



UNITED STATES MARINE CORPS
HEADQUARTERS BATTALION
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788200
TWENTYNINE PALMS CA 92278-8200

BnO 5300.17A
HQBN
27 Dec 18

BATTALION ORDER 5300.17A

From: Commanding Officer
To: All Hands

Subj: SUBSTANCE ABUSE PROGRAM

Ref: (a) MCO 5300.17A Marine Corps Substance Abuse Program
(b) CCO 1720.1M Alcoholic Beverage Controls
(c) MCO 1700.30 Marine Corps Community Services Business Operations Manual
(d) Uniform Code of Military Justice (UCMJ)
(e) Manual for Courts-Martial 2018
(f) MCO P1900.16F w/Ch. 2 Marine Corps Separation and Retirement Manual
(g) Headquarters Battalion Long Range Training Plan
(h) MARADMIN 709/12 Marine Corps Alcohol Screening Program
(i) CCO 5101.1C Arrive Alive Program

Encl: (1) Headquarters Battalion Arrive Alive Procedures

1. Situation. Alcohol abuse and the distribution, possession, use, and trafficking of illegal drugs or drug paraphernalia are contrary to the effective performance of Marines and to the Marine Corps mission, and will not be tolerated.

2. Mission. To establish Headquarters Battalion (HQBN) policies, procedures, and standards with regards to substance abuse, in order to promote unit performance, mission readiness, and the health of our Marines and Sailors.

3. Execution

a. Commander's Intent. HQBN will address alcohol use and abuse throughout the battalion to improve the capability of leaders in preventing, and treating, alcohol and drug abuse problems. We will promote healthy resources readily available to Marines aboard Twentynine Palms in order to prevent irresponsible alcohol use, as well as maintain strict adherence to the Marine Corps policy on substance abuse. It is the responsibility of all leaders within HQBN to deglamorize alcohol. We will deal with alcohol and drug offenses swiftly and effectively, as well as provide abundant resources, education and training to the Marines and Sailors of HQBN in order to stop substance abuse at the root of the problem and eliminate it from our ranks.

b. Concept of Operations

(1) Battalion and Platoon Functions. Any Battalion function, during which alcoholic beverages are to be consumed, shall be in compliance with references (a) and (b). Requests for alcoholic beverage consumption, with all required endorsements, must be provided to Marine Corps Community Services (MCCS) at least five working days prior to the event date.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

The Commanding General, Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) may waive the age requirement if it is determined that the exemption is justified by special circumstance as outlined in reference (c).

(2) Drinking Age. The legal drinking age in the state of California is 21 years of age and older. Per references (d) and (e), it is prohibited for any person younger than the minimum legal drinking age to purchase, possess or consume alcoholic beverages. Violation of this law will result in administrative action, initial substance abuse screening by the Battalion Substance Abuse Control Officer (SACO), final assessment by the Substance Abuse Counseling Center (SACC) and punishment under the provisions of references (d) and (e).

(3) Contributing to a Minor. It is prohibited under the provision of references (e) and (f) for any Marine or Sailor of legal drinking age to purchase, store or allow possession of alcohol for anyone under the legal drinking age. Violation of this law will result in administrative action and punishment under the provisions of references (d) and (e).

(4) Driving While Impaired (DWI) or Driving Under the Influence (DUI). A Marine or Sailor is considered driving under the influence when that individual's blood alcohol content (BAC) is found to be .08% or greater, as determined by a breathalyzer test or a blood-draw conducted by Civilian or Military law enforcement authorities. Any Marine or Sailor in HQBn, who is cited for DWI/DUI by a Civilian or Military law enforcement authority, will report to the Battalion SACO for initial substance abuse screening and will face formal administrative and/or punitive action per references (d) and (e).

(5) Alcohol Related Incident (ARI). An 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, or when the event was contrary to the good order and discipline of HQBn and the Marine Corps. Any Marine or Sailor in HQBn found to be involved in an ARI will be referred to the Battalion SACO for initial substance abuse screening, and will face administrative or punitive action per references (d) and (e).

(6) Illegal and Illicit Drugs. Per references (d) and (e), the possession and use of illegal and illicit drugs is prohibited. Any Marine or Sailor found in violation will face formal punitive action and be processed for administrative separation per references (d), (e) and (f).

(7) Drug Related Incident (DRI). A DRI occurs when the possession, use, misuse or abuse of prescription, illegal or intoxicating substances other than alcohol is confirmed by admission, urinalysis, or a search authorized by the Battalion Commander. Any Marine or Sailor in HQBn found to be involved in a DRI will be referred to, and report to, the Battalion SACO for initial substance abuse screening, and will face formal administrative and/or punitive action per references (d) and (e).

(8) Alcohol and Drug Treatment Programs

(a) Prime for Life. Also known as "Early Intervention", is an education and awareness course that relies on teaching processes developed from research and best practices in the addiction field that alter attitudes, increase risk awareness, abstinence, and reduce high-risk drinking. All first-time offenders will attend this course given by the SACC.

(b) Outpatient Program (OP) and Intensive Outpatient Program (IOP). These programs consist of between nine and 40 hours of individual counseling, conducted on a weekly basis, Monday through Friday, for four weeks. Personnel may be released early from either program depending on how they are progressing within the treatment, as determined by an evaluation from a SACC counselor. Upon completion, patients will be assigned to a six month Aftercare (AC) Program, during which time the individual Marine or Sailor must give full cooperation until completion of the AC program.

(c) Residential Inpatient Facility. Upon diagnosis of alcohol or drug dependence, as completed by a Licensed Independent Physician (LIP) and routed through the SACC, that Marine or Sailor will be ordered to admission to an Alcohol and/or Drug Rehabilitation Center or Hospital to undergo a residential inpatient rehabilitation program. The level of treatment to be given will be dependent on the severity of the substance abuse illness, which is diagnosed by a LIP and routed through the SACC. Upon completion, the Marine or Sailor will be assigned to a 12 month AC Program, during which time the individual Marine or Sailor must give full cooperation until completion of the AC Program. Current treatment facilities are located at Naval Branch Medical Center Point Loma or Loma Linda Hospital.

(d) Treatment Failures. Any Marine or Sailor in HQBn who fails to complete treatment for any reason will be subject to being processed for administrative separation under the provisions of reference (f).

(9) Drug and Alcohol Dependence. Any Marine or Sailor in HQBn diagnosed with a drug and/or alcohol dependency may be processed for treatment through the SACC or for administrative separation, depending on the circumstances and severity of the dependency, under the provisions of reference (f).

(10) Education and Training. Any Marine, Sailor, dependent spouse or child in HQBn, may seek education and training on substance abuse from the Battalion SACO. Annual substance abuse and prevention training requirements for all Marines and Sailors in HQBn will be met and administered by the Battalion SACO, per references (a) and (g). Training rosters will be maintained and kept on file for two years by the Battalion SACO.

(11) Urinalysis Program

(a) The Battalion SACO will conduct an aggressive urinalysis Program in accordance with reference (a) and the Battalion Commander's guidance and direction. The Battalion SACO will ensure every Marine and Sailor in HQBn is randomly tested at least once annually, in accordance with reference (a), and that the Battalion as a whole will be tested at a rate of

no less than 15% per month. This testing will be administered through the use of the website based Marine Corps Drug Testing Program (DTP).

(b) Annual random urinalysis testing will be conducted on every Marine and Sailor in HQBn, regardless of grade or billet.

(c) Every Marine and Sailor in HQBn will be subject to the following additional urinalysis testing:

1. Battalion Sweep or as directed by the Commanding Officer or Medical Officer.

2. Within 72 hours of reporting to HQBn.

3. Within 72 hours of return from any Annual Leave, Temporary Additional Duty (TAD) or Permissive TAD period of five days or more.

4. Upon return from any period of unauthorized absence.

(d) Personnel involved in the collection or shipping of urinalysis specimens will be tested monthly. Coordinators and observers will be tested as designated by the Battalion SACO. The Battalion SACO will be tested as designated by the SACC.

(12) Alcohol Screening Program. This program was established as a deterrent measure for misuse and abuse of alcohol. Per reference (h), every Marine and Sailor in HQBn will be administered a random breathalyzer twice annually. The Battalion will be tested at a rate of no less than 15% per month. The Battalion SACO will be the coordinator for this program.

(13) Arrive Alive Program. While excessive alcohol consumption is never condoned, this program provides a safe alternative to impaired driving. Reference (i) describes the Arrive Alive program procedures for Marines and Sailors aboard MCAGCC, Twentynine Palms. Every Marine and Sailor will be issued an Arrive Alive card, the receipt of each card and number will be accounted for by log book entry. The Battalion SACO is the coordinator for this program. The enclosure outlines the procedures for the HQBn Arrive Alive Program.

c. Tasks

(1) Battalion SACO. The Battalion SACO will possess unquestionable moral integrity and will not have had any drug related incidents or alcohol related incidents in the last five years. The Battalion SACO will be appointed, in writing, by the Commanding Officer a minimum of one year. The SACO will complete the HQMC (MFC 4) approved training course which is provided by the SACC, Twentynine Palms within 90 days of appointment. The Battalion SACO will be the rank of Staff Sergeant or greater.

(a) As required assist with HQBn requests for authorization for alcoholic beverage consumption.

(b) Conduct initial substance abuse screening for Marines and Sailors in HQBn for the following reasons:

1. Underage drinking violation.
2. DUI/DWI incident.
3. ARI.
4. Illegal or illicit drug use.
5. DRI.
6. Upon request by the individual or Battalion Commander.

(c) As required, assist the Battalion Commander with the processing of administrative separation in cases of illegal or illicit drug use, substance abuse treatment failure, and drug and alcohol dependence.

(d) Assist in the processing and tracking of Marines and Sailors in the Prime for Life course, inpatient treatment or outpatient treatment.

(e) Conduct, track and maintain record of all annual and as-required training for the Marines and Sailors of HQBn, in accordance with reference (a).

(f) Conduct the HQBn Urinalysis Program in accordance with reference (a) and the Battalion Commander's guidance.

(g) Conduct the HQBn Alcohol Screening Program in accordance with reference (h) and the Battalion Commander's guidance.

(h) Ensure that every Marine and Sailor in HQBn is issued an Arrive Alive card and is aware of the program's functions and benefits.

(2) Company Commanders. Assist the Battalion SACO in the execution of the Urinalysis Program by ensuring all Marines and Sailors within your respective company participates when identified on an Urinalysis roster.

(3) Battalion S-1

(a) Assist the Battalion SACO with the appropriate accountability of Marines and Sailors in HQBn by providing a weekly roster of new joins to the SACO, to include EDIPI.

(b) Ensure the Battalion SACO has the appropriate permissions in Marine Online (MOL), to include access to view the Battalion's Morning Report, Leave and Liberty module and Official Military personnel File.

(4) Directors and Officers in Charge. Ensure every Marine and Sailor under your charge adheres to the contents of this Order.

4. Administration and Logistics

a. Administration

(1) All urinalysis ledgers, client folders, completed Specimen Custody Documents (DD Form 2624) and specimen bottles (both full and empty) will be maintained and accounted for by the Battalion SACO and will be double locked.

(2) The Battalion SACO will have a designated government computer and printer for exclusive use for reasons of confidentiality.

b. Logistics. Urinalysis specimens will be collected and shipped in accordance with reference (a).

5. Command and Signal

b. Command. This Order applies to all Marines and Sailors of HQBn. The point of contact is the SACO at 760-830-1116.

a. Signal. This Order is effective the date signed.


S. A. EDWARDS

Distribution: A

HQBN Arrive Alive Procedures

Receiving Arrive Alive cards

The Battalion

- The SACO is designated in writing to receive Arrive Alive Cards.
- The SACO receive new Arrive Alive Cards from M CCS, Kelly Koger.
- The SACO log in the AA card serial numbers they received.

Enlisted

- The Company GySgt's receive AA cards from the SACO. The SACO logs them out of their log.
- A Marine checks in or indicates they need a new card. The Company GySgt ensures the Marine receives a new AA card. The Company GySgt ensures the Marine fills out their information on the card with the exception of the signature. The signature is signed at the time the card is used.
- The Companies and sections retain a serialized list of the issued cards.
- Upon check-out, if the Marine is leaving the Combat Center the Company GySgt will retain the AA card. If the Marine is PCAing, the HQBN SACO will notify the gaining command's SACO of the Marines AA card #.

Officers

- The SACO receives AA cards from the M CCS. The SACO logs them out of their log.
- A Marine checks in or indicates they need a new card. The SACO, if the SACO is not available then the Safety Officer ensures the Marine receives a new AA card. The SACO ensures the Marine fills out their information on the card with the exception of the signature. The signature is signed at the time the card is used.
- The SACO retains a by-name list of the cards and who holds each and provide this information to the Company Commanders.

Off Duty

- The SACO provides the Battalion Officer of the Day (OOD) five AA cards which are kept to issue during off hours. The Battalion OOD maintains the inventory of the cards, logs the use and issue of cards in the duty logbook. Upon relief the Battalion OOD ensures SACO logbook is updated.

Using the Card

- A Marine calls the phone number on the card.
- The Marine gets a ride to their destination and signs the card, American Cab retains the card and returns it to M CCS.
- The Marine can receive a new card from the Battalion SACO.
- If the Marine chooses to pay the fare at the time of the ride the fare will be discounted 50%. If the Marine does not pay the fare at that time the fare will remain discounted 25% for a period of 30 days.

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Paying the fare

- MCCS will contact the Marine and unit twice during the 30 days requesting payment.
- If after 30 days the balance remains then Battalion funds will be deducted the cost of the fare via the MCCS Accounting Office.
- The Battalion may take punitive action against the Marine to be reimbursed the balance.

Enclosure (1)