

**NAVAL MEDICAL CENTER PORTSMOUTH  
SUBSTANCE ABUSE REHABILITATION PROGRAM (SARP)  
1001 HOLCOMB ROAD, BUILDING 104  
PORTSMOUTH, VA 23708-2197**

Our facility is located on Navy Medicine Readiness & Training Command (NMRTC) Portsmouth base. We are not located in the main hospital. Please utilize the address above.

**PHONE EXTENSIONS:**

**(757) 953-7848 (QUIT)**

SARP Patient Admissions: Options 3/4

SARP Medical Department: Options 1/2

SARP Departmental Duty Officer: Option 7

**Checklist for All Levels of Treatment**

The following items are needed to complete a screening:

- DAPA/SACO Designation Letter (if not already on file)
- SARP Registration Form indicating **initial screening**.
- DAPA/SACO Package (OPNAVIST 5350) (NAVMC 11685/11686)
- DAR Form (NAVY only) if the service member is being command or incident referred.

The following items are needed by every patient requesting treatment:

- SARP registration form reflecting the **recommended level of treatment**.
- \* SHAPES physical that has been completed and signed by a medical provider \*
- SARP has the service member's mental health or substance abuse assessment.
  - This exam must be completed by a Licensed Independent Practitioner:  
NP, MD, PHD, LCSW, PA
- \* SARP has received TAD orders for the entirety of treatment \*
- Patient's appointments, minus any legal appointments, have been completed or rescheduled until after the completion of treatment.

\* Items marked with an asterisk are to only be completed for **Levels 2.1, 2.5 and 3** \*