



DEPARTMENT OF THE NAVY
TRAINING SQUADRON FOUR
250 SAN CARLOS ROAD SUITE I
PENSACOLA FL 32508-5502

TRARONFOURINST 5355.1
00
01 June 13

TRAINING SQUADRON FOUR INSTRUCTION 5355.1

Subj: DRUG AND ALCOHOL ABUSE PREVENTION

Ref: (a) OPNAVINST 5350.4D

Encl: (1) Urinalysis Program

1. Purpose. This instruction establishes Training Squadron FOUR's substance abuse policy including guidelines for urinalysis screening and the disposition of drug and alcohol abusers.

2. Discussion. Reference (a) assigns responsibilities for the administration of the Navy's **ZERO TOLERANCE** substance abuse program. Fundamental to the **ZERO TOLERANCE** program is the fact that drug and alcohol abuse is incompatible with maintaining high standards of performance, military discipline and is destructive to the Navy's Pride and Professionalism Program.

3. Policy. Training Squadron FOUR is committed to a **ZERO TOLERANCE** drug and alcohol abuse policy. Members who abuse alcohol will be disciplined as appropriate, counseled and placed on an appropriate rehabilitation program. Repeat alcohol offenders and alcohol abusers who are not compatible to counseling, education and rehabilitation or personnel who exhibit no potential for future naval service may be processed for separation after appropriate disciplinary action.

4. Action

a. The squadron Drug and Alcohol Program Advisor (DAPA) is responsible to the Commanding Officer (CO) via the Executive Officer for the implementation of reference (a) within the squadron.

b. The Urinalysis Program Coordinator (UPC) will conduct screenings of the entire squadron per reference (a). Testing and collection is the responsibility of the UPC who will administer a smooth, efficient and comprehensive testing program at VT-4. Enclosure (1) governs urinalysis testing procedures at VT-4. The UPC will forward a report to the TRAINING SIX DAPA no later than five working days following each urinalysis screening.

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c. The Squadron DAPA, acting as After Care Coordinator, will ensure proper coordination and monitoring of the After Care Plan per reference (a).



S. S. WHITE

Distribution:
TRARONFOURINST 5216.2
List I

Urinalysis Program

1. Program Administration

a. The VT-4 UPC manages the squadron's urinalysis program and is responsible for organizing and supervising collection of samples as per reference (a).

b. The UPC and an Assistant Urinalysis Program Coordinator (AUPC) shall be designated in writing by the CO, and shall not have any additional DAPA collateral duties assigned per reference (a).

2. Screening Process

a. The UPC will coordinate screening date(s) with the TRAWINGSIX on a monthly basis in compliance with reference (a).

b. The U.S. Navy Drug Screening Program shall be used to randomly select no less than 15 percent of the command for screening. Reference (a) mandates that no less than 15 percent and no more than 40 percent of assigned personnel be tested on a monthly basis unless a unit sweep is conducted.

c. The unit sweep, while no longer required by reference (a), remains an effective tool for good order and discipline and is an option available to the CO up to five times a year.

d. Reference (a) mandates that all personnel checking into the command be given a urinalysis screening within 72 hours. The command UPC shall coordinate with TRAWING SIX UPC to facilitate these unscheduled testings.

3. Testing Procedures. The UPC will notify the duty office by 0800 on a urinalysis testing day. The ASDO will notify all officers on the screen list in person or via telephone and instruct them to report immediately for testing. Testing is conducted from 0730-1400 at TRAWING SIX Urinalysis Office, Bldg. 1854. The UPC will provide the Executive Officer a list of no-shows for appropriate action (accounting for personnel on leave, Temporary Additional Duty or Sick in Quarters).

Enclosure (1)