

*****Important Information*****
Please read before completing a new ASP Form

Alcohol Screening Program Coordinator (ASPC)

1. Print this page and use these instructions to complete a new form
2. Downloaded the MCC/RUC/Unit Name file from
https://ehqmc.usmc.mil/sites/family/mfc/mfc4/Shared%20Documents/MCC_RUC_Unit.pdf
(once you have your MCC/RUC/Unit Name, save it for future use)

New Form

1. Open ASP Site (<https://ehqmc.usmc.mil/sites/family/mfc/mfc4/ASP%20Submissions/Forms/AllItems.aspx>)
2. Click on “New” to open a blank form in your browser
3. Use the drop down menu and select your installation
4. Go to the Unit Reporting PDF you downloaded, select/copy/paste your MCC/RUC/Unit Name in the form
5. Select month and year of test
6. Enter total number of Marines and Sailors assigned to the unit
7. Enter total number of tests completed on Marines and Sailors to date (at the end of the year, this number should equal twice the total number assigned to the unit)
8. Enter in POC information
9. Select from the drop down menu your SACC POC (this is the location from which you received your equipment)
10. Enter results of the ASP testing
11. Enter the required information on those referred for screening and or fit for duty (ensure to check the required box(s) to the right)
12. Click “Submit” button on bottom of form to save in SharePoint and route to SACC

SACC Personnel

1. Open ASP Site (<https://ehqmc.usmc.mil/sites/family/mfc/mfc4/ASP%20Submissions/Forms/AllItems.aspx>)
2. Under “View” dropdown on the far right choose your Installation/SACC (screen will refresh)
3. View all reports from your units
4. Under “Actions” dropdown choose “export to spreadsheet” to export to Excel document on your computer