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# ADS Chapter 408

## Alcohol and Drug Abuse Assistance Program

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ADS Chapter 408 – Alcohol and Drug Abuse Assistance Program  
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## ADS Chapter 408 – Alcohol and Drug Abuse Assistance Program

### 408.1 OVERVIEW

Effective Date: 09/09/2003

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 [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.

### 408.2 PRIMARY RESPONSIBILITIES

Effective Date: 09/09/2003

- a. **The employee** must demonstrate that assistance has been sought either through private sources or through USAID/State resources.
- b. **The Career Development Branch in the Office of Human Capital and Talent Management, Personnel Office Division USAID (HCTM/POD/CD) in addition to career development counselors** includes a full time social worker counselor available to all employees.
- c. **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.
- d. **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](#))
- e. **Program Administrators** responsibilities are located in 3 FAM 695.6-1.
- f. **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.
- g. **The Program Coordinators or Boards** responsibilities are located in 3 FAM 695.6-2.
- h. **The Office of Medical Services (DG/MED)** responsibilities are located in 3 FAM 695.6-3.

i. **USAID Supervisors** responsibilities are located in 3 FAM 695.6-4.

**408.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES**

Effective Date: 09/09/2003

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

**408.3.1 Disciplinary Policies and Practices**

Effective Date: 09/09/2003

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

**408.3.2 Disclosure with Patient's Written Consent**

Effective Date: 09/09/2003

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

**408.3.3 Records and Reports**

Effective Date: 09/09/2003

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

**408.4 MANDATORY REFERENCES**

**408.4.1 External Mandatory References**

Effective Date: 09/09/2003

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

#### **408.4.2 Internal Mandatory References**

Effective Date: 09/09/2003

There are no Internal Mandatory References for this chapter.

#### **408.5 ADDITIONAL HELP**

Effective Date: 09/09/2003

There are no Additional Help documents for this chapter.

#### **408.6 DEFINITIONS**

Effective Date: 09/09/2003

The terms and definitions listed below have been incorporated into the ADS Glossary. See the [ADS Glossary](#) for all ADS terms and definitions.

##### **alcohol or drug counselor**

Definition is in 3 FAM 695 3-3. (Chapter 408)

##### **alcoholic**

Definition is in 3 FAM 695 3-3. (Chapter 408)

##### **alcoholism**

Definition is in 3 FAM 695 3-3. (Chapter 408)

##### **critical-sensitive positions**

See 3 FAM 695 3-3. (Chapter 408)

##### **deliver or supply**

Any service customarily performed in a commercial export transaction which is necessary to effect a physical transfer of commodities to the cooperating country. Examples of such services are export packing, local drayage in the source country. (Chapters [314](#), 408)

##### **drug abuse**

Definition is located in 3 FAM 695 3-3. (Chapter 408)

##### **drug abuse prevention function**

Definition is located in 3 FAM 695 3-3. (Chapter 408)

##### **drug dependency**

Definition is located in 3 FAM 695 3-3. (Chapter 408)

##### **drug experimenter**

Definition is located in 3 FAM 695 3-3. (Chapter 408)

##### **drugs**

*Text highlighted in yellow indicates that the adjacent material is new or substantively revised.*

Definition is located in 3 FAM 695 3-3. (Chapter 408)

**government personnel**

Civilian employees, foreign national employees, temporary employees, term employees, non-appropriated fund employees, and uniformed services personnel employed by an agency to perform activities. ([Chapter 104](#), 408)

**medical personnel**

Definition is located in 3 FAM 695 3-3. (Chapter 408)

**patient**

A person who is interviewed, examined, diagnosed, treated, or rehabilitated in connection with any alcohol or drug abuse prevention function. (Chapter 408)

**Physical Dependency**

Definition is located in 3 FAM 695 3-3. (Chapter 408)

**problem drinker**

Definition is located in 3 FAM 695 3-3. (Chapter 408)

**Psychological Dependency**

Definition is located in 3 FAM 695 3-3. (Chapter 408)

**records**

All books, papers, maps, photographs, machine readable materials, electronic documents (e.g., emails) or other documentary materials, regardless of physical form or characteristics that are made or received in connection with the transaction of the Agency's business. ([Chapter 158](#), [408](#), [502](#))

**recovered alcoholic**

A person who has undergone treatment for the disease of alcoholism and who has demonstrated a reasonable period of abstinence. (Chapter 408)

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