



**DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, HUMPHREYS  
UNIT #15228  
APO AP 96271-5228**

IMHM-HRS

1 October 2015

MEMORANDUM FOR SEE Distribution

SUBJECT: United States Army Garrison Humphreys Policy Letter # 5, Alcohol and Drug Abuse Policies for Civilian Employees

1. References.

- a. Executive Order 12564, Drug-Free Federal Workplace, 15 September 1986.
- b. AR 600-85, Army Substance Abuse Program (ASAP), 28 December 2012.
- c. DA Pam 600-85, Army Substance Abuse Program Civilian Services, 15 October 2001.

2. The proponent for this policy is the Army Substance Abuse Program Coordinator.

3. This policy is effective immediately. It remains in effect until rescinded or superseded.

4. Applicability. This policy letter is applicable to all civilian personnel to include supervisors assigned to USAG Humphreys.

5. Substance abuse is inconsistent with the high standards of performance, discipline, and readiness necessary to accomplish the Army's mission. Alcohol and drug use/abuse 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 for supervisors to learn how to recognize performance problems and take effective action when these problems are identified.

6. Alcohol and illegal drug use/abuse 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 and/or drugs whose negative job performance, conduct, and or attendance record may stem from a substance abuse problem should be offered services from the installation Employee Assistant Program Coordinator (EAPC).

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b. Supervisors should limit counseling to job performance or conduct while avoiding 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.

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

8. Point of contact is the Army Substance Abuse Program, Employee Assistance Program Coordinator at 753-7366.



JOSEPH C. HOLLAND  
COL, AR  
Commanding

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