



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT NEW YORK
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NAVCRUITDISTNYINST 5350.2

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5 Nov 15

NAVCRUITDIST NEW YORK INSTRUCTION 5350.2

Subj: COMMAND ALCOHOL DETECTION DEVICE POLICY

Ref: (a) OPNAVINST 5350.8
(b) BUPERSINST 5353.1
(c) COMNAVCRUITCOM 5350.1A
(d) COMNAVCRUITCOMNOTE 5214 of 14 July 2015

Encl: (1) ADD Results Tracker

1. Purpose. To establish policies and procedures for the use of hand-held Alcohol Detection Devices (ADDs) in promoting a healthy climate of responsible use of alcohol.

2. Applicability. This policy applies to all Active Duty Sailors. It is not the intent or purpose of the ADD program to test those who are in an authorized leave or liberty status.

3. Background. As part of the 21st Century Sailor and Marine Initiative, the Secretary of the Navy has authorized the use of ADDs as a Commander's tool to detect and deter alcohol abuse. ADDs complement other unit efforts to reduce the negligent use of alcohol and help educate Sailors on the danger of irresponsible alcohol use.

4. Responsibilities

a. Commanding Officers shall designate in writing one Primary and a Secondary ADD Program Coordinator (ADDPC) to manage and supervise the ADD testing Program. The primary ADDPC must be an E7 or above and be thoroughly familiar with aforementioned references. Secondary ADDPC's may be E6 and below.

b. Per reference (b), ADDPCs shall not be the Urinalysis Program Coordinator or the Drug and Alcohol Program Advisor.

c. Due to the geographical separation of all Navy Recruiting District New York Divisions, the Commanding Officer may allow the Division Officer (DIVO) or Division Leading Chief Petty Officer (DLCPO) to administer the tests at their discretion in their respective Divisions. Military Enlisted Processing Station personnel are accounted for geographically by Division. All authorized DIVOs and DLCPOs shall be issued a hand-held Alcohol Detection Device and be trained on its proper use.

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d. DIVO's/DLCPO's may conduct the ADD Test at any gathering or meeting that requires all Sailors in a Division to attend (e.g., monthly raining or NRD check in).

e. ADDPCs shall collect testing results from all DLCPOs and signed results tracker, enclosure (1), and keep on file for inspection purposes and provide copies of the ADD testing tracker reports to NAVCRUITCOM ADDPCs as directed or requested.

5. Testing Premise and Conditions

a. ADD testing shall be random and will yield the most accurate indication of the command's alcohol use culture if it is unannounced.

b. Consent. Sailors selected for ADD testing are not required to provide consent.

c. Per reference (a), refusal to provide a breath sample in conjunction with the random test is a violation of a lawful order and will result in appropriate disciplinary or administrative action.

6. Commanding Officer's Actions

a. Commanding Officer may use ADD results from random testing as follows:

(1) Removal from a duty status or from performance of an assigned task.

(2) Education for the member by Command Designated Leader, DAPA or Substance Abuse Rehabilitation Program Coordinator.

b. Commanding Officer may not use ADD results for the following:

1. As evidence for disciplinary proceedings.

2. As a basis for adverse administration actions against a Sailor.

3. As a basis to document counseling Sailors as a consequence of irresponsible use of alcohol in Official Military Personnel Records, such as NAVPERS 1070/613 Administrative Remarks, Fitness Reports, or Enlisted Performance Evaluations.

7. Supply. To request supplies send an email with the following information: Number of monthly tests performed, number of mouthpieces and /or sensors needed, POC and shipping address.

a. Mouthpieces and sensors should be ordered through the ADDPC. Batteries should be obtained through the Supply Department.

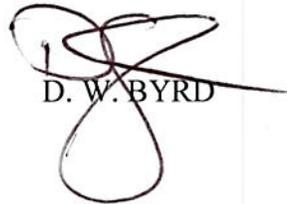
b. Sensors should be utilized for 200-250 tests. The use of device and mouthpieces for training purposes should be extremely limited. The primary purpose of the devices is intended for actual testing.

8. Forms and Reports

a. Forms are available via the Navy Recruiting Command (NRC) Website at <http://www.cnrc.navy.mil/forms.htm>

b. Reporting requirements for NRC recruiting activities are listed in reference (d).

c. A register, with signatures and test results, as well as the ADD Testing Tracker shall be retained on board for a minimum two of years.


D. W. BYRD

