



DEPARTMENT OF THE NAVY

NAVAL TRAINING CENTER  
2601A PAUL JONES ST  
GREAT LAKES, ILLINOIS 60088-2845

NTCGLAKESINST 5350.1F  
TA4

MAY 24 2001

NTC GREAT LAKES (COMPLEX<sup>3</sup>) INSTRUCTION 5350.1F

From: Commander, Naval Training Center, Great Lakes

Subj: PROCEDURES AND GUIDANCE FOR PERSONAL RESPONSIBILITY  
VALUES EDUCATION AND TRAINING (PREVENT) PROGRAM  
GREAT LAKES

Ref: (a) OPNAVINST 5350.4C  
(b) NAVADMIN 149/6

Encl: (1) PREVENT Quota Request Form

1. Purpose. To provide the Navy and Marine Corps personnel information that will improve and guarantees personnel command readiness. Establish uniform guidelines regarding the use, operations, procedures and policies followed by the Personal Responsibility Values Education and Training Program (PREVENT) in the Great Lakes area.

2. Cancellation. NTCGLAKESINST 5350.1E

3. Background. PREVENT is the Navy's fundamental alcohol misuse and drug abuse prevention course for 18-26 year-old Sailors. PREVENT uses personal responsibility, Department of the Navy Core Values and the Navy's Right Spirit Campaign as a foundation for education in life-skill training and knowledge to help them avoid risky behaviors that detract from command readiness and retention. PREVENT targets prevention, not intervention or treatment. Although the focus of this 24-hour facilitated course is substance abuse prevention other subjects include interpersonal responsibility, decision making, family and peer violence. The course teaches personal finances and the Department of the Navy policies and consequences regarding financial mismanagement, and health and physical readiness.

4. Program. The PREVENT program was researched and designed by the Pacific Institute for Research and Evaluation and

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Education Training Programs, Inc., under government contract with the Navy. PREVENT is comprehensive, and relies on student participation, written and verbal exercises, case-studies and group projects which allow service members to tailor their experience to their own levels of knowledge and life situations. PREVENT is based on a proven prevention science and a specially designed case-study method; both feature a staged and hierarchical approach to improve understanding and decisions.

5. Schedule of Classes. Classes are convened every week at NTC Great Lakes. Recommended class size is twenty participants. The minimum class size is fifteen participants and the maximum is twenty-five participants per class. Classes are conducted on consecutive days from 0700-1600, unless the command requests to schedule special days and class times. PREVENT classes may be scheduled at other locations upon request.

6. Requesting Quotas. Commands requesting a PREVENT class may do so by calling the PREVENT office and following up with a roster of participants names using enclosure (1). Commands may also request a quota for individual military members by calling the PREVENT office, see paragraph 8 for contact information.

7. Students Attendance Policy. Students must attend ALL 24 hours of the PREVENT class to receive a certificate of completion. Commands must ensure individuals have nothing scheduled (duty, NJP, medical exam, etc.) conflicting with PREVENT hours.

a. Excused Absences. Students may be excused only for emergencies, and only when PREVENT personnel are notified in advance by the individual's command Drug and Alcohol Program Advisor, Command Master Chief, Division Officer or Department Head. Missed portions of the class must be made up to receive a certificate of completion. Unexcused absences are grounds for disenrollment.

b. Uniform. Uniform of the day or a clean, appropriate working uniform should be worn by all military personnel attending PREVENT.

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c. Tardiness. Unexcused tardiness for one hour or more will be considered a missed session that must be made up prior to issuance of a completion certificate.

d. Disenrollment. Students may be disenrolled for breaking classroom ground rules, is observed attending to materials or activity not related to the course topic, sleeping in class, lack of participation, not completing workbook assignments nor take home assignments. Additionally, disenrollment may result from any behavior considered disruptive to the classroom environment, including threats or commission of physical harm to self or others, late arrival past scheduled class hours or returning from breaks or lunch after designated times. Students may also be disenrolled if they report to class under the influence of, or are suspected of being under the influence of drugs or alcohol. Their command will be notified of the student's condition and will be requested to escort the student to a fitness for duty test. If re-enrollment is desired, it must be accomplished in accordance with paragraph 6 of this instruction.

8. General Information. The PREVENT office is on the second deck of Building 236 and is the sole provider of PREVENT services to all active duty military in the Great Lakes area. Call or write for additional information on PREVENT policy or services at:

Telephone: DSN: 792-6359  
COMM (847) 688-6359  
FAX (847) 688-2696

Address: COMMANDING OFFICER SERVICE SCHOOL COMMAND  
ATTN: PREVENT  
320A DEWEY AVE BLDG 236 RM 227  
GREAT LAKES, IL 60088-5400

9. Action.

a. Commanding Officers shall:

(1) Include PREVENT in his/her command's indoctrination program.

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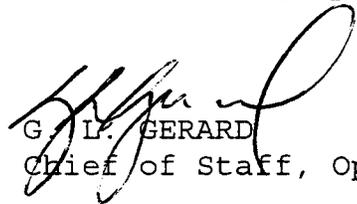
(2) Use PREVENT as a prevention/leadership strategy for staff members E-1 to E-5, per reference (b).

(3) Give personal attention to the problems of alcohol abuse and make maximum use of PREVENT.

(4) Attempt to schedule students awaiting instruction or transfer in available PREVENT classes.

b. The Prevention Specialist will provide information regarding NTC use of the PREVENT program to the Assistant Chief of Staff, Training and the Navy Drug and Alcohol Advisory Council (NDAAC).

c. Commands requesting classes at one of their locations shall provide classroom space, and visual equipment.

  
G. L. GERARD  
Chief of Staff, Operations

Distribution:  
NTCGLAKESINST 5216.5M  
Lists I, II, (Case A)

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**PREVENT 2000 QUOTAS**  
*Please Fax to 2696 or phone 6359*

Class Convening Date \_\_\_\_\_

PREVENT 2000 Classes convene for 3 consecutive days from 0700-1600. Final deadline for quota enrollment is 1200 the day prior to class starts. It is asked that participants have no additional appointments during the time frame to interfere with class attendance.

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