

DEPARTMENT OF THE ARMY  
HEADQUARTERS, FORT SAM HOUSTON  
Fort Sam Houston, Texas 78234

FSH Regulation  
No. 690-1

12 March 1984

Civilian Personnel  
ALCOHOL/DRUG ABUSE BY CIVILIAN EMPLOYEES

Issue of supplements to this regulation by subordinate commanders is prohibited, unless specifically approved by Headquarters, Fort Sam Houston.

1. PURPOSE. From time to time an employee may appear to be impaired by alcohol or drugs to a degree which would interfere with proper performance of duty, be a menace to safety, or be prejudicial to the maintenance of discipline. This regulation sets forth the procedures to be followed in such situations.

2. SCOPE. This regulation is applicable to all DA appropriated and non-appropriated fund employees assigned to activities serviced by the Fort Sam Houston Civilian Personnel Office.

3. ACTIONS AND PROCEDURES. Upon becoming aware that an employee may be impaired by alcohol or drugs while on duty the supervisor will:

a. Document the date, time, place, name(s) of any witness(es) and the circumstances which cause you to believe the employee is under the influence of alcohol or drugs. Another management official may also be asked to confirm this observation.

b. Inform the employee of your concerns and afford him/her an opportunity to provide an acceptable reason for the observed condition/behavior. If he/she is unable to do so, direct him/her to accompany you to the BAMC Emergency Room for a medical determination of his/her condition.

c. If the employee is cooperative and ambulatory, complete FSH FL 72-3005, Request for Medical Attention, and personally transport him/her to the emergency room. Remain with the employee until diagnosis is completed. A BAMC EMS staff or resident physician will evaluate the employee's condition and will complete the bottom portion of the FL 72-3005 by stating "FIT," "UNFIT - Appears impaired by alcohol or drugs," or "UNFIT - Medical condition."

(1) If the employee is "FIT" return him/her to duty and contact the CPO, MER Br, to discuss appropriate action.

(2) If the employee is "UNFIT - Alcohol or Drugs," call the Fort Sam Houston Military Police, provide a statement of the circumstances and place him/her in Military Police custody for disposition. Carry the employee in an absent without leave (AWOL) status as of the time he/she was placed in custody and contact the CPO, MER Br, for assistance in taking appropriate disciplinary action.

(3) If the employee is "UNFIT," with a diagnosed medical condition other than alcohol or drug intoxication, place him/her on approved sick leave.

d. If the employee is uncooperative, is creating a disturbance, is non-ambulatory, refuses to accompany the supervisor to the emergency room, or refuses to be examined after arriving at the emergency room, follow the procedures outlined in 3-c(2) above.

4. MANAGEMENT CONTROL. As a management official, the supervisor is required to exercise "reasonable control" over the employee to insure that he/she does not endanger him/herself, other persons, or government/private property. Physical restraint is inappropriate, except in the case of clear and present danger. Should the employee attempt to operate a motor vehicle, immediately report the situation, along with the vehicle description and license number, to the Military Police.

5. EMPLOYEE ASSISTANCE. Any employee whose involvement with alcohol/drugs is adversely impacting upon performance and/or conduct, needs and is entitled to assistance. When the employee returns to duty, the supervisor should conduct a counseling session to make him/her understand that help is available. If the employee agrees to seek assistance, call the ADAPCP Staff and set up an appointment. Participation in the program is voluntary and the employee may not be coerced or directed to attend. If he/she either refuses to admit to a problem, or seek help, document the offer of assistance and the employee's refusal and initiate appropriate disciplinary/performance action through the CPO, MER Branch.

6. REFERENCES:

- a. FPM Chapter 751
- b. CPR 700
- c. FPM CPR 630
- d. FPM 339

The proponent of this regulation is the Management-Employee Relations Br, Civilian Personnel Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, Fort Sam Houston, ATTN: AFZG-CP, Fort Sam Houston, Texas 78234.

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