



UNITED STATES MARINE CORPS

1ST RADIO BATTALION
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I MARINE EXPEDITIONARY FORCE
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IN REPLY REFER TO:
1050
S-1

From: Commanding Officer, 1st Radio Battalion
To: Distribution List

Subj: LETTER OF INSTRUCTION FOR THE SAFE RETURN PILOT PROGRAM

Ref: (a) MCO 1700.22G
(b) MCIWEST-MCB CAMPENO 5000.2

Encl: (1) Safe Return Program SOU
(2) OOD SOP
(3) On-call SOP
(4) SRP Resource Card

1. Situation. Per ref (a), this command is charged with promoting the health and discipline of all Marines, which includes the prevention of alcohol-related incidents. 1st Radio Battalion has seen, in the past two months, an increase in Driving Under the Influence cases, specifically in the Barracks population.

2. Mission. Per ref (b), which directs subordinate commands to take proactive measures to ensure the safety and welfare of their Marines, 1st Radio Battalion will pilot a command-sponsored program to mitigate alcohol-related incidents.

3. Execution

a. Commander's Intent

(1) Purpose: The purpose of the 1st Radio Battalion Safe Return Program is to directly address and mitigate the rising trend of Driving Under the Influence (DUI) incidents within the battalion. This program serves as a command-sponsored, non-punitive tool designed to preserve the force by shifting the organizational culture from one of complacency to one of proactive intervention. Beyond the immediate goal of preventing DUIs, the program's purpose is to instill a sense of enduring, peer-to-peer accountability and to make proactive safety planning an instinctual part of every Marine's liberty mindset. Ultimately, by providing a safe and confidential alternative, the program is intended to foster a command climate where individuals are empowered to seek assistance without fear of reprisal, strengthening the welfare and discipline of the entire unit.

(2) Method: The primary method of this program is the implementation of a voluntary, incentive-based point system designed to directly reward proactive safety planning and peer-to-peer accountability. Participating Marines will accrue points by registering their liberty plans with the Officer of the Day (OOD), acting as a designated driver for fellow Marines, and utilizing the on-call system detailed in the enclosures. These points serve as a tangible incentive and can be redeemed for rewards, such as a one-day liberty pass. By creating a structured and rewarding alternative to high-risk behavior, this method shifts the focus from reactive, punitive measures

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to a proactive culture where Marines are encouraged and empowered to ensure their peers return safely.

(3) End state: The goal of the 1st Radio Battalion Safe Return Program is to establish a tangible reward system that effectively combats a culture of complacency toward the repercussions of an alcohol-related incident; Encouraging peer-to-peer accountability and proactive safety planning, the program aims to build a well-rounded personal safety structure among the Marines. Ultimately, this initiative is designed to foster a more open and supportive climate within the battalion, creating an environment where individuals feel comfortable reaching out for help with alcohol-related issues.

b. Concept of Operations

(1) Scheme of Maneuver

(a) Phase I: Phase I is the dissemination phase and will begin immediately. Enclosure (5) will be posted throughout battalion, as well as the barracks. Company leadership will disseminate to the Marines following formations.

(b) Phase II: Phase II is the execution and enrollment phase. The Marines wishing to participate in the program will acknowledge enclosure (1). Once the Marine has acknowledged enclosure (1) the OOD will follow the process described in enclosure (2). Following the process of enclosure (2) Marines will carry out the plan for liberty.

(c) Phase III: Phase III is the point accrual phase. Point accrual is shown within the "Overall Acknowledgement" of Enclosure (1). If Enclosure (1) is violated in any way, the Marine's points will be forfeited and face any punitive action following the incident.

(d) Phase IV: Phase IV is the rewards and recognition phase. Reference "Overall Acknowledgement" section for the description of the accumulation of points within Enclosure (1). Whereas, not found in Enclosure (1), there is no limit for Marines point achievement. Any unused points within the month will be rolled over to the next month. Marines are eligible to redeem one day-pass per month.

c. Tasks

(1) S-1:

(a) Maintain a master roster of all program participants and their accumulated points, to be updated weekly.

(b) Serve as the primary point of contact for company representatives to validate point totals and resolve discrepancies.

(c) Consolidate program data and provide a monthly report to the Executive Officer on participation rates, points awarded, and redeemed rewards.

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(2) Substance Abuse Control Officer (SACO):

(a) Be prepared to provide guidance and support to understanding acquisition of testing materials and the execution of testing in accordance with legalities and policies.

(3) S-4:

(a) Be prepared to acquire testing materials.

(4) Company A:

(a) Company leadership (Commanders, First Sergeants, and SNCOs) will ensure all personnel are briefed on the program's purpose, benefits, and procedures as outlined in this LOI and its enclosures.

(b) Appoint a Company Program Representative (preferably a Corporal or Sergeant) to track participant points at the company level, liaise with the SACO, and facilitate the rewards process.

(5) Company B:

(a) Company leadership (Commanders, First Sergeants, and SNCOs) will ensure all personnel are briefed on the program's purpose, benefits, and procedures as outlined in this LOI and its enclosures.

(b) Appoint a Company Program Representative (preferably a Corporal or Sergeant) to track participant points at the company level, liaise with the SACO, and facilitate the rewards process.

(6) Company C:

(a) Company leadership (Commanders, First Sergeants, and SNCOs) will ensure all personnel are briefed on the program's purpose, benefits, and procedures as outlined in this LOI and its enclosures.

(b) Appoint a Company Program Representative (preferably a Corporal or Sergeant) to track participant points at the company level, liaise with the SACO, and facilitate the rewards process.

d. Coordinating Instructions

(1) Location. The primary check-in and operational location for this program is the 1st Radio Battalion OOD desk, located in the main battalion headquarters building. All official program transactions, including initial enrollment and ride check-ins, will be conducted at this location.

(2) Check-in. Marines wishing to participate shall report to the OOD, present their military ID, and be briefed the Statement of Understanding (SOU), per enclosure (1). The briefing for enclosure (1) will contain all relevant information regarding, how the Marines can accrue points, how many they can accrue, along with how many times they can redeem their points. The OOD will document their enrollment per the OOD SOP in enclosure (2).

(3) Equipment. All participating Marines will be issued an SRP Resource Card upon enrollment. The card contains critical contact

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information and program procedures. Marines are required to have this card and their military ID in their possession during liberty to properly utilize the program.

4. Administration and Logistics

(a) The official record of points and redeemed rewards will be managed by S-1 and validated against OOD logs and company-level tracking sheets on the first business day of each week.

(b) Requests for special liberty passes earned through the program shall be submitted via the appropriate chain of command with verification of points from the company program representative.

5. Command and Signal

(a) This LOI is effective the date signed.

(b) The point of contact for this event is Staff Sergeant Terry M. Marbury at (760) 763-5981 or at terry.marbury@usmc.mil.

M. B. GUTIERREZ