

# TECHNICIAN PERSONNEL SUPPLEMENT

792-2  
DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
NATIONAL GUARD BUREAU  
Washington, D.C., 5 September 1978

## TECHNICIAN PERSONNEL SUPPLEMENT 792-2

Technician Personnel Supplement 792-2 sets forth the National Guard Bureau's Technician Assistance Program (TAP) for providing counseling, referral services, and other assistance to all National Guard technicians employed under 32 U.S.C. 709, to aid them in solving personal problems having an impact on job performance.

1. The following supplements to FPM Supplement 792-2 are inclosed.
  - a. S-1
  - b. S-2
  - c. S-6
  - d. S-7
2. This transmittal sheet should be filed with FPM Supplement 792-2.

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By Order of the Secretaries of the Army and the Air Force

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SUBCHAPTER S1. AUTHORITY AND POLICY

S1-2. FEDERAL POLICY

c. Public Laws 91-616 and 92-255 provide for the establishment of treatment and rehabilitation programs and services for the prevention of alcoholism, alcohol abuse, and drug abuse among Federal employees (technicians). Technician Personnel Supplement 792-2 sets forth the National Guard Bureau's Technician Assistance Program (TAP) for providing counseling, referral services, and other assistance to all National Guard technicians employed under 32 U.S.C. 709, to aid them in solving personal problems having an impact on job performance. Although particular emphasis will be given to those technicians with health problems related to drug abuse and alcohol abuse that may affect a technician's work performance, nothing in this regulation shall prohibit a technician from receiving assistance under this program for other personal problems, such as financial difficulties, legal, family or other problems, that may affect job performance.

S1-5 (ADDED) POLICY OF THE NATIONAL GUARD BUREAU

a. The National Guard Bureau is concerned with the accomplishment of the National Guard's objectives and the need to maintain technician morale and productivity. The National Guard Bureau is concerned with a technician's personal behavior only if their actions interfere with the efficient and safe performance of assigned duties, reduce the dependability of the technician, reflect discredit on the National Guard, or adversely affect other technicians.

b. The National Guard Bureau recognizes that alcoholism and drug abuse are preventable and treatable illnesses. Technicians having such illnesses will receive the same consideration and assistance that is presently extended to technicians having other illnesses. The National Guard Bureau does not condone illegal drug activity. When there is good reason to believe criminal conduct is directed towards or potentially harmful to the person or property of others, management's first obligation is to those persons or properties, and then to the

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technician(s) involved. Technicians having a drug abuse or alcoholism problem will be dealt with by use of nondisciplinary procedures. However, if a technician's performance or conduct continues to be unacceptable, and if the technician refuses to accept assistance or seek counseling through this program, appropriate corrective action, which may include disciplinary action, will be taken as warranted solely on the basis of unsatisfactory job performance.

c. No technician will have his or her job security or promotional opportunities jeopardized by requesting counseling or referral assistance except as limited by Title II, Section 201(c)(2) Public Law 91-616, Section 413(c)(2), Public Law 92-255 and AR 600-300 or AFR 40-202 as they relate to sensitive positions. Medical counseling records will be preserved in the same manner as all other medical records.

d. Any technician designated to perform an alcohol or drug abuse function (as defined in Section 2.11(k) of the confidentially provisions of the Department of Health, Education and Welfare Regulations published in Volume 40, Number 127 of the Federal Register dated 1 July 1975) must become thoroughly familiar with the statutory and regulatory confidentiality provisions contained therein and the penalties for violating them.

e. If a technician who is a counselor in another program, such as Equal Opportunity or Selective Placement, is advised by another technician of his/her alcohol or drug problem, that counselor should:

(1) immediately refer that technician to the Technician Assistance Program Coordinator (TAPC) for counseling and/or referral regarding his/her alcohol or drug problem,

(2) adhere to the confidentially requirements, which include protection of even the technician's identity, and

(3) release alcohol or drug-related information on the technician only upon his/her written permission and only in accordance with the provisions of law and regulations.

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f. Sick leave will be granted for the purpose of treatment or rehabilitation. Technicians who suspect they may have an alcoholism or drug abuse problem, even in the early stages, are encouraged to seek counseling and information on an entirely confidential basis by contacting the State TAP Coordinator.

e. Each State, Puerto Rico, the Virgin Islands, and the District of Columbia are required to establish a Technician Assistance Program using the guidelines outlined in this Supplement and FPM 792-2 dated April 1976.



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SUBCHAPTER S2. PROGRAM RESPONSIBILITIES

S2-1. ROLE OF THE PERSONNEL OFFICE

Appointment of the Technician Assistance Program Coordinator (TAPC). The technician who occupies either position No. R7705000 (Army) or F7383000 (Air) is responsible for administering the Technician Assistance Program (TAP). If a State is not authorized either of these positions, the appointment of a TAPC will be made on a collateral duty assignment basis (preferably from within the TPO) by the State Adjutant General.

S2-2. ROLE OF THE SUPERVISOR

c (ADDED). Training of supervisors. The State TAPC is responsible for developing and presenting sessions to all first line supervisors in the area of alcoholism and drug abuse in accordance with TPM 410.

S2-3. ROLE OF THE MEDICAL DEPARTMENT

d (ADDED). State responsibility. Where no local medical capability exists, the TAPC should seek the services of a community resource to provide the necessary medical treatment.

S2-4 (ADDED). ROLE OF THE TECHNICIAN ASSISTANCE PROGRAM COORDINATOR

The TAPC will be allotted sufficient official time to implement and oversee the TAP. The TAPC will:

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(1) Arrange for and/or provide educational materials that can be used to prevent or discourage alcohol or drug abuse within the technician workforce and, in conjunction with the Technician Personnel Office, provide information regarding the program during orientation of newly employed technicians to insure that all technicians are aware of services available.

(2) Arrange for and/or conduct training of managers and supervisors to insure that they understand the program, the procedures for dealing with technicians with an alcohol or drug problem, financial difficulties, legal, family or other personal problems, and the benefits derived upon successful rehabilitation of a technician with such problems.

(3) Establish liaison with community education, counseling, treatment, and rehabilitation facilities.

(4) Providing or maintaining a capability for counseling. The TAPC should establish liaison with a community resource that offers counseling. FPM Btn. 792-18 contains a list of specific organizations, associations, and programs that can assist the TAPC in the establishment of an effective referral system.

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SUBCHAPTER S6. ADMINISTRATIVE CONSIDERATIONS

S6-1. RECORDS AND REPORTS

a. Maintenance of records. (1) Supervisory documentation of technician job performance and actions taken to motivate correction of deficiencies will be filed in the supervisor's work folder. Supervisor's notes are not subject to the requirements of confidentiality regulations (appendix A, FPM Ltr. No. 792-8 dated 25 August 1977) since supervisors as such are not performing an alcohol or drug abuse prevention function. If a supervisor refers a technician to the TAPC for counseling, and/or referral, the supervisor is not entitled to feedback on the technician's performance/progress unless the TAPC obtains written consent from the technician.

(2) Documentation of referrals for counseling will not be made in the supervisor's work folder nor maintained in the official personnel folders. Records on technicians who have been referred for counseling will be maintained in a secure room, a locked file cabinet, safe, or other similar container when not in use.

b. Fitness-for-duty and preemployment examinations. National Guard technicians in the excepted service must meet the military medical qualification for membership in the Army or the Air National Guard as appropriate.

c. Statistical reports. Reporting requirements will be established in an annual CSC Bulletin. NGB-TNL-M will notify States when subject reports are due.

S6-5. EMPLOYMENT CONSIDERATIONS

c (ADDED). Excepted positions. When applicants who have a history of alcoholism or drug abuse are being considered for an excepted technician position, the State Adjutant General will make a determination on the basis of whether or not the applicant is a good risk.



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SUBCHAPTER S7. INTERNAL PROGRAM EVALUATION

S7-1. PROGRAM EFFECTIVENESS

Each State TAP Coordinator has the overall responsibility for evaluating the State Technician Assistance Program. Appendix B, FPM Supplement 792-2 may be used as guidance for evaluating these programs. Evaluation of the State TAP will be included in future evaluations performed by NGB-TNF.

