



DEPARTMENT OF THE NAVY  
BUREAU OF NAVAL PERSONNEL  
5720 INTEGRITY DRIVE  
MILLINGTON, TN 38055-0000

BUPERSINST 5353.1  
Code 00A  
5 Mar 13

BUPERS INSTRUCTION 5353.1

From: Chief of Naval Personnel

Subj: USE OF HAND-HELD ALCOHOL DETECTION DEVICES IN THE BUREAU  
OF NAVAL PERSONNEL CLAIMANCY

Ref: (a) OPNAVINST 5350.8  
(b) SECNAVINST 5300.28E  
(c) OPNAVINST 5350.4D

1. Purpose. Per references (a) and (b), this instruction establishes policies and procedures for the use of hand-held alcohol detection devices (ADD) within the Bureau of Naval Personnel (BUPERS) claimancy.
2. Applicability. This instruction applies to all Navy active duty military personnel and reservists in a drilling active-duty status and to non-Navy U.S. military personnel assigned to BUPERS or a subordinate unit in any capacity (e.g., permanent change of station, temporary duty, or temporary duty under instruction).
3. Background. As one part of the Secretary of the Navy's (SECNAV) 21st Century Sailor and Marine initiative focus on readiness, Navy continues to take steps to promote responsible use of alcohol and deter alcohol abuse. Implementing the use of hand-held ADD promotes safety, education, and training. Use of the ADD is intended to provide education and awareness that complements other unit efforts to promote responsible use of alcohol and deter alcohol abuse. ADD readings are not to be used as evidence for disciplinary proceedings or justification for adverse administrative action. This instruction does not limit or diminish existing tools that commanders, commanding officers (CO), and officers in charge currently use to detect and deter substance or alcohol abuse. Commanders may take appropriate action, as discussed in reference (b), should a Service Member's manner, disposition, speech, muscular movement, general appearance or behavior, or other evidence reasonably

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suggest incapacity to perform military duties due to alcohol or drug use.

4. Policy. The ADD is a tool that complements a command's initiatives to deter irresponsible use of alcohol and to assist with identifying Service Members who may require support and assistance with alcohol use decisions. Any action taken in response to ADD results shall be at the discretion of the CO subject to the limits stated in paragraph 5 of reference (a) and this instruction. These actions should focus on safety, training, counseling and education on self-impairment, and the responsible use of alcohol.

a. The decision to inspect and how to organize the random testing is at the discretion of the CO, subject to the guidance contained in reference (a), this instruction and any supplemental guidance issued by superior authority.

b. Random ADD inspections are authorized for those Service Members who are on duty and during normal working hours. It is not the intent or purpose of ADDs to test those in an authorized leave or liberty status.

c. When an inspection is approved or directed by the CO, an inspecting officer's order to provide a breath sample, in conjunction with the inspection, is a lawful order and refusal to submit to an ADD test may subject the member to appropriate disciplinary or administrative action.

d. Inspections that include the use of an ADD must be random. Random testing may include a unit or sub-unit sweep. Examples of random sampling may be found in reference (a).

e. Blood Alcohol Concentration (BAC). Reference (a) clearly defines BAC thresholds that trigger a variety of actions to be taken by the CO.

5. Use of ADD Results. Reference (a) contains specific guidance about the use and prohibition of use of ADD results. The CO should pay particular attention to the guidance when contemplating action, or adjudicating action based on a positive BAC reading.

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6. Device Operation. The ADDs shall be operated per the instructions and guidelines contained in the ADD operators guide (OPGUIDE) which is located on the Navy Alcohol and Drug Abuse Prevention (NADAP) Web site at <http://www.nadap.navy.mil>.

7. Action and Responsibilities

a. BUPERS echelon 3 commanders shall provide oversight of ADD implementation to subordinate units, and adjudicate policy waivers if required.

b. Immediate superiors in command have the authority to direct subordinate units to conduct random unit or sub-unit sweeps as necessary.

c. Commanders, commanding officers (COs), and officers in charge shall:

(1) Appoint a chief petty officer (E7 and above), and/or a junior officer and/or chief warrant officer to be the unit ADD program coordinator. This person shall not be the drug and alcohol program advisor (DAPA), as the DAPA must be viewed as approachable by those seeking assistance. It is recommended that the urinalysis program coordinator not be assigned this collateral duty.

(2) Implement the use of hand-held ADDs as a supplement to the command's responsible use of alcohol initiatives, per this instruction and reference (a). Conduct an initial general military training session with command personnel to inform them of the command's responsible use of alcohol initiatives, and how the use of ADDs complement command efforts.

(3) Familiarize themselves with the contents of reference (a), and the ADD OPGUIDE that is posted on the NADAP Web site at <http://www.nadap.navy.mil>.

(4) Test 15 percent of the command per month, meeting the guidelines of those eligible to be tested per reference (a). Conduct unit and sub-unit sweeps at optimum times to support unit safety. If the minimum testing requirement cannot be met, request a waiver from the immediate superior in command.

d. Unit ADD Program Coordinator shall:

(1) Perform his or her duties per the provisions of reference (a), this instruction, and the ADD OPGUIDE. Perform tests and record results in a discreet manner.

(2) Document test results in the Alcohol and Drug Management Information Tracking System (ADMITS) per the ADD OPGUIDE.

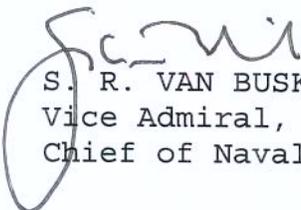
e. BUPERS Alcohol and Drug Control Officer shall:

(1) Perform his or her duties per the provisions of reference (c).

(2) Compile quarterly reports from subordinate activities utilizing the data in ADMITS. Perform analysis to include trend analysis on the results, and forward a report of findings to the Chief of Naval Personnel by the 28th of January, April, July, and October.

8. Records Management. Records created as a result of this instruction, regardless of media or format, shall be managed per SECNAV Manual 5210.1 of January 2012.

9. Reports Control. The reporting requirement contained in paragraph 7 meets the exemption in part IV, paragraph 7(h) of SECNAV Manual 5214.1 of December 2005, and is, therefore, exempt from reports control.

  
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