



**MASTER DIRECTIVES**  
**UNITED STATES MARINE CORPS**  
 MARINE CORPS AIR STATION  
 NEW RIVER, JACKSONVILLE  
 NORTH CAROLINA 28545-5001

IN REPLY REFER TO

ASO 5355.1  
 JDACC  
 11 Dec 1987



AIR STATION ORDER 5355.1

From: Commanding Officer  
 To: Distribution List

Subj: Standing Operating Procedures (SOP) for the Joint Drug and Alcohol Counseling Center (JDACC)

Ref: (a) MCO P5300.12  
 (b) ABO 5355.1  
 (c) SECNAVINST 5720.42C  
 (d) ASO 5312.2

Encl: (1) Client Folder  
 (2) Supervisor's Evaluation  
 (3) SACO's Interview Results  
 (4) Command Letter of Referral  
 (5) Interim Screening Report  
 (6) Final Screening Report  
 (7) Substance Abuse Program Assignment

ADDRESS	INFO	ACT	INIT
CO			
XO			
ADJ			
S-1			
S-2			gpd
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SECRET			
ADJUTANT			
ASST			
CLERK			
ENCL			
REMARKS			

1. Purpose. To establish standing operating procedures governing the administration and operation of the Joint Drug and Alcohol Counseling Center (JDACC) aboard Marine Corps Air Station, (MCAS), New River, North Carolina.

2. Policy. The use of illegal drugs and or abuse of alcohol is detrimental to unit effectiveness. In keeping with the policy stated in reference (a), drug and alcohol abuse will not be tolerated aboard this station.

3. Action. The Joint Drug and Alcohol Counseling Center will operate in accordance with references (a) and (b) and the supplemental instructions contained herein.

4. Objective. To eliminate drug and alcohol abuse by Marines and civilian personnel through the use of education, counseling and treatment as deemed appropriate.

5. Program Staffing. Marine Corps Air Station personnel will be assigned to the JDACC as a primary duty. Personnel from the local tenant commands will be assigned to Headquarters and Headquarters Squadron (HQHQRON) for duty at the JDACC in accordance with separate agreements covering support assignments. The JDACC is divided into five functional areas as follows:

a. Headquarters Section. The Headquarters Section is comprised of the following primary billets:

(1) Officer-In-Charge (OIC) (Capt). Responsible for the overall functioning and supervision of the JDACC. Maintains liaison with related agencies, cognizant staff sections and higher headquarters. Interacts with unit Substance Abuse Control Officers (SACO) in the coordination and execution of the substance abuse program.

(2) Noncommissioned Officer in Charge (NCOIC) (GySgt). Responsible to the OIC for the day-to-day operation of the JDACC. Coordinates the interaction between sections of the JDACC. In the absence of the OIC, interacts with the unit SACO's and with related agencies, cognizant staff sections and higher headquarters.

b. Operations/Administration Section. The Operations Section is comprised of the following primary billets:

(1) Administrative Chief (Sgt/Cpl). Handles routine correspondence, files, directives and all administrative actions of a military nature. Compiles statistics for monthly and quarterly reports and other statistics as required by local commands and higher headquarters.

(2) Secretary/Receptionist (GS). Handles correspondence and administrative matters according to a position description. Primary operator of the automated services equipment.

c. Urinalysis Shipping and Receiving NCO (Sgt/Cpl). Supervises the documentation and preparation of all specimens for shipment. Checks all samples and documentation for accuracy. Operates local test equipment in accordance with established guidelines. Documents and ships all local positive samples and records all testing and shipping for reports.

d. Evaluation/Counseling Section. The Evaluation/Counseling Section is comprised of the following primary billets:

(1) NCOIC (GySgt MOS 8538). Supervises and assists with the screening and consultation process. Reviews, with counselor, all interviews and consultations. Maintains liaison with unit SACO's and treatment facilities regarding personnel requiring formal treatment. Monitors counseling, assists in preparing related reports and plans and supervises Level II treatment programs.

(2) Counselor (GySgt/Sgt MOS 8538). Conducts intake interviews and recommends appropriate treatment plan under the supervision of a medical officer. Also conducts Level II group/individual counseling and Level III aftercare services.

(3) Evaluator (SSgt/Sgt). Conducts intake interviews and recommends appropriate treatment plan under the direct supervision of a counselor and a medical officer. Evaluators will be assigned duties upon completion of the Alcoholism Training Advisor Course (ATA) and will normally be awaiting further training to attain the secondary MOS 8538.

(4) MEDEVAC Coordinator (Sgt). Schedules and coordinates bed date assignments and administrates medical evacuation for personnel assigned to formal rehabilitation (Level III).

e. Education Instructor (SSgt/Sgt). Coordinates all aspects of substance abuse education under the supervision of the NCOIC. Coordinates assistance visits and requested preventive education classes for units. Prepares lesson plans for classes. Instructs preventive education classes as requested by units. Coordinates Level I and Level II workshop rehabilitative education classes with counselors. Maintains and operates equipment.

#### 6. Administrative Procedures

a. The Operations/Administration Section will be responsible for the following:

(1) Notification of program assignment and all correspondence pertaining to identified abusers, maintaining a correspondence dispatch record and screening it daily for the timely return of referral letters. Makes liaison with unit SACO's as necessary.

(2) Compiling statistics from all sources necessary to prepare required reports.

(3) Supervising the input of data into the automated services equipment and purging the system of outdated data and files.

(4) Scheduling the following:

- (a) Appropriate education program.
- (b) Drug and alcohol inspections.
- (c) SACO education and monthly meetings.
- (d) Drug and alcohol related formal schools and training.
- (e) Marine Corps related personnel training.

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(5) Maintaining case files and ensuring all files are returned to file room and drawers at the close of business daily.

(6) Screening and recording information from PMO blotters, hospital emergency room reports, urinalysis result reports, etc.

(7) Keeping aware of command status, i.e., deployed units, SACO changes, etc.

(8) Conducting a daily cleanup and security check.

(9) Performing any other tasks specified by the OIC, or in his absence, the NCOIC.

b. The Urinalysis Section is responsible for the following:

(1) Coordinating the receiving and shipping of all samples submitted.

(2) Locally screening those samples identified for probable cause, reenlistment, surveillance and reliability program as directed.

(3) Operating the portable test kit and ensuring quality control.

(4) Maintaining records and preparing reports on samples shipped and results received.

(5) Maintaining adequate stocks of necessary urinalysis related equipment and supplies.

(6) Performing any other tasks specified by the OIC, or in his absence, by the NCOIC.

c. The Evaluation Counseling Section is responsible for the following specific functions:

(1) Conducting intake interviews to provide an assessment of problem areas under the supervision and direction of a counselor and a Medical Officer.

(2) Recommending appropriate treatment or education plan to the OIC of the JDACC.

(3) Conducting Level II treatment as required.

(4) Writing evaluations for individuals requiring medical diagnosis in accordance with reference (a).

(5) Performing any other tasks specified by the OIC, or in his absence, the NCOIC.

d. The Education Section is responsible for the following:

(1) Coordinating education for substance abusers through substance abuse workshops, conducted under the supervision and direction of a counselor and a Medical Officer.

(2) Providing indoctrination at the JDACC for all newly joined Marines.

(3) Providing periodic staff assistance visits to all units to ensure program maintenance and provide necessary assistance as requested.

(4) Maintaining an active list of professionals and paraprofessionals available for assistance in training.

(5) Establishing and maintaining a training aids library for unit use.

(6) Maintaining adequate stocks of all pertinent drug and alcohol related publications to include (but not limited to) pamphlets, newsletters, magazines, etc..

(7) Conducting officer/SNCO briefs, unit classes, etc., as requested by units, schools, etc. All education classes will be taught from prepared lesson plans containing reference listings and instructional/training aids required. All lesson plans will be reviewed and approved by the OIC, JDACC.

(8) Performing any other tasks as specified by the OIC or in his absence, by the NCOIC.

## 7. Client Records

a. Maintaining Records. Client records will be maintained in accordance with reference (a), and will be kept in a secure area. Enclosure (1) is provided as a sample client folder. Client folders may be reviewed by the Commanding Officer or others involved in the treatment or evaluation of the client on a need to know basis. Client records are retained for one year following completion of treatment and aftercare counseling.

b. Marking/Destruction. All records will be conspicuously marked as containing privileged information and destroyed when no longer required in accordance with references (a) and (c).

c. Information Requests. Information requested under the Freedom of Information Act will be provided according to the procedures set forth in reference (c), and the Privacy Act of 1974.

8. Client Case Review. Case files pertaining to all clients in an active treatment status will be reviewed at least monthly by a board consisting of the OIC of the JDACC, the primary counselor and a medical officer. Case files of clients undergoing Level II treatment will be reviewed once by the board during treatment. The command will be advised in writing of any recommended change in treatment status.

9. Program Description

a. Proactive Phase. Proactive education and awareness programs are functions of command and will be conducted at the squadron or unit level. The proactive phase consists of any action taken by a command to prevent substance abuse. Commanders are required by reference (a) to use all assets at their disposal to provide for education of personnel and early detection and identification of substance abuse. The JDACC will assist the unit by providing lesson plans and guest instructors as well as audiovisual support material on a temporary loan basis. Requests for support should be forwarded to the OIC, JDACC.

b. Level I. Level I programs are also functions of command. Screening and evaluation by the unit SACO, establishment of individual case files and official counseling by the commanding officer must be accomplished at the squadron unit level. The command must also ensure that preventive education is accomplished. Because of deployment schedules and other considerations, the commanding officer may decide to conduct Level I training in the squadron or unit. The JDACC can provide lesson plans and guest instructors as well as audiovisual support material on a temporary loan basis. Requests should be forwarded to the OIC, JDACC. Because it is uniquely suited to conduct such training, a one-day Level I course is offered at the JDACC. This Level I course is intended to be for the convenience of the commanders, does not relieve them of any Level I responsibility but does provide the preventive substance abuse awareness training required by reference (a). Requests for class quotas should be telephoned to the OIC, JDACC prior to class convening.

c. Level II. Level II programs provide in-depth screening, evaluation, education and counseling for individuals requiring more extensive treatment than can be provided at the unit level. Level II treatment will be conducted at the Joint Drug and Alcohol Counseling Center and consists of a five day program offered on a monthly basis.

## 10. Screening, Evaluation and Referral

a. Reference (b) requires that personnel involved in the following incidents be referred to the JDACC for evaluation.

- (1) First time DWI with a BAC of .15 or more.
- (2) Second time DWI.
- (3) First non-THC confirmed drug use.
- (4) Second confirmed THC use.
- (5) Second drug or alcohol incident.
- (6) Anyone whose abuse of drugs or alcohol is deemed beyond the scope of the unit program.

b. All individuals to be screened and evaluated at the JDACC will be seen on an appointment basis. Appointments may be made by calling the JDACC during normal working hours. When reporting to the JDACC, the individual must be in uniform (if active duty military) and in possession of the following:

- (1) OQR/SRB.
- (2) Health Record.
- (3) Supervisor's evaluation (Enclosure (2)).
- (4) SACO's Interview Results (Enclosure (3)).
- (5) Unit SACO's File (if one exists).
- (6) Command letter of referral (Enclosure (4)).

c. Upon completion of the initial screening/evaluation, the command SACO will be provided with an interim screening report (Enclosure (5)) pending completion of a final recommendation (Enclosure (6)). Upon receipt of the recommended treatment plan the command is responsible for providing the individual with a letter of assignment to treatment in accordance with reference (a) paragraph 1300.1. Enclosure (7) is provided as an example. The command will be notified in writing if personnel fail to report for scheduled appointments.

d. Marines tentatively diagnosed as drug or alcohol dependent will be scheduled by the JDACC for an appointment with a Medical Officer. Marines diagnosed by the Medical Officer as dependent will be scheduled for inpatient treatment locally or medically evacuated to an appropriate treatment center.

e. Level III Inpatient Treatment. Personnel who are diagnosed by a qualified medical officer as chemically dependent must be ordered into an inpatient treatment program or possibly separated from military service in accordance with reference (a). Individuals diagnosed as alcohol dependent must be afforded treatment. The MedEvac coordinator at the JDACC will coordinate the evacuation with the Naval Hospital. The JDACC is responsible for notifying Headquarters Marine Corps of the admission to treatment in accordance with reference (a).

11. Level II Discharge

a. Successful Completion. An individual will be considered to have successfully completed the Level II program after having attended the five day program and upon a determination of the review board.

b. Unsuccessful Completion. Individuals who fail to report for any period of instruction or who fail to participate in the program will be dropped. When this occurs, recommended courses of action will be provided to the command.

12. After Care. Upon completion of Level II or Level III treatment, the command will be provided with an aftercare plan. Aftercare is considered an integral part of the entire treatment program and is to be strictly adhered to. An individual who fails to participate with the provisions of his aftercare plan will be dropped from the program as a treatment failure. Two unexcused absences from scheduled aftercare counseling sessions is considered sufficient evidence of an unwillingness to participate in a personal recovery program. Individuals will normally be dropped from treatment administratively after three excused absences. Personnel dropped from treatment will be reinstated upon the written request of the unit Commanding Officer.

13. Family Treatment. The JDACC works in close cooperation with the Family Services Center and maintains a list of community agencies that may provide family counseling and assistance as required. Services available include financial counseling, family planning, spouse/child abuse counseling, protective shelter, AA, Al-Anon, Alateen, OA, NA, detoxification/hospitalization etc.

14. Nonappropriated Fund Employees (NAF). NAF employees will be processed in accordance with reference (d).

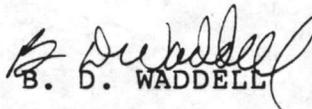
15. Civil Service Employees. Civil Service Employees will be processed in accordance with the provisions contained in the Employee Assistance Program contract.

16. Special Populations. The JDACC will maintain books, pamphlets and lesson plans in an effort to meet the special needs of women and minority groups.

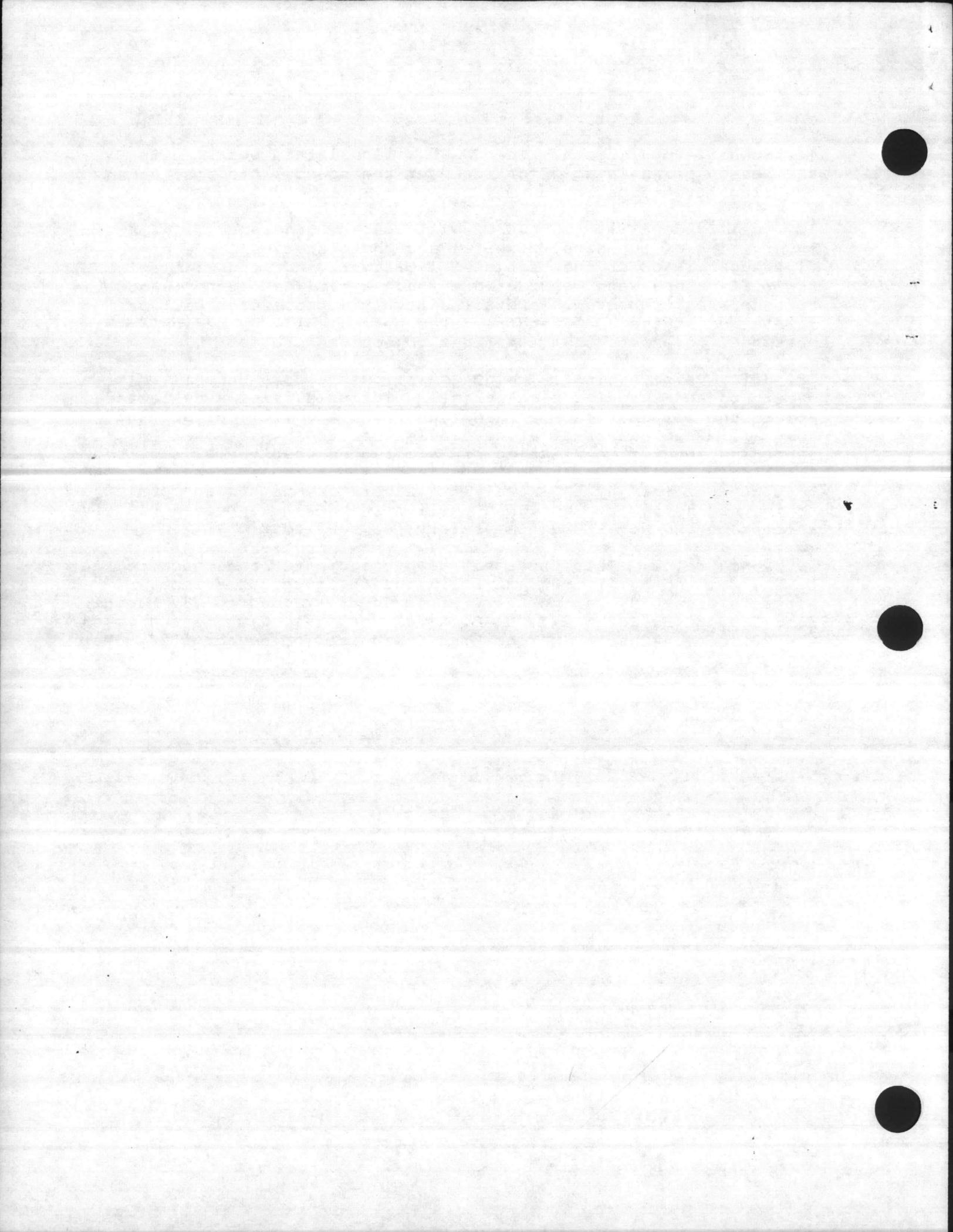
17. Quality Control. The JDACC will operate under the clinical supervision of the Naval Hospital and the operational/administrative supervision of the Station S-1 Officer. Additional clinical supervision has been contracted through a civilian agency under the "preceptorship program." Detailed Level II procedures will be maintained at the JDACC and reviewed periodically by medical personnel to ensure that treatment objectives are met.

18. Urinalysis Testing. The JDACC will serve as a central receiving and shipping site for all urinalysis samples collected aboard the Air Station. In addition the JDACC will collect and test a limited number of urine samples for those personnel reporting aboard, reenlisting or as directed when there is a need for timely results. Any positive indications reported by the JDACC must be confirmed by the Naval Drug Laboratory before any punitive action may be taken. The JDACC will forward all suspected positive samples to the Naval Drug Laboratory for confirmation.

19. Concurrence. This Order has been coordinated and concurred in by the Commanding Officer, Marine Aircraft Group 26, Marine Aircraft Group 29, Marine Air Traffic Control Squadron-28, Marine Wing Support Squadron 272, U. S. Naval Hospital, Camp Lejeune, and the Officer-In-Charge, Marine Wing Communication Squadron 28, "Det A".

  
B. D. WADDELL

DISTRIBUTION: Cat I (A), Cat III



CLIENT FOLDER

DATA REQUIRED BY THE PRIVACY ACT OF 1974

(5 U.S.C 552A)

PART A - IDENTIFICATION OF REQUIREMENT	
1. REQUIRING DOCUMENT (DESCRIBE - MCO, MCBul, CMC ltr, etc.)	MCO P5300.12 of 25 Jun 1984
2. HQMC SPONSOR CODE	MPH-40
3. DESCRIPTIVE TITLE OF REQUIREMENT (Form title, report title, etc.)	Drug/Alcohol Counselling/Rehabilitation Records
PART B - INFORMATION TO BE FURNISHED TO INDIVIDUAL	
1. AUTHORITY	The authority for requesting the information for this record is Title 5 USC Section 301. Executive Order 9397 of 22 November 1943 authorizes use of your social security number.
2. PRINCIPAL PURPOSE(S)	The purpose for requesting this information is to aid counselors in the drug/alcohol abuse counselling process to effectively evaluate the type and extent of drug/alcohol usage.
3. ROUTINE USE(S)	The information will be used by drug/alcohol abuse counselling personnel for evaluating personal drug/alcohol abuse involvement, by command staff personnel in evaluating counselling program effectiveness, and to provide data for use in compiling statistical reports required by DoD.
4. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION	Providing the requested information is voluntary, however, failure to disclose certain information could result in an incomplete and inaccurate analysis of personal drug/alcohol abuse.
Signature: _____ Date: _____	

(File on top right hand side of client file)

MCBCL 5355/6 (Rev 7-85)

ENCLOSURE (1)



SOP FOR SUBSTANCE ABUSE CONTROL  
INFORMATION SHEET

SACO INTERVIEWER NAME \_\_\_\_\_

MARINE'S NAME \_\_\_\_\_

RANK \_\_\_\_\_ SSN \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

AGE \_\_\_\_\_ SEX \_\_\_\_\_ MARITAL STATUS \_\_\_\_\_

DEPENDENTS \_\_\_\_\_ PHONE \_\_\_\_\_

SQUADRON \_\_\_\_\_ PHONE \_\_\_\_\_

REFERRED BY: SELF REFERRAL \_\_\_\_\_

CO \_\_\_\_\_

XO \_\_\_\_\_

SGT MAJ \_\_\_\_\_

SUPERVISOR \_\_\_\_\_

OTHER \_\_\_\_\_

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SOP FOR SUBSTANCE ABUSE CONTROL

BIOGRAPHICAL SKETCH

NAME \_\_\_\_\_

AGE \_\_\_\_\_ RANK \_\_\_\_\_ EDUCATION LEVEL \_\_\_\_\_

MARITAL STATUS \_\_\_\_\_

PROFICIENCY/CONDUCT REPORT: \_\_\_\_\_

1. SPECIFIC ALCOHOL RELATED OFFENSES: \_\_\_\_\_

2. SPECIFIC DRUG RELATED OFFENSES: \_\_\_\_\_

3. DRIVING WHILE IMPAIRED ARRESTS: \_\_\_\_\_

4. SPECIFIC INCIDENTS RESULTING IN REFERRAL: \_\_\_\_\_

5. CURRENT JOB PERFORMANCE: \_\_\_\_\_

6. CONDUCT ON AND OFF THE JOB: \_\_\_\_\_

7. POTENTIAL FOR FURTHER SERVICE: \_\_\_\_\_

ENCLOSURE (1)

SUPERVISOR'S EVALUATION

In order for the Joint Drug and Alcohol Counseling Center (JDACC) to provide an ACCURATE, OBJECTIVE and COMPLETE recommendation to the prospective client's Commanding Officer, it is necessary that the JDACC be provided with proper documentation concerning an individual who is referred to this center for screening.

This form is provided for the convenience of the immediate supervisor or work center supervisor. Please keep in mind sources of documentation which are available to you, i.e. division officer records/files, shop pass-down logs, etc.

Please do not leave any items blank. In cases where the given choices do not adequately describe the situation, feel free to write down your own comment(s). Use the words "NONE" or "UNKNOWN" where appropriate, rather than leaving an item blank.

JDACC

CLIENT:

-----  
Name Rank SSN  
-----

SUPERVISOR:

-----  
Name Rank Phone Ext.  
-----

SACO:

-----  
Name Rank Phone Ext.  
-----

HOW DOES THIS PERSON GET ALONG WITH:

	WELL	FAIR	POOR
1. Commissioned Officers?	( )	( )	( )
2. Staff Noncommissioned Officers?	( )	( )	( )
3. NCO's?	( )	( )	( )
4. Personnel of the same rank?	( )	( )	( )
5. Personnel of junior rank?	( )	( )	( )

HOW DOES THE PERSON'S PERFORMANCE COMPARE WITH OTHERS OF THE SAME RANK?

	ABOVE	EQUAL	BELOW
1. Professional	( )	( )	( )
2. Military	( )	( )	( )

ENCLOSURE (2)

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WOULD YOU RECOMMEND THIS PERSON FOR RETENTION?

Yes ( )	No ( ) Poor past record	No ( ) Poor present performance	No ( ) Has no desire to remain in service
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DOES THIS PERSON:

	Yes	No
1. Have a habit of being late	( )	( )
2. Accept authority well	( )	( )
3. Obey military dress codes	( )	( )
4. Obey military conduct codes	( )	( )
5. Act impulsively	( )	( )
6. Appear anxious	( )	( )
7. Appear hostile	( )	( )
8. Appear depressed	( )	( )
9. Appear to use alcohol/drugs excessively	( )	( )
10. Use alcohol/drugs on duty	( )	( )

HOW DO YOU RATE THIS PERSON'S ABILITY?

( )	( )	( )	( )
Positive Leader	Potential Leader	Follower	Anti-Social

HAVE ANY UCMJ PUNISHMENTS BEEN RECEIVED?

( )	( )	( )	( )	( )	( )
No	Yes GCM	Yes SPCM	Yes SCM	Yes Article 15	Yes Other

EXPLAIN ANY PENDING CHARGES:

-----  
-----  
-----

EXPLAIN ANY CIVILIAN LEGAL DIFFICULTIES OF WHICH YOU ARE AWARE:

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-----  
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EXPLAIN ANY ALCOHOL OR DRUG RELATED INCIDENTS, INCLUDING DATES AND TIMES:

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-----  
-----

ENCLOSURE (2)

SOP FOR SUBSTANCE ABUSE CONTROL

SACO'S INTERVIEW RESULTS

SAC/CO INTERVIEW \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

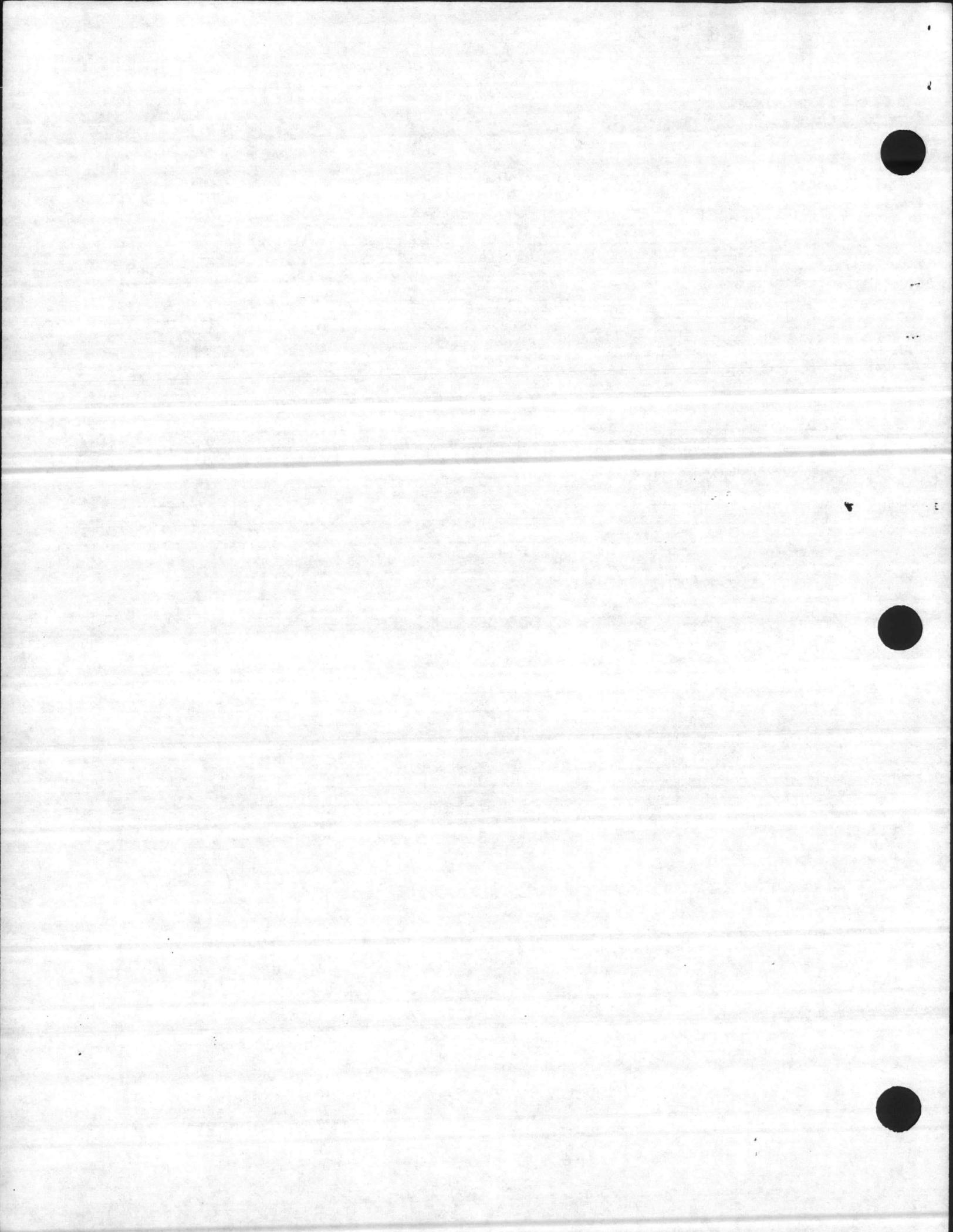
CO/SACO INTERVIEW \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CO/SACO RECOMMENDATIONS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REFERRED TO \_\_\_\_\_  
\_\_\_\_\_

FURTHER ACTION TO BE TAKEN BY THE SACO \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FOLLOW UP INTERVIEW SCHEDULED FOR \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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5300  
SACO

From: Substance Abuse Control Officer

To: \_\_\_\_\_  
Name Rank SSN Shop

Subj: JOINT DRUG AND ALCOHOL COUNSELING CENTER APPOINTMENT

Ref: (a) ASO 5300.1

1. In accordance with the reference, you are to report to the Joint Drug and Alcohol Counseling Center, Bldg AS-232, MCAS New River, on \_\_\_\_\_, 198\_. The time of your appointment is \_\_\_\_\_.
2. Failure to attend the above assigned counseling will result in punitive or nonpunitive action.
3. You are to report with your SRB, Medical Record, substance abuse case file, Supervisor's Evaluation and this letter.

-----  
FIRST ENDORSEMENT

\_\_\_\_\_  
Date

From: \_\_\_\_\_  
Name Rank SSN

To: Substance Abuse Control Officer

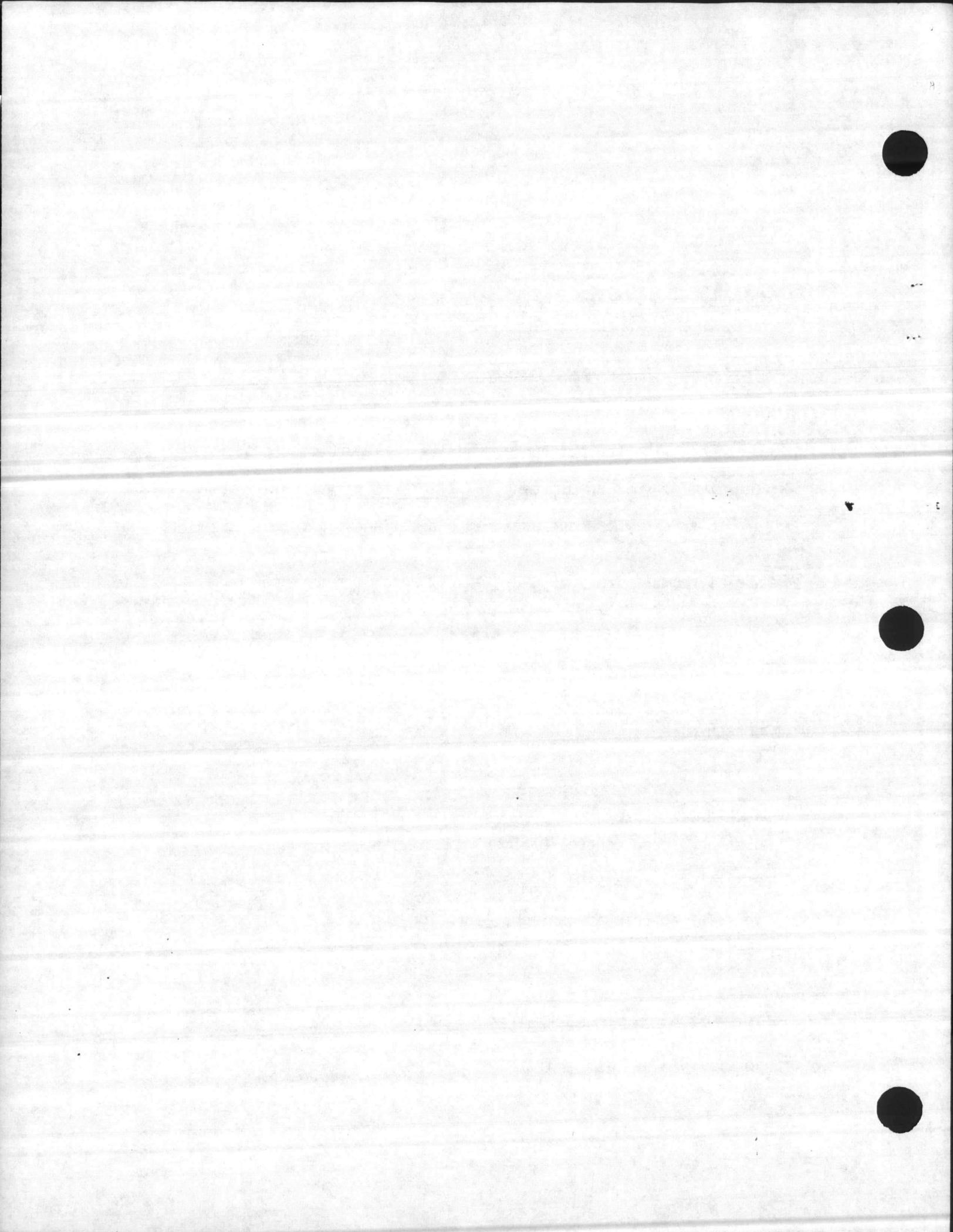
Subj: RECEIPT OF APPOINTMENT LETTER

1. I have received this appointment letter on the date cited above and at

\_\_\_\_\_  
Time

Copy to:  
JDACC

ENCLOSURE (4)



\_\_\_\_\_  
(Date)

MEMORANDUM

From: Officer In Charge, Joint Drug and Alcohol Counseling Center  
To: Substance Abuse Control Officer, \_\_\_\_\_

Subj: INTERIM SCREENING REPORT, CASE OF \_\_\_\_\_

1. This memorandum is for interim use only. A final screening report to include diagnosis if applicable will be forwarded within ten days under separate cover.

2. In the interim the following treatment plan is recommended concerning SNM:  
(Checked boxes apply)

\_\_\_\_\_ a. SNM could not be properly screened at this time and is to return to this center at \_\_\_\_\_ on \_\_\_\_\_ with the indicated items:

\_\_\_\_\_ SRB

\_\_\_\_\_ Health Record

\_\_\_\_\_ Supervisor's Screening Letter

\_\_\_\_\_ (Other) \_\_\_\_\_

\_\_\_\_\_ b. SNM has an appointment with the medical officer at Bldg AS 232 on \_\_\_\_\_ at \_\_\_\_\_.

\_\_\_\_\_ c. It is recommended that SNM attend \_\_\_ to \_\_\_ AA meetings per week for \_\_\_\_\_ weeks.

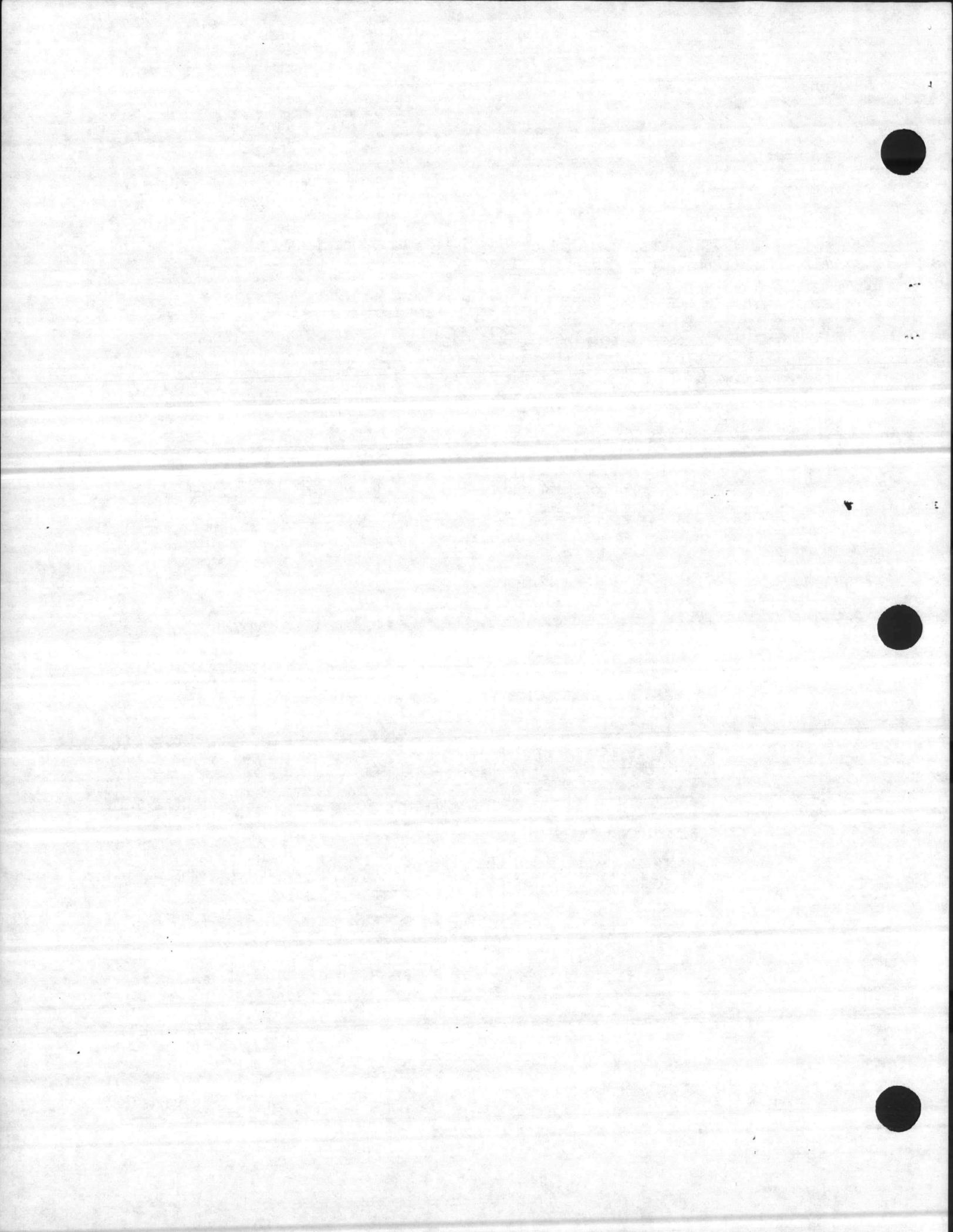
\_\_\_\_\_ d. SNM is returned to his/her unit for participation in the unit Level I program.

\_\_\_\_\_ e. It is recommended that SNM attend the one week Level II workshop beginning on \_\_\_\_\_ from 0730 until 1630 daily.

\_\_\_\_\_ f. SNM was admitted to Camp Lejeune Naval Hospital for detoxification at \_\_\_\_\_ on this date.

3. SNM was released from this center and returned to his unit at \_\_\_\_\_.

ENCLOSURE (5)



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UNITED STATES MARINE CORPS  
Joint Drug and Alcohol Counseling Center  
Marine Corps Air Station  
New River, Jacksonville, North Carolina 28545-5000

5300  
JDACC

From: Officer In Charge, Joint Drug and Alcohol Counseling Center  
To: Commanding Officer, (Attn: SACO)

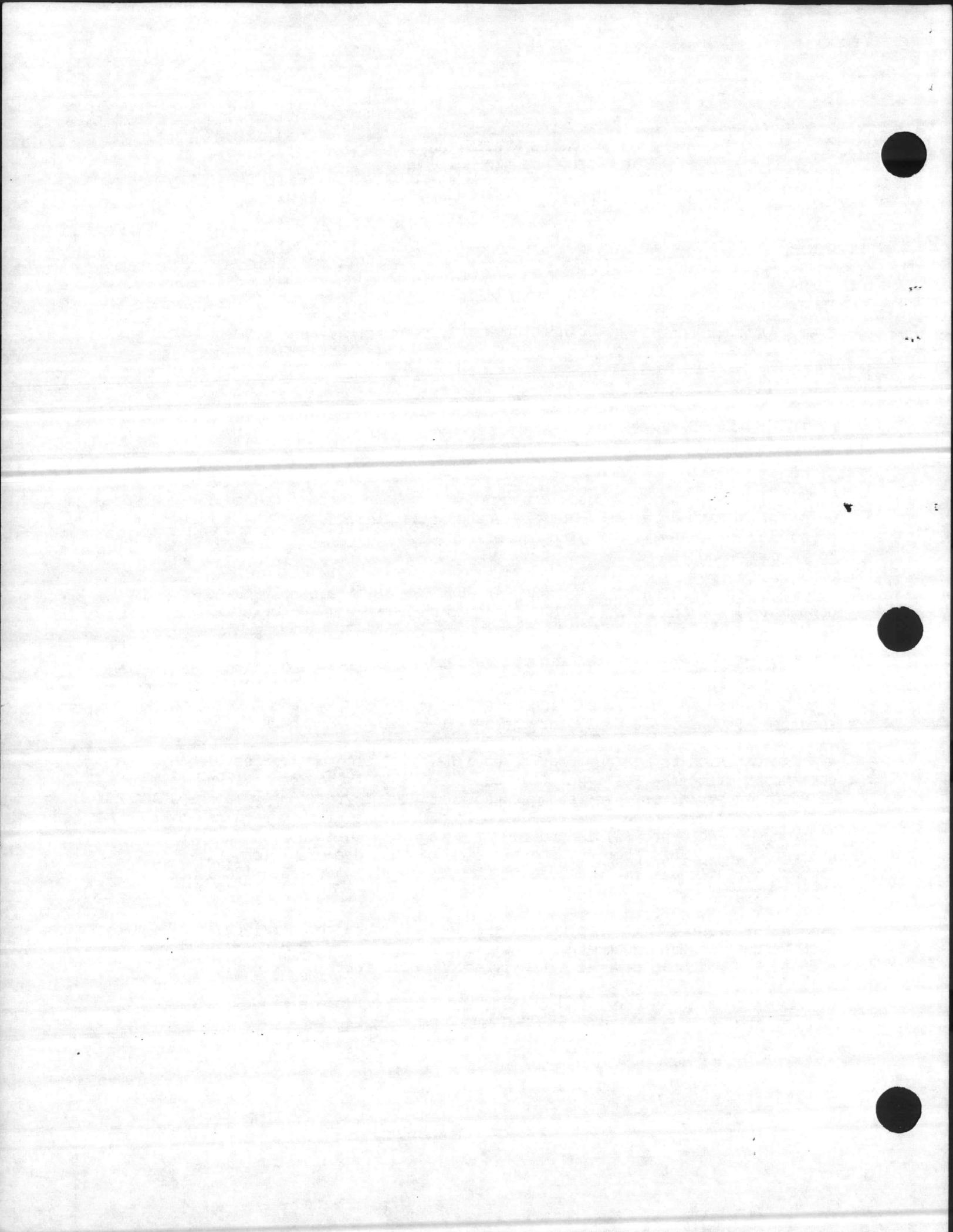
Subj: SCREENING REPORT ON

Ref: (a) MCO P5300.12

Encl: (1) Sample Letter of Assignment

1.                    was referred to the Joint Drug and Alcohol Counseling Center by his unit SACO as a result of an alcohol related incident. He was seen in consultation by SSgt                    , counselor, JDACC on                    . SNM was returned to your command at                    .
2. It is the opinion of his counselor that SNM is an alcohol abuser (no dependency) and that a screening/diagnosis by a medical authority is not warranted at this time.
3. SNM was counseled on the adverse effect of substance abuse and the services provided by this center. In accordance with the reference, it is recommended that SNM attend 3 to 5 AA meetings weekly for 90 days; Attend Level II work shop from 0800 to 1630 daily for the week beginning                    through                    .
4. The decision to assign a Marine to a Level II program resides with his commanding officer. Reference (a), paragraph 1300.1 requires that assignment be affected by letter. It is requested that you provide a copy to the JDACC of the letter of assignment for inclusion in SNM's case file as required by the reference. Enclosure (1) is provided for your convenience. If the Marine is not assigned to this program, notification of that decision along with the supporting rationale is requested in accordance with paragraph 1205.4b(2)(e) of the reference.
5. In the event SNM is involved in another substance abuse related incident or upon request of SNM's command, a medical evaluation for dependency will be ordered. SNM should be held strictly accountable for his actions.
6. If there are any questions or further clarification is needed, please contact the JDACC at 6579/6415.

Enclosure (6)



(Unit Heading)

5300  
SACO

From: Commanding Officer, (Unit designator)  
To: (Individual concerned)

Subj: SUBSTANCE ABUSE CONTROL PROGRAM ASSIGNMENT

Ref: (a) MCO P5300.12

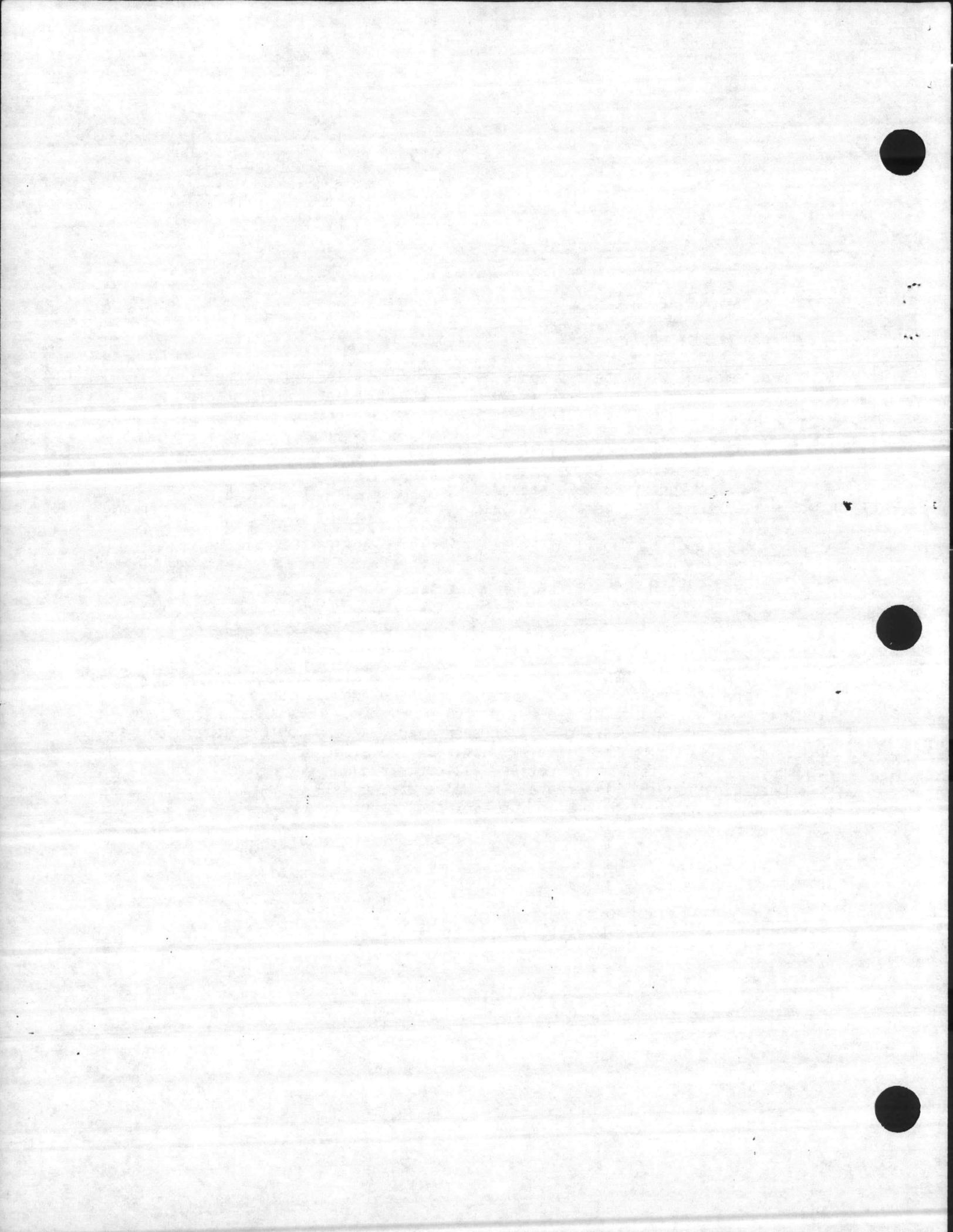
1. In accordance with the reference, you are hereby assigned to the Aftercare/Precare/Level II Program which is conducted at the Joint Drug and Alcohol Counseling Center, MCAS, New River. You are hereby directed to comply as follows:

- \_\_\_\_\_ Report to the SACO office daily between 0730 and 0800 for the opportunity to take Antabuse.
- \_\_\_\_\_ Attend \_\_\_\_\_ meetings of Alcoholics Anonymous per week for a period of \_\_\_\_\_ weeks.
- \_\_\_\_\_ Attend the week long Level II workshop at JDACC beginning on \_\_\_\_\_ at \_\_\_\_\_ in their classroom.
- \_\_\_\_\_ Report to JDACC every \_\_\_\_\_ at \_\_\_\_\_ for participation in the \_\_\_\_\_ group.
- 
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2. Participation in this program is mandatory and all sessions as listed will be your appointed place of duty. If circumstances develop which you feel will preclude your attendance at a session, you must, prior to a session, contact the Squadron SACO Office, who will in turn grant or deny you permission to be absent from your appointed place of duty. In the event of your excused absence, the SACO Office will contact all concerned on your behalf. During your participation in this program, no leave or TAD will be permitted except that which is considered to be of an emergency nature.

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ENCLOSURE (7)



EXPLAIN ANY ATTITUDE OR BEHAVIOR CHANGES SINCE REPORTING ON BOARD:

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EXPLAIN ANY COUNSELING OR EDUCATION CONCERNING SUBSTANCE ABUSE:

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EXPLAIN ANY EFFORT INDIVIDUAL HAS MADE TO CHANGE BEHAVIOR:

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HOW LONG HAVE YOU BEEN THIS INDIVIDUAL'S IMMEDIATE SUPERVISOR?

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DURING AN AVERAGE WORKING DAY, APPROXIMATELY HOW MANY HOURS IS THIS INDIVIDUAL IN RELATIVELY CLOSE CONTACT WITH YOU? \_\_\_\_\_ Hours.

ADMINISTRATIVE CONSIDERATIONS:

- |  | Yes | No  |
|--|-----|-----|
| 1. Has SNM been advised of his JDACC appointment and the reason for the referral?  | ( ) | ( ) |
| 2. Is SNM aware he must be in a clean uniform and have in his possession this form, his service record, medical record and other required documentation? | ( ) | ( ) |
| 3. Has SNM been told to report to your unit SACO after the JDACC completes the screening interview?  | ( ) | ( ) |
| 4. Have arrangements been made so that SNM has no obligations (DNCO, TAD, Mast, etc.) during the period of his screening appointment?                    | ( ) | ( ) |

SUPERVISOR'S SIGNATURE: \_\_\_\_\_

ENCLOSURE (2)

