SACO Course Manual







Table of Contents

Section 1: Introduction	1-1
The SACO Position	1-3
USMC Policies on Substance Abuse	1-7
Goals of the Substance Abuse Prevention Team	1-9
Substance Abuse Prevention Team Members	1-10
Being an Effective Team Member	1-17
Prevention Allies	1-18
Section 2: Advising the CO	2-1
Advising the CO	2-3
Substance Abuse Leadership Briefing	2-9
Unit Substance Abuse Reports	2-10
Unit Substance Abuse Policies	2-12
Section 3: Prevention	3-1
Levels of Prevention	3-3
Prevention Strategies	3-4
Using CSAP Strategies in SACO Prevention Duties	3-8
Other Prevention Efforts on Base	3-11
Section 4: Education	4-1
Overview	4-3
Alcohol Use and Abuse	4-4
Prohibited Substance Use	4-21
Providing Substance Abuse Education	4-27
Section 5: Drug Testing	5-1
Purpose of Drug Testing	5-3
Drug Testing Policy	5-4
Premise Codes for Drug Testing	5-4
Drug Testing Roles	5-7
Steps in Drug Testing	5-10
Before: Groundwork	5-11
Before: Preparing for Testing	5-12
During: Conducting Testing	5-16

i

After: Submitting Specimens	5-29
Drug Testing Laboratories	5-32
After: Drug Testing Results	5-35
Drug Testing Preparation Checklist	5-39
Section 6: Computer Training	6-1
Overview of Drug Testing Software	6-3
Section Contents	6-4
Drug Testing Program (DTP)	6-5
Drug Testing Program (DTP) Lite	6-31
Internet Forensic Toxicology Drug Testing Laboratory (IFTDTL) Alcohol and Drug Management Information Tracking System	6-34
(ADMITS)	6-38
Section 7: Response	7-1
SACO's Role in Response	7-4
Identification of Marines with Possible Substance Abuse Issues	7-5
Conducting Fact-Finding Interviews	7-9
Case Files	7-14
SACC Referrals	7-17
Marines in Aftercare	7-24
Effective Communication	7-30
Appendices	8-1
Appendix A: Acronyms and Abbreviations	8-5
Appendix B: Drug Tables	8-9
Appendix C: Resource List	8-17
Appendix D: Detailed Inspection Checklist	8-31
Appendix E: MCO 5300.17	8-41