

14 APRIL 2000

Personnel



DRUG AND ALCOHOL ABUSE PROGRAM

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OPR: 436 MSS/DPCE (Margie MacLeish)
Supersedes DAFBI 36-801, 12 January 1997

Certified by: 436 MSS/DPC (Richard Cook)
Pages: 4
Distribution: F

Air Force Policy Directive 36-8, *Employees Benefits and Entitlements*, assures that civilian employees having a drug or alcohol abuse illness will receive the same careful consideration and offer of treatment that is presently extended to all employees having any other illnesses. The purpose of this program is strictly limited to the effects of drug or alcohol abuse as it relates to the employee's performance on the job.

SUMMARY OF REVISIONS

This revision updates unit designation (paragraphs **4.9.** and **5.**); changes the reference for terms in AFI 36-2701, *Social Actions Programs* (rescinded) to AFI 44-121, *Alcohol and Drug Abuse Prevention and Treatment (ADAPT) Program* (paragraph **1.**); changes reference to Dover AFB Hospital Emergency Room to 436th Medical Group, Mental Health Flight Substance Abuse Office (paragraph **4.7.2.**); incorporates actions formally taken by the 436th Medical Group into actions taken by the 436th Medical Group, Substance Abuse Office (paragraphs **7.3.** and **7.4.**); and updates the term Controlled Substance to Illicit Drug (paragraph **9.**). A bar (|) indicates a change since the last edition.

1. Terms: Terms are explained in AFI 44-121, Attachment 1, and AFI 36-810, *Substance Abuse Prevention and Control Program*, Attachment 1.

2. Policy and General Information:

2.1. Dover AFB, as an employer, is concerned with an employee's use of drugs or alcohol when it results in an employment-related problem that adversely affects the health, performance, and employment-related behavior, or involves illegal activity.

2.2. Dover AFB recognizes the need for preventing and eliminating employment-related drug or alcohol abuse among its employees and encourages people with problems to voluntarily seek counseling and medical assistance.

2.3. The confidential nature of records maintained on an employee (supervisor's, counselor's, and medical) relating to drug or alcohol abuse will be preserved as required of any other medical record.

2.4. No civilian will be denied employment solely on the grounds of prior drug or alcohol abuse, except for critical sensitive positions and positions requiring an individual to be armed as defined in AFI 31-207, *Arming and Use of Force by Air Force Personnel*.

2.5. A civilian employee will usually be granted sick leave, annual leave, or leave without pay for treatment or rehabilitation.

2.6. When there is good reason to believe that an employee is involved in drug or alcohol-related misconduct, Dover AFB's first obligation is to protect other person(s) or their property, and then the employee.

3. The Work Force Effectiveness Section (DPCE):

3.1. Advises employees who admit to or are known to have existing or potential drug or alcohol problems of available programs and encourages them to seek assistance under the program.

3.2. Advises on a course of action and assistance to supervisors who have employees suspected of or admitted drug and/or alcohol problem.

4. Supervisors:

4.1. Schedule employees to attend classes on the Drug and Alcohol Abuse Program if they are new to federal service or Dover AFB is their first military installation.

4.2. Remain alert through continuous observation to changes in the work or behavior of all assigned personnel.

4.3. Record specific instances of employee failure to meet minimum work performance, behavior, or attendance standards, or a deteriorating performance pattern on AF Form 971, **Supervisor's Employee Brief**.

4.4. Discuss performance problems with the employee citing specific examples at the time of occurrence. Discussions will pertain only to the failure to meet minimum performance standards. Supervisors will not indicate any suspicions to the employee about abuse of alcohol or drugs. Supervisors will establish a definite time frame for improvement.

4.5. Contact the Employee Relations Specialist, Work Force Effectiveness Section, to discuss course of action if an employee's performance or conduct, etc., does not improve or continues to deteriorate during the established time frame.

4.6. If it is suspected that the job related problem is caused by drug or alcohol abuse the supervisor contacts the Substance Abuse Control Officer and makes an appointment for the employee with a Substance Abuse Counselor. If an employee fails to keep the appointment at the Substance Abuse Office, disciplinary action may be taken under AFI 36-704, *Discipline and Adverse Actions*. Supervisor confirms with Substance Abuse Office that the appointment was kept.

4.7. Immediately inquires about an employee's physical condition if he or she does not appear to be in full control of his or her faculties.

4.7.1. If the employee is rational, the supervisor tries to discuss what has happened with the employee to determine if he or she should be referred to medical services, kept on the job, or allowed to go home.

4.7.2. If the employee's behavior is irrational, the supervisor contacts the 436th Medical Group, Mental Health Flight Substance Abuse Office for advice. The supervisor must ensure that the employee gets to a medical services facility.

4.8. Contact Work Force Effectiveness Section and discuss all known facts when there is good reason to believe that an employee has engaged in drug or alcohol related misconduct directed exclusively toward themselves:

4.8.1. Inform the employee of all known facts, and then informs Substance Abuse Office.

4.8.2. Refer the employee for counseling in accordance with paragraph 4.6. of this publication.

4.9. Report information to Security Forces, and takes action as indicated in paragraph 4.8., this supplement, when there is reason to believe that an employee is involved in criminal activity directed toward or potentially harmful to others or the property of others.

4.10. Consult with the Employee Relations Specialist, Work Force Effectiveness Section, and initiate appropriate action if an employee refuses counseling or assistance by Substance Abuse Office, and the employee's job performance or conduct remains unacceptable.

5. Employees: Any Dover AFB employee or military member who has knowledge of actual or suspected illegal drug activities occurring on base property must report the information to Security Forces. Driving on base while under the influence of alcohol or drugs is illegal and must be reported to Security Forces; Ref: AFI 36-810.

6. Union Stewards And Officers: Urge any employee who appears to be developing a drug or alcohol abuse problem to voluntarily seek assistance from Substance Abuse Office.

7. 436TH Medical Group, Substance Abuse Office: Provide a qualified representative to:

7.1. Discuss performance patterns and advise supervisors on possible reasons of employee's deteriorating work performance.

7.2. Provide counseling and assistance to civilian employees who independently seek help and those who are referred by supervisors so they may make an informed decision about the assistance available to them.

7.3. Performs emergency diagnosis and treatment for civilian employees referred by supervisors. If drug or alcohol abuse is ultimately diagnosed, the medical officer discusses the facts with the employee and refers them for counseling through the supervisor.

7.4. Provides consultation to supervisors when requested about their interaction with employees with suspected or diagnosed drug and alcohol abuse problems.

8. Disciplinary Action: Will be used when an employee has failed to respond to other motivating techniques, or when the seriousness of an infraction of rules or conduct warrants. Disciplinary action is appropriate as a result of drug or alcohol abuse, or impairment while on duty or reporting for duty. Supervisors will contact the Employee Relations Specialist to discuss the appropriateness of disciplinary action.

9. Illicit Drug: The possession, sale, transfer, etc., of an illicit drug, or the bringing of any illicit drug on Dover AFB by any civilian employee is prohibited. Disciplinary action will be taken in accordance with AFI 36-704.

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Commander