



IDAHO NATIONAL GUARD
JOINT FORCE HEADQUARTERS
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NGID-HRO

24 January 2026

MEMORANDUM FOR Idaho National Guard Federal Employee Managers and Supervisors

SUBJECT: HR Policy Letter 007; Supervisor-Referred Employee Substance Abuse Policy Program

1. References:

a. CNGBI 1400.25 vol 630, 23 April 2021, *National Guard Technician and Civilian Personnel Absence and Leave Program*

b. CNGBI 1400.25 vol 752, 8 November 2021, *National Guard Technician and Civilian Personnel Discipline and Adverse Action Program*

c. Idaho HR Policy Letter 022, 4 February 2025, *Adverse and Non-Disciplinary Actions Procedure Policy*

2. This policy standardizes the process by which Idaho National Guard (IDNG) Supervisors handle Civilian and Technician Workforce members who are under the influence of alcohol and/or any other substances that may impair the member's ability to perform his or her position, regardless of the member's job duties, in the workplace. This policy restates our focus on a drug free workplace, zero tolerance for alcohol and/or controlled substances in the workplace, member care, incident documentation, member referral to treatment and counseling, and the potential for disciplinary action under reference b.

3. Consuming alcohol and/or being impaired during duty hours is prohibited. Whether impairment occurs in a legal or illegal manner, any substance use that impairs a member's ability to perform his or her job, threatens the well-being of others, and/or jeopardizes the health and safety of the workplace, is prohibited. An intoxicated or impaired member places co-workers and government property at risk of injury or damage. Moreover, an intoxicated or impaired member cannot be reasonably expected to successfully perform job duties. Accordingly, Supervisors are responsible for the safety and efficiency of the workplace and workforce. Though all members have a responsibility to ensure a safe workplace and workforce.

4. General policy. IDNG Supervisors cannot authorize or permit members to perform work while intoxicated and/or impaired in the workplace. Supervisors must be proactive in addressing members who appear intoxicated and/or impaired in the workplace to ensure the safety and efficiency of the workplace and workforce.

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a. **Event Response.** Supervisors must respond when a member appears intoxicated and/or impaired by alcohol or other substances. The outward signs of alcohol intoxication or impairment include, but are not limited to, slurred speech; swaying, staggering or stumbling; an inability to sit straight; bloodshot or glassy eyes; an argumentative demeanor; loud, noisy or boisterous speech or tumultuous conduct; lack of focus and eye contact; unsteady gait; disheveled appearance; the smell of alcohol; and/or a pause or inability to respond to questions. If a Supervisor believes that a member is intoxicated and/or impaired to any degree, then the Supervisor must immediately ensure that the member discontinues working. The Supervisor must then document the incident and do so in consultation with HRO's Labor Relations Specialist (LRS) and/or attorney advisor. If assistance is required due to any potential threat posed by the member, to the person or property, then the Supervisor must contact security forces. The Supervisor may also contact local law enforcement. Questions regarding conduct requiring a report to law enforcement can be directed to the attorney advisor.

b. **Documentation.** The Supervisor will counsel the member, in writing, using the ING Technician Counseling Form (IDNG HR Form 005) found in Annex A. The Supervisor will use this template to capture the specifics of the situation and create a record for future reference. The template will outline the member's points of contact (POCs) for the Employee Assistance Program (EAP). Moreover, the Supervisor will use the Witness Template in Annex B (IDNG HR Form 007), to identify by names of individuals in the workplace who witnessed the incident. They will describe the incident, including any outward display of inebriation and/or impairment. The LRS and/or attorney advisor will assist the Supervisor in documentation. The IDNG will give members an opportunity to voluntarily seek help.

c. **Safety Protocol for Impaired Members.** An impaired member's presence in the workplace poses an immediate threat to government property, their own safety, and the safety of coworkers. Supervisors must take the following actions to ensure the safety of all parties and maintain compliance with organizational policies:

1. **Immediate Removal from Work.** The supervisor must not allow the impaired member to begin work or continue working.

2. **Transportation Arrangements.** The supervisor should discourage the member from driving their Personally Owned Vehicle (POV) to leave the work area. Efforts should be made to arrange for an escort to safely transport the member to their home.

3. **Escalation if Necessary.** If the member insists on driving their POV, the supervisor must contact security forces and/or local law enforcement to address the situation and prevent potential harm.

4. **Administrative Action.** The member will be sent home in an unpaid status and coded as 'LF' in ATAAPS.

d. **Disciplinary Action.** The Supervisor may initiate disciplinary action to correct the misbehavior as deemed appropriate by the Supervisor, in consultation with LRS and/or

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attorney advisor, with reliance upon applicable state or federal authority depending upon the member's status in accordance with reference c. The use of the Employee Assistance Program will not necessarily stop management from carrying out an adverse action.

e. Repeated Offenses. The Supervisor will conduct a second written counseling if other instances of workplace intoxication and/or impairment occur. Additionally, the Supervisor may initiate disciplinary action.

f. The Abeyance Agreement. The Abeyance Agreement (AA) or "Last Chance Agreement" is a key document for both the Supervisor and the member. The AA is a contract between the Agency and the member, usually arising after the Agency has initiated an adverse action against the member. The Agency may offer this agreement, or the member may request it, but the Agency is not required to approve a member's request to participate in this option. The Agreement allows the member to enter a qualified substance abuse treatment program, during which period the Agency suspends the adverse action, with the mutual expectation that the member will successfully complete the treatment program and return to the workplace. If the member fails to abide by the AA during the required period, then the Agency may consider the AA violated and immediately impose the suspended punishment.

g. Psychological Health. The Agency will request that the Director of Psychological Health (DPH) conduct an initial evaluation of the member and refer the member to an appropriate rehabilitation program. If the member is already in a rehabilitation program, the Agency will require the member to meet with the DPH to discuss current treatment. To participate in the Abeyance program, the member will issue an authorization to the DPH for the release of medical documents and to consult with the treatment provider. The DPH will periodically contact the provider to discuss the member's well-being and progress. The role of the DPH is critical in the process of ensuring that the Agreement is satisfied.

5. Other Help. Many programs help members in distress. The Employee Assistance Program (EAP) provides short-term care and specific types of assistance. Other services include Military OneSource, the Department of Veterans Affairs, the Vet Center, and local counselors and other providers. Members seeking the assistance of private providers should ensure that his/her insurance covers these services. Where the member is already seeing a provider, the IDNG will not disrupt or modify that relationship. A member is entitled to use administrative leave for their time required for participating in initial counseling and assessment in the EAP in accordance with reference a. If the member is referred to treatment or assistance, the member must be in an appropriate leave status.

6. HRO.

a. The Human Resources Specialist (HRS) in the Human Resource Office (HRO) will maintain all information relevant to the EAP. All EAP assistance information is confidential.

b. The Labor Relations Specialist in the HRO maintains all files regarding the documented incident in the workplace. These files will be safeguarded under confidentiality

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rules, while allowing only those in the Supervisory chain or those with a valid need to know have access to the files.

7. The IDNG seeks to provide a safe, productive and efficient workplace. To achieve our goals, IDNG leaders, Supervisors, and members of the Federal Technician Workforce must be aware of the warning signs, indicators, causes and overall effects of alcohol and/or drug use. HRO will be available to provide instruction and information to educate Supervisors on addressing substance use and referring members to appropriate assistance. If the member is a dual status Guardsman, they should be directed to the J9 for support with their individual needs. If the member is a Title 5, non-dual status member, they should contact their HR Benefits person for information on the Employee Assistance Program. Supervisors have the authority to use appropriate counseling and disciplinary tools to address the matter. This policy, along with appropriate Supervisor actions and member cooperation, should decrease substance abuse-related issues in the workplace.

8. This Policy supersedes HR Policy Letter 09-005.

9. POC – Supervisory Human Resource Specialist, (208) 272-3341.

FOR THE COMMANDER:

2 Encls

1. ID HRO Form 007 Annex A
2. ID HRO Form 007 Annex B

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