

NDCSWINST 5350.4A
00DPA
11 Mar 1999

NAVDENCEN SOUTHWEST INSTRUCTION 5350.4A

From: Commanding Officer, Naval Dental Center Southwest

Subj: ALCOHOL AND OTHER DRUG ABUSE PREVENTION

Ref: (a) OPNAVINST 5350.4B
(b) OPNAVINST 6110.1E
(c) OPNAVINST 6100.2
(d) OPNAVINST 1752.2A
(e) OPNAVINST 5355.4
(f) SECNAVINST 12792.3
(g) COMNAVBASEINST 5355.2
(h) DAPA Aftercare Guidelines
(i) Obesity Aftercare Manual
(j) OPNAVINST 5585.2

Encl: (1) Flowcharts

1. Purpose. To establish and publicize Naval Dental Center Southwest's policy concerning alcohol and other drugs and food abuse prevention, and to implement the Command Level I Aftercare Program. References have been updated, and the titles of supporting activities have changed, therefore the instruction should be read in its entirety.

2. Cancellation. NAVDENCENSIEGOINST 5350.4.

3. Applicability. The provisions of this instruction apply to all Navy members, active and reserve, attached to Naval Dental Center Southwest. The provisions of Civilian Personnel Instructions 432, 752, and 792 apply to all Naval Dental Center Southwest civilian Department of the Navy (DON) and contract employees.

4. Policy

a. Naval Dental Center Southwest supports Navy policy stated in reference (a) regarding alcohol and other drug abuse. Specifically, Naval Dental Center Southwest shall adhere to a posture of "zero tolerance" of alcohol and other drug abuse. Abuse of alcohol and other drugs is inconsistent with Navy initiatives to promote personal excellence among its members. Prevention of alcohol and other drug abuse rests with the individual.

b. Naval Dental Center Southwest shall provide preventive and referral to rehabilitative services to personnel whose performance and continued military service are adversely affected

11 Mar 1999

through alcohol or other drug abuse. Those personnel identified as abusers will be directed to the Substance Abuse Rehabilitation Department (SARD) to be evaluated by a counselor or a licensed Independent Practitioner (LIP) to determine level of dependency or abuse. Per references (b) through (j), those individuals identified as alcohol or drug dependent or a compulsive overeater who are eligible for treatment and meet admission requirements, shall be ordered into a Continuum of Care program whether or not he or she first seeks or volunteers for treatment or education. Prevention requires a system approach involving both military and civilian resources and cooperation. Command prevention starts with a strong policy and is assisted by the effective use of resource personnel such as the Command Drug and Alcohol Program Advisor (DAPA), the Command Fitness Coordinator (CFC), reference (b), and Command Master Chief.

5. Responsibilities

a. Commanding Officer: Shall ensure the establishment of an aggressive program aimed at the achievement of positive goals which include reduction in DWIs, zero tolerance of drug use, and significant reductions in alcohol abuse incidents. Shall appoint in writing, a Chief Petty Officer or a Senior First Class Petty Officer, to perform full-time duties as DAPA and ensure that a full-time assistant DAPA receives formal education in accordance with reference (a) within 90 days of assignment. The Commanding Officer shall be the final authority with regards to the disposition of personnel involved in instances of alcohol or other drug abuse. In addition, shall actively support the Command Aftercare program per references (h) and (j), and shall meet at least quarterly, as part of a review panel, with any member returning to Naval Dental Center Southwest after completion of any Continuum of Care program. The Commanding Officer shall appoint, in writing, an officer or chief petty officer as Command Urinalysis Coordinator; conduct an aggressive urinalysis program; maintain liaison with chief master-at-arms and safety officer in alcohol or other drug abuse related incidents. These duties may be delegated, in writing, to the Executive Officer.

b. Branch Director/Department Heads: Shall ensure that every reasonable opportunity for alcohol and other drug abuse education is afforded to each department/division member; ensure that members who are recommended for Continuum of Care treatment programs receive their treatment in a reasonable period of time and are fully supported in their aftercare upon return to Naval Dental Center Southwest.

c. Drug and Alcohol Program Advisor (DAPA) and Assistant DAPAs: Shall advise the commanding officer on the administration of Naval Dental Center Southwest alcohol and other drug abuse programs and the Obesity Aftercare program; shall conduct administrative screenings of identified alcohol and other drug abusers and members who do not meet physical readiness standards per reference (b)., to provide the SARD, the Medical Officer, the LIP, and the Commanding officer with information for use in determining case disposition; shall coordinate/present Level I alcohol and other drug abuse awareness education, including new-personnel orientation; shall act as Level I Aftercare coordinator for the command, coordinating

5350.4A

NDCSWINST

11 Mar 1999

and monitoring the Aftercare Plan for members who return from treatment programs; shall serve as self-referral procedure agent; and shall draft all required alcohol and other drug abuse reports for the Commanding Officer's signature as required by reference (a).

d. The DAPA shall also conduct an administrative screening of newly reported personnel's service record during check-in; shall schedule and coordinate PREVENT and ADAMS courses as required by references (a) and (h); shall not be assigned duties as Urinalysis Coordinator or the Command Fitness Coordinator, to avoid the appearance of conflict of interest; shall provide all facets of alcohol and other drug information to include obesity for individual/group availability, i.e. videos, posters, booklets; shall administer all drug and alcohol related matters pertaining to counseling on administrative remarks (page 13); shall maintain copies of TAD orders or obtain copies of graduation certificates from participants to document command attendance; shall carry out the assigned duties and responsibilities for the Commanding Officer per reference (a).

e. Urinalysis Coordinator. Shall advise the Commanding Officer on all matters relating to urinalysis including testing methodology, collection, and transportation of samples to the Navy Drug Screening Laboratory. The Urinalysis Coordinator shall be an officer of a chief petty officer. Appointed in writing, the assigned coordinator shall carry out the duties for a minimum of one year.

f. All personnel are responsible and fully accountable for their personal activities relating to alcohol and other drug abuse and for any substandard performance or illegal acts resulting from such activities. Additional responsibilities include:

(1) Reporting known or suspected incidents of drug abuse or trafficking to their immediate supervisor or Commanding Officer in accordance with reference (a);

(2) Encouraging persons suspected of having an existing or potential alcohol or other drug abuse problem to seek assistance;

(3) Notifying the Commanding Officer, via the chain of command, immediately when abuse exists or is suspected. The Commanding Officer must be fully informed of the circumstances so that he/she may personally evaluate the impact on unit readiness;

(4) Promoting a command climate of zero tolerance of alcohol and drug abuse.

D. D. WOOFER

Distribution:
List I, Case 1, 2

