## DRUG ABUSE – 6210.5 (Mandatory Processing)

A Marine shall be processed for illegal, wrongful, or improper use, possession, sale, transfer, distribution, or introduction onto a military installation of a controlled substance, and or the possession, sale, or transfer of drug paraphernalia, as defined in SECNAVINST 5300.28 paragraph 5.c.

Checklist

* CO’s letter recommending separation with the following Enclosures:
* 1- Notification of Separation Proceedings
  + BCNR/NDRB form (MARCORSEPMAN Appendix D)
  + Acknowledgement of Rights to be Exercised or Waived
* 2 - Copy of Service Record Book (Right and Left side)
  + - 3 - 3270 printout of BIR, BTR, ROS, AWDS, D119 (under 30 days old)
    - 4 - NAVDRUGLAB message or other evidence
  + Urinalysis ledger and specimen custody documents (DD form 2624)
  + Civil court documents
  + Police report
* 5 - SACC evaluation for alcohol or drug related incidents
  + Evaluation letter must state if Abuser or Dependent
  + Certificate of Treatment Completion
  + Letter of Treatment Refusal
* 6 - Character statements with recommendations from the following:
  + OIC
  + SNCOIC
  + CO’s Interview Letter
  + SgtMaj’s Interview Letter

\*Required by the Wing CG\*

* + - PTSD checklist and memo

If Applicable:

* + - Copy of the Pre-Trial Agreement (PTA)
    - Results of Trial with SJA Review, Page 13 complete in SRB

Note:

TAMP/TAP, Final Physical, and Treatment for Alcohol or Drug Dependency must be completed prior to separation. Documentation showing completion of TAMP/TAP and Final Physical is NOT required, but the CO’s recommendation letter should mention the completion of these requirements or provide the schedule and/or expected completion date.