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NAVADMIN 169/26

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SUBJ/NAVY SERVICE WIDE IMPLEMENTATION OF ALCOHOL AND DRUG MANAGEMENT
INFORMATION TRACKING SYSTEM V4/

REF/A/DOC/OPNAVINST 5350.4E/28 MAR 22//
REF/B/DOC/ADCO OPGUIDE 1/JUN26//
REF/C/DOC/DAPA OPGUIDE 2/JUN26//
REF/D/DOC/UPC OPGUIDE 3/JAN22//
REF/E/DOC/SUPPORT PROGRAM OPGUIDE 6/JUN26//

NARR/REF A NAVY ALCOHOL AND DRUG MISUSE PREVENTION AND CONTROL OPNAV
INSTRUCTION.

REF B IS NAVY DRUG AND ALCOHOL DETERRENCE PROGRAM ADCO OPERATION GUIDE.
REF C IS NAVY DRUG AND ALCOHOL DETERRENCE PROGRAM DAPA OPERATION GUIDE.
REF D IS NAVY DRUG AND ALCOHOL DETERRENCE PROGRAM UPC OPERATION GUIDE.
REF E IS NAVY DRUG AND ALCOHOL DETERRENCE SUPPORT PROGRAM OPERATION GUIDE.//

RMKS/1. This NAVADMIN directs active and reserve Commanders, Commanding Officers (CO), and Officers-in-Charge (OIC) in line with reference (a) to use Alcohol and Drug Management Information Tracking System (ADMITS) v4 for reporting and monitoring alcohol and drug misuse incidents, screenings, treatments, aftercare, and report gathering. ADMITS is Navy and Marine Corps central repository for all alcohol and drug abuse incidents, screening data, treatment data and training information. Reference (a) requires COs, OICs, Drug and Alcohol Program Advisors (DAPAs), Urinalysis Program Coordinators (UPC), Alcohol and Drug Control Officers (ADCO) and Substance Abuse Rehabilitation Program (SARP) Providers to maintain access and use ADMITS v4 in the execution of their duties. ADMITS v4 will provide commanders with tools to enable them to better manage their substance misuse programs. The command will be able to document incidents of substance misuse, command referrals, self-referrals and aftercare. Additionally, they will be able to review screenings, treatments, pull data for trend analysis, review incident information for newly arriving personnel that may or may not need to be addressed, and review alcohol and drug program training completion.

2. Reference (a) provides guidance to commanders to meet Navy Minimum monthly and End of Fiscal Year testing requirements and ADMITS v4 serves as a tool for Commanders to use in monitoring their urinalysis program. Unit COs are required to have an ADMITS v4 account to approve a Drug and Alcohol Report (DAR). Navy-wide SARPs are required to report all screenings and treatment data in ADMITS v4. With the release of ADMITS v4, all SARP

providers are to ensure all current and historical records are processed into ADMITS v4.

3. Reference (b) covers guidance for echelon II-IV ADCOs to oversee the drug and alcohol program of their subordinate commands. ADMITS V4 will be used to monitor command reporting of alcohol and drug incidents, monthly urinalysis testing compliance, processing of lab positives results, screening and treatment data and training.

4. Reference (c) covers guidance for command DAPAs who are the CO's advisors on all command drug and alcohol program related matters. Command DAPAs are required to have an ADMITS v4 account to submit a DAR for substantiated alcohol and/or drug incidents, for command and self-referrals, to monitor screening and treatment by a SARP provider, and for managing the command aftercare program. Additionally, ADMITS v4 will be used for running various command drug and alcohol data for trend analysis.

5. Reference (d) covers guidance for command appointed UPCs who will use ADMITS v4 in managing the command urinalysis program, to include monthly and annual compliance testing requirements, and to conduct record checks of newly arrived personnel. Reference (e) contains ADMITS v4 operating procedures as well as the account registration process. Information contained within reference (e) will assist with submitting a DAR, SARP submission of screening and treatment information, command performing record checks or pulling reports.

6. Navy-wide implementation enables the Navy to fully implement the use of ADMITS v4, effective 01 August 2026, which will significantly increase the ability of each command, and their echelon commander, to have a thorough and complete picture of their substance misuse prevention programs. The current system does work but has limited information and reporting options available to the user. ADMITS v4 will have increased information availability and report functionality, thus reducing or eliminating the need to submit a request for information.

7. Registration Procedures for ADMITS: To ensure accurate record keeping, effective immediately, users must register for an account by completing a System Authorization Access Request (SAAR) DD Form 2875 with justification for access in block 13. Users must send the completed form via encrypted email or DoD Safe to mill-n17-admits@us.navy.mil. Users may request SAAR completion instructions via the ADMITS helpdesk. The ADMITS helpdesk will set the roles for the user, per the SAAR request and respond to the user via email. Website to access ADMITS v4 is <https://www.bol.navy.mil/>. Contractor and Civilian Employees who do not have BOL access must include BOL in block 13 and submit a User Agreement. For BOL account issues or for BOL access only, contact the BOL support desk at usn.midsouth.chnavpersmiltn.mbx.bupers07-it-eoc@us.navy.mil.

8. Points of contact: Guidance & support is available via the ADMITS helpdesk. Send an email to mill-n17-admits@us.navy.mil, Phone number: (901) 874-4214 or website: <https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/Drug-Alcohol-Deterrence/>.

9. This NAVADMIN will remain in effect until superseded or canceled or 180 days from the date of release, whichever occurs first.

10. Released by Vice Admiral Jeffrey J. Czerewko, N1.//

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