

DEPARTMENT OF  
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT  
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**Inter-Departmental Memorandum**

**May 16, 2013**

**TO:** All Defense, Veterans and Emergency Management Employees

**FROM:** Brigadier General James D. Campbell, Commissioner/Adjutant General

**SUBJECT:** DVEM Policy 13-07, Alcohol & Substance Abuse Policy

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1. This memorandum of policy is effective immediately and remains in effect until renewed or revoked.

2. References:

- a. DoD Directive 1010.10, Health Promotion and Disease/Injury Prevention
- b. AR 600-63, Army Health Promotion, Rapid Action Revision dated September 7, 2010
- c. AR 600-85, The Army Substance Abuse Program, dated December 28, 2012
- d. AFI 44-121, Alcohol and Drug Abuse Prevention and Treatment (ADAPT) Program, dated April 11, 2011
- e. Technician Personnel Regulation (TPR) 792, Alcoholism and Drug Abuse Program, dated February 8, 2011

3. Alcohol and substance abuse are serious and treatable concerns that impact the safety, welfare, and efficiency of our personnel. It is our responsibility as leaders and supervisors to ensure maximum results from department functions, unit training, and to provide for the maximum safety of our employees, members and equipment.

- a. Military members suspected of an alcohol abuse problem will be referred for alcohol abuse initial screening in accordance with AR 600-85, AFI 44-121 or AFI 36-3209, as applicable. Command-mandated referrals to the Psychological Health Program are also encouraged.

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b. Federal Technicians:

- i. Employees having alcohol and/or substance abuse problems will receive the same careful consideration and offers of assistance that are presently extended to employees having any other illness or health problems.
- ii. This agency is concerned about our employees' alcohol and/or substance abuse in the context of how it may affect their job performance, job conduct, or the efficiency of service.
- iii. No employees will have their job security or promotion opportunities jeopardized by their request for counseling or referral assistance, except as limited by Title II, Section 201(c)(2) of Public Law 92-255, relating to sensitive positions.
- iv. Conduct or performance issues that arise or occur as a result of alcohol and/or substance abuse will be dealt with as the conduct or performance requires.
- v. The confidential nature of employee medical records related to alcohol and/or substance abuse will be preserved IAW Section 333 of Public Law 91-616, as amended by Section 122 of Public Law 93-282, and implementing regulations as well as applicable service (Air Force or Army) regulations.
- vi. Employees who suspect they may have an alcohol or substance abuse problem, even in the early stages, are encouraged to voluntarily seek counseling and information on an entirely confidential basis by contacting the Employee Assistance Program (EAP) at 1-800-869-0276.

c. State Civilian employees will be referred to the applicable Employee Assistance Program provided by their employment status.

4. Use of alcohol and controlled substances (without valid prescription) while in an on-duty, paid work status is prohibited.

5. Alcohol and controlled substance use (without a valid prescription) is strictly prohibited in field training environments.

6. Military members, both AGR and traditional, who are convicted or enter a plea that is equivalent to a conviction, of crimes involving controlled substances or alcohol, such as operating under the influence (OUI), during their career, will be processed for separation from either or both the AGR program or the MENG. "Processed for separation" means the separation action will be initiated and routed through proper channels for decision by the separation

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authority. Such proceedings and the decision whether or not to separate will be accomplished in accordance with applicable regulations.

7. Alcoholic beverages will not be consumed in Department of Defense, Veterans and Emergency Management facilities without prior written permission from first Colonel (O-6) in the chain of command. Designated and licensed facilities (Combined Club) may apply for written permission.

8. The procedures for applying for permission are as follows. The requester shall submit a memorandum through the chain of command to the first Colonel (O-6) in the chain of command. The memorandum shall provide the following information:

- a. A description of the event including date, time, number of attendees, status of attendees (e.g. military, civilian, dependent, etc.);
- b. Precautions to ensure safety and minimize risk of drunk driving and other alcohol related incidents; and
- c. Precautions to prevent underage drinking.

9. Managers, supervisors and senior level commanders will review this policy, inform personnel of the basic policy, expectations, and actions to be initiated for noncompliance. Violations may be addressed through all available administrative and punitive measures.

10. Department of Defense, Veterans and Emergency Management will pursue all appropriate administrative, punitive and or criminal actions for violations of this policy.

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Brigadier General James D. Campbell  
Commissioner and The Adjutant General