



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS WEST-MARINE CORPS BASE  
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MCIWEST-MCB  
CAMPENO 5300.1  
MCCSM&FP  
20 JUL 2017

MCIWEST-MCB CAMPEN ORDER 5300.1

From: Commanding General  
To: Distribution List

Subj: SUBSTANCE ABUSE COUNSELING CENTER

Ref: (a) MCO 5300.17, Marine Corps Substance Abuse Program

1. Situation. To supplement policy for the implementation of instructions concerning substance abuse in the Marine Corps, per reference (a).

2. Cancellation. BO 5300.13D.

3. Mission. Reference (a) provides a thorough and responsive substance abuse program throughout the Marine Corps for the prevention and treatment of substance abuse. The key elements of this program are prevention, timely identification, intervention, appropriate discipline, and/or other administrative actions, followed by restoration to full duty or separation as appropriate.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Commanding Officers (COs) are tasked with the implementation of the Drug and Alcohol Abuse Program, per reference (a), and shall be guided by the provisions of this Order. All personnel having a substance related incident will be referred to the Substance Abuse Counseling Center (SACC) for a screening and evaluation.

(b) The Marine Corps is required to identify, counsel, and/or rehabilitate Marines identified as drug/alcohol abusers or drug/alcohol dependent. Marines referred to the SACC

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will be screened by a drug and alcohol counselor to determine if early intervention or an assessment is warranted.

b. Subordinate Element Missions

(1) Substance abuse intervention and treatment will be conducted at the SACC by qualified personnel (e.g. substance abuse counselors, physicians, and psychologists) with requisite skills and training. Treatment will be provided under the supervision of a licensed independent practitioner.

(2) Treatment will be provided for family members (at least 18 years of age) and retirees on a space available basis. Those who are under 18 years of age will be referred to TRICARE.

(3) Under no circumstances will substance abuse treatment be degrading or punitive in nature. The SACC outpatient services will be designed to address the individual's needs and to achieve permanent changes in drug/alcohol use behaviors. Inpatient services will be provided at military hospitals.

(4) The SACC will provide drug and alcohol services to include screening, early intervention, comprehensive biopsychosocial assessments, and individualized treatment in an outpatient setting using continuum of care models compatible with the patient placement criteria, per reference (a). COs will be notified of all recommendations pertaining to their Marines.

(5) COs will issue a letter of assignment to Marines scheduled for treatment services. This letter will clearly state the type of program to which the Marine is assigned, reason for assignment, program goals, expected behavior during treatment, and consequences of refusing treatment or failing to successfully complete the program. A copy of this letter will be included in the individual's unit and SACC records.

(6) COs will ensure Marines have the Substance Abuse Rehabilitation Program Health and Physical Evaluation Screening (SHAPES) form provided by SACC completed by their primary care providers prior to reporting for treatment. This evaluation must be completed sometime during the 30 days prior to the SACC treatment date (1st section completed by the patient and 2nd section completed by the physician). Not completing the SHAPES form upon arrival may delay the treatment start date.

(7) Initial Screenings. Screenings are conducted by the SACC when a command determines a substance abuse incident has occurred. When feasible, all legal issues should be resolved prior to the screening and treatment. SACC screenings are conducted using the current Diagnostic and Statistical Manual of Mental Disorders. The initial screening assists counselors, clinical staff, and medical personnel in making a determination on the degree of a problem and required services. If the need for an assessment is ruled out, the Marine is placed into early intervention or returned to duty.

(8) Aftercare. Upon treatment completion, the CO places the Marine in a unit aftercare program; services are provided at the SACC. Aftercare requires monitoring and documentation of progress for a minimum of one year. The CO must maintain an aggressive aftercare program to ensure that the Marine's recovery is continuous.

c. Concept of Operations

(1) Urine Sample Collection Administrative Procedures. The urinalysis sample will be delivered to the nearest post office by the Substance Abuse Control Officer (SACO). Urinalysis specimens do not require refrigeration and should be forwarded expeditiously. All specimens collected will be shipped and tested. All urinalysis samples collected will be mailed to the Naval Drug Screening Lab (NDSL) Great Lakes, for processing.

(a) Urinalysis collection supplies will be issued during normal working hours.

(b) Unit SACOs must have the following on file at the SACC: SACO appointment letters, drop letters, and SACO certificates.

(c) Special testing of samples need to have a justification and request letter signed by the unit CO before it is forwarded to NDSL for testing (steroids require Headquarters Marine Corps authorization via special test request).

(d) All positive samples identified need to have a Medical Review Officer's (MRO) letter signed by the Medical Officer and the CO concerning the finding of results for the positive sample. This process will be controlled by the Base Drug Demand Reduction Coordinator and information will be entered for processing into the Department of Defense internet Forensic

Toxicology Drug Testing Lab (iFTDTL) website. This MRO letter must be completed within 10 days of the iFTDTL posting of positive results.

(2) Reports. The goals of the Marine Corps' Substance Abuse Program are the prevention of substance abuse, as well as the identification, treatment, and return to productive duty of substance abusers with potential for further service. Indicate on reports the scope of substance abuse, evaluate current program effectiveness, and provide higher headquarters with data for users. Accurate information concerning substance abuse is essential to the achievement of these goals and the fulfillment of the reporting requirements by higher headquarters. The Drug and Alcohol Report found on the Alcohol and Drug Management Information Tracking System website is used in the reporting of all substance related events.


(3) Command Inspections. Command Inspections will be conducted in accordance with the Automated Inspection Reporting System Checklist for Functional Area 5300, per reference (a).

5. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically via email. Electronic versions of Marine Corps Installations West-Marine Corps Base, Camp Pendleton directives can be obtained at <https://www.mciwest.usmc.mil/inst/mciwest/manpower/MCIWMCBADJ/default.aspx>.

6. Command and Signal

a. Command. This Order is applicable to all commands, organizations, units, and activities located aboard Marine Corps Base, Camp Pendleton.

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

  
G. S. JOHNSTON  
Chief of Staff

DISTRIBUTION: A-4  
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