



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION
MARINE CORPS BASE QUANTICO
3250 CATLIN AVENUE
QUANTICO, VIRGINIA 22134-5001

IN REPLY REFER TO:
MCINCR-MCBQO 5101.1
B 37

JUN 27 2018

MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS BASE QUANTICO
ORDER 5101.1

From: Commander, Marine Corps Installations National Capital Region-Marine
Corps Base Quantico
To: Distribution List

Subj: ARRIVE ALIVE PROGRAM (AAP)

Ref: (a) MCO 5100.19F
(b) MCO 5100.30B
(c) MCBO 5300.2B

Encl: (1) Sample Arrive Alive Cards
(2) Marine Corps Base Quantico Arrive Alive Program Statement of
Understanding (SOU)

1. Situation. Despite the best liberty plans, events can transpire that render service members unable to legally or safely operate a vehicle due to alcohol consumption. Excessive consumption of alcohol is never condoned; however, if a service member's ability to operate a vehicle is impaired, the Arrive Alive Program (AAP) serves to ensure safety for our service members and our community by providing deferred payment taxi service. In accordance with references (a) through (c), the AAP provides active duty service members stationed aboard Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ) an alternative to driving under the influence of alcohol by offering safe transport to quarters, whether on or off base, when no other means are available. The use of the AAP and an Arrive Alive Card should not be viewed as negative, but rather as a good decision in the interest of safety, good order, and discipline.

2. Mission. To provide guidelines and procedures for the MCINCR-MCBQ Arrive Alive Program (AAP) in order to ensure means for safe, reliable transportation, and in accordance with the references, reduce driving under the influence of alcohol by service members of all units aboard MCINCR-MCBQ.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The purpose of this program is to provide an easy alternative to driving while under the influence of alcohol. This program is offered to all military units aboard MCINCR-MCBQ. All active duty service members stationed aboard the installation shall be afforded the opportunity to participate in the AAP. The program is a shared responsibility between MCCS Quantico, the service member's unit, and the service member.

(2) Concept of Operations. The AAP and Arrive Alive Cards will not be used for "routine" transportation or for anything other than when a

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

service member needs a ride due to drinking alcohol and not having another way to get home. The AAP is not a substitute for using good judgment and Operational Risk Management (ORM) in service members' off-duty activities. Rather, it is a safe option when a service member's plan to get home without driving under the influence of alcohol falls through.

(a) MCCA Quantico will provide participating units with Arrive Alive Cards, see sample cards (enclosure 1). Units will monitor the AAP at their level, issue and track Arrive Alive Cards, and ensure payment tracking from the individual to MCCA Quantico. Each unit will determine how the cards will be distributed to unit service members.

1. At a minimum the cards will contain the printed name of the service member the card is issued to, a place for the signature of the individual when the card is utilized, the name of the unit and the individual representative that issued the card, and a unique number and/or letter classification that can be used to verify the legitimacy of the card.

2. Units will ensure that the unique identifier used does not contain and is not related to personally identifiable information (PII), e.g. social security number (SSN), date of birth (DOB), electronic data interchange personal identifier (EDIPI), etc.

(b) When a service member who has been consuming alcohol on or off base finds himself or herself in a condition that may pose an unsafe driving condition, the service member can use the Arrive Alive Card by calling a taxicab company listed on the card. The AAP and Arrive Alive Card is not authorized for use by any other taxicab company or transportation service other than one contracted by MCCA Quantico and pre-printed as such on the Arrive Alive Card.

(c) Upon pick up, the service member will present the Arrive Alive Card and Military Identification to the cab driver. The cab driver will verify the Arrive Alive Card using the service member's military ID card, and the Arrive Alive Card will serve as compensation for the fare. The taxi will transport service members only to their place of residence, whether they reside on or off base. At the completion of the trip, the cab driver will fill out a billing statement. The service member will verify the information, total it, add gratuity (if desired and at the service member's own cost), sign the Arrive Alive Card and bill, and return the bill and Arrive Alive Card to the cab driver. The cab driver will retain the Arrive Alive Card, the original bill, and provide a copy of the bill and a receipt to the service member.

(d) The service member will report use of the Arrive Alive Card to their unit AAP representative the next working day and, only after payment for the fare is made, at the unit Commander's discretion, receive a new Arrive Alive Card. Individual service members are responsible for lost or stolen cards until reported to their unit AAP representative.

(e) The contracted taxicab company will submit the bill and Arrive Alive Card to MCCA Quantico for payment. MCCA Quantico will pay 100 percent of the amount initially. In turn, MCCA will invoice the service member's unit, which will ensure the member reimburses MCCA Quantico for the full amount paid to the taxicab company.

(f) Units will supervise service members remitting of funds. The service member will be afforded 30 days to remit payment to MCCS Quantico. If the invoice provided to the unit is not paid in full within 30 days of the date of the invoice from MCCS, the funds will be debited from the Unit Personal and Family Readiness Fund (UPFRF) as a delinquent debt. Failure of the service member to remit payment may result in command action against the member in accordance with local rules and regulations.

(g) Service members using the Arrive Alive Card should not suffer negative consequences solely due to its use. Additionally, leaders should not direct substance abuse screening, counseling, or attach negative connotations to a service member's character solely due to use of the Arrive Alive Card.

b. Subordinate Element Missions

(1) Assistant Chief of Staff Marine Corps Community Services, ensure:

(a) The MCCS Quantico Contracting Officer monitors and maintains the contract with the taxi company vendor(s).

(b) The MCCS Quantico Marketing Division produces enclosure (1).

(c) Designate a representative in writing that will serve as the point of contact and coordinator for the program. The representative will ensure the program is being properly monitored, ensure appropriate controls are in place when issuing Arrive Alive Cards, and assist units with program education.

(d) The MCCS Quantico Finance Division will collect funds directly from service members during the 30-day payment period. Units will supervise service members remitting of funds. If payment has not been received 30 days after the date of the invoice from MCCS Quantico, the MCCS Quantico Finance Division will conduct unit notification to the service member's Sergeant Major and Commanding Officer.

(e) If the invoice provided to the unit is not paid in full within 15 days of the date of the unit notification, the MCCS Quantico Finance Division will debit the amount of the invoice from the UPFRF as a delinquent debt. Failure of the service member to remit payment may result in command action against the member in accordance with local rules and regulations. A UPFRF debit does not relieve the service member of his or her debt to the government.

(2) Commanding Officers, Assistant Chiefs of Staff, Special Staff Officers, and Officers in Charge:

(a) Designate a representative in writing and authorize them to pick up Arrive Alive Cards from the designated MCCS Quantico representative. Provide a copy of the designation letter containing that representative's name and contact information to the MCCS Quantico designated representative.

(b) Ensure all service members under your command sign the MCINCR-MCBQ Arrive Alive Program Statement of Understanding (SOU), enclosure (2), receive education about the AAP, and are aware of and understand the AAP program guidelines and terms of repayment.

(c) Issue cards in accordance with this order and the AAP SOU, and replace cards as service members utilize them, only after payment for the fare has been made, and at the unit Commander's discretion.

(d) Supervise service members in remitting payment within 30 days from the date of the invoice from MCCS Quantico.

(e) Ensure service members check out with MCCS Quantico Finance Division prior to transferring to ensure individual accounts are reconciled.

(3) Active Duty Service Members Stationed Aboard MCINCR-MCBQ:

(a) Sign the MCINCR-MCBQ Arrive Alive Program Statement of Understanding (SOU), enclosure (2), receive education about the AAP, be knowledgeable of and understand the program guidelines and terms of repayment.

(b) Obtain an Arrive Alive Card from your designated unit representative and keep the card with you as you would your military ID card.

(c) Use the Arrive Alive Card when your plan to not drink alcohol and drive falls through and safe transportation to your quarters is needed by calling one of the contracted taxicab companies listed on the Arrive Alive Card.

(d) Present the Arrive Alive Card and your military ID card to the taxicab driver upon pick up. The taxicab driver will keep your Arrive Alive Card. Ensure the cab driver immediately returns your military ID card after verification.

(e) Verify the bill, add gratuity (if desired and at own cost), total the bill, sign the bill and the Arrive Alive Card, and ensure you receive and keep a copy of the receipt.

(f) Pay the entirety of the taxi fare to MCCS Quantico in person no later than 30 days after the date of the invoice from MCCS Quantico.

(g) Report use of the Arrive Alive Card to your command's AAP designated representative the next working day. After payment for the fare has been remitted to MCCS Quantico, and at your unit Commander's discretion, obtain a new AAP card.

(h) Immediately report lost or stolen Arrive Alive Card to your unit chain of command or designated AAP unit representative.

(i) Turn in your Arrive Alive Card to your unit chain of command or designated AAP representative when permanently checking out of the unit.

(j) Check out with MCCS Quantico Finance Division prior to transferring to ensure individual accounts are reconciled.

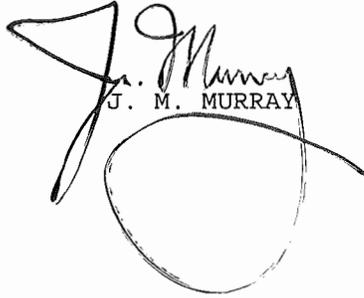
(k) You are responsible for all taxi costs incurred when you call a taxi listed on the Arrive Alive Card. Additional costs, if any, resulting from a guest you invite in the taxi are your responsibility to pay, collect from the guest, or have the guest pay their share directly to the taxi. The Arrive Alive Card may not be used for taxi costs after you have been returned to quarters, e.g., to deliver a guest after you are home.

4. Administration and Logistics. Assistant Chief of Staff Marine Corps Community Services maintains staff cognizance over the AAP. Submit recommendations for changes to this Order to the Commander, MCINCR-MCBQ (Attn: AC/S, G-1 and AC/S, M CCS), via the appropriate chain of command.

5. Command and Signal

a. Command. This Order is applicable to all MCINCR-MCBQ subordinate and tenant commands, and Headquarter departments.

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


J. M. MURRAY

Distribution: A