



Navy Substance Prevention and Deterrence 2026

Guide 1

Alcohol and Drug Control Officer (ADCO)

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Preface

This guide establishes the authoritative procedures for the management, execution, and oversight of the Navy Substance Prevention and Deterrence program, in strict accordance with the OPNAVINST 5350.4 series. It serves as the foundational resource for all personnel engaged in the daily administration of this program.

Contained herein are the requisite step-by-step procedures and critical legal requirements that shall govern all program operations. Adherence to this guidance is mandatory to ensure the efficiency, quality, and integrity of the Substance Prevention and Deterrence program.

Any deviation from the policies stipulated in the OPNAVINST 5350.4 series or this associated Operational Guide is prohibited without the express prior written consent of OPNAV N173. Recommendations for modifications to this guide shall be submitted directly to OPNAV N173 for review and consideration.

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Guide 1 - Alcohol and Drug Control Officer (ADCO)

The processes and procedures described in this operating guide supplement the requirements of the OPNAVINST 5350.4E and must be followed as specified.

1. Role of the ADCO. Alcohol and Drug Control Officers (ADCOs), assigned to Echelon 2 and 3 commands, oversee alcohol and drug misuse prevention programs within their activities and are responsible for all subordinate command compliance with policies and procedures outlined in OPNAVINST 5350.4E.

2. Qualifications. The ADCO must be an E-7 and above, an officer, or a civilian employee (GS-09 or above). ADCOs must be designated in writing with a copy provided to OPNAV N173. Assignment as ADCO must be a primary duty.

3. Getting Started. To accomplish the specific actions and responsibilities assigned to the ADCO, one must:

a. Access and be able to use the Alcohol and Drug Management Information Tracking System (ADMITS), the Internet Forensic Toxicology Drug Testing Laboratory (iFTDTL), and the authorized DoD Drug Testing Program (WebDTP/DTP Lite) applications used in their area of responsibility.

(1) ADMITS - A web-enabled data system maintained by OPNAV (N173C) that serves as the central repository to collect and maintain data related to alcohol and drug misuse incidents, screening, treatment, and training for the United States Navy (USN) and United States Marine Corps (USMC).

(2) iFTDTL - A DoD maintained, web-based system that reports urinalysis results and acts as the gateway to the authorized drug testing programs.

(3) Drug Testing Programs (WebDTP/DTP Lite) web or locally hosted computer-based applications developed to assist commands with administering their urinalysis testing program.

See Support Programs OPGUIDE 6 for registration and operating procedures on ADMITS, iFTDTL, and WebDTP/DTP Lite at <https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/Drug-Alcohol-Deterrence/Policies-OpGuides/>.

- b. Introduce yourself as ADCO to subordinate commands.
- c. Conduct an audit of your AOR IAW applicable checklist.
- d. Meet with the echelon commander to discuss the audit results and the way ahead.
- e. To be effective, the ADCO must rely on a variety of program experts. The following table contains valuable resources to assist ADCOs.

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Drug and Alcohol Prevention Program POCs			
NAME	Subject	Email	Phone
Alcohol/Drug	Policy Guidance - Incident Definition - Screening and Treatment Procedures - ADSEP Waivers	N173Admin@us.navy.mil	901-874-2262 901-874-4247
Command Letters of Recommendation (Formerly Determination)	Recommendations for adjudication.	usn.mid-south.chnavpersmiltm.mbx.mill-n17-ddr@us.navy.mil (Email can only receive unencrypted messages; for encryption email through DoD SAFE)	(901) 874-4440 (901) 874-4398 (901) 874-4868 (901) 874-4586 (901) 874-6871
WebDTP/DTPLite Help Desk	Policy Guidance	Mill-DTPLite@us.navy.mil	901-874-4204
ADMITTS Help Desk	Policy Guidance - Account Registration	MILL-N17-ADMITTS@us.navy.mil	901-874-4214
iFTDTL Help Desk	Policy Guidance - Account Registration	Mill-Webportal@us.navy.mil	901-874-2458
Drug Laboratories	Lab Positive Technical Review - Scientific support for legal proceedings	Great Lakes usn.great-lakes.navdruglabgrlil.list.ndslgl-tech-help@health.mil	847-688-2045
		Jacksonville usn.ndsljax@health.mil	904-542-7755
		Tripler usarmy.tripler.medcom-ftdtl.list.ftdtl-t-portal@health.mil	808-474-5176

Website Resources	
Subject	Website Link
NAVPERS 5350/3 DAPA ADMIN Screening Form	Send email to N173Admin@us.navy.mil
OPNAV N173 Substance Prevention and Deterrence	https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/Drug-Alcohol-Deterrence/
Navy Standard Integrated Personnel System (NSIPS) Electronic Service Record (ESR), Official Military Personnel File (OMPF),	https://www.nsips.cloud.navy.mil/my.policy
OPNAVINST 5350.4E Operating Guides (OPGuides)	https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/Drug-Alcohol-Deterrence/Policies-OpGuides/
OPGuide 1 – ADCO	
OPGuide 2 – DAPA	
OPGuide 3 – UPC	
OPGuide 4 – Medical Review Process	
OPGuide 5 – Alcohol Detection Device	
OPGuide 6 – Support Programs	
OPGuide 7 – Resources/Forms	

f. References: ADCOs should be familiar with all instructions that are applicable to their role as ADCO. The following table provides the most common references used in the Navy's drug and alcohol prevention efforts.

Drug and Alcohol Prevention Program Helpful References	
NUMBER	NAME
OPNAVINST 5350.4E	Navy Alcohol and Drug Misuse Prevention and Control
SECNAVINST 5300.28F	Military Substance Abuse Prevention and Control
OPNAVINST 1700.16C	Alcoholic Beverage Control
MILPERSMAN 1910-146 and 1910-152 and 1910-153	Substance Misuse Separations

g. Other Resources:

(1) Substance Abuse Rehabilitation Program (SARP).

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(2) MyNavy Portal (MNP) under General Skills Training, in Training, Education, Qualifications for DAPA use.

4. Actions and Responsibilities

- a. Attend the DAPA course within 6 months of being assigned duties as an ADCO.
- b. Schedule the DAPA course by contacting NETC quota control.
- c. Complete the online UPC course on Navy E-Learning within 6 months of being assigned duties as an ADCO.

d. Review policies to provide guidance, assistance, and quality assurance to establish, maintain, and enhance local prevention efforts.

e. Monitor situational reports (SITREPs) and ADMITS for command compliance with reporting requirements.

(1) Ensure a DAR is submitted for all SITREPs where drugs or alcohol were a contributing factor. (See definition of an alcohol incident for guidance).

(2) No SITREP is required to report a positive test result reported by the DoD Drug Testing System.

(3) Ensure DARs are processed, signed, and entered into ADMITS within 14 days of the incident date (30 days for reserve units).

(a) Note: A common misunderstanding is that the command needs to wait for screening and/or treatment results to submit the DAR. Commands should submit a DAR as soon as the facts are known about the event. ADMITS will receive screening and treatment data directly from the SARP facility. There are no updates or final dispositions reported via the DAR.

(b) DAR identifies a member's name, DoDID or SSN, incident date, and UIC.

(c) Drug incident dates should reflect the date the incident occurred (i.e. collection date) but should be submitted based on the date that the determination was made that a drug misuse incident occurred.

(d) Monitor and track your AOR "DAR Status Report" in ADMITS.

f. Monitor ADMITS and iFTDTL to ensure that commands meet urinalysis testing requirements. Ensure that commands who fail to meet monthly random urinalysis requirements notify their Echelon 2 or 3 superior within 30 days, stating the reason for non-compliance and corrective action(s) taken. Commands should use the Failure to Meet Minimum Monthly Urinalysis Testing Requirements Memorandum for the Record to accomplish this notification. (A link to a sample is located in the Resources OPGuide.)

(1) Monitor and track your AOR "Urinalysis Compliance Report" within ADMITS.

(2) Identify commands that have not met minimum monthly testing compliance of at least four random testing days and at least 15% of personnel tested each month. See Urinalysis Compliance Report in Support Programs OPGuide.

g. Monitor ADMITS to ensure that commands comply with screening and treatment requirements as per Chapter 3, paragraphs 3 & 4 of OPNAVINST 5350.4E.

(1) A "DAR Status Report" is available from ADMITS.

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(2) Report identifies each DAR by member's name, DoDID or SSN, incident date, and UIC.

(3) Members that have been screened and/or treated will be identified by screening and treatment dates.

(4) Where date fields are blank, the screening and treatment have not been documented. See Alcohol Incident Status Report in Support Programs OPGuide.

h. Monitor iFTDTL to ensure that the testing command has viewed all positive results.

(1) "Results Portal" can be accessed from My Portals.

(2) Results that the command's designated reviewer has not viewed will show "No" in the "Viewed" column of the report. Viewed results will display a link to the details of the report.

(3) Viewed results will not remain in the "New Results" report. They are moved to the "All Past Results" report.

i. Monitor ADMITS to ensure that all members with positive urinalysis results were processed for discharge or that OPNAV (N173A) was notified of no wrongful use.

(1) Log into ADMITS and run "Urinalysis Positive Listing" for your AOR.

(2) Report identifies member's name, DoDID/SSN, collection date, and separation status.

(3) When N173 receives "No Wrongful Use" letter, the positive result is removed from the report. See Urinalysis Positive Listing in Support Programs OPGuide.

(4) Provide OPNAV (N173A) with a status report every 30 days on those drug-positive service members who are still in the Navy 60 days after the incident date.

(5) Ensure the utilization of WebDTP / DTPLite and future updates by all area of responsibility (AOR) commands.

(6) Establish appropriate echelon level instructions for the urinalysis program for subordinate commands.

(7) Coordinate and liaison with the DSL and UPC to reduce submission discrepancy rates.

(8) Ensure subordinate commands comply with reporting requirements for all positive urinalysis results.

j. Ensure subordinate commands are compliant with policies for conducting urinalysis.

k. Review, update, and issue alcohol and drug misuse AOR directives to ensure that the directives are consistent with the policy contained in OPNAV 5350.4E.

l. Compile alcohol and other drug misuse statistical data for the chain of command as required or requested by the chain of command or other components within the area of responsibility.

(1) Assemble statistical data from local NCIS on the number of alcohol and drug incidents within the AOR to identify trends and threats and to drive prevention efforts.

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(2) Compile statistical data available through ADMITS. See Support Programs OPGuide.

m. Maintain up-to-date unit identification code (UIC) listings in ADMITS and iFTDTL. See Support Programs OPGuide for operating procedures.

n. Assess training needs and coordinate education resources.

(1) Survey commands to determine the need for prevention courses.

(2) Liaison with NETC and OPNAV N173 with regard to training support and collaborative support to the fleet.

5. Recommended Best Practices.

a. Subscribe to the N173 E-gram using N173Admin@us.navy.mil.

b. Familiarize yourself with the OPNAV N173 websites.

c. Conduct periodic training for your subordinate commands.

(1) Webinars

(2) DAPA Calls

(3) Video Teleconference

(4) AOR Procedures

d. Ensure all reference materials and policy guidance are current.

e. Attend OPNAV N173 webinars whenever available.