



DEPARTMENT OF THE NAVY

NAVAL ACADEMY PREPARATORY SCHOOL
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NEWPORT, RI 02841-1519

NAPSINST 5350.4

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19 Jun 12

NAVAL ACADEMY PREPARATORY SCHOOL INSTRUCTION 5350.4

From: Commanding Officer, Naval Academy Preparatory School

Subj: DRUG AND ALCOHOL ABUSE PROGRAM

Ref: (a) OPNAVINST 5350.4D
(b) OPNAVINST 5350.7
(c) SECNAVINST 5300.28D

1. Purpose. To issue Drug and Alcohol Abuse Program (DAPA) policy guidance and information to Naval Academy Preparatory School (NAPS).
2. Scope. This instruction applies to all NAPS military staff, Midshipman Candidates and temporary assigned military personnel.
3. Background. Drug and alcohol abuse can seriously damage physical and mental health, may jeopardize safety, and is a serious detriment to morale and esprit de corps. Officers and chief petty officers, by virtue of their rank and position, must lead by example. Nowhere is this more important than at NAPS, where staff members serve as daily role models for Midshipman Candidates who are preparing to be Naval officers. NAPS strongly supports and aggressively pursues a policy which recognizes that drug and alcohol abuse is incompatible with the maintenance of high standards of performance, military discipline, and readiness and is destructive of efforts to instill pride, promote professionalism, and enhance personal excellence.
4. Policy. The policies/procedures and guidelines described in references (a) through (c) will be strictly observed and fully supported at all levels of command.
5. Action. NAPS personnel shall carry out the policies set forth in references (a) and (c) as follows:
 - a. Establish and conduct an aggressive urinalysis program to detect and deter drug and alcohol abuse at the unit level. In addition, Substance Abuse and Rehabilitation (SARP)

screenings will be conducted for those command personnel involved in the following types of incidents in which alcohol or drug use is known or suspected:

(1) A serious accident or incident in which unusually careless acts are performed;

(2) A motor vehicle offense involving excessive speed, loss of control of vehicle, reckless driving, or driving under the influence;

(3) Fights, assaults, disorderly conduct, disrespect to superiors, willful disobedience of orders, and similar incidents of misconduct; or

b. Personnel involved in incidents such as 5.a. (1) - (3) above or other bizarre, unusual, or irregular behavior including unauthorized absence, will be subject to urinalysis and breathalyzer testing.

c. Command personnel who are identified by civil authorities, Naval Station Newport (NAVSTA) authorities or their chain of command as substance abusers will be referred to the nearest SARP for substance abuse evaluation.

d. DAPA responsibilities. The DAPA appointment should be made utilizing the requirements of reference (a). The DAPA will be designated in writing, and attend the DAPA course with 90 days of designation, unless they have completed the course within the previous three years. The following is a list of minimum required duties of the DAPA.

(1) Serve as the command's self-referral procedure agent.

(2) Coordinate and assist in the presentation of the IMPACT Program.

(3) Conduct administrative screening of identified drug and alcohol abusers as directed by the Commanding Officer (CO).

(4) Establish and monitor designated individuals in a Command Level Intervention Program.

(5) Monitor the command's Aftercare Program when individuals return from intensive outpatient or inpatient programs.

NOTE: Ensure documentation exists for all aftercare program elements (i.e., AA meetings, ANTABUSE taken, daily/weekly check-in, urinalysis, etc.), as required by the Aftercare Plan. This documentation should be maintained in the client's file for a period of two years after transfer from the command.

(6) Provide Naval Health Care Center New England (NHCNE) pre-screening data for the ADMITS Program Information Form as required.

(7) Draft the Drug and Alcohol Report (DAAR) as required by reference (a). An information copy of all DAAR's will be submitted to CNET.

(8) Advise the Commanding Officer of Drug and Alcohol Program information as required.

(9) Maintain client files for two years after completion of all required action and transfer from the command.

(10) Forward a copy of client files to next command upon PCS transfer.


J. J. CUNHA