



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3280 RUSSELL ROAD
QUANTICO, VIRGINIA 22134-5103

IN REPLY REFER TO:
5300
MF

17 MAY 2013

From: Commandant of the Marine Corps
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES (SOP) FOR THE MARINE CORPS
ALCOHOL SCREENING PROGRAM (ASP)

Ref: (a) MCO 5300.17
(b) MARADMIN 709/12
(c) Letter of Instruction (LOI) for the Marine Corps ASP dated
Feb 21, 2013
(d) ALCOMATE Premium (AL7000) Users' Manual

Encl: (1) Marine Corps Alcohol Screening Program Log
(2) Sample Unit Monthly Breathalyzer Testing Results Report

1. Situation. The Alcohol Screening Program (ASP) is designed to deter Marines from being under the influence of alcohol while on duty. This initiative also presents an opportunity for education and training, for any Marine or Sailor that is identified by the ASP as testing positive. This Standard Operating Procedure describes the procedures and responsibilities required to implement the Marine Corps Alcohol Screening Program (ASP).

2. Mission. All Marines and Sailors will undergo breathalyzer testing semi-annually as required by the ASP; a unit-level deterrence tool to identify alcohol abuse/misuse and direct appropriate intervention before any career or life-altering incidents occur.

3. Execution. The ASP applies to all Marines and Sailors assigned to each unit, including those assigned TAD. If a Marine or Sailor is identified while on duty as under the influence of alcohol, it is an opportunity for further intervention. This SOP promulgates the required procedures and guidelines for the execution of the ASP. The ASP may only be used while on duty. Deviation from or modification of the procedures set forth in this SOP is not authorized without the prior approval of the Commanding Officer (CO).

a. Commander's Intent and Concept of Operations. The CO shall ensure all requirements of references (a-c) are met. This SOP is intended to supplement these references.

b. Tasks

(1) Conduct ASP testing randomly and unannounced.

(2) Alcohol screening will be conducted by the Alcohol

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Screening Program Coordinator (ASPC), designated by the CO in writing.

(3) The request to perform an ASP breath test is a lawful order. Refusal to comply is a violation of a direct order from the CO.

(4) Refer to the references and enclosures for specific testing guidance.

c. Coordinating Instructions. Commands shall only test each Marine/Sailor twice during the FY. Additional tests will deplete the annual supply of mouthpieces and sensors and incur cost at the installation.

(1) The objectives of the ASP testing program are to:

(a) Provide immediate identification of the presence of alcohol.

(b) Facilitate command assessment of the unit's culture of alcohol use.

(c) Provide opportunities for counseling, education, training, and screening.

(d) Promote safety and maximize readiness through ensuring members are fit for duty.

(e) Return members to full duty as early as possible.

(f) Deter alcohol abuse and misuse.

(2) Testing Procedures. The ASPC will refer to the references for operation of the device to develop specific procedures.

(a) Turn device on. Wait for the device to warm-up before initial testing. Be sure to clear/reset after each use in accordance with instructions provided with each device. This will significantly reduce the risk of a false sample on the subsequent reading.

(b) Ask the Marine/Sailor if he/she has ingested anything during the last 20 minutes. If the answer is yes, wait at least 20 minutes before testing.

(c) The Marine/Sailor being tested shall take a deep breath and blow steadily and consistently, until the device signals test completion, usually four to five seconds.

(d) Once the device detects the presence of deep lung air, it will test the breath sample.

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(e) A "Flow" or "flo" warning display on the readout screen indicates the breath sample was not sufficient or more likely, not long enough.

(f) If the Marine/Sailor fails to provide a sufficient breath sample, have the Marine/Sailor perform a second test right away. A 20-minute waiting period is not required.

(g) After three attempt failures, it will be identified/reported as "failing to provide a sufficient sample."

(h) Prior to testing another individual, ensure the screen backlight has turned off and then tap the power button to reset the unit.

(i) Avoid the introduction of smoke, saliva, or other contaminants into the device.

(j) Avoid testing in high wind or restricted spaces. Poor ventilation may lengthen the time required for warm up between tests.

(k) A "bat" warning display on the readout screen indicates that battery power is low and battery replacement is required.

4. Administration and Logistics

a. Retain records at discretion of CO or higher authority.

b. Record the results on the Alcohol Screening Program Log contained in enclosure (1).

c. Record of test. A record of each test must be completed regardless of the test results. The following information will be annotated on the Alcohol Screening Program Log:

(1) Test number. Record the 5-digit test number that appears on the screen.

(2) Date/Time. Date and time screening was administered.

(3) Rank. The Marine/Sailor's current rank.

(4) Last Name. Last name of the Marine/Sailor screened.

(5) First Name. First name of the Marine/Sailor screened.

(6) Results. "NEG" if negative; "BAC=0.000" (fill in number) if positive; or "No Sample" if Marine/Sailor failed to provide a

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sufficient sample.

(7) Disposition. Note the disposition of each Marine/Sailor who failed the test, i.e., referred for education or screening. N/A, if no referral.

d. Calibration of the breathalyzer must be performed as specified in the user manual supplied with each tester. ASPCs will record the date/time the tester was calibrated on the first line of the Alcohol Screening Program Log contained in enclosure (1) prior to each daily test; this information verifies the breathalyzer has been calibrated.

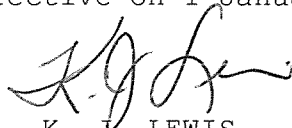
e. Within seven (7) days after the end of each month, report unit's results to HQMC (MFC4) via the local SACC/Resilience Education Branch and the chain of command contained in enclosure (2).

f. Ensure that when not in use, testers are maintained in a secure location.

5. Command and Signal

a. Command. Direct questions concerning the ASP to the installation Substance Abuse Counseling Center/Resilience Education Branch.

b. Signal. The ASP is effective on 1 January 2013.



K. J. LEWIS
Director
Marine and Family
Programs Division
Acting

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MARINE CORPS ALCOHOL SCREENING PROGRAM LOG

[illegible]

This log reflects the results of the Alcohol Screening that was conducted on _____ by _____
(Date) (Rank & Name of ASPC)
for unit _____ .
(Name of Unit)

- | | |
|-------|--|
| _____ | Marines/Sailors reported for breathalyzer screening |
| _____ | Marines/Sailors were tested |
| _____ | Marines/Sailors test results fell between .02 - .03 |
| _____ | Marines/Sailors were referred to the SACC/SARP for screening |
| _____ | Marines/Sailors test results fell at .04 or above |
| _____ | Marines/Sailors were referred to Medical for a fit for duty evaluation |

Enclosure (1)

Sample Unit Monthly Breathalyzer Testing Results Report

(COMMAND LETTER HEAD)

IN REPLY REFER TO

5300

ASPC

6 Feb 13

From: Commanding General
To: Director, Consolidated Substance Abuse Counseling Center
Quantico

Subj: JANUARY 2013 BREATHALYZER TESTING RESULTS REPORT

Ref: (a) MARADMIN 709/12
(b) ALCOHOL SCREENING PROGRAM COORDINATOR GUIDANCE

1. In accordance with the references, the alcohol screening program (ASP) was properly conducted for the month of January. The following are the results of the ASP testing:

_____ Marines/Sailors reported for breathalyzer screening
_____ Marines/Sailors were tested
_____ Marines/Sailors test results fell between .02 - .03
_____ Marines/Sailors were referred to the SACC/SARP for
_____ screening
_____ Marines/Sailors test results fell at .04 or above
_____ Marines/Sailors were referred to Medical for a fit for
_____ duty evaluation

2. The following individuals tested positive during the reporting period and have been referred for screening and/or fit for duty:

Rank	LName	FName	DoD ID	BAC Result
PFC	Marine	Underage	XXXXXXXXXX	0.04

3. The point of contact for this matter is GySgt Hardcharger, I. M. at commercial XXX-XXX-XXXX or DSN XXX-XXXX.

A. LEATHERNECK

Enclosure (2)