



## UNITED STATES MARINE CORPS

2D MARINE AIRCRAFT WING  
II MARINE EXPEDITIONARY FORCE  
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WgO 1700.4B

SACO

24 Jun 09

### WING ORDER 1700.4B

From: Commanding General, 2d Marine Aircraft Wing  
To: Distribution List

Subj: SUBSTANCE ABUSE REDUCTION PROGRAM

Ref: (a) MCO P1700.24B  
(b) MARADMIN 520/01  
(c) WgO 1510.8  
(d) MCO P1560.25C

1. Situation. This Order directs policies, procedures, and provides additional instructions for administration of the 2d Marine Aircraft Wing (2d MAW) Substance Abuse Reduction Program (SARP). According to the 2005 DOD Survey of Health Related Behaviors "the rate of heavy drinking in 2005 is not significantly different from the rate in 1980, suggesting that military efforts to reduce rates of heavy drinking have not been successful overall. Clearly, new and more effective initiatives will be needed to reduce heavy alcohol use." To meet that challenge, this Order implements policies capable of producing successful outcomes by taking advantage of predictive and proven public health model efforts that have proven to reduce substance abuse-related misconduct and substance misuse.

a. Reference (a) states that "a thorough prevention education program must address the entire scope of drug and alcohol abuse, both legal and illegal." Therefore, this Order outlines a comprehensive and holistic prevention effort that seeks to educate, equip and engage our Marines to reduce substance abuse-related misconduct and substance misuse throughout the entire 2d MAW.

b. This Order amplifies or clarifies existing higher headquarters directives and provides guidance where no instructions are published. This revision contains significant changes and should be thoroughly reviewed.

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distribution is unlimited.

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2. Cancellation. WgO 1700.4A.

3. Mission. The goal of the SARP is to maximize the combat readiness of our Marines through strategic prevention and intervention, preservation of our war fighting resources, and enhancing the capabilities and contributions of our leaders at all levels.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Substance abuse prevention and reduction is directly linked to mission success. Reference (a) states that "alcohol abuse and the distribution, possession or use of illegal drugs is contrary to the effective performance of Marines and to the Marine Corps' mission, and will not be tolerated in the Marine Corps." Commanders must ensure all Marines understand that consumption of alcohol is not essential to the development of unit camaraderie and Marine Corps pride.

(2) Concept of Operations. In order to be effective, the SARP must be driven by a top-down focus of effort. Therefore, one goal of this Order is to provide leaders at all levels a plan of action to affect positive change and eliminate substance abuse-related misconduct within the organization. Through the proper application of resources, a precise focus of effort and development of interdepartmental coalitions, 2d MAW personnel will employ the principle of "One Team, One Fight" to combat the harmful effects of substance abuse on mission readiness.

(a) Universal Intervention Efforts. Universal intervention promotes alternative activities for all personnel regardless of rank, military occupational specialty, or age. The purpose of this intervention effort is to capitalize on the innate protective factors of command and installation programs that are available to all 2d MAW personnel, such as:

1. Arrive Alive Card Program
2. Drug Demand Reduction Program (DDRP)
3. Semper Fit Health Promotions Activity
4. Lifelong Learning (LLL) Program

5. Command Religious Program
6. Unit Family Readiness Program
7. 2d MAW Noncommissioned Officer (NCO)  
Leadership Program

(b) Selective Intervention Efforts. A selective intervention addresses the specific needs of those personnel who are most susceptible to substance abuse-related misconduct and substance misuse. The Building Alcohol Skills and Intervention Capabilities (BASIC) course, as described by reference (b), is a prevention education tool developed to target the at-risk population of Sergeants and below and in age group 18 to 25. BASIC was developed by the Naval Health Research Center utilizing nationally recognized subject matter experts from the Department of Veteran's Affairs and universities recognized for their alcohol abuse prevention programs among college students. It is designed to train small unit leaders to increase the decision making skills of their Marines regarding alcohol use. Selective interventions also serve to provide information on alternative activity programs such as the Single Marine Program to a targeted population.

(c) Indicated Intervention Efforts. An indicated intervention serves to identify personnel with high risk for substance abuse-related misconduct and substance misuse by utilizing incident reports, military and civilian police blotters, and command referrals. Reference (c) is the 2d MAW NCO Leadership Program which contains specific tools and policies to assist the commander in dealing with those Marines who are determined to be at high risk of being involved in substance abuse-related misconduct and substance misuse. Once personnel who have shown potential for risk are identified, it is critical that unit-level aftercare programs are properly managed and monitored through formal and informal inspections. Unit program managers should participate in additional unit-level aftercare management training that is available through the 2d MAW Substance Abuse Control Office (SACO) and installation Substance Abuse Counseling Center (SACC).

(d) Sustainability. Sustainability refers to the process through which prevention efforts become the norm and is integrated into ongoing operations. Sustainability will be accomplished when the Core Values of Honor, Courage and Commitment, and the processes of Mentorship and Leadership, are clearly aligned with the goals of this program. A sustainable

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effort requires that relationships with those sharing similar interests are strengthened and that resources are shared whenever possible. The sustainability of the program detailed in this Order will be secured by engaging and educating our present-day and future leaders to confidently meet the challenge presented by substance abuse-related misconduct and substance misuse.

(3) Scheme of Maneuver. Commanding Officers are tasked with the implementation of the SARP outlined in this Order and the references.

(a) The Center for Substance Abuse Prevention (CSAP) strategy framework is promoted by the Department of Health and Human Services to meet the prevention needs of an organization. The SARP will use the CSAP strategy framework because it has a foundation in scientific evidence-based principles which have proven effective through rigorous research. As a result, the SARP is capable of producing successful outcomes because it takes advantage of a predictive and proven public health model approach that increases protective factors and reduces risks that contribute to substance abuse-related misconduct. The CSAP strategy incorporates a holistic six-pronged approach: information dissemination, prevention education, problem identification and referral, community-based processes, environmental approaches, and alternative activities.

(b) Main Effort

1. Prevention Education. Reference (a) states that "interactive participation will be used as much as possible to actively involve personnel in discussions and skill-oriented education beyond basic understanding. Interactive small-unit discussion groups and seminars that encourage participation have proven to be more effective than large group classes and PowerPoint presentations." Therefore, at least quarterly, NCOs will engage in guided discussions with their subordinates on the topic of substance abuse. Commanders are encouraged to use the BASIC hip-pocket booklet, available for download at <http://www.usmc-mccs.org/>. Click on "Military Life", then "Substance Abuse", then "Alcohol". Records of training shall be documented via either qualitative or quantitative methods and maintained on file for three years.

2. Substance abuse prevention education alone is not the answer to preventing substance abuse. However, if properly conducted, prevention education can provide our Marines

with information to clarify personal values, improve problem solving and decision making skills, and pursue more positive lifestyle choices. Tools such as these will help the individual Marine make a more informed decision concerning drug and/or alcohol use. Because there is a correlation between increases in engaged leadership at all levels and a reduction in substance abuse-related misconduct, the tools and guidelines found in reference (c) should be combined with the principles and training requirements of the SARP whenever possible.

(c) Secondary Efforts

1. Information Dissemination. Commanders will ensure that all new joins receive substance abuse-related training within 30 days of joining the unit.

a. New join or welcome aboard substance abuse-related training will include, at a minimum: 1) notification of all off-limits establishments within the area, 2) location of on and off-station substance abuse treatment providers, 3) knowledge of the drug and alcohol abuse individual-initiated referral process, and 4) knowledge of command alcohol possession and use policies.

b. Marines of all ranks will view the video presentations, "From the Inside" and "XS" at least annually. Each video is less than 30 minutes in length and requires a digital video disk playback capable machine. Commanders are encouraged to schedule viewing sessions immediately preceding extended liberty periods and/or following deployments. The videos may be obtained through either the local installation SACC or 2d MAW SACO.

c. Commanders will ensure that substance abuse information bulletin boards are prominently located in highly trafficked command work spaces. Unit bulletin boards will provide the name and location of the unit SACO, listing of on and off-station self-help resources such as Alcoholics Anonymous and Narcotics Anonymous, and other relevant information. Bulletin board material will be updated at least quarterly.

2. Environmental Approach. Commanders must foster a command climate that promotes the message that "it is okay to get help." Similarly, an atmosphere of "it is okay not to drink" must prevail. The long-standing perception on the part of many Marines that "hard drinking" somehow constitutes

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part of the image of a "hard charging" Marine must be **aggressively eradicated.**

a. The foundation for an effective unit SARP requires engaged leadership and properly motivated mentorship. A critical prerequisite to preventing substance abuse-related misconduct is the positive example set by those in positions of authority. Leaders at all levels have a role in reshaping our Marine Corps culture through education and personal example and promoting the following philosophies: "don't get drunk, don't drink and drive, and get help if you need it." Accordingly, leaders must ensure that their attitudes are consistent with Marine Corps policy and that their behavior is above reproach in this regard.

b. Marines taking care of Marines. All Marines must be aware of the warning signs of alcohol abuse and take positive steps to ensure Marines do not misuse alcohol. This includes intervening before excessive drinking occurs, stopping a Marine from driving while under the influence of alcohol, and immediately challenging inappropriate behavior resulting from alcohol misuse, both on-duty and off-duty.

c. Personal responsibility. All Marines must recognize the effects that the misuse of alcohol can have on them, on others (including their families) and on their careers. It is absolutely essential that each Marine understands that they are fully responsible and will be held accountable for their actions. Personal responsibility means no drinking and driving, no drinking to the extent that it impairs judgment, no public drunkenness, compliance with the provisions in this Order, and compliance with the local laws for purchase, possession and use of alcoholic beverages. The ultimate responsibility lies with each Marine.

d. Unit functions/events. Commands must emphasize responsibility and moderation at all events, and shall deglamorize alcohol use during traditional ceremonies by forbidding those practices which may encourage personnel to misuse alcohol.

3. Community-based processes. Officers and Staff Noncommissioned Officers (SNCOs) will receive annual supervisor training in substance abuse prevention, per reference (a). Supervisor training may be accomplished through training provided by the 2d MAW SACO, online through the MarineNet Course Number M00ADW0799-Alcohol and Drugs in the Workplace, or other

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training provided by the installation SACC, DDRP, or Health Promotions Activity. Annually, NCOs and below will complete the web-based course, Semper Fit: Alcohol and Drug Recognition, Abuse, and Prevention, Course Catalog Number: SFALDRUG. This course is available through MarineNet, Distance Learning Environment at <https://www.marinenet.usmc.mil>. However, these requirements do not preclude Marines of all ranks from participating in additional unit prevention training, including Semper Fit Program annual training requirements.

a. Commanders will appoint in writing a SNCO or above as the SACO and a Sergeant or above as the Substance Abuse Control Specialist (SACS), ensuring that all requirements in paragraph 3012.2 of reference (a) are met. SACOs may not be assigned more than one additional collateral duty. This appointment will be for a minimum period of 12 months.

b. Commanders will appoint in writing one Corporal or above per every 100 Marines as a Urinalysis Program Coordinator (UPC). This appointment will be for a minimum period of six months. At a minimum, UPCs must complete the computer-based training available at [www.nko.navy.mil](http://www.nko.navy.mil), Navy Knowledge Portal course number: CPD-UPC-1.0, Urinalysis Program Coordinator. This course provides all the information a UPC requires to administer the command urinalysis program and provides simulations of the Marine Corps Drug Testing Program software. Additional UPC training may be required by the local installation Drug Demand Reduction Coordinator.

#### 4. Problem Identification and Referral.

Commanders shall employ vigorous drug abuse deterrent efforts which are efficient and effective, free of overzealous implementation, and which enhance our overall combat readiness. Efforts in this area shall include information dissemination, prevention education, health and welfare inspections, random vehicle checks, use of drug detection dogs, and aggressive random urinalysis testing. All personnel will submit a urinalysis sample for testing at least once annually.

a. Commanders will randomly test at least 10 percent, but not more than 40 percent, of their population monthly under the random inspection premise code as described in reference (a). Random sampling of small numbers of personnel on a frequent basis, for example, five to ten percent weekly or biweekly, results in the best possible deterrent effect. This

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strategy reduces the predictability of command testing and raises the perceived risk of detection, thereby increasing the deterrent value of the testing process.

b. Reference (a) states that "testing should never be conducted on a predictable schedule." Therefore, commands are not authorized to conduct unit sweep testing within 24 hours of return from an extended liberty period. However, commands may conduct other testing premises to include random testing of up to 40 percent of all personnel at any time. Unit sweep testing is not an efficient or effective deterrent testing method and will not be used as a substitute for the monthly random testing requirement.

c. Commanders will ensure that all newly joined personnel and those who are returning from five or more days of leave are tested within 72 hours under the service-directed premise code; service-directed tests are inspections as directed by the Secretary of the Navy or Commandant of the Marine Corps. Personnel returning from temporary additional duty or from the fleet assistance program will be tested with the service-directed premise code at the discretion of the Commanding Officer.

d. At their discretion, commanders may establish a Urinalysis Surveillance Program (USP). The USP provides a deterrent to continued drug abuse by Marines previously confirmed as having used drugs illegally. Commanders may assign a Marine who has been confirmed for drug abuse to a USP on a case-by-case basis. The USP consists of collecting a urinalysis sample from a member no more than twice per week (during normal working hours) for a period not to exceed eight weeks. Urinalysis samples collected under the USP will be performed via the command-directed premise code; this is a fitness for duty collection. If samples collected under the USP are confirmed positive, administrative actions per the provisions of reference (a) may be appropriate. Confirmed positive samples collected under the USP may not be used as a basis for Uniformed Code of Military Justice (UCMJ) proceedings; however, they may be used in the limited circumstances as outlined in reference (a). The initial USP collection will be delayed 30 days from the collection date of the first non-USP positive result to allow for those substances that remain detectable in the body for longer periods of time. Marines enrolled in the USP must be assigned by the Commanding Officer.

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e. Commanders must ensure that all incidents of substance abuse-related misconduct or substance misuse (i.e., driving under the influence, driving while intoxicated, and underage consumption, etc.) are referred to qualified providers for appropriate action. Marines who are valid individual-initiated referrals for substance abuse will be evaluated within 24 hours of notification to determine their need for immediate treatment, emergency psychiatric care and/or increased risk for suicide. This may require a referral to a Substance Abuse Counselor, Medical Officer or other qualified provider. Initial screenings for forward deployed personnel will be accomplished by a Medical Officer or other qualified provider. Deployed personnel found to be alcohol or drug dependant will be returned to their primary duty station for treatment.

5. Alternative Activities. Commanders should encourage Marines to participate in non-drinking, productive off-duty activities. Recreational opportunities must provide for a change from the normal daily routine and must also provide the Marine with a means of reducing stress and combating boredom. Marines have many skills and/or interests which can be put to productive and constructive use during off-duty hours, to include tutoring, counseling, coaching sports, involvement in youth programs, volunteer fire and rescue service, and many others. Commanders are highly encouraged to educate and counsel all Marines on the personal and professional learning opportunities of the Marine Corps LLL Program as described in reference (d). The Marine Corps LLL Program positively impacts the recruitment, retention and readiness of our Marines and provides commanders with a valuable tool to prevent substance abuse problems which detract from unit readiness.

(4) Subordinate Element Missions

(a) Squadron/Group Commanding Officers will:

1. Develop a substance abuse plan of action per requirements found in paragraphs 3005.1-8 of reference (a). Command programs shall have measures of effectiveness that are based on empirical and/or statistical data.

2. Ensure that the unit SACO/SACS has a private/secure and insofar as possible, permanent area to conduct administrative duties, interviews, screenings, aftercare treatment requirements, and maintain sensitive material.

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3. Ensure substance abuse awareness and prevention classes are conducted and documented for personnel as directed by the references and this Order. Insofar as possible, conduct training isolated from other training sessions for maximum impact and retention.

4. Ensure required reports are received from each subordinate unit and consolidated for forwarding to the 2d MAW SACO as necessary.

5. Empower small-unit leaders by providing incentives and awards for good prevention efforts to the smallest possible element (i.e., platoon/section level).

(b) Group SACOs will:

1. Provide liaison between the 2d MAW SACO and unit SACOs/SACSS.

2. Ensure unit SACOs/SACSS are administered a urinalysis test monthly.

3. Conduct training and assist visits to unit SACOs as needed to maintain program continuity and mission readiness. This training will be documented and maintained on file at the Group headquarters for a period of two years.

4. Submit a nominee for SACO of the Year to the 2d MAW SACO. Only a single candidate from each Group will be considered; all packages must be received no later than 15 April each year.

© Squadron/Group SACOs will:

1. Maintain turnover and desktop procedures that clearly outline the duties and responsibilities of the unit SACO/SACS, UPCs, and monitors/observers.

2. Coordinate a command assist/turn-over with the 2d MAW SACO within 90 days of appointment.

3. Deliver an electronic mail message to the 2d MAW SACO within one working day of command notification of any substance abuse-related misconduct or substance misuse involving a military member of 2d MAW. All reports should contain at a minimum: unit, last and first name, rank, last four of SSN, type

of incident or substance, Blood Alcohol Level if known, and location. Mark all reports as "For Official Use Only" and ensure that only the last four digits of the SSN are submitted. Individual and command-initiated referrals will be reported within five working days of notification using the above guidelines.

4. Initiate a Drug and Alcohol Abuse Report (DAAR) using the Alcohol and Drug Management Information Tracking System (ADMITS) within 15 days of notification of substance abuse-related misconduct, substance misuse, or individual/command-initiated referral. Within 30 days of notification of an incident or referral, submit the completed DAAR to the ADMITS central repository per instructions found at <https://admits.spawar.navy.mil>. DAARs require a signature by the Commanding Officer. DAARs are not required for a drug positive due to legal use as determined by the Commanding Officer.

5. Attend scheduled meetings and workshops.

(5) Coordinating Instructions

(a) 2d MAW SACO personnel will:

1. Act as liaison between subordinate commands and the substance abuse treatment facility when necessary.

2. Inspect unit programs as part of the Commanding General's Inspection Program to ensure compliance with service standards for the functional area.

3. Conduct quarterly meetings with the Group and unit SACOs.

4. Provide training and assistance to Group and unit SACOs.

5. Ensure reports are received, consolidated and forwarded to the higher headquarters when required.

(b) Measures of Effectiveness. Continuous evaluation of the effectiveness of our substance abuse prevention efforts is essential. Therefore, commanders will ensure that a current program plan of action or policy is submitted to the 2d MAW SACO at least annually for review and

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recommendations. Metrics for success of a unit prevention effort may be based, in part, on the following criteria:

1. Clear indication via qualitative or quantitative survey indicating an increase in the number of personnel who are actively involved with off-duty education.

2. Clear indication via qualitative or quantitative survey indicating an increase in the number of personnel who are actively involved with off-duty recreational activities that do not include the consumption of alcohol.

3. Clear indication via qualitative or quantitative survey indicating an increase in the number of personnel who are actively involved with a unit mentorship program.

4. Clear indication via qualitative or quantitative survey indicating an increase in the number of personnel participating in small-unit leader guided discussions.

5. Favorable results of qualitative or quantitative survey indicating a positive change in the knowledge, skills and attitudes towards the misuse of alcohol, tobacco and other drugs.

6. Other indicators of overall program success may include, but are not limited to, the reduction of on and off-duty safety-related mishaps, a reduction in the number of personnel assigned to the unit Body Composition Program, an increase in career retention, and a reduction in the number of personnel assigned to limited or light duty status.

b. Commanders are charged with the implementation of the SARP. Communication and sharing of successful techniques and procedures will be an important element in strengthening our collective substance abuse reduction efforts in 2d MAW.

5. Administration and Logistics. The basic terms of the SARP are provided in this section for ease of referral.

a. SARP Terms

(1) Alcohol-Related Incident (ARI). An ARI occurs when, in the commander's judgment, the ingestion of alcohol was a contributing factor to an event or misconduct that resulted in a violation of the UCMJ; this may include, but is not limited to, acts of alcohol abuse.

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(2) Drug Abuse. The wrongful use of a controlled substance, prescription medication, over-the-counter medication, or intoxicating substance (other than alcohol) to an extent that it has an adverse effect on performance, conduct, discipline, or mission effectiveness. Drug abuse also includes the intentional inhalation of fumes or gasses of intoxicating substances with the intent of achieving an intoxicating effect on the user's mental or physical state, and steroid usage other than that specifically prescribed by a competent authority.

(3) Substance Misuse. The use of any substance to an extent that it has an adverse effect on performance, conduct, discipline, or mission effectiveness, and/or the user's health, behavior, family, community, or the Marine Corps, or leads to unacceptable behavior as evidenced by one or more acts of substance abuse-related misconduct.

b. The effectiveness of the SARP will be determined by periodically inspecting each unit within 2d MAW for compliance with the policies and procedures prescribed by the references and this Order.

c. Questions regarding this Order may be addressed to the 2d MAW SACO by telephone at (252) 466-2191/2974.

6. Command and Signal

a. Command. This Order is applicable to all 2d MAW units.

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



C. E. HOLZWORTH  
Chief of Staff

DISTRIBUTION: A