DEPARTMENT OF THE ARMY
HEADQUARTERS, ARMY SUPPORT ACTIVITY
JOINT BASE McGUIRE-DIX-LAKEHURST
5417 ALABAMA AVENUE
FORT DIX, NEW JERSEY 08640-5000

REPLY TO
ATTENTION OF :

IMNE-DIX-ZA

MAR 0 8 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Support Activity - Dix Policy Memorandum #12 - Managing Impaired Civilian Employees

1. This policy memorandum supersedes Installation Command Policy Memorandum #21 - Managing Impaired Civilian Employees dated 22 July 2009.

2. APPLICABILITY: This policy memorandum is applicable to all military and civilian supervisory personnel assigned to or training on Army Support Activity (ASA) – Dix and Devens Reserve Forces Training Area.

3. This policy memorandum establishes a contingency procedure to be followed when an employee's ability to work and to drive is observed by a trained supervisor to be impaired, or when an employee is not ready, willing, or able to work due to an impairment.

4. RESPONSIBILITIES:

a. Supervisors will:

(1) Observe the performance and behavior of their employees, and if an employee's behavior or demeanor demonstrates obvious signs of impairment, arrange for medical and Employee Assistance Program (EAP) intervention as well as safe transport to a medical facility.

(2) Immediately notify the appropriate Civilian Personnel Advisory Center (CPAC) representative of the determination of a possibly impaired civilian employee for assistance in determining the need for additional counseling and or disciplinary action in cases of employee impairment.

b. The Medical Officer (MO) will:

(1) Observe or examine referred employees and assess their ability to work or drive. The MO will offer appropriate testing to verify impairment.

(2) Inform supervisor of the findings, or of employee's declination of testing.

(3) Provide short periods of rest when appropriate and if required, arrange for employee to be sent to hospital.

c. The Joint Base McGuire-Dix-Lakehurst Police will be notified to request assistance.

d. The EAP and the CPAC will advise and assist managers in dealing with impaired employees. CPAC will advise and assist management when disciplining an impaired employee if determined by the supervisor and CPAC to be appropriate.

5. TYPES OF IMPAIRMENT:

a. Impairment may be mental or emotional, drug or alcohol induced or caused by physical illness.

b. Seizures, drowsiness, violence or threats of violence, or conduct dramatically different or abnormal may manifest impairment for an employee or behavior that adversely affects the safety and welfare of him or her self or others.

6. PROCEDURES: Supervisors who observe evidence of impairment (e.g. slurred speech, marked changes in behavior, odor of alcohol, inability to carry out assigned tasks) and are reasonably convinced of the employee's inability to perform assigned duties or to behave appropriately at the work site will prepare a Memorandum for Record (MFR) and take the following actions:

a. Call the EAP at (609) 562-4011 or (609) 562-3354. An EAP staff employee will provide assistance to the supervisor. In the interim, the supervisor will attempt to monitor the employee; either at the employee's work area or one that is in a quiet and confidential location. The supervisor will exercise discretion and privacy in this matter due to its serious and sensitive nature, where possible.

b. If the employee's impairment is severe, the supervisor will contact the Occupational Health Clinic (609) 562-5707, 2x2680, 2x3333). In extreme cases such as those immediately contact the Directorate of Public Safety and request police assistance and an ambulance (911) to be sent to the work-site.

c. In the event that employee is transported to a hospital, the Occupational Health Clinic staff will notify the supervisor who will in turn notify the employee's family. Supervisors will encourage that civilian employee to provide current updated emergency information annually to facilitate accurate and prompt notification.

7. RETURNING EMPLOYEE TO WORK: If medical personnel determine that the employee can be returned to duty (before the close of the business day) the employee's supervisor will be contacted and he or she will arrange for the employee's transportation to the work site. The employee will then be responsible for his or own transportation home.

8. IMPAIRED EMPLOYEE UNABLE TO GO HOME ON OWN:

a. If medical personnel determine that the employee is unable to work or travel on his or her own by the close of business, the supervisor will contact the following:

(1) Next of kin, friend or neighbor, if available and willing.

(2) Commercial limousine or taxi service at the employee's expense.

b. If the employee refuses the above options and insists on driving, the Joint Base McGuire-Dix-Lakehurst Police will be immediately notified and will take necessary actions.

PATRICK J. SLOWEY
Colonel, IN
Commanding

DISTRIBUTION:
A