



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON GRAFENWOEHR
UNIT 28130
APO AE 09114-8130

IMGF-ZA

05 MAR 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Bavaria Military Community Policy Letter #13; Drug-Free Federal Workplace (DFW) and Employee Assistance Program (EAP) for U.S. Civilian Employees

1. **Effective Date.** This policy letter remains in effect until superseded or rescinded.
2. **Scope and Punitive Effect.** This policy letter is applicable to military and civilian supervisors of U.S. civilian employees assigned to USAG Grafenwoehr and tenant organizations serviced by the local Army Substance Abuse Program (ASAP). Failure to comply with the provisions of this policy letter may result in adverse administrative action or punitive action, including punishment under the Uniform Code of Military Justice for service members.
3. **References.**
 - a. Executive Order 12564, Drug-Free Federal Workplace, 15 September 1986.
 - b. AR 600-85, Army Substance Abuse Program (ASAP), 2 February 2009, and RAR, 2 December 2009.
 - c. DA Pam 600-85, Army Substance Abuse Program Civilian Services, 15 October 2001.
4. **Policy.** Illegal drug use and alcohol abuse are inconsistent with the special trust placed in U.S. civilian federal employees. U.S. civilian employees are expected to hold high standards of performance, discipline, and readiness necessary to accomplish their mission within USAG Grafenwoehr. The goal of this command is to provide a safe, healthy, and drug-free workplace. It is important that supervisors not only identify problems that arise, but also identify potential problems at an early stage. Therefore, the following policies apply:
 - a. Drug-Free Federal Workplace (DFW).
 - (1) Possession or use of illegally obtained drugs on the job or on the premises of this installation will be cause for appropriate disciplinary action. Additionally, the use of alcoholic beverages or being impaired while on duty will not be tolerated.
 - (2) Any use of alcohol or other drugs that interfere with safe and efficient job performance will necessitate referral to the ASAP Employee Assistance Program Coordinator (EAPC).
 - (3) The substance abuse awareness training requirement for U.S. civilians is two hours annually. Supervisors will ensure that this requirement is met. This training is available at

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<https://portal.eur.army.mil/sites/IMCOM-E-BW/Baden-Wuerttemberg/kl/asap/default.aspx>.

Additional assistance in attaining this training may also be obtained by contacting the EAP/Prevention Coordinator within the ASAP office.

b. Civilian Testing Designated Positions (TDP):

(1) Supervisors at all levels are required to identify personnel occupying a civilian testing designated position (outlined in AR 600-85 chapter 5). Supervisors must notify the CPAC to initiate DA Form 5019, Condition of Employment for Certain Civilian Positions, identified under the Department of the Army DFW Program. These employees are subject to random mandatory urinalysis testing.

(2) Supervisors IAW CPAC will ensure that the Defense Civilian Personnel Data System (DCPDS) accurately reflects information regarding the requirement for civilian TDP testing.

(3) The CPAC and supervisors will update the ASAP Manager when an employee is added or removed from the TDP list. At a minimum, CPAC will provide quarterly updates to the ASAP Manager.


c. Employee Assistance Program (EAP):

(1) The EAP is a job-based program designed to help employees and their Family Members, whenever feasible, with problems (i.e. stress, mental, alcohol, drugs) that may affect their well-being and their ability to perform their job.

(2) Supervisors should not attempt to counsel employees for personal problems. Counseling should be limited to on the job performance or conduct. Employees who face personal problems impacting on-the-job performance or conduct will be referred to the EAPC.

(3) Each organization will develop and implement internal procedures, supplementing this policy, to enforce the DFW and EAP goals of a safe, healthy, and drug-free workplace.

5. **Points of Contact.** Points of contact for this memorandum are the ASAP staff or the ASAP EAPCs at USAG Grafenwoehr, 475-5122, 476-2503; USAG Hohenfels and USAG Garmisch, 466-1710.


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Commanding

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