



UNITED STATES MARINE CORPS
1ST RADIO BATTALION
I MARINE EXPEDITIONARY FORCE INFORMATION GROUP
I MARINE EXPEDITIONARY FORCE
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From: Commanding Officer
To: Distribution List

Subj: OFFICER OF THE DAY SOP FOR THE SAFE RETURN PROGRAM

1. Applicability. This SOP is applicable to all personnel assigned to duties as the 1st Radio Battalion Officer of the Day.
2. Background. Per the reference, the 1st Radio Battalion SRP is a voluntary, incentive-based program designed to mitigate alcohol-related incidents by rewarding Marines who utilize and serve as responsible Designated Drivers (DD). The OOD is the primary point of contact for program execution and verification.
3. Procedures. The OOD will execute the following procedures from the Fleet Intelligence Operations Center (FIOC).
 - a. Group Check-Out.
 - (1) Upon arrival of a group, the OOD will brief all members on the contents of the SRP Statement of Understanding
 - (2) All participating Marines will sign the SOU. Marines who do not agree to the terms are free to depart without prejudice.
 - (3) Upon successful verification, the OOD will log the Rank, Name, and "Time Out" for all participants in the SRP Logbook, with a specific annotation identifying the DD.
 - (4) Once documentation is complete, the group may depart.
 - b. On-Call Designated Driver Verification.
 - (1) An on-call DD who is activated must report to the FIOC before picking up any passengers.
 - (2) The OOD will log the DD's information and the names of the Marines being retrieved. This action ensures the on-call DD as well as the Marines they are picking up receives the appropriate points.
 - c. Contingency Procedures.
 - (1) In the event of any discrepancy and the members of the group fail to uphold the SOU, the OOD will inform the Marines that no SRP points will be awarded. The incident will be logged in detail, pending any infractions of the UCMJ.

4. Responsibilities.

- a. Officer of the Day. The OOD is responsible for the fair and consistent execution of the procedures outlined herein, maintaining accurate logs, and safeguarding all documentation related to the SRP, including signed SOUs.
- b. Participating Marines. Marines who volunteer for the program are responsible for understanding and adhering to the SOU and the procedures outlined in this SOP.

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