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NASA Procedural Requirements

COMPLIANCE IS MANDATORY

NPR 3792.1B

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Request Notification of Change (NASA Only)

Subject: Plan for a Drug-Free Workplace (REVALIDATED w/Change 1 12/06/06)

Responsible Office: Office of Human Capital Management

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Chapter 6. Rehabilitation

6.1 EAP

6.1.1 Center EAPs

6.1.1.1 Assist supervisors who have employees with performance and/or conduct problems and make referrals to treatment and rehabilitative facilities.

6.1.1.2 Provide counseling and assistance to employees who refer themselves for treatment or who have been found to be illegal drug users and monitor their progress through treatment/rehabilitation.

6.1.1.3 In cooperation with the DPC and the Center's Human Resources Office, make available to all NASA employees, education and training on the types and effects of drugs, the symptoms of drug use, and the impact of drugs on performance and conduct, the relationship of the EAP with the NASA Drug-Free Workplace Program, and related treatment, rehabilitative, and confidentiality issues.

6.1.2 The EAP shall be administered separately from the NASA Drug-Free Workplace Program. For those duties and responsibilities belonging to the DPC, refer to Chapter 2, paragraph 2.5.

6.2 Referral and Availability

6.2.1 The EAP shall provide counseling and rehabilitative services for all referrals, as well as education and training for all employees regarding the use of illegal drugs. Any employee found to use illegal drugs shall be referred to the EAP; however, the EAP shall be available to all employees without regard to a finding of illegal drug use. When feasible, the EAP is also available to NASA employees whose family members have drug problems.

6.2.2 In the event that the employee is not satisfied with the program of treatment or rehabilitation, the employee may seek a review of the EAP Coordinator's referral by notifying the EAP Administrator prior to completion of the program. The EAP

Administrator's decision shall be final and shall not be subject to further administrative review. Regardless of the treatment program chosen, the employee shall be responsible for the cost and successful completion of the treatment. An employee's assertions that the counselor failed to consider one or more of the factors in Chapter 2, paragraph 2.7.1.f. in making a referral shall constitute neither an excuse for continuing to use illegal drugs nor a defense against disciplinary action if the employee does not complete treatment.

6.3 Leave Allowance

6.3.1 During the assessment/referral phase of rehabilitation, an employee shall be allowed up to one hour (or more as necessitated by travel time) of excused absence for each counseling session up to a maximum to be determined by the supervisor according to workload requirements and leave-usage laws, regulations, and NASA policy.

6.3.2 Absences during duty hours for rehabilitation/treatment after the assessment/referral phase must be charged to the appropriate leave category (annual, sick, or leave without pay (LWOP)) in accordance with applicable laws and leave regulations.

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