



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON, PRESIDIO OF MONTEREY
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AMIM-PMG-ZA (100)

MEMORANDUM FOR USAG Presidio of Monterey

SUBJECT: Command Policy #28, Drug-Free Federal Workplace (DFW) Program for Civilian Employees

1. References:

- a. Executive Order 12564, Drug-Free Federal Workplace.
- b. AR 600-85, The Army Substance Abuse Program.
- c. DA Pamphlet 600-85, Federal Drug-Free Workplace Procedural Guidance.

2. Purpose: To inform supervisors of their responsibility to educate subordinates about the impact of alcohol and drug use on the Presidio of Monterey (PoM) and to encourage identification and referral for those affected by substance abuse.

3. Scope: This policy letter is applicable to those supervising Civilian employees assigned to the United States Army Garrison (USAG), PoM and tenant organizations. This policy supersedes the previous policy memorandum, Command Policy Memorandum, Alcohol and Drug Abuse Policies for Civilian Employees, dated 11 August 2023.

4. Proponent: USAG, Directorate of Human Resources, Army Substance Abuse Program (ASAP). The point of contact is the Alcohol and Drug Control Officer at (520) 674-3693.

5. Substance abuse is inconsistent with the high standards of performance, discipline, and readiness necessary to accomplish the Army's mission. Alcohol and drug abuse/use pose a serious health hazard to the abuser and can lead to impaired duty performance and absenteeism. This creates hardship for coworkers, who may have to assume added responsibilities. As such, substance abuse can have devastating and costly consequences to the abuser, the organization, and the installation. Supervisors at all levels must recognize and address substance abuse behaviors, on or off the job, that impair duty performance using the following:

- a. Civilian employees known to abuse alcohol or drugs and/or whose

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negative job performance, conduct, and or attendance record may stem from a substance abuse problem should be offered services of the Employee Assistance Program (EAP) provided through Human Behavior Associates at 1-800-937-7770.

b. Supervisors should limit counseling to job performance or conduct, and avoid counseling on personal matters. If rehabilitative efforts fail, normal disciplinary measures may be taken. Supervisors will seek guidance and assistance from Management Employee Relations (MER).

c. Possession or use of illegal or illegally obtained drugs on-the-job or on the premises of this installation may be cause for appropriate criminal sanctions and/or disciplinary action. The use of alcoholic beverages while on-duty will not be tolerated and may be subject to disciplinary action.

6. New civilian employees will receive alcohol and other substance abuse awareness training facilitated by the ASAP within 60 days of entering on duty.

7. It is important to maintain a healthy workforce. Supervisors at all levels are responsible for educating subordinates and enforcing this policy.

8. This policy memorandum will be distributed to all USAG, PoM employees and will be provided to all incoming employees.

DANIEL S. ARTINO
COL, AV
Commanding