



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON, PRESIDIO OF MONTEREY
1759 LEWIS ROAD, SUITE 210
MONTEREY, CA 93944-3223

IMPM-HRS

FEB 06 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum #25, Alcohol and Drug Abuse Policies for Civilian Employees

1. REFERENCES:

- a. Executive Order 12564, Drug-Free Federal Workplace, 15 Sep 86.
- b. AR 600-85, Army Substance Abuse Program (ASAP), 28 Dec 12.
- c. DA Pamphlet 600-85, Army Substance Abuse Program Civilian Services, 15 Oct 01.

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 personnel assigned to United States Army Garrison, Presidio of Monterey and tenant organizations.

4. 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 on 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.

5. Alcohol abuse and illegal drug use can have devastating consequences to the abuser, 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.

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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.

6. Civilians employees, including supervisors, will receive two (2) hours of alcohol and other substance abuse awareness training facilitated by the Army Substance Abuse Program annually.

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

8. PROPONENT: The proponent for this policy is the Directorate of Human Resources, ATTN: Army Substance Abuse Program, United States Army Garrison, Presidio of Monterey (USAG POM), Monterey, California 93944. Point of contact is the Alcohol and Drug Control Officer at (831) 242-6960 or c.mcphersondewey@us.army.mil.


PAUL W. FELLINGER
COL, IN
Commanding

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Special Staff