

## WELCOME ABOARD PACKET

Welcome aboard. The Substance Abuse Rehabilitation Program (SARP) of Naval Medical Center Portsmouth is a multidisciplinary treatment facility staffed by active duty and civilian personnel. SARP provides Substance Use Disorder education and treatment to active duty service members, eligible dependents, and retirees. For over 40 years SARP has contributed to the success of countless men and women by providing tools to help maintain sobriety. We hope the information in this packet will answer many of your questions.

You have been assigned to Level 2 or 3 Treatment, which is an abstinence-based program for patients who have been diagnosed with Moderate to Severe Substance Use Disorders. The typical length of this program is five weeks, but may be extended based on individual needs and progress.

### LEVEL 3- WHAT TO BRING

The following tables outline what items you need to bring and what is prohibited. Failure to bring some of these items could delay your admission. You will have a locker that is 76" high, 36" wide, and 24" deep. The locker is split in half - one side open storage for uniforms, and the other side has four shelves. You are welcome to bring your own pillow and warm blanket for your bed.

<b>REQUIRED DOCUMENTS</b>
TAD Orders approx. 35 days/5 weeks
Health Record
LES
<b>CLOTHING</b>
See civilian clothes parameters listed below
1-2 sets of military attire including <b>one set of dress uniform</b> (Dress blues/whites or service equivalent)
<b>HEALTH and COMFORT ITEMS</b>
Money for Meals
Prescription Medications for 35 days
Blanket
Towel and washcloths
Coffee Cup with Lid (Optional)
Alarm Clock (non-radio)
Soap
Laundry Detergent
Shaving Items
Shower Shoes
Mesh Laundry Bag
Padlock
Envelopes and Notebook (Optional)
Pens (Optional)
Watch cap, gloves, etc. (cold weather)
Phone card if you are calling somewhere outside the US. All calls within the US (including Alaska and Hawaii) are free.

- **Approval or disapproval of vitamins, OTC medication, and health supplements will be determined by SARP Medical on a case by case basis. Any items not approved by medical will be discarded.**

## **LEVEL 2 and 3-DRESS CODE POLICY**

### **Military Bearing**

Active Duty personnel will adhere to military grooming standards, regardless of whether in uniform or not, for the entire duration of their stay at SARP. All lawful orders from staff members and persons of authority will be obeyed promptly, with respect, and without objection or question (this is to include quarterdeck staff). The positional authority of SARP staff and SARP patient leadership is both acknowledged and supported at SARP as falling under these same UCMJ guidelines. Further emphasis is added to these rules to remind patients that any observed behavior categorized as sexual harassment or hazing will result in immediate investigation by NMCP Legal for initiation of UCMJ charges as appropriate and may result in termination from treatment and or legal action.

### **Civilian Dress Code/Uniforms**

Patients may wear appropriate civilian attire during treatment.

Appropriate office attire is defined as: collared shirts and casual dress slacks for men, and blouses and slacks or skirts, or dresses for women. Jeans are allowed as appropriate office attire but must not have holes or significant fading. These are required for all normally scheduled activities during the treatment day, command and personal visits, group therapy, workshops, etc. T-shirts are not appropriate office attire.

Exceptions to the dress code include:

1. Physical Training, where personal workout clothes are approved for all patients.
2. During In-House Meetings, all personnel may wear appropriate casual attire
3. Off-site activities, including 12-Step Meetings, where all personnel may also wear appropriate casual attire. The treatment team may request or authorize military uniforms for therapeutic reasons at any time for active duty patients.

Appropriate casual attire for after hours, in-house meetings, and off-site activities may include jeans and non-office attire: however, the wearing of jeans with holes or significant fading, uniform component t-shirts (NWU, ACU, ABU, MCCUU), tank tops, jumpsuits, halter-tops, or shorts are not appropriate attire. T-shirts may be worn, but may not have any provocative or suggestive writing or logos. Additionally, female skirts and dresses must measure no shorter than one inch above the top of the knee, and shirts must not be sheer, low cut or show the mid-drift. Shorts are authorized seasonal wear for liberty only and must be no shorter than one inch above mid-thigh; flip flops or sandals with no heel strap are not authorized as liberty attire. Flip Flops are only authorized when transiting to and from the bathroom in the berthing, same floor area.

The following tables outline the uniforms of the day for all of the services throughout the year. Patients may be asked to wear UOD for therapeutic reasons. **For participation in the commencement ceremony at the conclusion of your treatment, please also bring one dress uniform (Dress Blues/Whites for Navy depending on the season or other service equivalent)**

<b>Uniforms (Year Round) Branch</b>	<b>Rank</b>	<b>Monday-Friday</b>
USN	Officers/CPOs	Khakis/NWU
USN	E-6 and below	NWU/SWU
USAF	All ranks	ABU
USMC	All ranks	MCCU
USA	All ranks	ACU
USCG	All ranks	Tropical Blue Long

**\*\*\*UNAUTHORIZED ITEMS\*\*\***

Weapons (including pocket knives)	Unapproved Vitamins/Supplements*
Valuables	Alcohol or drug paraphernalia*
Personal hygiene items containing alcohol	Sexually explicit material*
Inappropriate civilian attire	Food*
	Radios, tape/CD/DVD's/TV's, computers, cell phones, pagers, and video games

**All electronic devices with internet access are not authorized (tablets, iPod touch, cell phones, computers, etc.) Patients may bring an iPod or mp3 player that does not have internet capabilities for use during PT. These electronic devices will be kept by treatment teams while not in use. E-cigarettes are authorized for use during smoking hours.**

**Level 2 patients will leave all electronic devices in their vehicles, or with their counselor upon arrival for the treatment day.**

**Unauthorized items found in the patient's possession will be confiscated by staff members and will not be returned until you are released from treatment.**

**\*These items will not be returned and will be properly disposed of.**

### **Level 2 and 3 -CHECKING IN**

Active duty personnel entering the program must be escorted by the DAPA or an E7 or above. If you are coming from overseas a flight itinerary needs to be sent to SARP.

Your first day begins at 0700 on Wednesday. You will check in at Patient Affairs on the first floor.

At this time, you will turn in your orders, medical records, LES, medications, supplements, vitamins, and tobacco patches.

Additionally, you will be screened by the medical department, which consists of a breathalyzer, obtaining vital signs, providing a urine sample, and a brief interview with medical staff.

As part of the admission evaluation, corroborative information from spouse, significant other, parent or command representative (E-7 or above) concerning your past 3-5 days drinking or drug usage will be required (unless you are arriving MEDEVAC or being directly admitted from a medical treatment facility). Following the medical assessment, you will begin the orientation process where you will be provided with a written copy of SARP's Patient Rules and Regulations.

## **MEALS**

Everyone enrolled in **Level 3** will be fed at the NMCP galley or food court, which is a 10 minute walk from the SARP building. You are responsible for purchasing all meals. Please bring cash or a credit card to pay for the meals.

**Level 2** patients may bring their own lunch or may feel free to dine at the NMCP galley or food court.

## **RECEIVING MAIL AND MESSAGES-Level 3**

The mailing address at SARP is:

Your Name/Group #

NMCP/SARP

620 John Paul Jones Circle

Portsmouth, VA 23708

Telephone messages will be accepted at (757) 953-9964 during normal business hours. After hours, messages will be accepted at (757) 953-9981. Please note that due to privacy issues, our staff cannot acknowledge a patient's presence at SARP. However, we will take and immediately deliver your messages.

## **VISITATION POLICY-Level 3**

### **Normal visiting hours are:**

<b>Weekdays:</b>	(Command Only) 1130-1230
<b>Indoc:</b>	Saturday 1530-1745, Sunday, and Holidays: 1400-1745
<b>Weeks One-Four:</b>	Saturday 1530-1745, Sunday, and Holidays: 1200-1745

P.O.C.

LT Sarah Brower: 953-9969

Mr. Andre Richards: 953-9961

Anyone may visit during weekend and holiday visiting hours. There are designated areas to meet within the department or you may meet with visitors at other locations on base. The visitation policy will be

covered in greater detail during your Welcome aboard Indoctrination on your first day at SARP. Have your command representative call Mr. Richards at 953-9961 or STGCS Brad Goulden 953-9988 to arrange an official visit Mon -Fri.