NAVMC 11697 (03-10) (EF)
FOUO - Privacy sensitive when filled in.

Print Form

PRIVACY ACT STATEMENT
THE PRIVACY ACT STATEMENT FOR THE INFORMATION ON THIS FORM IS CONTAINED ON PAGE 2.

INDIVIDUAL TREATMENT PLAN

PROBLEM #:	PROBLEM STATEMENT:

Goal(s)	Objectives (Include methods & frequency)	Marine's Initials	Objective Dates O	T	C	Staff Implementer

O = Open T = Target C = Close

Case Manager Signature:	Date:

Progress Checks:

Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials

Marine's Signature (Date Open): _____

Marine's Signature (Date Closed): _____

Counselor's Signature: _____ DATE _____

Supervisor's Signature: _____ DATE _____

Medical Officer's Signature: _____ DATE _____

Marine's Name: _____

Reset Form

FOR OFFICIAL USE ONLY

Adobe Designer 8

PRIVACY ACT STATEMENT

In accordance with the Privacy Act of 1974 (Public Law 93-579), this notice informs you of the purpose for collection of information on this form. Please read it before completing the form.

AUTHORITY: 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; and E.O. 9397 (SSN).

PRINCIPAL PURPOSE: Information collected by this form will be used to provide a basis for assessing your use of alcohol and drugs and to provide therapeutic assistance as required. The information will become part of your alcohol and drug treatment record. The information collected on this form will be filed within a Privacy Act Systems of Records collection governed by Privacy Act System of Records Notice MMN00019 which can be downloaded at **http://privacy.defense.gov/notices/usmc/MMN00019.shtml**.

RETENTION AND SAFEGUARDS: The collected information will be maintained in paper case files in locking file cabinets with restricted, limited access by authorized personnel who are properly screened, cleared, and trained. Records in this file system will only be retrieved by name and social security number. Level I, II, and II alcoholism treatment case files and Level I and II drug abuse treatment case files are cut off and destroyed 5 years after the end of the calendar year the case is closed.

ROUTINE USES: To various officials outside the Department of Defense specifically identified as a Routine Use in Privacy Act System of Records Notice MMN00019 for the stated specific purpose in addition to those set out in the blanket routine uses established by the Department of Defense Privacy Office and posted at ***http://www.defenselink.mil/privacy/notices/blanket-uses.html.***

DISCLOSURE: Providing information on this form is voluntary. If the individual does not complete necessary data fields, treatment may be negatively impacted.