



UNITED STATES MARINE CORPS
HEADQUARTERS AND SUPPORT BATTALION
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IN REPLY REFER TO:
5300
SACO
14 June 13

HEADQUARTERS AND SUPPORT BATTALION POLICY LETTER 6-13

From: Commanding Officer
To: Distribution List.

Subj: MARINE CORPS ALCOHOL SCREENING PROGRAM

Ref: (a) MARADMIN 709/12
(b) LETTER OF INSTRUCTION FOR THE MARINE CORPS ALCOHOL SCREENING PROGRAM

Encl: (1) Memorandum of Understanding and Concurrence

1. Situation. The purpose of the Alcohol Screening Program (ASP) is to provide Commanders an additional tool to identify Marines and Sailors within their commands who are at risk for the adverse effects of alcohol abuse/misuse. The ASP accomplishes this through deterring Marines and Sailors from reporting to duty under the influence of alcohol. Additionally, the ASP provides an opportunity for Commanders to identify those individuals in need of alcohol abuse/misuse training, counseling and/or treatment.

2. Mission. Alcohol and drug abuse within Headquarters and Support Battalion is not tolerated. As the Commanding Officer, I am directly responsible and in charge of good order and discipline of this unit and the welfare and quality of life of each person. The ASP will be administered by all Company's currently executing the random urinalysis program. Timing of alcohol breathalyzer testing via the ASP shall be conducted by random unit testing throughout the year. However, Commanders shall ensure that all Marines and Sailors in their commands are tested twice per year (semi-annually).

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 substantiated incidents/events resulting from alcohol or drug usage. A copy of the Page 11 counseling entry will be provided to the SACO and also placed in the screening package.

3. Execution

a. Commander's Intent. The ASP is a unit-level deterrence tool to identify alcohol abuse/misuse and direct appropriate intervention before any career or life-altering incidents occur. All Marines will undergo breathalyzer testing at least semi-annually. The ASP supports Commanders' efforts to ensure our Marines arrive to work safe and fit for duty. The ASP testing process is not the same as "unit testing" for the purpose of collecting evidence to use against a Marine or Sailor. If a Marine or Sailor is identified while on duty as under the influence of alcohol, it is an opportunity for further intervention. This Policy letter promulgates the required procedures and guidelines for the execution of the ASP.

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b. Alcohol Screening Program Coordinator (ASPC). The ASPC will be a SNCO or Officer designated in writing via appointment letter signed by the Company Commander. He/she will review all policies and procedures pertaining to ref (a) and (b) and the Battalion Substance Abuse Prevention and Awareness Program. A copy of each appointment letter will be submitted to the SACO who will then maintain on file and forward a copy to the Consolidated Substance Abuse Counseling Center (CSACC)/Resilience Education Branch. This program will be conducted during the MORNING of our monthly urinalysis testing. Additionally pay special attention to the following task:

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

(b) Company Commanders may refer personnel to the ASP. **Only** the Battalion Commander may refer Marines for a Fitness for Duty exam.

(c) As required, maintain and update written policies and procedures concerning the Alcohol Screening Program (ASP).

(d) Conduct ASP testing of 100 percent of the Marines and Sailors on a semi-annually basis; at a minimum, conduct random monthly testing.

(e) Notify the Battalion Commander via the Company Commanders of Marines who test positive during the breathalyzer testing while on duty.

(f) Consult with the local CSACC/Resilience Education Branch for appropriate education and screening requirements for Marines identified.

(g) As appropriate, command leadership shall educate and counsel Marines and Sailors with a positive test result greater or equal than .02 BAC.

(h) As appropriate, refer Marines and Sailors with a positive test result of 0.04 percent or greater to the Battalion Commander via the XO or SgtMaj. Ensure that, later, these individuals are also sent to the installation CSACC/Substance Abuse Rehabilitation Program for screening. Marines testing 0.04 or higher at the Battalion Commander's digression be referred for a fitness for duty exam.

(i) Within seven (7) days after the end of each month, submit monthly breathalyzer testing results to the installation CSACC/Resilience Education Branch via the chain of command for monitoring oversight. This report will include the following: the number of Marines and Sailors tested with a blood alcohol content (BAC) level of .02 - .03, the number of Marines and Sailors tested with a blood alcohol content (BAC) of .04 or higher, the number of Marines and Sailors who were referred to Medical for fit for duty evaluation, and the number of Marine and Sailors who were referred to the CSACC for screening.

(j) Conduct random testing for all Marines and Sailors, regardless of grade or position.

(k) Failure to appear for a Command directed urinalysis screening or command directed breathalyzer screening is punishable under the UCMJ.

(l) Any individual who refuses to provide a breathalyzer testing while on duty is in violation of a direct order of the UCMJ and is subject to punitive and adverse administrative action.

(m) Although the ASP is primarily for deterrence and education, it does not preclude Commanders from taking appropriate administrative action should the situation warrant.

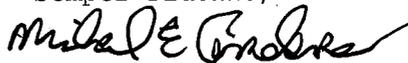
5. Command and Signal.

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a. Command. This policy is applicable to all Marines and Sailors assigned to Headquarters and Support Battalion. All members of this Battalion are to support the intent and spirit of this policy

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

Semper Fidelis,



MICHAEL E. CORDERO
COLONEL USMC