

Inspectors General Checklist

SUBSTANCE ABUSE PROGRAM 5300.17

This checklist applies to all levels of Air, Ground, Logistics, and Installations.

Functional Area Sponsor:

M&RA, Marine and Family Programs Division

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Name of Command

Date

Inspector

Final Assessment

Revised: 09 November 2022

Discrepancies: Findings:

Overall Comments: Place Here

Subsection 1 – UNIT LEVEL PROGRAM (applies to all commands)

0101 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)?
Reference: MCO 5300.17A, para 4.b.(5) (g) (p. 7)

Result Comments

0102 Has the Substance Abuse Control Officer(s) completed the required training within 45 days of appointment?
Reference: MCO 5300.17A, para 4.b.(5) (k) (p. 7)

Result Comments

0103 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, para 4.b.(5) (d) (p.7)

Result Comments

0104 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, encl 3, para 2e (p. 13); SECNAV 5300.28F, para 4d (p.3); encl (2), para 6 (p. 6); encl (4), para 7a-b (p.4)

This checklist outlines the general elements needed for the day-to-day administration and operations of this function area. Additionally, this checklist provides guidelines for internal evaluations and standardized criteria for the conduct of inspections. Commands must also fully comply with all applicable references.

Result	Comments
0105	Can the command provide evidence that it is proactively offering relevant education, prevention, and outreach programs to deter substance abuse and misuse? Reference: SECNAV 5300.28F, para 5.f (p.3)

Result	Comments
Subsection 2 – URINALYSIS (applies to all commands)	

0201	Are only Commanding Officers and Medical Officers directing urine samples 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)
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Result	Comments
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. Reference: DoDI 1010.16, encl 4, para 2 through 4; MCO 5300.17A, appx B, para 2.b. through 2.j. (pp. B-3 – B-4)

Result	Comments
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 100 percent 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 5300.28F, encl 6, para 2.c.(1); MCO 5300.17A, appx. B, para 1.a. (p. B-1) and para 2.b. (p. B-3)

Result	Comments
0204	Can the unit provide documentation showing that it tests, at a minimum, 10 percent of its total personnel monthly using premise code “IR”? Reference: MCO 5300.17A, para 4.b(6)(d).1 (p. 8)

Result	Comments
0205	Can the unit provide documentation showing that it tests SACO(s), UPC(s), and Observers monthly using premise code “OO”?

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Reference: MCO 5300.17A, para 4.b.(5)(o), 4.b(6)(d).1 (p. 8); appx. B, para 1.c.(5) (p. B-1); appx. B. para 2.c.(8) (p. B-3)

Result	Comments
0206	<p>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 of report/return date, using premise code "OO"?</p> <p>Reference: MCO 5300.17A, appx. B, para 1.c.(5) (p. B-1); appx. B. para 2.c.(8) (p. B-3)</p>
0207	<p>Has the unit appointed an individual(s) as the UPC? Has the UPC received training prior to participating in the collection process?</p> <p>Reference: MCO 5300.17A, para 4.b.(5)(h) and (5)(l) (pp. 7 through 8)</p>
0208	<p>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?</p> <p>Reference: DoDI 1010.16, encl 4, para 3.c; MCO 5300.17A, appx. B, para 2.d. (p. B-3)</p>
0209	<p>Is the unit using DoD-approved bottles, absorbent pads, and leakage-proof bags?</p> <p>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</p>
0210	<p>Are the urine bottles properly labeled with DoD identification number and date of collection during specimen collection?</p> <p>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</p>
0211	<p>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 the individual serving as UPC.</p>

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Reference: MCO 5300.17A, para 4.b.(6)(c) (p. 8); appx. B, para 2.a. (p. B-3)

Result	Comments
Subsection 3 – ALCOHOL SCREENING PROGRAM (ASP) (applies to all commands)	
0301	Can the unit provide proof of working breathalyzer kits, and the secure storage location of kits when not in use. Reference: MCO 5300.17A, appx. D, para 2.c. and 2.m. through 2.n. (pp. D-1 through D-2)
Result	Comments
0302	Can the unit conduct a random ASP testing event? Note: This testing event is conducted in conjunction with random monthly urinalysis? Reference: MCO 5300.17A, appx. D, para 1. through 3. (pp. D-1 through D-2); MCO 5300.17A, para 4.b.(6)(d).1 and (6)(e) (pp. 8-9)
Result	Comments
0303	Is there an Officer or SNCO appointed in writing as the Alcohol Screening Program Coordinator (ASPC)? Reference: MCO 5300.17A, para 4.b.(5)(i) (p. 7); appx. D, para 2.b. (p. D-1)
Result	Comments
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, para 4.b(6)(e) (p. 9)
Result	Comments
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, para 2.f. (p. D-1)
Result	Comments

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