



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BELVOIR
9820 FLAGLER ROAD, SUITE 213
FORT BELVOIR, VIRGINIA 22060-5928

REPLY TO
ATTENTION OF

IMNE-BEL-HR

4 November 2010

MEMORANDUM FOR US Army Fort Belvoir Garrison Personnel

SUBJECT: Fort Belvoir Policy Memorandum #7, Employee Assistance Program

1. REFERENCES.

- a. AR 600-85, The Army Substance Abuse Program (ASAP), 2 February 2009, Rapid Action Revision (RAR) 2 December 2009.
- b. DA PAM 600-85, Army Substance Abuse Program Civilian Services, 15 October 2001.
- c. Washington Headquarters Services, Administrative Instruction No. 17, Civilian Employee Alcohol and Drug Abuse Prevention, Testing and Control Program, 6 November 2007.

2. APPLICABILITY. This policy applies to all Department of the Army (DA) Civilian employees, eligible Family Members of Active Duty personnel, DA Civilian employees, and Military retirees and their Family Members.

3. PURPOSE. To establish policy on the Employee Assistance Program (EAP) and Drug-Free Federal Workplace Program (DFWP) for Civilian employees and other eligible members as contained in Chapter 14, AR 600-85.

4. POLICY.

- a. Substance Abuse is inconsistent with Army Values and the high standards of performance, discipline, and readiness necessary to accomplish the Army's mission.
- b. DA recognizes alcoholism and drug abuse as a progressive but preventable and treatable disease.
- c. DA Civilian employees, Military and Civilian employees' family members, and Military retirees and their Family Members will have access to confidential EAP services, in accordance with guidance specified in DA Pam 600-85.
- d. DA Civilian employees must refrain from using drugs illegally whether on or off duty.

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e. Supervisors will intervene early when alcohol misuse, drug abuse, or other personnel problems are adversely affecting an employee's performance and/or behavior. Supervisors are encouraged to use the EAP services in conjunction with disciplinary action, which must be coordinated with the servicing Civilian Personnel Advisory Center (CPAC).

f. Employees' job security or promotion opportunities will not generally be jeopardized by a request for assistance. Employees' performance appraisals will not mention current or past enrollment in the ASAP.

g. Supervisors will consult with the servicing CPAC and Staff Judge Advocate (SJA) and notify the appropriate law enforcement authorities when there is reasonable suspicion that an employee is engaged in criminal conduct involving alcohol or other drugs (e.g., trafficking, theft, illegal possession).

5. GUIDELINESS.

a. Enrollment of Army Civilians in ASAP counseling programs is voluntary. Under federal regulations, no employee may be forced, threatened, or coerced into accepting any form of counseling or treatment. If an employee refuses an offer of referral, he or she must be made aware of the consequences of continued misconduct or unacceptable behavior.

b. Eligible individuals participating in the Fort Belvoir EAP will be entitled to all allowable benefits. Costs incurred through referrals over and above those covered by the Department of Defense will be the responsibility of the employee.

c. Eligible individuals may be referred to the EAP or volunteer services by calling the EAP's private, confidential voice mail number (703) 805-5980. The employee's voluntary participation in the EAP will not be a factor and/or create discrimination in job security or promotional opportunities and will not become part of personnel records.

d. An employee's voluntary use of the EAP is strictly confidential and anonymous. Statistical records will be kept by the EAP for monitoring the number of employees and the nature of the use of the EAP. Any other request for information regarding the employee will be released only with the written consent of the employee.

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e. Once an eligible employee contacts the EAP, an assessment will be conducted to determine the exact nature of the problem(s) and initiate an action, which is designed to resolve the problem(s) and facilitate the return of the employee's performance, behavior, or attendance to its normal level as quickly as possible.

f. Rights of employees to grievance procedures and regulatory rights of the employer to maintain discipline cannot be waived by the EAP.

6. PROPONENT. The proponent for this policy is the Fort Belvoir Directorate of Human Resources. The point of contact is the Alcohol and Drug Control Officer at (703) 805-5454 or DSN 655-5454.


JOHN J. STRYCULA
Colonel, USA
Commanding