



UNITED STATES MARINE CORPS
COMMAND ELEMENT
II MARINE EXPEDITIONARY FORCE
PSC BOX 20080
CAMP LEJEUNE, NC 28542-0080

II MEFO 5300.3
G-10

JAN 20 2016

II MARINE EXPEDITIONARY FORCE ORDER 5300.3

From: Commanding General
To: Distribution List

Subj: ANNUAL II MARINE EXPEDITIONARY FORCE SUBSTANCE ABUSE
CONTROL OFFICER OF THE YEAR AWARD FOR SUSTAINED
SUPERIOR PERFORMANCE

Ref: (a) MCO 5300.17, Marine Corps Substance Abuse Program
(b) II MEFO 5580.1, II Marine Expeditionary Force Counter-
Drug Campaign Plan
(c) II MEF MSG, "II MEF Substance Abuse Program Amplifying
Guidance," DTG 131654Z Jul 15
(d) II MEF MSG, "Protect What You've Earned Campaign
Implementation Plan," DTG 311451Z Jul 15

Encl: (1) Recommended Format for Substance Abuse Control Officer of
the Year Award Nomination

1. Situation. To establish permanent guidance regarding the selection criteria to annually recognize one exceptional II Marine Expeditionary Force (MEF) Substance Abuse Control Officer (SACO) whose acts are noteworthy and demonstrates outstanding service in support of II MEF and its service members.

2. Mission. This Order promulgates refined guidelines and submission requirements to recognize II MEF SACOs that have truly demonstrated superior performance in all areas of substance abuse prevention, with special emphasis on substance abuse program compliance, "Protect What You've Earned" Campaign efforts, Counter-Drug Campaign initiatives and overall unit readiness. This award is a Commanding General (CG), II MEF award and will be presented annually to a SACO within II MEF who meets the criteria described below and is in compliance with the Marine Corps Order and Directives.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The purpose is to identify and reward one II MEF SACO each year that has clearly excelled in all areas of substance abuse prevention. Only the highest caliber Marine or Sailor should be considered for this prestigious award.

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(2) Concept of Operations

(a) This award will be presented annually covering a period of twelve months. This is a fiscal year award with the award period being 1 October through 30 September.

(b) The award has three general categories which will be evaluated: (1) unit level Substance Abuse Program compliance; (2) "Protect What You've Earned" Campaign efforts; and (3) Counter-Drug Campaign initiatives. Each nominee will be evaluated based on these categories. Enclosure (1) will be utilized as the recommendation award nomination submission format.

(c) The award recipient will receive a Certificate of Commendation, a 96 hour liberty pass, and a II MEF coin from CG II MEF. The battalion or squadron of the recipient will also receive a 72 hour liberty pass from CG II MEF.

(d) All battalion/squadron level SACOs or higher within II MEF are eligible for this award.

(e) Award nomination packages will follow the format outlined in enclosure (1) and be submitted via the chain of command with a Major Subordinate Command/Element (MSC/E) level endorsement. Award submissions must be received by the II MEF G-10 no later than 30 November covering the previous fiscal year. Once all packages are received, an appropriate awards board will be convened comprised of the AC/S G-10 (Chair), II MEF Prevention Director, II MEF Substance Abuse Prevention Program Manager, II MEF Substance Abuse Program Manager, and a representative from each MSC/E. Once the board selects a nominee, the nominee's package will be forwarded to CG II MEF for final approval.

(3) Tasks

(a) MSC/Es. Solicit and review award recommendations from your subordinate commands. If necessary, conduct your own awards board to determine the most qualified SACO as outlined in paragraph 3.2.b above. Only one award submission can be forwarded to II MEF, in accordance with this Order.

(b) II MEF G-10

1. Maintain overall II MEF staff cognizance of this award program.

2. Support this awards program by identifying and providing Subject Matter Experts to coordinate and assist CG II MEF in the review and data collection/verification of the award recommendations.

3. Maintain continuous dialogue with II MEF MSC/Es points of contact regarding information contained in this Order.

4. Provide voting board members to assist in the awarding process.

5. Review this Order annually and update as necessary.

d. Coordinating Instructions. This Order will be posted to the II MEF and II MEF G-10 SharePoint site.

4. Administration and Logistics. Recommendations concerning this Order are invited. Recommendations should be forwarded by endorsement to CG (Attn: AC/S G-10) via the chain of command.

5. Command and Signal

a. This Order will be reviewed annually.

b. This Order is effective the date it is signed.


W. LEE MILLER, JR.

Distribution: A

Recommended Format for Substance Abuse Control Officer of
the Year Award Nomination

1. Nomination packages will be submitted in a narrative format (Courier New/12 pitch). Supporting enclosures with charts/graphs are encouraged but not to exceed necessary information outlined in this enclosure.
2. The narrative will begin with a summary statement describing the SACO's sustained superior performance during the previous fiscal year to include program and training highlights and accomplishments.
3. The body of the award recommendation will include specific accomplishments such as formal inspection results, training statistics, drug and alcohol testing results, substance abuse related incident statistics, "Protect What You've Earned" Campaign initiatives, Counter-Drug Campaign efforts and other substance abuse related results clearly identifying this SACO as exceeding the standards. Individual awards received and other objective and quantifiable data covering the previous fiscal year may also be included.

a. SACO's Command Information

- (1) Table of Organization numbers and average number of personnel assigned to the unit for the fiscal year (MO, ME, NO, NE).
- (2) Number of Courts-Martials, Administrative Separations and Non-Judicial Punishments where the Commanding Officer determined substance misuse was a contributing factor.
- (3) Number of suicides, suicide attempts and suicide ideations where competent authority determined substance misuse was a contributing factor.
- (4) Number of mishaps where competent authority determined substance misuse was a contributing factor.
- (5) Number of sexual assault incidents where competent authority determined substance misuse was a contributing factor.

b. SACO's Program and Training Information

- (1) Total number of urinalysis samples collected.
- (2) Total number of months the command met the monthly drug testing requirement.
- (3) Average percentage of drug tests per month.
- (4) Total number and percentage of wrongful use drug pops.
- (5) Total number and percentage of urinalysis discrepancies.

(6) Total number of unit level health and comfort inspections.

(7) Training readiness to include number of personnel trained in Unit Marine Awareness and Prevention Integrated Training (UMAPIT), 4.5 Hour Early Intervention Course, and Operational Stress Control and Readiness Team Training.

(8) Summary and conclusion paragraph.

4. Award recommendation packages will not exceed six pages. All data should be easily identifiable and easy to extract from the packages.