

SUPERVISOR'S CHECKLIST: ALCOHOL/DRUG IMPAIRED

WHEN AN EMPLOYEE SHOWS SIGNS OF BEING IMPAIRED:

- OBSERVE EMPLOYEE AND FILL OUT BACK OF THIS CARD
- HAVE ANOTHER SUPERVISOR OBSERVE EMPLOYEE AND FILL OUT ANOTHER CARD

IF YOU DETERMINE EMPLOYEE IS NOT READY, WILLING AND/OR ABLE TO WORK:

- ARRANGE TO SEND EMPLOYEE HOME (AF FORM 971, EMERGENCY NUMBER, COMMERCIAL TAXICAB, ETC.)
- ADVISE EMPLOYEE NOT TO DRIVE
- PLACE EMPLOYEE IN AN ABSENT WITHOUT LEAVE (AWOL) STATUS

IF EMPLOYEE BECOMES UNRULY OR ATTEMPTS TO DRIVE:

- NOTIFY SECURITY POLICE - 76516
- IF EMERGENCY SITUATION - 911
- HAVE LOCATION, DESCRIPTION OF EMPLOYEE AND VEHICLE AVAILABLE

FOR ASSISTANCE AND FOLLOW-UP:

- CALL YOUR EMPLOYEE RELATIONS SPECIALIST IN THE CIVILIAN PERSONNEL FLIGHT - 72411
- AFTER DISCUSSION WITH EMPLOYEE RELATIONS SPECIALIST, DETERMINE APPROPRIATE COURSE OF FOLLOW-UP ACTION (e.g., DISCIPLINARY ACTION, REFERRAL TO EMPLOYEE ASSISTANCE PROGRAM, SECURITY CLEARANCE CONCERNS, ETC.)

OBSERVATION CHECKLIST

EMPLOYEE'S

NAME:

DATE

&

TIME:

LOCATION OF OBSERVATION: _____

EMERGENCY CONTACT & PHONE NUMBER: _____

ODOR OF ALCOHOL STRONG MODERATE FAINT NONE
 OTHER (Describe) _____

UNUSUAL ACTION FIGHTING CRYING HICCUPING NONE
 BELCHING/VOMITING OTHER (Describe) _____

SPEECH MUMBLED STUTTERED SLURRED CONFUSED
 INCOHERENT OTHER (Describe) _____

BALANCE FALLING WOBBLING SWAYING REQUIRING SUPPORT
 OTHER (Describe) _____

WALKING FALLING STUMBLING SWAYING STAGGERING
 OTHER (Describe) _____

ATTITUDE ARGUMENTATIVE COMBATIVE
 INSULTING UNCOOPERATIVE
 OTHER (Describe) _____

PHYSICAL APPEARANCE FLUSHED/SWOLLEN FACE RED/WATERY EYES
 RUNNY NOSE FREQUENT USE OF BREATH PURIFIERS
 HAND TREMORS, INCREASED NERVOUSNESS OTHER (Describe) _____

INAPPROPRIATE ACTIONS PERFORMANCE JUDGEMENT
 MOOD SWINGS OTHER (Describe) _____

COMMENTS/ADDITIONAL INFORMATION: _____

SIGNATURE OF OBSERVER