



UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
BOX 555010  
CAMP PENDLETON, CALIFORNIA 92055-5010

BO 5300.13D  
MCCSM&FP  
OCT 11 2011

BASE ORDER 5300.13D

From: Commanding Officer  
To: Distribution List

Subj: CONSOLIDATED SUBSTANCE ABUSE COUNSELING CENTER (CSACC)

Ref: (a) MCO 5300.17  
(b) BO 5040.2A

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

2. Cancellation. BO 5300.13C.

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

(1) 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 CSACC for a screening and evaluation.

(2) 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 CSACC 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 CSACC by qualified personnel (e.g. substance abuse counselors, physicians, 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 are referred to TRICARE.

(3) Under no circumstances will substance abuse treatment be degrading or punitive in nature. The CSACC 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 CSACC 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 CSACC records.

(6) COs will ensure Marines have completed the Substance Abuse Rehabilitation Program Health and Physical Evaluation Screening (SHAPES) Form from their primary care providers prior to reporting for treatment. This evaluation must be completed sometime during the 30 days prior to the CSACC 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.

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(7) Initial Screenings. Screenings are conducted by CSACC when a command determines a substance abuse incident has occurred. When feasible, all legal issues should be resolved prior to the screening and treatment. CSACC 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 not provided at the CSACC. 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. Coordinating Instructions

(1) Urine Sample Collection Administrative Procedures. The urinalysis sample will be delivered to the CSACC Laboratory (Lab) by scheduling an appointment within three days of collection. Urinalysis specimens do not require refrigeration and should be forwarded expeditiously. All specimens collected will be shipped and tested. Samples will be received by the CSACC Lab Monday through Friday from 0800-1530. All urinalysis samples collected will be submitted to CSACC for delivery to Naval Drug Screening Lab (NDSL) for processing.

(a) Units are not authorized to mail or drop off urinalysis samples directly to the NDSL unless they are deployed.

(b) For an appointment to deliver samples to the CSACC Lab, call (760) 725-6268.

(c) Five urinalysis batches can be delivered without an appointment.

(d) The CSACC Lab needs to have three copies plus the original DD Form 2624.

(e) Urinalysis collection supplies will be issued during normal working hours to include shipping materials while deployed.

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(f) Unit Substance Abuse Control Officer (SACO) must have the following on file at CSACC Lab: SACO appointment letters, drop letters, and SACO certificate.

(g) CSACC Lab will offer, via an appointment, tours of NDSL Lab every Wednesday at 1000.

(h) 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.

(i) 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 letter will be delivered to the CSACC Lab for processing into Department of Defense internet Forensic Toxicology Drug Testing Lab (iFTDTL) website. This MRO letter must be delivered 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 (AIRS) Checklist for Functional Area 200, per reference (b).

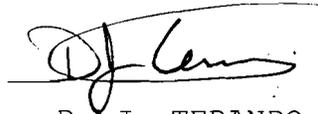
5. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of the Base directives can be found at: <https://c27ipacpndl03w/intranet.manpower.usmc.mil/ipac/manpower/Adj/default.aspx>.

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6. Command and Signal

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

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



D. J. TERANDO  
Chief of Staff

DISTRIBUTION: A-3  
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