

## Inspection Checklist Item- 0101 Commanding Officer's Substance Abuse Policy

Yes No Does the CO's Policy provide guidance to Marines

Does the policy address-

Yes No Responsible use of alcohol

Yes No DUI

Yes No Illicit drug use

Yes No Misuse of prescription drugs

Yes No Consequences of non-compliance

Yes No Testing of subordinate units

Yes No Testing of non, co-located personnel

Yes No Individual responsibilities

Yes No Testing of SACO/UPC/Observer

Yes No Testing of PCS/leave/UA personnel

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Yes No Is the policy prominently displayed

Yes No If asked, can random Marines explain the policy

Yes No Is there a copy in the SACO turnover binder

*\*Is there record of affirming new check-in's understanding the CO's policy*

## Inspection Checklist Item- 0102 Commanding Officer Appointments

Are there appointment letters for the following-

Yes No SACO/A. SACO's (If SACO and UPC are the same Marine, ensure 2 appointment letters (1 SACO and 1 UPC)

Yes No UPC's

Yes No Observers (Must be a Marine other than the SACO and the UPC)

*\*It is recommended SACO's not be designated as UPC's*

Yes No Certificates showing SACO's and A. SACO's completed a SACO Course within 90 days of appointment

Yes No Proof the UPC completed training prior to involvement in any testing

Yes No Proof the Observer completed training prior to involvement in any testing

*\*Observer Brief Sheets do not count and 'blanket letters' are not recommended. It is also recommended Observer personnel be E-5 and above.*

### **Inspection Checklist Item- 0103 Urinalysis Testing Record Packets**

- Yes No Is the letter for testing signed by the CO available
- Yes No Is there a Unit's alpha roster/MOL (Marine On Line) report for the amount of personnel being tested

Are the following available-

- Yes No DTP/DTP Lite-generated testing roster
- Yes No Testing register
- Yes No DD Form 2624(s)
- Yes No Observer Brief Sheets
- Yes No Roster of Marines failing to report for testing (roster is annotated by CO)

Is there a roster for the following 'OO' Premise Code:

- Yes No Marines returning from leave for previous 6 months
- Yes No Newly assigned personnel for previous 6 months
- Yes No Marines returning from UA if any for previous 6 months
- Yes No Letters to HQMC DDRP requesting Steroid or other special testing if applicable
- Yes No Are there Testing Event Summaries\*

*\*Numbers indicating unit end strength, amounts selected to test, amounts tested, amounts not tested, amounts of negative samples and positive samples.*

### **Inspection Checklist Item- 0104 Monthly 10% Random Testing**

- Yes No Are there Urinalysis Testing Record Packets
- Yes No Is there an MOL report (or Event Summary) showing unit's total population on the date of the testing
- Yes No Does the unit meet 10% IR testing since the previous CGI
- Yes No Do the testing rosters correlate with the DD Form 2624's

### **Inspection Checklist Item- 0105 Monthly SACO/UPC/Observer Testing**

- Yes No Is the SACO, Asst. SACO and UPC's tested by a sister unit (OO Premise Code) on a monthly basis
- Yes No Are the unit's Observer's all tested on a monthly basis (OO Premise Code)

**\*SACO's may be asked to provide IFTDTL printouts or ledgers indicating unit's ASACO's, UPC's and Observers were all tested on a monthly basis using Premise Code 'OO'.**

### **Inspection Checklist Item- 0106 Leave and PCS Testing**

- Yes No Does SACO have a means of tracking of all new personnel checking into the unit
- Yes No Does SACO have a roster of all Marines who were on leave more than 5 days
- Yes No Can the SACO provide registers from IFTDTL indicating 'new joins' and personnel returning from leave were tested within 72 hours upon their return using premise code OO

### **Inspection Checklist Item- 0107 Unadulterated Specimens**

- Yes No Is there any record of any "SA" or "SB" sample discrepancies

*\*Noted as well should be concerns regarding amounts of 'untestable' samples*

### **Inspection Checklist Item- 0108 Demonstrate a Random Urinalysis Testing Event**

- Yes No Are proper UPC and Observer procedures followed and Observers briefed by UPC
- Yes No Is the UPC's testing area in a secure location
- Yes No Is the latrine properly secured from other personnel for testing
- Yes No Does the UPC maintain proper control of the immediate register area
- Yes No Are UPC's and Observers briefed prior to testing ensuring Observers do not lose sight of bottle and are able to see urine leave the body

**Note- Ensure attached 36 point Urinalysis Collection Procedures Checklist (UCPC) is strictly adhered to**

### **Inspection Checklist Item- 0109 Proof of Identity**

- Yes No Does the UPC confirm, identify and verify the Marine by their Military ID/CAC

*\*SACO will ensure MRO's correctly correlate to IFTDTL Positive Urinalysis Reports*

### **Inspection Checklist Item- 0110 DoD-Approved Bottles**

- Yes No Were the units specimen bottles received from MCBCP DDRC's or were they obtained through supply (NSN 6640-00-165-5578)

### **Inspection Checklist Item- 0111 Direct Observation**

- Yes No Are UPC's and Observers briefed prior to testing ensuring Observers do not lose sight of bottle and are able to see urine leave the body
- Yes No Does the observer witness the complete collection process (observing the fluid leaving the body)
- Yes No Is the observer checking for deceptive devices, possible chemical adulteration or dilution of the specimen
- Yes No Is the observer requiring the donor upon returning to the UPC table to carry the specimen bottle inverted indicating the lid is securely tightened

### **Inspection Checklist Item- 0112 Specimen Bottles Securely Tightened**

Yes No Is the UPC checking specimen bottles upon their return for temperature

### **Inspection Checklist Item- 0113 Chain of Custody**

Yes No Is there a history from the day the SACO generates the testing roster, labels and DD Form 2624, that there is documentation after each assumption and relief of possession

Yes No Is the final entry of the DD Form 2624 stamped by the USPS indicating final receipt of the Chain of Custody

### **Inspection Checklist Item- 0114 Steroid Testing**

Yes No Is there a written and signed request on record of any specimen requested to be tested for steroids

Yes No Does the request to HQMC describe the basis for the submission and request

### **Inspection Checklist Item- 0115 Medical Officer Determinations**

Yes No Is there a history of completed MRO worksheets for each Marine with a prescription drug positive\*

\*SACO will ensure MRO's correctly correlate to IFTDTL Positive Urinalysis Reports

### **Inspection Checklist Item- 0116 ARI and DRI Referrals**

Yes No Is there a means or record of how ARI's are reported

Yes No Is there an IFTDTL roster of Marines that have had a positive drug test

Yes No Is there a properly maintained unit SACO record for each Marine on both rosters

Yes No Is there record of a SACC recommendation indicating the Marine had been referred and screened by the SACC

Yes No Are SACO records completed and recorded with appropriate documentation (i.e., supervisory input, SACC recommendation, completion of the SACC recommendation for education or treatment and aftercare and record kept in chronological order including the Command's aftercare)

Yes No Does the SACO understand their role regarding the Marine's 52 week aftercare period (bi-weekly tracking, checking that the Marine is following all areas of this their treatment discharge summary)

### **Inspection Checklist Item- 0117 Supervisory Training**

Yes No Can the SACO provide a record proving 80% of SNCO's and Officers received Supervisory Training for the previous 2 years\*

Yes No Is there supervisory level training on the unit's training calendar for current year

\*SACO is expected to determine the percentile from a provided roster for the inspector of SNCO and Officer Personnel present on 31 Dec XX for the previous 2 years along with a roster of E-6 and above that attended the required Supervisory training for the two years.

## Inspection Checklist Item- 0118 Promoting Prevention and Education

Yes No            Is there disseminated information in locations that Marine's use promoting alcohol awareness and "Zero Tolerance" drug use

*\*It is expected the SACO explain other means of accomplishing prevention, education and outreach to the unit.*