



DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY NAPLES ITALY
PSC 817 BOX 1
FPO AE 09622-0001

NAVSUPPACTNAPLESINST 5350.5D
N00E

10 MAR 2022

NAVSUPPACT NAPLES INSTRUCTION 5350.5D

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

Subj: U.S. NAVAL SUPPORT ACTIVITY NAPLES ITALY ALCOHOL AND DRUG
ABUSE PREVENTION AND CONTROL PROGRAM

Ref: (a) OPNAVINST 5350.4D, Navy Alcohol and Drug Abuse Prevention and Control

Encl: (1) Drug and Alcohol Abuse Program Organization, Goals, and Structure
(2) Requirements for Drug and Alcohol Abuse Program Advisor Designations
(3) Alcohol-Related Incident Process
(4) Substance Abuse Rehabilitation Program Treatment Meeting Requirements
(5) Retention and Treatment Authorization Checklist
(6) Drug and Alcohol Awareness Training
(7) Guidelines for Drug and Alcohol Abuse Program Awareness 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).
2. Cancellation. NAVSUPPACTNAPLESINST 5350.5C
3. Applicability. This instruction applies to all NAVSUPPACT Naples Navy personnel, active, reserve, and supervisory personnel.
4. 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.
5. Policy. 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 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. Personal dialogue and the method of self-referral is encouraged by leadership at the first signs of a member who may be struggling with substance abuse. Reference (a) further delineates Department of the Navy (DoN) policies concerning substance abuse by Navy employees. NAVSUPPACT Naples personnel will use enclosures (1) through (7) to achieve zero tolerance of alcohol and drug abuse.

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6. 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.

7. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

8. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years unless revised or cancelled in the interim and will be reissued by the 10-year anniversary date if it still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



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Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4DD

Lists: I through IV

Electronic via NAVSUPPACT Naples website:

https://www.cnrc.navy.mil/regions/cnreura/cent/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html

DRUG AND ALCOHOL ABUSE PROGRAM ORGANIZATION, GOALS, AND
STRUCTURE

1. General. All hands will comply with and support the implementation of the U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, 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 (DH) Responsibilities. Provide positive leadership, coupled with strong support of the command's drug and alcohol abuse program, and deglamorize any abusive consumption of alcohol for personnel. These responsibilities include:

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

(2) Inform all department members on various Drug and Alcohol Abuse Program Advisor (DAPA) reporting methods, with emphasis on self-referral and the benefits to one's career in choosing this method prior to an incident.

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

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

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

(6) Support the DAPA and client confidentiality.

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

(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 in writing by the CO. The Command DAPA will be a collateral duty for the duration of one year by an E-7 or above. Duties include:

(1) Complete an authorized DAPA course within 90 days of assuming duties, unless they have completed the course within the last three years.

Enclosure (1)

(2) Advise the CO on the administration of the command alcohol and drug abuse program.

(3) Conduct DAPA administrative screening, via NAVPERS 5350/3, of identified alcohol and drug abusers as required in reference (a).

(4) Ensure personnel convicted, including Non-Judicial Punishment (NJP), of Driving Under the Influence/ Driving While Intoxicated (DUI/DWI) are not authorized to operate any vehicle without authorization from the NAVSUPPACT Naples CO, normally for a one-year period following conviction. Ensure requests for reinstatement of driving privileges are coordinated via the NAVSUPPACT Naples Staff Judge Advocate to the CO.

(5) Give alcohol abuse awareness training to all members attending area orientation and NAVSUPPACT Naples indoctrination class.

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

(7) Establish liaison with, and collecting program information from, local resources, including SARP, Navy Legal Service Office (NLSO), Naples Security, Naval Criminal Investigative Service (NCIS), alcohol and drug abuse personnel, etc.

(8) Serve as the command self-referral agent.

(9) Draft and submit Drug and Alcohol Abuse Reports (DAARs) for NAVSUPPACT Naples CO's signature.

(10) Provide training on the guidelines and interpretation of this instruction to all DHs.

(11) Provide alcohol abuse awareness training prior to major holiday periods. As a minimum, training will be held ten days prior to Memorial Day and ten days prior to the Christmas leave period.

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

(1) Report directly to NAVSUPPACT Naples CO, unless delegated authority has been issued to the NAVSUPPACT Naples Executive Officer (XO).

(2) Monitor the command urinalysis screening program.

(3) Advise Assistant DAPAs in performance of their duties and responsibilities.

(4) Ensure and maintain confidentiality between the client, DAPA, and CO 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) Schedule all SARP screening appointments for the command.
- (6) Submit all DAARS and disposition recommendations for signature only by the CO.
- (7) Offer the CO a pre-treatment meeting for disposition of servicemembers identified as requiring SARP treatment facilities.
- (8) Present the CO the opportunity to interview servicemembers prior to departure for entry to SARP treatment facilities and advise servicemembers of possible administrative separation when classified as rehabilitative treatment failure.
- (9) Submit Temporary Duty (TEMDU) order request for a SARP treatment facility for signature by either the CO or the XO.
- (10) Present servicemember with Aftercare Completion Letter and discuss aftercare plan within two working days of receipt.
- (11) Forward a copy of servicemember DAPA files to receiving commands for individuals who have not completed their aftercare program.
- (12) Ensure CO, XO, and Command Master Chief attend the four-hour ADAMS for leaders and command senior managers.
- (13) Organize and lead the command quarterly Navy Drug and Alcohol Advisory Council (NDAAC). DAPA will ensure all NDAAC stakeholders provide updates to briefing slides in a timely manner. DAPA will work with NAVSUPACT Naples Executive Secretary to the CO to schedule time and place of quarterly NDAAC meetings. DAPA is ultimately responsible for community attendance and participation during quarterly NDAAC meetings.
- (14) Provide input to the NAVSUPPACT Naples Administrative Officer for the annual population report.
- (15) Maintain historical files on all servicemembers for two years.

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

- (1) Support and maintain servicemember confidentiality.

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(2) Inform DHs of personnel requiring DAPA, SARP, or medical screenings and obtaining initial retention recommendation. After completion of screening, advise DHs of recommended treatment.

(3) Conduct a DAPA administrative screening and coordinate with the Command DAPA for a SARP/medical screening.

(4) Coordinate with the Command DAPA for determination of isolated incidents requiring a minimum of a Level I program.

(5) Attend pre-treatment meeting with CO when Command DAPA is unavailable.

(6) Brief servicemembers on required articles to take to the treatment facility.

(7) Place servicemembers on a command level monitoring program prior to entering a SARP treatment facility, to include mandatory Alcohol Anonymous (AA) attendance.

(8) Provide a copy of DAPA briefing (including DAPA administrative screening), AA attendance cards, and any other pertinent information the treatment facility will require prior to servicemembers entering SARP treatment facilities.

(9) Monitor servicemembers' progress while in attendance at SARP treatment facilities, on a weekly basis, and inform the Command DAPA of the servicemembers' progress.

(10) Monitor servicemembers in the aftercare program.

(11) Provide the Command DAPA with servicemember information for Executive Officer Inquiry (XOI)/Non-Judicial Punishment (NJP) and be available to attend, if required.

(12) Attend monthly command DAPA training.

REQUIREMENTS FOR DRUG AND ALCOHOL PROGRAM ADVISOR DESIGNATIONS

1. Command Drug and Alcohol Program Advisor (DAPA). The Command DAPA must be E-7 or above. Must complete the DAPA Course within 90 days of designation as Command DAPA. The Command DAPA will work directly for the Commanding Officer. The Command DAPA will forward all requests for Temporary Duty (TEMDU), special liberty, or personal leave to the Commanding Officer, via the Command Watchbill Coordinator, Command Master Chief, and the Executive Officer.

NOTE: The Command DAPA will receive administrative support from the Administration Department. The Command Master Chief will afford 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. An Assistant Command DAPA must be E-5 or above and will be designated in writing for a minimum of 12 months after completing training. The Assistant Command DAPA will complete the DAPA course within 90 days of designation. The Assistant Command DAPA will act as the Command DAPA during periods when the Command DAPA is unavailable. There will be one command DAPA for every Unit Identification Code assigned under NAVSUPPACT Naples proper.

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ALCOHOL-RELATED INCIDENT PROCESS

1. When an alcohol-related incident occurs, U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, Security will file an incident report and a copy of the daily desk journal will be forwarded to the NAVSUPPACT Naples Staff Judge Advocate (SJA) and Command Drug and Alcohol Program Advisor (DAPA). The Command DAPA will coordinate with the Administration Department and begin the preliminary administrative screening process (check-out service and medical records, etc.). The incident report will be forwarded to the NAVSUPPACT Naples Commanding Officer (CO) with a copy forwarded to the DH, SJA, Security Manager, and Command DAPA.
2. The Command DAPA will coordinate with the SJA for discipline actions against the servicemember. All servicemembers screened by a DAPA will be screened by Substance Abuse Rehabilitation Program (SARP) or Medical. The Command DAPA will submit the initial Drug and Alcohol Abuse Reports (DAAR) and DAPA administrative screening file to SARP. The Command DAPA will schedule all SARP screenings for servicemembers and advise the servicemember of the date and time.
3. The Command DAPA will ensure servicemembers attend scheduled screening appointments and receive a preliminary disposition recommendation from SARP immediately after screening. The Command DAPA will then brief the CO of the recommendations for verbal authorization to begin steps to enter the servicemember into the appropriate treatment program.
4. The Command DAPA will request a projected bed date for servicemembers requiring SARP facility treatment after receiving verbal approval from the CO. The Command DAPA will make arrangements for a pre-treatment meeting.
5. SARP will forward all screening disposition recommendation letters to the CO, via the Command DAPA within five working days after the servicemembers screening. SARP will include the medical diagnosis with the disposition recommendation. The Command DAPA will obtain the CO's signature within three working days after receipt of the disposition recommendations.
6. The Command DAPA will send servicemembers attending SARP treatment facilities away from NAVSUPPACT Naples to medical for a consultation screening.
7. The Command DAPA will ensure servicemembers directed to SARP treatment facilities away from NAVSUPPACT Naples obtain a Human Immunodeficiency Virus (HIV) test prior to departure. HIV testing for SARP treatment facilities is done through the Navy Medicine and Readiness Training Center (NMRTC), Naples, Italy.

Enclosure (3)

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8. The Command DAPA will verify the CO personally speaks to all servicemembers being sent to SARP treatment facilities. Normally, this will happen as soon as possible after the pre-treatment meeting; however, the CO will speak to the servicemember prior to their departure for treatment.
9. The Command DAPA will brief servicemembers on the appropriate attire and items they will be required to possess while Temporary Duty Assignment (TAD). An Assistant DAPA will monitor the servicemember's progress on a weekly basis and will notify the Command DAPA of the progress. The Command DAPA will keep the CO informed of the servicemember's progress on a weekly basis.
10. The Command DAPA will enter servicemembers who have completed SARP facility treatment into an aftercare program. The Command DAPA will complete all required documentation for the aftercare regiment within three working days after a servicemember returns to the Command.
11. Cases where servicemembers returning from a SARP treatment facility and classified as a rehabilitative treatment failure, will be handled per reference (a). The CO may use the preliminary decision of the pre-treatment meeting or hold another meeting for extenuating circumstances brought to the CO's attention by the Command DAPA.
12. Servicemembers 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. Per reference (a), these servicemembers will be subject to administrative separation processing.

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SUBSTANCE ABUSE REHABILITATION PROGRAM TREATMENT MEETING
REQUIREMENTS

1. The purpose of this meeting is to voice concerns or issues relevant to an individual's case directly to the U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, Commanding Officer (CO). Additionally, it affords the CO an opportunity to ask questions of the member regarding the individual's potential for possible classification as a rehabilitative failure.
2. The Command DAPA will brief the NAVSUPPACT Naples CO as soon as the Substance Abuse Rehabilitation Program (SARP) and Medical disposition letters are received. The briefing will include: servicemember history, SARP disposition letter, medical diagnosis, requirements per reference (a), Department Head (DH) input of servicemembers 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 be offered a pre-treatment meeting at the CO's discretion. The members will include the CO, the Command DAPA, Command Master Chief (for enlisted personnel), and DH. The CO will advise the Command DAPA if the member will be required to be present at the time of the meeting. The member will utilize the Retention and Treatment Authorization Check List (enclosure (5)) to determine eligibility. The CO 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 CO's preliminary decision for separation will be used 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 CO with servicemember's information pertinent to the preliminary decision. The Command DAPA will inform the CO of this information and initiate another meeting to determine possible retention, again using the Retention and Treatment Authorization Check List.
5. The CO will present an Aftercare Entry Letter to any servicemember being retained in the U.S. Navy and classified by a SARP treatment facility as a rehabilitative failure.
6. The CO will present Aftercare Completion Letters to members completing an aftercare regiment program. This may be done in private with the CO, 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.

Enclosure (4)

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RETENTION AND TREATMENT AUTHORIZATION CHECKLIST

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 reflect the member is performing at next higher pay grade level.
 - c. No more than three documented negative counseling sessions.
 - d. No more than one Commanding Officer's Non-Judicial Punishment while onboard U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, prior to the pre-treatment staffing.
 - e. No alcohol-related incidents while completing command discipline requirements; e.g., restriction, extra duty.
 - f. No alcohol-related incidents while in a Level I program awaiting Substance Abuse Rehabilitation Program (SARP) facility treatment.
2. Commander, Navy Region Europe, Africa, Central (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.
4. Members with less than two years of active military service that incur three or more alcohol-related discipline problems will be processed for administrative separation, as per reference (a).
5. Members with two or more years of active military service that are not retained in the U.S. Navy for alcoholism or alcohol abuse will be offered Veterans Administration treatment when discharged and must be counseled prior to detachment regarding availability of this service.

Enclosure (5)

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6. Members identified as drug abusers will be processed for administrative separation, as per reference (a), regardless of rank or time in service.
7. Members identified as drug abusers will be screened by SARP prior to being processed for separation.

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DRUG AND ALCOHOL AWARENESS TRAINING

1. Area Orientation.
2. Command Indoctrination.
3. Commanding Officer (CO)/Executive Officer (XO)/ Command Master Chief (CMC) mandatory four-hour Alcohol and Drug Abuse for Managers and Supervisors (ADAMS) for Leaders 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. Enlisted E-1 to E-4 and Officers O-1 to O-3 mandatory AWARE class within 90 days of reporting onboard. Class is eight hours and explains the responsibilities of junior personnel.
5. Command DAPA mandatory monthly DAPA training for all U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, DAPAs.
6. Command DAPA mandatory quarterly Navy Drug and Alcohol Advisory Council (NDAAC) review for all NAVSUPACT Naples DAPAs.
7. Command DAPA alcohol awareness briefings prior to holidays.

Enclosure (6)

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GUIDELINES FOR DRUG AND ALCOHOL ABUSE PROGRAM AWARENESS TRAINING
AND PRESENTATION

1. Command Drug and Alcohol Abuse Program Advisor (DAPA) will conduct monthly mandatory training with all Assistant DAPAs. This training will normally be conducted immediately after the quarterly Navy Drug and Alcohol Advisory Council (NDAAC) meeting. Attendance will be documented and maintained on file. Any Assistant 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 (CO), and the Department Head (DH) will be required to justify reasons for attendance failure.
2. Command DAPA will be available to provide training to all DHs 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 DHs positions have changed, and when deemed necessary by the U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, CO or the Command DAPA.
3. Command DAPA will provide training to all Assistant DAPAs 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 ten days prior to Memorial Day and ten days prior to the Christmas leave periods. The briefing will include awareness of criminal assault involving alcohol and policies of the command regarding alcohol related incidents, including driving while intoxicated.
5. The Command DAPA will advise NAVSUPPACT Naples General Military Trainings (GMT) Coordinator of DAPA requirements for scheduling purposes.
6. When necessary, the Command DAPA will conduct the GMT training for any Assistant DAPA unable to provide the training due to extenuating circumstances.
7. Command DAPA will utilize GMT material and guest speakers available through SARP, Fleet and Family Service Center, American Red Cross, Medical, Chapel, Chaplains Religious Enrichment Development Operation (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.

Enclosure (7)