



## NAVY ALCOHOL ABUSE PREVENTION PROGRAM "BEST PRACTICES"

The following Best Practices are based on success stories received from Fleet commands and identify strategies, which have proven successful in reducing alcohol abuse. What actions can you take at your command? First and foremost is to define the target population within your command. The target population for Sailors at risk of abusing alcohol is defined as:

- a. E-1 To E-5
- b. Between 18-25 years of age
- c. Within the first three years of first enlistment
- d. Within 12 months, before or after, 21st Birthday

**Next**, assess environmental factors. You need to know what's going on and understand the challenges within your:

- Community;
- Base;
- Command;
- Work centers

Know that risk factors increase the risk of alcohol abuse, and protective factors inhibit alcohol abuse in the presence of risk. A strong environmentally based Command Prevention Program reduces risk factors and enhances protective factors.

Risk and protective factors can be grouped in domains (social, psychological, peer pressure, environmental, economic, base/station, and command/work center) and characterized as to

their relevance to individuals, peer, workplace, and community.

### **Implement the THREE R's into your Prevention Program:**

- **RELATIONSHIP** - Cultivate positive professional relationships between leadership and Sailors. One that creates a mentoring culture consistent with CNO's edict that all Sailors will have a mentor. The key to remember is fractured relationships in the work center alienates young Sailors and inhibits mentoring. Alienating our young Sailors pushes them further away from our goal of integrating them into the command team. Foster an atmosphere in which Sailors can ask any questions, especially concerning alcohol use, freely and without fear of consequences or ridicule. Tell them the truth, provide them with accurate information and dispel the myths. Young Sailors want their supervisors to discuss all aspects of Navy Life with them. Your Sailors will look up to their supervisors only if they feel they will be open to their questions.
- **RELEVANCE** - Let your Sailors know that what they do counts and is important. That his or her behavior, whether it be positive or negative, impacts directly on the overall success of the command. Our Sailors need to know they are an integral part of the command and process within the command. From the top to the bottom, our Sailors need to see policy as meaningful resulting in their support.
- **RESPONSIBILITY** - Responsibility is twofold, it is the young Sailor's responsibility to learn and understand Navy policies and expectations. Second, it is leadership's responsibility to ensure our Sailors live and work in an environment conducive to learning. Insure they are provided with accurate information. Talk about Navy core values and command policy for alcohol use.

After identifying your target population, environmental factors, risk and protective factors, the following "**Best Practices**" can be integrated into your ongoing command prevention program:

#### **COMMAND INVOLVEMENT**

The ability of commanding officers to influence their subordinates should not be underestimated. Alcohol Abuse Prevention Programs that languish on the backburner without leadership support are at a

great disadvantage. Successful command involvement can take several forms:

**Training is important.** COs should ensure that all drug and alcohol personnel enroll in the proper classes.

- ADAMS Facilitators qualifies personnel to train others.
- This practice is an efficient use of time and resources.

**Reach out to your people.** Khakis should focus on those Sailors most at risk for alcohol abuse: E-5s and below, ages 18-25.

- A young Sailor whose superiors emphasize her value to the command is less likely to fall by the wayside.
- If a Sailor feels that he is an important part of a community he will be far less willing to jeopardize relationships by abusing alcohol.

**Turning 21.** Know when your Sailors are turning 21.

- Counsel each Sailor on the legal and health consequences of alcohol abuse as they prepare to turn 21.
- Inform them of Navy's responsible use policy and let them know that if they choose not to drink that is okay also.
- Did you know that 1/5 of all Navy alcohol related incidents happen within 12 months of Sailors turning 21?

**Mentorship.** In accordance with the CNO's Guidelines for 2003, ensure that all your young Sailors have mentors.

- Ensure that mentors spend time with those under their wing.
- When making port calls, consider having mentors take their charges out on liberty.

**Plan ahead for port calls.** Be aware of popular nightspots and clubs where alcohol may be available.

- Ensuring transportation (one command calls theirs a "tipsy taxi service) is available for Sailors out for a night on the town will ensure they make it back safe and sound.
- A sober khaki presence in popular nightspots will prevent excessive drinking and likely deter drug use altogether.

**Use your visibility.** Command leadership should take every opportunity to stress that alcohol abuse and drug use are not acceptable.

- Notes in the Plan of the Day keep the message in focus.
- COs calls on Fridays before liberty are an excellent opportunity to remind Sailors of their responsibility.

- A successful substance abuse program must have visible support from the top.

**Stay on top of your paperwork.** Many Sailors transfer during their screening process.

- Ensure receiving commands are aware of the member's history and status so he/she does not fall through the cracks.

**Maintain an aggressive high visibility alcohol abuse prevention program.**

- Ensure policies are implemented. Hold members accountable.
- The commanding officer's vision drives the command leadership framework toward command excellence.
- Emphasis on the goals of Right Spirit will help reduce the impact of alcohol abuse on Navy readiness.
- Make "It's Ok Not To Drink" your command policy.
- Promote Right Spirit on a daily basis in your command.

**Use every opportunity to speak out for Alcohol Abuse Prevention.**

- Make it clear that Navy's policy is responsible use.
- Any deviation from policy can and will result in disciplinary action.

**Conduct frequent Captain's Calls.** Conduct Captain's Calls especially on Fridays before knocking off for the weekend.

- Brief your Sailors on upcoming events being held over the weekend.
- Have the Command Master Chief talk to divisions/departments with chiefs and supervisors present.
- Use Quarters to remind Sailors of your command's policy for alcohol use.

**Keep your Alcohol Abuse Prevention Program highly visible.**

- Provide daily Plan of the Day Notes and a continuous flow of accurate information to your Sailors about legal and health consequences of alcohol abuse.
- Ensure your Sailors fully understand Navy's policy and the consequences of violating that policy.

**Actively engage your Chiefs and Work Center Supervisors** to be active participants in reducing alcohol abuse.

- Ensure a Khaki presence on your Shore Patrol teams.
- Have them talk to junior enlisted personnel, providing them with information aimed at better understanding Navy

expectations, health hazards and legal consequences of alcohol abuse.

- Make it clear that those who choose to abuse alcohol break faith with Navy's core values and will be disciplined as appropriate.
- The more accurate information your Sailors have, the more likely they are not to abuse alcohol.

**Set the tone!** Command leadership to include Chiefs and Work Center Supervisors must set a strong example of personal behavior by demonstrating responsible conduct on and off duty.

- Emphasize personal, shipmate, leadership and command responsibility while promoting healthy lifestyles for all Navy members.
- Commanding officers set the tone of the command climate.
- Active support to an environment that fosters healthy lifestyles is a significant influence toward reducing alcohol abuse in the Navy.

**Focus on your target population.** Focus on those Sailors who have a propensity to abuse alcohol.

- Start promoting alcohol abuse prevention early.
- Use your Sponsor Program to send incoming Sailors the right message on first contact, before they even report to your command.
- Once they report in continue your Sponsor Program as a mentoring relationship until your new Sailors are fully integrated into the command.

**CMC/DAPA Work Center visits.** CMC and DAPAs, schedule visits and get out to each of the work centers in your command.

- Talk to the personnel in the work center about alcohol abuse prevention, Navy's policy of alcohol abuse and your commands policy on alcohol use.
- Ensure your talk is oriented and appropriated to the target population.
- Be concise and informative.
- Schedule specific times for each visit to last no longer than 10 minutes each. Be on time and leave on time.
- Keep your Sailors informed.

### **REWARDS OR CONSEQUENCES**

All actions must have consequences. Alcohol Abuse Prevention Program without teeth will be exposed quickly. Every attempt must

be made to prevent substance abuse; once a violation has occurred, the consistent application of discipline will deter future abuse.

**Reward good behavior.** Several commands have incorporated "deglamorization days" into their alcohol programs.

- If extended periods of time without incidents are rewarded with extra liberty, peer pressure will force members to drink responsibly.

**Discipline should be visible.** The entire command should know that an incident has occurred.

- Informing your Sailors of the general details of the incident and ensuring that they see the consequences of violating substance abuse policy will deter future incidents.
- Some commands have required that Sailors that have committed alcohol incidents write essays on their behavior and read them to their divisions, work centers etc.
- Other commands hold Captain's masts for substance abuse incidents with all hands present.

**Professional Development Boards, FITREP/EVAL.** Integrate alcohol abuse prevention into the Professional Development Board, mid-term counseling of all officers and enlisted personnel and annual FITREP/EVAL counseling at time of issuance.

**Underage Sailors.** Reinforce your command policy and consequences. For example:

- Underage Sailors with an alcohol incident - pull their advancement recommendation and require them to complete Alcohol AWARE.
- Set the tone!
- Did you know that almost half of all Navy alcohol related incidents fall under this category?

### **EDUCATION IS THE FOUNDATION OF PREVENTION**

**Prepare your Sailors for liberty.** Sailors should be allowed to enjoy their free time, but not before they are aware of the dangers of alcohol abuse and its potential effects on their careers.

**Take control of your Sailors from the beginning.** Use the first 72 hours after a Sailor reports in to set the tone for your substance abuse program.

- Make sure that young Sailors know your program standards from the outset.

- Include alcohol abuse prevention training into your indoctrination class is encouraged.
- For recruits fresh out of basic training, ensure that their supervisor or another experienced Sailor takes time to help the new Sailor adjust to her environment.

**Early education for prevention.** There was a strong consensus among NADAP Summit participants on the importance of incorporating the PREVENT course into the training schedule of every young Sailor.

- Khakis should consider early substance abuse prevention education as PMS for their people.

**Don't forget the junior officer.** It is difficult for a young seaman or petty officer to take the warnings of his chief seriously if he sees his division officer or department head binge drinking on the weekends.

- Remember that most junior officers fall in the target age group.
- Sending JOs to PREVENT both educates for prevention and allows the young officer to engage in frank and honest discussions with the types of Sailors that she will be expected to command.

**Educate your entire chain of command.** To assist you, there are a variety of substance abuse courses taught by PERS-6 Alcohol And Alcohol Program Management Activities - DAPMA San Diego and DAPMA Norfolk. Courses available include:

- Alcohol And Alcohol Abuse Managers/Supervisors (ADAMS Supervisors) for E-5 and above front line supervisors.
- ADAMS/Leaders for CO/XO/CMC and department heads.

For information on the above classes log onto the PERS-6 website at <http://navdweb.spawar.navy.mil> and click on the Education icon.

**Alcohol Abuse Awareness Training.** If your new Sailors did not receive Alcohol Abuse Awareness Training enroute, ensure it occurs soon after their arrival.

- Assign them almost immediately to I-Division, where they receive a detailed briefing on alcohol abuse and other risky behaviors.

**Develop a command specific Alcohol Abuse Awareness and Prevention Campaign and involve your DAPA.** Promote Navy's Right Spirit Campaign. Encourage your crew to participate by designing a local campaign poster, theme or activity.

**Excellent "Best Practice" for use at Service School and Training Commands.** Identify a group of volunteer Sailors who have agreed not to use alcohol or illegal drugs and to demonstrate a positive attitude toward the command.

- These students then become "Positive Student Peers" (PSP).
- PSP Sailors wear a nametag just above their name on the uniform shirt. The nametag, for example, has a white background with blue lettering, and the first line reads, "POSITIVE STUDENT PEER" and the second line reads "RIGHT SPIRIT CAMPAIGN." The command emblem is also included. This makes the participant visible to their peers.
- Additionally, a sign is displayed on the door of his or her room in the barracks to let everyone know that a PSP Sailor lives there.
- The main goal of the PSP Program is to show others that you can live up to the Navy Core Values, have fun without drinking or using drugs and provide a role model to encourage others to do the same.

### **LIBERTY CALL, LIBERTY CALL**

**Provide healthy alternatives for your single Sailors during their personal time.** Encourage enrollment in:

- PACE
- Computer Based Training or other courses while in port at on-base Navy College Centers.

**Sponsor alcohol-free functions** such as:

- Right Spirit picnics
- Tailgate parties
- A talent or sporting events.

**Promote Right Spirit** by providing a fun alternative:

- Make free non-alcohol drinks available, coupons for free food, door prizes and good entertainment.
- Some ideas include beach parties, cookouts, and canoe trips, attending various sporting events and go-cart racing.
- All activities should be alcohol and alcohol-free and show shipmates that a group of Sailors can have a great time without being impaired.

**Encourage your MWR Committee to be geared to offer single Sailors alternatives to alcohol and other risky behaviors.**

- Constantly seek ideas to keep the Sailors interest.

- Ensure membership in your MWR Committee represents command age demographics.

**Encourage your single Sailors to visit onbase/Navy MWR Recreation facilities.** These facilities provide a safe and clean environment at a fraction of the cost outside the base.

**Healthy competition.** Develop and encourage healthy, friendly competition, centered on alcohol abuse prevention, between Departments, divisions, work centers etc. Right Spirit sponsored basketball, football games, or track and field events etc. are a great way to encourage healthy competition within your command.

Make the PERS-6 website at <http://navdweb.spawar.navy.mil> your primary source for alcohol abuse prevention information.

For more information on effective alcohol abuse prevention efforts contact NADAP at (C) 901 874-4247, (DSN) 882-4247 or at [p603a@persnet.navy.mil](mailto:p603a@persnet.navy.mil).