



## Commander's Role during Self-Referral Process

**Step 1:** The Soldier/Airman will inform the Commander that he or her wants to self-refer for counseling and treatment of substance abuse.

**Step 2:** The Commander will complete the "Self-Referral Packet" which includes the following documents. All documents can be found on MDNG Counterdrug website at <http://www.mdcounterdrug.org/pto>.

- a) Maryland Substance Abuse Self-Referral Checklist (this needs to be signed by the Soldier, Commander, and Prevention Coordinator)
- b) Commander will have the Soldier/Airman read the Limited Use Policy and sign (the Commander also needs to sign this document)
- c) Complete the Authorization for Release of Medical and Mental Health Information form
- d) Complete Report of Unfavorable Information for Security Determination form
- e) Complete Developmental Counseling form

**Step 3:** Once the Self-Referral Packet is complete, Commander will forward the packet to the Prevention Coordinator.

**Step 4:** The Prevention Coordinator will facilitate treatment options with the Soldier/Airman. The Prevention Coordinator will contact the Commander about treatment options.

**Step 5:** The Prevention Coordinator will contact the Commander either by email or phone on the progress of the Soldier / Airman.

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