



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON BAVARIA  
UNIT 28130  
APO AE 09114-8130

AUG 09 2016

IMBA-HRS

MEMORANDUM FOR All Civilian Personnel within the USAG Bavaria Footprint

SUBJECT: USAG Bavaria Policy Letter #16, Drug-Free Federal Workplace (DFW) and Employee Assistance Program (EAP) for U.S. Civilian Employees

1. Our civilian workforce is one of the greatest resources in the Army, and supporting this great resource is the duty of every leader. Leaders can support employees by diligently pursuing the principle that the workplace be free from illegal use, possession, or distribution of controlled substances by its workforce and remain safe, healthy, productive, and secure. As Garrison Commander, I fully support the DFW program and am committed to ensuring the safety and wellbeing of our civilian workforce.
2. Illegal drug use and alcohol abuse are inconsistent with the special trust placed in U.S. civilian federal employees. U.S. civilian employees are expected to hold high standards of performance, discipline, and readiness necessary to accomplish their mission within USAG Bavaria.
3. Executive Order 12564, dated 15 September 1986, established the goal of a DFW. The order made it a condition of employment for all federal employees to refrain from using illegal drugs on or off duty. Command support at all levels is essential for the successful implementation and execution of a DFW.
4. Effective support of a DFW includes identification of substance abuse through training and random drug testing of designated positions. Supervisors of employees in testing-designated positions will ensure that employees selected for random testing report within two hours of notification.
5. The EAP, in addition to education and training, provides solution-focused counseling for civilians.
6. Supervisors will ensure that all leaders and employees understand and comply with this policy. POC is the USAG Bavaria Alcohol and Drug Control Officer, DSN 475-6653/6641.

  
LANCE C. VARNEY  
COL, IN  
Commanding