



Navy Drug and Alcohol Deterrence Program 2022

Guide 1

Alcohol and Drug Control Officer (ADCO)

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Guide 1 - Alcohol and Drug Control Officer (ADCO)

1. Role of the ADCO. The Alcohol and Drug Control Officer (ADCO) should be an E-7 and above, an officer or a civilian employee (GS-09 or above) or equivalent government contractor. ADCOs must be designated in writing with a copy provided to OPNAV N173. Assignment as ADCO should be a primary duty. ADCOs assigned to Echelon 2 and 3 commands oversee alcohol and drug abuse prevention programs within their activities and are responsible for all subordinate command compliance with policies and procedures outlined in OPNAVINST 5350.4E.

2. 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 Navy Drug Screening Program (NDSP).

(1) Alcohol and Drug Management Information Tracking System (ADMITS). A web-enabled data system maintained by OPNAV (N173C), and serves as the central repository to collect and maintain data related to alcohol and drug abuse incidents, screening, treatment, and training for the United States Navy (USN) and United States Marine Corps (USMC). ADMITS monitors incidents of drug and alcohol abuse and misuse in the USN/USMC by tracking the following:

- (a) Alcohol and Drug Incidents
- (b) Command/Self Referrals
- (c) Education/Training
- (d) Screening/Treatment

(2) Internet Forensic Toxicology Drug Testing Laboratory (iFTDTL). A DoD web-based system that reports urinalysis results.

(3) Navy Drug Screening Program (NDSP). A computer-based application developed to assist commands with administering their urinalysis testing program.

See Support Programs OPGUIDE 6 for registration and operating procedures on ADMITS, iFTDTL and NDSP/WebDTP 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 echelon commander to discuss results of audit and 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.

Drug and Alcohol Prevention Program POCs			
NAME	Subject	Email	Phone
Alcohol/Drug	Policy Guidance - Incident Definition - Screening and Treatment Procedures - Treatment Failures - ADSEP Waivers	Mill_nadap@navy.mil Mill_N170D_DDR@navy.mil (Secure Mailbox)	901-874-2262 Alcohol 901-874-4403 Alcohol 901-874-3903 Alcohol 901-874-4247 Drug 901-874-4250 Drug 901-874-6871 Drug
NDSP Help Desk	Policy Guidance	Mill_ndsp@navy.mil	901-874-4204
ADMITS Help Desk	Policy Guidance - Account Registration	Mill_N17_admits@navy.mil	901-874-4214
IFTDTL Help Desk	Policy Guidance - Account Registration	Mill_dtadmin@navy.mil	901-874-2458
Synthetic Help Desk	Policy Guidance	Mill_sdtestreq@navy.mil	901-874-4232
Drug Laboratories	Lab Positive Technical Review	Great Lakes NDSLGL-tech-help@med.navy.mil	847-688-2045
		Jacksonville dljax@med.navy.mil	904-542-7755
		Tripler usarmy.tripler.medcom-ftdtl.other.ftdtlweb-portal@mail.mil	808-474-5176
Training Quota Control	NETC	Virginia	757-445-7353 Ext 2001
		San Diego (tscsd.quotas@navy.mil)	
		Great Lakes (TSC_TSCGLQUOTAS@NAVY.MIL)	

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

Drug and Alcohol Prevention Program Helpful References	
NUMBER	NAME
OPNAVINST 5350.4E	Navy Alcohol and Drug Abuse Prevention and Control
SECNAVINST 5300.28F	Military Substance Abuse Prevention and Control
OPNAVINST 1700.16B	Alcoholic Beverage Control
MILPERSMAN 1910-146 and 1910-152	Separation by Reason of Misconduct – Drug Abuse/Separation by Reason of Alcohol Rehabilitation Failure

g. Other Resources:

- (1) Substance Abuse Rehabilitation Program (SARP).

(2) MyNavy Portal (MNP) under Personal Development, in-Residence Courses for DAPA use.

(3) Navy Drug and Alcohol Deterrence (DAD) webpage.
<https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/Drug-Alcohol-Deterrence/>.

3. Actions and Responsibilities IAW OPNAV 5350.4E

- a. Attend DAPA course within 6 months of being assigned duties as an ADCO.
- b. Schedule the DAPA course by contacting NETC quote control.
- c. Complete the online UPC course on Navy E-Learning.
- 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) SITREPs where drugs or alcohol were a contributing factor in the cause of the incident are to be reported via a DAR. (See definition of an alcohol incident for guidance).

(2) Processed, signed and submitted DARs into ADMITS within 14 days of the incident date (30 days for reserve units).

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

(b) Drug incident dates are written using the date the incident occurred (i.e. collection date), but will be submitted based on the date that the determination was made that a drug abuse incident occurred.

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

f. Monitor ADMITS and iFTDTL to ensure commands meet urinalysis testing requirements. Ensure commands that fail to meet monthly random urinalysis requirements notify their Echelon 2 or 3 superior the reason for non-compliance and corrective action(s) within 30 days.

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

(2) Identify commands that have not met minimum monthly testing compliance, either minimum random test days (4 days) a month or minimum percentage (15%). See Urinalysis Compliance Report in Support Programs OPGUIDE at <https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/Drug-Alcohol-Deterrence/Policies-OpGuides/>.

g. Monitor ADMITS to ensure commands comply with screening and treatment requirements as per paragraph 5.g. of OPNAV 5350.4E.

(1) A “DAR Status Report” is available in ADMITS.

(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 at <https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/Drug-Alcohol-Deterrence/Policies-OpGuides/>.

h. Monitor iFTDTL to ensure all positive results have been viewed by the testing command.

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

(2) Results that have not been viewed by the command’s designated reviewer 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 all members with positive urinalysis results are processed for discharge or OPNAV (N173A) is 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 DDD receives “No Wrongful Use” letter, the positive result is removed from the report. See Urinalysis Positive Listing in Support Programs OPGUIDE at <https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/Drug-Alcohol-Deterrence/Policies-OpGuides/>.

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

(5) Ensure the utilization of NDSP 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.

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 SARP facility. There are no updates or final disposition DARS.

k. Review, update, and issue alcohol and drug abuse AOR directives.

Note: ADCOs should review and update AOR directives to ensure that the directives are consistent with the policy contained in OPNAV 5350.4E.

l. Compile alcohol and other drug abuse statistical data for chain of command as required.

(1) Assemble statistical data from local NAVCRIMINVSVC on number of alcohol and drug incidents within the AOR.

(2) Compile statistical data available through ADMITS. See Support Programs OPGUIDE for operating procedures at <https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/Drug-Alcohol-Deterrence/Policies-OpGuides/>.

m. Maintain up-to-date unit identification code (UIC) listings in ADMITS. See Support Programs OPGUIDE for operating procedures at <https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/Drug-Alcohol-Deterrence/Policies-OpGuides/>.

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.

4. Recommended Best Practices:

a. Subscribe to the newsletter using MILL_NADAP@NAVY.MIL or <https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/Drug-Alcohol-Deterrence/Publications-Resources/Newsletters/>.

b. Familiarize yourself with the OPNAV N173 website at <https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/Drug-Alcohol-Deterrence/>.

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.