



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
2701 SHERIDAN ROAD
GREAT LAKES, ILLINOIS 60088-5001

NTCGLAKESINST 5350.2B
CAAC
MAR 08 1996

NTC GREAT LAKES (COMPLEX³) INSTRUCTION 5350.2B

From: Commander, Naval Training Center, Great Lakes

Subj: COUNSELING AND ASSISTANCE CENTER (CAAC), GREAT LAKES

Ref: (a) OPNAVINST 5350.4B
(b) NAVPERS 15514B
(c) OPNAVINST 6110.1D
(d) NAVMILPERSCOMINST 5350.1
(e) NAVADMIN 022/94

1. Purpose. To promulgate information on the Counseling and Assistance Center (CAAC), Great Lakes and to provide guidelines on the CAAC's operation, administration and utilization as directed in references (a) through (e).

2. Cancellation. NTCGLAKESINST 5350.2A. This instruction has been revised and should be read in its entirety.

3. Background. CAAC's have been established at various locations throughout the Navy to provide assistance to individuals and their commands in the processing and disposition of personnel with alcohol, drug, and/or weight related problems. This assistance is designed to interface with other commands and services that have similar responsibilities in a Navy-wide effort to prevent the abuse of alcohol and drugs from interfering with the accomplishment of the Navy's mission. The Navy-wide formula for controlling alcohol and drug abuse is an efficient program of identification, education, counseling and appropriate disposition processing, including rehabilitation, when necessary.

4. Mission. To provide service to commands with a program of screening, recommendations, outpatient counseling, and education for individuals with drug, alcohol and/or weight control problems; additionally to offer preventive education/outreach programs.

5. Location. The CAAC is located at NTC, Great Lakes, on the second deck of Building 42; telephone (708) 688-3404/5/7 Ext. 450 DSN 792-3404/5/7. Normal working hours are Monday through Friday 0730-1630.

6. Service Area. CAAC, Great Lakes will provide service to all commands within NTC Great Lakes COMPLEX³ area.

7. Tasks/Function. The task and functions of CAAC, Great Lakes is to provide:

MAR 08 1996

a. Screening and recommendation services to assist commands on the disposition of individuals identified with drug and/or alcohol and/or weight/body fat problems.

b. Outpatient Level II treatment for drug and/or alcohol abusers who do not have psychological or physiological affecting factors.

c. Education via Personal Responsibility and Values Education and Training (PREVENT).

d. Referral assistance for persons seeking help who require expertise for other than drug and alcohol abuse problems including problems involving dieting and nutrition, smoking cessation/use of tobacco products, and psychiatric disorders.

e. Aftercare/follow-on counseling to individuals with drug and alcohol abuse problems.

f. Outreach, including administrative advice, alcohol/other drug information and education to:

(1) Commands

(2) Active duty personnel (including other military services)

(3) Department of Defense (DoD) employees

(4) Military dependents

(5) Local community

g. Suitability screenings for prospective drug and alcohol counselors.

h. Training for drug and alcohol counselor interns.

8. CAAC Operations.

a. Screening.

(1) Screenings are a problem oriented clinical evaluation of the patient. A CAAC evaluation supplements a medical evaluation realizing that medical officers have limited time. Therefore, CAAC screenings must be thorough and professional, with the primary goal being an accurate evaluation.

(2) Individuals being screened will hand carry a preliminary recommendation letter to their DAPA upon completion of the screening.

MAR 0 8 1996

(3) The CAAC Director will review the screening to ensure that the recommendation is supported by the information collected and documented in the patient file. After the final review by the CAAC Director, CAAC will forward a recommendation letter to the patient's Commanding Officer within five working days.

b. Outpatient Group Counseling Program (Level II).

(1) Time structure: The Level II Counseling Program is seven hours per day, five days per week, for two and one half weeks. These hours may vary slightly during treatment due to treatment requirements. This affords a proper amount of program time, and the least disruption to the individual's command.

(2) Group Structure: There will be a minimum of six and a maximum of twelve patients in each treatment group. Approximately 90 minutes of each treatment day is devoted to group therapy with the remainder of the time allocated for workshops, education/information element group exercises, and field trips to places such as the Navy Drug Screening Lab.

c. Aftercare Support. CAAC provides aftercare group support for patients completing drug/alcohol Level II and Level III weight treatment programs. This aftercare support group is facilitated by a CAAC counselor and is conducted each Wednesday from 1530 to 1630. It is the responsibility of the patient's command to mandate, monitor and document his/her attendance of aftercare support group sessions. It is also the command's responsibility to notify the CAAC if a member will miss an aftercare meeting. Advance notice of 24 hours is requested.

d. Outreach/Public Affairs. CAAC Great Lakes Outreach/Public Affairs plan ensures that the Navy community is made aware of the services provided by the CAAC and how to obtain those services. The CAAC bases its program on the needs of the people served. The effective communication with patients and commands served will be maintained in order to ensure appropriate use of facilities. The main emphasis for CAAC Great Lakes outreach will be commands located on Naval Training Center and commands within a 50 mile radius. The objectives of the Outreach and Public Affairs plan are:

(1) To provide information on how to appropriately refer a person for evaluation and counseling.

(2) To provide information on services provided by the CAAC.

(3) To provide CAAC flyers and alcohol education materials to all commands, DAPAs and activities.

MAR 08 1996

(4) To ensure the utilization of the CAAC's resources and facilities.

(5) To provide training as requested. (e.g., alcohol/drug abuse prevention, military accountability as per reference (a), and state and command drinking laws/regulations).

e. Personal Responsibility and Values Education and Training (PREVENT). PREVENT is the Navy's primary educational means of preventing substance abuse. The program was established within the Navy as a primary level of education, prevention and early intervention of substance use and alcohol abuse. PREVENT, administered and taught worldwide for the Navy by Education Training Program (ETP)/Pacific Institute of Research Evaluation (PIRE), is a 32 hour, nontraditional course designed to produce "abuse resistance" by teaching three core content areas which include:

- (1) Interpersonal skills
- (2) Stress management/adaptability skills and
- (3) Decision making/problem solving strategies.

More specifically, the course teaches:

- (1) Attitude and values clarification
- (2) Alternatives to alcohol and other drug use
- (3) Effective communication skills
- (4) Lifestyle "alternatives" and
- (5) Personal responsibility

f. Intern Certification Program. A supervised internship program for all counselor interns is required to facilitate certification and maintain CAAC accreditation. The basic requirement for this internship program is the clinical training and education outlined in reference (d).

9. Action.

a. Commanders, commanding officers and officers in charge are required to:

(1) Ensure their DAPA and staff members in supervisory positions are aware of the services offered by CAAC in accordance with reference (a).

(2) Refer identified substance abusers, as defined by references (a) and (c) to the Command DAPA for intervention and referral. Ensure that identified individuals who are beyond the capabilities of command guidance are referred for screening and diagnosis in accordance with reference (a) as outlined in the following schedule:

MAR 0 8 1996

(a) Obtain an appointment from CAAC for screening

(b) Ensure patient reports to CAAC for screening appointment with medical/service records and DAPA package, in the uniform of the day.

(c) Obtain a medical officer's evaluation and diagnosis from the medical facility serving the command, as required, following the evaluation.

(3) Ensure all members who have abused a family member while under the influence of alcohol are referred for a CAAC screening in accordance with reference (e).



J. F. NEMEC
Chief of Staff

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