

ADS Chapter 408 - ALCOHOL AND DRUG ABUSE ASSISTANCE PROGRAM

Table of Contents

| | | |
|----------------|--|----------|
| <u>408.1</u> | <u>Authority</u> | <u>2</u> |
| <u>408.2</u> | <u>Objective</u> | <u>2</u> |
| <u>408.3</u> | <u>Responsibility</u> | <u>2</u> |
| <u>408.4</u> | <u>Definitions</u> | <u>3</u> |
| <u>408.5</u> | <u>POLICY</u> | <u>4</u> |
| <u>408.5.1</u> | <u>DISCIPLINARY POLICIES AND PRACTICES</u> | <u>4</u> |
| <u>408.5.2</u> | <u>DISCLOSURE WITH PATIENT'S WRITTEN CONSENT</u> | <u>4</u> |
| <u>408.5.3</u> | <u>RECORDS AND REPORTS</u> | <u>4</u> |
| <u>408.6</u> | <u>Supplementary Reference</u> | <u>4</u> |

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408.1 Authority

1. P.L. 91-616, Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970; [42 USC 4561](#);
2. P.L. 92-255, Drug Abuse Office and Treatment Act of 1972; [21 USC 1180](#);
3. [5 USC 7352](#);
4. [5 CFR 792](#);
5. [3 FAM 1900, Appendix A](#) (Old 3 FAM 695, Alcoholism and Drug Abuse Program).

408.2 Objective

An alcoholism and drug abuse program has been established within the foreign affairs agencies State, USAID, and USIA. The objective is to educate personnel on alcoholism and drug abuse, to encourage employees with these problems to avail themselves of the counseling and assistance provided on a confidential basis by management and the medical staff, and to define policies and procedures for handling alcoholism and drug abuse cases. **[See Mandatory Reference [3 FAM 695.3-1](#)]**

At this time the old 3 FAM 695 version is still in force. It is found in 3 FAM 1900, as Appendix A. Cross-references in this chapter are made to old 3 FAM 695 where appropriate.

408.3 Responsibility

1. The employee: Must demonstrate that assistance has been sought either through private sources or through USAID/State resources.
2. The Career Development Branch in the Bureau for Management, Office of Human Resources, Personnel Office Division USAID (M/HR/POD/CD): in addition to career development counselors includes a full time social worker counselor available to all employees.
3. The Alcohol Awareness Program and the Employee Consultation Service, Department of State; provides counseling and assistance to employees and their families to assist in finding appropriate treatment for a person with an alcohol or drug problem.

4. The Management of State, USAID and USIA and all of their supervisory personnel have specific responsibilities under this program. **(See [3 FAM 695.3-3](#))**
5. Program Administrators responsibilities are located in 3 FAM 695.6-1.
6. Each designated chief of mission, after consultation with the USAID Mission Director and the USIA Public Affairs Officer, designates one or more Alcoholism or Drug Abuse Coordinators, or at larger posts, Alcoholism or Drug Abuse Boards.
7. The Program Coordinators or Boards responsibilities are located in 3 FAM 695.6-2.
8. The Office of Medical Services (DG/MED) responsibilities is located in 3 FAM 695.6-3.
9. USAID Supervisors responsibilities are located in 3 FAM 695.6-4.

408.4 Definitions (See [ADS Glossary](#) and the definitions for terms used in this chapter are located in 3 FAM 695 3-3.)

ALCOHOL OR DRUG COUNSELOR
ALCOHOLIC
ALCOHOLISM
CRITICAL-SENSITIVE POSITIONS
DELIVER OR SUPPLY
DRUG ABUSE
DRUG ABUSE PREVENTION FUNCTION
DRUG DEPENDENCY
DRUG EXPERIMENTER
DRUGS
GOVERNMENT PERSONNEL
MEDICAL PERSONNEL
*PATIENT [[see ADS Glossary Word | PDF | HTML](#)]
PHYSICAL DEPENDENCY
PROBLEM DRINKER
PSYCHOLOGICAL DEPENDENCY
RECORDS
*RECOVERED ALCOHOLIC [[see ADS Glossary](#)]

408.5 POLICY

The following are the official Agency policies and corresponding essential procedures: **See Mandatory Reference in [3 FAM 695.3](#).**

408.5.1 DISCIPLINARY POLICIES AND PRACTICES

The Agency shall adhere to the disciplinary policies and practices as stated in 3 FAM 695.7 (**See Mandatory Reference [3 FAM 695.7](#)**)

408.5.2 DISCLOSURE WITH PATIENT'S WRITTEN CONSENT

The Agency shall adhere to the Disclosure with Patient's Written Consent policies and procedures as stated in 3 FAM 695.8. (**See Mandatory Reference [3 FAM 695.8](#)**)

408.5.3 RECORDS AND REPORTS

The Agency shall adhere to the records and reports policies and procedures as stated in 3 FAM 695.9. (**See Mandatory Reference [3 FAM 695.9](#)**)

408.6 Supplementary Reference - N/A