SUBSTANCE ABUSE CONTROL OFFICER (SACO)

DESKTOP PROCEDURES

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What are the requirements to become a Substance Abuse Control Officer (SACO)?

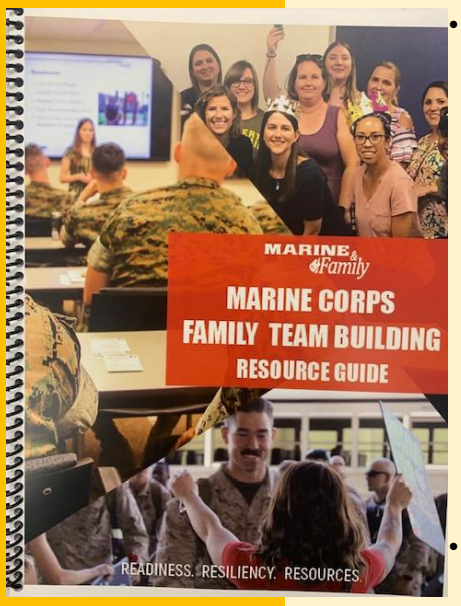
- PER MCO 5300.17A
  - You must be appointed, in writing, by your Commanding Officer.
  - Be an Officer or Staff Non-Commissioned Officer (SNCO) and above.
  - If the CO decides to appoint a Sgt as a ASACO, a waiver is needed.
  - Complete the SACO Certification Course within 45 days of your appointment. The SACO Course is provided by the Station Drug Demand Reduction Coordinator (DDRC).
    - WHAT YOU NEED TO PROVIDE DDRC PRIOR TO THE TRAINING:
      - Letter of Appointment
      - Current Cyber Awareness completion certificate
      - Completed SAAR-N Form
      - A waiver for Sgts.
  - You must have access to your Commanding Officer.
  - RESTRICTIONS:
    - Wing Order 3810, 3.c.(b)2 states that "Intelligence personnel holding a 02XX MOS are often tasked with additional duties. . . Prohibited duties are . . SACO"
    - MCO 1752.5B "Commanders shall not appoint the following as a UVA: SACO.
    - A Marine assigned as a SACO, who is recovering from alcohol or drug dependence, will have a minimum of two years sobriety or abstinence, and s strong personal recovery program.

Your duties and responsibilities:

- SACO DUTIES INCLUDE:
  - Familiarize with MCO 5300.17A.
  - Advising the commander on all substance abuse matters.
  - Conduct unit substance abuse/misuse prevention education.
  - Coordinate or deliver required Supervisory Level Substance Abuse Program training for officers and SNCOs annually.
  - Display substance abuse materials in common areas.
  - Ensure drug testing coordinators, observers and Alcohol Screening Program (ASP) coordinators are appointed in writing and trained prior to conducting urinalysis and breathalyzer testing.
  - Oversees drug testing program and ASP.
  - Refer Marines who had alcohol and/or drug related incidents to SACC for screening.
  - Maintain case files.
  - Assist SACC, when needed, during aftercare.
  - ADDITIONAL DUTIES:
    - Assist DDR and Substance Misuse Program with installation prevention efforts.
    - Know your resources onboard MCAS Yuma and in the Yuma Community.

You are the Subject Matter Expert (SME) when it comes to substance abuse and misuse in your Unit

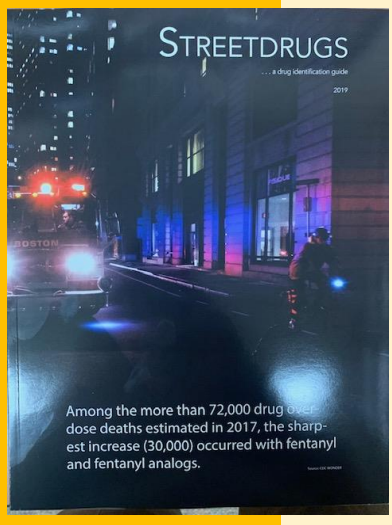
- PREVENTION AND EDUCATION: Your leaders and Marines will come to you for information.
  - You need to display and distribute substance abuse materials. This is also a CGI checklist item.
    - You can obtain your substance abuse materials from SACC through DDRC and Substance Misuse Prevention Program (SMPP). Display substance misuse materials in your unit, the quarterdeck and in the barracks.
      - Posters
      - Flyers
      - Brochures
      - Books and videos are also available
    - Go on-line, GOOGLE is your best friend! Update your information. Research what's trending or new when it comes to illegal drugs. EDUCATE yourself!
      - BELOW ARE THE MOST COMMONLY USED WEBPAGES:
      - https://www.opss.org – it's a webpage is a Department of Defense dietary supplement resource for the military community, leaders, healthcare providers, and DoD civilians.
      - https://www.drugabuse.gov – National Institute on Drug Abuse (NIDA)
      - https://www.dea.gov – Drug Enforcement Administration (DEA)
      - https://www.samhsa.gov – Substance Abuse and Mental Health Services Administration (SAMHSA).
      - www.toomuchtolose.org – is a DoD education campaign for the US Military. The mission is to inform on the facts and risks related to Rx drug misuse, illicit drugs, and prohibited drug use that can impact their personal and professional well-being.
      - www.ownyourlimit.org – alcohol awareness website created by DoD



- MCO 5300.17A requires you to conduct ANNUAL substance abuse and misuse prevention education.
  - Collaborate with your Unit Marine Awareness Prevention Integrated Training (UMAPIT) facilitators. Ensure that UMAPIT is conducted in your Unit. UMAPIT training must be coded in MCTFS using the "B9" code. Obtain a copy of the sign-up sheet from the facilitator and file it in your SACO binder. This is a CGI checklist item.
  - Sign-up your Marines, 25 years and under, to attend 4.5 hours of Prime For Life. Contact the Prevention Specialist (PS) for time and dates of the training. Obtain a copy of the sign up sheets from the facilitator and file it in your SACO binder. This training is also coded in MCTFS using the "P4" code.
  - During your unit stand downs, you will be asked to provide less than 30 minute briefs on substance abuse and misuse. You may also contact the DDRC and PS assist you or provide the briefs for you.
  - During 101 Critical Days of Summer – obtain the number of Marines from your unit who participated from the event organizer. REMEMBER, your unit SAP is driven by the number of Marines engaged.
- Know your RESOURCES on base. Contact Marine Corps Family Team Building (MCFTB). There is a book of Station Resources you can obtain from MCFTB). Pictured on the left.
- You can invite these resources to talk to your Marines during unit stand downs, briefs, etc.
- Community resources are also available for you like Yuma Police Department, DEA Yuma Sector, etc.
- If you do not know where to find them: ASK

- Know the USMC Alcohol Misuse Policy
  - High-risk alcohol use is contrary to the effective performance of Marines and the Marine Corps mission.
  - Policy violation may result in prosecution or adverse administrative action.
  - Prohibited actions:
    - High-risk drinking
    - Underage drinking
    - Providing alcohol to underage individuals
    - Being under the influence on duty
    - Driving or operating heavy machinery while under the influence
    - Riding in a vehicle with a driver who is under the influence
- Know the USMC Policy on Use of Prohibited Substances
  - ZERO tolerance
  - May result in prosecution and/or adverse administrative action.
  - Know the contents of MARADMIN 652/18
  - Drug offenses will be dealt with swiftly and effectively
  - Prohibited substances/items:
    - Illegal drugs
    - Controlled substances analogs or designer drugs
    - Substances intended to induce intoxication, excitement, or stupefaction of the central nervous system, including:
      - Natural substances (e.g. fungi)
      - Chemicals (e.g. chemicals wrongfully used as inhalants)
      - Propellants
      - Prescribed or over-the-counter drugs or pharmaceutical compounds
    - Drug paraphernalia

  Prohibited behaviors: (know the difference!)
    - Distribution
    - Possession
    - Use
    - Manufacturing
    - Trafficking
    - Introduction to installation
  - Obtain a copy of the latest version of “Street Drugs: Drug Identification Guide” from DDRC
  - For any drug and alcohol related information, contact the DDRC or PS.



What do you need to "advice" the CO about?

- MCO 5300.17A
  - Any changes in the policy. Be prepared to communicate relevant changes in the Order to the CO, XO, and the SgtMaj
- Unit substance abuse policy
  - Development, improvement and dissemination of the unit policy
- Substance abuse issues in your unit or the surrounding areas
  - Commonly used drugs in your unit (you can get this information from IFTDTL)
  - Commonly used drugs in the community (contact YPD or local DEA chapter for information) or ask the installation DDRC.
- Substance abuse prevention and education
  - Selection of topics and format of presentation
- Scheduling drug testing
  - Discuss with the CO about drug testing schedule particularly "IR" and "IU" premise codes
- Results of drug testing (positive and negative results)
  - You may e-mail your CO a summary of results of the drug testing. This is a CGI checklist item.
- Results of ASP (positive and negative results)
- Alcohol and/or drug-related incidents
  - REMEMBER: Referral of Marines to SACC for assessment needs to happen **within 48 hours of the incident**.
- Monitoring Marines in treatment and aftercare
  - Who are currently attending treatment and aftercare and their progress or lack there of.
- <u>SUGGESTIONS</u>:
  - Include your CO when submitting your SACO Monthly report in the e-mail. Due to DDRC on the last day of the month.
  - Ask if you can be part of the leadership meeting in your unit. Take this opportunity to discuss your prevention and education efforts. Do not discuss sensitive Marine information during leadership meeting.
  - Include the SACO to receive Provost Marshal Office (PMO) blotters. Substance abuse related PMO blotters only.

How would you know if there is substance abuse related issue in your unit?

- Ways to find out:
  - PMO blotter or police report. It is important that you have access to the blotter sent to your unit about your Marine/Sailor regarding ARI or DRI
  - Quarterdeck Log: Most incidents or events are logged in the log book daily, as it happens.
  - When you are informed by the CO to refer your Marine/Sailor to SACC for assessment
  - Drug testing results from IFTDTL
  - Mishaps or accident reports
  - Family Advocacy Program
  - Emergency medical treatment facility (MTF) records
  - Breathalyzer testing
  - On base inspections (e.g. health and comfort or K-9 inspections)
- **BE ALERT**! Know the possible signs of substance use issues:
  - Any use of alcohol by Marines/Sailors under the age of 21
  - Repeated excessive drinking or appearance of impairment
  - Driving or operating heavy machinery while appearing to be under the influence of alcohol or drug or huffing
  - Appearance of impairment while on duty
  - Drug odors or paraphernalia
  - Rumors or reports of drug use
  - Spending time in areas known for drug activity during liberty hours

What do you need to know?

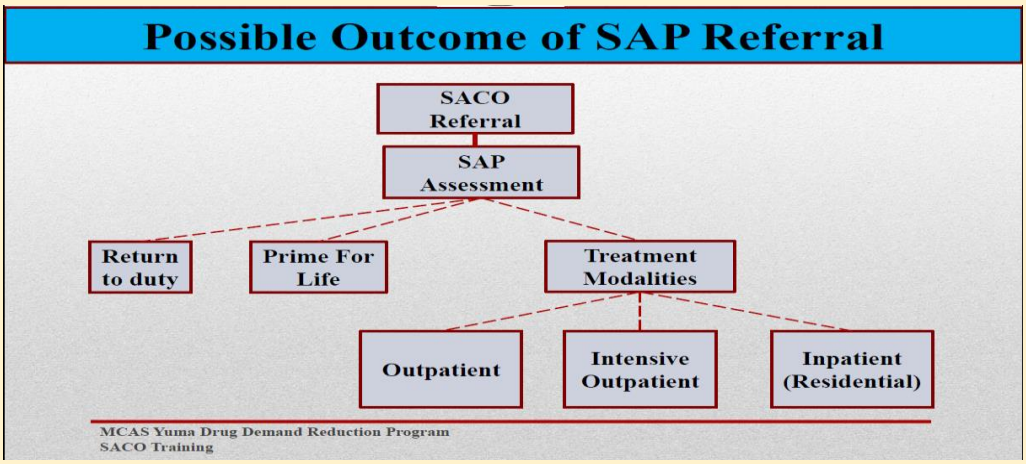
- You need to know the different kinds of referral:
  - Command-Referral: There are 2 kinds
    - Command-referral **with** incident – its when a Marine/sailor was identified to have had an alcohol and/or drug related incident.
    - Command-referral **without** incident – its when the command is concerned and notice changes in behavior about the Marine's or sailor's substance use with no recorded incidents
  - Self -referral is when the Marines or sailors identify themselves, before any or no incidents, and wish to be assessed for substance use disorder.

When do you refer the Marine or Sailor to SACC, what do you need to start the process?

- Referral needs to happen within **48 hours** of the incident:
  - You will need the following forms:
    - NAVMC 11689.EF – Privacy Act Statement and Confidentiality of Records
    - NAVMC 11685 – SACO Referral Information
    - NAVMC 11686 – Supervisor Input
    - If you have a copy of the PMO blotter, or MRO for drug positive, include them in your package
  - Once completed, you will need to send all these forms to SACC through an ENCRYPTED e-mail.

What happens after SACC assessment?

- Your Marine or sailor may be assigned to the following counseling services: SACC Administration will coordinate with you the times and dates of counseling.
  - Education – PRIME for LIFE (16 hours). Scheduled once per month. Two-days from 0800-1600.
  - Outpatient Treatment (OP). Every Tuesday from 1230-1530 for 6 weeks.
  - Intensive Outpatient Treatment (IOP). Every Tuesday, Wednesday and Thursday from 0800-1100 for 6 weeks.
  - Residential Treatment – 28 days at Point Loma Substance Abuse Center.
  - Recovery Management (RM) – Wednesdays, 1130-1300 for 12 weeks.
  - Aftercare – provided by SACC counselors. The duration of aftercare depends on the substance abuse treatment needs of the Marine. Normally last up to 12 months.
- Aftercare for your Marines/Sailors are managed through SACC. You will continue to communicate with the counselor about your Marine and you will be asked to assist in case management.
- All engagement with your Marine/sailor will be logged in in the Chronological Log.



How do you prepare for Commanding General Inspection (CGI)?

- The current CGI Checklist dated **15 MAY 2022** is located at:
  - https://www.hqmc.marines.mil/igmc/Resources/Functional-Area-Checklists/
  - (Substance Abuse Program (5300)
  - The information below are taken verbatim from https://www.hqmc.marines.mil/igmc/Units/Inspections-Division/Functional-Area-Checklists-FACs/Grading/

- The Inspector General of the Marine Corps (IGMC) has designated Substance Abuse Program (SAP) as being Critical or Required Evaluation (**CORE**).
- The IGMC inspections will focus on unit SAP.
- **GRADING:**
  - **Grade Assigned to Functional Areas (FA):**
    - **EFFECTIVE –** Sufficient evidence exists to compel an expert in the FA to believe the program existed in the past, is successful and in compliance at the time of the inspection, and is reasonably assured to be in the future.
    - **INEFFECTIVE –** Sufficient evidence exists to compel an expert in the FA to believe the program is ineffective, does not meet the intent of the policy or directive, or does not achieve the effect desired by the policy or directive. If the FA exist in the name only or does not exist at all, it shall also be assessed as ineffective.
  - **Grade Assigned to Functional Areas Questions:**
    - **COMPLIANT –** Sufficient evidence exists validating that the inspected command meets or is in accordance with the rules and standards set forth by the FAQ.
    - **DISCREPANCY –** A minor deviation, error, or failure to comply with guidance, direction, standards, or action as required in appropriate and applicable policy directives. Discrepancies require minimal corrective actions and are normally within the capability of the FA manager (SACO) or leadership to correct independently within a short period of time. A discrepancy is of minor risk to the command.
    - **FINDING –** A significant problem, deviation, error, or failure to comply with appropriate and applicable policy directives and/or higher headquarters policy and procedures.

How do you prepare for Commanding General Inspection (CGI)?

- **Functional Area Trends:**
  - Not testing appointed SACOs, UPCs and Observers monthly.
  - Not complying with the requirement to test 10% of the total unit population (randomly) each month.
  - Not testing Marines within 72 hours of checking in from PCS orders or those returning from leave in excess of seven days.
  - Not testing all Marines at least once annually.
  - Not providing Supervisory Level Substance Abuse Program training for officers and SNCOs annually.
  - Improper urinalyses authorizations, to include missing authorization letters.
  - Failure to maintain training records and case files.
  - Failure to perform proper procedures during the conduct of a urinalysis.

How do you prepare for Commanding General Inspection (CGI)?

Subsection 0101

- The current CGI Checklist dated 15 MAY 2022 is located at:
  - https://www.hqmc.marines.mil/igmc/Resources/Functional-Area-Checklists/
  - (Substance Abuse Program (5300)

- **SUBSECTION 1- UNIT LEVEL PROGRAM**
- Is there an Officer or Staff Non-Commissioned Officer (SNCO) appointed by the Commanding Officer (CO) in writing as a Substance Abuse Control Officer (SACO)? Has the Substance Abuse Control Officer(s) completed the required training within 45 days of appointment?
- Reference: MCO 5300.17A, para 4.b.(5) – (6) (p. 7-8)

- **Here's what you need:**
  - To hold the SACO billet, you must be SNCO or above.
  - Your Letter of Appointment (LOA) and completion of the required SACO certification course should be within 45 days.
  - The SACO Certification course will be provided by the Station DDRC.
  - The course is now offered every other month.
  - The LOA and Certification should be located in your SACO binder.
  - **ADDITIONAL NOTE:**
    - **As a SACO, you may also act as a drug testing coordinator/UPC and as Alcohol Screening Program Coordinator (ASPC).**
    - **Ensure that you have SEPARATE letters of appointment for each billet and trained as UPC and ASPC.**

- **UMAPIT:**
  - Each Unit should have at least 1-2 UMAPIT Certified facilitator. UMAPIT certification class is provided by MAG University.
  - Ensure to coordinate the UMAPIT training with the facilitator and ask for attendance sheet, when completed.
  - UMAPIT is done annually.
  - Once completed, the training should be coded in MCTIMS using the "B9" code.

- **SUPERVISORY LEVEL TRAINING:**
  - There is only one Supervisory Level Substance Abuse training approved by HQMC. The Supervisory Level training is located in your SACO CD or you may access the training at http://www.mccsyuma.org/index.cfm/military-family/behavioral-health/ddrp/saco-information/
  - Ensure the training is coded in MCTMS using the "SR" code.
  - Have a print out of personnel who completed the training from MCTIMS.
  - If you have a signup sheets, ensure you have a copy in your SACO binder.

  - **ADDITIONAL NOTE:**
    - **Create a separate binder for all your substance abuse training/brief.**

Subsection 0102

- Can the unit provide documentation showing that all Marines identified as being involved in a drug or alcohol incident are referred to the Substance Abuse Counseling Center (SACC) within 48 hours for a Substance Use Disorder assessment?
- Reference: MCO 5300.17A, MCO 5300.17A, appx. B, para 2.b. through 2.j. (pp. B-3 – B-4)
- **Here's what you need:**
  - This is your case file.
  - You will be asked to provide all your drug testing positive (illegal drugs) and PMO blotters, if you have any.
  - These documents will be cross-referenced if the Marine is referred to SACC within 48 hours.
  - If your have a illegal drug positive and PMO blotters, you should have a case file for the Marine.
  - If not within the required time, an explanation for being late should be available or written in the case file chronological log.

Subsection 0103

- Can the unit provide documentation showing that all Service members identified for abuse or misuse of drugs are processed for separation? Reference: DODI 1010.01, par 2e; SECNAV 5300.28E, par 4d (p. 3); encl (1), par 7a (p.4)
- **Here's what you need:**
  - Separation for illegal drug positive takes time. However, the process for separation should be on file. If you have a Marine who had been discharged, you should, at least, have a copy of a document stating that the Marine has been discharged and the security clearance has been suspended or revoked.

Subsection 0104

- Can the command provide evidence that it is proactively offering relevant education, prevention, and outreach programs to deter substance abuse and misuse.
- References: SECNAV 5300.28F, papa 5.f (p.3)

- **Here's what you need:**
  - At a minimum, you should have drug and alcohol information board in your unit, posters, brochures, etc. throughout the unit and in the barracks where your Marines live.
  - You should have a quarterly, or depends on your unit's operational commitments, substance abuse training/briefs for your Marines. This is different from the Supervisory Level training for officers and above.
  - You do not need to do this training yourself, you may contact the station DDRC, AAPP and other entities identified in the MCFTB Resource Book to come to your unit to provide the training/briefs for your Marines.
  - Training sign-up sheets should be located in your training folder.

Subsection 0201

- **SUBSECTION 2 - URINALYSIS**
- Are only Commanding Officers and Medical Officers are directing urine sample to be tested for the presence of drugs? A CO is defined as those who are board-selected or designated in writing.
- Reference: JAGINST 58007F; MARCORMAN, par 1007.1; MCO 5300.17A, appx. B, para 1.a (p. B-1)
- **Here's what you need:**
  - All drug testing events must be authorized **in writing** by the CO. This is applicable to all drug testing premise codes except for "OO" testing.
  - The authorization should come in form of a memorandum or a digitally signed e-mail from the CO authorizing you to conduct urinalysis on the date and time specified by the CO.
  - All targeted testing, i.e. PO, CO and VO should have a memorandum using your unit's letterhead signed by the CO and the provider.
  - **ADDITIONAL NOTE:**
    - **What if you were unable to perform the urinalysis on the date and time authorized you to conduct drug test?**
      - **DO NOT SHRED that memo or e-mail. You will file that document along with your justification for not testing on the date and time specified by the CO.**

Subsection 0202

- Can the unit assigned personnel demonstrate how to conduct a urinalysis that includes preparing, collecting, packaging, and shipping? This is validated by the unit conducting a urinalysis testing event.
- References: DoDI 1010.16, encl 4, para 2 through 4; MCO 5300.17A, appx B, para 2.b through 2.j. (pp B-3 – B4)
- **Here's what you need:**
  - This will be observed during CGI.
  - ONLY the SACO is authorized to mail out the drug testing samples.

Subsection 0203

- Does the command have an aggressive compulsory urinalysis testing program, utilizing the Department of Defense (DoD) Drug Testing Program (DTP) software or DTPLite, ensuring systematic screening of all Marines annually? NOTE: Annually is defined as Fiscal Year (1 Oct – 30 Sep).
- Reference: DODI 1010.01, encl 3, para 2.d; SECNAV 5300.28E, encl 2, para 3a; MCO 5300.17A, appx. B, para 1.a. (p. B-1) and para 2.b. (p. B-3)
- **Here's what you need:**
  - "Aggressive" means the frequency of your drug testing events.
  - Your unit may conduct up to 4 unit sweep per Fiscal Year.
  - Ensure your drug testing is coded in MCTMS using the "UR" code.
  - **We use CURRENT version DTP-Lite (8.2) AND WebDTP only**. If you use other version of the drug testing program other than the one mentioned, your drug testing samples submitted to NDSL **WILL NOT** be tested.
  - There should be no Marines excluded from current drug testing, regardless of proximity of the previous testing.
  - However, you may remove a Marine who tested positive for illegal drugs. That Marine is already deemed a 'drug user" unless the CO would like to check on the Marine periodically. This will minimize the number of illegal drug positive from your unit from the same Marines.
  - You may use "CO" premise code to test that Marine.
  - Testing should not be conducted:
    - On a predictable schedule (i.e. once a month on a last Thursday of the month)
    - Immediately following receipt of drug testing supplies.
    - Coincident with specific or periodic muster
  - Ensure Brig staff are tested quarterly (H&HS SACO)
  - Prisoners are tested as directed by their commander
  - Marines involved in drug testing procedures (SACO, UPC, and Observers) are tested monthly using "OO" premise code.
  - PCS, over 7 days of leave, UA are tested within 72 hours of arrival/return to the unit using "OO" premise code.

Subsection 0204

- Can the unit provide documentation showing that it tests, at a minimum, 10 percent of its total personnel monthly using premise code “IR”? Can the unit provide documentation showing that it tests SACOs, Urinalysis Program Coordinators, (UPCs), and Observers monthly using the premise code “OO”? Can the unit provide documentation showing that it tests Marines who are checking in on Permanent Change of Station (PCS) orders and those returning from leave in excess of seven days, within 72 hours or report/returning date, using the premise code “OO”?

- References: MCO 5300.17A, para 4.b.(5)(o), 4.b(6)(d).1 (p. 8); appx. B, para 1.c.(5) (p. B-1)

- **Here’s what you need:**
  - Drug testing binder for your monthly “IR” testing.
  - 20% for units assigned to MAG-13. Testing at 5% per week, per MAG Order 5300.
  - All other units test at 10%
  - If your unit is deployed, you will follow the requirements of MCO5300.17A at 10% per month.
  - <u>RECOMMENDATIONS</u>:
    - Have a separate file of your “OO” drug testing for personnel who are arriving from PCS Oder, Leave in excess of 7 days. Label your Drug Testing Registry for easy access.
    - Make sure you have access to MOL. You can determine who are these Marines and it will give you approximate time when to drug test them.

Subsection 0205

- Has the unit appointed an individual(s) as the UPC? Has the UPC received training prior to participating in the collection process? This appointment is a separate appointment that of a SACO.
- Reference: MCO 5300.17A, para 4.b.(5)(h) and (5)(l) (pp. 7 through 8)

- **Here's what you need:**
  - You should have a section in your SACO Binder for SACO/UPC/Observer letters of appointment and training certificates.

Subsection 0206

- Can the unit provide evidence that each individual submitting a urine sample is providing proof of identity, and the UPC is confirming the identity of the Marine?
- Reference: DoDI 1010.16, encl 4, para 3.c; MCO 5300.17A, appx. B, para 2.d. (p. B-3)
- **Here's what you need:**
  - This will be observed during CGI.
  - Only Common Access Card (CAC) is authorized. Any other form of identification does not contain EDIPI.

Subsection 0207

- Is the unit using DoD-approved bottles, absorbent pads, and leakage-proof bags? Are the bottles properly labeled with DoD identification number and date of collection during specimen collection?
- Reference: DoDI 1010.16, encl 4, para 2; MCO 5300.17A, appx. B, para 2.b. through j. (pp. B-3 through B-4); UPC Handbook

- **Here's what you need:**
  - ONLY the DDR supplied drug testing materials are authorized.

Subsection 0208

- Has the unit designated, in writing, Observers to assist in the urinalysis collection process? Do Observers acknowledge understanding of their duty and responsibilities prior to participating in the collection process? Note: This designation is a separate appointment from that of a SACO and individual serving as UPC.
- Reference: MCO 5300.17A, para 4.b.(6)(c) (p. 8); appx. B, para 2.a. through 2.j. (pp. B-3)

- **Here's what you need:**
  - SACO Binder
  - Their appointment letters and training certificates
  - Both the UPC and the Observers should sign the brief sheets at the beginning of the drug testing collection.

Subsection 0301

- **SUBSECTION 3– ALCOHOL SCREENING PROGRAM (ASP)**
- Can the unit provide proof of working breathalyzer kit(s), the secure location of kits when not in use?
- Reference: MCO 5300.17A, appx. D, par 2c and 2m through 2n (pp. D-1 through D-2)
- **Here's what you need:**
  - When not in use, make sure the breathalyzer kit is locked up.

Subsection 0302

- Can the unit conduct a random ASP testing event? Is this testing event conducted in conjunction with random monthly urinalysis? Reference: MCO 5300.17A, appx. D, par 1 through 3 (pp. D-1 through D-2)
- **Here's what you need:**
  - This will be observed during CGI

Subsection 0303

- Is there an Officer or SNCO appointed in writing as the Alcohol Screening Program Coordinator (ASPC)?
- Reference: MCO 5300.17A, par 4b, sec. 5i (p. 7); appx. D, par 2b (p. D-1)
- **Here's what you need:**
  - Ensure that your ASP Coordinators are appointed in writing and trained within **SEVEN** days of their appointment by the SACC Prevention Specialist
  - The SACO and UPC can be ASP coordinators.
  - Ensure that you have separate letters of appointment as a SACO/UPC/ASPC
  - Provide a copy of the LOA to prevention Specialist.
  - You must have a copy in your SACO binder.

Subsection 0304

- Can the unit provide documentation of monthly breathalyzer testing results submitted to the SACC within seven days after the end of each month?
- Reference: MCO 5300.17A, par 4b, sec. 6e (p. 9)
- **Here's what you need:**
  - You will submit your Marine Corps Alcohol Screening Log on the 3rd day of each month to SACC Prevention Specialist.
  - Create a binder for all your MC ASP Log.
  - If you have a Marine tested positive .o1 and above, you must have a case file.

Subsection 0305

- Can the unit provide documentation of referring Marines with a positive test result of ".04" percent or greater to the Military Treatment Facility for a fit for duty determination, prior to referring the Marine to the SACC?
- Reference: MCO 5300.17A, appx. D, par 2f (p. D-1)
- **Here's what you need:**
  - This is your case file for the Marine who tests .04 or greater.
  - Ensure you have a copy of the Fit for Duty paperwork in your case file

Subsection 0306

- Can the unit provide documentation that ASP results are submitted via the MCTIMS and the Gear Locker (SharePoint) site?
- Reference: MCO 5300.17A, appx. D, par 3 (p. D-2)
- **Here's what you need:**
  - You will be asked to access the SharePoint to ensure you submit your ASP results in a timely manner.
  - If you do not have access to the SharePoint, contact SACC Prevention Specialist for access.
  - Ensure that your breathalyzer events are coded in MCTIMS using the "A7" code.

Processing Drug Positive Results (MRO)

- Ensure to inform the CO as soon as possible about the drug test positive (illegal drug or prescription medication). Preferably on the same day it came out on IFTDTL.
- Inform the Station DDRC that the drug positive has been communicated to the CO.
- You will receive an e-mail or phone call from Station DDRC the same day the result comes out on IFTDTL.
- You will receive Medical Review Officer (MRO) memorandum from DDRC.
- MRO is only applicable to prescription drug positives.
- The MRO is due back to Station DDRC no later than **72 hours.**
  - Medical Review completed
  - CO's confirmation, if the prescription medication is illegal.
- If the drug test result is under investigation, notify the Station DDRC for the delay.
- ALL drug positive result must be reported to CID immediately
- **NOTE**:
  - If time permits, Station DDR will run the MRO to Branch Health Clinic.
  - There will be NO MRO for all illegal drug positives.

Criminal Investigation Department's (CID) role

- As soon as you inform the Station DDRC that the drug testing positive has been communicated to the CO, the Station DDRC or YOU will contact CID about the drug positive.
- CID representative will contact your command to start the investigation, if needed.
- You will provide CID a **COPY** of the following:
  - Letter from the CO authorizing the drug test (IR/IU)
  - The memorandum for VO, CO or PO
  - Brief sheets for the drug testing coordinator and observer
  - Drug Testing Registry
  - Chain of Custody/Bar Code
  - Results from IFTDTL. Remove the other Marines information before you provide a copy to CID.
  - MRO for prescription drug positive.

ACCESSING YOUR INTERNET FORENSIC TOXICOLOGY DRUG TESTING LABORATORY (IFTDTL)

- WEBSITE: https://ftdtl.health.mil/
- For drug laboratory issues, contact the lab
  - Great Lakes Lab e-mail:
    - usn.great-lakes.navdruglabgrlil.list.ndslgl-tech-help@mail.mil

- Who has access to IFTDTL?
  - Station DDRC and Unit SACO's
  - To gain access to IFTDTL, contact the Station DDRC @ 269-2791 or e-mail: virgil.Tapispisan@usmc.mil

- You MUST log-on at least once every 30 days. Your access will be disabled if there are no activities over 30 days.
- You will receive an e-mail from NDSL, Great Lakes if you have results to be viewed. Access your account immediately.
- If your SAAR Form or Cyber near its expiration date, you will receive an e-mail from NDSL. Forward that e-mail to DDRC to start the process to renew your access.
- To gain access, you must be:
  - SSgt and above (SACOs)
  - Must be appointed in writing by the CO as a SACO and certified.
  - Must have the current Cyber Awareness Training certificate
  - Complete SAAR-N form

HOW TO NAVIGATE IFTDTL

This user guide is taken from

IFTDTL webpage

atDEPARTMENT OF DEFENSE

DRUG TESTING PROGRAM

iFTDTL PORTAL USER GUIDE

RESULTS PORTAL

VERSION 1.43

MAR 2019

PREPARED BY:

FORENSIC TOXICOLOGY DRUG TESTING LABORATORY (FTDTL)

United States (U.S.) Army Medical Command (MEDCOM)

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IMPORTANT Prior to using this application, it is important to read this manual. This will further improve your understanding of the Portal's enhancements during the initial process and subsequent usage.

iFTDTL Portal Overview

The internet Forensic Toxicology Drug Testing Laboratory (iFTDTL) Portal is the single location for retrieving DDRP (Drug Demand Reduction Program) results, accessing the web based DTP (Drug Testing Program) or Department of Defense Drug Testing Program (DoD DTP), and download the workstation based DTP application, DTP_Lite.

The iFTDTL Portal includes Medical Entrance Processing Station (MEPS), Alcohol and Drug Management Information Tracking System (ADMITS), Armed Forces Medical Examiner System (AFMES), Defense Manpower Data Center (DMDC), DoD DTP, Users and Roles Administration, Medical Review Officer (MRO) Resources and Portal, Results Portal, WebDTP, and Help Desk Support.

Note: *This manual contains sections and reports that will not apply to all users. Users should exclude the sections that do not pertain to their iFTDTL Portal Roles and Service Component.*

Information Assurance & Risk Management Framework Statement

Because the iFTDTL Portal stores/produces/processes sensitive data, users, and/or the local Information Assurance Officer shall ensure all iFTDTL Portal, controlled unclassified information is protected in accordance with CJCSI 6510.01. All data systems and applications that receive, process, store, display, or transmit DoD information will be acquired, configured, operated, maintained, and disposed of, consistent with applicable DoD cybersecurity policies, standards, and architectures, in accordance with DoDI 8500.01.

Hardware and Software Requirements

For access and support of the iFTDTL Portal application, a computer shall meet the following minimum requirements:

- A Government Furnished Microsoft Windows computer or virtual machine with a Windows operating system version 7, 8.1, 10, or later
- Internet Explorer 11, the latest version of Microsoft Edge, Firefox, or Google Chrome
- Processer speed of 2.0 GHz or faster
- At least 1GB of free disk space
- At least 4GB of RAM

Results Portal

The iFTDTL Results Portal consists of primary sections with links to various forms that allow the user to select a report for a specific need. Options include the ability to view, export to Excel or PDF, and query specific data for a given time period (fiscally, quarterly, daily, or within a date range). Each section will also display a brief description of the link to assist both new and seasoned users throughout the Portal website. As you read the User Guide, it will assist in the use, selection, and manipulation available for querying and displaying data.

All but the "New Drug Testing Results" report queries give the option to display 10, 25, 50, 100, 500, 1000 or All Records per page, additionally to browse between multiple pages if needed. A field is available for filtering or locating specific data within the results. You may order the data returned by clicking on the arrows located next to the displayed field name in the table header. You may export the data in either Excel or PDF format.

Note: *Other than service specific requirements, the general functionality is similar throughout the website.*

Announcements

You will see any special announcements or notifications for Results Portal posted under the "Results Portal" title.

Result

View Laboratory Results Reports

New Drug Testing Results

View new results reports and reprint results reports.

Generate either a New Report or a Re-Print Report built from all Organizations (leave the field blank) or based on the Organization you select. The queried data will be displayed within a table on the screen.

- New Report: Selecting "New Report" from the Report Type drop down menu, you are able to select from the "My RRUs" drop down list prior to clicking Search. If no RRU is selected, all RRUs the user has access to will be queried.
- Re-Print: Selecting "Re-Print" from the Report Type drop down menu, will display a table of information containing Reprint Test Results. The results are organized by Viewed Date, Org Code, and Reviewed By.

Query Laboratory Results

Ad Hoc Results

Query results by a combination of fields.

Users have several data fields of selection or entry in order to minimize the scope of the query and subsequent report output. These fields consist of Begin and End Collection Date, Begin and End Report Date, BAC, UIC, DoD ID, LAN, Batch Number, My ARG's, and Results. Any or all fields may be used for the query. The queried data will be displayed within a table on the screen.

Report call has the following letter options – P N X (Positive, Negative, Not Testable)

Discrepancies By Receive Date

Query discrepancies by the date specimen was received at the laboratory.

Users must enter or select a Report Begin Date and a Report End Date, and build a report from all Organizations (leave the field blank) or based on the Organization you select. The queried data will be displayed within a table on the screen.

User Access Information

Who has Access to my results?

Users that have access to the same Organization and results as myself.

This page allows the user to generate a report that will display everyone who has been granted access to view their data. The queried data will be displayed within a table on the screen.

Custody Form Status

Non-Reported Custody Form

View Custody Forms that are currently being tested at the lab.

Generate a Non-Reported Custody Form built from all Organizations (leave the field blank) or based on the Organization you select. The queried data will be displayed within a table on the screen.

Reported Results Not Viewed

View a summary report of the specimens that have been reported as Positive, Negative, or have Discrepancies, but not yet viewed by the unit.

Generate your specific report by selecting from one of the three Result Types, built from all Organizations (leave the field blank) or based on the Organization you select. The queried data will be displayed within a table on the screen.

Result Type options are Positive, Negative, and Discrepancy.

Specimens Not Viewed

View a summary report of the custody forms by organization that have been reported but not yet viewed by the unit.

Users must enter or select a Begin Report Date and End Report Date, and build a report from all Organizations (leave the field blank) or based on the Organization you select. The queried data will be displayed within a table on the screen.

Specimens Forms Not Viewed (Detailed)

View a detailed report of the custody forms that have been reported, but not viewed by the unit.

Users must enter or select a Begin Report Date and End Report Date, and build a report from all Organizations (leave the field blank) or based on the Organization you select. The queried data will be displayed within a table on the screen.

Positive Results Not Viewed

View a summary report of the specimens by organization that have been reported but not viewed by the unit.

Users must enter or select a Begin Report Date and End Report Date, and build a report from all Organizations (leave the field blank) or based on the Organization you select. The queried data will be displayed within a table on the screen.

Unit Result Status

CMD Confirmation Report

This report shows MRO positive result counts for processed or not processed. For the MRO processed, it shows counts in wrongful and no wrongful usage.

Users may enter a Begin and End Collection Date, and build a report from all RRUs (leave the field blank) or based on the RRU you select. The queried data is displayed within a table on the screen.

Discrepancy Testability by RRU

This report shows the number of FATAL and NON-FATAL discrepancies by RRUs.

Users may enter a Begin and End Collection Date, and build a report from all RRUs (leave the field blank) or based on the RRU you select. The queried data is displayed within a table on the screen.

Test Premise by RRU

This report lists the counts of members tested under each premise code.

Users may enter a Begin Collection Date and End Collection Date, and build a report from all RRUs (leave the field blank) or based on the RRU you select. The queried data is displayed within a table at the bottom of the page.

Positives by RRU

This report shows positive counts by RRU with drug class listed.

Users may enter a Begin Collection Date and End Collection Date, and build a report from all RRUs (leave the field blank) or based on the RRU you select. The queried data is displayed within a table at the bottom of the page.

Test Totals by RRU

Users may enter a Begin Collection Date and End Collection Date, and build a report from all RRUs (leave the field blank) or based on the RRU you select. The queried data will be displayed within a table at the bottom of the page.

PM Result Status Reports

Result Status

Positives by ARG

This report shows positive counts by ARG with drug class listed with drill down to member result records.

Users may enter a Collection Begin Date and Collection End Date, click Search and the queried data is displayed within a table on the screen.

Within the column labeled "Drug Count" is an additional, clickable number that links to a sub-report encompassing Positive Drug Detail for the selected ARG. The sub-report will open in a new browser tab and the data is displayed within a table at the bottom of the page. This report contains the ARG, RRU, UIC, Collect Date, DoD ID, Batch number, ARG's and the Drug that coincides with the information contained within the table. The data can be exported in either Excel or PDF format.

Testing Premise by ARG

This report lists the counts of members tested under each premise code with drill down on all members tested.

Users may enter a Collection Begin Date and Collection End Date, click Search and the queried data is displayed within a table at the bottom of the page.

Within the column, "Number of People" is an additional, clickable number that links to a sub-report encompassing the unique DoD ID tested for the selected ARG. The sub-report will open in a new browser tab and the queried data is displayed within a table at the bottom of the page.

Discrepancy Testability by ARG

This report shows the number of FATAL and NON-FATAL discrepancies by ARG with drill down to detail discrepancy counts.

Users may enter a Collection Begin Date and Collection End Date, click Search and the queried data is displayed within a table on the screen.

Within the column labeled "Total" is an additional, clickable number that links to a sub-report encompassing Discrepancy Detail By RRU for the selected ARG. The sub-report will open in a new browser tab and the data is displayed in a table at the bottom of the page.

MRO Confirmation Report by ARG

This report shows MRO positive result counts for processed or not processed. For the MRO processed, it shows counts in wrongful and no wrongful usage.

Users may enter a Begin Collection Date and an End Collection Date, click Search and the queried data is displayed within a table on the screen. Within this report are additional, clickable numbers that link to four sub-reports encompassing Positive Specimens Not Processed, Positive Drugs Not Processed, Specimens Processed, and Drugs Processed for the selected ARG. Each sub-report will open in a new browser tab and the data is displayed within a table on the screen.

Testing Totals

This report shows total specimen and positive counts. Users may enter a Begin Collection Date and End Collection Date, and build a report from all RRUs (leave the field blank) or based on the RRU you select. The queried data is displayed within a table at the bottom of the page.

IR Test by ARG

This report shows the IR samples submitted by month. Users may enter a Collection Begin Date and a Collection End Date, click Search and the queried data is displayed within a table on the screen.

Result Type Report for NCIS

This is a detailed positive report with MRO calls. Users may enter a Collection Begin Date and a Collection End Date, click Search and the queried data is displayed within a table at the bottom of the page.

Result Status for NCIS

Results status showing counts of positive, negative, and discrepancy. Users may enter a Collection Begin Date and a Collection End Date, click Search and the queried data is displayed within a table at the bottom of the page.

Compliance Reports

DoD Annual Compliance Tool

This module allows you to upload a roster then download a roster with only the members who have not been tested.

This report allows a user to upload a member roster, and then download their roster filtered for untested members.

When uploading your roster, please indicate which column contains the DoD ID.

Your report will be scheduled to run; it may take up to 15 minutes to become available. An email will be produced when it is ready.

Compliance Report by RRU

This report shows the UIC compliance status based on the on board count.

Users have several data fields of selection or entry in order to minimize the scope of the query and subsequent report output. These fields consist of Percent, RRU, Fiscal Year, Quarter, and On Board. Any or all fields may be used for the query; On Board is required. The queried data is displayed within a table at the bottom of the page.

Batch Reports

Batch Reports (Batch Report)

This report shows detail results for the Collection dates you enter. The report may be very large so it runs on a schedule in the background and when it is available for download, the user will receive an email notification.

When available, it will appear in the table at the bottom of the page. The Batch Queue number is a clickable link to access the report in Microsoft Excel format.

COURT-PROOFING YOUR DRUG TESTING

BLUF

IF IT ISN'T DONE RIGHT, YOU ARE GOING TO BE STUCK WITH THAT MARINE.

Steps in Drug Testing

Before	During	After
GROUNDWORK	**CONDUCTING TESTING**	**SUBMITTING SPECIMEN**
Assist in selecting UPC's Observers	Brief UPC's and Observers	Maintain chain of custody
Train UPC and Observer	Notify Marines	Prepare bottles for shipment
Maintain Supplies	Bring Necessary paperwork and supplies	Ship/deliver bottles to drug testing lab
	Secure testing areas	
PREPARING FOR TESTING	Collect urine samples	**PREPARING FOR TESTING**
Schedule testing	Oversee UPC's and Observers	View all results and discrepancy codes
Identify appropriate site		Obtain command determination (+ test)
Staff testing		Maintain secure and confidential records
Generate paperwork		
Prepare materials		

BEFORE: Groundwork

- Assist CO in selection of UPC and Observers.
- Ensure the UPC and Observers are trained to perform their duties and responsibilities
  - Station DDRC provides the UPC/Observer Training
- Maintain adequate drug testing supplies.
  - The unit should maintain up to 3 months of drug testing supplies at any given time.
- Drug testing supplies must be stored in a secured locked location. Only the SACO should have access to the drug testing supply locker.

BEFORE:

Preparing for Testing

- Obtain a written order from the Commanding Officer.
  - Only the CO order drug testing
  - In the absence of the CO, the XO, if the XO is the "acting" CO, may direct the drug testing as long as the XO receives a "By Direction" from the CO.
  - Written order is not required for "OO" drug testing premise code.
- Identify your drug testing collection site
  - As much as possible, the head is close to the collection table/waiting area
  - Secure the restroom, if necessary.
- Generate drug testing paperwork.
  - You may print your paperwork a day in advance especially for Unit Sweep (IU).
  - Review your drug testing paperwork for completeness
- Just prior to the collection, notify the Marines of time and place at a minimum an hour prior to the collection.
- Ensure that the UPC and Observers read and sign the Coordinator and Observer Brief Sheets.

DURING TESTING

REFER TO YOUR UPC HANDBOOK FOR MORE DETAIL PROCEDURES

(Urinalysis Program Coordinator, 6th Ed.)

MAY 2021

- DO IT THE SAME WAY EVERY SINGLE TIME! ! !
- If you have multiple UPC running the drug testing event especially during a Unit Sweep (IU), the SACO must be present the entire time to supervise the event.
- Do not forget to have your observer record the time of collection on the Drug Testing Register. Do not go back and guess, if forgotten.
- Observer must sign every single time, not all at once.
- If a Marine is not present to provide specimen due to operational commitment, TAD, Leave, SIQ
  - Line through the bar code with the Marine's EDIPI and write "VOID." The collector would initial and date.
  - Leave a comment on the comment section of the Drug Testing Registry.

POST TESTING

- Send a ‘Summary” e-mail to the CO about the drug testing. This summary is part of your drug testing file.
  - The ‘Summary” will include:
    - Time, date and place of the drug testing event
    - Number of Marine for testing
    - Number of Marine provided sample
    - If a Marine is a ‘no-show,” you will include the reason for not showing up.

FILING YOUR DRUG TESTING RECORD

- What do you keep?
  - For PREMISE CODES “IR” AND IU
    1) Letter authorizing the drug testing collection from the Commanding Officer. A digitally signed e-mail would suffice. Print that e-mail
    2) Alpha roster you used to run the drug test
    3) A copy of the notification e-mail
    4) Signed drug testing coordinator (UPS) and observer brief sheets
    5) Working copy
    6) Drug Testing Registry
    7) Chain-of-custody, including the bar code area on the flip side of the page
    8) Drug testing results from IFTDTL.
    9) IF YOU HAVE A POSITIVE RESULT:
       1) Copy of the Medical Review Officer (MRO) for prescription medication whether the prescription medication was deemed legal or illegal.
  - For targeted testing PREMISE CODES “CO,” “PO,” AND “VO”
    1) The memorandum letter (in the unit letter head) signed by the CO and the provider.
    2) (4) to (9) of the above
  - For PREMISE CODES “OO”
    1) NO AUTHORIZATION LETTER REQUIRED
    2) (3) to (9) of the above
  - RECOMMENDATIONS:
    1) For “OO” testing of personnel checking in, returning from leave, and personnel involved in drug testing evolutions (SACO/UPC/OBSERVERS)
    2) Remember, all UPC/Observers need to be tested once a month whether they participated in any drug testing events or not. They are appointed in writing by the CO.
       1) Create a separate binder/folder for easy identification during CGI
       2) Have access to MOL – you would see PCS personnel estimated day of check in and for personnel on leave in excess of seven days.

- All urinalysis sample bottles must be individually enclosed in a leak-proof secondary container (pictured on the left) to prevent and contain leakage.
  - "PI" – Improperly packaged sample
- Each secondary container will contain sufficient absorbent pad to absorb the entire contents of the specimen bottle, should leakage occur.
- UPCs will direct each donor to provide a maximum volume of 45 ml of sample in the bottle. At no time will more than 75 ml of urine be allowed in a single bottle.
- Observers will endure that each donor wipe off urine spill from bottle prior to returning to collection table.
  - Ask the donor to place the bottle on the collection table up-side down on the collection table.
  - The "Secondary Inspector" will check the bottle for any signs of leakage.
- If evidence of urine spill is noted on the bottle label, urine will be transferred into a new bottle by the donor and a new label affixed to the bottle.
  - This is done at the collection witnessed by the UPC and observer.
  - Recommends that SACO prints the labels twice.

- SACO shall inspect each bottle prior to packing ensuring that the lids of all specimen bottles are securely tightened, properly sealed, and bottles are enclosed in a secondary leak-proof container with sufficient absorbent material to absorb specimen contents in the event of leakage, and there is no evidence of leakage on the bottle label or box prior to securing shipping package.
- THIS REVIEW WILL BE MARKED ON CHAIN OF CUSTODY FROM DD FORM 2624 FOR EACH SHIPMENT.
- NOTE:
  - The DD Form must be printed on both sides (the Chain of Custody and the bar code section)
  - **KEEP THE ORIGINAL COPY OF THE CHAIN OF CUSTODY (DD FORM 2624) DO NOT SEND A COPY TO NDSL, Great Lakes.**
  - You will keep the original in your file.

MAILING THE DRUG TESTING SAMPLES THE SAME DAY

11. CHAIN OF CUSTODY TRACKING	BASE AND UNIT IDENTIFICATION 222 22222	UNIT DOCUMENT NUMBER 0001	
a. DATE (YYYYMMDD)	b. RELEASED BY	c. RECEIVED BY	d. PURPOSE OF TRANSFER
(1) 20210112	SIGNATURE / NAME: SACO Signature / SACO Name	SIGNATURE / NAME: UPC Signature / UPC Name	Collect drug testing Sample
(2) 20210112	SIGNATURE / NAME: UPC Signature / UPC Name	SIGNATURE / NAME: REVIEWER Signature / REVIEWER Name	Check for leakage/wetness of the bottle
(3) 20210112	SIGNATURE / NAME: REVIEWER Signature / REVIEWER Name	SIGNATURE / NAME: UPC Signature / UPC Name	Resume collection
(4) 20210112	SIGNATURE / NAME: UPC Signature / UPC Name	SIGNATURE / NAME: SACO Signature / SACO Name	Returned to the SACO for quality assurance
(5) 20210112	SIGNATURE / NAME: SACO Signature / SACO Name	SIGNATURE / NAME: USPS stamp or tracking number	Shipping
(6)	SIGNATURE / NAME	SIGNATURE / NAME	
(7)	SIGNATURE / NAME	SIGNATURE / NAME	
(8)	SIGNATURE / NAME: EXAMPLE #1 SACO MAILING THE DRUG TESTING SAMPLE THE SAME DAY OF THE COLLECTION NOTE: ONLY THE UNIT SACO IS AUTHORIZED TO MAIL THE DRUG TESTING SAMPLES	SIGNATURE / NAME	
(9)	SIGNATURE / NAME	SIGNATURE / NAME	
(10)	SIGNATURE / NAME	SIGNATURE / NAME	

DD FORM 2624 (BACK), NOV 2014

MAILING THE DRUG TESTING SAMPLES ON A DIFFERENT DAY

11. CHAIN OF CUSTODY TRACKING	BASE AND UNIT IDENTIFICATION 222 22222		UNIT DOCUMENT NUMBER 0001
a. DATE (YYYYMMDD)	b. RELEASED BY	c. RECEIVED BY	d. PURPOSE OF TRANSFER
(1) 20210112	SIGNATURE SACO Signature NAME SACO Name	SIGNATURE UPC Signature NAME UPC Name	Collect drug testing Sample
(2) 20210112	SIGNATURE UPC Signature NAME UPC Name	SIGNATURE REVIEWER Signature NAME REVIEWER Name	Check for leakage/wetness of the bottle
(3) 20210112	SIGNATURE REVIEWER Signature NAME REVIEWER Name	SIGNATURE UPC Signature NAME UPC Name	Resume collection
(4) 20210112	SIGNATURE UPC Signature NAME UPC Name	SIGNATURE SACO Signature NAME SACO Name	Returned to the SACO for quality assurance
(5) 20210112	SIGNATURE SACO Signature NAME SACO Name	SIGNATURE STORAGE LOCKER/ROOM	Safekeeping
(6) 20210114	SIGNATURE STORAGE LOCKER/ROOM	SIGNATURE SACO Signature NAME SACO Name	Prepare for mailing
(7) 20210114	SIGNATURE SACO Signature NAME SACO Name	SIGNATURE USPS stamp or tracking number	Shipping
(8)	SIGNATURE NAME	SIGNATURE NAME	
(9)	SIGNATURE NAME	SIGNATURE NAME	
(10)	SIGNATURE NAME	SIGNATURE NAME	

EXAMPLE #2

SACO MAILING THE DRUG TESTING SAMPLE THE NEXT DAY/WEEK

NOTE: ONLY THE UNIT SACO IS AUTHORIZED TO MAIL THE DRUG TESTING SAMPLES

DD FORM 2624 (BACK), NOV 2014

SACO COLLECTING AND MAILING THE SAME DAY

11. CHAIN OF CUSTODY TRACKING	BASE AND UNIT IDENTIFICATION 222 22222	UNIT DOCUMENT NUMBER 0001	
a. DATE (YYYYMMDD)	b. RELEASED BY	c. RECEIVED BY	d. PURPOSE OF TRANSFER
(1) 20210112	SIGNATURE SACO Signature NAME SACO Name	SIGNATURE REVIEWER Signature NAME REVIEWER Name	Check for leakage/wetness of the bottle
(2) 20210112	SIGNATURE REVIEWER Signature NAME REVIEWER Name	SIGNATURE SACO Signature NAME SACO Name	Resume collection
(3) 20210112	SIGNATURE SACO Signature NAME SACO Name	SIGNATURE USPS stamp or tracking number NAME	Shipping
(4)	SIGNATURE NAME	SIGNATURE NAME	
(5)	SIGNATURE NAME	SIGNATURE NAME	
(6)	SIGNATURE NAME	SIGNATURE NAME	
(7)	SIGNATURE NAME	SIGNATURE NAME	
(8)	SIGNATURE EXAMPLE #3 NAME SACO COLLECTING THE DRUG TESTING SAMPLES AND MAILING THE SAME DAY NOTE: ONLY THE UNIT SACO IS AUTHORIZED TO MAIL THE DRUG TESTING SAMPLES	SIGNATURE NAME	
(9)	SIGNATURE NAME	SIGNATURE NAME	
(10)	SIGNATURE NAME	SIGNATURE NAME	

DD FORM 2624 (BACK), NOV 2014

MAILING THROUGH FEDEX

11. CHAIN OF CUSTODY TRACKING	BASE AND UNIT IDENTIFICATION 222 22222	UNIT DOCUMENT NUMBER 0001	
a. DATE (YYYYMMDD)	b. RELEASED BY	c. RECEIVED BY	d. PURPOSE OF TRANSFER
(1) 20210112	SIGNATURE SACO Signature NAME SACO Name	SIGNATURE REVIEWER Signature NAME REVIEWER Name	Check for leakage/wetness of the bottle
(2) 20210112	SIGNATURE REVIEWER Signature NAME REVIEWER Name	SIGNATURE SACO Signature NAME SACO Name	Resume collection
(3) 20210112	SIGNATURE SACO Signature NAME SACO Name	SIGNATURE FEDEX TRACKING NUMBER NAME	Shipping
(4)	SIGNATURE NAME	SIGNATURE NAME	
(5)	SIGNATURE NAME	SIGNATURE NAME	
(6)	SIGNATURE NAME	SIGNATURE NAME	
(7)	SIGNATURE NAME	SIGNATURE NAME	
(8)	SIGNATURE NAME	SIGNATURE NAME	
(9)	SIGNATURE NAME	SIGNATURE NAME	
(10)	SIGNATURE NAME	SIGNATURE NAME	

DD FORM 2624 (BACK), NOV 2014

EXAMPLE #4
SACO COLLECTING THE DRUG TESTING SAMPLES AND MAILING THE SAME DAY
FOR "CO" or "PO" PREMISE CODES. If the Commanding Officer would like to get the results immediately, you can mail your drug testing samples through FEDEX. FEDEX on base (MCX) WILL NOT ACCEPT BIOHAZARD packages. You will have to use the FEDEX out in town.
NOTE: ONLY THE UNIT SACO IS AUTHORIZED TO MAIL THE DRUG TESTING SAMPLES

Preparing your specimen for packing and shipment

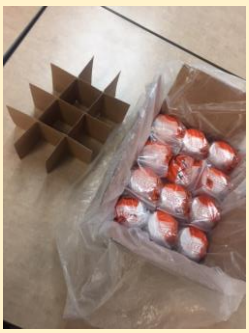
❑Before you start your drug testing collection, ensure to place sufficient absorbent pads under the sample bottles.

❑When you are ready to collect drug testing samples, your specimen box should look like this.

❑The provider will place the bottle inside a secondary leak-proof container with sufficient absorbent pad

❑Inspect for any signs of leakage prior to placing the bottle in the secondary leak-proof bag with absorbent pad.

❑At the end of the drug testing collection, your specimen box should look like this.



❑If your box seems too tight due to the secondary bag inside the box, you may remove the divider.

Preparing your specimen for packing and shipment

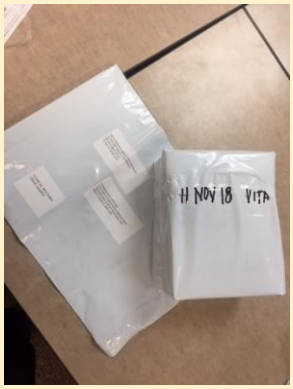
❑Secure the specimens by twisting the excess plastic bag tight and tuck in the extra plastic to the side.

❑Secure the box using the filament tape. Wrap around the box at least 2X

❑Date and initial the box across the tape.

❑Write the batch number or numbers (if you have more than one batch inside the box) on the side of the box and 2D

Preparing your specimen for packing and shipment



- ❑You should have one more copy for your file. This last copy will be stamped by the USPS.
- ❑You will once again wrap the box in a plastic envelope. If you wish to put the date and your initial on the seam of the plastic bag, go ahead and do it. However, it is not a requirement.
- ❑Make sure to place your address labels on the proper place (see examples here) or ask the Military Post Office.
- ❑We have mailing plastic envelope for one or two individually wrapped specimen boxes.
- ❑When conducting a unit sweep, you may use the “torpedo box” to mail your individually wrapped specimen boxes.

MCTMS CODES

- Coordinate with personnel responsible for coding the training in MCTMS/MCTFS. If you have access to MCTMS/MCTFS, the better.

CODES	DESCRIPTION	WHEN DO YOU ENTER THE CODE IN MCTMS/MCTFS?
"UR"	Urinalysis	You will code the Marine who provided drug testing sample at least once per Fiscal Year (Oct – Sept). It does not matter what premise code you used. Once you enter the code in MCTMS, it does not exempt the Marine from future drug testing events. Before the end of the FY, verify the coding on MCTMS to ensure that 100% of your unit strength is drug tested.
"SR"	Supervisory Level Training	There is only ONE HQMC-approved Supervisory Level training. This is conducted once a year. This is required to all SNCO and above. Make sure you have a copy of the training attendance sheets in your SACO Binder. SACO will provide this training or you may request the Station DDRC to facilitate the training.
"B9"	UMAPIT (Unit Marine Awareness and Prevention Integrated Training)	UMAPIT is done once a year. Coordinate with your UMAPIT Facilitator. Obtain a copy of the training attendance sheets and maintain it in your SACO Binder.
"P4"	Prime For Life, 4.5 (PFL)	The PFL does not take the place of the annual training requirement. PFL is s command directed program for the "at risk" population (i.e. ages 17-25). Only the Prevention Specialist can provide this training. Ensure to obtain a copy of the signup sheet and submit it for coding in your unit.
"A7"	Alcohol Screening Program(ASP) (BREATHALYZER)	ASP mimics the Random (IR) drug testing premise code at 10% of the unit strength per month.

ASP (Breathalyzer)

ALCOHOL SCREENING PROGRAM:

(Letter of Instruction, dated 17 May 2013)

Requirements:

- Alcohol Screening Program Coordinator must be appointed in writing by the Commanding Officer.
- As a SACO, you may also function as ASP coordinator. You will need a separate Letter of Appointment from your Commanding Officer.
- You may also assign all or some of your Drug Testing Coordinators/UPC (SNCO and above) as ASP Coordinators. They will need a separate letters as well.
- All ASP Coordinators will be trained within 7 days of appointment. Prevention Specialist provides the training.
- The ASP Coordinator training normally coincides with the SACO Certification Course (once every 2 months) and Drug Testing Coordinator and Observer training (monthly). Check for schedule.

Procedures:

- The same Marines drug tested will be breathalyzed during Random (IR) drug testing event ONLY.
- The breathalyzer may only be used for Marines who are **ON DUTY**.
- Before administering the breathalyzer, ask the Marine if s/he have ingested anything during the last 20 minutes. If the Marine answer is yes, ask the Marine to wait at least 20 minutes before submitting a test.
- If the Marine tests positive on the first breath, wait 20 minutes before you administer the second test.
- There will be no 3rd , 4th test. The second test is your final test.

Procedures:

- You may use the Drug Testing "Working Copy" to record your results. You will transfer the result on the Alcohol Screening Log at the end of the drug testing (IR) cycle for the day.
- What happens if the Marine fails to provide sufficient breath sample?
  - Ask the Marine to do a second test. A 20-minute waiting period is not required.
  - After 3 attempts, the Marine will be treated as failing to provide a sample.

What happens if you have a positive breathalyzer result?

- .01 to .03 – The command shall educate and counsel the Marine. Recommend the Marine to attend Prime For Life (4.5)
- .04 or greater – Refer the Marine to Medical for Fit for Duty determination. The Marine will be Screened for Substance Misuse Disorder at SACC.
- **NOTE**: If you suspect a Marine to be under the influence of alcohol, refer the Marine to Medical for Fit for Duty. You cannot use the breathalyzer for this circumstance. However, if the CO wish to breathalyze the Marine, make it a "Command Directed" breathalyzer similar to drug testing. Ensure the "Command Directed" is in writing.
- If the Marine breath positive, you WILL NOT report the result in Alcohol Screening Log.

ASP REPORTING

STEP BY STEP INSTRUCTIONS
APRIL 2022

Alcohol Abuse Prevention Program
269-3079

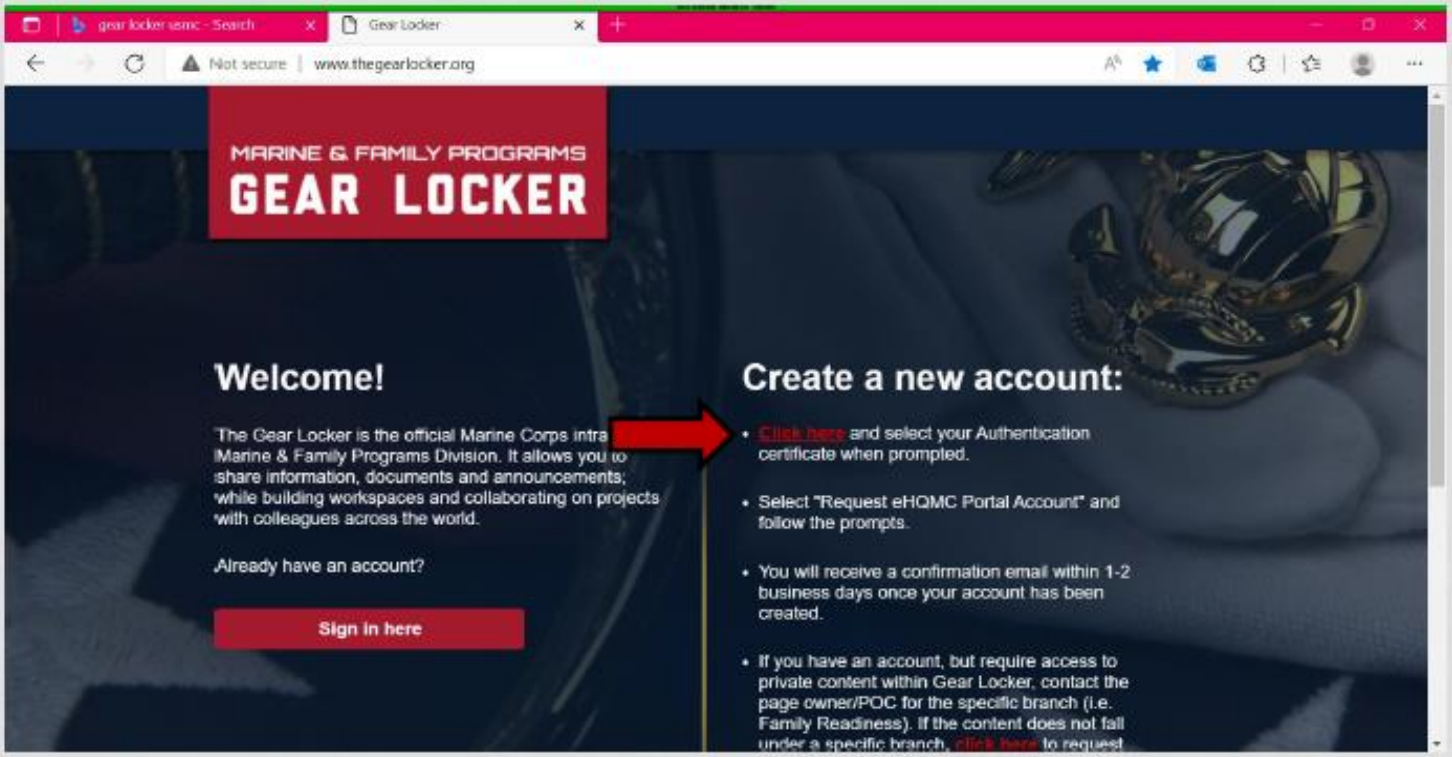
REQUESTING ACCESS TO GEAR LOCKER

- **Step 1**

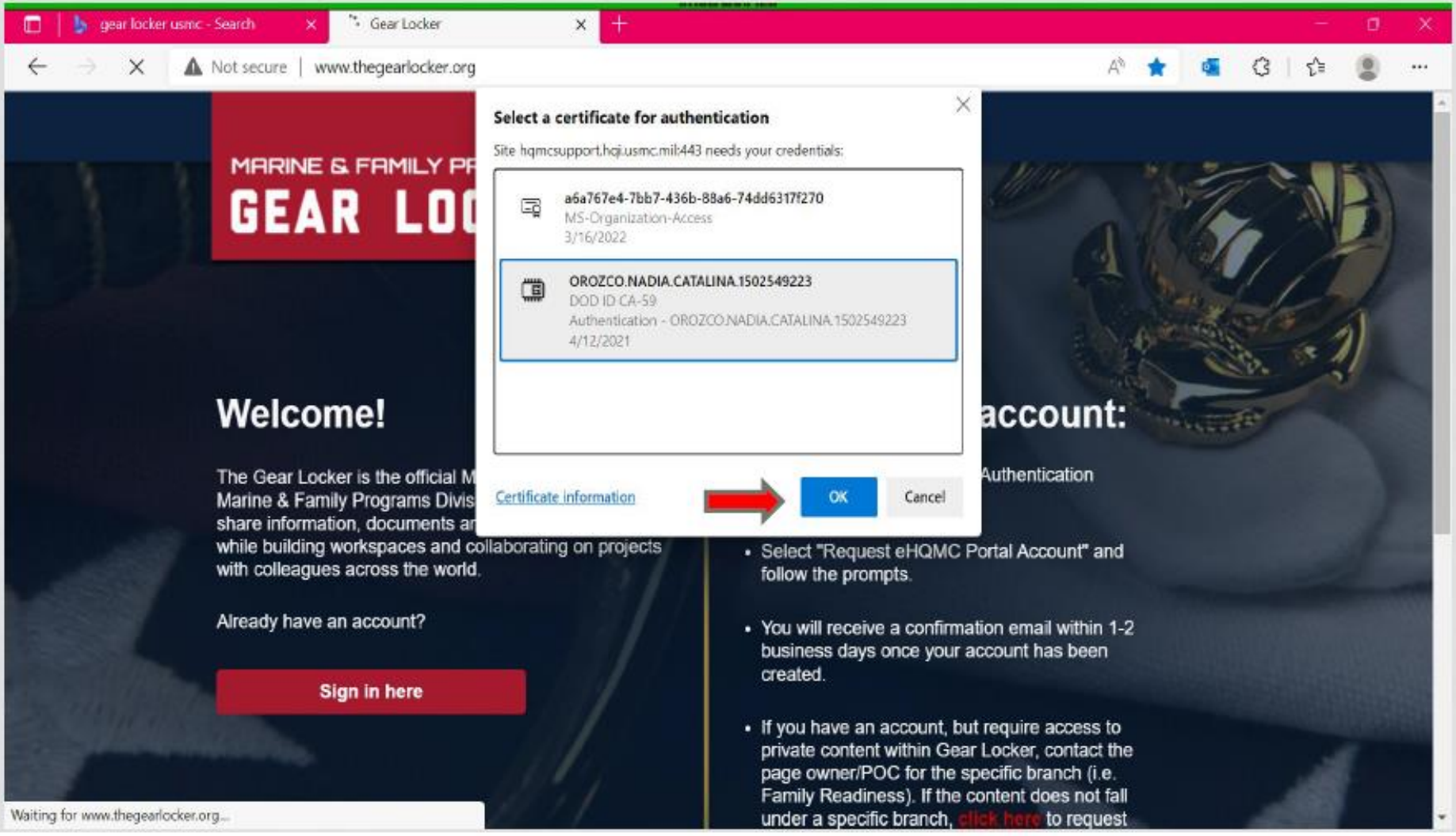
Go to gearlocker.org

- **Step 2**

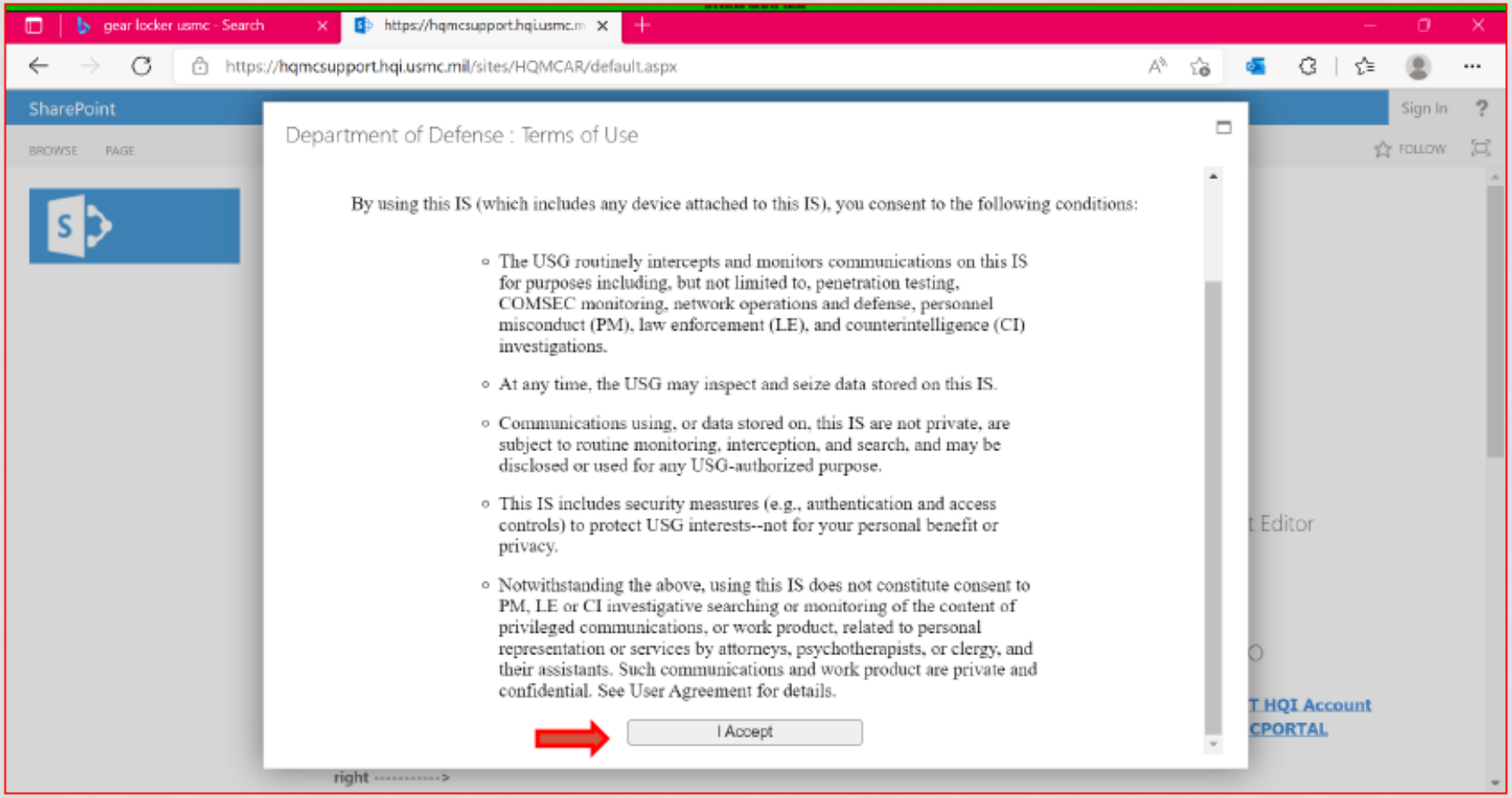
Click here under Create New Account



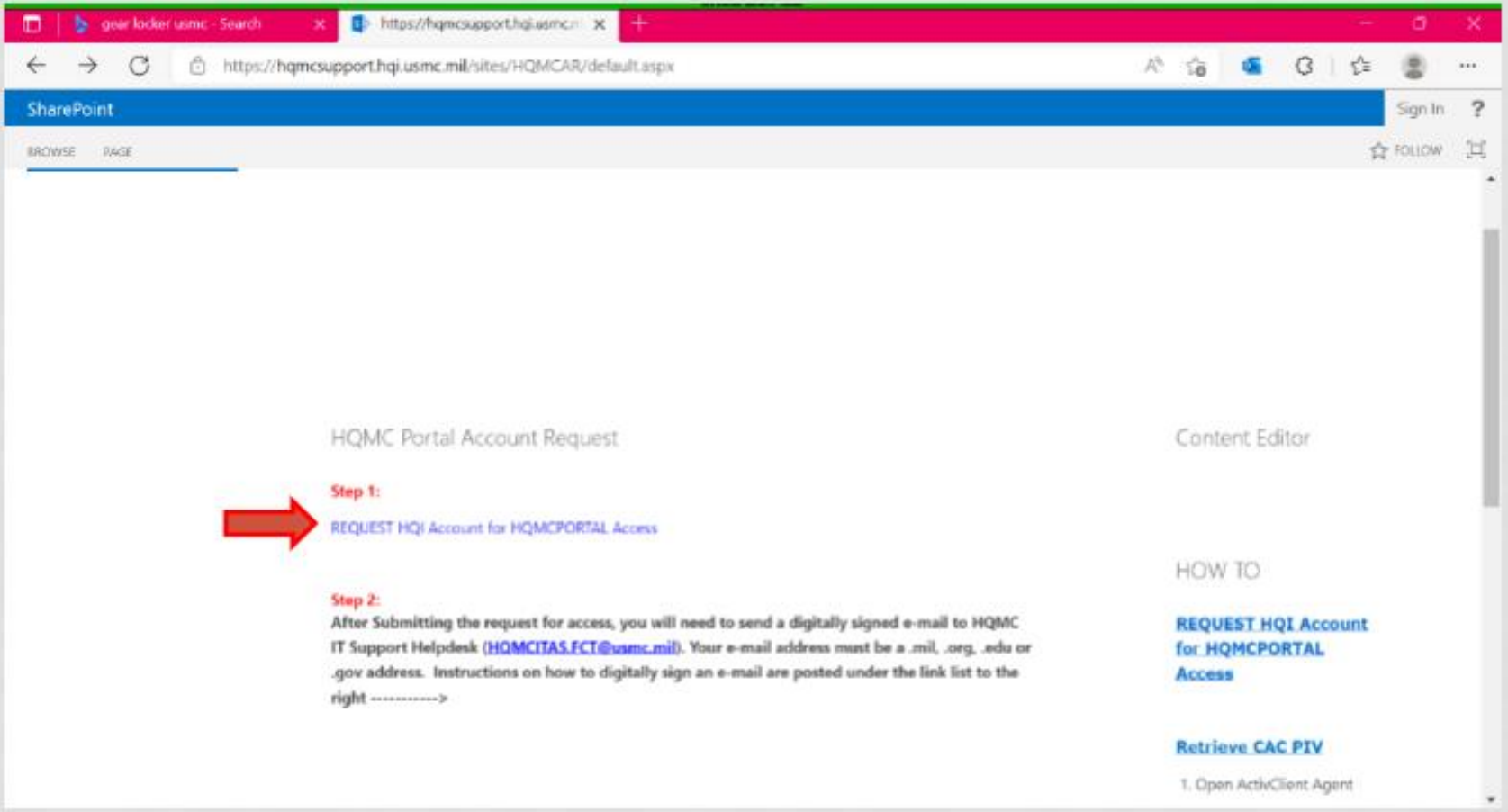
VERIFY YOUR CREDENTIALS



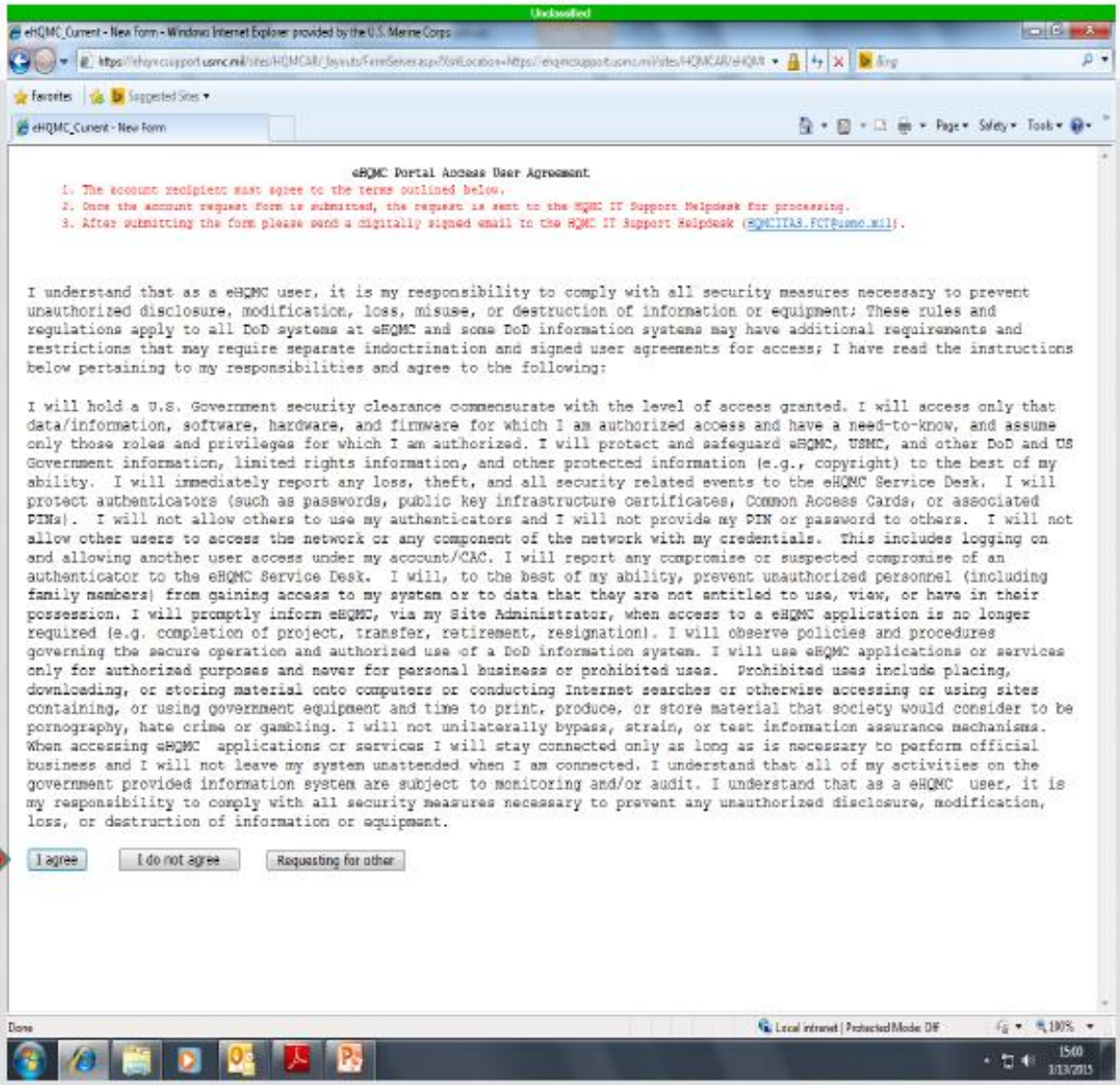
CLICK "I ACCEPT"



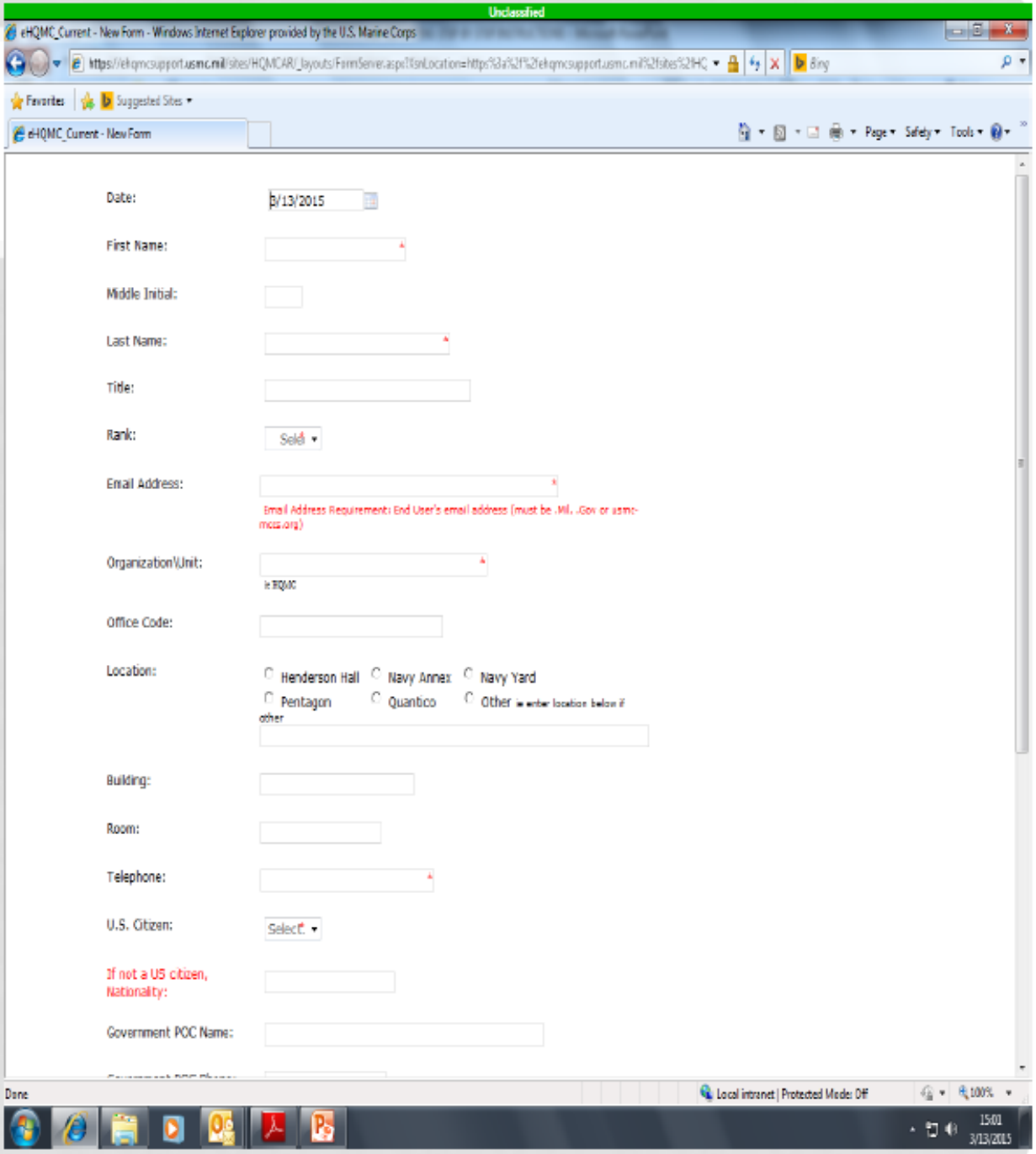
CLICK REQUEST HQ ACCOUNT..



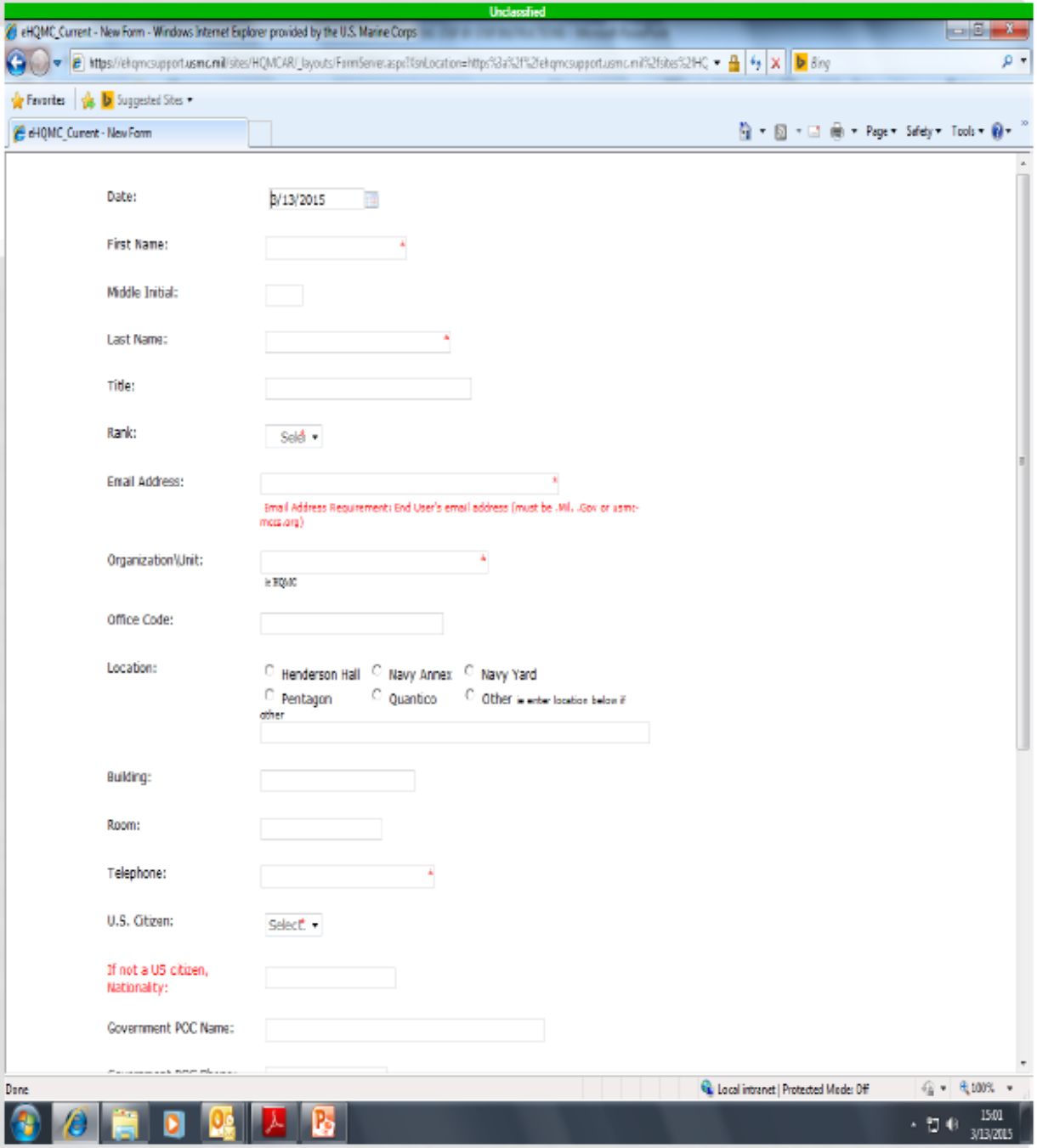
READ & CLICK I AGREE



- Fill out request form
- All questions with a (*) must be filled out
- Email must be all lowercase



- Fill out request form
- All questions with a (*) must be filled out
- Email must be all lowercase



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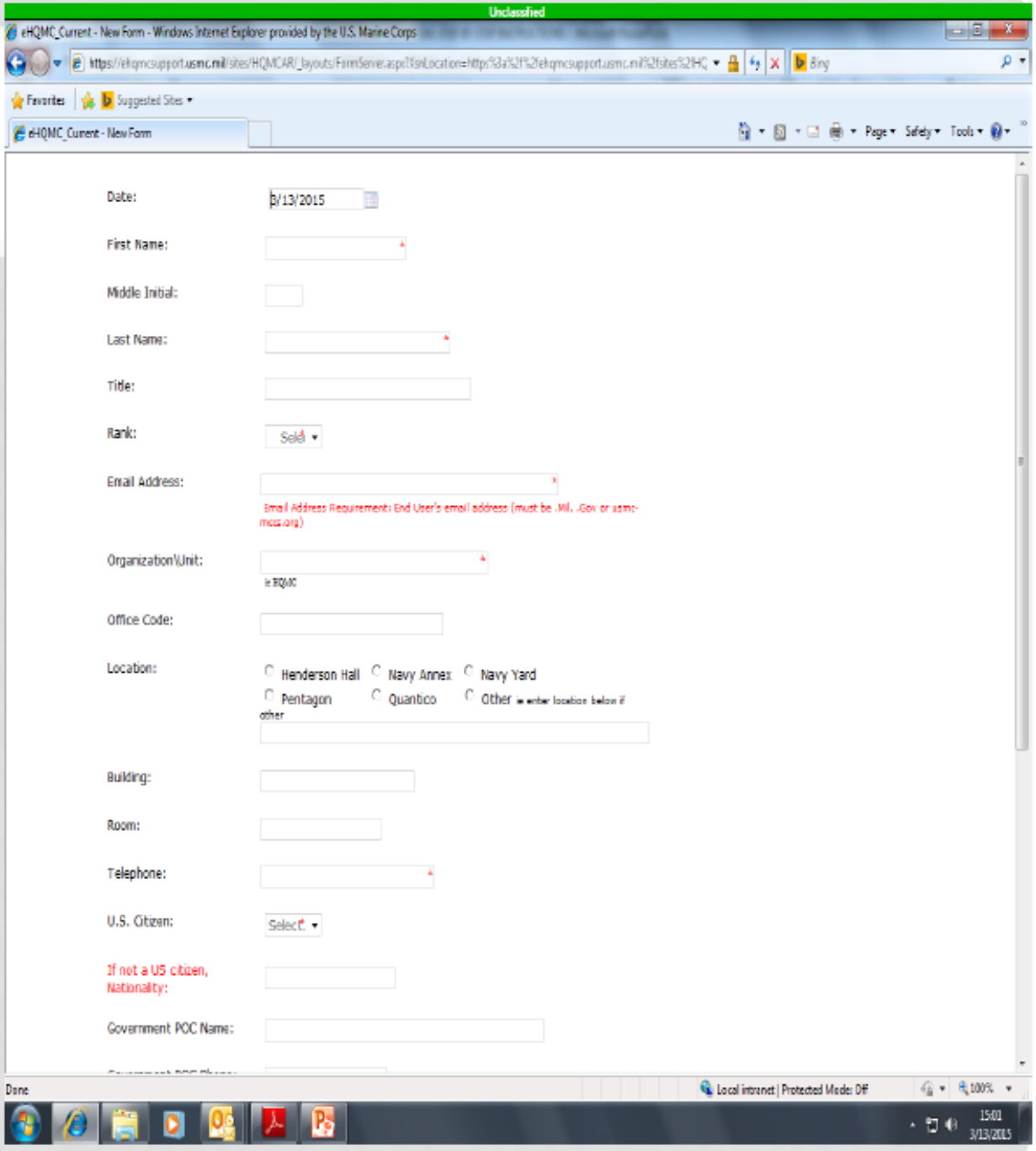
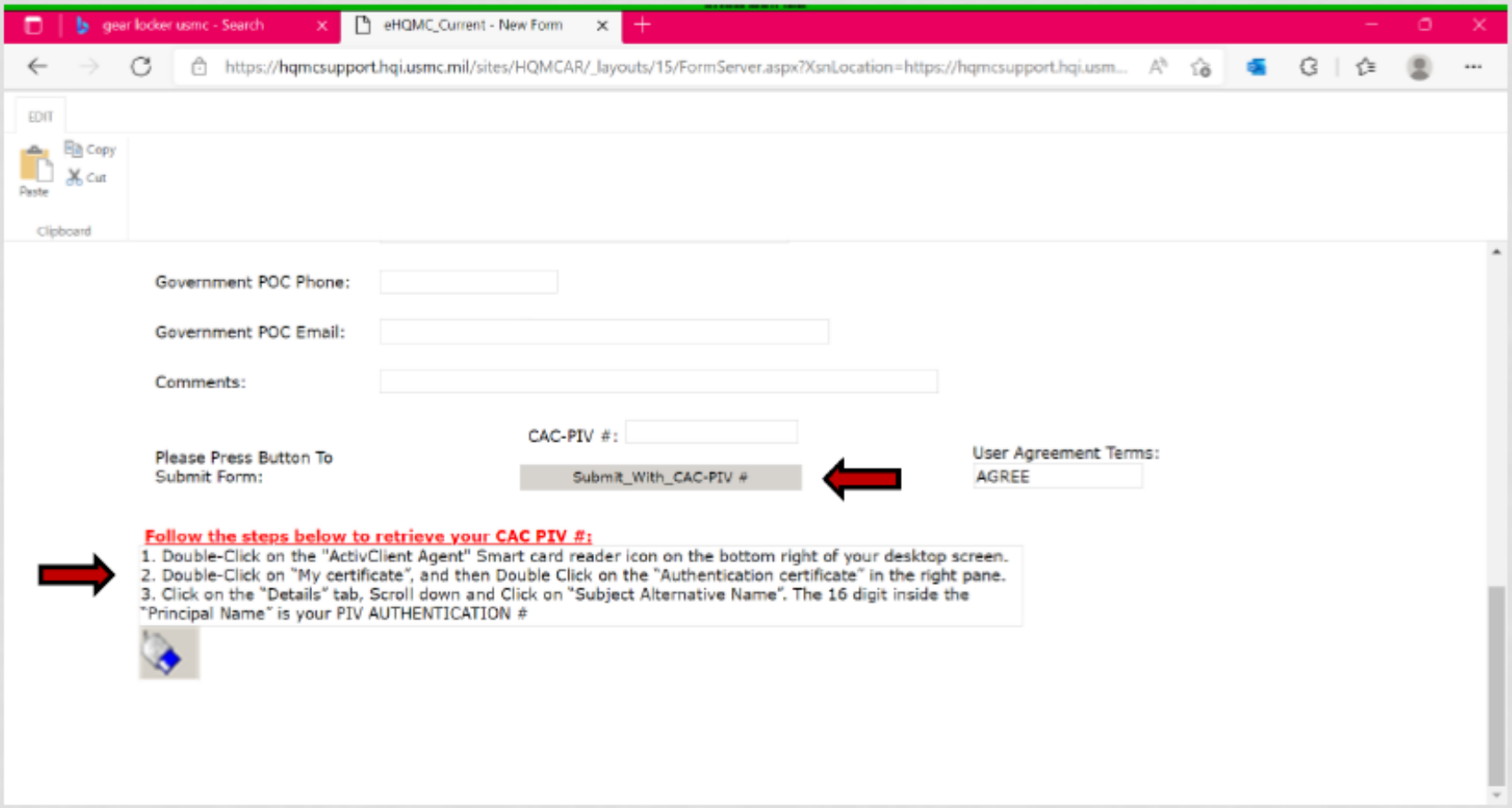
- Email must be all lowercase



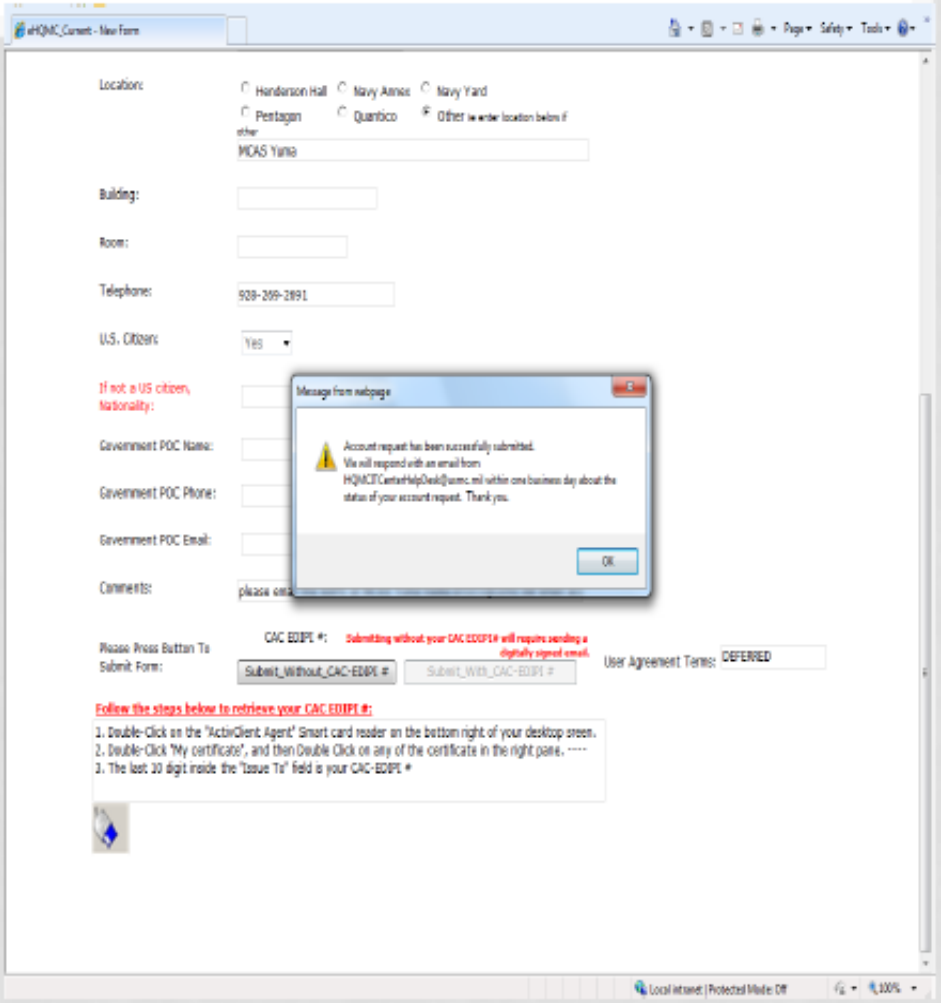
FOLLOW STEPS 1.2.3. BELOW TO RETRIEVE YOUR CAC PIV#

Enter CAC PIV # in the box, then click: submit_with_CAC-PIV



REQUEST SUBMITTED

- When you submit request form you will see a similar box stating you request was submitted successfully
- You will receive an email from HQMC help desk within 24 hours
- If no emailed received check for access by logging in to the Gear Locker

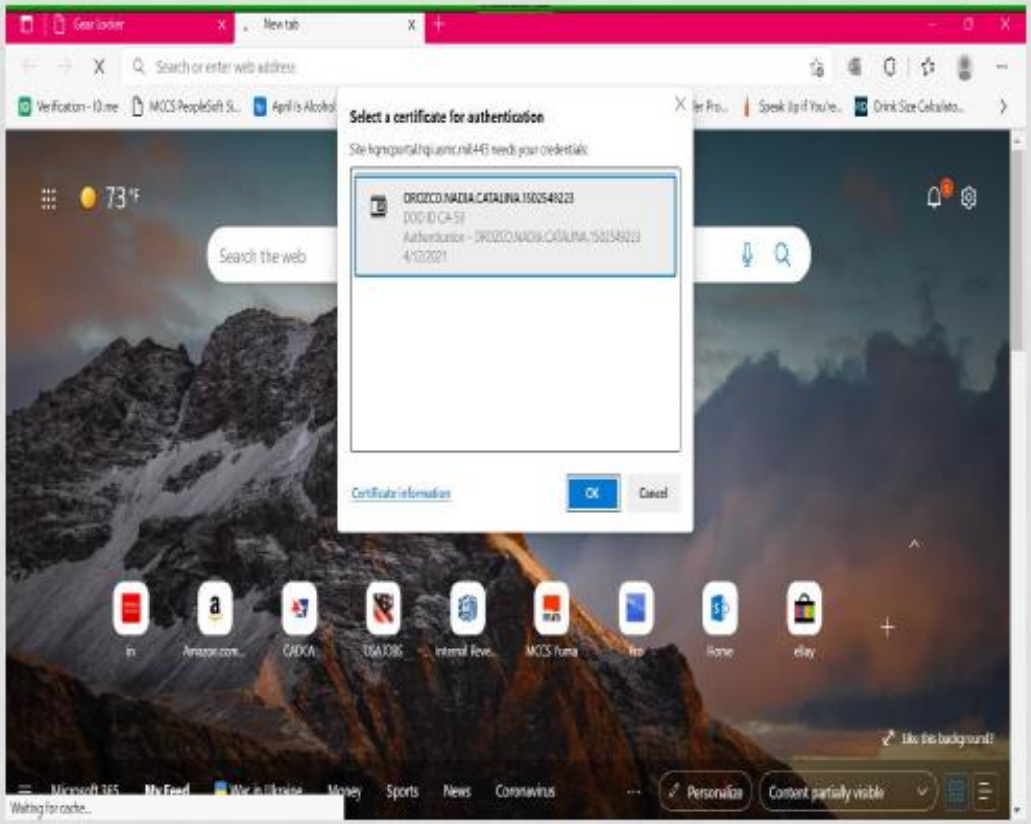


LOGGING ON TO SHARE POINT

- Log on to:

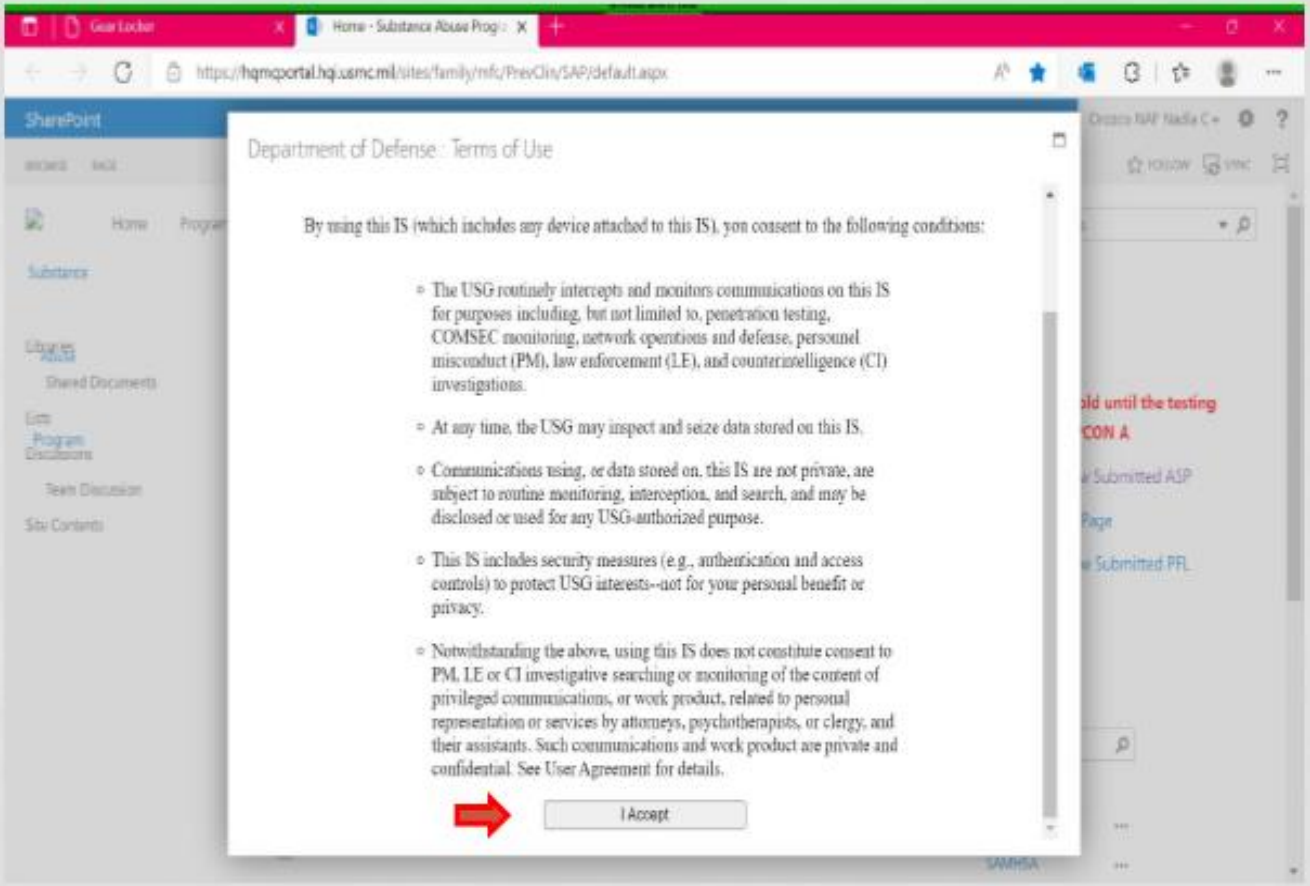
https://hqmcportal.hqi.usmc.mil/sites/family/mfc/PrevClin/SAP/default.aspx

- Verify your certificate and click ok



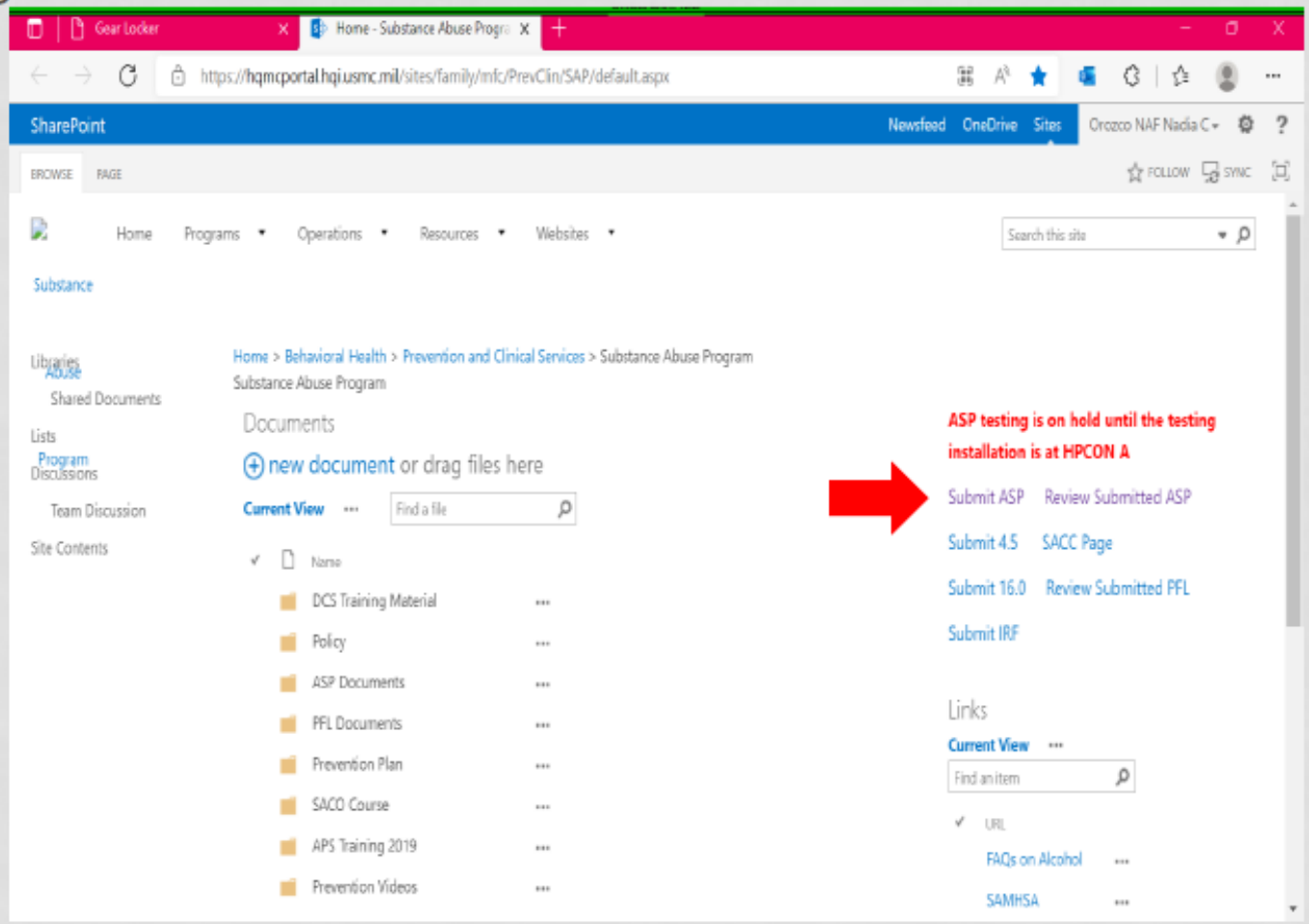
LOGGING ON TO SHARE POINT

- **Click "I Accept"**



YOU ARE IN!

- To submit ASP Report click: Submit ASP



ASP Report Example

All boxes must be filled out!

If your report is a late you will check the late submission box on the top right corner

Screening date is the last test you administered for the month

Alcohol Screening Program (ASP)

Date Of Report: ☐ Check if this is a late submission

*Auto populated upon submission

Major Command: II MEF

Installation Reporting: MCAS Yuma

Unit Reporting: MCC / RUC / Unit Name — Click link to find your unit reporting *

Screening Date: 4/27/2022

Total assigned to unit: Marines: 300 Sailors: 10 **Total:** 310

SACC Location: MCAS Yuma *

In accordance with the references, the alcohol screening program (ASP) was properly conducted. The following ASP test results are provided:

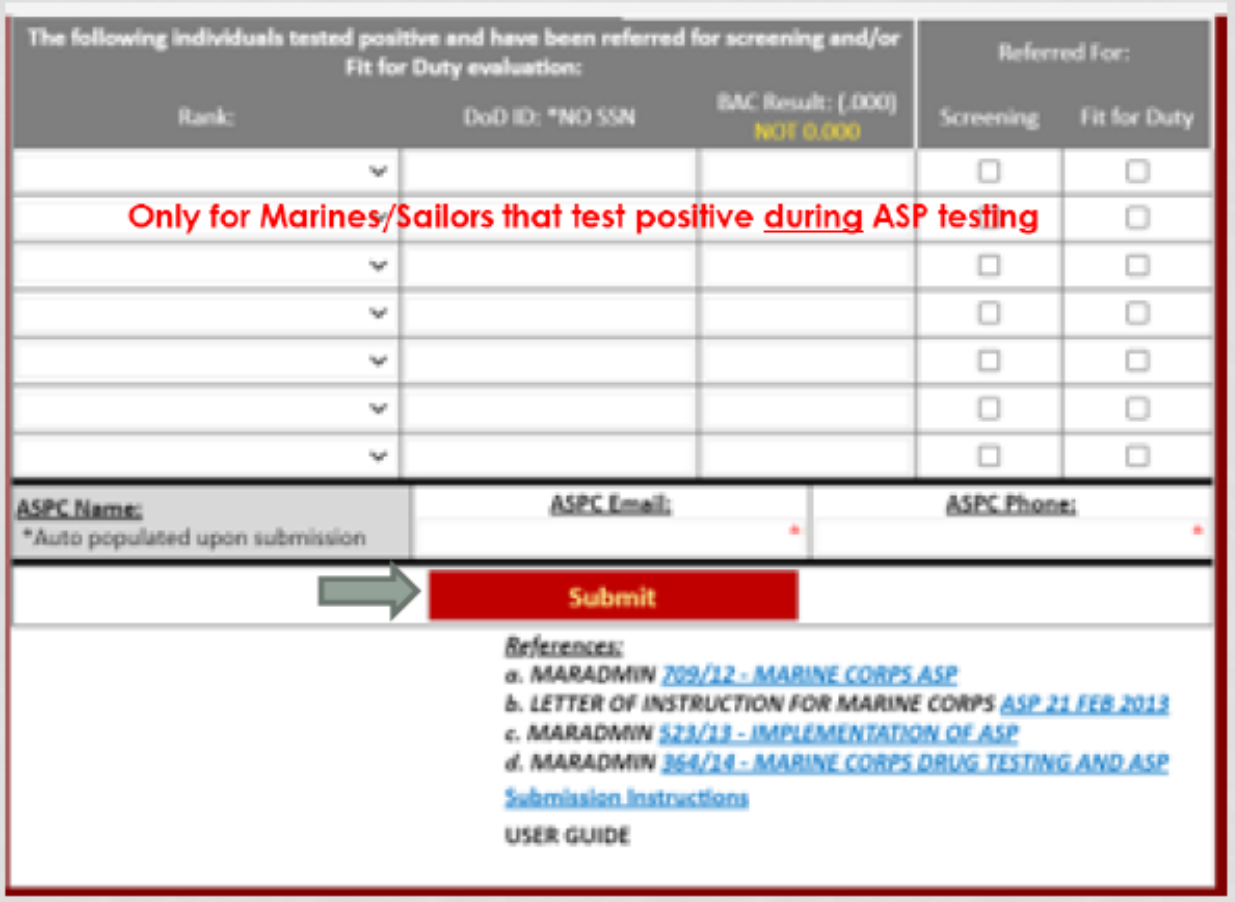
Marines/Sailors selected for breathalyzer screening — Marines: 30 Sailors: 2	Marine/Sailors tested on this screening date — Marines: 25 Sailors: 0
Marines/Sailors test results between .020 - .039 — Marines: 0 Sailors: 0	Marines/Sailors referred to SACC/SARP for screening — Marines: 0 Sailors: 0
Marines/Sailors test results at .040 or above — Marines: 0 Sailors: 0	Marines/Sailors referred to Medical for a fit for duty evaluation — Marines: 0 Sailors: 0

The following individuals tested positive and have been referred for screening and/or Fit for Duty evaluation:

Rank:	DoD ID: *NO SSN	BAC Result: (.000) NOT 0.000	Referred For: Screening	Fit for Duty
Only for Marines/Sailors that test positive during ASP testing			☐	☐

ASP REPORT
BOTTOM SECTION

Enter your name, email, and phone number click submit & your done!



The following individuals tested positive and have been referred for screening and/or Fit for Duty evaluation:			Referred For:	
Rank:	DoD ID: *NO SSN	BAC Result: (.000) NOT 0.000	Screening	Fit for Duty
			☐	☐
Only for Marines/Sailors that test positive during ASP testing				☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐

ASPC Name: *Auto populated upon submission	ASPC Email: *	ASPC Phone: *

Submit

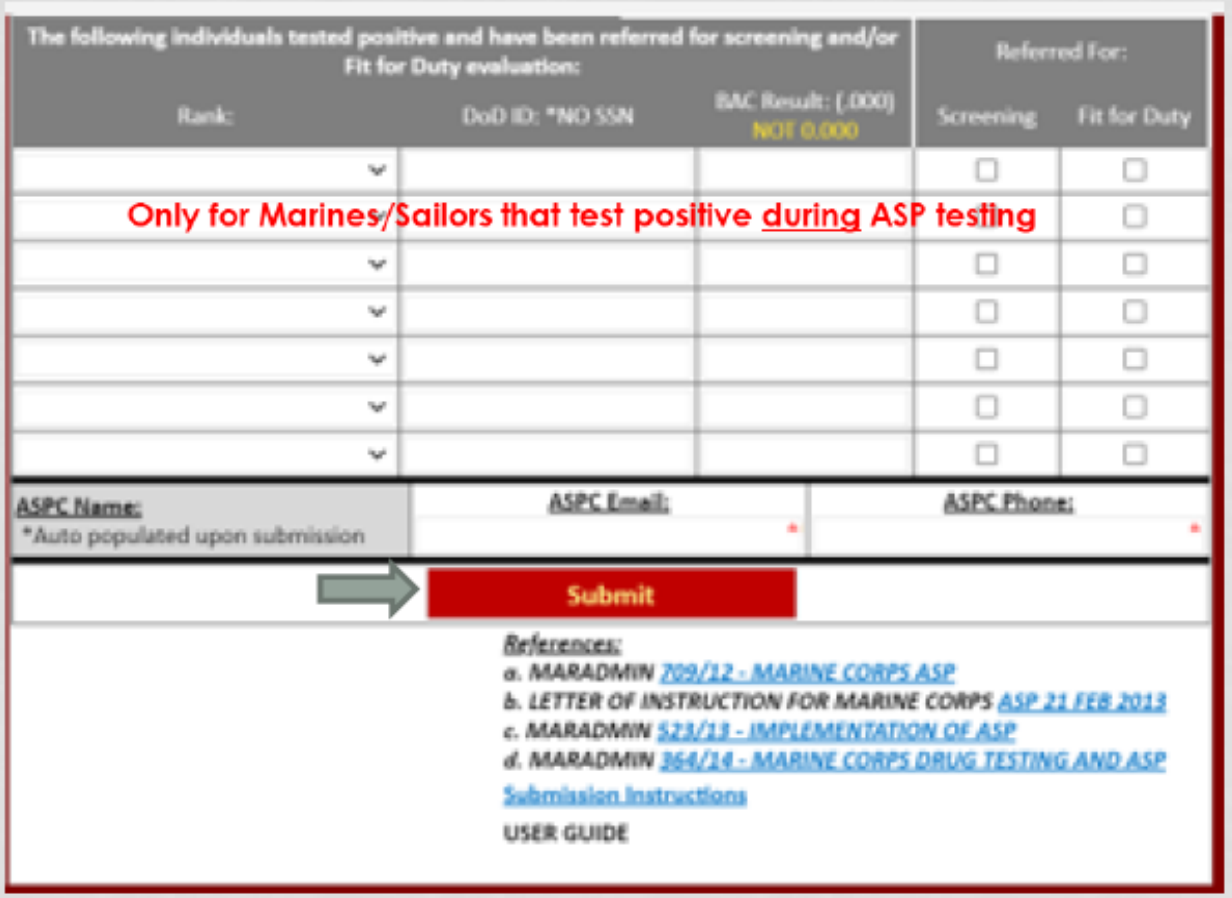
References:
a. MARADMIN 709/12 - MARINE CORPS ASP
b. LETTER OF INSTRUCTION FOR MARINE CORPS ASP 21 FEB 2013
c. MARADMIN 523/13 - IMPLEMENTATION OF ASP
d. MARADMIN 364/14 - MARINE CORPS DRUG TESTING AND ASP

Submission Instructions

USER GUIDE

ASP REPORT
BOTTOM SECTION

Enter your name, email, and phone number click submit & your done!



The following individuals tested positive and have been referred for screening and/or Fit for Duty evaluation:

Rank:	DoD ID: *NO SSN	BAC Result: (.000) NOT 0.000	Referred For: Screening	Referred For: Fit for Duty
			☐	☐
Only for Marines/Sailors that test positive during ASP testing				☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐

ASPC Name: *Auto populated upon submission	ASPC Email: *	ASPC Phone: *

Submit

References:
a. MARADMIN 709/12 - MARINE CORPS ASP
b. LETTER OF INSTRUCTION FOR MARINE CORPS ASP 21 FEB 2013
c. MARADMIN 523/13 - IMPLEMENTATION OF ASP
d. MARADMIN 364/14 - MARINE CORPS DRUG TESTING AND ASP

Submission Instructions

USER GUIDE

Procedures for special tests for Steroid and LSD

- The following 11 pages outlined the details on how to go about requesting a special test for Steroid and LSD.
- **BLUF**:
  - **ALWAYS** coordinate all your special tests with the Station DDRC prior to your communication with HQMC.
  - Probable Cause premise code (PO) will be used.
  - **Steroid** testing must be approved by HQMC prior to mailing your sample to NDSL, Great Lakes.
  - HQMC will provide you a confirmation number. Include this confirmation number with your submission.
  - Any submission without prior authorization from HQMC, your unit will be responsible for all costs associated with the submission.
  - For **LSD:**
    - You can test a Marine using Probable Cause (PO) or number of Marines using Random Inspection (IR)
    - Unit sweep is NOT ALLOWED
    - **COORDINATION** with the Station DDRC is important.
    - There is a quota for LSD testing (2000 Marine Corps-wide)

Marine Corps Specimen Submissions for Steroid Testing (Quick Reference Guide)

Guiding Instructions.

DoDI 1010.16, para 7.2.b-c. Steroid testing is considered when substantial indications exist to suspect wrongful steroid use pursuant to a probable cause, command-directed, or medical basis. Random testing or unit sweeps for steroid misuse is not authorized. Prior to the submission of specimen(s) for steroid testing, a written, signed request must be submitted to the Military Service personnel DDRP manager or Military Service designee describing the basis for submission.

MCO 5300.17A, appx B, para 3.a-c. All steroid samples must be submitted through NDSL Great Lakes, regardless of geographical location. NDSL Great Lakes will then submit the samples to the contract laboratory for testing. Anabolic Steroid Testing must be approved by the DC, M&RA MF Drug Demand Reduction Program Manager prior to submitting for testing. If samples are sent without obtaining prior authorization from DC, M&RA MF the submitting unit will be responsible for all costs associated with the submission. Samples submitted for testing must include a command letter, submitted on letterhead, including a command point of contact, e-mail address and phone number. Specimens for steroid testing may also be submitted for standard drug testing, however, this additional testing must be specifically requested by the submitting unit. Each specimen must be at least 60 mL in order to be tested.

Submitting Instructions.

All Marine Corps commands will forward specimens for steroid testing to Navy Drug Screening Laboratory, Great Lakes, IL (NDSL GL).

Navy Drug Screening Laboratory
ATTN: Special Handling
2500 Rodgers Street, Building 5501
Great Lakes, IL 60088-2952

All Marine Corps commands must submit a special testing request, requesting authorization for steroid testing from HQMC Substance Abuse Section. Request must be on command letterhead. (see POC information below)

Eric Hollins
HQMC, M&RA, MF, MFCP-1
3280 Russell Road
Quantico, VA 22134
E-mail: eric.c.hollins@usmc.mil
Phone: (703) 784-9526, DSN 278

Upon approval from HQMC, the command must submit the special testing request containing HQMC authorization number with the specimen(s) and chain of custody form (DD Form 2624) to NDSL GL for processing to the Sports Medicine Research Testing Laboratory (SMRTL), Salt Lake City, Utah,

Note 1: A minimum of 60 milliliters (mL) must be submitted to ensure a sufficient volume of urine for testing at SMRTL for steroid testing. The specimen must not be comingled with other specimens that require routine drug testing and additional special testing of drugs not on the standard test panel.

Note 2: Specimens submitted for steroid analysis will not be tested for the standard DoD drug test panel or other special testing requests. If the specimen requires routine drug testing, two separate specimens must be submitted to the laboratory, each with an accompanying chain of custody document. A minimum of 30 mL of urine must be submitted for the routine drug testing. These two specimens may be submitted together without any other comingled specimens.

Note 3: Upon receipt of specimen, NDSL Great Lakes will forward specimens to SMRTL for steroid testing.

Note 4: Upon completion of testing, SMRTL will send the steroid drug test results to NDSL Great Lakes who will transmit it to the Marine Corps POC (see above) via encrypted email (PKI). The Service POC will transmit the steroid test result to the submitting unit and a steroid (STE) negative / positive result will be transmitted to the submitting unit through the iFTDTL portal.

Note 5: Turnaround time can take between 45 - 90 days from the time the sample arrives at SMRTL for testing.

SAMPLE LETTER FOR STEROID TESTING

From: Commanding Officer, (insert name of command)
To: Navy Drug Screening Laboratory (enter NDSL site)

Subj: Steroid Testing Request

1. Request to have steroid testing conducted on the subject named urine sample.

Name/EDIPI:
Date of Collection:
Premise Code: PO
Batch Number(s):
RUC/MCC:

2. Probable cause has been established based on (insert basis for probable cause, e.g., "Marine admission of use)."

3. Command POC is (enter the name of POC, e-mail address, and telephone number).

A. B. SEE

20 Aug 2020

DRUG DEMAND REDUCTION PROGRAM: LYSERGIC ACID DIETHYLAMIDE (LSD) URINALYSIS TESTING PROCEDURAL GUIDE

REFERENCES

(a) DoDI 1010.16 – TECHNICAL PROCEDURES FOR THE MILITARY PERSONNEL DRUG ABUSE TESTING PROGRAM
(b) MCO 5300.17 – MARINE CORPS SUBSTANCE ABUSE PROGRAM
(c) Under Secretary of Defense for Personnel and Readiness Memorandum dated Aug 6, 2020

ENCLOSURES

(1) LSD Testing Quick Reference
(2) Sample Request Letter for Lysergic Acid Diethylamide (LSD) Testing Quota Request
(3) Sample Request Letter to Drug Screening Laboratory for Lysergic Acid Diethylamide (LSD) Probable Cause, Marine Consent, or Command-Directed Testing Request
(4) Testing Panel Confirmation Cutoff Concentrations

1. PURPOSE

To provide procedures, requirements, and operational guidance for requesting authorization to collect, package, and ship samples for LSD testing at the Navy Drug Screening Laboratory (NDSL). These Procedural Requirements outline a streamlined approach for properly requesting and submitting samples to be tested for the presence of LSD.

2. BACKGROUND

a. Headquarters Marine Corps Drug Demand Reduction Program (HQMC DDRP) is committed to assisting Marine units with the timely and efficient submission of samples for LSD testing.

b. Department of the Defense (DoD) eliminated LSD from its standard drug testing panel in 2006, as a result of only four LSD positive specimens being identified out of 2,095,398 samples screened in a period of over three years.

c. The recent trend of LSD use within DoD warranted DoD adding LSD back to the standard drug testing panel under limited circumstances.

d. USMC has limited LSD testing capability due to LSD not being on the DoD Standard Drug Testing Panel, the complexity of testing, and limited Armed Forces Medical Examiner System

resources. Only samples submitted under a probable cause (PO), Marine's consent (VO), and command-directed (CO) premise codes are tested until the addition of LSD to the standard panel, anticipated during Dec 2020.

e. Unit commanders direct each urinalysis testing event via appropriate correspondence (e.g., memorandum, email) to the appointed Substance Abuse Control Officer (SACO). The SACO uses the Drug Testing Program (DTP) to initiate the urinalysis. The DTP creates a barcode on the DD Form 2624 and bottle labels.

f. Several facilities are assigned to test Marine Corps samples. United States Marine Corps (USMC) samples for the Department of Defense (DoD) full panel testing are tested primarily at one of two NDSLs located in Jacksonville, FL, and Great Lakes, IL. Samples from units in Hawaii are submitted to Tripler Army Medical Center, Forensic Toxicology Drug Screening Laboratory, Honolulu, HI. USMC samples for specialized testing of substances not on the DoD full panel test (e.g., Synthetic Cannabinoid) are tested at the Armed Forces Medical Examiner System (AFMES), Dover, DE. USMC samples for steroids testing are forward from NDSL Great Lakes, IL to the Sports Medicine Research Testing Laboratory (SMRTL) in Salt Lake City, UT.

g. These Procedural Requirements standardize the Marine Corps' LSD testing request process.

3. TESTING PROCEDURE

a. Because of limited quota availability related to analysis lab quantity limitations, commanders, commanding officers, officers-in-charge, or their designated representatives shall obtain authorization for testing from HQMC, Drug Demand Reduction Program (MFCP1) before collection of an LSD urine sample, similar to steroid sample collection. Once authorized, units will manage collection, chain of custody, packaging, and shipment of samples identical to the standard testing processing.

b. LSD testing should be directed as specified in reference (b). Authorized testing under the LSD testing program is limited to probable cause (PO), member consent (VO), and command-directed (CO). Unit sweeps (IU) are not authorized; random testing (IR) is authorized under a quota system managed by HQMC DDRP.

c. Testing premise codes are used to denote the purpose of the urine specimen collection and influence their potential use for disciplinary action. For the most part, samples taken for LSD testing will be used mainly under testing premise codes.

d. Request Procedures

(1) <u>For special testing requests shipped to AFMES</u>. Commands must submit their request for coordination with AFMES to HQMC DDRP (See enclosure 3). Coordination is for probable cause, Marine consent, and command directed request only. Once approval is obtained from AFMES to test specimens, HQMC DDRP will assign an authorization number to

be included with shipment urinalysis testing documents including AFMES Form 18 when applicable. After authorization is received, samples should be forwarded to AFMES:

Armed Forces Medical Examiner System
Division of Forensic Toxicology
115 Purple Heart Drive
Dover Air Force Base, DE 19902

(2) For special testing requests shipped to NDSL or Forensic Toxicology Drug Testing Laboratory (FTDTL). Per reference (c), all requests shipped to NDSL and FTDTL must be coordinated with service DDRP; for Marine Corps, this is HQMC DDRP. Commands will submit a special testing request under premise codes, probable cause, Marine consent, and command directed for LSD on command letterhead citing coordination and including the HQMC DDRP assigned authorization number. Samples will then be shipped to respective NDSL or FTDTL for testing. Enclosure (3) contains a sample special testing request letter.

(3) For random special testing quota requests shipped to NDSL or FTDTL. Because of the limited quota availability related to analysis lab quantity limitations, commanders, commanding officers, officer-in-charge, or their designated representative shall obtain authorization for testing from HQMC DDRP before collecting an LSD random collection testing event. Once authorized, the designated Urinalysis Program Coordinator (UPC) will manage collection, chain of custody, packaging, and shipment of samples like the standard urinalysis testing processing and HQMC DDRP quota authorization number. Samples will then be shipped to respective NDSL or FTDTL for testing. Enclosure (2) contains a sample quota testing request.

e. Special Instructions

(1) All LSD drug testing samples will be shipped to the unit-assigned Navy Drug Screening Laboratory. Samples sent for LSD testing will be tested for all other drugs on the standard test panel.

(2) A minimum of 30 ml of urine must be submitted for LSD testing.

(3) Circumstances may call for collection of specimens before receiving authorization; however, samples sent to NDSL and AFMES for LSD testing without prior coordination with MFCP1 will not be tested for LSD.

f. Labeling Samples. LSD drug testing samples will be maintained, packaged, and shipped using the same packaging criteria established in MCO 5300.17A.

g. Shipment Preparation. The SACO/UPC shall ensure a memorandum requesting LSD testing be included within the shipment of their samples.

4. HQMC SAP TASKS

a. Brief Substance Abuse Counseling Center (SACC) Directors and Drug Demand Reduction Coordinators (DDRCs) to provide information on the new LSD testing process and to answer questions and address concerns.

b. Answer questions related to the new referral process.

c. Monitor and manage quota allocation.

d. Receive and approve unit's request.

e. Coordinate requests with NDSL and AFMES, when applicable.

f. Determine allocation per request.

g. Obtain AFMES approval to ship samples to facility.

5. DRUG DEMAND REDUCTION COORDINATOR (DDRC) TASKS

a. Implement the new LSD testing process.

b. Coordinate policy changes with unit's SACO.

c. Provide guidance to unit's SACO IAW HQMC Substance Abuse Program guidance.

d. Assist units with submitting requests for LSD testing.

e. Conduct oversight to ensure collecting, packaging, and shipment procedures are followed.

6. SUBSTANCE ABUSE CONTROL OFFICER (SACO) TASKS

a. Ensure command consults with Staff Judge Advocate (SJA) regarding appropriate premise code to test under.

b. Submit Commanding Officer's letter to HQMC requesting quotas for testing.

c. Obtain approval to ship samples for LSD testing prior to collection of samples.

d. Coordinate all requests with DDRCs.

e. Ensure approval documents are included in shipment along with chain of custody documents.

f. Ensure only premise codes addressed in Under Secretary of Defense for Resiliency are used when requesting testing for LSD.

7. RECORD RETENTION

Urinalysis testing documents are kept in accordance with references (a) and (b). This document does not change retention periods or record-keeping requirements.

8. ASSISTANCE

For assistance with these procedures, contact HQMC SAP (DDRP) at 703-784-9526.

9. CERTIFICATION. This document is effective immediately and will remain in effect until cancelled.

J. C. JAGGER
Branch Head
Behavioral Programs

LSD TESTING QUICK REFERENCE

- The HQMC Drug Testing Program database, used for the current standard urinalysis testing, will be expanded to accommodate LSD testing.
- Commands must request authorization for LSD testing from the HQMC Drug Demand Reduction Program (MFCP-1) in advance. See POC information below and a sample letter on the following page (Enclosure 2).
- Circumstances may call for collection of specimens before receiving authorization; however, samples submitted without authorization will not be tested and will be discarded.
- Commands will forward specimens for LSD to their assigned NDSL.
- Specimens submitted for LSD analysis will be tested for the standard DoD drug test panel.
- A minimum of 30 ml of urine must be submitted for synthetic cannabinoid testing.

Headquarters, U.S. Marine Corps (MFCP1)
Marine and Family Programs
3280 Russell Road
Quantico, VA 22134-5103
E-mail: DDRP@usmc.mil
CC: robert.wilson@usmc.mil
milton.young@usmc.mil
eric.c.hollins@usmc.mil
Phone: 703-784-9526/9527, DSN 278
Note: Send all request containing PII via DoD SAFE

SAMPLE REQUEST LETTER FOR RANDOM LYSERGIC ACID DIETHYLAMIDE (LSD) TESTING QUOTA REQUEST

From: Commanding Officer, (insert name of command)
To: Marine and Family Programs, Behavioral Programs (MFCP-1)

Subj: LYSERGIC ACID DIETHYLAMIDE (LSD) TESTING QUOTA REQUEST

Ref: (a) MCO 5300.17A

1. Request testing quota to conduct LSD testing for (XX) samples, to be collected and shipped prior to (date).

2. I acknowledge that samples must be collected as defined by reference (a), and shipped within five working days of receipt of authorization.

3. The following information is provided.

Date of Collection:
Premise Code:
Batch Number(s):
Number of specimen(s):
RUC/MCC:

2. Command POC is (enter name of POC, e-mail address and telephone number).

A. B. SEE

SAMPLE REQUEST LETTER TO DRUG SCREENING LABORATORY FOR LYSERGIC ACID DIETHYLAMIDE (LSD) PROBABLE CAUSE, MARINE CONSENT, OR COMMAND-DIRECTED TESTING

From: Commanding Officer, (insert name of command)
To: Marine and Family Programs, Behavioral Programs (MFCP-1)

Subj: LYSERGIC ACID DIETHYLAMIDE (LSD) TESTING REQUEST

Ref: (a) MCO 5300.17A

1. Request LSD testing be conducted on samples under batch number XXXXX.

2. I acknowledge that samples must be collected based on probable cause (PO), Marine consent (VO) or under command direction(CO) as defined by reference (a), and shipped within five working days of receipt of authorization.

3. Probable cause has been established based on (insert basis for probable cause, e.g. "Marine admission of LSD use.")

4. Command POC is (enter name of POC(s), with e-mail address and telephone number).

A. B. SEE

CONFIRMATION CUTOFF CONCENTRATIONS

Initial Presumptive Positive Test	Confirmation Drug / Metabolite	Cutoff (ng/mL)	Reported Drug Use
Amphetamines	d-Amphetamine	100	d-Amphetamine
	d-Methamphetamine	100	d-Methamphetamine
Designer Amphetamines	3,4-Methylenedioxymethamphetamine	500	3,4-Methylenedioxymethamphetamine
	3,4-Methylenedioxyamphetamine	500	3,4-Methylenedioxyamphetamine
Benzodiazepines	Lorazepam	100	Lorazepam
	Nordiazepam	100	Nordiazepam
	Oxazepam	100	Oxazepam
	Temazepam	100	Temazepam
	α-hydroxy-Alprazolam	100	α - hydroxy-alprazolam
Cannabinoids	11-nor-Δ9-tetrahydrocannabinol-9-carboxylic acid	15	11-nor-Δ9-tetrahydrocannabinol-9-carboxylic acid
Synthetic Cannabinoids	Illicit synthetic cannabinoids derived from the following classes of compounds:		
	Naphthoylindole cannabinoids	1.0	Synthetic cannabinoid (SYCAN)
	Alkoylindole cannabinoids	1.0	SYCAN
	Indole carboxylate cannabinoids	1.0	SYCAN
	Indole carboxamide cannabinoids	1.0	SYCAN
	Indazole carboxamide cannabinoids	1.0	SYCAN
	Including indene, pyrrole, benzimidazole, azaindole, naphthalene, thiazolidene, carbazole, pyrrolo-benzoxazine, adamantoyl, and other cannabinoid derivatives	1.0	SYCAN
Cocaine Metabolites	Benzoylecgonine	100	Cocaine
LSD	LSD	0.2	LSD
	2-oxo-3-hydroxy-LSD	0.2	LSD
Opioids	Morphine	4,000	Morphine
	Codeine	2,000	Codeine
	6-monoacetylmorphine	10	Heroin
	Oxycodone	100	Oxycodone
	Oxymorphone	100	Oxymorphone
	Hydrocodone	100	Hydrocodone
	Hydromorphone	100	Hydromorphone
Opioids, Cocaine Metabolites*	Fentanyl	1.0	Fentanyl
	Norfentanyl	1.0	Norfentanyl

*Either from initial screening (IA or MS-based) or from adjunct screening (IA or MS-based) triggered by cocaine metabolites or opioids presumptive-positive initial screening.

NOTES