



DEPARTMENT OF THE NAVY  
FLEET AVIATION SPECIALIZED OPERATIONAL  
TRAINING GROUP PACIFIC FLEET  
BOX 357068  
NAS NORTH ISLAND  
SAN DIEGO, CALIFORNIA 92135-7068

FASOTRAGRUPACINST 5355.1G  
N018  
17 Jun 03

FASOTRAGRUPAC INSTRUCTION 5355.1G

Subj: SUBSTANCE ABUSE PROGRAM

Ref: (a) OPNAVINST 5350.4C  
(b) DODD 1010.16  
(c) CINCPACFLTINST 5350.2A

Encl: (1) Drug and Alcohol Abuse Semi-Annual Report Form

1. Purpose. To establish and promulgate policy and guidance on the command substance abuse program.

2. Cancellation. FASOTRAGRUPACINST 5355.1F

3. General Policy. Reference (a) states the Navy's policy of "zero tolerance" for drug and alcohol abuse. Furthermore, it recognizes that drug and alcohol abuse is incompatible with maintenance of high standards of performance and military discipline. It is destructive to the Navy efforts to instill pride and promote professionalism. This command will not only support the CNO policy of "zero tolerance," but will aggressively pursue it through education, identification, rehabilitation and disciplinary and administrative actions.

4. Objectives. In support of the policies outlined by references (a) through (c), the following are objectives of the FASOTRAGRUPAC Substance Abuse Program.

a. To prevent drug and alcohol abuse and provide an environment in which abuse is not tolerated.

b. To identify current substance abusers, directing those eligible into appropriate rehabilitation programs and taking disciplinary and/or administrative action as necessary.

c. To return former alcohol abusers to full duty status as soon as possible and promote their acceptance as useful and reliable members of the Naval community.

d. To eliminate personnel and material losses resulting from substance abuse.

e. To train supervisory personnel in substance abuse prevention, identification, intervention and referral.

f. To educate all command and student personnel on substance abuse awareness including Navy Policy, rehabilitation programs and Civil policy.

5. Action

a. A Drug and Alcohol Program Advisor (DAPA) will be appointed by the Commanding Officer and serve as an advisor to the command in accordance with reference (a). The DAPA will be responsible to the Commanding Officer for the program, using the direction provided in references (a) through (c).

b. To support the DAPA in carrying out the substance abuse programs, Department Heads and Officers in Charge shall ensure that the required substance abuse education as indicated in reference (a) is conducted. The DAPA will provide any requested guidance regarding the implementation of this instruction.

c. Officers in Charge shall designate a Detachment Drug and Alcohol Program Advisor (DDAPA) and promulgate procedures for the conduct of a Detachment Substance Abuse Program including education, identification and rehabilitation.

d. Detachment DAPAs shall make the Command DAPA aware of all Alcohol and Drug incidents and provide a copy of all Drug and Alcohol Abuse Semi-Annual Reports (DAARs). They are responsible for all functions required within references (a) through (c).

e. Officers in Charge shall ensure that DDAPA are trained per reference (a) and Substance Abuse Programs are conducted as directed by references (a) through (c). A copy of all DAPA designations shall be forwarded to the Command DAPA.

f. To eliminate "No Shows" during a monthly random sweep or command-wide urinalysis, members designated for testing need to report directly to the collection site as mandated per reference (a) unless they are authorized liberty, leave or TAD specified by the muster report. Per reference (b), each individual identified for testing will be accounted for. Work Center Supervisors will be responsible for recalling any member who has not reported to the urinalysis site by 1200. If all attempts

have been initiated and no contact has been made to those members identified for testing, their names will be forwarded to the Executive Officer for appropriate action.

g. To ensure personnel are notified in a timely manner, the Urinalysis Coordinator will call Departmental LCPOs immediately after faxes are sent to the departments.

h. A muster report will be given to the urinalysis coordinator as soon as possible to determine those who are TAD, Leave and Liberty. The muster report will also be retained with the urinalysis registry archives.

i. For positive opiate urinalysis results, the Senior Enlisted Advisor (SEA) shall review the urinalysis ledger for any medications listed at time of sample provided. If prescribed drug is listed, SEA shall assign medical personnel to review member's service record to determine if any prescribed medication is listed in the record. If none is found, then the Executive Officer (XO) will assign an Investigative Officer, an E-7 or above, to discuss UCMJ warnings and interview member according to Medical Review of Opiate Positive Urinalysis message. The Investigative Officer will draft response message and submit to the Commanding Officer via SEA and XO.

j. The SEA shall notify the Command DAPA or DDAPA, as appropriate, of all positive urinalysis results after the findings have been determined.

k. Any illegal drug use resulting in a positive urinalysis will be processed under the UCMJ per reference (a).

6. Identification/Detection/Deterrence/Urinalysis. One of the most difficult tasks facing Navy leaders is the detection and identification of a substance abuser. The coordinated efforts of Management, Medical, Legal and Law Enforcement personnel are essential for the successful operation of any substance abuse identification program. There is no substitute for close supervision by all in the chain of command. Concerned and involved Chief Petty Officers, Division Officers, and Department Heads are of immeasurable value in detecting any changes in performance, attitude, daily physical condition, and personal problems of individuals that may be indicative of alcohol or drug abuse. Peer leadership is of considerable value in deterring and identifying substance abusers. When appropriate, refer subordinates to the DAPA.

a. Urinalysis and other detection methods play a key role in the Navy's identification and deterrence efforts. All urinalysis and other procedures will be conducted and reported per references (a) through (c). Detachments will conduct random urinalysis on 20 percent of personnel assigned each month or when directed by higher authority.

b. The Command DAPA shall be notified of all cases of involving alcohol-related incidents and positive urinalysis results. Identified alcohol and drug abusers will be processed per references (a) through (c).

c. Each case of substance abuse will be considered and evaluated separately. A determination of retention and rehabilitation, administrative separation and/or taking disciplinary action shall be made per references (a) through (c).

## 7. Reports

a. Drug and Alcohol Abuse Semi-Annual Reports (DAASAR) (OPNAV 5350/10). The Command DAPA is responsible for submitting a consolidated DAASAR to COMNAVAIRPAC by the 10<sup>th</sup> of October and April. To facilitate this report, all detachments shall transmit their feeder DAASAR to FASOTRAGRUPAC Headquarters no later than the 1<sup>st</sup> of October and April. The format will be per enclosure (1).

b. Drug and Alcohol Report (DAAR) (OPNAV 5350/7). Alcohol incidents, drug positive and other system information requirements within 30 days of incident shall be subject of a DAAR per reference (a) through (c). A copy of each detachment DAAR shall be sent to the Command DAPA.

c. Specimen Custody Document (DD 2624). This document shall be submitted with urine samples per references (a) through (c). CINCPACFLT, COMNAVAIRPAC and FASOTRAGRUPAC San Diego are info addressees and will be entered in Block Two. Block Five shall be a four digit number assigned by the Command to each set of 12 samples or portion thereof, and may start with 0001 for each date entered in Block Three. Do not modify/alter any of the pre-printed specimen numbers listed under Block Seven.

d. Shipment/Delivery of Urine Samples to Drug Laboratories Report. This report will be sent by routine message when urine samples are sent to the Navy Drug Laboratories (NDL). Address messages to COMNAVAIRPAC and info FASOTRAGRUPAC San Diego and

the NDL to which the samples are sent. Information in the message will include the date, local batch number, testing premise and number of samples shipped/delivered. The message shall be sent when the samples are shipped/delivered to the lab.

A handwritten signature in black ink, appearing to read "MR Allen", with a stylized flourish at the end.

M. R. ALLEN

## DRUG AND ALCOHOL ABUSE SEMIANNUAL REPORT

1. Report Prepared by: (Short title)

2. Report Period: Fiscal Year \_\_\_\_\_

31 March

30 September

Portable Test Kit Results

3. Testing Premise (see OPNAVINST 5350.4B Encl (4) Appendix B)

4. Number of Samples Tested and Drug Identified by Testing Premise:

RS	US	AT	OS	RF	CT	PC	CD	PD	RA	SA	SU	ET	ME	OT
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a. Total Samples Collected Results

b. Total Samples Tested by Portable Kit

c. Portable Test Kit Samples Tested/Positives by Drug (e.g., 5/1). See appendix B paragraph 4c for example.

1. Amphetamines

2. Barbiturates

3. Cocaine

4. Opiates

5. Marijuana

6. Phencyclidine (PCP)

7. Other

5. Number of Drug and Alcohol Reports (DAARs) Submitted \_\_\_\_\_

6. Total Number of DAPAs on board: \_\_\_\_\_

Number of DAPA/LPM School Graduates: \_\_\_\_\_

7. Suspense or Revocation of Driving Privileges

Number of Identified Offenders

Active Duty Milpers  
Milpers

Federal Civilian

Family Members

Other

8. Name, Rate/Rank of Individual Reporting:

Telephone

Date Submitted:

(A):  
(C): ( )