



DEPARTMENT OF THE NAVY  
CHIEF OF NAVAL AIR TRAINING  
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CORPUS CHRISTI TX 78419-5041

CNATRAINST 5350.8  
N00  
13 Aug 13

CNATRA INSTRUCTION 5350.8

Subj: STANDARD OPERATION PROCEDURE (SOP) NON-EVIDENTIARY  
ALCOHOL DETECTION DEVICE (ADD)

Ref: (a) OPNAVINST 5350.8  
(b) ADD Operator's Guide (OPGUIDE)  
(c) ALCOMATE Premium (AL7000) Users' Manual

1. Purpose. This instruction describes the procedures and responsibilities required to implement Alcohol Detection Device (ADD) testing. The ADD is an education and awareness tool to assist Staff Leadership in its efforts to promote the responsible use of alcohol. These devices complement Staff's efforts to enhance the command's culture of fitness, support good order and discipline, and ensure the safety and security of the staff, the service member and the mission. This tool will also assist with identifying members who may not be fit and ready for duty as a result of their alcohol use decisions. The ADD may only be used during duty or normal working hours.

2. Applicability. This instruction applies to all military personnel assigned to Chief of Naval Air Training (CNATRA), including those assigned TAD. Deviation from or modification of the procedures set forth in this SOP is not authorized without the prior approval of the Chief of Staff (COS).

3. Responsibilities

a. The COS is responsible to ensure that all requirements of OPNAVINST 5350.8 and the ADD OPGUIDE are met and this instruction is intended to supplement those references.

b. The CNATRA ADD Coordinator shall be designated in writing and is responsible for ensuring the command program operates in accordance with this SOP and applicable references.

4. Objectives

- a. Enable immediate feedback to members about the results of their alcohol use decisions.
- b. Facilitate command assessment of the Staff's culture of alcohol use.
- c. Provide opportunities for education, training, and assistance focused on deterring irresponsible alcohol use and identifying those who abuse alcohol.
- d. Promote safety and maximum readiness's by ensuring members are fit for duty.
- e. Return members to duty as early as possible.
- f. Prevent alcohol abuse and misuse.

5. Who May be Tested. All active duty military personnel and reservists in a drilling active duty status assigned to CNATRA in any capacity.

6. Inspections

- a. ADD testing will be conducted by personnel designated in writing by the COS.
- b. An order to perform an ADD breath test is a lawful order. Refusal to comply is a violation of a direct order and may subject the member to appropriate disciplinary or administrative action.
- c. ADD testing may be unannounced or scheduled in advance.
- d. All testing will be conducted randomly.
- e. Only those service members on duty during normal working hours will be tested.

7. Testing Procedures

- a. When directed, personnel shall report to designated ADD testing location determined by the CNATRA ADD Coordinator.

b. Members shall be tested only after a delay of at least 20 minutes following eating or drinking. Alcohol remaining in the mouth, or even excess saliva, may interfere with testing, which includes use of alcohol-based mouthwash, gum and similar products.

c. The member being tested shall take a deep breath and then blow steadily and consistently, until the ADD signals test completion, usually four to five seconds.

d. Prevent the introduction of smoke, saliva, or other contaminants into the device.

e. Use at least two mouthpiece sections to reduce the risk of biologic cross-contamination. Attach a new mouthpiece after each individual use.

f. Avoid testing in high wind or restricted spaces. Poor ventilation may lengthen the time required for warm up between tests.

g. Wait for the unit to warm-up before initial testing and clear/rest after each use in accordance with instructions provided with each unit. This will significantly reduce the risk of a false sample on the subsequent reading.

h. Calibrate devices as suggested by the manufacturer in the associated user's guide, and record calibration completion in a locally-generated record form.

i. Wait a few moments for the device to indicate the alcohol concentration and display it on the screen.

j. Before conducting subsequent tests, wait for the screen backlight to turn off, and then tap the power button to reset the unit.

k. A "Flow" or "flo" warning display on the readout screen indicates the breath sample was not strong enough or more likely, not long enough.

l. A "bat" warning display on the readout screen indicates that battery power is low and battery replacement is required.

8. Action upon a Detectable Result

a. An ADD reading of less than 0.02 percent BAC shall be considered a negative result.

b. Members with an ADD reading above 0.02 percent BAC should be retested after a waiting/monitoring/deprivation period. The retest should be delayed to allow the effect of mouthwash, breath mints, gums, and breath sprays that may produce a detectable device reading to clear.

c. All ADD results of 0.02 percent BAC or higher after the waiting/monitoring/deprivation period shall be forwarded to the Command Drug and Alcohol Program Advisor (DAPA). Additionally, service members whose ADD reading after the waiting/monitoring/deprivation period is 0.04 percent BAC or greater shall be relieved of all duties and remain at headquarters until the ADD indicated reading is less than 0.02 percent BAC; the member's chain of command shall be notified.

d. All members with positive ADD readings will be provided a Rethink Drinking Booklet by the ADD Operator.

9. Device Calibration. Replace the sensor card at least annually and in accordance with the Users' Manual.

10. Documentation. The COS will be provided a spreadsheet from the CNATRA ADD Coordinator no later than the 20th day of each month that shows ADD readings for the previous 30 days. This spreadsheet will include positive and negative readings, but will not include names.

11. Glossary

a. ADD: Alcohol Detection Device

b. Breath Test: A separate breath sample or series of samples by one individual provided during a breath testing sequence.

c. Tester: Designated by the CO

CNATRAINST 5350.8  
13 Aug 13

d. Waiting Period/Monitoring Period/Deprivation Period:  
Mandatory 20-minute period to administering or re-administering  
a breath alcohol test.

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