

h. Liaise with the CSACC, behavioral health care providers, and other treatment providers regarding Marines in treatment programs.

i. Maintain confidential files of test results and testing documentation.

j. Ensure that written instructions, reference materials, and testing supplies are available.

3. Company Commanders

a. Nominate UPCs, UPOs, and ASPCs, to include those nominated by the supported organizations, to the Battalion SACO for appointment (Secondary Reviewers are not required to be appointed in writing using APPENDIX C of this SOP).

b. Ensure only those members appointed in writing are authorized to conducting urinalyses and alcohol screening.

c. Ensure all Marines checking in on Permanent Change of Station Orders (PCS), or who are returning from leave in excess of seven days, attend a leave and liberty urinalysis via the SACO.

d. Ensure all Marines attend mandatory annual substance abuse training. Ensure all Officers and Staff Noncommissioned Officers (SNCOs) complete annual supervisory-level substance abuse training. Contact the Battalion SACO for alternative training for personnel unable to attend scheduled training.

e. Report all substance abuse related incidents to the Battalion SACO to facilitate command referrals to the CSACC.

f. Ensure the administration of Alcohol Screening Program (ASP) testing in conjunction with the random urinalyses. Marines with a positive breathalyzer result of .04 percent Blood Alcohol Content (BAC) or greater are to be referred to medical for a fit for duty determination, utilizing NAVMED 6120/1 (Appendix B).

g. Ensure UPCs, UPOs, ASPCs, and SRs are identified to the battalion SACO execute a urinalysis by close of workday, the day prior, at least 24 hours in advance of the urinalysis.

h. Ensure Company leadership is present and engaged at each test location.

i. Monitor duty logbooks and PMO blotter entries for substance or alcohol related incidents.

j. Contact the Legal Officer and Battalion SACO regarding probable cause testing of a Marine who is suspected of using, or being under the influence of, illegal drugs or substances.

4. Urinalysis Program Coordinator (UPC). Perform all tasks as prescribed for a UPC in the Urinalysis Program Coordinator Handbook, and:

a. Attend the formal UPC training program conducted by the CSACC prior to conducting a urinalysis.

b. Assist the Battalion SACO in the coordination and the execution of urinalyses.

c. Ensure urinalysis observers are briefed regarding their duties prior to initiating testing.

d. Ensure correct annotations on all urinalysis documents and complete all necessary administrative documentation pertaining to drug testing.

f. Ensure Secondary reviewers and male/female observers are present prior to start of the urinalysis.

g. Provide a monthly urine sample as directed by the battalion SACO.

h. UPCs assigned to a specific urinalysis are to consider this their appointed place of duty until they are properly relieved of their duties by the Battalion Commander or his/her representative

5. Urinalysis Program Observers.

a. Follow the direction of the UPC when conducting urinalysis and perform all duties as prescribed for an observer in accordance with the Urinalysis Program Coordinator Handbook.

b. Provide a monthly urine sample as directed by the battalion SACO.

c. UPOs assigned to a specific urinalysis are to consider this their appointed place of duty until they are properly relieved of their duties by the Battalion Commander or his/her representative

6. Secondary Reviewers.

a. During urinalyses perform all duties as prescribed for SRs in accordance with MARADMIN 604/18 (Marine Corps Drug Testing Program/Amplifying Guidance).

b. Pay particular attention to the bottle to ensure the lid is tightened appropriately and sealed. Look for signs of leakage/urine spill, wipe off if needed, and

7. Alcohol Screening Program Coordinator (ASPC). Breathalyze each member during a 10 percent urinalysis and perform all duties as prescribed in accordance with MCO 5300.17A (Marine Corps Substance Abuse Program).

8. Supported Organizations. Execute SAP in accordance with respective Memorandums of Agreement:

a. Report all substance abuse related incidents to the Battalion Commander via the Company chain of command to facilitate mandatory referrals to the CSACC.

b. Nominate a minimum of one and maximum of two UPCs per 100 Marines for appointment by the Bn Cmdr.

c. Nominate a minimum of two Observers per 100 Marines (minimum of one female and one male observer, and then one female per five male observers thereafter) for appointment by the Bn Cmdr.

d. Nominate a minimum of two Officer/SNCOs to serve as SR and ASPCs per 100 Marines for appointment by the Bn Cmdr.

e. No persons nominated or appointed to positions within urinalysis program may be pending any adverse administrative/disciplinary action.

f. Ensure all military personnel ordered to participate in monthly random (10%) testing, or unit testing (100%), report and participate in urinalysis as required. Provide information regarding members unable to test to the commander via your company office.

g. Ensure all UPCs and Observers attend monthly urinalysis and training conducted by the Bn SACO.

h. Ensure all military personnel checking in on PCS orders, or who are returning from leave in excess of seven days, immediately contact their Company office regarding scheduling for their urinalysis.

i. Ensure all military personnel attend mandatory annual substance abuse training. Contact the Bn SACO via the Company office for alternative training for personnel unable to attend scheduled event.

j. Ensure all Officers and SNCOs conduct mandatory annual supervisory-level substance abuse training. Contact the Bn SACO via the Company office for alternative training for personnel unable to attend the scheduled event.

k. Take or recommend appropriate remedial action, to include adverse administrative or disciplinary action, for those Marines identified as having failed to participate in required urinalysis testing or mandatory training.

9. Battalion Duty and Assistant Duties. Monitor toured areas for substance related misconduct or abuse. Report all substance related incidents to the

Battalion Commander or his/her appointed representative. Oncoming Duties are not to consume any alcoholic beverages within 8 hours of standing post or be under the influence of prescribed medications that would hinder his/her judgement.

CHAPTER 2

EXECUTION

1. Planning and Scheduling

a. Random urinalyses are to be planned using the following guidance:

(1) The Battalion SACO will ensure that the command conducts random selection (IR) testing of 10% of the command's total population each month.

(2) When a 100 percent urinalysis is conducted for the month, an IR still needs to be conducted during the same month.

(3) The Battalion SACO will contact company leadership for input regarding training/events that would impede conducting a urinalysis on a particular day, or week, for the coming month.

(4) The Battalion SACO will relay training or other events that would impede the conduct of a urinalysis on a particular day to the Battalion Commander for consideration in scheduling an IR and/or 100% urinalysis.

(5) The Battalion SACO will receive the date(s) to conduct a urinalysis from the Battalion Commander and forward the information to the Company Commanders.

b. A PCS/Leave urinalysis is to be conducted within 72 hours of members checking in (PCS) or returning from a period of leave in excess of seven days. PCS/Leave urinalyses will be scheduled in the following manner:

(1) Members checking in (PCS) or returning on a Monday or Tuesday will be tested on Wednesday.

(2) Members checking in (PCS) or returning on a Wednesday or Thursday will be tested on Friday.

(3) Members checking in (PCS) or returning on a Friday, Saturday, or Sunday will be tested on Monday.

(4) Urinalysis days that occur on holidays or base closures are to be conducted on the first day of returning to normal operating hours.

(5) Members unable to attend a scheduled urinalysis are to contact their company office. Company offices will contact the Battalion SACO to validate excusals for members unable to attend a urinalysis.

(6) There will be no rescheduling of members missing a PCS/Leave urinalysis if outside the 72 hour requirement.

c. PCS/Leave, UPC, UPO, and any special testing (i.e. probable cause, command directed, and etc.) will be conducted at the battalion level with personnel (UPCs and UPOs) supported by the companies.

d. Monthly IR and 100 percent urinalysis will be conducted at the company level.

e. The Battalion SACO will notify each company of members to be tested. Companies will notify their members and ensure member's compliance.

f. The Battalion SACO will provide companies with a yearly calendar schedule for their support of UPC/UPOs regarding leave/PCS urinalyses.

2. Alcohol Screening. ASP testing is to be conducted in conjunction with the (IR), and in accordance with MCO 5300.17A. Only the Commander and his appointed representatives may request a Marine be given a breathalyzer test outside of the ASP protocol, the results of that test are not to be reported in MCTIMS or the Gear Locker (HQMC SharePoint).

7. Execution. Urinalysis will be conducted in accordance with MCO5300.17A. Additional guidance is as following:

a. The SACO will oversee the conducting of urinalyses ensuring compliance with all orders and directives.

b. Company leadership will be present at each test location and ensure engaged supervision.

c. Companies will verify that their UPCs and UPOs are trained, current and properly appointed via the Quarterly Reconciliation Letter prior to conducting a urinalysis.

d. Companies are responsible for providing SRs and ASPCs who shall be either a SNCOs or Officers

e. All UPCs, UPOs, and SRs shall be identified to the Battalion SACO 24 hours in advance of conducting a urinalysis.

f. The Authorized Collection Site will be Yale Hall (building 2006). Alternate collection sites must be authorized by the commander or his/her designated representative prior to conducting a urinalysis.

g. The following Supported Organizations are authorized to conduct a urinalysis at the following locations:

(1) Manpower and Reserve Affairs - Marsh Center, 3280 Russell Rd.

(2) Marine Corps Systems Command - Headquarters Building, 220 Lester St., and off-base location, 105 Tech Pkwy.

(3) Wounded Warriors Regiment - Adlesperger Hall, 1998 Hill Ave.

(4) Marine Corps Operational Tests and Evaluations Activity, 2032 Barnette Ave.

(5) Marine Corps Warfighting Lab - Newlin Hall, 3255 Meyers Ave.

h. No-show. The Bn SACO will report members who are considered a "no-show" to a urinalysis to the Company Commanders upon urinalysis completion. Company Commanders will reply to the Battalion SACO identifying excused and non-excused

i. UPCs and UPOs that are identified to conduct a urinalysis are to be tested each month under a premise code of "00."

CHAPTER 3

IDENTIFICATION AND REFERRAL

1. Treatment (Referral/Treatment Monitoring/Aftercare)

a. Marines involved with substance abuse incidents will be counseled by their Company Commander and sent to the Battalion SACO for referral processing. There are two referral options:

(1) Command Referred. Marines involved in a confirmed substance abuse-related incident are referred by their Company Commander to the Battalion SACO for referral to the CSACC. Command referrals to the CSACC will be completed within 48 hours of confirmed report. Command referred members may be administratively processed under the UCMJ. Command referral documents are located in APPENDIX A of this SOP.

(2) Self-Referred. Marines and Sailors not involved in a substance-related incident but who have concerns in regards to their alcohol or prescribed medication usage, will be referred, without command influence, to the Battalion SACO and/or CSACC for screening. "Self-refers" for substance related concerns will not be processed under the UCMJ provided they complete all required treatment.

(3) Illegal drug use is to be considered a command referral.

b. Treatment Monitoring. The Battalion SACO will be the liaison for monitoring Marines in treatment.

c. Driving a Personally Owned Vehicle (POV). Under no circumstances will a Marine assigned to Residential Treatment drive a (POV) for travel to/or from the treatment facility.

d. Aftercare

(1) Following the completion of a CSACC level treatment program, the Marine or Sailor will remain in the CSACC monitored aftercare program for a period determined by Medical Officer (MO) or CSACC counselors.

(2) Only members who are self-referred may opt-out of aftercare.

(3) Members in aftercare are considered to be in a treatment status. Failure to complete aftercare requirements will be considered a rehabilitation failure and initiate the administrative separation processes.

2. Positive Urinalysis Procedures. The Battalion SACO will monitor the Internet Forensic Toxicology Drug Testing Laboratory (IFTDTL) portal for urinalyses indicating a positive result for illicit drugs (i.e. use of illegal drugs such as cocaine, heroin, and marijuana) and/or use of prescription drugs.

a. Illicit Drugs. Illicit drug (i.e. cocaine, heroin, and marijuana) results will be referred to the battalion legal officer for further investigation. Substantiated incidents of wrongful use of illicit drug results will trigger mandatory administrative separation procedures.

b. Prescription Medication. Positive results for prescription medication will be reviewed for wrongful use in accordance with the Navel Health Clinic

Quantico (NHCQ) Pharmacy and the DDRC. The DDRC will report to the Battalion SACO that the use was either wrongful or non-wrongful.

(1) Non-wrongful Use. No further action required.

(2) Wrongful Use. Company Commanders will further inquire into the wrongful use of the member by administering article 31b rights advisement and screening for a prescription for the medication causing the positive results. Members producing a prescription are to have it inputted into their medical record and pharmacist validation will occur. Instances in which members are unable to produce a valid prescription will be forwarded to the battalion legal office for battalion-level action.

c. Reporting to Security Manager. Substantiated positive results for illegal drugs and wrongful use are to be reported to the command Security Manager. Positive results for members in supported commands will be reported to their Security Managers via the command Security Manager.

CHAPTER 4

ADMINISTRATION AND LOGISTICS

1. Quarterly Reconciliation

a. Company Commanders will nominate UPCs, UPOs, and ASPCs, to include those nominated by the supported organizations, to the Battalion SACO. Only those members appointed in writing are authorized to conduct a urinalysis. Company Commanders are required to review, update, and nominate ASPCs, UPCs, and UPOs for the following quarter in accordance. Nominations are to be in accordance with following criteria:

- (1) ASPCs must be Officers or SNCOs.
 - (2) UPCs must be NCOs. A UPC may perform as a UPO, but may not serve as both a UPC and UPO for the same urinalysis.
 - (3) UPOs may be any rank. There must be at least one male and one female observer.
 - (4) A SR may perform as the ASPC. A Marine (Officer or SNCO) may not serve as both the UPC and Secondary Reviewer for the same urinalysis.
 - (5) A minimum of one and maximum of two UPCs per 100 Marines.
 - (6) A minimum of one and maximum of two UPOs per 100 Marines (minimum of one female and one male observer, and then one female per five male observers thereafter).
 - (7) A minimum of one Officer/SNCOs to serve as SRs and ASPCs per 100 Marines.
 - (8) No person nominated or appointed to positions within the urinalysis program may be pending any adverse administrative/disciplinary action.
 - (9) Ensure all UPCs and UPOs attend mandatory urinalysis and training conducted by the Battalion SACO.
- b. The Battalion SACO will generate the Quarterly Reconciliation Letter for the Battalion Commander's review and signature.
- c. The Battalion SACO will publish the Quarterly Reconciliation Letter to the Company Commanders.
- d. The Battalion SACO will retain the Quarterly Consolidation Letters in the SACO desktop procedures binder and monitor for compliance.
- e. UPCs and UPOs assigned to a specific urinalysis are to consider this their appointed place of duty until they are properly relieved of their duties by the Battalion Commander or his/her representative.

4. Urinalysis Supplies. Supplies will be provided by the installation DDRC. Any SAP supplies not provided by the DDRC will be identified to the Supply Office for purchasing.

5. Reports

a. UPC/UPO Tracker. The Battalion SACO and Company Commanders are responsible for maintaining accurate tracking of UPC and UPO compliance/non compliances regarding mandatory monthly urinalysis for this population.

b. MCTIMS

(1) Urinalysis/ASP. Within 72 hours OF completion of urinalysis and ASP testing, the SACO will input members tested into MCTIMS.

(2) Training. Company offices will input members completing Supervisory Level Substance Abuse Training into MCTIMS.

c. Urinalysis Testing Documents. Completed urinalysis testing documents are to be maintained by the Battalion SACO and Company Commanders. The Battalion SACO office will maintain the original documents and Company Commanders will maintain a copy. All documents are to be maintained in a secure storage location to be accessed by authorized personnel.

d. Treatment Documents. All substance related treatment documents will be maintained by the Battalion SACO in accordance with MCO 5300.17A. The Company Commanders and Legal Officer are authorized to receive copies of treatment documents.

e. Positive Results/Legal Documents. Reports of a positive urinalysis are to be managed as follows:

(1) Provide a copy of the positive result from the IFDITL portal and testing packet to the battalion legal Officer.

(2) Provide a copy of the positive result from the IFDITL portal to the member's Company Commander or his/her designated representative.

(3) Report all positive urinalyses for illegal drugs and wrongful use of prescribe medication to the Battalion Security Office.

(4) Wrongful use of prescribed medication will be determined by the NHCQ's pharmacist via the installation DDRC.

f. Appointment Letters

(1) SACO/UPC/UPO appointment letter will be completed by the Battalion SACO.

(2) ASPC appointment letters will be completed by the company offices.

(3) Appointment letters will be filed with the Battalion SACO. Each company will maintain a copy of appointment letters for their Marines.

(4) Marines assigned are to sign and retain a copy of their appointment letter(s).

6. Casual Platoon. Military members returning from desertion status or UA, are assigned to the "Casual Platoon" and will be tested by Service Company.

APPENDIX A
REFERRAL DOCUMENTATION

SUBSTANCE ABUSE CONTROL OFFICER (SACO) REFERRAL INFORMATION

The information below assists the SACO, commander and Substance Abuse Counseling Center (SACC) staff in determining the need for treatment. Attach additional paper, if needed.

Date : _____	
Marine's name : _____ (Last, First, MI)	
Rank : _____	Sex : <input type="checkbox"/> M <input type="checkbox"/> F Date : _____ Age : _____
Command/Unit: _____	
Command Address: _____	
Section: _____	Phone number: _____
Supervisor's name: _____	Phone number: _____

How was the SACO made aware of the possible problem? _____	
If applicable, date of self-referral: _____	If command-referral, date received: _____
Date and type of incident, if occurred: _____	
What substance(s) was/were involved? _____	<input type="checkbox"/> Alcohol <input type="checkbox"/> Illicit drugs
What illicit drug(s) was/were involved? _____	
Was a Blood Alcohol Level test conducted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	What were the results? _____
Was a urinalysis conducted? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, date conducted : _____	What was the result? _____
(SACO must maintain a copy of the positive result while forwarding a copy to the SACC) .	
Describe incident or facts of referral.	

FOUO - Privacy Sensitive when filled in.

Active duty service date: _____ Time in service: _____ EAS: _____

Date reported this command: _____ RTD: _____ Previous duty station: _____

Marital Status: ☐ S ☐ M ☐ D ☐ Sep

Next of kin listed in service record: _____

Date of most recent promotion: _____ Date of reduction in pay grade: _____

Provide details:

Pre-Marine Corps arrests/charges/court actions/convictions? _____
Describe circumstances:

NJP or Court Martial? _____
If yes, provide details.

Civil arrests? _____
If yes, provide details.

Unauthorized absences? _____
If yes, provide details.

Security Clearance/PRP/Flight Status: _____
Describe circumstances:

FOUO - Privacy Sensitive when filled in.

Previous Alcohol and Drug Education?

☐ Yes

☐ No

If yes, provide details including type, date, and location and if Marine attended due to related incident.

Previous alcohol and drug treatment?

Substance Abuse Rehabilitation Program

☐ Yes

☐ No

Substance Abuse Counseling Center

☐ Yes

☐ No

Other formal treatment service

☐ Yes

☐ No

If yes, provide details :

Summary of review : _____

Commander's comments (if desired) :

PRIVACY ACT STATEMENT

In accordance with the Privacy Act of 1974 (Public Law 93-579), this notice informs you of the purpose for collection of information on this form. Please read it before completing the form.

AUTHORITY: 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; and E.O. 9397 (SSN).

PRINCIPAL PURPOSE: Information collected by this form will be used to provide a basis for assessing your use of alcohol and drugs and to provide therapeutic assistance as required. The information will become part of your alcohol and drug treatment record. The information collected on this form will be filed within a Privacy Act Systems of Records collection governed by Privacy Act System of Records Notice MMN00019 which can be downloaded at <http://privacy.defense.gov/notices/usmc/MMN00019.shtml>.

RETENTION AND SAFEGUARDS: The collected information will be maintained in paper case files in locking file cabinets with restricted, limited access by authorized personnel who are properly screened, cleared, and trained. Records in this file system will only be retrieved by name and social security number. Level I, II, and II alcoholism treatment case files and Level I and II drug abuse treatment case files are cut off and destroyed 5 years after the end of the calendar year the case is closed.

ROUTINE USES: To various officials outside the Department of Defense specifically identified as a Routine Use in Privacy Act System of Records Notice MMN00019 for the stated specific purpose in addition to those set out in the blanket routine uses established by the Department of Defense Privacy Office and posted at <http://www.defenselink.mil/privacy/notices/blanket-uses.html>.

DISCLOSURE: Providing information on this form is voluntary. If the individual does not complete necessary data fields, treatment may be negatively impacted.

SUPERVISOR'S INPUT

To : _____
(Supervisor's Name)

Subj: ALCOHOL AND DRUG SCREENING :

For : _____
Rank Name SSN Last 4 digits

1. Subject Marine is referred to the Substance Abuse Counseling Center (SACC) for an alcohol and drug screening / assessment. Your input is extremely important in helping the commander and SACC make the appropriate assessment and treatment recommendation.

2. How long have you supervised this Marine? _____

3. Check the word that best describes the Marine in the past year regarding :

a. Military performance :

Superior <input type="checkbox"/>	Adequate <input type="checkbox"/>	Improving <input type="checkbox"/>
Excellent <input type="checkbox"/>	Substandard <input type="checkbox"/>	Declining <input type="checkbox"/>

b. Work performance :

Superior <input type="checkbox"/>	Adequate <input type="checkbox"/>	Improving <input type="checkbox"/>
Excellent <input type="checkbox"/>	Substandard <input type="checkbox"/>	Declining <input type="checkbox"/>

c. Uniform / Military performance :

Superior <input type="checkbox"/>	Adequate <input type="checkbox"/>	Improving <input type="checkbox"/>
Excellent <input type="checkbox"/>	Substandard <input type="checkbox"/>	Declining <input type="checkbox"/>

d. Relationship with peers and superiors :

Superior <input type="checkbox"/>	Adequate <input type="checkbox"/>	Improving <input type="checkbox"/>
Excellent <input type="checkbox"/>	Substandard <input type="checkbox"/>	Declining <input type="checkbox"/>

Additional comments about the above markings :

For :

Rank

Name _____

SSN Last 4 digits

e. Any remedial counseling conducted?

☐ Yes☐ No☐ Yes☐ No☐ Yes☐ No☐ Yes☐ No☐ Yes☐ No☐ Yes☐ No☐ Yes☐ No

--

☐ Yes☐ No

to :

--

(Telephone)

SACO's Signature

Date _____

Supervisor's Signature

Date _____

FOR OFFICIAL USE ONLY

PRIVACY ACT STATEMENT

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DISCLOSURE: Providing information on this form is voluntary. If the individual does not complete necessary data fields, treatment may be negatively impacted.

APPENDIX B
FIT FOR DUTY DOCUMENTATION

COMPETENCE FOR DUTY EXAMINATION

INSTRUCTIONS FOR THE USE AND PURPOSE OF THIS FORM ARE CONTAINED IN BUMEDINST 6120.20 SERIES.
THIS FORM SHALL NOT BE USED FOR PROCEDURES PERFORMED FOR CLINICAL OR THERAPY PURPOSES.

DEFINITION OF COMPETENCE FOR DUTY

FOR PERSONS IN THE NAVAL SERVICE: The ability to perform fully the naval duties to which the individual normally would be assigned. (Note: A person who has indulged in intoxicating beverages narcotics or dangerous drugs to such an extent as to impair sensibly the rational and full exercise of his mental and physical faculties cannot be entrusted with the duties incident to naval service. The fact that the person is in a patient, leave, or liberty status is immaterial to the determination of his competence to perform his naval duties.)

FOR ALL OTHERS: The mental and physical ability to perform fully any task or service which the individual may normally be expected to perform.

INSTRUCTIONS

- Items 1-12 shall be completed in duplicate by the commanding officer or other proper authority requesting examination.
- Items 13-48 shall be completed by medical officer conducting examination. Under item 13, History, included information provided by examinee as to ingestion and quantity of alcoholic beverage, narcotic, drug substance, or food, and time taken. Note any evidence of disease or injury (other than the condition promoting this examination) in item 16.
- When conducting an examination for competence for duty and individual is accused or suspected of an offense, comply with BUMEDINST 6120.20 series

A. REQUEST FOR EXAMINATION

1. TO:	2. DATE	3. TIME (Hours)
--------	---------	-----------------

It is requested that a physical examination be given the following individual to determine competence for duty.

4. NAME (Last, first, middle)	5. GRADE OR RATE	6. DUTY STATION
-------------------------------	------------------	-----------------

7. REASON FOR REFERRAL

☐

Check here if laboratory analysis is desired.

8. SIGNATURE (Requester)	9. GRADE OR RATE	10. TITLE
11. NAME OF REQUESTER (Type or print in ink)		12. DUTY STATION

B. CLINICAL EXAMINATION

13. HISTORY

14. GENERAL APPEARANCE (Include appearance of clothing)	15. MENTAL STATE
---	------------------

16. DISEASES OR INJURIES (Other than the condition prompting this examination, per inst. 2 above).

17. TEMPERATURE	18. PULSE (Rate and character)
19. BLOOD PRESSURE	
20. FACE (Flushed, pallid, cyanotic)	21. TONGUE
	22. BREATH
23. SKIN (Warm, cool, moist, dry, pale)	24. SPEECH (Thick, slurred, ability to repeat words such as Merciful, Pedestrian, Peter Piper)
25. EYES (Size of pupils, reaction to light, conjunctiva, etc.)	



UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
MARINE CORP BASE
Quantico, Virginia 22134

IN REPLY REFER TO:
1700
CO
DD Mon YY

From: Commanding Officer, Headquarters and Service Battalion
To: Rank First M. Last EDIPI/MOS USMC
Subj: APPOINTMENT AS THE ALCOHOL SCREENING PROGRAM COORDINATOR
Ref: (a) MARADMIN 709/12

1. Per the references, you are hereby appointed as the Alcohol Screening Program Coordinator.
2. You will be guided and perform your duties per the references.

I. M. Command
Commanding Officer

RECEIVING ENDORSEMENT

1700
CO
DD Mon YY

From: Rank First M. Last EDIPI/MOS USMC
To: Commanding Officer, Headquarters and Service Battalion
Subj: APPOINTMENT AS THE ALCOHOL SCREENING PROGRAM COORDINATOR
1. I have read and understand the contents of the references.

F. M. LAST

Copy to:
CSACC
SACO



UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
MARINE CORP BASE
Quantico, Virginia 22134

IN REPLY REFER TO:
1700
CO
DD Mon YY

From: Commanding Officer, Headquarters and Service Battalion
To: Rank First M. Last EDIPI/MOS USMC
Subj: APPOINTMENT AS SUBSTANCE ABUSE CONTROL OFFICER

Ref: (a) MCO 5300.17A
(b) Marine Corps UPC Handbook, 5th edition
(c) MARADMIN 604/18

1. Per the references, you are hereby appointed as the Substance Abuse Control Officer.
2. You will be guided and perform your duties per the references.

I. M. COMMAND
Commanding Officer

RECEIVING ENDORSEMENT

1700
CO
DD Mon YY

From: Rank First M. Last EDIPI/MOS USMC
To: Commanding Officer, Headquarters and Service Battalion
Subj: APPOINTMENT AS SUBSTANCE ABUSE CONTROL OFFICER

1. I have read and understand the contents of the references.

F. M. LAST

Copy to:
CSACC
SACO