



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS MARYLAND 21402-1300

USNAINST 5350.6A
28/CMC
7 Oct 15

USNA INSTRUCTION 5350.6A

From: Superintendent, United States Naval Academy

Subj: ALCOHOL DETECTION DEVICE (ADD) PROGRAM

Ref: (a) OPNAVINST 5350.8
(b) OPNAVINST 5350.4 (series)
(c) SECNAV M-5210.1
(d) SECNAV M-5214.1

Encl: (1) Alcohol Detection Device Tracking Report
(2) Alcohol Detection Device Positive Test Report
(3) Alcohol Detection Device Testing Locations

1. Purpose. Implement policies and procedures for the use of hand-held Alcohol Detection Devices (ADD) to promote safety, education, and training.

2. Cancellation. USNAINST 5350.6.

3. Applicability. This instruction applies to all Navy active-duty military personnel and reservists in a drilling active-duty status, and non-Navy military personnel assigned to a Navy unit in any capacity (e.g., permanent change of station, temporary duty, and temporary duty under instruction).

4. Background

a. As part of the Secretary of the Navy's 21st Century Sailor and Marine initiative and focus on readiness, the Naval Academy continues to take steps to promote the responsible use of alcohol and deter alcohol abuse. The ADD is intended to provide education and awareness and can help identify service members who may require support before an alcohol related incident occurs. ADD readings are not to be used as evidence for disciplinary proceedings or justification for adverse administrative action.

b. This instruction does not limit or diminish existing tools currently used to detect and deter substance or alcohol abuse. Nothing in this instruction prohibits USNA from taking appropriate action such as ordering a competence for duty examination or probable cause search should a service member's manner, disposition, speech, muscular movement, general appearance, behavior, or other evidence reasonably suggest incapacity to perform military duties due to alcohol or drug use.

5. Objectives

a. Establish uniform guidelines for ADD use at USNA.

b. Help identify members who may require support before an alcohol related incident occurs.

- c. Enhance command awareness of responsible use of alcohol.
- d. Educate members on the effects of their alcohol use decisions and self-impairment.
- e. Support command safety.
- f. Provide a basis to further evaluate fitness for duty through the use of a competence for duty exam.

6. Responsibilities

a. Chief of Staff

(1) Establish institutional policy and designate the command Alcohol Detection Device Coordinator (ADDC) and all Assistant ADDCs and ADD Administrators in writing.

(2) Authorize all unit and sub-unit sweeps, duty section sweeps, and random samplings.

b. Command ADDC

(1) E7 or senior and cannot also serve as the Drug and Alcohol Program Advisor (DAPA). Though the ADDC may simultaneously hold the USNA Urinalysis Program Coordinator (UPC) position, this is neither encouraged nor recommended.

(2) Manage and supervise USNA ADD testing program in compliance with references (a) through (d).

(3) As directed, test 15 percent of USNA's active duty population each month. If the minimum testing requirement cannot be met, notify and request a waiver from the Chief of Staff.

(4) Report positive results to the Cost Center Head for a determination of appropriate action consistent with references (a) through (d). In addition, forward a monthly ADD Tracking Report (enclosure (1)) to the Chief of Staff.

(5) Ensure departmental ADD administrators are fully trained and educated on references (a) through (d) and are designated in writing by the Chief of Staff.

c. Cost Center Head

(1) Assign a representative to serve as their Assistant ADDC.

(2) Determine how many ADD Administrators are necessary for the Cost Center and recommend designations to the Chief of Staff.

(3) Designate a location and time for test administration that will be low-impact to the mission while remaining within the guidelines set forth in reference (a).

(4) Determine action necessary for positive test reports consistent with references (a) through (d).

d. Assistant ADDC. Responsible to their Cost Center and the Command ADDC. They shall:

(1) Maintain current muster reports of personnel assigned to their Cost Center.

(2) Review posted ADD list and test personnel within their designated section.

(3) Document test results utilizing enclosures (1) and (2), and report all findings to the ADDC and Cost Center Head.

(4) Notify the ADDC of personnel selected for testing who are mustered, present, and who are authorized to be excused; e.g. leave, special liberty, or temporary duty. Service members mustered as being assigned temporary additional duty or auxiliary security forces duties are excused if selected for random inspection due to their specific duty requirements, but their status must be verified.

(5) Ensure their department ADD administrators are fully trained and educated on references (a) through (d) and designated in writing by the Chief of Staff.

e. ADD Administrators

(1) E-6 and senior.

(2) Assist the Assistant ADDC in the performance of their duties. Fully familiarize themselves with this instruction and references (a) through (d).

(3) Notify the Assistant ADDC of any person requesting to be excused from testing.

7. Testing Premise/Conditions. When the ADD list is posted via email, all personnel selected for random testing are required to report within one hour of notification. The length of the testing period is at the discretion of the ADDC, but should be no longer than two-hours. When the Chief of Staff authorizes unannounced sweeps, the ADDC and Assistant ADDCs shall notify all affected personnel via the most expeditious communication method available.

a. Consent from service members selected for ADD testing is not required prior to conducting the test. Failure to report for testing or refusing to provide a breath sample is a violation of a lawful order and may subject the member to disciplinary or administrative action.

b. Random ADD Inspections

(1) Authorized for USNA service members who are on duty during normal working hours. It is not the intent or purpose of ADDs to test those who are in an authorized leave or liberty status.

(2) Inspections that include the use of an ADD will be random. Random testing may include a unit or sub-unit sweep. Examples of random sampling may include, but are not limited to:

(a) Duty section sweeps.

(b) USNA service members reporting to work after a designated time (late arrival).

(c) Random sampling of USNA service members in a duty status and during their assigned work days, similar to the urinalysis program.

c. The ADDs shall be operated per the instructions and guidelines in the ADD Operation Guide located on the Navy Alcohol and Drug Abuse Prevention website at [http://www.npc.navy.mil/bupers-npc/support/21st_Century_Sailor/nadap/Education_Training/Pages/AlcoholDetectionDevice\(ADD\).aspx](http://www.npc.navy.mil/bupers-npc/support/21st_Century_Sailor/nadap/Education_Training/Pages/AlcoholDetectionDevice(ADD).aspx).

8. ADD Results/Actions Upon a Detectable Result. ADD results shall be used to enhance Naval Academy awareness of the command's alcohol use culture and to educate service members on the responsible use of alcohol and the effects of self-impairment.

a. A service member whose ADD-indicated reading is 0.04 percent BAC or greater shall be presumed not ready to safely perform duties and shall be relieved of duty and retained onboard the command in a safe room (defined in enclosure (3)) until the ADD-indicated reading is not detectable. For any reading of 0.04 percent BAC or greater, a command referral to the Drug and Alcohol Program Advisor (DAPA) is appropriate. Command referrals are not considered alcohol related incidents. Additional non-punitive action focused on safety, training, counseling, and education may be implemented at the discretion of the Superintendent or Chief of Staff.

b. In cases where the ADD reading is 0.02 percent BAC or greater, the service member shall be retested after a 20-minute waiting period to allow the effect of mouthwash, breath mints, gum, and breath sprays that may produce a detectable indicator of alcohol to clear. An ADD reading of less than 0.02 percent BAC shall be considered a negative result.

c. A service member who has previously completed alcohol rehabilitation treatment and has an ADD indicated reading of 0.02 percent BAC or greater shall, at a minimum, be referred to the DAPA. Completion of alcohol rehabilitation treatment shall be verified by the DAPA and passed to the ADDC for tracking purposes.

d. A service member who is under the minimum legal drinking age and has an ADD indicated reading of 0.02 percent BAC or greater shall be referred to the DAPA for further evaluation.

e. ADD results may be used in any or all of the following ways:

(1) As a basis to further evaluate a service member's fitness for duty and through the use of a competence for duty examination.

(2) Removal from duty section status or performing assigned tasks.

(3) Education and counseling for the member.

(4) Command referral to the DAPA for additional assistance through the substance abuse rehabilitation program, including alcohol abuse and dependency education and counseling.

(5) To provide the foundation for a probable cause search when considered along with other evidence of intoxication, including, but not limited to bloodshot eyes, slurred speech, muscular movement, general appearance or behavior, an admission of alcohol use by the service member, or statement of other witnesses. Probable cause searches shall only be authorized by the Superintendent.

f. ADD results shall not be used for the following:

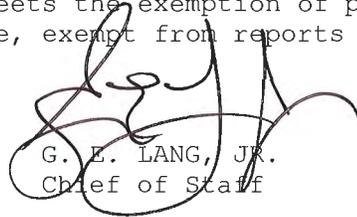
(1) As a basis or evidence for disciplinary proceedings.

(2) As a basis for adverse administrative actions.

(3) As a basis to document counseling service members as a consequence of irresponsible use of alcohol in official military personnel records, such as NAVPERS 1070/613 Administrative Remarks, fitness reports, or enlisted performance evaluations.

9. Records Management. Records created as a result of this instruction, regardless of media or format, shall be managed per reference (c).

10. Reports Control. The reporting requirement contained in paragraphs confirmed; matches 6b(3) and 6b(4) meets the exemption of part IV, paragraph 7j of reference(d), and is, therefore, exempt from reports control.



G. E. LANG, JR.
Chief of Staff

Distribution:
All Non-Mids (Electronically)

Alcohol Detection Device Tracking Report

Alcohol Related Incidents Since Last Report		Date of Last Report				
Personnel Referred for Further Counseling/Education Since Last Report		Testing Month				
Test Administrator						
Document the following information for each testing event (fill-in yellow fields)						
Collection Event	1	2	3	4	5	6
Date Tested						
Time Tested						
Current Command Population						
Number of Personnel Tested						
Testing Location						
Reason for Test (i.e. random, unit sweep, duty section muster)						
% of Command Tested						
Number of Samples Testing \geq 0.02% BAC						
Number of Samples Testing \geq 0.04% BAC						
Number of Samples Testing \geq 0.08% BAC						

Alcohol Detection Device Positive Test Report

Complete the below fields for all breath test readings of $\geq 0.02\%$						
Collection Event	1	2	3	4	5	6
Date of Event						
Name Rank/Grade						
Age						
Test #1 BAC % and Time						
Cleared BAC % and Time						
Name Rank/Grade						
Age						
Test #1 BAC % and Time						
Cleared BAC % and Time						
Name Rank/Grade						
Age						
Test #1 BAC % and Time						
Cleared BAC % and Time						
Administrator Signature						

Alcohol Detection Device Testing Locations

Academics	Administration Site Safe Room	Maury Hall Room 204 Ward Room
Commandant	Administration Site Safe Room	Bancroft Hall Room 5153 Room 5157
Division of Professional Development	Administration Site Safe Room	Luce Hall Room g32 Room G32
Superintendent's Staff	Administration Site Safe Room	Larson Hall, Basement Lobby
USNA Band	Administration Site Safe Room	Bancroft Hall Room 4B74 2B13
Waterfront Readiness	Administration Site Safe Room	Bldg. 66 Room 108 Room 139 for Females Room 148 for Males