



UNITED STATES MARINE CORPS

3D MARINE DIVISION (-) (REIN)

UNIT 35801

FPO AP 96602-5801

DivO 5350.1

G-1

19 JUL 1996

DIVISION ORDER 5350.1

From: Commanding General
To: Distribution List

Subj: SUBSTANCE ABUSE PROGRAM

Ref: (a) MCO P5300.12

Encl: (1) MOU btwn III MEF, 3d MarDiv, and MCB, Camp Butler

1. Purpose. Promulgate policies, procedures, and technical instructions for the administration and management of the 3d Marine Division Substance Abuse Program per the reference.

2. Policy. Alcohol abuse is contrary to the effective performance of Marines and to the Marine Corps mission, and will not be tolerated. The Marine Corps will not tolerate the possession, use, or distribution of illegal drugs and believes a drug free environment is essential to mission accomplishment. The irresponsible use of alcohol and illegal drug use potentially results in needless deaths, injuries, unauthorized absences, nonjudicial punishments, courts-martial, and problems with the local civilian population.

3. Information. In April 1994, a Memorandum of Understanding (MOU) among the III Marine Expeditionary Force, 3d Marine Division and Marine Corps Base, Camp Smedley D. Butler, created a consolidated Substance Abuse Counseling Center (SACC). This consolidation provides a more efficient and effective use of substance abuse counseling resources.

4. Responsibilities. In addition to the direction contained in this Order, enclosure (1) defines the support CSACC provides the Division. Consolidation of substance abuse counseling resources does not relieve commanders of the responsibility to complete all reports required by chapter 4 of the reference. Reports will be completed and forwarded to CSACC for consolidation. Ensure that a copy of each semiannual report is forwarded to the Division SACO. Additionally, ensure that all message traffic regarding the administration of the substance abuse program contains the CG THIRD MARDIV/SACO/ as an info addressee.

5. Action. The Assistant Chief of Staff, G-1, will exercise staff cognizance over the Division Substance Abuse Control Officer (SACO) and substance abuse program.

a. Division SACO. The Division SACO will be assigned in writing by the Commanding General. The Division SACO will be

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responsible for the conduct and specific execution of the substance abuse program and is specifically responsible for:

(1) Making recommendations to the Assistant Chief of Staff G-1 concerning substance abuse control.

(2) Ensuring liaison is continuous with the Consolidated Substance Abuse Control Center, MCB, Camp Butler.

(3) Coordinating inspections and SAVs with the 3d Marine Division Inspector and CSACC.

(4) Ensuring a copy of all appointment letters for unit SACOs is maintained in the division SACO turnover file.

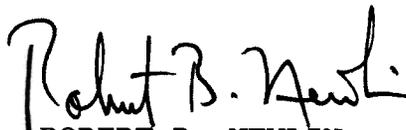
(5) Providing assistance, as needed, to all commanders and their designated SACOs.

b Commanding Officers

(1) Ensure compliance with the contents of the reference and this Order. Commanding Officers will be specifically responsible for all proactive measures (including annual and overseas briefings), for all deterrent measures, for Level I training, for making timely referrals for screening, and all aftercare other than that provided by CSACC.

(2) Commanding Officers will conduct an aggressive urinalysis program emphasizing the frequent, random, and surprise testing of small numbers of individuals and strict adherence to the prescribed procedures for the collection and handling of samples. The minimum requirement, as established by paragraph 303.3 of the reference, is that each individual will be tested at least once each year in a truly random fashion. All personnel assigned to administer the urinalysis program must be credible, reliable, and pass a local records check. The urinalysis program will be conducted in strict compliance with chapter 3 of the reference.

c. Regimental and separate battalion SACOs. SACOs will consolidate all required reports and requests from subordinate organizations. The SACO will also maintain and ensure the safety and confidentiality of all case files for their organizations. All SACOs will become familiar with the contents of the reference and this Order.


ROBERT B. NEWLIN
Chief of Staff

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MEMORANDUM OF UNDERSTANDING
BETWEEN
III MARINE EXPEDITIONARY FORCE
AND
3D MARINE DIVISION
AND
MARINE CORPS BASE, CAMP BUTLER

SUBJECT: CONSOLIDATION OF MARINE CORPS BASE, CAMP BUTLER AND
3d MARINE DIVISION SUBSTANCE ABUSE COUNSELING CENTERS
(SACC)

1. PURPOSE: This memorandum defines the MCB, Camp Butler's SACC support to the III MEF and 3d MarDiv.

2. SPECIFICS: MCB, Camp Butler agrees to provide screening, Level II treatment and aftercare treatment; to receive urine specimens from unit collection personnel for screening and appropriate disposition at the Drug Screening Field Laboratory at Camp Courtney; to conduct inspections/staff assistance visits (SAV); and to provide outreach training to III MEF and 3d MarDiv personnel. MCB, Camp Butler will also provide training and assistance to III MEF and 3d MarDiv Substance Abuse Counseling Officers (SACO's).

3. RESPONSIBILITIES

a. General: All administrative and routine functions will be under the direct control of the Director, MCB, Camp Butler, SACC. MCB, Camp Butler, SACC will coordinate all messages with the MCB AC/S Manpower for release with an information copy to III MEF AC/S, G-1 on all III MEF personnel and 3d MarDiv AC/S, G-1 on all 3d MarDiv personnel. Correspondence related to referral of personnel to substance abuse treatment will be sent to the unit commander (i.e., battalion commander) via the regimental commander, as applicable, with a copy to III MEF AC/S, G-1 on all III MEF personnel and 3d MarDiv AC/S, G-1 on all 3d MarDiv personnel. The Director, MCB Camp Butler, SACC will resolve all grievances/complaints involving III MEF personnel through the III MEF SACO and 3d MarDiv personnel through the 3d MarDiv SACO.

b. Specific responsibilities for MCB, Camp Butler:

(1) SACC will do the following:

(a) Provide screenings, evaluations, referrals and Level II treatment for III MEF personnel and 3d MarDiv personnel and provide assistance to family members seeking help for substance abuse problems on a case by case basis.

(b) Provide aftercare services for all III MEF personnel and 3d MarDiv personnel who are assigned to a Level II/Level III aftercare program.

(c) Coordinate inspections and SAV's with the III MEF Inspector and 3d MarDiv Inspector. MCB, Camp Butler, SACC will provide a counselor to conduct all Substance Abuse Inspections.

ENCLOSURE (1)

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SUBJECT: CONSOLIDATION OF MARINE CORPS BASE, CAMP BUTLER AND
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(SACC)

(d) Conduct prevention/education classes to III MEF units and 3d MarDiv units when requested by letter.

(e) Provide standard training for III MEF SACO's and 3d MarDiv SACO's to familiarize them with their responsibilities.

(f) Submit a combined Semi-annual Substance Abuse Report

(g) Be responsible for all Drug Demand Reduction Budget requirements to insure funds are available for all III MEF units and 3d MarDiv units to purchase urinalysis supplies.

(h) Allow the 3d MarDiv Psychiatrist and the 3d MarDiv Psychiatrist Technician shared use of building #4344, contingent on future capacity requirements for drug and alcohol treatment. Two rooms will be made available for office space for the Division Psychiatrist and his technician.

(2) H&SBn, MCB, Camp Butler will provide for billeting and routine administration, including the writing of fitness reports, the assigning of proficiency/conduct marks and conducting required training for assigned 3d MarDiv staff until these positions are included in the Fleet Assistance Program agreement.

c. Specific responsibilities for 3d Marine Division are:

(1) To assign, upon arrival, authorized substance abuse counselors (MOS 8538) to MCB, Camp Butler, SACC to fill billets designated as consolidation billets under the FAP agreement.

(2) To provide one staff sergeant or sergeant (9915) and one administrative clerk (0151), corporal or lance corporal, for administrative support of the Level II treatment program to fill billets designated as consolidation billets under the FAP agreement

MCB, CAMP S. D BUTLER

3D MARDIV

III MEF

Chief of Staff

P. R. DUNN
Chief of Staff
Acting

Chief of Staff

12 APR 1994

16 MAR 1994