	<h1>BPA MANUAL</h1>	Page: 400/792A-1
	<h2>Chapter 400/792A: Use of Alcoholic Beverages, Narcotics, or Illegal Drug Substances on BPA Property or when in a Duty Status</h2>	Date: 12/14/01
Part: Personnel		

400/792A.1 PURPOSE This chapter establishes a policy regarding the use and possession of alcoholic beverages, narcotics, and illegal drug substances on BPA property or when in a duty status.

400/792A.2 POLICY The possession and/or use of alcoholic beverages, narcotics, or illegal drug substances on BPA property or when in a duty status is prohibited. Entering on the property while under the influence of alcohol, narcotics, or illegal drug substances is prohibited. Operating a government vehicle at any time or operating any motor vehicle while on the property or in a duty status, while under the influence of alcoholic beverages, narcotics, or illegal drug substances, is prohibited. These prohibitions do not apply in cases where the drug is being used as prescribed for a patient by a licensed physician. However, all rules and regulations concerning operation of BPA vehicles, equipment, aircraft, etc., while using prescribed drugs must be followed. Violation of this policy may result in disciplinary action, up to and including removal.

(Note: While not prohibited under this policy, the use of such substances while off-duty may also lead to disciplinary or other adverse action, depending on the circumstances, e.g., loss of a motor vehicle license by an employee whose job/position requires him or her to have such a license; other off-duty conduct that interferes with the efficiency of the service.)

400/792A.3 RESPONSIBILITIES AND AUTHORITIES

A. The Senior Vice President, Employee and Business Resources (in coordination with the Chief Operating Officer) issues policies related to employee conduct, safety and security, and is designated as the senior management official in charge of the occupational safety and health program

B. Supervisors and managers are responsible for ensuring this policy is followed, and for taking corrective action if the policy is violated.


C. Manager, Personnel Services is responsible for providing advice and assistance to managers with respect to appropriate corrective action.

400/792A.4 REFERENCES

A. Title 41, Code of Federal Regulations, 101-20.307, Alcoholic beverages and narcotics (on GSA property).

B. BPA Manual Chapter 400/792C, Drug-Free Workplace

C. Personnel Letter No. 610-5, Hours of Duty

	<h1>BPA MANUAL</h1>	Page: 400/792A-2
	<h2>Chapter 400/792A: Use of Alcoholic Beverages, Narcotics, or Illegal Drug Substances on BPA Property or when in a Duty Status</h2> <p>Part: Personnel</p>	Date: 12/14/01

D. Personnel Letter No. 793-1, Alcohol Testing Implementation Plan

E. The General Services Policy and Procedures Manual Chapter 1023, Conference Room Scheduling and Use