

COMOMAGINST 5350.1H  
N312  
16 Aug 02

COMOMAG INSTRUCTION 5350.1H

Subj: SUBSTANCE ABUSE PREVENTION AND CONTROL

Ref: (a) OPNAVINST 5350.4C  
(b) SECNAVINST 5300.28C  
(c) SECNAVINST 5100.13B  
(d) UPC Handbook, October 2001  
(e) COMOMAGINST 8020.4M  
(f) CINCLANTFLT 182055Z Jul 02  
(g) CINCLANTFLT 151441Z Jul 02  
(h) SECNAVINST 5510.30A

Encl: (1) Administrative Guidelines for the Substance Abuse Program  
(2) Urinalysis Observer Briefing Sheet  
(3) Urinalysis Provider Briefing Sheet  
(4) Sample Counterdrug E-mail Format

1. Purpose. To promulgate policy and procedural guidance as outlined in enclosure (1) as is applies to Mobile Mine Assembly Group (MOMAG) for the conduct of the alcohol and drug abuse prevention program, including deterrence, discipline, rehabilitation, and counseling. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. COMOMAGINST 5350.1G.

3. Background. Drug and alcohol abuse is costly in terms of lost manhours, necessitates lengthy administrative and judicial processing, and is detrimental to morale and esprit de corps. It is not just abusers who are affected, but the abuser's family and shipmates as well. This also includes the adverse effects from the use of tobacco products that take a similar toll on health and readiness.

4. Policy

a. The various programs and efforts to control the use, misuse, and abuse of drugs, alcohol, and tobacco products (including smokeless tobacco) as described in references (a) through (d). This policy will be strictly enforced and supported at all levels of command to ensure readiness, safety, security, and the ability to accomplish the command mission. Specifically, the following policies are noted:

(1) There will be zero tolerance drug and alcohol abuse by COMOMAG staff and subordinate units.

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(2) Individuals seeking assistance shall do so via the voluntary self-referral program as outlined in reference (a).

(3) Practices that tend to glamorize or encourage the use of alcohol or tobacco products shall be eliminated.

(4) The chain of command will be involved in substance abuse prevention and control programs at all levels.

(5) Consumption of alcohol during working hours (including lunch) will not be permitted unless specifically authorized by the respective Commanding Officer.

(6) The only designated smoking area at COMOMAG headquarters is located on the aft quarterdeck. The Commanding Officer/Officer-in-Charge of each MOMAG unit/detachment will implement policies for tobacco use within their respective command.

b. There is no substitute for close personal supervision by all in the chain of command. Concerned and involved supervisors and co-workers are more likely to note physical, behavioral, or mental changes in personnel, thereby initiating prompt assistance and minimizing the possible adverse effects of any misuse or abuse.

c. A substance abuser is defined as wrongful use by knowingly, intentionally, or recklessly using a drug, alcohol, or tobacco product per references (a) and (b).

## 5. Action

a. Program Coordinator. Each unit/detachment will appoint and maintain a qualified command Drug and Alcohol Program Advisor (DAPA), Command Smoking Cessation Coordinator, and Urinalysis Program Coordinator (UPC). The same member may serve as both DAPA and Command Smoking Cessation Coordinator.

b. Education. The greatest asset in combating substance abuse is education. Understanding the physical and psychological results, as well as legal consequences, can go a long way in influencing a person's decision whether or not to use unauthorized drugs. The command DAPA and UPC will ensure substance abuse prevention education is provided to all personnel at least once each quarter. The Command Smoking Cessation Coordinator will provide training on an annual basis, as well as coordinate attendance at formal cessation training for qualified individuals.

c. Alternatives to Substance Use and Abuse. Participation in athletic events, off-duty education programs, and civilian community projects shall be encouraged and promoted as alternatives to substance abuse. Involvement with Navy community service programs such as the

"Right Spirit" Campaign not only assists the local communities but reinforce Navy core values as well.

d. Command Urinalysis Program. All units will submit samples for a minimum quota of 25 percent of command military personnel, but may submit up to 40 percent per month without prior approval. This percent does not include unit sweeps conducted during that month. A unit sweep will be conducted at a minimum of once per year, but the command may submit as many as five per year without prior approval. Unit sweeps by using Military Working Dog drug detection dogs should be conducted at a minimum of twice per year.

e. Enforcement. Navy rules and regulations regarding the use of alcohol, tobacco products, and other drugs will be enforced by whatever means available, i.e., urinalysis, Military Working Dog drug detector teams, searches, etc. Members shall be advised that if enforcement programs lead to their identification as alcohol abusers or drug users, they will be disciplined to the fullest extent allowed by naval policy and regulation, referred for treatment as appropriate, and, if warranted, considered for administrative discharge with emphasis on a negative discharge characterization per references (a) and (d). All personnel shall be made aware that they will be held accountable for their actions.

f. Positive Sample. In the event a positive sample is confirmed by a Navy drug laboratory or DOD-certified laboratories, the following will apply:

(1) The member shall be retested upon notification of the laboratory.

(2) An OPNAV 5510/413, A Personnel Security Action Request, shall be submitted to Department of the Navy Central Adjudication Facility. Block 21 shall read "Revoke Member's Security Clearance", and Block 22 shall read "Enclosure (1) (Name of laboratory and DTG of Message)".

(3) Per reference (b), any member who tests positive with confirmation for cocaine and or cannabinoids (THC) shall be administratively discharged unless a waiver is granted under criteria established by CNO.

(4) Initiation of administrative separation procedures within 60 days of notification of the positive sample will be strictly adhered to unless otherwise approved by CINCLANTFLT (N1) per references (g) and (h).

## 6. Reports

### a. Drug and Alcohol Abuse Reports (DAAR)

(1) A Drug and Alcohol Abuse Report (DAAR), OPNAV 5350/7, shall be submitted to document alcohol incidents and drug-related

incidents as defined in reference (a). COMOMAG shall be "info" addees on all DAARS submitted by a unit/detachment.

(1) Drug and Alcohol Abuse Reports shall be submitted to document alcohol incidents and drug-related incidents as defined in reference (a). COMOMAG shall be "info" addees on all DAARS submitted. OPNAV 5350/7 applies and shall be used.

b. Unit Situation Report (Unit SITREP). It is MOMAG policy that any alcohol or drug-related incident requires a Unit Situation Report (Unit SITREP). An alcohol-related incident is one in which the MOMAU/MOMAD CO/OIC deems alcohol to be a contributing factor, or in which an arrest was made involving alcohol. A drug-related incident is any incident in which unauthorized drugs were involved. Command and self-referrals for alcohol abuse are not considered alcohol-related incidents and do not require a Unit SITREP, but do require submission of a DAAR. Self-referrals for drug abuse are considered drug-related incidents and require a Unit SITREP and DAAR.

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List I & List II (Case A)

1. Education Policy. COMOMAG recognizes that problems of alcohol abuse/alcoholism, drug abuse/dependence, and the use of tobacco products are conditions that can be effectively addressed through counseling, education, and rehabilitation programs. Educational programs range in length from command quarterly training to six-weeks Alcohol Rehabilitation Centers (ARC) and formal aftercare programs. Guidelines for these programs are contained in reference (a). These programs have proven to be a cost-effective means of retaining active duty personnel who possess exceptional potential for continued useful service to the Navy. MOMAG personnel who show exceptional potential for continued useful service and who are alcohol dependent or are identified as alcohol abusers shall be afforded short-term, remedial education, counseling, or rehabilitation services commensurate with the evaluated degree of alcohol dependency or abuse. Alcohol abusers who cannot, or will not, be rehabilitated and restored to useful service shall be disciplined to the fullest extent allowed by naval policies and regulations and processed for separation with a negative characterization of discharge from the naval service.

2. Urinalysis Policy and Related Procedures. A properly administered urinalysis program will accomplish two goals of the substance abuse control and prevention program, deterrence, and detection.

a. COMOMAG staff and all MOMAG units/detachment will test a minimum of 25 percent monthly, not to include command unit sweeps. All units shall use NDSP 5.0 or the most current version to submit urinalysis specimens with barcode custody document.

b. The purpose of and authority to conduct each of the above tests and guidelines for disposition of individuals with confirmed positive results are contained in reference (a) and amplified in reference (b).

c. In order to prevent drug abusers from offering surrogate urine samples and to maintain a proper chain of custody, the Command Urinalysis Coordinator and Chief-Master-at-Arms must be thoroughly familiar with the collection procedures outlined in references (a) and Appendix B in reference (d). The UPC must ensure enclosures (2) and (3) are used and completed during each sampling.

d. A senior E-6 or above shall be the Command Urinalysis Coordinator who has completed UPC Course. He/she shall have a minimum 18 of months remaining onboard after completing UPC training and shall be thoroughly familiar with all references in this instruction. The UPC is responsible for the following in support of the urinalysis program:

(1) Coordinating monthly test sampling, unit sweeps, and Military Working Dog detection dog sweeps. (Unit sweeps and Military

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Working Dog detection dog sweeps shall be coordinated as authorized by the Commanding Officer.)

(2) Maintaining custody of the urinalysis program ledger.

(3) Ensuring all observers and personnel involved in the collection process are properly trained.

(4) Ensuring the chain of custody and related forms are properly prepared and maintained.

(5) Originating all correspondence related to the urinalysis program.

(6) Providing the Legal Officer copies of all paperwork involved with administrative and/or legal proceedings connected with the urinalysis program.

(7) Provide semi-annual awareness training in drug abuse/deterrence.

e. Specimens will be shipped within 24 hours of collection under secure conditions and without preservation to arrive at the testing laboratory by the fastest means available. If immediate shipment is not feasible, specimens should be kept refrigerated (not frozen) in a secure location until such time as the shipment can be made.

f. The chain of custody is a vital part of the shipping process. Guidelines for the proper chain of custody are as follows:

(1) Minimize the number of persons having custody of the samples.

(2) Document each change in custody and purpose.

(3) Seal the container with tamper resistant tape. The tape is applied by fixing one end of the tape near the label and pulling the tape directly across the widest part of the cap and down the opposite side of the label as outlined in reference (d).

g. Urine samples will be shipped to the appropriate laboratory as outlined in references (a) and (d).

h. General guidelines for the disposition of individuals confirmed positive by a Navy laboratory are:

(1) Determine drug dependency of the individual. Drug dependency shall be confirmed by a CAAC Counselor, if available, and a medical officer.

(2) Discipline to the fullest extent allowed by naval policy and regulation.

(3) Process the individual for separation as outlined in references (a) and (d) with recommendation for a negative characterization at discharge.

3. Unit Sweep. Navy policy has mandated a requirement of one unit sweep per year, but five per year may be authorized. The mandated unit sweep per year includes 100 percent of military personnel minus the Urinalysis Program Coordinator conducting the screening. The unit sweep should be identified by batch number (01 through 05).

4. Drug Detection Dogs Policy. Military Working Dog drug detection dogs will be employed a minimum of two times per year to search all MOMAG spaces upon authorization of the Commander/Commanding Officer/Officer-in-Charge. The Command Urinalysis Program Coordinator will be the liaison between the command and the appropriate Military Working Dog dog handlers in making arrangements for an inspection by the drug detection dogs per reference (a).

5. Rehabilitation Program. The Navy provides a drug/alcohol rehabilitation program for individuals who have been identified as dependent by competent officials. Those identified as useful for continued naval service will be disciplined as appropriate, counseled at the proper level, and returned to full duty. All other offenders will be processed for separation.

6. Security Clearance Policy. Advise Department of the Navy Central Adjudication Facility using OPNAV 5510/413, Personnel Security Action Request, of alcohol and drug abuse by personnel holding a security clearance. (Block 21 shall read, "Revoke member's security clearance", Block 22 shall read "Enclosure (1) [name of laboratory and DTG of message]". For more specific information, refer to reference (h).

7. Explosive Material Handling Qualification and Certification Program. When a member is identified as a substance abuser, the certification board will meet and revoke member's qualification and certification per reference (e).

8. Record and Data Retention. Per reference (a), a minimum of two years of history must be retained (hard copy of record) and three years for positive samples. Data from computer systems should be maintained at all times through back-up. The Navy Drug Screening Program (NDSP) is to be maintained on the local area network with a security setting for access by the Command Urinalysis Program Coordinator only.

9. Monthly Reports. Counterdrug monthly reports are due to COMOMAG no later than the fifth working day of the month. Reports may be sent via e-mail using the format in enclosure (4). E-mail input shall be submitted to the following address: counterdrug@cmwc.navy.mil.

URINALYSIS OBSERVER BRIEFING SHEET

Urinalysis observer responsibilities are set forth in the OPNAVINST 5350.4C and reemphasized below to ensure every urinalysis sample is provided under direct observation.

1. Before the urine sample is provided, the observer will:

- Never lose sight of the sample bottle once the member takes possession of the sample bottle
- Never take possession of the sample bottle
- Watch the urine leave the body and enter the bottle
- For male observers, stand at a 90 degree angle (must have direct view)
- For female observers, stand directly in front (must have direct view). You must observe member transferring urine from wide-mouth bottle into standard urine bottle
- Observe member tightening bottle cap
- Ensure a minimum 30-ml is provided

2. After the Urine Sample is provided, the UPC shall ask observer:

- Did you ever lose sight of the bottle?
- Did you ever take possession of the bottle?
- Did you have direct view?
- Did you witness the urine leaving the body and entering the bottle?

\_\_\_\_\_  
Observer signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Command Urinalysis Program Coordinator signature

\_\_\_\_\_  
Date

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URINALYSIS PROVIDER BRIEFING SHEET

You have been directed by the Commander/Commanding Officer/Officer-in-Charge to provide a sample of urine not less than 30ml (approx.  $\frac{3}{4}$  of the bottle) for analysis of controlled substances. You must comply with the following requirements.

BEFORE GIVING SAMPLE:

You may not leave the building or enter any head without the knowledge of the urinalysis coordinator.

- **YOU HAVE THREE HOURS TO COMPLETE TESTING FROM TIME OF NOTIFICATION.**
- You must inspect collection bottle for foreign contaminants.
- You will keep bottle/specimen within plain view of observer until properly sealed for shipment by the Command Urinalysis Program Coordinator. If walking with your back to the observer keep the bottle at shoulder height.
- You must allow the observer a plain view of the urine leaving the body and entering the collection bottle or wide-mouth container and the transference of the sample to the collection bottle.
- Do not flush the toilet/urinal or wash your hands until the collection bottle is properly secured.
- Keep the collection bottle in your positive possession at all times. Do not allow the collection bottle to leave your field of vision at any time.
- Ensure all information on the specimen label and the ledger match and are correct.

\_\_\_\_\_  
Print Name and Sign Name

\_\_\_\_\_  
Date

AFTER GIVING SAMPLE:

- Is this your sample? YES / NO
- Is your SSN and information correct on the label, ledger DD 2624 and ID card? YES / NO
- Did you alter your sample? YES / NO
- Did you do anything to yourself to alter your sample? YES / NO

\_\_\_\_\_  
Provider Signature

\_\_\_\_\_  
Date

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SAMPLE COUNTERDRUG E-MAIL FORMAT

NOTE: a copy of this format will be e-mailed to each site.

COUNTERDRUGDEMAN REDUCTION REPORT

MOMAU	
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URINALYSIS TESTING	OFFICERS	ENLISTED
PERSONNEL ASSIGNED		
BIO-CHEMICAL TESTING		
TREATMENT / REHABILITATION		
TRAINING (COUNTERDRUG / UPC)		

NOTE: UNIT SWEEPS ARE NOT PART OF MONTHLY TESTING.

UNIT SWEEP	SAMPLE BOX 1	SAMPLE BOX 2	SAMPLE BOX 3	SAMPLE BOX 4
BATCH NUMBER				
OFFICER TESTED				
ENLISTED TESTED				

MILITARY WORKING DRUG DETECTION DOG SWEEPS	
DATE	
RESULT	

INSPECTION BY CINC, TYCOM, OR ISIC	
DATE INSPECTED	
INSPECTED BY	

DRUG RELATED INCIDENTS (STATISTICAL INFO)	
RATE	
DATE	
INCIDENT TYPE	
DRUG SUBSTANCE	
DISPOSITION	

INFORMATION PROVIDED WILL BE USED TO COMPLETE VARIOUS REPORTS AND STATISTICAL INFORMATION NEEDED BY THE COMMANDER TO EVALUATE MOMAG AS A WHOLE

Encl (4)