



UNITED STATES MARINE CORPS
I MARINE EXPEDITIONARY FORCE HEADQUARTERS GROUP
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GruO 5353.1D
SACO
14 May 12

GROUP ORDER 5353.1D

From: Commanding Officer
To: Distribution List

Subj: SUBSTANCE ABUSE POLICY AND PROCEDURES

Ref: (a) MCO 5300.17
(b) MCO P1700.22F
(c) OPNAVINST 5350.4D
(d) NAVMC 2931
(e) SECNAV 5300.28D
(f) MCO P1900.16F
(g) MCO 5110.1D
(h) BO P5000.2L
(i) BO 5101.3R w/chg 3
(j) AO P11101.8D

1. Purpose. To set forth the Commanding Officer's policies, procedures and standards in regards to substance abuse as prescribed by the references. This order reiterates Navy and Marine Corps policies and reinforces its applicability to this unit.

2. Cancellation. GROUP ORDER 5353.1C

3. Background. Substance Abuse is defined as the use of any drug, legal or illegal, which has an adverse impact on the combat readiness, welfare or operations of a command or individual. The term "substance" includes alcohol, prescription medication, over-the-counter medication, prohibited anabolic steroids, and illegal drugs or intoxicating substance (other than alcohol). These products not only pose legal issues but also endanger the safety and health of our Marines and Sailors. It is our responsibility to eliminate the use of prohibited and or illegal substances by:

a. Educating our Marines and Sailors on the health hazards and other repercussions of substance abuse.

b. Taking appropriate legal and administrative action when regulations are violated.

4. Policy. Substance abuse within I MHG and I MEF Command Element will not be tolerated and will be dealt with swiftly and severely through judicial and administrative separation process. All actions concerning the subject will be in strict accordance with the provisions of the references. All personnel newly joined by PCS, PCA or TAD are required to provide a urine sample upon check-in. In addition, all personnel who have returned from an unauthorized absence, desertion status, were in the hands of civilian authorities (foreign or domestic), were on leave for more than five days, and personnel

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returning from TAD or FAP will report to the Substance Abuse Control Officer (SACO) on the first work day upon their return for a urinalysis test. All other types of testing will remain confidential until administered by the SACO.

5. Action. Work section leaders will ensure all Marines and Sailors selected for a random or unit sweep testing provide a sample. Section leaders will ensure that the individuals returning from leave, TAD, etc., report to the SACO for testing on the day of their return. If the return coincides with a weekend, holiday or after hours, the testing will normally occur on the next working day.

6. General Responsibilities

a. Substance Abuse Control Officer. The SACO and Substance Abuse Control Specialist (SACS) will complete the HQMC (MRC-4) approved course within 90 days of appointment. The general responsibilities of the SACO/SACS are:

(1) Ensure all procedures are in accordance with (IAW) current directives.

(2) Maintain directives for daily reference.

(3) Maintain and implement written policies and procedures concerning the substance abuse program.

(4) To advise the Commanding Officer on matters pertaining to the substance abuse program.

(5) To ensure within 72 hours all personnel checking into the unit are:

(a) Screened for substance abuse

(b) Tested for illegal drug use

(c) Educated concerning:

1 Marine Corps Policy

2 Unit Substance Abuse Policies

3 Rules and Regulations

4 Offenses and Penalties

(6) Make liaison with the Legal Officer/Clerk to annotate Page 11 Entry into individuals' record book. Indicate whether treatment was a success or a failure.

(7) Ensure that all personnel returning from TAD or leave for more than five days are both interviewed/screened for indications of substance abuse and tested for illegal drug use within 72 hours of their return.

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(8) The SACO will refer alcohol and drug offenders to the Consolidated Substance Abuse Counseling Center (CSACC), complete and submit NAVPERS 5350/7, Drug and Alcohol Abuse Report (DAAR) Form to the Alcohol and Drug Management Information Tracking System (ADMITS) and ensure treatment is coordinated with the appropriate agency.

(9) Maintain a case file for each individual for a period of five years from the date treatment was completed prior to destroying it. Ensure each case file is properly documented and consists of the following:

- (a) Privacy Act Statement
- (b) SACO Referral Information (NAVMC 11685)
- (c) Supervisor Input (NAVMC 11686)
- (d) Medical Record Review (NAVMC 11687)
- (e) Letter of Treatment Assignment
- (f) Other Appropriate Documentation
- (g) Chronological Log (NAVMC 11695)

(10) The SACO shall submit a weekly report to the Commanding Officer on any issues concerning substance abuse.

7. Alcohol Awareness Program

a. Definitions. The term "alcoholic beverages" includes all distilled spirits, fortified and unfortified wine, beer, and ale; except those prescribed for medicinal purposes. The following provides further clarification:

(1) Distilled Spirits and fortified Wines: Includes all types of liquor and wine containing more than 17 percent alcohol by volume.

(2) Malt Beverages: Includes all types of beer, lager, malt liquor and ale containing more than one half of one percent and not more than six percent alcohol by volume.

(3) Unfortified Wines: Includes all types of wine that have an alcohol content of not more than 17 percent alcohol by volume.

b. Unit Functions. Any unit functions during which alcoholic beverages are to be consumed shall be in compliance with reference (b) and (h).

c. Drinking Age. The minimum legal drinking age in the state of California is 21 years of age. The minimum drinking age in the Marine Corps is 21 years of age. Per references (b) and (h), only under written authorization from the Base Commander will any underage Marine or Sailor be permitted to drink, purchase or possess alcoholic beverages. Under no other circumstances will a Marine or Sailor under the minimum legal drinking age be permitted to drink, purchase, or possess alcohol beverages. At no time will a Marine or Sailor 21 years of age or older contribute alcohol to a minor. Violation of such laws will be dealt with swiftly and severely through judicial and or administrative process.

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d. Driving Under the Influence (DUI). Per California Vehicle Code 23152 and ref (h), a person is considered to be driving under the influences when that individual's blood alcohol concentration (BAC) is .08 percent or greater (.05 percent or greater aboard Camp Pendleton) and given a citation by a Civilian Police Officer or Military Police Officer. Any person under the age of 21 with a BAC of .01 percent or greater is considered under the influence and will be cited for DUI. Any service member attached to this unit who receives a DUI, on or off base, will report to the SACO on the first working day following the incident. In addition, any person cited for DUI will be automatically granted suspension of on base driving privileges for a period of one year per references (i) and (h) and is subject to the UCMJ.

e. Alcohol Related Incident (ARI). An Alcohol-Related Incident (ARI) occurs when, in the Commander's judgment, the ingestion of alcohol was a contributing factor to an event which resulted in a violation of the UCMJ.

f. Possession and Consumption. The possession and consumption of alcoholic beverages in temporary quarters, family quarters, Bachelor Officer Quarters, and SNCO Bachelor Quarters by personnel 21 and over is authorized. In the Bachelor Enlisted Quarters, personnel age 21 and over are authorized under the following conditions in compliance with reference (j):

(1) E-3 and below, over the age of 21, may have in their possession a maximum of one six pack of malt beverages or one bottle of unfortified wine.

(2) E-4 and E-5, over the age of 21, may have a maximum of two six packs of malt beverages or two bottles of unfortified wine.

(3) E-5 and below may not have distilled spirits or fortified wines on BEQ premises.

(4) At no time will any individual 21 and over provide alcoholic beverages to a minor. All violations will be reported and are subject to the UCMJ.

8. Illegal Drug Use Program

a. Illegal Drugs. Wrongful and illegal use, possession, manufacturing, distribution, importation, exploration or introduction on base of a controlled substance is a violation of article 112A of the UCMJ and will not be tolerated in the Marine Corps. Any person attached to this unit who is charged with such an offense, will be subjected to the following:

(1) Legal Proceedings such as Courts-Martial or Non-Judicial Punishment

(2) Administrative Separation

(3) Adverse Fitness Report (DC) CMC Directed

b. Education. Preventive drug education and alcohol abuse training will be included as a regular discussion topic at the Staff Non-Commissioned Officer and Officer meetings and discussions. The subject of illegal drug use will be scheduled for discussion at troop formations as required to meet the needs of this organization. All unit personnel are to receive education in this critical area at least annually. Lesson plans and training assistance are available through Substance Abuse Counseling Centers (SACCs) or Drug Demand Reduction Counselors (DDRC's). Annual training on substance

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abuse will be recorded and maintained in SACO files as well as the S-3 training office. It is the duty of all personnel within I MHG and I MEF CE to be knowledgeable on the effects and legal issues pertaining to substance abuse. The following training will be conducted in compliance with reference (a).

(1) Officers and Staff Non-Commissioned Officers will receive annual supervisor training in drug and alcohol abuse prevention. Commanders will identify two SNCO's or Officers to receive BASIC Train-the-Trainer training at the installations SACC. Once trained, these individuals will train and support NCO's in the utilization and delivery of the BASIC course.

(2) Non-Commissioned Officers shall also receive annual supervisory training. In addition, special training through a HQMC approved course is required. BASIC is the only course available to meet this requirement. NCO's will use BASIC to train their subordinates on alcohol abuse prevention annually. BASIC is a one-time requirement for NCO's.

9. Tobacco Awareness

a. The use of tobacco is the most preventable cause of illness and death today in the United States. Smoking poses a public health risk and kills more people each year than alcohol, narcotics, accidents, and suicides combined.

b. Smoking is not illegal but shall be permitted only in designated areas where it would not endanger life, property, or risk impairing a nonsmoker's health.

c. Smokeless tobacco, to include dip, chew or snuff, is prohibited in government vehicles and buildings.

d. All personnel assigned to the unit will be expected to complete the Semper Fit: Tobacco Cessation annual training requirement on MarineNet as listed in Marine Corps Bulletin 1500: *Annual Training and Education Requirements*.

10. Anabolic Steroids. The use, possession, or trafficking of anabolic steroids in the Marine Corps is prohibited and considered a violation of Article 112, UCMJ, except as prescribed by a physician for therapeutic purposes and recorded in an individual's medical record.

11. Prescription Medications. MARADMIN 154/12, signed 22 March 2012 gives notification of expanded prescription drug urinalysis testing within the Marine Corps. Effective 1 May 2012, the Department of Defense has expanded military drug testing of the more commonly abused prescription drugs, including Hydrocodone and Benzodiazepines. Marines or Sailors who are using prescription drugs that were not prescribed by their healthcare providers or are inappropriately using legitimately prescribed medications are encouraged to voluntarily seek medical treatment and rehabilitation in a military medical treatment facility. Prescription drugs are inappropriately used when they are not used for their intended purpose, beyond their prescribed dates, in excess of the prescribed dosing regimen, or when a service member uses another individual's prescribed medications. The wrongful use of prescription medications is a violation of article 112A of the UCMJ.

12. Formal Treatment and Rehabilitation Programs

a. Early Intervention. Early Intervention is an education and awareness course. All first-time offenders will attend this program. Refer alcohol offenders to the CSACC for the Marine Alcohol Awareness Course (MAAC) or the Prime for Life Course using the CO's assignment letters for Early Intervention. Drug offenders may be assigned to the Marine Drug Awareness Course (MDAC) utilizing the same Early Intervention letter format.

b. Outpatient Program or Intensive Outpatient Program. Refer alcohol offenders to the CSACC using the CO's assignment letters for the Outpatient or Intensive Outpatient Program. This program consists of up to 40 hours of individual and group counseling conducted Monday through Friday for up to four weeks. Personnel may be extended to six weeks in the program depending on their progress (this decision will be made on a case by case basis by the counselor). Upon completion, they will be assigned by the Commanding Officer to a 52-week aftercare program.

c. Residential Inpatient Facility. After an individual is diagnosed as being alcohol or drug dependent through a medical evaluation, that person may be ordered to an Alcohol Rehabilitation Center or Department to undergo a 28-day Residential Rehabilitation Program. Upon completion, they will be assigned by the Commanding Officer to a 52-week aftercare program.

d. Aftercare Program. Aftercare is a continuation of maintenance that is scheduled for a patient after initial treatment has been provided. This program can include but is not limited to weekly AA meetings, weekly program management meetings with a CSACC counselor and bi-weekly progress reports with the unit SACO for a period of 52 weeks.

e. Treatment Failures. Any Marine or Sailor who fails to successfully complete treatment may be subject to administrative separation in accordance with reference (f).

f. Drug and Alcohol Dependent. Marines or Sailors diagnosed as drug or alcohol dependent and found not to have potential for further service may be administratively discharged and offered treatment at a Veterans Administrative (VA) Facility. Such individuals will be briefed per reference (a).

13. Unit Level Prevention

a. Unit leaders must ensure all Marines understand that the consumption of alcohol is not essential to the development of unit and Marine Corps pride. In addition, the distribution, possession or use of illicit drugs is contrary to the effective performance of the individual and the Marine Corps.

b. The SACO will inform the unit on all matters pertaining to Marine Corps policies and the causes and effects of substance abuse. All personnel are to prevent and eliminate the misuse of controlled substances and the abuse of alcohol within the unit.

14. Urinalysis Program

a. The SACO shall conduct an aggressive urinalysis program with the goal that each individual be tested at least twice each year, that 10 percent of the unit's personnel be tested each month, and that at least one unit

sweep is conducted per year. This program will combine various types of urinalysis screening, to include command directed, random, unit sweeps and other service-directed testing.

b. Random testing will be conducted on all Marines and Sailors, regardless of grade or position.

c. Other Service-Directed testing is required upon checking into this unit, returning from a leave status, or those individuals involved in the collection, testing or shipment of urine samples.

d. Only the Commanding Officer or a Medical Officer may direct that a urine sample be tested for drug presence.

e. Failure to report for a Command Directed Urinalysis could be punishable under articles 86, 92, and 134 of the UCMJ.

f. The Urinalysis Program Coordinator (UPC) can be any Officer or Staff Non-Commissioned Officer within the unit. The UPC is responsible for the collection of urine samples and will ensure testing is done according to the Marine Corps orders and procedures. Coordinators will ensure all administrative documents are filled out properly and sign all chain of custody forms prior to returning materials over to the SACO. At no time will the UPC leave the testing site. If in any case of emergency the coordinator has to leave, the test will be secured.

g. The Urinalysis Observer will be a Non-Commissioned Officer or above assigned to the unit. The observer is responsible for escorting an individual to and from the urinal and back to the coordinator table. Observers are to keep sight of the individual and the sample bottle at all times. This means keeping a clear view of the urine stream leaving the individual and into the sample bottle. The observer is to inform the coordinator on any suspicious activities while testing is in progress.

h. Any individual refusing to provide a sample at the time of testing is subject to the UCMJ and administrative separation. Furthermore, individuals refusing to provide a sample shall be directed to Medical to provide a blood draw for testing purposes. If probable cause exists, the Commanding Officer shall direct that a search be conducted of the individual's property and belongings. All personnel are to report to the test site when conducting a unit sweep or when an individual's name is listed for random testing. At no time will an individual leave the test site prior to providing a urine sample. Those absent from testing are subject to the UCMJ unless a valid excuse for their absence is provided to the Commanding Officer, Executive Officer or Sergeant Major.

15. Arrive Alive Program. It is the Commanding Officer's policy that every I MHG and I MEF CE Marine and Sailor be issued an "Arrive Alive" Card. This will serve two purposes. First, it ensures every member of I MHG and I MEF CE is provided an alternative to driving while intoxicated. Secondly, it demonstrates the Commanding Officer's interest in preventing alcohol abuse by supporting the program from the top down.

16. Commander's Intent. Substance abuse will not be condoned or tolerated. My goal is to have no drug or alcohol related incidents in I MHG and I MEF CE. It is everyone's responsibility to deter substance abuse and become a positive example for one another.



M. J. FLYNN

Distribution A