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NAVSUPPACT NAPLES INST 5300.1E
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NAVSUPPACT NAPLES INSTRUCTION 5300.1E

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: SUBSTANCE ABUSE PROGRAMS FOR NAVSUPPACT NAPLES AREA OF RESPONSIBILITY

Ref: (a) OPNAVINST 5350.4 (Series)

Encl: (1) NAVSUPPACT Naples Navy Drug and Alcohol Advisory Council (NDAAC) Guidance

1. Purpose. To promulgate policy and information pertaining to the substance abuse programs for Naples and Rome. This instruction is a revision and should be reviewed in its entirety.

2. Cancellation. NAVSUPPACT NAPLES INST 5300.1D

3. Applicability. Per reference (a), the Commanding Officer, U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, is responsible for area coordination of substance abuse programs and operations. The provisions of this instruction apply to all Navy and Marine Corps personnel, active and reserve, to all civilian employees of the Department of the Navy (DON), and to family members to the extent feasible, located ashore on the mainland of Italy.

4. Policy. It is the policy of the DON that abuse of alcohol and drugs by members of the service is incompatible with the maintenance of high standards of performance, discipline, and readiness. The goal of the DON is to be free of the effects of alcohol and drug abuse; of illegal possession of and/or trafficking of drugs by military and civilian employees; and of the possession, use, sale or promotion of drug paraphernalia. To achieve this goal, the Navy depends on positive and visible leadership and action throughout the chain of command and aggressive utilization of all available programs.

5. Area Coordination. To provide area coordination for substance abuse programs and operations, the following is set forth:

a. An area NDAAC is established to provide continuing review of the local drug and alcohol threat and to resolve problems that may exist. The NDAAC will meet quarterly as scheduled by the Council Chairperson. Written minutes of NDAAC meetings shall be maintained and disseminated to the council members and those in attendance. The NAVSUPPACT Naples Drug and Alcohol Program Advisor will be responsible for maintaining the minutes. A threat assessment and written action plan to combat alcohol and other drug abuse threats in the region will be developed annually and updated quarterly after conducting trend analysis of the alcohol and drug abuse reports submitted by attendees at the quarterly meetings. Members of the counsel include:

(1) Commanding Officer, NAVSUPPACT Naples, or representative (O-5 or above) to act as chair.

(2) Representative, U.S. Naval Hospital (NAVHOSP), Naples.

(3) Resident Agent, Naval Criminal Investigative Service, Naples.

(4) Representative, Religious Ministries Department, NAVSUPPACT Naples.

(5) Hospitality, Director, Morale, Welfare, and Recreation (MWR) Department, NAVSUPPACT Naples.

(6) Security Officer, NAVSUPPACT Naples.

(7) Public Affairs Officer, NAVSUPPACT Naples.

(8) Staff Judge Advocate, NAVSUPPACT Naples.

(9) Representative, Safety Department, NAVSUPPACT Naples.

(10) Director, Substance Abuse Rehabilitation Program, NAVHOSP Naples Coordinator.

(11) Representative, Naples American High School, NAVSUPPACT Naples.

(12) Command Master Chief, NAVSUPPACT Naples.

(13) Family Advocacy Representative, Fleet and Family Support Center, NAVSUPPACT Naples.

(14) Representative, Operations Manager, Navy Exchange, NAVSUPPACT Naples.

(15) Drug and Alcohol Program Advisor (DAPA), NAVSUPPACT Naples.

b. Reports

(1) Quarterly reports. Each member of the NDAAC will provide a quarterly report of all alcohol and drug deglamorization efforts, cases, incidents, policy changes, and any other substance abuse information in their Area of Responsibility (AOR) (see enclosure (1)).

(2) Substance Abuse Report. The quarterly Substance Abuse Report, required by reference (a) and prepared by the NAVSUPPACT Naples DAPA, will document the current state of the area drug and alcohol abuse environment. This report will include NAVSUPPACT Naples and Commander, Navy Region Europe, Africa and Southwest Asia as information addressees.

(3) Drug and Alcohol Advisory Report.

c. Training

(1) Alcohol-Aware Course (CIN S-501-0160) is a basic alcohol awareness training course, targeting junior officer and enlisted personnel. All Navy personnel (E-1 to E-4 and 0-1 to 0-3) shall complete the AWARE course within 2 years of accession as required by reference (a).

(2) Alcohol/Drug Abuse Management Seminar (ADAMS) training, required by reference (a), consists of two short, interactive education courses for Navy leaders and supervisors.

(a) ADAMS for Leaders is a half-day seminar designed for Commanding Officers, Executive Officers, and Command Master Chiefs, or other senior command personnel. It is a career requirement. The course provides experienced leaders with the tools to increase their effectiveness by integrating a strong drug and alcohol abuse prevention network within their command operations. It is a practical leadership course in the prevention and deglamorization of alcohol abuse and the deterrence of drug use.

(b) The one-day ADAMS for Supervisors seminar is designed to provide Navy work center supervisors with knowledge and skills in alcohol and drug abuse prevention, recognition, and aftercare. Supervisors are the backbone of an effective command prevention program. This seminar is required for all E-5 and above personnel in first-line supervisory positions. Civilians who supervise military personnel should also attend ADAMS supervisor training. The training shall be completed within two years of attaining such a position. ADAMS for Supervisors should be repeated every five years.

(3) The ADAMS for Facilitators course is designed to train qualified supervisors to facilitate the ADAMS for Supervisors course at their command, increasing access to Navy Drug and Alcohol Abuse Prevention tools. ADAMS for Facilitators is a five-day course followed by a brief mandatory certification period.

(4) The one-week Drug and Alcohol Program Advisor (DAPA) course will provide DAPA candidates with the required training to design and manage command prevention programs, conduct administrative screenings, and monitor members' aftercare programs. DAPA candidates must meet the requirements of reference (a).

(5) The Urinalysis Program Coordinator course is a one-day course providing education and training in administration of the Navy Drug Screening Program (NDSP). This computer-base

screening system failcitates the collection and transportation of samples for testing at the Navy Drug Screening Laboratory. This course also covers Navy's compromising the system. The program incorporates both random name generation and random testing dates.

(6) Alcohol training must be conducted for all personnel employed in Navy MWR facilities with the responsibility to sell or serve alcoholic beverages. These personnel shall complete appropriate server training to ensure compliance with Navy and local regulations and statutes, enforcement of policies related to underage drinking, encouragement of alternatives, and promotion of designated driver programs. Above all, server personnel shall be trained to recognize and not serve those patrons who appear to be impaired, and to take appropriate action to reduce the potential for the patron becoming involved in an alcohol-related incident.

(7) Commanding Officers, Officers-in-Charge, Department Heads, and Division Officers will ensure that personnel assigned receive AWARE or ADAMS training as indicated above. Entries will be made in training and service records to document training received and reports are available through Navy Training and Planning System (NTMPS).

(8) The Center for Personal & Professional Development (CPPD) will ensure that adequate facilitators are available and publish a quarterly training schedule to assist area commands.

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Navy Drug and Alcohol Advisory Council (NDAAC)

1. OPNAVINST 5350.4D requires that NDAACs support the CNO's "Zero Tolerance" initiative. The primary purpose of the U.S. Naval Support Activity, Naples, NDAAC is threat assessment, e.g., 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. The NAVSUPPACT Naples NDAAC will develop a written plan to combat the local and regional alcohol and drug abuse threat and update the plan as necessary.

2. The NAVSUPPACT Naples NDAAC will operate as a "Quality of Service" (QOS) body, providing local and regional commanders with drug and alcohol program information from a variety of sources, including but not limited to the following: Fleet Family Support Center (FFSC), base security, family advocacy, legal, medical, chaplain, Morale Welfare and Recreation (MWR), Naval Criminal Investigative Service (NCIS), and local Military Treatment Facilities (MTF). OPNAVINST 5350.4D also delineates specific NDAAC requirements.

a. The chairperson shall be the Commanding Officer, NAVSUPPACT Naples, or representative (0-5 or above).

b. The NAVSUPPACT Naples Drug and Alcohol Program Advisor (DAPA) will serve as the NDAAC Coordinator, scheduling quarterly meetings, setting agenda and ensuring that meeting minutes are prepared and distributed.

3. The NAVSUPPACT Naples NDAAC makes decisions and policy changes in response to and in anticipation of identified drug/alcohol problems in the area.

4. Examples of specific information that council members are tasked to bring to NDAAC meetings are listed below. This list is not all inclusive and should not limit the resources which are otherwise available to the NDAAC:

a. Base Security representative.

(1) Number of DUI/DWI cases on/off base in previous quarter.

(2) Number of drug/alcohol related incidents (other than DUI/DWIs) in previous quarter.

(3) Number of drug and alcohol Incident Complaint Reports (ICRs) generated in previous quarter.

(4) Comparison of above information with same time frame last year and in previous years.

(5) Number and results of gate searches conducted in previous quarter.

(6) Number and results of barracks, building, and shipboard searches involving drug dogs conducted in previous quarter and results.

(7) Significant substance abuse trends detected and noted.

(8) List of incidents involving military personnel detained and involved in "courtesy turnovers" in previous quarter. The list should be broken down by rank/rate and command.

(9) Significant problems noted in the local community involving alcohol or drug misuse/abuse by military personnel.

(10) Comparison of above data with same time frame of last year and in previous years.

b. Base Legal representative:

(1) Number of administrative separations and courts martial involving alcohol, and other drugs since last meeting/quarter.

(2) Comparison of these numbers with same time frame of last year and previous years.

c. Family Advocacy/FFSC Representative:

(1) Number of new cases involving alcohol or in previous quarter.

(2) Number of alcohol or drug misuse/abuse referrals made to the Substance Abuse Rehabilitation Program (SARP), MTF, or local DAPAs.

(3) Comparison of above data with same time frame last year and in previous years.

d. MWR representative:

(1) Ongoing "de-glamorization efforts."

(2) Designated Driver Programs and policies currently in effect.

(3) Server Training Programs and policies currently in effect, including: the total number of servers employed base-wide; the number currently trained with approved curriculum; the number needing training; personnel scheduled to attend; and the projected training dates for upcoming server training sessions.

(4) Trends and problems noted in clubs due to alcohol, e.g., fights, altercations, underage drinking, etc.

(5) Comparison of above data with same time frame last year and in previous years.

(6) Ongoing efforts to limit underage drinking, e.g., positive identification checks, armbands, hand stamps, etc.

e. Chaplain representative:

(1) Number of cases and referrals involving alcohol and other drugs in previous quarter.

(2) Comparison of above date with same time frame last year and in previous years.

(3) Significant trends noted.

f. NCIS representative:

(1) Number of cases and referrals involving alcohol and other drugs in previous quarter.

(2) Significant substance abuse trends noted in ongoing/completed investigations.

(3) List of local establishments with alcohol or drug abuse "reputations".

(4) Extent of alcohol involvement in criminal investigations involving service members.

(5) Comparison of above data with same time frame last year and in previous years.

g. Medical representative:

(1) Number of alcohol abuse cases seen in the emergency room for treatment during previous quarter and apparent trends.

(2) Number of referrals made to SARP and MTF.

(3) Comparison of these numbers with same time frame last year and in previous years.

h. SARP/MTF representative:

(1) Number of drug and alcohol screenings conducted in previous quarter (Should be broken down into separate "alcohol" and "drug" categories).

(2) Number of dependency recommendations in previous quarter and significant trends noted, e.g., "60 percent increase in dependency recommendations over this time last year" and the significance, e.g., "appears that local commands are not practicing early intervention and are waiting too late to refer personnel for assistance."

(3) Significant substance abuse trends noted.

(4) Comparison of all information to same time last year and in previous years.

(5) Comparison of security incident information with SARP/MTF screening records (e.g., how many personnel involved in drug and alcohol related incidents, as documented by security, were screened? How may were not screened? Parent commands?).

(6) Attendance statistics from monthly/quarterly DAPA meetings, e.g., which commands are not routinely represented at DAPA meetings?

(7) ADAMS and PREVENT classes scheduled for the next quarter.

(8) Outreach activities conducted during the last quarter and planned for the next quarter.

i. Naples American High School representative:

(1) Number of cases involving alcohol or other drugs in previous quarter.

(2) Number of referrals for suspected alcohol or other drug abuse problems made to MTF or local programs.

(3) Comparison of above data with same time frame last year and in previous years.

(4) Significant substance abuse trends noted in school environment.

j. Naples DAPA:

(1) Number of drug and alcohol screenings conducted in previous quarter (Should be broken down into separate "alcohol" and "drug" categories).

(2) List of incidents involving command personnel involved in alcohol or drug incidents in previous quarter (Should be broken down by incident type).

(3) Significant problems involving alcohol or other drugs noted in the command.

(4) Comparison of above data with same time frame last year and in previous years.

k. Tenant Command representative (if present):

(1) Number of drug and alcohol screenings conducted in previous quarter (Should be broken down into separate "alcohol" and "drug" categories).

(2) List of incidents involving command personnel involved in alcohol or drug incidents since last meeting/quarter (Should be broken down by incident type).

(3) Significant alcohol or drug problems noted in the command.

(4) Comparison of above data with same time frame last year and in previous years

5. In addition to threat assessment and appropriate policy making to deal with the local and regional drug and alcohol abuse threat, every NDAAC meeting will emphasize and/or publicize the following:

a. The need for a 100 percent submission rate of Drug and Alcohol Abuse Reports (DAARs) on personnel screened or entering the program as required by OPNAVINST 5350.4C.

b. The requirement for a SARP/MTF screening for personnel involved in an alcohol-related incident.

c. DAPA meetings scheduled for the next quarter and future topics of discussion.

d. ADAMS and PREVENT class schedules for the next quarter.

e. Changes in NADAP policies, including urinalysis policies.

6. The NDAAC is the cornerstone of an effective prevention program. Commands are encouraged to support the NDAAC via any means available. The guidelines listed above provide the basis for appropriate data collection to conduct a thorough threat assessment and implement a proactive, effective drug and alcohol abuse prevention program.