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NAVSUPPACT NAPLES INSTRUCTION 5350.5C

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

Subj: NAVSUPPACT NAPLES ALCOHOL AND DRUG ABUSE PREVENTION AND
CONTROL PROGRAM

Ref: (a) OPNAVINST 5350.4 (Series)

Encl: (1) Program Organization, Goals, and Structure
(2) Requirements for DAPA Designations
(3) Alcohol Related Incident Process
(4) SARP Treatment Meeting Requirements
(5) Retention and Treatment Authorization Check List
(6) Drug and Alcohol Awareness Training
(7) Guidelines for DAPA Training and Presentation

1. Purpose. To publish U.S. Naval Support Activity (NAVSUPPACT) Naples, Italy, policy and required action for administration of the alcohol and drug abuse prevention and control program in support of reference (a). This instruction applies to all NAVSUPPACT Naples Navy personnel, active, reserve, civilian management, and supervisory personnel.

2. Cancellation. NAVSUPPACT NAPLES INST 5350.5B

3. Background. Abuse of alcohol or use of illicit drugs by U.S. Navy personnel undermines combat readiness, discipline, safety, judgment, loyalty, and the very fiber of naval tradition and service. Alcohol abuse or illicit drug use will not be tolerated and must be eliminated by use of the chain of command through effective alcohol and drug abuse control programs.

4. Policy. It is the policy of NAVSUPPACT Naples that the abuse of alcohol or drugs by members of the U.S. Navy is incompatible with the maintenance of high standards of performance, military discipline, and readiness. The command's goal 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

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promotion of drug paraphernalia. To achieve this goal, NAVSUPPACT Naples must rely on positive and visible leadership and action throughout the chain of command through aggressive utilization of all programs available. References (b) and (c) further delineate DoN policies concerning substance abuse by Navy employees. Enclosures (1) through (7) will be utilized by NAVSUPPACT Naples personnel to achieve zero tolerance of alcohol and drug abuse.

5. Training. The Navy is mandated to educate and train all military commanders, military and civilian supervisors, and program personnel concerning alcohol and other drug abuse prevention policies and effective measures to alleviate problems associated with alcohol and other drug abuse.



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<https://www.cnmc.navy.mil/Naples/Departments/Administration/Instructions/index.htm>

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PROGRAM ORGANIZATION, GOALS, AND STRUCTURE

1. General. All hands will comply with and support the implementation of the NAVSUPPACT Naples command drug and alcohol abuse program goals and policy.

2. Duties and Responsibilities. The organization, goals, and structure of the command drug and alcohol abuse program will be actively supported and administered as follows:

a. Department Head Responsibilities. Department Heads will provide the Commanding Officer with positive leadership, coupled with strong support of the command's drug and alcohol abuse program, and will deglamorize any abusive consumption of alcohol for personnel. These responsibilities will include:

(1) Provide the command with a highly motivated Department Drug and Alcohol Program Advisor (DAPA).

(2) Assist in identifying potential or existing alcohol abusive personnel. Identification should be prior to an alcohol related incident requiring disciplinary action. Treatment facilities require all disciplinary actions to be complete prior to entering treatment.

(3) Attend the eight hour Alcohol and Drug Abuse for Managers and Supervisors (ADAMS) training course for supervisors to improve skills in identifying drug and alcohol abusers. Attend all command drug and alcohol training for Department Heads.

(4) Provide the Commanding Officer with unbiased retention potential of personnel being screened for alcohol abuse.

(5) Attend the Commanding Officer's pre-treatment meeting, when requested.

(6) Support the DAPA and client's confidentiality.

(7) Support personnel awaiting facility treatment or personnel in alcohol abuse programs.

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(8) Attend a quarterly progress check meeting with the DAPA, client, and work-center supervisor.

b. Command DAPA Duties. A Command DAPA will be designated by separate correspondence. The Command DAPA is directly responsible for the administration of the command's Level I alcohol and drug abuse program, excluding duties and responsibilities assigned to the Urinalysis Coordinator. The Command DAPA will be on a full-time basis with other duties assigned only as deemed necessary by the Commanding Officer. Duties will include:

(1) Completing an authorized DAPA course as soon as possible following designation.

(2) Advising the Commanding Officer on the administration of the command alcohol and drug abuse program.

(3) Conducting administrative screening of identified alcohol and drug abusers as required in reference (a).

(4) Ensuring personnel convicted, including Non-Judicial Punishment (NJP), of DUI/DWI are not authorized to operate any vehicle without authorization from the Commanding Officer, normally for a one year period following conviction. Ensure requests for reinstatement of driving privileges are coordinated via the Discipline Officer to the Commanding Officer.

(5) Establishing and monitoring a command Level I alcohol and drug abuse awareness, prevention, and education program; to include a presentation during weekly area orientation and NAVSUPPACT Naples indoctrination class.

(6) Establishing and monitoring a Level I intervention program for designated clients.

(7) Acting as the command aftercare coordinator and monitor for members who have completed a Substance Abuse Rehabilitation Program (SARP) facility treatment.

(8) Establishing liaison with, and collecting program information from, local resources, including: SARP, Personal Responsibilities and Values Education and Training (PREVENT),

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Navy Legal Service Office (NLSO), Naples Security, Naval Criminal Investigative Service (NCIS), alcohol and drug abuse personnel, etc.

(9) Serving as the command self-referral agent.

(10) Drafting and submitting Drug and Alcohol Abuse Reports (DAARS) for NAVSUPPACT Naples Commanding Officer's signature.

(11) Providing training on the guidelines and interpretation of this instruction to all Department Heads.

(12) Providing alcohol abuse awareness training prior to major holiday periods, to include sexual and criminal assaults involving alcohol abuse. As a minimum, training will be held ten days prior to Memorial Day and ten days prior to the Christmas leave period.

(13) Providing Departmental DAPAs with monthly training, to be conducted on the second Tuesday of each month following the SARP mandatory area DAPA training.

c. Command DAPA Responsibilities: The Command DAPA responsibilities will include:

(1) Reporting directly to NAVSUPPACT Naples Commanding Officer, unless delegated authority has been issued to the NAVSUPPACT Naples Executive Officer.

(2) Monitoring the command urinalysis screening program.

(3) Monitoring and assisting Departmental DAPAs in performance of their duties and responsibilities.

(4) Ensuring and maintaining confidentiality between the client, DAPA, and Commanding Officer without briefing the client's chain of command of detailed client conversations. This establishes client trust in voicing personal issues affecting their treatment and aftercare.

(5) Scheduling all SARP screening appointments for the command.

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(6) Forwarding all SARP disposition recommendation letters with medical diagnosis to the Commanding Officer for signature.

(7) Ensuring all DAARS and disposition recommendations are signed only by the Commanding Officer.

(8) Providing Commanding Officer with a pre-treatment meeting for disposition of clients identified as requiring SARP treatment facilities.

(9) Ensuring the Commanding Officer interviews clients prior to departure for entry to SARP treatment facilities and advises clients of possible administrative separation when classified as rehabilitative treatment failure.

(10) Ensuring Temporary Duty (TEMDU) order request for an SARP treatment facility is only signed by either the Commanding Officer or the Executive Officer.

(11) Ensuring clients are presented with Aftercare Regimen Entry Letter within two working days of signature.

(12) Providing Commanding Officer and Department Head with client quarterly progress report.

(13) Ensuring clients are presented with Aftercare Completion Letter within two working days of signature.

(14) Ensuring Commanding Officer, Executive Officer, and Command Master Chief attend the four hour ADAMS training for command senior managers.

(15) Member of the command Navy Drug and Alcohol Advisory Council (NDAAC).

(16) Providing input to the NAVSUPPACT Naples Administrative Officer for the annual population report.

d. Assistant Command DAPA. The Assistant Command DAPA will assume the duties and responsibilities of the Command DAPA during periods the Command DAPA is unavailable due to TEMDU or on personal leave.

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e. Departmental DAPA. Departmental DAPAs will perform as self-referral agents for drug and alcohol abuse with direct access to the Commanding Officer in the absence of the Command or Assistant Command DAPA. Their duties and responsibilities will include:

- (1) Ensuring and maintaining client confidentiality.
- (2) Informing Department Heads of personnel requiring DAPA, SARP, or medical screenings and obtaining initial retention recommendation. After completion of screening, advise Department Heads of recommended treatment.
- (3) Conducting a DAPA administrative screening and coordinating with the Command DAPA for a SARP/Medical screening.
- (4) Coordinating with the Command DAPA for determination of isolated incidents requiring a minimum of a Level I program.
- (5) Hand delivering client's service and medical records and DAPA administrative screening package to SARP the working day prior to the scheduled appointment. These items will be in a sealed envelope with the DAPA's signature to avoid possible tampering.
- (6) Preparing and forwarding all DAARs to Command DAPA for the Commanding Officer's signature.
- (7) Attending Commanding Officer's pre-treatment meeting.
- (8) Instructing clients on procedures required to enter MEDEVAC system for SARP facility treatment, including required HIV testing prior to departure. Ensure clients requiring detoxification are admitted to a U.S. Naval Hospital 72 hours prior to departure.
- (9) Briefing clients on required articles to take to the treatment facility.
- (10) Ensuring clients are placed on a command level monitoring program prior to entering an SARP treatment facility, to include mandatory Alcohol Anonymous attendance.

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(11) Ensuring clients entering SARP treatment facilities have their personnel records, a copy of DAPA briefing (including DAPA administrative screening), AA attendance cards, and any other pertinent information the treatment facility will require. These items will be placed in a double sealed envelope with the DAPA's signature to avoid tampering by the member.

(12) Monitoring clients' progress while in attendance at an SARP treatment facility, on a weekly basis, and informing the Command DAPA of the clients' progress.

(13) Monitoring clients in the aftercare program.

(14) Forwarding a copy of client DAPA files to receiving commands for individuals who have not completed their aftercare program.

(15) Maintaining historical files on all clients for two years.

(16) Providing the Command DAPA with clients' information for Executive Officer Inquiry (XOI)/Non-Judicial Punishment (NJP) and be available to attend if required.

(17) Attending monthly SARP and command DAPA training.

(18) Providing departmental drug and alcohol abuse prevention and education on a quarterly basis.

(19) Assisting the Command DAPA in monitoring the urinalysis.

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REQUIREMENTS FOR DAPA DESIGNATIONS

1. Command DAPA: E-7 or above. Mandatory completion of the two-week DAPA/Level Program Manager (LPM) Course prior to designation as Command DAPA. The one-week DAPA Course is insufficient training for the duties and responsibilities of the Command DAPA. The one-week DAPA course may be completed by the Command DAPA; however, the two-week DAPA/LPM course will be completed a minimum of 30 days prior to designation as Command DAPA. The Command DAPA will fill this collateral duty for a minimum of 18 months on a full-time basis. This duty will be their primary general duty assignment and while in that capacity they may only be assigned other duties as necessary by the Commanding Officer. The Command DAPA will work directly for the Commanding Officer, but will be identified as a special Assistant to the Executive Officer for administrative purposes. The Command DAPA will forward all requests for TEMDU, special liberty, or personal leave to the Commanding Officer, via the Command Watch bill Coordinator, Command Master Chief, and Executive Officer.

The Command DAPA will receive administrative support from the Administration Department and will be afforded an accessible private office space for counseling, computer with printer capability, telephone with commercial and stateside capability, and office supplies as necessary. NAVSUPPACT Naples will make every effort to identify a replacement Command DAPA three months prior to completion of the present Command DAPA's assignment. The Command DAPA pass down and turnover should begin three months prior to the replacement Command DAPA assuming the responsibilities.

2. Assistant Command DAPA: E-6 or above and will be designated for a minimum of 12 months after completing training. The Assistant Command DAPA will complete the two-week DAPA/LPM course 30 days prior to assuming the designation. The Assistant Command DAPA may also be a designated departmental DAPA. The Assistant Command DAPA will be utilized as the Command DAPA during periods when the Command DAPA is unavailable due to TEMDU or in a leave status. When acting as Command DAPA for two weeks or longer, the Assistant Command DAPA should be relieved of work-center duties to facilitate performance of the duties and responsibilities as the Command DAPA.

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3. Departmental DAPA: E-6 or above and will be designated for a minimum of 12 months after completed training. They will be provided private office space for counseling sessions and will be afforded sufficient hours to perform the duties and responsibilities of this collateral duty. Department Heads will provide their DAPA with administrative support, computer with printer capability, telephone with commercial and stateside capability, and office supplies. They will be relieved of conflicting work center duties if their case load increases to more than 10 personnel.

a. Departments with more than 50 personnel assigned will have a Departmental DAPA available Monday-Friday during normal day shift routine. This ensures availability for all shift working personnel. The Commanding Officer may adjust this requirement for a temporary time frame when a work center's manning for mission readiness conflicts with compliance.

b. Department Heads must coordinate with the Command DAPA whenever there is a conflict in the scheduling of personnel. The Commanding Officer may adjust this requirement for a temporary time frame but it will be re-evaluated after 30 days.

c. Department Heads will support all requirements of the Departmental DAPAs in order for them to complete their DAPA duties.

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ALCOHOL RELATED INCIDENT PROCESS

1. When an incident occurs, NAVASUPPACT Naples, Security will file an incident report and a copy of the daily desk journal will be forwarded to the Discipline Officer and Command DAPA. The Command DAPA will coordinate with the member's Department DAPA in regards to the incident and instruct the Department DAPA to begin the preliminary administrative screening process (check-out service and medical records, etc.). The incident report is forwarded to the Commanding Officer with a copy forwarded to the Department Head, Discipline Officer, and Command DAPA.

2. The Command DAPA will coordinate with the Discipline Officer for discipline actions against the client. The Command DAPA forwards a copy of the incident report to the appropriate Department DAPA. The Department DAPA will then continue with the administrative screening process. All clients screened by a DAPA will require coordination with the Command DAPA as to whether the client is to be screened by SARP or Medical, or placed on a Level I program only. The Department DAPA will provide the Command DAPA with the initial DAAR and DAPA administrative screening file at this coordination meeting. The Command DAPA will schedule all SARP screenings for clients and advise the Department DAPA of the date and time. The Department DAPA will advise the Department Head of the SARP appointment for their personnel. The Department DAPA will ensure the client is notified of the appointment for SARP screening and notify the client's LCPO for work schedule adjustments.

3. Department DAPAs will inform clients of required uniform for SARP screening and ensure SARP receives the client's medical and service record, DAPA administrative screening package (original), the initial DAAR, and a copy of the incident report. The Department DAPA will hand deliver these items to SARP a minimum of one working day prior to the appointment. The Department DAPA will personally retrieve these records after screening is completed by SARP, ensuring the records are properly returned. To avoid possible tampering, clients shall never be allowed to hand carry their records to or from appointments.

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4. Department DAPA's will ensure clients attend scheduled screening appointments and receive a preliminary disposition recommendation from SARP immediately after screening. The Department DAPA will then inform the Command DAPA of SARP recommendation and medical diagnosis. The Command DAPA will then brief the Commanding Officer of the recommendations for verbal authorization to begin steps for clients to enter the appropriate treatment program.
5. The Command DAPA will request a projected bed date for clients requiring SARP facility treatment after receiving verbal approval from the Commanding Officer. The Command DAPA will make arrangements for a pre-treatment meeting.
6. The Department DAPA will place all clients awaiting treatment on a Level I program, to include monitoring Alcoholics Anonymous attendance.
7. SARP will forward all screening disposition recommendation letters to the Commanding Officer, via the Command DAPA within five working days after the clients screening. SARP will include the medical diagnosis with the disposition recommendation. The Command DAPA will obtain the Commanding Officer's signature within three working days after receipt of the disposition recommendations.
8. The Command DAPA will forward a copy of the Commanding Officer's authorized treatment disposition letter to SARP and the Department DAPA. The original will be placed in the Command DAPA's file.
9. The Department DAPA will ensure clients attending SARP treatment facilities away from NAVSUPPACT Naples are sent to medical for a consultation screening. The consultation screening is then taken to the MEDEVAC liaison officer for U.S. Naval Hospital letterhead documentation, which will be taken to the Comptroller TAD office for orders.
10. The Department DAPA will ensure clients routed to SARP treatment facilities away from NAVSUPPACT Naples obtain an HIV test prior to departure. HIV testing for SARP treatment facilities is done through the U.S. Naval Hospital, Naples, Italy.

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11. The Department DAPA collects all personnel and medical records for the client prior to leaving for treatment, ensuring these records are double sealed with a DAPA briefing sheet of client history included for the treatment facility. The client hand carries the sealed envelope to the treatment facility.
12. The Command DAPA ensures the Commanding Officer personally speaks to all clients being sent to SARP treatment facilities. Normally, this will be done as soon as possible after the pre-treatment meeting, however, the Commanding Officer will speak to the client prior their departure for treatment.
13. The Department DAPA will ensure clients are briefed on the appropriate attire and items they will be required to possess while TAD. The Department DAPA will monitor the client's progress on a weekly basis and will notify the Command DAPA of the progress. The Command DAPA will keep the Commanding Officer informed of the client's progress on a weekly basis.
14. Clients who have completed SARP facility treatment will be entered into an aftercare program. The Department DAPA will complete and forward all required documentation for the aftercare regiment to the Command DAPA within three working days after a client returns to the Command.
15. Clients returning from a SARP treatment facility and classified as a rehabilitative treatment failure, will be dealt with as required by reference (b). The Commanding Officer may utilize the preliminary decision of the pre-treatment meeting or hold another meeting for extenuating circumstances brought to the Commanding Officer's attention by the Command DAPA.
16. Clients enrolled into an aftercare program will be classified as rehabilitative failures should they fail to complete any portion of their personal aftercare regiment or are involved in an alcohol related incident while in aftercare. As per reference (b), these clients will be subject to administrative separation processing.
17. All personnel requiring any level of program will be dealt with per this instruction and references (a) through (c).

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TREATMENT MEETING

1. The purpose of this meeting is designed to voice concerns or issues relevant to an individual's case directly to the Commanding Officer. Additionally, it affords the Commanding Officer an opportunity to ask questions of the member in regards to the individual's exceptional potential for possible classification as a rehabilitative failure.

2. NAVSUPPACT Naples Commanding Officer will be briefed by the Command and Department DAPAs as soon as the SARP and Medical disposition letters have been received. The briefing will include: client history, SARP disposition letter, medical diagnosis, reference (b) requirements, Department Head input of clients work performance, and discipline interpretation of any naval regulation relevant to the case (i.e. personnel entitled to administrative separation boards).

3. Personnel scheduled for attendance at SARP treatment facilities will require a pre-treatment meeting prior to Commanding Officer's approval. The members will include the Commanding Officer, Command DAPA, Department DAPA, SARP, Command Master Chief (for enlisted personnel), Department Head, and Discipline Officer. The Commanding Officer will advise the Command DAPA if the members will be required to be present at the time of the meeting. The members will utilize the Retention and Treatment Authorization Check List (enclosure 7) to determine eligibility. The Commanding Officer will make his preliminary decision for administrative separation processing of SARP facility treatment failures at this meeting.

4. Personnel returning from a SARP treatment facility and classified as a rehabilitative failure will be processed as outlined in reference (a). The Commanding Officer's preliminary decision for separation will be utilized unless substantiating documentation from the treatment facility indicates the member holds exceptional potential for retention or the member's chain of command can confirm exceptional potential not previously documented or presented during the pre-treatment meeting. The member's chain of command will coordinate this information with the Command DAPA. The member's chain of command is not authorized to bypass the Command DAPA and directly access the Commanding Officer with client information pertinent to the preliminary decision. The Command DAPA will inform the

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Commanding Officer of this information and initiate another meeting to determine possible retention, again utilizing the Retention and Treatment Authorization Check List.

5. The Commanding Officer will present a Level Aftercare Entry Letter to any member being retained in the U.S. Navy and classified by a SARP treatment facility as a rehabilitative failure.

6. The Commanding Officer will present Aftercare Completion Letters to members completing an aftercare regiment program. This may be done in private with the Commanding Officer, DAPA, and the member. If the member concurs, the completion letter may be presented during a departmental quarters ceremony. The member will have the right to decline a quarters ceremony presentation and will not be pressured into it by any member of the Command, nor will any adverse action be taken against the member for this decision.

RETENTION AND TREATMENT AUTHORIZATION CHECK LIST

1. Member must have exceptional potential defined as not having personal or professional problems affecting the work center or command. Exceptional potential is further defined as follows:

a. Periodic evaluations reflect consistent marks of 3.0 or above for three or more consecutive evaluations, without individual trait marks of 2.0 or below. Members without three or more evaluations will have these same standards applied to all existing evaluations.

b. Evaluations will reflect that the member is performing at next higher pay grade level.

c. Department does not hold more than three documented negative counseling sessions.

d. Member may not have received more than one Commanding Officer's Non-Judicial Punishment while on board NAVSUPPACT Naples prior to the pre-treatment staffing.

e. Member has not incurred any other alcohol related incidents while completing command discipline requirements; e.g., restriction, extra duty.

f. Member has not incurred an alcohol related incident while in a Level I program awaiting SARP facility treatment.

2. Commander, U.S. Navy Region Europe (CNRE) authorization will be obtained for members returning to alcohol abuse and repeating Level II treatment. The command must show the member holds exceptional potential.

3. Members who abuse alcohol while in any level aftercare status will be classified as a rehabilitative failure and may be processed for administrative separation. If retained, the member will be referred to SARP for screening, and referral to a treatment facility if found to be alcohol dependent. Members diagnosed as not dependent will be processed for administrative separation, or if retained, the command will obtain authorization from CNRE for repeat treatment at a SARP facility.

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4. Level I prevention and education program is not authorized for members who have incurred three or more alcohol related incidents within a career.
5. Members with less than two years of active military service and incur three or more alcohol related discipline problems will be processed for administrative separation, as required in reference (a).
6. Members with two or more years of active military service and are not retained in the U.S. Navy for alcoholism or alcohol abuse will be offered Veterans Administration treatment when discharged and shall be counseled prior to detachment regarding availability of this service.
7. Members identified as drug abusers will be processed for administrative separation, as required in reference (a), regardless of rank or time in service.
8. Members identified as drug abusers will be placed on a Level I program while being processed for separation.

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DRUG AND ALCOHOL AWARENESS TRAINING

1. Area Orientation Briefing.
2. E-6 and below Indoctrination Briefing.
3. CO/XO/CMC mandatory four hour ADAMS class prior to or within 30 days of reporting onboard. This class explains the responsibilities of CO/XO/CMC regarding identification, awareness, and education of drug and alcohol abuse.
4. E-6 and above mandatory ADAMS within 90 days of reporting onboard. Class is eight hours and explains the responsibilities of supervisors.
5. All Personnel under the age of 26 and E-5 and below mandatory PREVENT within 90 days of reporting onboard. Class is 32 hours and explains personal responsibilities, self awareness, sexual harassment associated with alcohol, and self awareness of personal actions.
6. SARP mandatory quarterly DAPA training for all DAPAs in the NAVSUPPACT Naples area.
7. Command DAPA mandatory monthly DAPA training for all NAVSUPPACT Naples DAPAs.
8. Command DAPA mandatory quarterly Department DAPA training.
9. Command DAPA alcohol awareness and sexual or criminal assaults involving alcohol briefings prior to holidays.

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GUIDELINES FOR DAPA TRAINING AND PRESENTATION

1. Command DAPA will conduct monthly training with all Department DAPA's. This will normally be conducted immediately after SARP's monthly DAPA training held on the second Tuesday of each month. This will be mandatory training with attendance documented and maintained on file. Any Departmental DAPA unable to attend will coordinate with the Command DAPA for any requested excused absence. Failure to attend the scheduled monthly training and without being excused by the Command DAPA will be brought to the attention of the Commanding Officer and the Department Head will be required to justify reasons for attendance failure.
2. Command DAPA will provide training to all Department Heads on DAPA requirements. This training will be conducted on initial release of this instruction, when revisions are made to the instruction, whenever three or more Department Head positions have changed, and when deemed necessary by the Commanding Officer or the Command DAPA.
3. Command DAPA will provide training to all Department DAPA's upon initial release of this instruction, when revisions are made to the instruction, or when deemed necessary by the Command DAPA. This provides for clarification of the command's guidelines and policies concerning the DAPA program.
4. Command DAPA will conduct NAVSUPPACT Naples alcohol awareness briefings to all Departments 10 days prior to Memorial Day and 10 days prior to the Christmas leave periods. This briefing will include awareness of criminal assault involving alcohol and policies of the command regarding alcohol related incidents, including driving while intoxicated.
5. Department DAPAs will provide training to newly reporting NAVSUPPACT Naples personnel, including command policies on drug and alcohol abuse.
6. Command DAPA will ensure all Department DAPAs provide drug and alcohol abuse awareness and education on a quarterly basis. This may be conducted through formal General Military Training. Attendance rosters will be forwarded to the Command DAPA for verification of attendance and completion of departmental

Enclosure (7)

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training. Department DAPAs will coordinate with the Command DAPA for projected training requirements.

7. The Command DAPA will ensure NAVSUPPACT Naples GMT Coordinator is advised of DAPA requirements for scheduling purposes. The Command DAPA will provide Department DAPA's with lesson topics to be covered during DAPA GMT.

8. Department DAPA's will notify the Command DAPA if they are unable to complete this training. When necessary, the Command DAPA will conduct the GMT training for any Department DAPA unable to provide the training due to extenuating circumstances.

9. Command DAPA will utilize GMT material and guest speakers available through SARP, Fleet and Family Service Center, American Red Cross, Medical, Chapel, CREDO, and other volunteers in the DAPA program to enhance education and awareness of the U.S. Navy policy of zero tolerance of drugs and alcohol abuse.