

COMMAND RESPONSIBILITIES

E-Mail reports to the Regional ADCO via Chain of Command. Quarterly Reports are due the 15th of the following month.

Command	Reporting Quarter <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th
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PROGRAM COORDINATOR

Name	Rank
E-Mail	Telephone Number

COMMAND RESPONSIBILITIES	YES	NO	REMARKS
Does Command maintain a current copy of OPNAVINST 5350.4D?			
Does Command maintain a Urinalysis Program Coordinator Handbook?			
Does Command have written policy on alcohol control? OPNAVINST 5350.4D pg. 16, p. (4).			
Has CO, OIC, EXO, CMC and prospective COs, OICs, and XO's completed ADAMS for leaders training per Education and Training Policy and Requirements (Enclosure (3) of OPNAVINST 5350.4D			
Does the Command have a current Urinalysis Program instruction?			
Does the instruction accurately reflect how the program is managed and coordinated?			
Does Command maintain all upper echelon drug/alcohol instructions and directives?			
Does Command maintain other (ISIC, region) substance abuse instructions?			
Are newly reporting personnel briefed at check-in or Command indoctrination on Command policies on alcohol and drug control?			
Are newly reporting personnel drug tested within 72 hours after reporting aboard? If not, is there documentation as to non-compliance?			
Is leadership actively involved in Command alcohol prevention and urinalysis programs?			
Does Command disseminate its policy regarding the consumption of alcoholic beverages during normal working hours? OPNAVINST 5350.4D pg. 4, 6. f. How?			
Are member aware that the minimum age to consume alcohol in the Navy is age 21 for all personnel? OPNAVINST 5350.4D 6. a. pg. 3			
Does the Command create an all-hands Command environment that is intolerant of alcohol abuse and underage drinking? OPNAVINST 5350.4D 8. p. (2), pg. 15.			

COMMAND RESPONSIBILITIES	YES	NO	REMARKS
Are Command DAPA and Assistant DAPAs designated in writing by CO? OPNAVINST 5350.4D pg, 16 p. (6).			
Is Command DAPA an E7 or above?			
Is Command Assistant DAPA E5 or above?			
Has DAPA/Assistant DAPA successfully completed DAPA training within 90 days of appointment? OPNAVINST 5350.4D Encl (3) pg. 4, 4. (b).			
Does Command have a Urinalysis Program Coordinator (UPC)? It is recommended that the UPC is an E7 or above. OPNAVINST 5350.4D pg.18, (12) (c).			
Is the UPC not the Command DAPA or IDC? OPNAVINST 5350.4D pg. 18, (12) (c).			
Does the Command have alternate(s) UPC? OPNAVINST 5350.4D pg. 15, Encl (2) 12.b.			
Is UPC and alternates designated in writing? Are letters current, available and on file? OPNAVINST 5350.4D pg. 15, Encl (2), 12.b.			
Has the UPC and alternates completed UPC training on NKO?			
Is NKO Training for DAPA/alternate documented and on file?			
Are observers trained?			
Have the CO/XO/CMC completed the required ADAMS for Leaders training? OPNAVINST 5350.4D Encl (3), pg. 3, 3. g. (1).			
Is ADAMS for supervisors completed by all E-5 and above once every 5 years? OPNAVINST 5350.4D Encl (3), pg. 3, 3. g. (2).			
Is Alcohol-AWARE completed by Navy personnel within two years of completion of recruit training or other accession point entry? (Pg 4 entry required). OPNAVINST 5350.4D Encl (3), pg 2, 3. d.			