



UNITED STATES MARINE CORPS
COMMUNICATION TRAINING BATTALION
MARINE CORPS COMMUNICATION-ELECTRONICS SCHOOL
BOX 788251
TWENTYNINE PALMS, CALIFORNIA 92278-8251

IN REPLY REFER TO:
5355
CO/CTB
1 Jul 18

Battalion Policy Letter 4-18

From: Commanding Officer
To: All Hands

Subj: SUBSTANCE ABUSE POLICY

Ref: (a) MCO 5300.17

1. Cancellation. Battalion Policy Letter 4-16
2. Commander's Statement: As a command who trains both entry and advanced level communicators, our mission is critical to the Marine Corps and all of its units. Any item that takes away from the performance, critical thinking, and discipline that is required from either permanent personnel or a student, only hurts our ability to do so. Substance abuse is one of these mission detracting, team weakening items.
3. Alcohol Use: Alcohol can be consumed responsibly only by Marines or civilian over the age of 21 and in accordance with Group Policies, Ref (b) and (c). Alcohol abuse such as underage drinking, unauthorized possession, unauthorized distribution, and drinking while operating a vehicle, will not be tolerated.
4. Drug Use: There is zero tolerance for the possession, manufacture, trafficking, distribution, or use of illegal drugs or drug paraphernalia as well as abuse, or misuse, of prescription drugs.
5. Testing: Substance abuse testing will occur monthly for the Battalion and all of its collocated subordinate units including Urinalysis program coordinators and observers. Participants will be picked at random. Additional screenings will occur for Marines reporting in from Permanent Change of Station, Unauthorized Absence, and leave periods exceeding 5 days will be subject to testing within 72 hours of arrival/return. Non-collocated subordinate units will adhere to their administrative controlling unit's testing procedures and policies.
6. Individual Responsibility: It is our duty to ensure we are mission ready. Be vigilant and know the signs of someone who is abusing alcohol or drugs. If we see or suspect one of our teammates abusing a substance, intervene and report. Let's get them the help that they need. Know your limits when it comes to responsible drinking and always have a safe travel/liberty plan. Look after each other. Everyone has a critical part to play on the team, so we cannot afford to lose anyone.
7. Consequences for Non-Compliance: Non-compliance to this policy will result in appropriate administrative action and/or prosecution under the UCMJ.
8. Resources: Additional information and detail can be located in the references. Assistance and information are also available through the Marine Corps Communications Electronics-School Substance Abuse Control Officer (SACO) at 760-830-7226 or your Chain of Command.

R. W. SAVATT