



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON, PRESIDIO OF MONTEREY
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IMPM-HR

AUG 11 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy # 16, Alcohol and Drug Abuse Policy for Civilian Employees

1. References:

- a. Executive Order 12564, Drug-Free Federal Workplace, 15 September 1986.
- b. AR 600-85, The Army Substance Abuse Program, 23 July 2020.
- c. DA Pamphlet 600-85, Federal Drug-Free Workplace Procedural Guidance, 29 July 2020.

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

3. Applicability: This policy letter is applicable to those supervising Civilian employees assigned to the United States Army Garrison, Presidio of Monterey and tenant organizations. This policy supersedes the previous policy memorandum, Command Policy Memorandum, Alcohol and Drug Abuse Policies for Civilian Employees, dated 19 October 2018.

4. Proponent: The U.S. Army Garrison (USAG), Directorate of Human Resources, Army Substance Abuse Program (ASAP), IMPM-HRS. The point of contact is the Alcohol and Drug Control Officer at (831) 242-6960.

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 may have a social and financial impact of those closest to the abuser. Substance abuse may lead to impaired duty performance and absenteeism. This causes a hardship to the abuser's coworkers, who may have to assume added responsibilities. It is imperative supervisors learn to recognize performance problems and take Effective action when these problems are identified.

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6. Alcohol abuse and illegal drug use can have devastating consequences to the abuse, the abuser's organization and to the installation. Supervisors at all levels must address 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 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, 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.

7. New civilian employees will receive alcohol and other substance abuse awareness training facilitated by the Army Substance Abuse Program within 60 days entering on duty.

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

9. This policy memorandum will be distributed to all USAG, POM employees and will be provided to all incoming employees.



VARMAN S. CHHOEUNG
COL, SF
Commanding

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