



UNITED STATES MARINE CORPS  
SUBSTANCE ABUSE COUNSELING CENTER  
MARINE CORPS INSTALLATIONS WEST-MARINE CORPS BASE  
BOX 555016  
CAMP PENDLETON, CALIFORNIA 92055-5016

IN REPLY REFER TO:  
5300  
M&FP1D  
5 Jun 2018

From: Director, Substance Abuse Counseling Center  
To: Commanding Officer  
Via: Senior Noncommissioned Officer

Subj: APPOINTED SACO REQUIREMENTS

Ref: (a) MCO 5300.17

Encl: (1) MCO 5300.17 Chap 1, par 2g

1. In order to be qualified for the SACO billet, all assigned SACO's and/or ASACO's, should have no priors (e.g., substance abuse incidents within the previous two years) and are able to assume the 0149 billet for a minimum, of at least a period of 12-months or more.
2. Please ensure a proper turnover in order to prepare the new SACO to assume the role and responsibilities of this specific billet. A newly appointed SACO who receives no proper turnover, no turnover binder, or both is almost certainly being placed in a precarious situation of potentially failing a future inspection.
3. All appointed SACO's must be diligent in effectively communicating with the base DDRC's (Drug Demand Reduction Coordinators) informing them of their SACO billet status (e.g., replaced, TAD, convalescent leave, coverage of the billet, unit deploying, unit in the field in excess of 30 days, etc.). In the event they are being replaced, the outgoing SACO will be placed on the inactive list and their testing account (IFTDTL) will expire within a 35-day period, or sooner. If in the event a subsequent request is initiated, a newly updated appointment letter signed in writing by the unit C.O. will be required in order to re-establish a new account.
4. SACO's must attend their training course within 90 days.
5. Due to the procedural nature of this specific billet and

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potential for legal involvement, it is imperative that newly assigned SACO's understand it's importance and the essential need for consistent oversight and professionalism.



LISA RANKIN, LCSW, ADC II  
ASST. BRANCH HEAD OF BEHAVIORAL  
HEALTH

Copy to:  
Command SACO