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UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION YUMA
BOX 99100
YUMA, ARIZONA 85369-9100

MCAS
5300
CP&L

SEP 27 2017

MEMORANDUM OF UNDERSTANDING
BETWEEN
MARINE CORPS AIR STATION, YUMA, ARIZONA
AND
AZTEC HIGH SCHOOL

M62974-20170126-0335

Subj: MARINE CORPS AIR STATION YUMA DRUG DEMAND REDUCTION PROGRAM ADOPT A SCHOOL PROGRAM FOR AZTEC HIGH SCHOOL

Ref: (a) MCO 1755.3

Encl: (1) SOP for DDRP Adopt a School Program (cover page)

1. Purpose. This Memorandum of Understanding (MOU) is by and between Marine Corps Air Station (MCAS) Yuma, Arizona, and AZTEC High School to implement a volunteer school outreach program for Marines and Sailors to perform community outreach through the MCAS Yuma Drug Demand Reduction Program (DDRP) in the form of prevention and education programs to AZTEC High School students. The purpose of this agreement is to establish protocol and policies for military volunteers participating in the DDRP Adopt a School Program.

2. Background. AZTEC High School is a charter school under the umbrella of the Yuma County Juvenile Justice Center. The MCAS Yuma Drug Demand Reduction Program provides resources to improve and sustain unit readiness by reducing health and social costs through education and awareness programs. Per the reference, community outreach is an essential component of the Drug Demand Reduction Program. DDRP has established an outreach program to support grassroots community involvement in education through Marine Corps volunteerism by mentoring AZTEC High School students, contributing to their education, citizenship and enrichment, and motivating them to set positive life goals and reduce their involvement in destructive behaviors such as drugs, crimes, and violence. Education and training through this program is designed to increase awareness of the physical and emotional consequences of synthetic drug use and abuse of prescription and over-the-counter medication. DDRP military volunteers who work with these high school students would likely yield the beginning of positive changes within the community at large. Military children attend local schools and are either positively or negatively impacted by the outside influences of community school norms. By joining with the Yuma community, DDRP has the opportunity to bridge a culture gap, providing military and civilians, a sense of common cause and purpose.

3. Terms of Agreement

a. In accordance with the Department of Defense regulations and subject to the availability of volunteers, the Marine Corps School Liaison Program (MCSLP) agrees to work with DDRP, AZTEC High School and the MCAS Yuma Public Affairs Office (PAO) to coordinate the following:

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SCHOOL PROGRAM FOR AZTEC HIGH SCHOOL

(1) Identify military volunteers to support School standard-based goals and curriculum.

(2) Coordinate DDRP military volunteers for school activities and events such as festivals and sporting activities.

(3) Identify DDRP military volunteers to serve as mentors within the School environment, in support of academic and social incentive programs.

(4) Support the collaboration of military volunteers with the School's Red Ribbon Week activities.

b. AZTEC High School agrees to the following:

(1) Invite DDRP military volunteers to relevant School activities.

(2) Provide letters of appreciation from School administration to DDRP military volunteers as appropriate.

(3) Support military troops by participating in deployment morale activities such as sending letters, postcards and art work overseas, and making posters for departing and arriving troops.

(4) Provide training to DDRP military volunteers to become "Kids@Hope" mentors.

4. Additional Provisions

a. The DDRP Adopt a School Program is set to be conducted for the duration of each school year. DDRP military volunteers will engage AZTEC High School students once per month on the third Thursday of each month.

b. The DDRP Coordinator will coordinate with the MCAS Yuma School Liaison, the superintendents and principal of AZTEC High School to address training needs of the targeted group.

c. MCAS Yuma PAO will provide a brief on protocol for every new group of Marines going into the schools to ensure they are representing the Marine Corps accordingly.

d. Military volunteers participating in DDRP Adopt a School Program will be required to adhere to policies and responsibilities outlined in enclosure (1). All military volunteers will be provided a Community Involvement Hours Logbook. Background checks must also be conducted and approved before participating in DDRP Adopt a School Program.

e. Enclosure (1) may be updated in the future by the DDRP Coordinator. (When referring to enclosure (1) in this MOU, it includes the cover page and the SOP in its entirety.) If a revision occurs, the draft enclosure will be routed to AZTEC High School for review and approval. Upon concurrence of both parties, the new enclosure will supersede the current enclosure and become a part of this MOU. Updating the enclosure will not require new signatures for the MOU from the Approving Authorities.

Subj: MARINE CORPS AIR STATION YUMA DRUG DEMAND REDUCTION PROGRAM ADOPT A SCHOOL PROGRAM FOR AZTEC HIGH SCHOOL

f. It is expressly understood and agreed that this MOU embodies the entire agreement between the parties regarding the MOU's subject matter. Any verbal promises, representations, or understandings not expressly set forth in this document are null and void. Nothing in this agreement is intended to conflict with current law or regulation. If a term of this agreement is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this agreement shall remain in full force and effect.

5. Measure of Effectiveness

- a. Completion of the MOU activities.
- b. Feedback from all participants involved in the MOU activities.
- c. Consistent and timely communication between MCSLP, DDRP Coordinator and AZTEC High School.
- d. Shared goals and expectations between MCSLP, DDRP Coordinator and AZTEC High School.

6. Points of Contact. Personnel responsible for the execution of this agreement are the MCAS Yuma DDRP Coordinator and the AZTEC High School Superintendent. Reviews of this agreement are performed by the MCSLP, DDRP Coordinator and AZTEC High School Superintendent. The MCAS Yuma Point of Contact for the administration of this agreement is the Support Agreement Manager (SAM). Any modification to the contents and conditions of the agreement must be facilitated through the SAM.

MCAS Yuma DDRP Coordinator
(928) 269-2791

AZTEC High School Superintendent
(928) 314-1920

MCAS Yuma Support Agreement Manager
(928) 269-2047 / (928) 269-3637

7. Funds and Reimbursements. This MOU does not document nor provide for the exchange of funds between the parties nor does it make any commitment of funds or resources.

8. Modification. The terms of this agreement will normally be modified by mutual agreement by both parties. Notification of the intention of either party to terminate or modify the agreement will be by written notice at least 30 business days in advance of the proposed date. Any unlawful behavior or negligence to provide service will result in immediate termination of this agreement. Any modification(s) will be recorded in writing and made a part of this basic agreement. This MOU is not transferable to another party.

9. Effective. This agreement becomes effective upon the last date of the signatories below. This MOU will remain in effect for three years with annual reviews or until modified, terminated, or superseded by official documentation.


 T. D. HARDY
 School Superintendent
 AZTEC High School

9/6/17
 Date

SUGGS.DAVID.AL
 LEN.1125602939

Digitally signed by
 SUGGS.DAVID.ALLEN.1125602939
 DN: c=US, o=U.S. Government, ou=DoD,
 ou=PKI, ou=USMC,
 cn=SUGGS.DAVID.ALLEN.1125602939
 Date: 2017.09.27 15:52:34 -07'00'

D. A. SUGGS
 Colonel, U.S. Marine Corps
 Commanding Officer, MCAS Yuma

Date



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UNITED STATES MARINE CORPS
MARINE CORPS COMMUNITY SERVICES
MARINE CORPS AIR STATION YUMA
BOX 99160
YUMA, ARIZONA 85369-9160

IN REPLY REFER TO
5300
MCCS

From: Coordinator, Drug Demand Reduction Program
To: Distribution List

Subj: STANDARD OPERATION PROCEDURES FOR THE DRUG DEMAND REDUCTION PROGRAM
ADOPT A SCHOOL PROGRAM

Ref: (a) MCO 1755.3

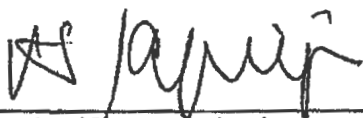
Encl: (1) Yuma County Juvenile Court Background Check Package
(2) Community Involvement Hours Logbook

1. Purpose. To publish instruction for procedures associated with the Drug Demand Reduction Program (DDRP) Adopt a School Program for military volunteers.
2. The duties and expectations of military volunteers are as follows:
 - a. Interact positively with all students and staff at Aztec High School;
 - b. Perform tasks as directed by teachers and school counselors.
3. Military volunteers will not be left alone at any time with a student. There will be no one-on-one engagement with students, especially with those of the opposite sex.
4. Prospective military volunteers will complete the following steps before volunteering:
 - a. Meet with the DDRP Coordinator;
 - b. Complete the Yuma County Juvenile Court background check package (enclosure 1). Military volunteers must pass the background check before they can interact with students;
 - c. Attend the 45-minute Prison Rape Elimination Act brief and the Public Affairs Office (PAO) protocol brief;
 - d. Complete the Kids@Hope Module 1 training.
5. Military volunteers will maintain a Community Involvement Hours Logbook (enclosure 2).
6. Military volunteers will be in the uniform of the day. If the activities require the volunteer to wear physical fitness gear, the volunteers will don green on green.
7. Military volunteers are not allowed to engage the media, if present, without prior authorization from the DDRP Coordinator and PAO.

Enclosure (1)

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8. All requirements must be met and at any time, the DDRP Coordinator may revoke the ability for any military volunteer to participate without prior notice.



Mr. Virgil S. Tapispisan, M.A.
DDR Program Coordinator
MCAS Yuma

Enclosure (1)