

**NAVY MEDICINE READINESS AND TRAINING COMMAND (NMRTC)
SUBSTANCE ABUSE REHABILITATION PROGRAM**

RESIDENTIAL PROGRAM WELCOME ABOARD CHECKLIST

The checklist below is provided to ensure all **required** items are accounted for prior to your arrival to treatment. For specific details refer to the Welcome Aboard Package on the following pages.

1. **Personal Items** (SARP will supply bed linens.)

- Return orders and return flight ticketed with itinerary
- Military Uniforms/PT gear (at least three sets, see Welcome Aboard Package for Service Specific items and restrictions)
- Prescription medication (minimum one week supply)
- Common Access Card (CAC) (needed for base access)
- Credit or debit card, the galley does not accept cash
- Civilian attire will meet military standards (see Welcome Aboard Package for appropriate attire and grooming standards)
- Wrist watch (highly recommended, however smart watches (web access) are not authorized)
- Toiletries (alcohol free) and shower shoes
- Towels, washcloths
- Laundry bag and detergent
- Alarm clock (without Radio or CD capability)
- Three padlocks with keys or combination
- Headphones (no Wi-Fi/radio capacity)
- Glasses and Contact Lens (if prescribed eyewear, bring one additional pair of eye glasses for back up)
- Small amount of cash to buy personal items.
- Clear, plastic water bottle

2. **Prohibited Items** (The below items are **prohibited** and will be placed in a locker/confiscated and or turned over to security if brought into the facility.)

- a. Any Weapons or ammunition (guns, knives, etc.)
- b. Illicit drugs and invalid prescriptions; Alcohol
- c. Drug-related paraphernalia, and/or Clothing depicting drugs or alcohol
- d. All tobacco products, E-cigarettes, lighters, etc.
- e. Colognes, perfume, mouthwash, aftershave, and other items containing alcohol
- f. Pornography, magazines, books, or posters with a sexual theme or suggestive nature or that promote the use of drugs, alcohol, or violence
- g. Playing cards, card games, dice, poker chips, or other gambling items.
- h. All aerosol cans such as hairspray, deodorant, air freshener, starch cans, etc.
- i. Powders (unless approved by Medical) (e.g., foot powder, medicated powder, etc.)
- j. Cell phones (Cell phones and chargers will be always secured in the Quarterdeck lockers unless approved by the treatment team to be used under supervision by a Counselor or for AA zoom calls)
- k. Smart watches
- l. Electronic Equipment (gaming devices, TVs, DVD Players/movies, laptops, stereos, MP3 players, etc.) or any electronic device with video, photography and/or internet capability Cameras/video cameras, recording devices, electronic reading devices (Kindles, iPads, etc.)
- m. Electric shavers with cords are not authorized. Battery operated shavers are authorized. The charging cable will be stored in patient Quarterdeck locker and be retrieved for charging shaver in Treatment Team staff offices.
- n. Energy and Protein Products: products containing caffeine, plus guarana or taurine (i.e., Monster, Red Bull, Rock Star, to include any product containing the word energy), energy bars, protein drinks (i.e., muscle milk, etc.), protein powders (i.e.,

Whey protein, etc.). The only authorized beverages are water, milk (soy, almond, oat, vitamin D), juice, soda, and coffee and tea.

- o. Alarm clocks with CD/radio capability
- p. Personal musical devices/instruments of any kind
- q. Laser Pointers and Light/Rave Gloves
- r. Water Enhancers (e.g., flavor, energy, etc.)
- s. Tennis balls, racquetballs, etc.
- t. Laundry Detergent Pods/Pacs (Tide, ALL, Gain, etc.): Only liquid laundry detergent is authorized for use at SARP.

**NAVY MEDICINE READINESS AND TRAINING COMMAND (NMRTC)
SUBSTANCE ABUSE REHABILITATION PROGRAM
RESIDENTIAL TREATMENT PROGRAM
WELCOME ABOARD PACKAGE**

It is the command representative's responsibility to review this packet with the service member prior to them departing for treatment.

SARP Phone Numbers:

Scheduling: 619-553-0370 Primary Care: 619-553-0276 Quarterdeck: 619-553-0084

Welcome, you are scheduled to attend residential treatment at SARP (Substance Abuse Rehabilitation Program). SARP is a 35 day, 24 hour, 7 day a week treatment program for substance disorders and co-occurring psychiatric disorders. You will reside at SARP, Bldg. 500 while in residential treatment.

SARP treatment consists of participation in small group counseling sessions, life-skills workshops, treatment for psychiatric disorders (depression, anxiety and PTSD), physical exercise and attendance at daily self-help/12 step meetings. Service members will also be given daily assignments related to their individual goals throughout treatment. While in residential treatment, expect to have limited privileges upon arrival with ongoing review for the addition or removal of privileges based on behavior, attitude and participation in treatment.

A. COMMAND REPRESENTATIVE

1. Prior to arrival at SARP, the service member must be evaluated by your medical officer.
 - a. Service members who are taking opiates or benzodiazepines will have their admission delayed to taper off these medications.
 - b. If it is medically indicated for service member to remain on these prescriptions, the prescribing physician must first coordinate care with SARP medical staff prior to acceptance into treatment. Please call SARP medical (listed above).
2. Service members who arrive with a positive blood-alcohol content (BAC) will have the parent command contacted by SARP Staff and be medically assessed.
3. All Out-Of-Area (outside San Diego County) service members must report one day early.
 - a. Admission and discharge dates will be provided by SARP Scheduling via e-mail confirmation.
 - b. The service members command is responsible for providing TAD Orders (including follow-on orders after completion of SARP) and round trip travel arrangements (include a copy of detailed itinerary).
 - c. The service member's itinerary must be submitted to SARP Scheduling five working days prior to admission to SARP.
 - d. The Service Member must report directly to SARP upon arrival in San Diego.
4. If service members will not return to the command and will be assigned to Transient Personnel Unit (TPU) (or another command), follow on orders must be generated and approved prior to treatment admission. Also, notify SARP Scheduling of the point of contact information for the command representative of the receiving command.
5. Send the following information to SARP Scheduling staff via encrypted email at least five working days prior to the start of treatment:
 - a. A copy of the Alcohol/Drug Screening form.
 - b. TAD/TDY/PTAD Orders.
 - c. A round trip flight itinerary with follow on orders (if applicable).
 - d. TAD Orders to SARP San Diego (No Cost other than to cover the funds associated with travel and per diem to and from the member's command if located outside of the San Diego area. Patients reside at SARP, Bldg. 500.
 - e. SARP Health and Physical Evaluation Screening (SHAPES) form completed by the service member and the primary care provider. This evaluation must be completed within 30 days prior to the SARP treatment date. (1st section completed by service member and 2nd section completed by physician).
 - f. If required, service member will report to treatment with a "No-Shave Chit" and will be immediately evaluated by authorized SARP Primary Care Staff prior to the completion of the check in process per BUPERSINST 1000.22B, and P1020.34
 - g. The command escort will remain on board until the service member has completed the quarterdeck check in process.

B. SERVICE MEMBER (PATIENT)

1. **This is a tobacco-free environment. You will not be allowed to use or have in your possession any tobacco products while in treatment to include any form of e-cigarettes/vaping equipment.**
 - a. Please talk to your medical provider prior to arriving at SARP about prescribing nicotine cessation products to assist you in stopping all tobacco use.
 - b. The only nicotine products authorized will be issued by SARP Primary Care. Tobacco cessation classes and medical support are available to all patients throughout the program.
2. **You will need to have:**
 - a. At least \$15.00 per day with your ATM or credit card, (for meals at the galley if you are receiving BAS. If you are not receiving BAS, a meal card will be issued by the SARP Administration.)
 - b. Military uniforms/Physical Training (PT) gear (see section C)
 - c. Military standard appropriate civilian clothes (see section D)
 - d. Personal Items (see section E)
 - e. Details of existing appointments and/or details about providers you have been seeing.
 - f. A minimum one week supply of all prescribed medications.
 - g. Active CAC is required for computer access (ensure password/certificates are up to date)
3. **Mailing Address:**
Substance Abuse Rehabilitation Program
Naval Submarine Base, Point Loma
140 Sylvester Road, Building 500
San Diego, CA 92106-4408

C. UNIFORMS REQUIREMENTS

Residential treatment patients are required to be in a clean uniform of the day and follow proper grooming standards. Active duty personnel must have a military issued compliment of uniforms in their possession throughout treatment (see below for specific requirements).

All personnel are required to have proper military and civilian physical training attire in their possession (to include running shoes, shorts, and sweatshirt or t-shirt for daily PT). **COMMAND/UNIT SPECIFIC T-SHIRTS ARE NOT AUTHORIZED.** The PT uniforms are to be approved military branch specific PT gear, no silkies allowed.

The following uniform requirements are the minimum for patients in treatment:

1. The summer uniform season is from the first Monday in April through the last Sunday in October. The winter uniform season is from the last Monday in October through the first Sunday in April. There is no optional period.
2. All military personnel are required to bring three sets of uniforms.
3. Flight suits are not authorized as the uniform of the day.
4. **Navy personnel**, all ranks, are required to have three sets of Navy Working Uniforms (NWU or Type III). Navy Service Uniform is optional.
5. **Marine Corps personnel and Sailors serving with Marine components** authorized to wear Marine Corps uniforms, all ranks are required to have three complete sets of serviceable Woodland Marine Corps Combat Utility Uniform (MCCUU). Service "B" (winter) and Service "C" (summer) uniforms are optional and not required. Prescribed physical training uniform will be in compliance with MCO P1020.34G. PT socks must be plain white. Marines are required to wear undergarments aboard naval medical facilities.
 - a. Marines assigned to Point Loma will adhere to the same Marine Corps Combat Utility Uniform (MCCUU) regulations as the local Marine Corps installations. The seasonal uniform change will occur in synchronization with the change to, and from, daylight saving time (DST) in the United States. Any Sailor assigned to a Marine Corps command and authorized to wear the MCCUU will observe these requirements as well.
 - b. Summer Season. Uniform of the day will be Woodland MARPAT MCCUU with sleeves rolled up.
 - c. Winter Season. Uniform of the day will be Woodland MARPAT MCCUU with sleeves down.
6. **Army personnel**, all ranks are required to have three sets of the Army Combat Uniform (ACU). Class B uniform is optional.
7. **Air Force personnel**, all ranks are required to have three sets of the Airman Battle Uniform (ABU). Service blues with long or short sleeves are optional.

8. **Coast Guard personnel**, all ranks are required to have three sets of Operational Dress Uniform (ODU). Dress blues are optional.

D. CIVILIAN ATTIRE AND GROOMING

1. Service members are required to bring military standard appropriate civilian clothes to wear during weekday evenings and weekends.
2. Bring appropriate, casual, civilian attire sufficient for the duration of your stay. Appropriate military standard civilian workout clothes for weekends are recommended.
3. **Prohibited Clothing:** Tank tops, sleeveless, open back shirts, cut-off or short shorts/shirts, or any clothing with reference to drugs, alcohol, tobacco, sex, profanity or violence will not be permitted.
4. Additionally, military standards of grooming, courtesy and behavior are mandatory at all times.
 - a. The wearing of earrings by active duty male personnel is prohibited at SARP.
 - b. Tongue, nose and body piercings are not authorized.

Note: *Evening and early morning temperatures can drop into the 40's. Military standard appropriate civilian and workout attire (including a jacket and athletic sweats) are recommended.*

E. PERSONAL ITEMS

1. Refer to the Checklist on page 1 for required personal items.

F. PROHIBITED ITEMS

1. For a detailed list of prohibited items refer to the Checklist on page 2.
2. Service members will be provided a secured 9" x 12" locker to stow any items not permitted in program. Items will be returned upon discharge.
3. SARP staff is not responsible for loss or damage to electronic items, including cell phones. Service member assumes all risk for personal electronics and other items included in **Prohibited Items** list.

G. TRANSPORTATION ARRANGEMENTS

1. **Commercial Air. SARP does not provide transportation from the airport.** Upon arriving in San Diego, contact Yellow Cab, Cab Company at (619) 444-4444 or (619) 234-6161. Yellow cab is the only cab company authorized access to Naval Base Point Loma. All service members traveling via commercial air must report with a return itinerary.
2. **Privately owned vehicles are NOT authorized for service members who are in residential treatment.**
3. **Medical Evacuation (MEDEVAC).** If you are traveling via MEDEVAC, rotary flight (military asset), expect to arrive at SARP on Saturday or Sunday. Traveling by MEDEVAC may take several days. Access to your luggage may be limited. Bringing a carry-on bag with a change of clothes and toiletries is recommended.

H. LOCATION

1. The Point Loma Substance Abuse Rehabilitation Program (SARP) is located in Building 500 (Bishop Hall) on Naval Sub-Base Point Loma (NBPL), San Diego, California (**Mailing Address on page three**)
2. **Directions:** To reach Building 500 from Interstate Highway 8 (West), exit at Rosecrans St. Continue south on Rosecrans St. through the NBPL Main Gate. Once through the gate, continue straight for approximately 1.5 miles, passing through one, 4 way stop sign. SARP/OASIS is across the street from a five-story parking garage and the gas station.

Note: *GPS is inaccurate after entering NBPL main gate.*

I. SEARCHES

1. In order to maintain a safe and constructive treatment environment, all bags and effects will be searched upon arrival and every time a service member enters the facility thereafter.

2. All service members will undergo, without advance notice, a Health and Safety Inspection, which will include a thorough inspection of personal effects.
3. **Any unauthorized items will be secured.** Possession of prohibited items and may result in treatment failure for not abiding to SARP policy regarding prohibited items.

J. BERTHING

1. Service members in residential treatment are required to berth at Building 500 for the duration of their treatment and will not receive liberty.
2. Berthing consists of four-person rooms, a lounge, and free laundry facilities. **There is no place to secure valuables other than the lockers you will be provided.**
3. Safeguarding of personal belongings is the responsibility of the owner. Therefore, bringing or purchasing valuables while you are in treatment is strongly discouraged.
4. Personal belongings must be neatly stowed in the lockers provided.
5. Irons and ironing boards are provided.

K. MESSING

1. While in treatment, service members are strongly encouraged to eat three meals a day in the base galley (Dolphin Inn).
2. A meal pass will be issued to service member not currently receiving BAS.
3. Service member issued a meal pass will not be charged for their meals.
4. All other service members will be required to pay for their meals who are receiving BAS (approximately \$15.00 a day).
5. Meal payments are made with credit or debit cards, the galley does not accept cash.
6. For service members who demonstrate the inability to budget money to pay for their meals, BAS will be cancelled and a meal pass will be issued.
7. **In accordance with the Department of Defense Financial Management Regulations Manual, the issuing of meal passes to members who are drawing BAS is prohibited.**

L. ALCOHOL, DRUGS AND MEDICATIONS

1. Alcohol or drug use. The consumption of alcoholic beverages or use of any illicit drugs including non-prescribed medications and inhalants is strictly prohibited for all patients at SARP.
 - a. Patients arriving at SARP can expect to submit to breathalyzers and toxicology screening at random and scheduled intervals throughout treatment.
 - b. Any evidence of a patient using drugs (including non-prescribed prescription medications), consuming alcohol or having knowledge of these activities while in treatment will result in command notification and termination from the SARP program as a treatment failure.
2. Prescription / Non-Prescription Medications. SARP Primary Care must approve all prescription and non-prescription medications brought into the facility immediately upon check-in.
 - a. You must have at least a one week supply of any maintenance medication (i.e. medication for high blood pressure etc.) prescribed by your doctor.
 - b. Controlled Substance Medications (Narcotics, including Tramadol, Benzodiazepines, Barbiturates, Amphetamines, or any other schedule I – V controlled medications) are not allowed at SARP (except under very specific circumstances and coordinated with our medical and mental health providers prior to arrival).
 - c. Please talk to your medical provider about tapering off any opiates or benzodiazepines prior to arriving at SARP.
3. Non-prescription medications, vitamins and other nutritional supplements not approved by SARP Primary Care, may be confiscated.
 - a. SARP Primary Care will coordinate the prescription, acquisition and administration of any and all medications, vitamins and supplements throughout your stay at SARP. This process and its policies will be discussed in greater detail upon arrival.

M. TELEPHONE AND INCOMING CALLS

1. Service member may not use phones located in any office without the presence of a staff member.
2. Incoming Calls. **Due to patient (service member) confidentiality, SARP staff cannot confirm or deny whether a patient is in treatment. As a courtesy, urgent incoming telephone messages may be received at the SARP Quarterdeck.** Quarterdeck watch will deliver messages appropriately. **Family members in need of emergency contact with a patient at**

SARP should contact the American Red Cross Armed Forces Emergency Services hotline at 1-800-696-3873. If you anticipate a possible family emergency ensure your family members have been provided with a point of contact at your parent command and the quarterdeck phone number (listed on page two).

3. Cellular Phones. Patients will have limited access to their cell phones for personal and treatment purposes. When not in authorized use the cellphones will be secured in the patient locker on the Quarterdeck.

N. EVENINGS AND WEEKENDS

1. SARP has an evening and weekend staff component to provide continued treatment activities including small groups, workshops, recreational activities and staff accompanied out-in-town 12 step meetings.

O. VISITORS:

1. **Family Visits are not authorized at this time.**
2. **Command Visits** are encouraged but must be coordinated through your Senior Counselor at least 48 hours in advance. These visits are limited to members of your chain of command and/or DAPA/SACO, or service equivalent. Command visitors will sign-in and meet on the Quarterdeck of Bldg. 500.

P. MAIL

1. You may receive mail while in treatment at SARP. Allow two weeks to receive any mail. All packages will be opened in front of SARP Staff. The mailing address is located on page three, include your full name C/O SARP

Q. LEGAL APPOINTMENTS

1. **It is required for service members to resolve outstanding legal issues prior to commencing treatment.**
2. If this proves not to be feasible, you or your command should attempt to obtain postponement of court dates or other legal appointments.
3. SARP is not prepared to facilitate transportation to appointments arising from pre-existing legal problems.

R. EDUCATION COURSES/ADVANCEMENT EXAMS

1. Service members are not authorized to attend educational courses while in residential treatment, including online education or courses.
2. Service members will not be released to take advancement exams except in extenuating circumstances. The parent command should utilize BUPERSINST 1430.16, Chapter 4, paragraph 401E and the appropriate Navy Wide Advancement Examination NAVADMIN to support substitute exam ordering.

S. PHYSICAL READINESS TESTS

1. SARP Point Loma will not facilitate Physical Readiness Tests.

T. POST TREATMENT / DISCHARGE COORDINATION

1. Unless the parent command dictates otherwise, local SARP service members should expect to be picked up by a command representative and return directly to their command immediately upon discharge.
2. Service members from out of area are required to bring a travel plan with a detailed itinerary as well as a discharge plan upon arrival.
3. SARP will communicate with each service member's parent command prior to discharge of treatment, ensuring that the discharge date/time and post-treatment transportation arrangements are confirmed.
4. If you are separating following treatment, it is important to note that you will be returning to your command for processing or the orders must contain the destination where you are to report after treatment for processing.
5. Additionally, you will be required to attend continuing care which will be coordinated by your treatment team and command prior to departure from treatment.

If you have any questions or concerns they should first be addressed with your Command Representative.

If you have any questions or problems contact SARP Scheduling Office, Monday through Friday (0630 – 1530) or email us atusn.san-diego.navmedcensanca.list.nmcsd-sarp-admin@health.mil. If after working hours, contact the Quarterdeck.

WE LOOK FORWARD TO YOUR ARRIVAL!