

**Navy
Personnel
Command**

Mission First... Sailors Always

***Alcohol and Drug
Control Officer
(ADCO)
Handbook***

***Navy Alcohol and Drug Abuse Prevention (NADAP) Program
Navy Personnel Command (PERS-671)
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CHAPTER ONE

ROLES AND RESPONSIBILITIES OF AN ADCO

LEARNING OBJECTIVES

Upon completion of this chapter, you will be able to:

- Identify responsibilities for an ADCO
- List various titles ADCOs may have
- Identify possible differences in ADCO responsibilities among commands/regions

History of the ADCO Billet

Alcohol and drug abuse are costly in terms of time lost and are detrimental to morale. They undermine combat readiness, health, safety, discipline, reliability, judgment, and loyalty. In short, the entire Navy suffers. Alcohol and drug abuse are incompatible with the maintenance of high standards of performance, discipline, and readiness and are destructive of Navy efforts to instill pride, promote professionalism, and enhance personal excellence.

Alcohol and Drug Control Officers (ADCO) assist commands in the deterrence and detection of alcohol and drug abuse thereby helping to increase retention and readiness.

ADCOs are highly encouraged to complete the [Drug and Alcohol Program Advisor \(DAPA\) course](#). In addition, attendance at [ADAMS](#) and [AWARE](#) courses is strongly recommended.

Primary vs. Collateral Duty

In some cases, being an ADCO is a primary duty. In most cases, it is a collateral duty. The ADCO may also be an Command Career Counselor, EEO Officer, Human Resource Management Officer--to name just a few of the other roles ADCOs may have. Your ADCO duties will be competing for your time and you may be tempted to put them on the "back burner." Additionally, the type of support you receive from your command may affect your role as an ADCO. Try to meet these types of challenges while continuing to focus on meeting the responsibilities of the position.

Position Description

The ADCO shall manage the alcohol and other drug intervention assets of the second echelon commander and advise on the status of local command alcohol and other drug policy and procedures. In addition, he/she has staff responsibility for maintaining quality assurance over all program elements under his or her cognizance, particularly in the areas of professional training, standards and services delivery.

Specifically, the ADCO shall:

- A. Coordinate and oversee alcohol and drug abuse prevention programs
- B. Provide liaison and guidance to subordinate staff concerning alcohol and other drug abuse prevention and control policies and procedures
- C. Maintain quality assurance over all program elements under the Area of Responsibility (AOR), particularly in the areas of professional training, standards and service delivery procedures, including:
 - 1. Ensure the appropriate number of Supervisors and Leaders in the command attend ADAMS training.
 - 2. Ensure command DAPAs attend the DAPA course within 90 days of assuming the duty.
 - 3. Ensure command DAPAs conduct AWARE classes on a regular basis and submit reports to the cognizant Drug and Alcohol Program Management Activities (DAPMA) by the end of the fiscal year.

4. Ensure collateral duty ADAMS Facilitators submit quarterly reports to cognizant DAPMA in accordance with ADAMS Management Manual (Rev Summer 2000).
- D. Control and monitor the effectiveness of the AOR urinalysis screening program.
1. Ensure the utilization of NDPS 5.2 and future updates by all AOR commands.
 2. Establish appropriate echelon level instructions for the urinalysis program for subordinate commands.
 3. Coordinate/liaison with the Navy Drug Screening Laboratory (NDSL) and Urinalysis Program Coordinators to reduce submission discrepancy rates.
 4. Ensure subordinate commands comply with reporting requirements for all positive urinalysis results.
 5. Ensure subordinate commands meet minimum monthly and annual drug testing requirements as outlined in Enclosure (2) of OPNAVINST 5350.4C.
- E. Ensure subordinate commands compliant with policy for conducting urinalysis and submission of all Drug and Alcohol Abuse Reports (DAARs)
1. Initial DAAR submission within 30 days of incidents and 90 days for reserve units.
- F. Review, update and issue alcohol and other drug abuse AOR directives.
- G. Compile alcohol and other drug abuse statistical data for Chain of Command.
1. Assemble statistical data from Naval Criminal Investigative Service (NCIS) on number of incidents and drugs of abuse within the AOR.
 2. Collect statistical data from Medical Treatment Facility (MTF) or

Substance Abuse Rehabilitation Program's (SARP) Quarterly Operations Update.

3. Compile statistical data available through [Alcohol and Drug Management Information Tracking System \(ADMITS\)](#).

4. Maintain a copy of the Navy Drug and Alcohol Advisory Council (NDAAC) meeting minutes.

H. Assess training needs and coordinate education resources.

1. Maintain a sufficient number of collateral duty certified facilitators to conduct ADAMS for Supervisors course in the claimancy.

2. Survey commands to determine the need for prevention courses.

3. Establish communication with cognizant DAPMA to coordinate all training schedules for the Fiscal Year.

4. Assist in the coordination of the training visit of the DAPMA's Mobile Training Team in the AOR.

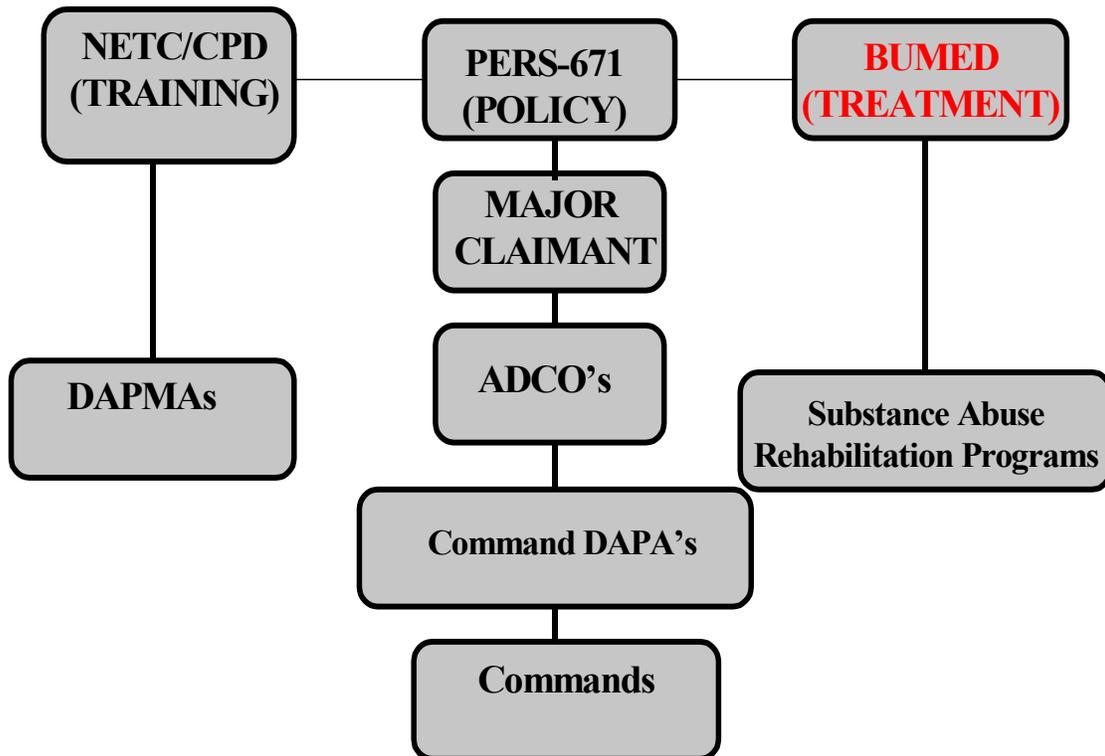
I. Ensure shore activities have an active NDAAC that meets at least quarterly.

NADAP Organization

The NADAP organizational structure is presented on the next page of this handbook. NADAP is organized in such a way as to achieve maximum standardization of alcohol and other drug abuse services and to achieve and maintain the highest quality delivery of program services to eligible Navy personnel.

The NADAP organization functions within the normal Navy chain of command. Third echelon ADCOs report to second echelon ADCOs on drug and alcohol related issues. See chart on next page (1-5):

NADAP Hierarchy



CHAPTER TWO

INSTRUCTIONS AND GUIDANCE

LEARNING OBJECTIVES

Upon completion of this chapter, you will be able to:

- State Navy policy on alcohol abuse and drug use
- Define what is meant by Zero Tolerance
- Identify the various parts of OPNAVINST 5350.4C
- Identify alcohol and drug abuse prevention instructions and directives

NAVY POLICY FOR ALCOHOL AND DRUG USE (OPNAV 5350.4C)

ALCOHOL ABUSE

Navy's policy for alcohol is "responsible use." If of legal age, Sailors make the personal decision to consume alcoholic beverages. Sailors are free to abstain from alcohol, and commands are strongly encouraged to prevent peer pressure from interfering with an individual's choice to abstain. Individuals who choose not to drink shall be supported in their decision and encouraged to remain alcohol-free; however, members who choose to use alcohol must do so lawfully and responsibly. Responsible use is the use of self-restraint with regards to the time, place, and quantity when drinking alcohol. Alcohol consumption will never be an excuse for misconduct. Thus, while the choice to drink remains with the individual, those who do so will be held accountable for their actions. Alcohol shall not be consumed to the point in which it:

- (1) Impairs the rational and full exercise of a Sailor's mental and physical faculties while on duty.

(2) Reduces the Sailor's reliability.

(3) Reflects poorly on the Sailor or the U.S. Navy.

(4) Violation of the prohibitions set forth in Navy instructions subjects military members to disciplinary action under the UCMJ. The full range of administrative and disciplinary actions is available to address violations. These include informal counseling, comments in fitness reports and evaluations, administrative separation, and punitive measures under the UCMJ.

(5) Navy does not condone the consumption of alcoholic beverages during normal working hours. By way of limited exception, Commanders, COs, and OICs may authorize consumption of alcoholic beverages during normal working hours for official functions, ceremonies, and other infrequent command-sponsored events. Additionally, the consumption of alcoholic beverages may be authorized by cognizant authority at unified/joint/combined commands for certain social occasions and events when participation by Department of the Navy (DON) personnel is expected to foster good will and promote international and/or community relations.

(6) Commands must emphasize responsibility and moderation at all events, and shall deglamorize alcohol use during traditional ceremonies by forbidding those practices that may encourage personnel to drink irresponsibly. Adequate quantities of non-alcoholic beverages must be provided for those who choose not to drink alcohol. All military personnel are ultimately responsible for their own actions.

DRUG ABUSE

Drug abuse involves the wrongful use, possession, manufacture or distribution of a controlled substance. The term "use" encompasses all methods of introducing a drug into the body (such as by inhaling, injecting or ingesting). Use, possession, manufacture, and distribution of prescription drugs are wrongful if they are without legal authorization or justification.

ZERO TOLERANCE FOR DRUGS

Navy's "Zero Tolerance" policy for drug use is enforced through frequent, random drug testing, and strict adherence to Navy policy as outlined in Enclosure 2 of OPNAV

Instruction 5350.4C: “All personnel guilty of a single drug use incident shall be disciplined as appropriate and processed for administrative separation.”

The "Zero Tolerance" policy for drugs needs to be reinforced and reiterated at all levels of command. Drug use is incompatible with the maintenance of high standards of performance, military discipline, and readiness. Those who chose to use drugs break faith with Navy’s core values, Honor, Courage, and Commitment and shall be disciplined as appropriate and processed for administrative separation.

The remainder of this chapter provides you with information on the applicable directives and instructions governing the Department of Defense (DOD) and Navy’s policy for alcohol abuse and drug use.

OPNAVINST 5350.4C

[OPNAV Instruction 5350.4C](#) is the primary guidance document for the NADAP Program. It establishes NADAP and is the primary directive for command management of alcohol abuse and drug use. The following chart shows the various enclosures of the Instruction so that you can easily find the topic you wish to learn more about.

Section	Title
Main Body	General Administrative and Disposition Procedures
Enclosure 1	Program Organization Structure
Enclosure 1	Screening and Treatment
Enclosure 1	Voluntary Self-Referral for Drug Abuse Rehabilitation
Enclosure 2	Drug Detection and Deterrence
Enclosure 2	Urinalysis Policy and Related Procedures
Enclosure 2	Preservice Use of Drugs and Alcohol
Enclosure 3	Education and Training Policy and Requirements
Enclosure 4	Acronyms and Definitions

OTHER DIRECTIVES/REGULATIONS/INSTRUCTIONS

DoD	Title	Purpose
DoDD 1010.1 dtd 9 Dec 94 Change 1 dtd 1/11/99	Military Personnel Drug Abuse Testing Program	Establishes policy for drug abuse urinalysis programs; provides guidelines for the use of urinalysis results; assigns responsibilities and prescribes procedures. Incorporates policy on anabolic steroid abuse.
DoDD 1010.4 dtd 3 Sep 97 Change 1 dtd 1/11/99	Drug and Alcohol Abuse by DoD Personnel	States the DoD alcohol and drug abuse prevention policy and establishes policy concerning drug paraphernalia; Establishes policy to deter and eliminate drug and alcohol abuse and dependence on DoD installations.
DoDI 1010.6 dtd 13 Mar 85	Rehabilitation and Referral Services for Alcohol and Drug Abusers	Updates policy, procedures and responsibilities in regard to DoD rehabilitation and referral services.
DoDD 1010.7 dtd 10 Aug 83 Change 2 dtd 20 Nov 85	Drunk and Drugged Driving by DoD Personnel	Establishes DoD policy regarding drunk and drugged driving by DoD personnel.
DoDD 1010.9 dtd 23 Aug 88 Change 1 dtd 20 Jan 92	DoD Civilian Employee Drug Abuse Testing Program	Updates establishment of the DoD Civilian Employee Drug Abuse Testing Program.
DODD 1010.10 dtd 22 Aug 03	Health Promotion and Disease/Injury Prevention	Updates policy and responsibilities for health promotion, disease and injury prevention, and population health within DoD.
DODI 1010.15 dtd 2 Jan 01	Smoke Free DoD Facilities	Establishes policy for the establishment of smoke-free DoD facilities.

DODI 1010.16 dtd 9 Dec 94	Technical Procedures for the Military Personnel Drug Abuse Testing Program	Revises the technical requirements for the Military Drug Abuse Testing Program and assigns responsibilities for the technical aspects of the program.
SECNAV	Title	Purpose
SECNAVINST 1700.11 Series C dtd 21 Jul 86	<i>Alcoholic Beverage Control</i>	Revises Department of the Navy regulations for possession, sale, and consumption of alcoholic beverages within military installations under Naval jurisdiction.
SECNAVINST 1910.4 Series B dtd 29 May 96	Enlisted Administrative Separations	Reissues and updates the policies, standards, and procedures for the administrative separations of enlisted service members from the DON.
SECNAVINST 1920.6 Series B dtd 13 Dec 99	Administrative Separation of Officers	Revises policies, standards, and procedures for the administrative separation of Navy and Marine Corps officers from the Naval service.
SECNAVINST 5040.3 Series A dtd 13 July 2000	Inspections Within the Department of the Navy	Sets policies for inspections of organizations within the DON conducted by any authority; assigns responsibility for the direction, conduct and oversight of the DON Inspection Program.
SECNAVINST 5100.13C dtd 2 Aug 02	Navy and Marine Corps Tobacco Policy	Revises policy and program guidance for the control and reduction of tobacco use in the DON.
SECNAVINST 5300.29 Series B dtd 16 Mar 00	Alcohol Abuse, Drug Abuse and Operating Motor Vehicles	Reissues DON policies to prevent, control, and document incidents of impaired driving.

SECNAVINST 5510.30 Series A dtd 10 Mar 99	Department of the Navy Personnel Security Program	Establishes DON Personnel Security Program (PSP), security requirements for government employees, and policy for authorizing access to classified information in compliance with Department of Defense 52.2-R, Personnel Security Program Regulations.
SECNAVINST 5510.36 Change 2 dtd 23 Jan 01	Department of the Navy (DON) Information Security Program (ISP) Regulation	Establishes guidelines on command security, management, security education, classification management, and introduction to ISP.
SECNAV 5520.3 dtd 4 Jan 93	Criminal and Security Investigations and Related Activities within the DON	Restates jurisdiction and responsibility in the conduct of criminal and security investigations and related activities.
SECNAV 5815.3 Series J dtd 12 Jun 03	DON Clemency and Parole Review	Publishes regulations consistent for implementation of systems of clemency, parole, retention and enlistment of selected court-martialed offenders who were subject to the authority of the Secretary of the Navy at the time of their offenses.
SECNAV 12792.3 (NOTAL) dtd 8 Dec 83	DoD Drug-Free Workplace Program	Prescribes DON policy and delegates responsibility for implementation of the Drug-Free Workplace Program.
OPNAV	Title	Purpose
OPNAVINST 5355.3 Series B dtd 30 Sep 91	Submarine and Nuclear Propulsion Program Personnel Drug/Alcohol Policy	Revises procedures for the disposition of submarine and nuclear trained personnel identified as drug abusers or as alcohol dependent.

OPNAVINST 5355.4 dtd 30 Nov 89	Department of the Navy Drug-Free Workplace Program	Implements policy and procedures for a drug-free workplace program within commands and activities under the command of the CNO.
OPNAVINST 5580.1 Series A dtd 26 Jul 00 Change 2 dtd 28 Jan 02	Navy Law Enforcement Manual	Details procedures, provides guidance, and sets forth standards for military and civilian Navy personnel performing law enforcement duties.
OPNAVINST 5585.1 dtd 1 2 Mar 84	Single Manager for DoD Military Working Dog Program	Provides policy guidelines that establish, within the Navy, the U.S. Air Force as the DoD Military Working Dog (MWD) program.
OPNAVINST 5585.2 Series B dtd 25 Aug 97	Navy Military Working Dog (MWD) Program	Issues policies, procedures, provides guidance and sets standards for the administration of the MWD Program at Navy and USMC installations and activities.
OPNAVINST 6110.1 Series G dtd 10 Oct 02	Physical Readiness Program	Provides policy and procedures for the Navy's Physical Readiness Program.
OPNAVINST 6710.3 dtd 4 Apr 88	Report of Monthly Issue of Controlled Drug Substances	Provides a feedback mechanism that tracks controlled drug substances from requisition through receipt and provides Navy management officials with oversight capability.
OPNAVINST 11200.5 Series C dtd 8 Jul 88	Motor Vehicle Traffic Supervision	Sets policy, responsibilities, and procedures for motor vehicle traffic supervision on military installations in the continental United States (CONUS) and overseas area.
CO Guide dtd Jan 01	Commanding Officer's Guide Alcohol and Drug Abuse Prevention and Control	Provides overview of Navy Policy for Drug and Alcohol Abuse Prevention and Control for Commanding Officers.

CMC Guide dtd Jan 01	Command Master Chief's Drug Guide Alcohol and Drug Abuse Prevention and Control	Provides the basic policy for drug and alcohol abuse prevention and control for Command Master Chiefs (CMC)
UPC Handbook dtd Oct 01	Urinalysis Program Coordinator (UPC) Handbook	Provides Urinalysis Program Coordinators (UPC) detailed guidance that reinforces policy outlined in OPNAVINST 5350.4C
BUMED	Title	Purpose
BUMEDINST 5300.8 dtd 20 Mar 92	Disposition of Rehabilitated Alcohol Dependent or Abuser Aircrew, Air Controllers, Hypobaric Chamber Inside Observes and Instructors	Provides guidance for the uniform disposition of aviators, aircrewmen, air traffic controllers and hypobaric chambers inside observers and instructors who have been diagnosed as alcohol dependent or alcohol abusers.
BUMEDINST 5353.3 dtd 23 Jul 90	Use of Disulfiram (Antabuse)	Establishes uniform standards for prescribing and administering Disulfiram (Antabuse).
BUMEDINST 5353.4 Series A dtd 23 Nov 99	Standards for Provision of Substance Related Disorder Treatment Services	Establishes a uniform set of standards for substance related disorder treatment services within the DON.
BUMEDINST 6120.20 Series B Change 1 dtd 3 Feb 82	Competence for Duty Examinations, Evaluations for Sobriety, and Other Bodily Views and Intrusions Performed by Medical Personnel	Provides instruction for the use of NAVMED 6120.1, Competence for Duty Examination, and to provide guidance concerning evaluations of sobriety and body views and intrusions.
CNET	Title	Purpose
NAVEDTRA 10500	Catalog of Navy Training Courses (CANTRAC)	
Office of Civilian Personnel Mgmt (OPM)	Title	Purpose

OCPMINST 12792.4 dtd 14 Feb 92	Employee Health Promotion and Wellness Program	Authorizes civilians to participate in command health promotion initiatives.
5 CFR 792-101 1 Jan 02	Federal Employees Health and Counseling Programs	Directs OPM to develop and maintain substance abuse prevention, treatment and rehabilitation services for Federal civilian employees.

In addition to the above, other guidance includes:

- Fleet Instructions
 - Any instructions put out by the ADCO's particular Fleet
- Local Instructions
 - Including guidance on screenings, Level II treatment, what command needs to provide, DAPA contacts, etc.
 - Each ADCO should review and update local commands.
 - Local instructions include command developed D&A policy. With a new CO, alcohol policies may change therefore changing the local instructions.
 - When writing local instructions, the ADCO should reference other 2nd or 3rd echelon instructions and previously used instructions.

NADAP ADVISORY MESSAGES

ADCOs receive messages from PERS-671 quarterly. ADCOs should review these and create their own advisory messages with local rules and procedures to junior commands. For example, if PERS-671 comes out with a new or updated policy on the urinalysis program, you should create your own message explaining the new policy and including the local rules that apply to the urinalysis program. OPNAVINST 5350.4C.

CHAPTER THREE

AREA OF RESPONSIBILITY

LEARNING OBJECTIVES

- State the definition of “Area of Responsibility”
- List characteristics of “Area of Responsibility”
- Describe the organization and assignment of ADCOs Navy-wide
- Describe the working relationships among ADCOs

Definition

The term “Area of Responsibility” (AOR) is defined as those commands for which an ADCO assumes responsibility. It can be a specified geographical region, a group of Navy units or assets, or a combination of various commands.

AOR Characteristics

Each AOR will have unique characteristics. Several AORs cover more than one country. Each country will have differing cultures, customs, laws, enforcement, drug and alcohol usage and availability. The same often applies between states and other geographical locations. The ADCO should be aware of these characteristics as they apply to NADAP. An ADCO can address these varying characteristics in policy statements that will help in briefing the PCO/PXO’s transitioning to command.

In addition, commands will have different climates and trends towards enforcement. The ADCO should be aware of these when addressing policy formation.

Some AORs will include more than one Navy community with varying traditions around the use of alcohol. Some communities have specific policies around alcohol and drug usage in addition to those included in OPNAVIST 5350.4C.

Geography can also affect alcohol and drug usage. Sailors may blame excessive use of the geographical limitations of the AOR. Islands, high mountains, vast areas of agriculture, proximity to recreational opportunities, country borders, lack of transportation, limits of ferry schedules etc. are all potential obstacles to overcome in establishing a prevention program for an AOR or section of an AOR.

To adequately address and assess the AOR requirements the ADCO needs a list of commands served. To facilitate database queries, the ADCO should have access to a listing of the AOR Unit Identification Codes (UIC).

E-mail has dramatically increased communication between Navy personnel. ADCOs can easily provide and receive information from their commands. An e-mail distribution list of ADCO and DAPA e-mail addresses is invaluable in networking with commands to improve AOR prevention efforts.

Organization and Structure of the ADCO Community

Organization of the ADCO community follows the same lines as the organization and structure of the Naval Community as a whole. Billets for ADCOs shall be established at second and third echelon commands.

Second Echelon: Commands within the second echelon include 26 commands that are immediately subordinate to the Chief of Naval Operations in both the Shore Establishment as well as the Operating Forces.

Third Echelon: Commands within the Third Echelon are those that are immediately subordinate to Second Echelon commands and include **Numbered Fleet Commands, Type Commands, and Regional Commands.**

Fourth Echelon: In addition, **commands immediately subordinate to Third Echelon commands** may choose to establish ADCO billets to address drug and alcohol programs and policies.

Specific Relational Responsibilities of ADCOs.

Echelon II ADCOs shall:

1. Liaison with all Echelon III ADCOs in their administrative chain of command as well as DAPAs within their own command.
2. Compile status reports from Echelon III ADCOs in their administrative chain of command as well as from DAPAs within their own command.
3. Liaison with other Echelon II ADCOs to ensure consistency in policy and programs fleet wide.

Echelon III ADCOs shall:

1. Liaison with all Echelon IV ADCOs in their administrative chain of command as well as DAPAs within their own command.
2. Compile status reports from Echelon IV ADCOs/DAPAs in their administrative chain of command as well as from DAPAs within their own command and provide this information to Echelon II ADCOs.
3. In the absence of a subordinate Echelon IV ADCO, liaison with all command DAPAs in their administrative chain of command.
4. In the absence of a subordinate Echelon IV ADCO, ensure all subordinate commands comply with standards established by OPNAVINST 5350.4 (series), applicable message traffic, and other locally established guidance as well as the responsibilities previously outlined in this manual.

Echelon IV ADCOs shall:

1. Ensure all subordinate commands comply with standards established by OPNAVINST 5350.4 (series), applicable message traffic, and other locally established guidance as well as the responsibilities previously outlined in this manual.
2. Liaison with all command DAPAs subordinate in their administrative chain of command.
3. Compile and provide Echelon III ADCOs with cumulative status reports for respective area of responsibility.

Regional and Fleet ADCOs shall in addition:

1. Ensure all local subordinate commands, not assigned to Echelon III/IV ADCOs, comply with standards established by OPNAVINST 5350.4 (series), applicable message traffic, and other locally established guidance as well as the responsibilities previously outlined in this manual.
2. Communicate and coordinate with other Echelon III ADCOs within their geographic Area of Responsibility.

CHAPTER FOUR

NAVY ALCOHOL AND DRUG ABUSE PREVENTION (NADAP) PROGRAM

LEARNING OBJECTIVES

Upon completion of this chapter, you will be able to:

- State the purpose of NADAP
- List the elements in NADAP
- Describe the roles of the DAPA and UPC
- State ADCOs role in relation to NADAP

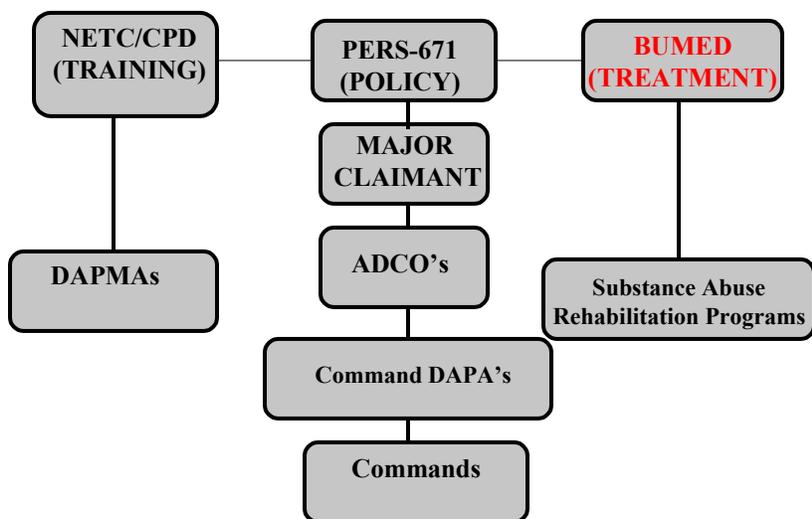
The Navy's approach to alcohol abuse and drug use is clear: prevention, detection, and deterrence at all levels. NADAP's objective is to prevent alcohol abuse and drug use and to rehabilitate and return to full duty status those diagnosed as alcohol abusers or alcohol dependent as soon as possible. Those individuals being processed for administrative separation because of alcohol-related incidents must be screened at a medical facility and offered appropriate treatment prior to separation.

Navy policy requires all individuals found guilty of a single incident of drug use be processed for administrative separation. Those individuals diagnosed drug dependent must be offered treatment prior to separation. Commands who have personnel diagnosed as drug abusers are encouraged to offer treatment to the member prior to separation.

In support of this objective, the NADAP Program consists of Navy Personnel Command (PERS-671), Major Claimants, TYCOMS and Regional Commanders with their ADCOs, command DAPAs, UPCs, and command leadership. PERS is responsible for overall

NADAP policy, the Major Claimants are responsible for policy specific to their AOR, the ADCOs advise their chain of command, the DAPMAs provide comprehensive support to the Fleet by conducting alcohol and drug abuse prevention awareness and education, the DAPAs, UPCs and command leadership provide NADAP at the command level and supervisors assist in creating the Sailor's preventive environment.

NADAP Hierarchy



An ADCO should become thoroughly familiar with the training DAPMA provides. ADCOs shall attend the DAPA course ([OPNAVINST 5350.4C, Enclosure \(3\)](#)). In addition, attending ADAMS, AWARE, and PREVENT courses is strongly recommended.

- NADAP/Center for Personal Development (CPD) provides drug and alcohol prevention and awareness education.
- BUMED programs provide screening for alcohol abuse or dependency as well as outpatient, residential, and medically managed treatment.

LOCAL COMMAND PROGRAMS

The command DAPA should have oversight of local command level programs. The ADCO is encouraged to provide AOR DAPAs with support and resources in order to ensure comprehensive and effective command level programs.

The DAPA is the primary advisor to the CO in alcohol and drug abuse matters. All Navy commands are required to have at least one DAPA. Commands with 1,000 or more members shall assign a full-time DAPA. Commands with 500 or more members are strongly encouraged to assign a full-time DAPA. DAPAs must meet the following requirements:

- Be an E-7 or above when serving as primary DAPA. Assistant DAPAs should be E-5 or above.
- The DAPA (and assistant DAPAs) shall not have had an alcohol incident within 2 years prior to appointment, and have at least one year remaining in the command after appointment (unless on one-year orders). Members who have successfully completed treatment for alcohol abuse/dependence shall have achieved at least two years of sobriety.
- Complete the DAPA course within 90 days of assuming duty.

DAPAs are responsible for:

- Advising the CO on all matters relating to OPNAVINST 5350.4C.
- Providing drug and alcohol abuse program information as part of the command orientation program. Coordinate and assist in the presentation of appropriate alcohol and drug abuse awareness prevention/education.
- Serving as one of the command's self-referral agents.

- Conducting administrative screenings of identified alcohol and drug abusers to provide to the CO and MTF.
- Coordinating treatment dates for members requiring treatment.
- Acting as the Aftercare coordinator for the command, coordinating and monitoring the Aftercare plans for members who return to the command after completion of Outpatient and Residential treatment.
- Submitting [DAARs](#).

You should be in contact with the command DAPAs under your AOR to assist in promoting proactive measures by:

- Conducting DAPA meetings to discuss concerns relating to alcohol and other drug abuse.
- Providing liaison between the DAPAs and the NDAAC.
- Answering questions about policies, procedures, and training.
- Reviewing DAARs for trends.
- Ensuring DAPAs have completed required DAPA course.
- Ensuring DAPAs have command personnel attending NADAP courses.

URINALYSIS PROGRAM

Urinalysis for controlled substances is a major means of detecting and/or deterring drug abuse. Detecting the presence of drugs through urinalysis eliminates speculation of abuse and supports actions needed to discipline, as appropriate, and process for administrative separation those individuals found guilty of drug abuse. [Enclosure 2 of OPNAVINST 5350.4C](#) is the source document for managing a command's urinalysis program.

It is Navy policy to use the urinalysis program to:

- Permit commanders to assess the security, military fitness, and good order and discipline of their commands, and to take appropriate action based upon such an assessment.
- Deter drug abuse and identify those who are drug abusers/dependent. The Navy's policy for drugs is "Zero Tolerance" which requires mandatory processing for separation of all individuals found guilty of a single incident of drug use. Personnel diagnosed as drug dependent must be offered treatment prior to separation and commands are encouraged to offer treatment to individuals diagnosed as drug abusers prior to separation.

Mandatory urinalysis shall be conducted by each Navy command, active duty and reserve, using the following guidelines:

- Monthly random urinalysis required on 10-40 percent of the command per month.
- At least one annual Unit Sweep of all personnel assigned. Up to 5 unit sweeps are authorized per year.

Random urinalysis may be conducted in the following circumstances:

- During inspections.
- During a search or seizure action.
- Other types of urinalysis testing include:
 - A command-directed examination or referral of a specific service member to determine the service member's competency for duty and the need for counseling, rehabilitation, or other medical treatment when there is a reasonable suspicion of drug abuse.
 - A mishap investigation test is an examination authorized by a rule of the DOD or a Military Department regarding a mishap or safety investigation undertaken for the purpose of accident analysis and the development of countermeasures.
 - A medical examination is an examination ordered by medical personnel for a

valid medical purpose including emergency medical treatment, periodic physical examinations, and other medical examinations necessary for diagnostic or treatment purposes.

- Navy commands may also request special urinalysis for suspected steroid abuse. Such tests are conducted at the Olympic Laboratory located at the University of California at Los Angeles. Authority for funding such tests must be approved from NADAP Branch.

The Urinalysis Program and the Role of the ADCO

The ADCO becomes involved in the urinalysis program by:

- Ensuring all subordinate commands conduct random testing at the minimum of 10 percent per month.
- Ensuring the annual requirement of at least one unit sweep of all personnel assigned.
- Checking the accuracy of the information copy of messages.
- Compiling information from urinalysis reports and reporting this to his or her chain of command (number of samples, percentages, number of positives, by group, by squadron, etc.).
- Ensuring DAARs are submitted.

An ADCO should be aware that submissions in excess of 40 percent of assigned personnel in any given month require Echelon III prior approval.

Urinalysis Program Coordinators (UPC)

As an ADCO, there will be times when you will interact with the UPC. The UPC is the advisor to the CO on all matters relating to urinalysis testing including methodology, collection, and transportation of samples to the NDSL. An ADCO may talk to a UPC to determine how often samples are taken, testing procedures, what to look for, the number of times there should be training for observers, what is the best time to do the testing, etc. Additionally, the ADCO should know enough about the urinalysis program to be able to

answer questions about it.

Urinalysis Procedures

Proper urine sample collection is the key to a successful urinalysis program. Poor collection procedures, such as samples provided without direct observation or a break in the chain of custody of the samples, can weaken a case that ends up in court-martial proceedings.

The Navy's goal is to test between 10-40 percent of each command every month. The minimum, however, is 10 percent. This total includes all types of testing (e.g., rehabilitation, Aftercare, fitness for duty, and random testing). The entire quota should not be tested at one time. A better use of quotas is to test small numbers more frequently. This makes the process shorter and simpler, and acts as a greater deterrent to drug abuse. Additionally, to minimize the opportunities for "cheating" and to maximize the deterrent effect, testing times should remain unpredictable.

The **Urinalysis Program Coordinator Handbook** is a comprehensive book that provides you with more detailed information on this subject. The UPC Handbook is available for download from the NADAP website: <http://NAVDWEB.SPAWAR.NAVY.MIL> or by contacting the NADAP Branch or attending the UPC course.

Navy Drug Screening Labs

There are three NDSLs. The NDSLs are located in Great Lakes, IL, Jacksonville, FL, and San Diego, CA. ADCOs should become familiar with the NDSL staff that services their subordinate commands in their area of responsibility. A visit to the appropriate NDSL is recommended. Commands east of the Mississippi River and in Europe send their samples to NDSL Jacksonville; Commands west of the Mississippi and in the Pacific theater send their samples to NDSL San Diego.

If the UPC is not getting the results back from the lab on a timely basis, the ADCO may have to become involved by calling the lab to find out the reason for the delay and/or develop solutions for the problem. Generally, the ADCO should maintain a liaison with the lab even if there are no problems or delays.

The following is a list of the three NDSLs:

Address

Telephone/Message Address

Commanding Officer
Navy Drug Screening Laboratory
Naval Hospital
Box 113, BLDG H-2033
Jacksonville, Florida 32212-0113

DSN: 942-7755
Commercial: (904) 542-7755
NAVDRUGLAB JACKSONVILLE FL//JJJ//

Commanding Officer
Navy Drug Screening Laboratory
Bldg. 38-H
Great Lakes, Illinois 60088-5223

DSN: 792-6862
Commercial: (847) 688-6862
NAVDRUGLAB GREAT LAKES IL//JJJ//

Commanding Officer
Navy Drug Screening Laboratory
Naval Hospital, Bldg. 26-2B
San Diego, California 92134-6900

DSN: 522-9372
Commercial: (619) 532-9372
NAVDRUGLAB SAN DIEGO CA//JJJ//

THE ARMED FORCES INSTITUTE OF PATHOLOGY (AFIP)

The AFIP laboratory is a DOD laboratory responsible for the DOD quality control program that tests the validity of the results of Navy laboratories. AFIP manages both “open” and “blind” testing which contain negative and positive samples. The “open” samples are sent directly to each NDSL and the NDSL must test and report the results directly to AFIP.

The “blind” samples are sent to participating commands that, in turn, mix the AFIP samples with the command samples to be sent to the NDSL for testing. The NDSLs are completely unaware of the presence of these “blind” samples. AFIP obtains a copy of the testing results from the lab to verify that the blind samples were correctly identified (counted in the positives or negatives). PERS-671 contacts ADCOs for participating commands. ADCOs then assign subordinate commands that will participate in the AFIP “blind” program.

CHAPTER FIVE

DRUG AND ALCOHOL PROGRAM MANAGEMENT ACTIVITY (DAPMA)

LEARNING OBJECTIVES

Upon completion of this chapter, you will be able to:

- Describe the services DAPMA provides
- Describe DAPMA courses
- Discuss new directions for NADAP courses
- Describe PREVENT program goals
- Define PREVENT Navy Representative's role
- Describe NADAP training tracking system

The DAPMA and the Role of the ADCO.

DAPMA NORFOLK and DAPMA SAN DIEGO play an integral part in supporting ADCOs and vice versa. Both are tasked with training the Fleet to enable the highest levels of mission readiness.

Drug and Alcohol Program Management Activity (DAPMA)

The primary function at DAPMA is providing drug and alcohol use, abuse and deterrence training to Navy and Marine Corps personnel. The DAPMAs are in fleet concentration areas; located in Norfolk, VA and in San Diego, CA. Both report to the Center for Personal Development (CPD) who in turn reports to Naval Education and Training Command (NETC), through the Naval Personnel Development Command (NPDC).

DAPMA provides classes in their respective locations, through mobile training teams and video tele-training. DAPMA Norfolk's Area of Responsibility (AOR) is east of the Mississippi river in CONUS to Europe and the Middle East (Bahrain); DAPMA San Diego's AOR is west of the Mississippi to Diego Garcia in the Indian Ocean. Each DAPMA posts their annual schedule on NAVDWEB. ADCOs should work closely with their cognizant commands within their region and the respective DAPMA to maximize access to the limited number of classes taught by DAPMA each FY.

NADAP Courses Provided by DAPMA (Ref: OPNAVINST 5350.4C)

Course outlines:

Alcohol and Drug Abuse Management Seminar (ADAMS). ADAMS consists of two short, interactive education courses for Navy leaders and supervisors and one course for training command personnel in facilitating the ADAMS for Supervisors course. Curriculum control for all courses described under this section is a function of CPD. Course availability is published each fiscal year by each DAPMA at <http://navdweb.spawar.navy.mil>.

(1) **ADAMS for Leaders**. Per OPNAVINST 5350.4C, the ADAMS for Leaders course is a *required career* seminar designed for COs, OICs, XOs and CMCs. Other senior members are highly encouraged to complete the ADAMS for Leaders course. The focus of the course is managing substance abuse issues at the executive command level and presenting current Navy policy on alcohol and drug issues. It is a practical leadership course in the prevention and deglamorization of alcohol abuse and the deterrence of drug use. Leaders are offered a guideline for writing command policy. DAPMA personnel are authorized to present this course to designated personnel.

(2) **ADAMS for Supervisors**. Per OPNAVINST 5350.4C, all E-5 and above personnel in the first-line supervisory positions are *required to attend*. The ADAMS for Supervisors course is designed to provide Navy supervisors with knowledge and skills necessary in alcohol and drug abuse prevention, recognition and documentation, intervention and aftercare. Civilians who supervise Naval personnel should also attend ADAMS supervisor training. The training will be accomplished within two years of attaining such a position. Because policy and programs are subject to change, ADAMS for Supervisors should be repeated every 5 years.

(3) **ADAMS for Facilitators**. COs must select professional minded careerists with an interest in training peers and subordinates in the policy and medical aspects of alcohol and drug use, abuse and deterrence. These personnel will be certified to provide ADAMS for Supervisors training at their own commands. Candidates must be E-6 and above or O-3 and above; other pre-requisites that would assist the prospective facilitator are previous instructor/facilitator experience, being a recent DAPA or a Navy Drug and Alcohol Counselor School (NDACS) graduate.

Drug and Alcohol Program Advisor (DAPA). Per the OPNAVINST 5350.4C, personnel assigned as DAPAs and assistant DAPAs *are required* to complete the DAPA course within 90 days of appointment unless they have previously completed the course within the last three years. The DAPA course includes Navy policy and procedures, and it also focuses on prevention skills and aftercare monitoring. Graduates of the DAPA course are qualified to run a command program, monitor command aftercare and deliver training such as Alcohol AWARE, The Right Spirit Brief and GMT Topics pertaining to drugs and alcohol.

Alcohol AWARE. Per the OPNAVINST 5350.4C, AWARE targets junior enlisted and junior officer population as command level training for alcohol abuse prevention and deterrence and is a *required course*. This course must be completed within 2 years of recruit training or other accession point of entry. As its title implies, the goal of the course is to make participants aware of the basic nature of the drug: alcohol, the risks involved in using and abusing that drug, the Navy's expectations, as defined by its regulations and core values, about drinking alcohol and what is meant by responsible use of alcohol. Each participant is asked to evaluate his or her own drinking as part of this training and how their actions or inaction affect the Navy's mission readiness. This course can be facilitated by command DAPAs, a certified ADAMS for Supervisor facilitator, or any interested senior person (preferably with instructor experience) with a desire to present the information to command personnel.

Urinalysis Program Coordinator (UPC)/Navy Drug Screening Program (NDSP). The Urinalysis Program Coordinator (UPC) course provides the command UPC with the tools and information necessary to run an effective command urinalysis program. This course is an excellent source of information for the UPC, their assistants and even for those designated as observers. Included in this course is an overview and application of Navy Drug Screening Program promulgated by PERS-6. Chief Petty Officers and above are recommended to perform the duties of a UPC. *This course is not required,*

but highly informative to ensure command UPC minimizes error return rates from the drug-testing lab.

Right Spirit Brief. The Right Spirit Brief is a 30 to 60 minute presentation tailored to a specific command regarding mission readiness, quality of life, Navy Core Values, alcohol deterrence and illicit drug use prevention. The Command DAPA possesses the knowledge level to present this brief to seniors, peers and subordinates at their command.

Prevention Specialist Course (PS). This course prepares the participant to work as an Alcohol, Tobacco and Other Drug Abuse Prevention Specialist and is a significant academic stepping stone to attaining the credentials necessary for the individual to become a Certified Prevention Specialist (CPS). Attainment of this certification is recognized by the International Certification and Reciprocity Consortium (IC&RC) and enables the member to independently serve as a Prevention Specialist for any community/organization. The participant will receive training in the five required testing domains: Planning and Evaluation; Education and Skill Development; Community Organization; Public and Organizational Policy; and Professional Growth and Responsibility. The course prepares the participant to take the certification exam administered by the U.S. Navy Certification Board (USNCB) at NDACS.

The NADAP PS course is an eighty-hour course that meets the standards set by the IC&RC. IC & RC policy mandates that each candidate for certification have 100 contact hours of prevention specific training. Fifty (50) hours must be alcohol, tobacco and other drugs training. The training must also include 120 hours of practicum in the five required domains. Navy commands can use a prevention specialist to coordinate and lead an effective, comprehensive alcohol and drug abuse prevention program. ADCOs, DAPAs, and Alcohol and Drug Abuse Management Seminar (ADAMS) facilitators are excellent candidates for this course. Prerequisites: Course 501-0100 (DAPA), Course 501-0110 (ADMAS for Facilitators for Supervisors), and E-7 and above. In addition, the Prevention Specialist candidate cannot have had an alcohol incident, must have two years remaining at the command after appointment (except for those personnel on one-year orders or two-year orders) and if the candidate has successfully completed treatment for alcohol abuse/dependence, the candidate must have achieved at least two years sobriety prior to attending NADAP PS training. *This not a required course.*

PREVENT.

Personal Responsibilities and Values Education and Training (PREVENT) is a course on alcohol misuse and drug abuse prevention course for 18-26 year-old Sailors. This vital element of the Navy's Right Spirit Campaign provides Sailors with life-skills and knowledge to help them avoid risky behaviors that detract from command readiness and retention. Although the focus of the 24-hour facilitated course is substance abuse prevention, other subjects include personal finances, interpersonal relationships, and health and physical readiness.

Department of the Navy Core Values, Right Spirit principles and personal responsibility form the basis for PREVENT. The course focuses on awareness of personal choices and associated risks, consequences of behaviors, doing the right thing, anticipating and coping with peer pressure, and intervening when shipmates are taking unnecessary risks. The course relies on student participation, exercises, case studies and group projects. Sailors consistently rate these activities very highly in end-of-course critiques. Every unit concludes with self-assessment and action planning exercises to help guide Sailors in implementing behavior changes.

Sailors are provided with extensive resources for further information and assistance on every topic covered in PREVENT. Each unit includes a resource summary listing all related Navy and DOD policies and programs, along with an extensive listing of web sites, phone numbers and addresses. The course is reviewed annually to make sure that the most accurate and relevant information is provided.

For more specific information about PREVENT services and locations go to the PIRE website at: www.preventonline.org or www.NKO.navy.mil.

Evaluation Tools for NADAP Classes (and tools for ADCO analysis)

ADCOs have a tool to assess their commands' participation in NADAP courses.

NADAP courses have a throughput in excess of 42,000 students annually. These graduates are entered into Standard Training Activity Support System (STASS), a computer program that feeds corporate level data to Navy Integrated Training Resources and Administration System (NITRAS). NITRAS is the only official source of training statistical data for formal Navy training. It manages and supports the Navy

training effort by collecting, compiling, and providing student and training information.

The far-reaching fleet-wide impact of this decision cannot be overstated:

- Student course completion will now be captured permanently in Navy Training Management and Planning System (NTMPS). NTMPS helps every level of user (training activity, individual command, ISIC, TYCOM) by providing users with a single computer-based tool to manage school requirements with displays that can be sorted by platform, school locations, Unit Identification Code (UIC), manning, school attendance, and NECs (where applicable). It also has a specific goal of making training and the tracking of training easier for deployable forces.
- Metrics can now be established to measure the effectiveness of drug and alcohol abuse prevention training.
- All NADAP courses have Course Identification Numbers (CINs) and are listed in the Catalog of Navy Training Courses (CANTRAC). CANTRAC provides a description of our courses, prerequisites (if any), locations, quota control POCs, and pertinent phone numbers. CANTRAC can be reached from the NETC website at: <https://www.netc.navy.mil/>.
- Fleet customers can receive immediate feedback/data regarding their command's level of participation in required NADAP courses. Student completion data found in NTMPS is official verification of course completion.
- Student course completion will be recorded in Sailors' "Smart Transcripts," creating a permanent record of course completion for every Sailor and allowing easier evaluation of their Navy training for civilian college credits.

The NADAP courses entered are:

DAPA	(CIN: S-501-0100)
ADAMS for Supervisors	(CIN: S-501-0120)
ADAMS for Facilitators	(CIN: S-501-0110)
ADAMS for Leaders	(CIN: S-501-0130)
UPC/NDSP	(CIN: S-501-0140)
PREVENT	(CIN: S-501-0150)
AWARE	(CIN: S-501-0160)
Prevention Specialist	(CIN: S-501-0165)

What this means to the ADCO/DAPA:

ADCOs/DAPAs will have the ability to query NTMPS to see how many Sailors successfully completed any NADAP course. For example, a CO may ask how many Sailors/Officers currently on board have completed ADAMS for Supervisors. This data is available from NTMPS. Just complete queries using the appropriate CIN. This will be especially useful in determining if the command had an effective prevention program.

What this change means to Command Collateral Duty ADAMS Facilitators:

Previously, facilitators were required to submit final numbers of personnel taught quarterly to DAPMA. Once an ADAMS for Supervisors course is presented, the facilitator must send the cognizant DAPMA a roster of students. This roster must have the SSN, the students' last names, and the dates of training. *If a roster is not received by DAPMA, the student has not OFFICIALLY completed the Supervisor's course and the credit will not be reflected on the Sailors' smart transcript.*

NOTE: To obtain command level access to NTMPS, apply online at:
www.ntmps.navy.mil

NTMPS training may be required in order to obtain full benefit of the tool.

Other Services Offered by DAPMA

Upon request, DAPMA will provide technical assistance to Navy commands to assist with implementation of command prevention programs when resources and manpower are available. DAPMA also provide consultation, coordination and collaboration with other appropriate military and civilian agencies regarding NADAP prevention projects.

CHAPTER SIX

CONTINUUM OF CARE

LEARNING OBJECTIVES

Upon completion of this chapter, you will be able to:

- Describe the major components of Continuum of Care
- Identify the different levels of treatment
- Explain the difference between Aftercare and Continuing Care

TREATMENT and CONTINUUM OF CARE

This chapter provides information on the treatment process, part of BUMED's Continuum of Care. The Continuum of Care is the alcohol treatment model used by the Navy and other military treatment providers. The basic philosophy is to place patients in the least intensive environment commensurate with the severity of their needs. Patients can be moved to more or less intensive treatment as patient needs change or new problems are identified. Navy Continuum of Care provides you with a perspective of case management and administration of a patient.

The following will be discussed:

SCREENING
TREATMENT – LEVELS OF CARE
CONTINUING CARE
AFTERCARE

Screening

Alcohol abuse/dependency screening by a Medical Treatment Facility is mandatory for members who are involved in an incident regardless of rank or status. **Members can also be screened at the request of the command (command referral) or refer themselves to a screening facility (self-referral).**

Medical screening is the clinical and administrative function of determining the need for treatment and the appropriate portal of entry into the continuum of care.

The Licensed Independent Practitioner (LIP)/Medical Officer, with the recommendation of a certified Navy Drug and Alcohol Counselor, will determine the need for admission and appropriate level of care.

Commanding Officers are encouraged to discuss any concerns with the Licensed Independent Practitioner (LIP) who makes treatment recommendations.

Treatment – Levels of Care

Outpatient Services (OP)

- Treatment length variable (40-50 hours)
- Four hours per day (approx. 2 weeks)
- Return home at night or return to the command
- Medevacs may be required to stay at BEQ/BOQ during treatment

Intensive Outpatient Services (IOP)

Patients diagnosed alcohol dependent or alcohol abuser, recommended for abstinence based program.

- 100 hours over 4 weeks
- Full-time for 2 weeks
- Partial days/evenings for last 2 weeks

Residential Services/Inpatient Treatment (IP)

This is comprehensive full-time care for patients diagnosed as alcohol dependent. A structured 24-hour program is required.

- Variable length of care (4-6 weeks depending on patient's needs)

- TAD/TDY to BUMED Treatment Facility

Medically Managed

- Patient at risk for withdrawal symptoms. Placed under observation in BUMED medically managed care for detoxification.
- Patient may also require immediate medical attention for other disorders.
- When stabilized, patient is re-assessed and transferred to appropriate care facility.

Important Note: During screening, the patient is under observation for signs of withdrawal, a potentially dangerous medical situation. With a diagnosis of significant risk of severe withdrawal symptoms, the patient requires immediate medical attention.

Continuing Care and Aftercare

- Continuing Care is recommended by and is the responsibility of the BUMED Treatment facility. Continuing Care varies in length depending on patient's need.
- AfterCare begins after medical treatment ends and is in conjunction with Continuing Care. Aftercare is the responsibility of the command and will continue through the completion of the individualized after care plan, not to exceed 12 months. "Command monitoring and support of aftercare plans, coordinated with the DAPA, are very important in assisting members to successfully meet treatment goals" (OPNAVINST 5350.4C).

Continuing Care:

- Support for recovery process and relapse prevention
- Provide a forum that is abstinence based or POSSIBLY RESPONSIBLE USE
- Program length is based on individual needs/progress

Continuing Care Consists of:

Outpatient service which includes individual and group sessions

- Weekly program; meet with certified counselor 1 to 2 hours per week at treatment facility

- Focus on unmet psycho-social needs, personality traits and disorders, and any other concerns

Education focus

- Recovery/relapse issues
- Leisure-time activities
- Lifestyle changes related to abstinence/responsible use

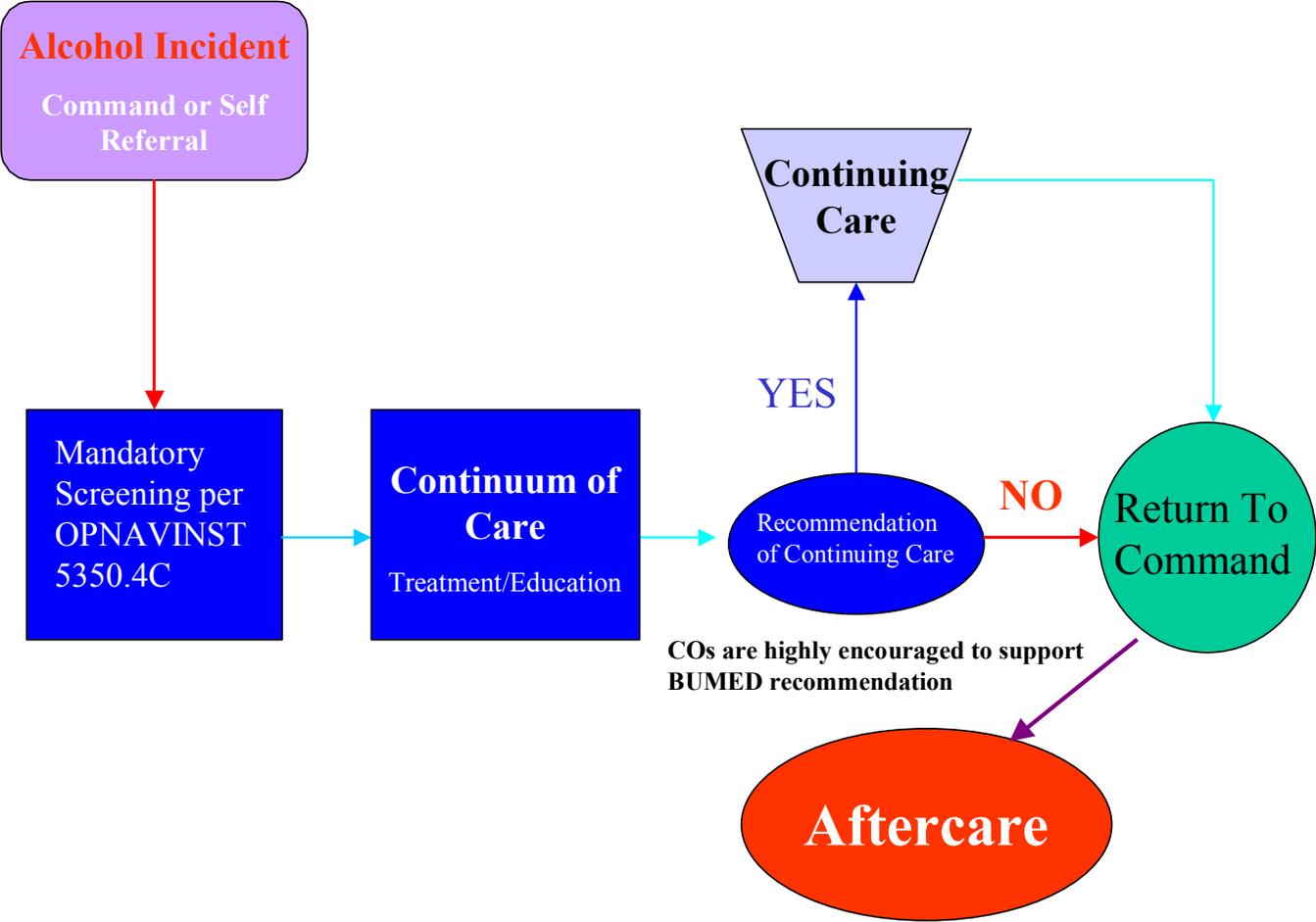
Aftercare

The BUMED treatment facility staff, working together with the patient, prepares a written Aftercare Plan during the last phase of the treatment and/or continuing care.

COs are charged with monitoring the command's aftercare program. Commanding Officers also review the status of Aftercare with member and DAPA on a quarterly basis.

NOTE: Where operational commitments dictate, this Aftercare Plan may be modified by the CO. For instance, a BUMED treatment facility may recommend three Alcoholics Anonymous (AA) meetings per week, but the service member is deployed on board a ship where only one AA meeting per week is held. The CO may modify the Aftercare treatment plan to include attendance at one AA meeting per week, the writing of a 200-word essay per week on a topic selected by the DAPA, seeking and making contact with a mentor, or writing weekly letters to their counselors from the treatment facility.

Continuum of Care



CHAPTER SEVEN

SPECIAL PROGRAMS AND SECURITY

LEARNING OBJECTIVES

Upon completion of this chapter, you will be able to:

- Identify alcohol and other drug policy in regard to special programs (e.g., Personnel Reliability Program, Submarine, etc.)
- Discuss the nature of your contact with military and civilian law enforcement organizations

SPECIAL PROGRAMS

Personnel assigned to special programs in the Navy occupy positions of critical importance to their units and to national security. Therefore, it is imperative that as many individuals as prudently possible be retained in their special program. These programs include:

- Air Crew
- Submarine
- Nuclear power
- Air Traffic Control
- SEAL
- Physical Security
- Personnel Exchange Program
- Landing Craft Air Cushion
- Recruiting
- Recruit Company Commander
- Military Entrance Processing Stations
- Flag / Presidential Duty
- EOD / UDT
- Navy Leadership Training Units

ADCOs have no specific role with special programs, because these programs have strict drug and alcohol rules of their own. However, you should know the background of drug and alcohol policies specific to these programs as well as the consequences awaiting service members assigned to these programs that are involved in any drug and alcohol related incidents.

Additionally, personnel assigned to these special programs who are identified as alcohol dependent will be suspended, decertified, disqualified, or removed from all special programs pending the outcome of rehabilitation.

LAW ENFORCEMENT / STAFF JUDGE ADVOCATES

ADCOs are encouraged to establish ties with military and civilian law enforcement departments and Staff Judge Advocates in their Area of Responsibility (AOR). The following is a brief discussion of the various agencies, which would be beneficial to an effective and proactive ADCO.

Security Department / Regional Security

- Shore installations are normally assigned a Security Department headed by a Security Officer who is responsible for the law enforcement and force protection of all base personnel and assets. ADCOs are encouraged to establish ties early on with the Security Officer and his or her Assistant as a solid resource for obtaining real-time statistics and data on drug and alcohol related incidents.
- ADCOs responsible for personnel assigned to different installations located within the same Navy Region should establish ties with Regional Security via the Regional Security Officer and his or her Deputy. Regional Security Officers are assigned to Navy Regions and serve as Program Managers for all base Security Departments in their AOR. They are assigned operational control of these departments and coordinate training, outfitting, and assignment of personnel in their Region.

Staff Judge Advocate (SJA)

- SJAs are also good resources for obtaining data on drug and alcohol related incidents. Additionally, **JAG Instruction 5800.9A** requires Navy and Marine Corps officers exercising general court-martial jurisdiction to submit quarterly reports to the Office of the Judge Advocate General on court-martial and nonjudicial punishment data. One of the required data fields is "Disposition of Drug Offenses," which may be useful information to ADCOs.

Armed Forces Disciplinary Control Board

- This board meets quarterly and it's main purpose is to determine what areas should be assigned a curfew or be placed on an off-limits status due to a perceived or real threat to military personnel. Representatives from various commands, base and Regional Security, Navy Legal Service Offices, NCIS, local law enforcement, etc. usually attend this meeting. Attendance at this meeting would be beneficial to ADCOs seeking to increase their network of contacts and would also provide a comprehensive "picture" of what establishments or areas pose a threat to their personnel.

Naval Criminal Investigative Services (NCIS)

- The ADCO and NCIS may trade statistics with each other (e.g., number of investigations that are drug related, number of drug seizures, number of drug incidents for individual commands).
- The NCIS is represented on the NDAAC (see *NDAAC* chapter).
- Many commands include NCIS as an addressee on Navy Drug Screening Lab drug testing results messages.

Department of the Navy Central Adjudication Facility (DONCAF)

- ADCOs are advised to inform the command Security Manager of any drug or alcohol related incidents. The Security Manager in consultation with the individuals chain-of-command will determine if a clearance should be revoked or suspended and will make the necessary notifications to DONCAF (DONCAF communicates almost exclusively with Security Managers).
- ADCOs should call the command Security Manager if there is a question about a service member's security clearance.
- Service members who abuse alcohol or have had an incident of improper drug use/involvement may be subject to a revocation or suspension of their security clearance as outlined in Appendix F of SECNAVINST 5510.30A "Department of the Navy Personnel Security Program."

Civilian Law Enforcement Agencies

- ADCOs should go through base Security or Regional Security and shore patrol to liaison with civilian authorities. The military/civilian relationship should have already been established at the Security Department level and would aid in their search for an effective civilian law enforcement point of contact.
- To establish this relationship, the ADCO should first contact the base Security Department or Regional Security for the name of their civilian point of contact. When contacting civilian officials, the ADCO should state the nature of his or her job and ask to be placed on a list for incidents occurring in the civilian community. This point of contact may be able to provide DUI reports, which the ADCO can send to the command.
- Some Security Departments and Regional Security Officers already have an active duty military serving as a court liaison with the local judiciary and civilian law enforcement authorities. This would be an excellent starting point for ADCOs desiring a civilian point of contact.

CHAPTER EIGHT

NAVY DRUG AND ALCOHOL ADVISORY COUNCILS (NDAACs)

LEARNING OBJECTIVES

Upon completion of this chapter, you will be able to

- State the purpose of Navy Drug and Alcohol Advisory Councils (NDAACs)
- Explain the difference between regional and local NDAACs
- Explain ADCO role in relation to NDAACs

Purpose

OPNAVINST 5350.4C Paragraph 8.k(2). requires that local Navy Drug and Alcohol Advisory Councils (NDAAC) be organized to support the CNO's "Zero Tolerance" initiative. They are formed at shore activities and meet at least quarterly. The primary purpose of the NDAAC is threat assessment (i.e. determining the extent of the local and regional drug and alcohol threat, assessing the local climate for abuse and making appropriate policy recommendations to counter the threat). NDAACs are tasked to develop written plans to combat the local/regional alcohol and drug abuse threat.

Scope

The NDAAC is responsible for evaluating the nature, availability, and effects of alcohol and other drug (AOD) abuse problems, including the availability of drug paraphernalia. NDAACs develop periodic threat assessments and function as executive-level decision-making bodies that can make on-the-spot decisions and policy changes in response to any identified AOD threats within a particular area. These committees are tasked to develop and provide local and regional commanders with written plans of action to combat the identified AOD threats.

Policy

Shore installation Commanding Officers shall implement drug and alcohol abuse countermeasures that are consistent with the threat environment and the local community, including but not limited to inspections and enforcement programs covering persons, vehicles, and property.

There are both regional and local NDAACs. A region is a geographical area where several Naval activities are within close enough proximity that TAD or other such funds are not necessary for a representative to attend a regional NDAAC. For installations that are isolated, attendance at a regional meeting is not required. However, isolated installations are required to have a local NDAAC.

Regional and local NDAACs must meet at least quarterly with the local NDAAC usually meeting just prior to the regional NDAAC. The regional NDAAC can be held in conjunction with the regional CO's meeting

Regional NDAACs

Regional NDAAC membership is at the discretion of the regional commander, but at a minimum should include the following:

- a. NDAAC Chairperson shall be an O-5 or above. The council chairperson will hold the current threat assessment of reviews during Inspector General (IG) as well as program Standardization and Quality Assurance inspections and should make copies available to local commands.
- b. NDAAC Coordinator (ADCO) is responsible for scheduling quarterly meetings, setting the agenda and ensuring the meeting minutes are prepared and distributed. ADCOs filling this role should also have available number of prevention classes convened since last meeting by command, number of graduates and comparison statistics from last year.
- c. NDAAC members may include but are not limited to:
 - Installation CO or representative (O-5 or above) to act as their person.
 - Base Security: provides information on DUI/DWI cases, drug abuse incidents, gate searches, barracks, facility, and shipboard searches involving military drug dogs, and miscellaneous substance abuse trends identified.

- Staff Judge Advocate: provides information on administrative separations and courts-martial cases involving alcohol/drug abuse.
- Local Law Enforcement: provides information on off-base incidents and substance abuse problems in local community involving military personnel.
- Family Advocacy/Fleet and Family Service Center (FFSC): provides information on cases involving alcohol and/or drug abuse.
- Moral, Welfare, and Recreation (MWR) Director and Club Manager: current deglamorization efforts/policies in effect, trends concerning problems in clubs (fights, altercations, underage drinking), ongoing efforts to arrest underage drinking (ID Checks, arm bands, hand stamps).
- Chaplain: provide information on referrals as result of alcohol and/or drug abuse.
- NCIS: list of local establishments with drug/alcohol problems and overview of regional and local criminal investigations.
- Medical: emergency room cases and referrals made to local SARP/MTF.
- SARP/MTF Representative: Overview of all alcohol and drug abuse screenings, dependency/abuse recommendations and trends noted, and information on screening requirements.

Local NDAACs

Local NDAAC membership is at the discretion of the local commander, but if available should include the following:

NDAAC Chairperson, NDAAC Coordinator; NCIS Representative; SARP Representative; DAPAs; Security Officer; Legal Officer; Urinalysis Coordinator; Fleet Family Service Center Director; Family Advocacy Council Representative; Chaplain; MWR Club Manager(s); Medical Department Representative(s); and Tenant Command Representative(s).

Other participants may include: CO/XO/OIC of subordinate commands, Command Master Chiefs, NCIS Representative, Training Department representative, PAO, and local civilian law enforcement representatives (to provide information on DUIs).

Command NDAACs

The NDAAC concept can easily be adapted at the command level, especially for large afloat commands. A command advisory council would consist of Department Heads, Command Master Chief, Medical Department representative, Chaplains, DAPA, etc.

The ADCO's Role in NDAAC

The Regional ADCO maintains a copy of the meeting minutes from the regional and local NDAAC meetings. Establishment of NDAACs by Commanding Officers is required by OPNAVINST 5350.4C. ADCOs should actively market these councils and the services provided, and stress the importance of the NDAAC to the command and the benefits in making prevention programs more effective.

CHAPTER NINE

ALCOHOL AND DRUG MANAGEMENT INFORMATION SYSTEM (ADMITS)

LEARNING OBJECTIVES

Upon completion of this chapter, you will be able to

- Identify key ADMITS references
- Define ADMITS
- Identify the source of data ADMITS receives
- Identify ADMITS data recipients
- Explain how to obtain access to ADMITS data
- Explain the ADCO's role in ADMITS

REFERENCES

OPNAVINST 5350.4C (Drug and Alcohol Abuse Prevention and Control)

DOD Directive 1010.4 (Drug and Alcohol Abuse by **DOD** Personnel)

OPNAVINST 1700.9D (Child Development Programs)

36 CFR 1228.270 and 36CFR 1234

What is Admits?

ADMITS is a computer-based program operated by Navy Personnel Command. It is

the central repository of alcohol and drug incident, screening, treatment and training information for the Navy and Marine Corps.

ADMITS Data Sources

ADMITS receives, validates and stores information from the following sources:

a. Command DAPA/SACO. Command DAPAs/SACOs submit data to ADMITS concerning alcohol and drug incidents and training. Incidents are reported using the Drug and Alcohol Abuse Report (DAAR) on the ADMITS web application:
<https://www.admits.persnet.navy.mil/>

b. SARPs. Substance Abuse Rehabilitation Programs facilities submit data to ADMITS concerning alcohol and drug screening and treatment. Submission is made via the ADMITS website.

c. Navy Drug Screening Laboratories. The three NDSLs submit data to ADMITS at the end of each week. The data submission contains both positive and negative results of all samples submitted by Navy and Marine Corps units as well as aggregate sample data based on the UIC of the unit submitting the data.

d. Navy Personnel Command Master Files. Data is downloaded from the master files by ADMITS weekly in order to provide demographic data for statistical purposes.

ADMITS Data Recipients

ADMITS provides data to the following:

a. Navy and Marine Corps Alcohol and Drug Program Managers. Program managers are the largest recipients of ADMITS reports. The reporting assists program managers in determining the effectiveness of their programs and in arriving at decisions which effect the future direction of substance abuse prevention programs.

b. Defense Manpower Data Center (DMDC). Data held at DMDC and ADMITS is periodically compared and analyzed for quality assurance purposes.

c. SARPs. Counselors and medical personnel use ADMITS data to

d. recommend disposition and treatment of members referred for alcohol and drug abuse.

e. MWR. ADMITS provides background checks for prospective employees of MWR child care and youth programs. Background checks are performed by SARPs who interpret the information contained in ADMITS and pass pertinent data to the MWR. This requirement is specified in OPNAVINST 1700.9D.

f. Commanders, Commanding Officer and Officers in Charge. Data is provided to Commanders, Commanding Officers and Officers in Charge on a case-by-case basis in order for them to arrive at a proper disposition of members involved in an alcohol or drug incident. Navy and Marine Corps statistical data is also provided to commanders where the services of an ADCO are not available.

g. ADCOs. ADCOs are provided statistical data for units assigned to the major staff to which they are assigned. Data provided to ADCOs consist of preprogrammed queries based on previous information requirements although ad hoc reporting is available.

h. Freedom of Information Requests. ADMITS responds to freedom of information requests as tasked by the Navy Personnel Command Public Affairs Officer.

i. National Archives and Records Administration (NARA). Data collected by ADMITS is provided to NARA annually as required by 36 CFR 1228.270 and 36 CFR 1234.

j. Law Enforcement/Investigators. With proper credentials and release documents/authorization, ADMITS data can be provided to these officials on a case-by-case basis.

k. Current and former Navy and Marine Corps members. Upon presentation of proper identification, members may obtain treatment information on themselves which they received while on active duty. This information is generally needed in order to prove completion of treatment for alcohol abuse or driving while intoxicated.

Obtaining Access to ADMITS Data

Access to ADMITS is granted after receipt of a properly executed ID Request Form.

The ID Request Form can be downloaded from the ADMITS web site: <http://www.admits.persnet.navy.mil>. All access requests are entered with a definite expiration date. Renewal of the ID Request is a prerequisite to gaining access to ADMITS data.

The ADCO's Role with ADMITS

As a recipient of ADMITS reports, the ADCO should ensure that an up-to-date list of UICs is provided to the ADMITS office. This UIC list will be used to extract recurring and ad hoc statistical reports required by the ADCO.

The ADCO provides liaison between the DAPA and ADMITS concerning the submission of DAARs. The requirement for submitting DAARs is specified in OPNAVINST 5350.4C, para 8.1.1.(18). Currently, two methods are available for submitting the DAAR. Those are:

(1) OPNAV Form 5350/7 (Rev. 6/92) is the official method for submitting DAARs. The stock number for this form is 0107-LF-011-8900.

(2) ADMITS Web Site. Input of DAARs using the Internet will become mandatory. DAPAs who wish to input DAARs using the Internet may obtain access by submitting an ID Form which can be obtained through the ADMITS web site.

ADMITS Help Desk phone numbers:

Comm: (901) 874-4214
DSN: 882-4214
Fax: Comm: (901) 874-6655
DSN: 882-6655

ADMITS E-mail Address:

mill_admits@navy.mil

CHAPTER TEN

DEVELOPING A POSITIVE COMMAND ENVIRONMENT

LEARNING OBJECTIVES

Upon completion of this chapter you will be able to:

- Identify factors inside and outside the command that help and/or hinder prevention efforts
- List principles and goals of a Command Awareness Prevention Program
- Know what Risk Factors are
- Know what Protective Factors are

Introduction

The Command Awareness Program is a science-based, community-wide, extremely effective substance abuse prevention program. The program combines “Best Practices” and “Lessons Learned” from highly successful command prevention programs throughout the fleet with information derived from scientific research on the implementation of substance abuse prevention programs in the workplace.

The concept of the Command Awareness Program is nothing new. In fact, many highly successful command prevention programs throughout the fleet already incorporate many of the principles and elements of the Command Awareness Program. If you implement the elements and principles of the Command Awareness Program into your command substance abuse prevention programs, together they will enhance the overall effectiveness of your program. Once you implement the principles and elements of the Command Awareness Program, you will begin to have a better understanding of those

factors inside and outside of the command that are helping or hindering the command's prevention efforts. This will enable you to develop strategies that will reduce substance abuse and communicate a clear message that the command as a whole will not tolerate substance abuse.

Concepts of Command Awareness Program

- Promotes healthy work environments free of substance abuse and by reducing injuries associated with substance abuse.
- Communicates a command-wide message and promotes a culture that is intolerant to substance abuse. Sailors will know that everyone from Seaman to Commanding Officer will be held accountable if they engage in substance abuse.
- Increases work center supervisors' ability to respond effectively to substance abuse problems before an incident occurs. Supervisors are trained to recognize the early signs of substance abuse and intervene to prevent substance abuse related injuries or incidents from occurring.
- Reduces those barriers that prevent Sailors from seeking help for themselves or for their shipmates.

Principles of Command Awareness Principles

The Command Awareness Program philosophy is founded on these principles:

- **Shipmates rely on other shipmates** for their professional growth and development as well as their safety.
- The establishment of **Positive Professional Relationships** in the command promotes a climate and culture of trust.
- **Shipmates help each other** in times of need.
- Establishing a safe work environment that is free of substance abuse **reduces the stress** Sailors experience in an unhealthy work environment. The stress incurred having to cover for a Sailor who is absent from duty due to a hangover

- or having to work side by side with a Sailor who is intoxicated or high on drugs will affect mission readiness.

Goals of Command Awareness Program

Once you implement the elements of a Command Awareness Program, you will achieve the following objectives:

- Enhanced, effective communication up and down the chain of command. Command substance abuse policy will be communicated throughout the command via your Plan of the Day, Captain's Call, Quarters and CPO Call.
- Effective communication of command policy enhances command-wide buy-in of a culture and message that the command will not tolerate substance abuse and everyone in the chain-of-command will be held accountable for their behavior at all times.
- Sailors trained to recognize and prevent substance abuse problems.
- Increased knowledge of substance abuse prevention increases a Sailor's ability to seek help and makes them comfortable referring Sailors with substance abuse problems to the appropriate referral agents.
- Command wide acceptance of policy and education/awareness training will eliminate the stigma associated with Sailors asking for help in overcoming substance abuse problems or referring a shipmate in need of help.

In Summary, once this stigma is removed, Sailors will trust the resources available, thereby increasing more help-seeking behaviors. You will also eliminate many "opportunistic incidents" that are usually linked to substance abuse. Examples include, the spouse abuse (offender and victim), traffic fatalities, traffic injuries, child abuse, child sexual abuse, suicides, rapes, assaults, recreational injuries and fatalities, reduced productivity and indecent assault.

Elements of a Command Awareness Program

IDENTIFY RISK AND PROTECTIVE FACTORS

Before we go any further, it is important to understand that there factors inside and outside of the command affect the viability of substance abuse prevention programs. The identification of these risk and protective factors increases the effectiveness of your substance abuse prevention programs and is the first step in implementing Command Awareness Program.

RISK FACTORS

Risk Factors are behaviors, attitudes or a climate that exist inside and outside of the command that promote a tolerance to substance abuse. Examples include:

Behaviors inside the command

- Purchasing beer for Sailors who are under the legal drinking age.
- Limited non-alcohol beverages at command-sponsored events.
- No Right Spirit Campaign visibility throughout the command.
- No visible Leadership support of substance abuse prevention efforts.
- No consequences for incidents caused by substance abuse.
- No POD notes that reinforce command policy.
- Inadequate or no command policy to address substance abuse.
- Non-attendance or no command support for substance abuse prevention courses.
- No substance abuse prevention training for Junior Sailors/Officers who are at risk (18-25 year old).
- Inconsistent policy application.

Behaviors outside the command

- Underage drinking is observed in the barracks or in bars and is ignored by command personnel.
- Command members are aware of a shipmate who abuses substance off duty and don't report them.
- No command program to prevent Sailors from drinking and driving (Taxi Program).

Attitudes inside the command

- The "Underground Attitude". This attitude is exemplified by senior Sailor who

- knows another Sailor is abusing substance, but fails to intervene because he thinks the Sailor is “only having fun.”
- Everyone knows what the command policy on substance abuse is, but no one enforces it.
- Substance abuse training and command message falls -off after I Division.

Attitudes outside the command

- Local laws permit or tolerate underage drinking.
- Misperception that whatever happens to a Sailor off duty stays off duty.
- Local events that promote alcohol or drug consumption.

Command Climate

- “We all were all young once”.
- Treatment will end your career.
- “Work hard, play hard!”

PROTECTIVE FACTORS

Protective Factors are the opposite of risk factors. Protective factors are behaviors, attitudes and climates that exist inside and outside the command that promote intolerance to substance abuse. Examples include:

Behaviors inside the command

- High Right Spirit Campaign Program visibility. Posters displayed around command.
- Frequent POD substance abuse prevention and command policy notes.
- Commanding Officer openly states “zero tolerance” drug abuse policy at quarters, and the message is reinforced in POD notes and attached onto the agendas of the CPO mess, Professional Development Board and other command teams.
- Adequate substance abuse training programs are in place.
- Discipline is the same across the board for all Sailors who incur a substance abuse related incident.
- Command policy is comprehensive enough to cover all aspects of substance

- abuse.
- Command has many alternative events available for Sailors who choose not to drink alcohol.
- Substance abuse prevention information and resources are readily available for use by Sailors.

Behaviors outside the command

- Sailors who are aware of other Sailors who abuse substances report those Sailors to the chain of command.
- Sailors who are under the legal drinking age are not berthed with Sailors of legal drinking age.
- Sailors intervene early when they notice a Sailor abusing substance in the club, local bars, or concerts.

Attitudes that exist inside the command

- Everyone knows what command policy is and supports it.
- Every member of the command believes all Sailors who abuse substance will be disciplined.
- Sailors feel confident that the chain-of-command supports command substance abuse efforts.
- Sailors are confident that if they need help with substance abuse they will find it within the command.

Attitudes that exist outside the command

- Local laws prohibit underage drinking.
- Driving Under the Influence (DUI) laws strictly enforced in the civilian community.
- Many non-alcohol activities, tours, and events existent in the civilian community.
- Many substance abuse prevention programs available in the civilian community.
- Commands have programs that prevent DUI incidents (Taxi Program).

Command Climate

- “Not on my ship, not in my Navy”.
- Treatment allows a second chance at a career.
- “The Right Spirit Works!”

Once you identify risk and protective factors inside and outside the command, the effectiveness of your Command Awareness Program will depend upon the elimination of risk factors and the promotion of protective factors. This will enable you to craft and implement a Command Awareness Program that is specific to the needs of your command.

NADAP Summit Attendance

Prevention is the earliest form of intervention. Commands who have implemented the concepts, principles and elements of a Command Awareness Program have experienced a decrease in alcohol and drug related incidents. Alcohol and drug abuse information was gathered from commands that attended our NADAP Summits; 6 months before the Summit, the period during the Summit, and 6 months after the Summit. The results indicated that these commands showed a significant decrease in both alcohol and drug abuse incidents.

Additionally during these Summits, commands had the opportunity to share “Best Practices” with each other and incorporate many of the components of the Command Awareness Program to invigorate their command prevention efforts. For more information on summits and future dates and locations, visit the NADAP website at <http://navdweb.spawar.navy.mil>.

Command Climate Before Summit Attendance and Command Awareness Program

NADAP interviewed commands to find out what type of command environment existed before they attended the Summits and implement the components of the Command Awareness Program. Here is what they reported:

- More risk factors than protective factors existed in the command.
- Substance abuse prevention training fell off after I Division and was left to the prevention community (DAPAs).
- Sailors felt a stigma in asking for help for behavioral health problems. Many felt

- that asking for help would damage their career or cause public embarrassment.

Command Climate after Summit Attendance and Implementation of Command Awareness Program

After attending the Summit and incorporating the components of the Command Awareness Program and the “Best Practices” received from other commands, commands attending reported a significant decrease in substance abuse incidents. These commands achieved success in their prevention programs by:

- Identifying and eliminating risk factors while promoting the protective factors that existed within their commands.
- Increasing the ability of a supervisor to respond to a potential substance abuse problem by implementing active substance abuse prevention training programs such as ADAMS and other GMT courses. Supervisors became engaged in policy enforcement and were better trained to intervene early to prevent substance abuse incidents.
- Promoting aggressive, strong mentoring programs. Young Sailors were paired with Sailors who were successful in their careers and who embraced the culture of zero tolerance for substance abuse.
- Ensuring command substance abuse prevention policy was comprehensive and widely communicated via teams that exist in the command (CPO Mess, CMEO, Professional Development Board, Command Awareness Teams).
- Ensuring work center supervisors and at-risk personnel were trained to recognize the signs of substance abuse and knew where to go to get help. Supervisors attended ADAMS and at-risk personnel attended Alcohol Aware, PREVENT and completed Skills For Life training.
- Consistent policy application for all personnel.

Incorporate Best Practices to invigorate Protective Factors and Eliminate Risk Factors

NADAP collected best practices from commands attending summits and published them on the website: <http://navdweb.spawar.navy.mil> These best practices, shared by many commands, are those actions that are working best to eliminate substance abuse.

Conclusion

Once the Command Awareness Program is implemented:

- Command work climate will improve. Sailors will feel comfortable knowing that everyone working in their shop is drug and alcohol-free and that the command does not support or condone substance abuse.
- A command will have ample protective factors.
- Sailors will use the resources available to them because they will know where to find them.
- Substance abuse will be eliminated because the whole command will be involved in eliminating risk factor.
- The stigma associated with Sailors seeking help will be eliminated because Sailors will begin to trust each other.

For more information on the Command Awareness Program, please call (901) 874-4626; DSN 882-4626 or email [_____](#).

GLOSSARY

AA	Alcoholics Anonymous
ACOA	Adult Children of Alcoholics
ADAMS	Alcohol and Drug Abuse Management Seminar Course
ADCO	Alcohol and Drug Control Officer
ADMITS	Alcohol and Drug Management Information Tracking System
AFIP	Armed Forces Institute of Pathology
AL ANON	An organization of friends and relatives of alcoholics
AOHCP	Addiction Orientation for Health Care Providers
ASAM	American Society of Addiction Medicine
ATF	Alcohol Treatment Facilities
BAC	Blood Alcohol Content
Baseline	A line serving as a base for measuring. The baseline measurement documents the conditions existing before a program is applied. Results are then measured by the difference (or lack of difference) from the baseline measurement.
BUMED	Bureau of Medicine and Surgery,
CAAC	Counseling and Assistance Center, replaced by the term SARP.
CBT	Computer-based Training
CC	Continuing Care

COC	Continuum of Care
COE	Compulsive Overeater
CPD	Center for Personal Development
CREDO	Chaplains Religious Enrichment Development Orientation
DAAR	Drug and Alcohol Abuse Report
DAPMA	Drug and Alcohol Program Management Activity
DONCAF	Department of the Navy Central Adjudication Facility
DSM IV	Diagnostic and Statistical Manual of Mental Disorders
DUI	Driving Under the Influence
DWI	Driving While Intoxicated
ETOH	Medical indication for alcohol
Evidence	The data on which a conclusion can be made. Data indicating occurrences of some type changing after application of prevention efforts suggest conclusion and can be used as evidence.
IDC	Independent Duty Corpsman
IMPACT	The early intervention component is intended for persons who have had some difficulty with alcohol, but who do not have an established pattern of abuse. Persons must be screened before they can be referred to Level 0.5.
IDT/MDT	Inter/Multi Disciplinary Team
IOP	Intensive Outpatient

LIP	Licensed Independent Practitioner
MTF	Medical Treatment Facility
NARED	Naval Addictions Rehabilitation and Education Department
NCADI	National Clearinghouse for Alcohol Advisory Council
NDAAC	Navy Drug and Alcohol Advisory Council
NDACS	Navy Drug and Alcohol Counselors School
NDSP	Navy Drug Screening Program
NIAAA	National Institute on Alcohol Abuse and Alcoholism
Normalize	To cause to conform to a standard. Raw numbers when compared will suggest different meanings taken out of context. One command may appear to have a larger problem when actually they just have more personnel. By reporting the percentage of personnel with incidents rather than the raw numbers, commands can be compared.
NPDC	Naval Personal Development Center
OP	Outpatient
PPC	Patient Placement Criteria
PREVENT	Personal Responsibilities and Values: Education and Training
SARD	Substance Abuse Rehabilitation Department, replaced by SARP.
SARP	Substance Abuse Rehabilitation Program, new term for all BUMED alcohol treatment facilities

SFL	Skills for Life Computer-based training program.
Systematic Approach	A step-by-step method to deal with an issue. When implementing and evaluating prevention efforts, to improve the quality of the data collected, each step in the prevention effort must be identified and maintained throughout the measurement process.
UPC	Urinalysis Program Coordinator