



DEPARTMENTS OF THE ARMY AND THE AIR FORCE

JOINT FORCES HEADQUARTERS - ALASKA

HUMAN RESOURCES OFFICE

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MEMORANDUM FOR THE ALASKA NATIONAL GUARD (AKNG)

FROM: JFHQ-AK J-1/HRO

SUBJECT: Supervising Employees with Alcohol or Drug Related Problems (HRO Policy Letter 08-02)

1. This policy letter supersedes HRO Policy Letter 03-03, Drug and Alcohol Abuse Policy.
2. The physical addiction, dependency, or illicit use of drugs or alcohol is inconsistent with the goals and objectives of the Alaska National Guard. Any employee who feels they have a problem with alcohol or drugs is highly encouraged to seek assistance through the Employee Assistance Program (EAP), the chain of command or supervision, or through an appropriate civilian agency. In accordance with the Rehabilitation Act Amendments of 1992 and the Americans with Disabilities Act, supervisors are required to consider forms of reasonable accommodation for employees with alcoholism or past drug use, such as a flexible schedule or leave to accommodate an employee's treatment. However, these laws do not preclude the agency from taking disciplinary action for alcohol or drug related offenses as stipulated in TPR 752 (Discipline and Adverse Action) and/or TPR 430 (Performance Management).
3. Supervisors, upon becoming aware of a situation of this nature, will refer the technician to the EAP. EAP services are free to agency employees (technicians) and family members 24 hours a day, seven days a week, 365 days a year. Military technicians may contact a Military OneSource representative by calling 1-800-342-9647 or email at www.militaryonesource.com. Non-Dual Status (NDS) employees may contact a 1-800-457-9808 or email at www.foh.dhhs.gov. Refer to HRO Policy Letter 08-01 subject: The Technician Employee Assistance Program for additional information.
4. If the technician participates in the EAP, supervisors are expected to withhold adverse personnel or disciplinary actions if the employee is satisfactorily undergoing treatment. However, if the employee continues to refuse participation in the EAP, fails to perform duties at an acceptable level, or continues with the unacceptable conduct, supervisors will take appropriate corrective action. It is important for the supervisor to coordinate closely with HRO.
5. Resources include your HRO Employee Relations Specialist at 428-6475 or 428-6444, the Supervisor's Toolbox CD, which your HRO Specialist or Wing HRO liaison can provide. You may also go to the Office of Personnel Management website for additional resource information:
<http://www.opm.gov/ehs/alcohol.asp>.


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