



# UNITED STATES MARINE CORPS

MARINE FORCES RESERVE  
4400 DAUPHINE STREET  
NEW ORLEANS, LOUISIANA 70146-5400

ForO 1700.24  
MCCS  
**JUN 22 2007**

## FORCE ORDER 1700.24

From: Commander, Marine Forces Reserve  
To: Distribution List

Subj: MARINE FORCES RESERVE (MARFORRES) SUBSTANCE ABUSE  
PREVENTION PROGRAM

Ref: (a) MCO P1700.24B  
(b) MCO 1610.7E/w CH 2  
(c) Manual for Courts Martial  
(d) JAGMAN  
(e) Urinalysis Coordinators Handbook  
(f) MCO P5040.6G  
(g) MCO P1001R.1J  
(h) NAVMC 2931  
(i) MARADMIN 316/01  
(j) MARADMIN 321/03  
(k) MCO P1900.16F

Encl: (1) Steroid Testing Request Sample Letter  
(2) Appointment Letter Format

1. Situation. To outline policies and procedures within MARFORRES for substance abuse and to provide guidance to unit level commanders and, Substance Abuse Control Officers (SACOs) for prevention, timely identification, intervention, appropriate discipline, and/or other administrative actions, followed by restoration to full duty for those Marines who show potential for further service, or separation as appropriate. Substance abuse is detrimental to mission readiness and failure to take swift and steady action would fall short of the esprit de corps that we strive for and taint the honor in our claim "Semper Fidelis". In accordance with reference (a) "Alcohol abuse and the distribution, possession or use of illegal drugs is contrary to the effective performance of Marines and to the Marine Corps mission, and will not be tolerated in the Marine Corps."

2. Cancellation. Force Policy Letter 8-04.

3. Mission. The mission of the MARFORRES Substance Abuse Prevention Program is to implement policies, procedures, and standards prescribed by the Commandant of the Marine Corps within MARFORRES and to provide supplemental instructions pertinent to administration of the Substance Abuse Prevention Program as per the references.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. An effective Substance Abuse Prevention Program has top-down participation in all aspects from training and education to urinalysis turnout. The program belongs to the Commanding Officer (CO), who is guided by Navy, Marine Corps, and Department of Defense (DoD) regulations. The Commander's program representative is the unit Substance Abuse Control Officer (SACO) who will maintain the program as well as advise the unit commander directly of all matters pertaining to the program.

(2) Concept of Operations. The Commander is tasked with the implementation of the Substance Abuse Prevention Program outlined in Marine Corps, Navy and Department of Defense (DoD) regulations.

b. Subordinate Elements Mission:

(1) MARFORRES, Marine Corps Community Services (MCCS) will:

(a) Serve in a management capacity, to the Commander on matters pertaining to the Substance Abuse Prevention Program MARFORRES-wide.

(b) Designate a MARFORRES Drug Demand Reduction Coordinator (DDRC) to provide oversight and guidance to subordinate commands SACOs.

(c) Coordinate and fund SACO training requirements for MARFORRES units' SACOs.

(d) Provide urinalysis testing supplies to MARFORRES units.

(e) Respond to all Drug Demand Reduction requirements from higher headquarters.

(2) Commanding Generals, Major Subordinate Commands (MSCs) will:

(a) Ensure their respective MSC establishes an aggressive compulsory Substance Abuse Prevention Program and Urinalysis Testing Program for each of their subordinate units and supervise the program through their respective Commanding General Inspection Program (CGIP).

(b) Appoint a Staff Non-commissioned Officer (SNCO) or Commissioned Officer in writing, in accordance with reference (a), to be their MSCs Substance Abuse Prevention Program point of contact (POC). Each Substance Abuse Prevention Program POC will coordinate with MARFORRES DDRC for unit level SACO training.

(c) Ensure that the Substance Abuse Prevention Program POC coordinates with MARFORRES Headquarters Battalion (HQBN) SACO for Urinalysis Program Coordinator (UPC) and Urinalysis Observer training.

(d) Ensure MSC UPCs and Observers are available to assist MARFORRES HQBN SACO as coordinators/observers when required.

(3) Commanding Officer Headquarters Battalion, MARFORRES

(a) MARFORRES HQBN CO is responsible for the New Orleans site urinalysis testing. Ensure that a copy of appointment letters for each MSC Substance Abuse Prevention Program UPCs and Observers are maintained in the MARFORRES HQBN SACO turnover folder.

(4) Commanding Officers/Inspector-Instructor (I-I):  
CO/I-I are tasked with the implementation of the Substance Abuse Prevention Program outlined in this order and as per the references. The CO/I-I will:

(a) Establish and post a command substance abuse policy letter.

(b) Ensure that every attempt is made to educate Marines in regard to Substance Abuse and the affect that it can have on the individual, the family, the unit, and the Marine Corps.

(c) Ensure that their Marines, especially those under the age of 21, understand that consumption of alcohol is not essential to the development of unit and Marine Corps pride.

(d) Ensure that their Marines understand the Marine Corps Policy on substance abuse.

(e) Assign, in writing, a SNCO or Officer to the SACO billet for a period of not less than one (1) year. Ensure that those assigned to the SACO billet, complete the mandatory SACO training within 90 days of assignment to the billet.

(f) Units that are considered "Force Assets" will follow these guidelines.

(5) Substance Abuse Control Officers (SACOs): The SACO will attend the SACO's training program within 90-days of the date of written assignment by the CO. The SACO will:

(a) Ensure that the command Substance Abuse Prevention Program and Urinalysis Programs are managed in complete accordance with established policies and procedures.

(b) Screen blotters, command duty logbooks, and naval urinalysis results messages on a daily basis.

(c) Advise the CO of all matters pertaining to the unit Substance Abuse Prevention Program.

(d) Maintain copies, and be knowledgeable, of all DoD, Navy and Marine Corps Substance Abuse Prevention policies and programs, orders and directives for daily reference.

(e) Create, supervise and maintain CO approved training plan, prevention plan, unit assessments, programs, policies, and procedures in regard to the Substance Abuse Prevention Program.

(f) Ensure the COs substance abuse and urinalysis policies are posted visibly throughout the unit.

(g) Attend training and education as designated by MARFORRES DDRC.

(h) Conduct semi-annual substance abuse prevention training with the unit's SNCOs and Officers.

(i) Conduct quarterly substance abuse prevention training with the unit's NCOs.

(j) Acquire a staff identification for login access permissions to the Alcohol and Drug Management Information Tracking System (ADMITS). To get access, go to the website at <https://admits.spawar.navy.mil>.

(k) Ensure that substance abuse prevention training is being conducted in all work centers on a quarterly basis for non-NCOs via the Building Alcohol Skills Intervention Curriculum (BASIC) course.

(l) Maintain communication with unit Sergeant Major and First Sergeant to ensure that all Alcohol Related Incidents (ARI) for all personnel are properly documented via Page 11 in the individual's Service Record Book (SRB) prior to referring the individual to the nearest Substance Abuse Counseling Center (SACC) for screening. (Process is the same for officers except that the Executive Officer (XO) will ensure that proper entry is made in the individual Officer's Qualification Record (OQR).)

(m) Refer all Marines on active duty and involved in alcohol/drug related incidents (ARI/DRI) to the SACC for screening and treatment. Complete and submit NAVPERS 5350/7, Drug and Alcohol Abuse Report (DAAR) Form, to the Alcohol and Drug Management Information Tracking System (ADMITS). The form can be printed from the <https://admits.spawar.navy.mil> web site.

(n) Maintain each case file for a period of two (2) years from the last entry date prior to destroying.

c. Coordinating Instructions

(1) Illegal Drug Use Program. Per reference (a), the use, possession, and/or distribution of illicit drugs will not be tolerated. Any member of MARFORRES convicted of such conduct will at a minimum be processed for administrative separation. In addition, any of the following sanctions may be applied at the Commander's discretion:

- (a) Courts-Martial.
- (b) Non-judicial Punishment.
- (c) Adverse Fitness Report per reference (b).
- (d) Suspension of base driving privileges for one year.
- (e) Revocation of military drivers license.
- (f) Indefinite suspension of security access to classified material. Reference (c), Part V, paragraphs e and f, and reference (d) sections 0111, 0112 and 0123 contain guidance concerning imposition of punishments in the case of Reserve Marines.

(2) Urinalysis Program. Urinalysis testing is a valid and reliable means for inspecting personnel to assess the command's readiness. Every unit will have an aggressive compulsory Urinalysis Testing Program, which ensures systematic screening of all Marines annually, regardless of rank, for the presence of drugs. Full cooperation of unit leaders is required to effectively counter drug abuse. Only COs and Medical Officers may direct that a urine sample be taken to test for drug

presence. Commands will not order urinalysis inspections for the primary purpose of obtaining evidence for trial by courts-martial or for other disciplinary purposes. Results of urinalysis inspections, however, may be used for any purpose, including disciplinary action and characterization of service in separation proceedings.

(a) SACOs are responsible to maintain their unit's aggressive urinalysis program and reporting all related issues to the CO.

(b) SACOs will complete the required training within 90 days of their appointment. Consideration will be given to maturity, grade, prior experience, and personal beliefs of prospective candidates. It is inappropriate to appoint an individual whose personal convictions or beliefs are inconsistent with the goals of the Marine Corps Substance Abuse Prevention Program or who have experienced alcohol/domestic problems within 2 years of assignment. Any Marine assigned as a SACO who is recovering from drug or alcohol dependence, will have a minimum of two years sobriety/abstinence, and a strong personal recovery program to include participation in Alcoholics Anonymous (AA) or Narcotics Anonymous (NA).

(c) All reserve units will randomly test not less than 10% per month of their on-hand personnel. Random testing on a frequent basis, with strict adherence to the control and observation measures designated by reference (e), is the strongest deterrence to drug use/abuse currently available to the Marine Corps. Aggressive pursuit of those who would use illegal drugs is encouraged. Random testing does not preclude, or include, other testing premises. Testing new joins and those returning from leave or TAD within 72 hours of their return is also required in accordance with reference (a).

(d) Reserve component members will be tested no later than 72 hours after the beginning of scheduled annual training (AT) or inactive duty training (IDT).

(e) Reserve SACOs are required to be tested at least monthly.

(f) Anabolic Steroid Testing. Possession or trafficking of anabolic steroids by Marine Corps personnel is prohibited and is considered a violation of Article 112, of the Uniform Code of Military Justice (UCMJ), except as prescribed by a physician for therapeutic purposes and recorded in the Marine's medical record. Approval for all steroid testing will be requested through MARFORRES DDRC. Enclosure (1) is the Steroid Testing Request form.

(3) Urinalysis Collection Personnel.

(a) Every unit will have not less than two (2) urinalysis observers and (1) UPC assigned in writing by the Commanding Officer. Individuals involved in the collection and shipment of urine samples will be tested at least once per month.

(b) Per reference (a), these individuals will be of a dependable nature and will not have had an alcohol-related incident within one (1) year of their appointment, or currently be in the aftercare program. Any current alcohol or drug related incident would prohibit their continuing assignment to this collateral duty.

(c) The UPC will be responsible for completion of the specimen collection process in accordance with reference (a) and on-going/refresher guidance from the command's SACO. The UPC should be an E-6 or above assigned in writing by the CO. They must be fully briefed by the SACO prior to the urinalysis. Each command will have a minimum of one (1) UPC in the command. UPCs will attend the UPC training course provided by the SACO. The UPC is the COs administrative authority during the collection process and is responsible for all aspects of the event. The UPC will run each urinalysis methodically and in meticulous detail as the results of their efforts may be challenged in court.

(d) Urinalysis Observer should be senior personnel, E-6 or above, where possible, and designated in writing by the CO. They must be fully briefed by the UPC prior to the urinalysis. Each command will have a minimum of two (2) trained male observers and one (1) trained female observer, per UPC attached to the command. Observers should attend the UPC training provided by the unit SACO.

## 5. Administration and Logistics.

a. Alcohol Awareness Program. The recreational use of alcohol is legal as long as it is consumed in a responsible manner. The detrimental affects of alcohol abuse are measured not only in the mental physical and financial cost to the individual but to the overall combat readiness of the unit and the Marine Corps. Personnel of all ranks are representatives of our beloved Marine Corps at all times. They should be educated about the symptoms of alcohol abuse, the affects of alcohol in their bodies, the personal and professional consequences of alcohol abuse and the assistance that is available to them should they have questions about or need help dealing with alcoholism.

b. Alcohol Abuse. Alcohol abuse is the irresponsible use of alcohol and will not be tolerated. Any Marine involved in an incident when alcohol is considered to be a determining factor is subject to the following in addition to appropriate disciplinary action:

(1) Potential adverse fitness report per provisions of reference (b) paragraph 3009.2.

(2) Suspension of base driving privileges for one (1) year and revocation of military driver's license.

(3) Indefinite suspension of security access to classified material.

(4) Formal counseling from the CO.

c. Unit Functions. Any unit function where alcoholic beverages are to be consumed will be in compliance with references (a), (f), and (g). All units should have a CO's substance abuse prevention policy in writing. The policy will be posted throughout the unit to spread awareness of the command's position with regard to substance abuse prevention, awareness, training, and education.

(1) The primary purpose of prevention education and training is to provide requisite knowledge of drug and alcohol abuse and their affects, and to assist in making a responsible decision on use. A secondary purpose is to train military and civilian supervisors in the important role of eliminating illegal drug use and reducing alcohol abuse and use.

(2) Substance abuse prevention education alone is not the answer to preventing abuse. However, if properly conducted, and with strong command support, prevention education can provide potential and present abusers with information to clarify personal values, improve problem solving and decision making skills, and understand alternative lifestyle choices. Tools such as these will help the individual Marine make a more informed decision concerning drug and/or alcohol use.

(3) Substance abuse prevention education and training is an on-going concept that must be taught as often as opportunities present themselves. Substance abuse prevention will be included as a Professional Military Education (PME) topic at regularly scheduled SNCO and Officer training sessions.

(4) Substance abuse prevention, with emphasis on underage drinking, DUI/DWI, and illicit drug usage, will be included in all safety stand downs, pre-holiday safety briefs, inactive duty training, liberty pass downs, and scheduled troop formations as required to meet the needs of this organization.

(5) The Unit SACO will be proactive with their training, education, and awareness programs. Resources for training are available through the MARFORRES DDRC. Training is only limited by their schedule and creativity.

(6) The consequences of illegal drug use, prescription and over-the-counter drug misuse and alcohol abuse should be emphasized.

(7) For the purposes of training, substance abuse prevention sessions will include, at a minimum:

(a) Substance abuse prevention training objectives established by reference (h).

(b) Reference (i).

(c) Reference (j).

(d) Viewing "From the Inside" video.

(e) BASIC.

(8) The "Marine Corps SACO Information and Reference Guide CD-Rom" aids the unit SACO by providing samples for conducting training plans, and methods for assessing the needs of a unit. A copy of disc is available to the SACO upon initial SACO training or via the MARFORRES DDRC.

(9) Annual training on Alcohol Awareness and Drug Prevention will be recorded and maintained in the individual's training record and the SACO files.

d. Officers and SNCOs.

(1) Officers and SNCOs will receive semi-annual supervisor training in substance abuse prevention from the unit SACO.

(2) The learning objectives below will be used to meet this requirement.

(a) State the Marine Corps' policy on drug/alcohol abuse and dependence as contained in reference (a) and in this order.

(b) Describe the difference between responsible drinking and alcohol abuse.

(c) Describe the importance of recreational activities as alternatives to substance abuse.

(d) Describe the early warning signs and progressive nature of substance abuse.

(e) Describe the supervisor's role in setting a positive example, preventing alcohol abuse (with emphasis on

underage drinking), the identification and referral of abusers, and the alcohol abuse/dependency recovery process.

(f) Describe Marine Corps policy on illegal drug use and urinalysis testing as reflected in reference (a) and in this order.

(3) Officers and SNCOs will discuss the unit Commander's substance abuse policy, and the Marine Corps policy concerning substance abuse prevention with subordinates. Marines will receive counseling upon checking into a unit or at least at the Commanders welcome aboard brief. Supervisors will conduct substance abuse training with their sections at least semi-annually.

e. Non-Commissioned Officers (NCOs).

(1) In addition to the Officer and SNCO annual training objectives, NCOs are required to receive substance abuse prevention training through a Commandant of the Marine Corps (CMC) Personal and Family Readiness Division (MR) approved course provided by the unit SACO and the MARFORRES DDRC.

(2) This NCO training course is a one-time requirement and completion should be annotated in the individual's training record. Completion of this training does not excuse NCOs from participating in additional unit level substance abuse prevention training.

(3) The course learning objectives are:

(a) Describe the impact substance abuse has on mission readiness.

(b) Describe the role of the small unit leader in preventing substance abuse.

(c) Describe how alcohol is absorbed, processed, and eliminated from the body.

(d) Define Blood Alcohol Content (BAC).

(e) Identify factors that influence BAC.

(f) Explain alcohol affects at various BACs.

(4) NCOs will provide this prevention training to their subordinates at least semi-annually.

f. Lance Corporals (LCpls), Privates First Class (PFCs), Privates (Pvts) and New Joins:

(1) Will receive initial command substance abuse brief upon check-in with unit SACO.

(2) Will receive substance abuse brief from work center supervisor upon check-in or no later than the initial counseling session.

(3) Will attend at least the quarterly training provided by their NCOs.

(4) Will be directed to attend all rank appropriate training as given by the SACO.

Note: All substance abuse briefs will strongly discourage underage drinking.

g. Minimum Drinking Age. The minimum legal drinking age in the Marine Corps is 21 years of age. There is no exception that allows for any Marine under the age of 21 to consume, purchase, sell, serve, or even possess alcoholic beverages, regardless of other age laws set forth by bases, boats, states, or countries. Per reference (a) any underage Marine who abuses alcohol, will be processed, at a minimum, in the following manner:

(1) 6-month suspension of base driving privileges. (Non-DUI cases only)

(2) Page 11 entry, citing alcohol violation, in service record book.

(3) Alcohol screening by the unit SACO.

(4) For active duty, a referral to the nearest SACC for assessment.

(5) Assignment to 12 months of aftercare with the command SACO.

h. Alcohol Screenings. Rudimentary screening will be conducted at the unit level for every member, regardless of rank, involved in an alcohol-related incident. Commands will ensure that all required screening and/or treatment for alcohol-related incidents (ARIs) occurs in a timely manner. The unit SACO will screen a Marine or Sailor as soon as possible but within 24 working hours of the incident. Reserve Marines must meet the criteria as outlined in reference (a) chapter 4, paragraph 4001.3.

i. Formal Treatment and Rehabilitation Programs. Refer to reference (a).

j. Aftercare. The Marines that complete treatment will be placed in an aftercare status for 12 months. The cognizant SACC

or the inpatient treatment facility will provide a written Aftercare Plan for Marines completing treatment. In order to meet individual needs, the Aftercare Plan will vary for each person. Aftercare will be provided at the unit level, not at the SACC.

(1) Aftercare requires close observation and mandatory completion of the individual Aftercare Plan and participation in self help groups (e.g., AA, NA, etc.). The unit SACO will be responsible for monitoring Marines in the aftercare program and providing an accurate assessment of their progress to the CO/I-I. In Aftercare, Reserve Marines will meet with their SACO on a monthly basis while mobilized Marines will meet with their SACO on a bi-weekly basis. The Marine's progress will be documented in the member's case file after every meeting.

(2) A Marine diagnosed as alcohol dependent who returns to the use of alcohol, while in an aftercare status, will be counseled by the CO and referred to the nearest SACC for reevaluation and recommendation. Likewise, any Marine not diagnosed as alcohol dependent, who returns to the abuse of alcohol will require immediate referral.

k. Treatment Failures.

(1) Individuals who fail to make progress, or who regress, should not automatically be considered a treatment failure. The individual's plan (treatment or aftercare) should be reassessed by the treatment facility to determine if there is a need to modify the approach. If the outcome indicates a need to modify the plan, the necessary modifications will be made so the individual can effectively achieve the assigned goals.

(2) Individuals who refuse to participate in their plan, or who are determined by a physician to have failed treatment, will be returned to their command and will be processed for separation per reference (k).

l. Separation or Retention.

(1) Before deciding to separate a Marine, the Commander should consider all possible factors, to include the needs of the Marine and the Marine Corps. Often, a developing alcohol problem manifests itself in a series of acts of misconduct and/or steadily deteriorating performance. Every effort must be made to identify and treat Marines before their record has deteriorated to the point where administrative separation is likely. Per reference (g) in instances in which an offense under the UCMJ is committed by a Reserve Marine during AT or IDT but the offense is not discovered until the period of AT or IDT has ended, or the period of AT or IDT including all authorized retention/extension periods have ended, the Commander may wait until the next drill period to conduct Non-Judicial Punishment (NJP). The Secretary

of the Navy (SECNAV) will not authorize a recall to active duty unless it is to face trial by court martial.

(2) Any Marine who refuses, fails to participate, or does not successfully complete treatment/aftercare will be processed for separation per reference (k). Likewise, any Marine who returns to the abuse of alcohol and/or whose standards of conduct and performance declines following the successful completion of a treatment/aftercare program will be processed for separation per this order and reference (k), if determined not amendable or qualified for additional treatment.

(3) Marines determined to have used or possessed illegal drugs will be screened at the nearest SACC and processed for separation per reference (k). Coordination will be made with HQMC and MARFORRES to get Active Duty Marines to treatment. Marines who have been retained, will be ordered into a drug treatment program recommended by the SACC, and comply with aftercare program requirements.

m. Declining Treatment. If a Reserve Marine being processed for separation declines treatment, the Command will at that time:

(1) Provide the Marine, in writing, the toll free number (1-800-827-1000) for the location of the Veterans Administration Medical Facility (VA MedFac) nearest their place of residence or home of record and document the date and the fact that the Marine was provided this information in the Marine's case file. Active duty Marines will receive treatment prior to separation unless under special circumstances.

(2) Document the declination of treatment in the OQR/SRB page 11, with the Marine's signature acknowledging the refusal.

(3) Commanders may note and sign the entry if the Marine refuses to sign the OQR/SRB statement declining treatment.

n. Antabuse

(1) Antabuse is a medically prescribed treatment to aid in the recovery of selected alcohol dependent Marines. It is not medically warranted in every case and only a qualified medical officer may prescribe it. Commands will not obtain or dispense Antabuse.

(2) Marines participating in drug/alcohol treatment programs will not be required to take Antabuse against their will. There may be times when a Marine feels a need to take Antabuse; this should be expected. This procedure will only be conducted under medical supervision.

o. VA MedFac.

(1) The use of VA MedFac for treatment of drug/alcohol dependence is considered an alternative to treating the Marine at a Military Treatment Facility (MTF) and should be utilized for special circumstances. If a commander determines that treatment at a VA MedFac is in the best interest of the Marine Corps and the Marine being separated, a request will be submitted to CMC (MR) via message.

(2) Reserve Marines being treated at a VA MedFac are required to be separated from active duty through a designated Marine Corps activity per the references. Treatment will be at the VA MedFac with capabilities nearest the Marine's home of record or place of residence. The Marine must have a copy of their DD214 and have completed the VA Form 1010Ez which can be obtained from the local VA or from the website [www.va.gov](http://www.va.gov).

p. Submit all change recommendation to this order via the appropriate chain of command to MARFORRES Marine and Family Services (M&FS). The recommendations can be letter or email and should include supporting rationale. MARFORRES M&FS will establish working groups or identify subject matter experts, when needed to address recommended changes.

6. Command Signal.

a. Command. This order is applicable to the Marine Corps Reserve.

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



R. E. BRAITHWAITE  
EXECUTIVE DIRECTOR

Distribution: B

**UNITED STATES MARINE CORPS**  
[UNIT HEADER]

SACO

[date]

From: Commanding Officer,  
To: Headquarters, United States Marine Corps Drug Demand  
Reduction Program  
Manager  
Via: Marine Forces Reserve Drug Demand Reduction Coordinator

Subj: JUSTIFICATION FOR STEROID TESTING

1. Request testing to determine possible use of a controlled substance.
2. This Marine is a member of (UNIT NAME, deploying). It is imperative to identify and eliminate any illegal drug users prior to deployment.
3. Point of contact is SSgt I.B. Hard at (xxx) xxx-xxxx.

C.O. SIGNATURE

Enclosure (1)

UNITED STATES MARINE CORPS  
UNIT HEADER

1700

CO  
Date

From: Commanding Officer  
To: Rank, Name, SSN/MOS, USMC

Subj: APPOINTMENT AS SUBSTANCE ABUSE CONTROL OFFICER (SACO)

Ref: (a) MCO P1700.24B  
(b) NAVMC 2931  
(c) ForO 1700.24  
(d) URINALYSIS COORDINATORS HANDBOOK

1. Per the references, you are hereby appointed the unit Substance Abuse Control Officer (SACO).
2. You will be guided and perform your duties per the references.

I.B. COMMANDING

-----  
FIRST ENDORSEMENT

Date

From: Rank, Name, SSN/MOS, USMC  
To: Commanding Officer

1. I have read and understand the contents of the references.

U. R. MOTIVATED

Copy to:  
SACO

Enclosure (2)