MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy # 17, Drug-Free Federal Workplace (DFW) Program for Civilian Employees

1. References.
   d. AR 600-85, Army Substance Abuse Program, 28 November 2016.
   e. DA Pam 600-85, Army Substance Abuse Program Civilian Services 15 October 2001.
   g. Army Substance Abuse Program (ASAP) USAG Presidio of Monterey (POM), Standard Operating Procedures (SOP) for Civilian Biochemical Collections, 3 April 2018.

2. Applicability. This policy is applicable to all Department of Defense (DoD) Civilian employees, appropriated or non-appropriated funds, and all military and civilian supervisors of DoD civilian employees assigned to the U.S. Army Garrison Presidio of Monterey (POM).

3. Proponent: The U.S. Army Garrison, Directorate of Human Resources, Army Substance Abuse Program (ASAP), IMPM-HRS.

4. Illegal drug use and alcohol abuse is inconsistent with the special trust placed in Federal employees expected to hold high standards of performance, discipline, and readiness necessary to accomplish our mission for today's Army. Abusing those substances constitutes a violation of that special trust, and these employees will simply not be able to consistently meet the demands of the Army and result in lowered job efficiency, absenteeism from the job, and ultimately a liability for this community. The
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The goal of this command is to provide a safe, healthy and drug-free workplace, and the following guidelines apply:

a. Each civilian organization will develop and implement internal policies and procedures, supplementing this policy, and to enforce the DFW goals.

b. Possession or use of illegally obtained drugs on the job or on the premises of this installation will result in disciplinary action. The use of alcoholic beverages or being impaired while on duty is not tolerated.

c. Any use of alcohol or other drugs that impairs efficient duty performance, security, public health and safety, or national interests, must be addressed by supervisors at all levels and require a referral to the ASAP Employee Assistance Program Coordinator (EAPC). The EAPC will evaluate the situation and make appropriate recommendations.

   (1) Disciplinary action may include referral to a military or civilian counseling agency for a screening or rehabilitation treatment but can also involve written reprimands, suspension, reduction in pay and grade and removal from the position or the service. All actions must be closely coordinated with the Civilian Personnel Advisory Center (CPAC), the Civilian Misconduct Action Authority (CMAA) and the Staff Judge Advocate to protect the rights of the Government, the employee and the general public.

   (2) If the employee occupies a Testing Designated Position (TDP), he/she must immediately be removed from the position and disciplinary action initiated.

   (3) Any DoD civilian employee, their family members and family members of military will have access to confidential EAP services for substance abuse or job-related issues.


   (1) Supervisors at all levels are required to identify any incumbent occupying a TDP, as outlined in the enclosure, notify the CPAC to initiate the “Condition of Employment for Certain Civilian Positions identified critical under the Department of the Army Drug-Free Federal Workplace Program”, DA 5019. Civilian employees assigned to those positions are subject to random mandatory urinalysis testing.

   (2) Supervisors in conjunction with CPAC will ensure, that the TDP list reflects accurate information regarding the requirement for drug testing. Recruitment actions
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must be tagged correctly and CPAC will complete the DA5019 for those individuals during inprocessing, and subsequently notify the Alcohol & Drug Control Office (ADCO).

(3) The Drug Test Coordinator (DTC) is responsible to maintain the Garrison TDP civilian testing pool and ASAP will execute monthly random selections and conduct civilian urinalysis testing IAW DHHS Mandatory Guidelines for Federal Workplace Drug Testing and the SOP for Civilian Biochemical Collections, 3 April 2018.

(4) CPAC will update the DTC office immediately when a TDP employee is reclassified. At a minimum, CPAC will provide quarterly updates to the ADCO.

e. Per AR 600-85, the annual substance abuse awareness training requirement for civilian employees is two hours annually. The requirement can be met through online training, community trainings, or individualized section trainings. Assistance is available through the ASAP offices.

6. It is vital to maintain a healthy work force in order for the mission of the USAG Presidio of Monterey (POM) to be successfully accomplished. Supervisors at all levels are expected to enforce these policies and keep their subordinates informed as well.

7. Point of contact for the DFW Program is the U.S. Army Garrison, Directorate of Human Resources, Army Substance Abuse Program (ASAP), IMPM-HRS Alcohol and Drug Control Officer at DSN 242-6960 or the Employee Assistance Program (EAP) provided through Human Behavior Associates, 1-800-937-7770.

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

ENCL

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Commanding