



UNITED STATES MARINE CORPS
HEADQUARTERS AND SUPPORT BATTALION
MARINE CORPS BASE
BOX 555031
CAMP PENDLETON, CALIFORNIA 92055-5031

IN REPLY REFER TO:
5300
SACO
22 Mar 12

HEADQUARTERS AND SUPPORT BATTALION POLICY LETTER 3-12

From: Commanding Officer
To: Distribution List

Subj: ALCOHOL AND DRUG ABUSE POLICY

Ref: (a) MCO 5300.17

Encl: (1) Memorandum of Understanding and Concurrence

1. Situation. Substance Abuse is detrimental to the good order and discipline of the Navy and Marine Corps. Substance Abuse is defined as the use of any drug, legal or illegal, which has an adverse impact of the readiness, welfare, or operations of a command or individual. The term "substance" includes alcohol, illegal drugs and synthetic chemical compounds.

2. Mission. Alcohol and drug abuse within Headquarters and Support Battalion will not be tolerated. As the Commanding Officer, I am directly in charge of good order and discipline of this unit. I envision a unit Substance Abuse Control Officer (SACO) program that aggressively supports the tenets of the Marine Corps' substance abuse policy: deterrence, prevention, education, and after-care. All violations will be dealt with swiftly and firmly through judicial or administrative processes.

a. Once identified as a participant of either an alcohol/drug incident or event, a Marine will be sent to the unit SACO for an initial SACO screening package and then referred to the Consolidated Substance Abuse Counseling Center (CSACC) for an evaluation by a Substance Abuse Counselor per reference (a).

b. All alcohol and drug incidents or events will have administration and disciplinary actions initiated. All Marines and Sailors will be counseled and a Page 11 counseling entry will be made in the service record of all incidents or events resulting from alcohol or drug usage. A copy of the Page 11 counseling entry will be provided to the SACO and will be placed in the screening package.

3. Execution

a. Urinalysis Program. The SACO will conduct an aggressive periodic program of urinalysis with a goal of individuals being tested at least twice per year and that 10 percent of the unit's personnel will be tested each month. Mandatory testing is required for:

- (1) Upon check-in to the unit (within three days).
- (2) After more than seven days of leave.
- (3) After a blotter incident; regardless of the nature of the offense.
- (4) After a positive drug test.

(5) Weekly tests for Marines assigned to Separations Platoon or those being processed for administrative separation.

Subj: ALCOHOL AND DRUG ABUSE POLICY

(6) Upon receipt of a deserter.

(7) When a Marine or Sailor goes on an unauthorized absence, in excess of 24 hours.

(8) While on restriction.

(9) Random testing will also be conducted for all Marines and Sailors, regardless of grade or position.

b. Alcohol Awareness Program

(1) Drinking Age. The minimum legal drinking age in the State of California is 21 years of age. It is unlawful for any person below the minimum legal drinking age to purchase, possess or consume alcoholic beverages, unless authorized in writing by the Commanding General, MCI-W for command functions. Violation of such laws will result in a formal counseling to include administrative and/or punitive action.

(2) Driving Under the Influence (DUI). A person is considered driving under the influence when that individual's blood alcohol content (BAC) is at the legal limit or over (.05 on base, .08 off base) and given a citation by a Civilian Police Officer or Military Police Officer. Any person that receives a DUI, will report to the SACO on the first working day following the incident.

(3) Alcohol-Related Incident. An alcohol-related incident (ARI) occurs when, in the Battalion Commander's judgment, the ingestion of alcohol was a contributing factor to an event that resulted in a violation of the Uniform Code of Military Justice.

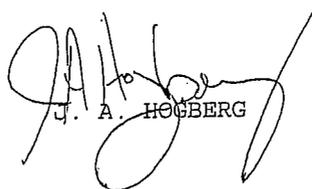
c. Arrive Alive Program. The Battalion Arrive Alive Program establishes a non-punitive program to deter driving while intoxicated or under the influence of alcohol. An Arrive Alive card will be issued to all military personnel of this command. If the Arrive Alive Card is used, Marine Corps Community Services will pay for half the fare amount for transportation. Any purposeful or willful misuse of this card will result in non-judicial punishment or administrative action.

d. Illegal Drug Use. The use, possession, or distribution of illicit drugs is unlawful. Any person who is charged with such an offense will be subjected to the following: courts-martial, non-judicial punishment, administrative separation, and/or adverse fitness report.

5. Command and Signal.

a. Command. This policy is applicable to all Marines and Sailors assigned to Headquarters and Support Battalion.

b. Signal. This policy is effective on the date signed.


J. A. HOGGERG

MEMORANDUM OF UNDERSTANDING AND CONCURRENCE

I, _____, on _____ have fully read and understand the Battalion Commander's intent and direction given in Policy Letter 03-12.

As a member of Headquarters and Support Battalion, Marine Corps Base, Camp Pendleton, I will NOT:

- a. Consume alcohol if under the age of 21.
- b. Provide alcohol to anyone under the age of 21.
- c. Encourage the consumption of alcohol by anyone under the age of 21.
- d. Drink and Drive.
- e. Use illegal drugs and synthetic compounds.

As a member of Headquarters and Support Battalion, Marine Corps Base, Camp Pendleton, I WILL drink responsibly by:

- a. Moderating my intake.
- b. Identifying a designated driver who will not drink.
- c. Obtaining a taxicab when I've been drinking.
- d. Planning-ahead for a taxicab by:
 - (1) Utilizing MCCS' Unit Arrive Alive program.
 - (2) Setting aside enough funds for a taxicab fare.
- e. Calling a friend for a ride.

In addition, I will report any and all violations of Policy Letter 03-12 to my chain of command so that any Marine or Sailor who needs help gets the care and treatment they deserve.

Marine's Signature

Enclosure (1)