

DRUG AND ALCOHOL PROGRAM ADVISOR 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

DAPA RESPONSIBILITIES	YES	NO	REMARKS
Did DAPA notify their Echelon 3 ADCO of their appointment as DAPA? (NADAP office 901-874-4900 can provide ADCO contact information).			
Does DAPA access NADAP website: http://www.npc.navy.mil/CommandSupport/NADAP frequently to obtain information?			
Does DAPA have a copy of MOU for test screening non-command personnel?			
Does the DAPA have ADMITS Program access?			
Are DAPA screening forms completed for all alcohol incidents and self/command referrals? OPNAVINST5350.4D Encl (1) pg. 4, 4.			
Have members received SARP recommended treatment? If CO does not concur was letter submitted to OPNAV via Chain of Command? OPNAVINST 5350.4D Encl (1) pg.5, 4. c.			
Are Pg. 13s signed for all alcohol incidents and self/command referrals? OPNAVINST 5350.4D, Appendix B to Encl (1). Pg. B-1.			
Are Drug and Alcohol abuse Reports (DAARs) submitted for command or self-referral, alcohol or drug incident, and final disposition determination? OPNAVINST 5350.4D pg.19, (20) (a).			
Are DAARs submitted within 30 days of the date of the incident and additional information submitted as it becomes available? OPNAV5350.4D pg., 19, (20) (b).			

DAPA RESPONSIBILITIES	YES	NO	REMARKS
Are DAARs kept up to date? Entries made within 30 days of incident..			
Does the CO sign or electronically approve all DAARs? OPNAVINST 5350.4D pg. 19, (20) (b).			
Are drug DAARs filed in the member's service record? OPNAVINST 5350.4D pg. 20, (20) (c).			
Have all members determined to be using, possessing, promoting, manufacturing, or distributing drugs and/or drug abuse paraphernalia been screened, disciplined as appropriate and processed for administrative separation and offered treatment if diagnosed as drug dependent (prior to separation)? OPNAVINST 5350.4D (4), h., pg. 5 & Encl (2) 1. d. pg. 2.			
Are waivers submitted in accordance with OPNAVINST 5350.4D and CNIC Policy?			
Are records of members with drug and/or alcohol problems kept confidential? OPNAVINST 5350.4D, pg. 19, (16).			
Are all records maintained for two years?			
Has Aftercare Treatment Plan been prepared in consultation with member's parent command and a alcohol treatment completion letter provided to member? OPNAVINST 5350.4D encl (4) pg. 2, definition of aftercare plan & Appendix C to encl (1) pg. C-1.			
Has DAPA monitored the individual's progress and participation in the Aftercare Program? OPNAVINST 5350.4D Encl (1) pg. 6, 6. b.			
Does the command discipline as appropriate and process for ADSEP, those members whose alcohol-related misconduct is serious, who are repeat offenders, or who do not respond favorably to treatment? OPNAVINST 5350.4D 6. I. (1) pg. 6.			
Does the command submit administrative separation waiver requests to OPNAV (N135) for E5 and above personnel involved in a subsequent alcohol related incident, provided 3 years have elapsed since the previous incident and the CO evaluates member as possessing exceptional potential useful Navy services? Member had to have received treatment for previous alcohol incident. OPNAVINST 5350.4D 6. I (2), pg. 6 & Encl (1) 7. pg. 7 and Appendix D to Encl (2) pg D-1.			