

Alcohol and Drug Awareness for MCCS Employees



MCCS Camp Lejeune, NC

Alcohol and Drug Awareness for Leaders

Purpose, Process, and Benefit

This Training is meant for MCCS Employees and should take 30 minutes to complete.

The **purpose** is:

- to learn about drugs and alcohol and to recognize possible signs and symptoms if they are present in your workplace.

The **process** is to review:

- Information about drugs and alcohol
- Types of testing required by MCCS
- Signs and symptoms of drug and alcohol abuse
- Employee's responsibilities

The **benefit** is to keep all employees safe at work.

Alcohol and Drug Awareness Required Drug Tests

The goal of the Drug-Free Workplace Program (DFWP) is the deterrence of illegal drug use through a program of six types of drug tests.

Tests	Description
Pre-employment	Will be required of all individuals tentatively selected for a Test Designated Position (TDP).
Random	Under the authority of MCCA policy, an employee on a TDP will be entered into a random testing pool and will be tested if their name is drawn. Employees on a TDP receive a "30-day notice letter" notifying them that their position is subject to random testing. The Drug Program Coordinator maintains a list of employees on a TDP.
Reasonable Suspicion	This test may be conducted when an employee's appearance, behavior, or speech indicates a possible drug abuse problem that makes the employee unable to perform his or her job safely. Approval for the testing must be received from at least one level above the supervisor or manager requesting the test.

Accident and unsafe practice Authorized test of any employee involved in an on-the-job accident or unsafe, on-duty, job-related activity when:

1. The accident or unsafe practice results in a death or personal injury requiring hospitalization.
2. The accident or unsafe practice results in damage to the government or private property in excess of \$10,000.

Approval for the testing must be received from at least one level above the supervisor or manager requesting the test.

Return-to-duty and follow-up Return-to-duty and follow-up means that any employee who is allowed to return to work following substance abuse treatment, must be tested immediately before returning to the job and will have follow-up testing for a period of at least 1 year.

Voluntary Employees that are not in a TDP may request to be included in the random testing group.

What happens if the laboratory test is "positive"?

A "positive" test result does not automatically identify an employee or applicant as an illegal drug user.

The Medical Review Officer (MRO) will assess whether a "positive" urine test may have resulted from a legitimate medical treatment or from some error in the chain of custody or laboratory analysis.

Use of someone else's prescription is illegal and will be considered a "positive" test result.

Only after the MRO has determined that the results show an illegal drug use will the Drug Program Coordinator (DPC) be notified of the positive results.

What happens after an employee has been found using illegal drugs?

Employees that have tested positive or failed or refused test will be:

- Taken out of the sensitive position;
- Referred to the Civilian Employee Assistance Program (CEAP);
- Disciplined - disciplinary actions may range from suspension to termination.

Safe Harbor

"Safe Harbor" insulates the employee from discipline for admitting acts of using illegal drugs when the agency is unaware of such use. Under "Safe Harbor," the Marine Corps will not initiate disciplinary action against an employee who meets the following three conditions:

- voluntarily identifies him/herself as a user of illegal drugs prior to being identified through any other means;
- obtains counseling and rehabilitation through the CEAP; and
- thereafter, refrains from using illegal drugs.

NOTE: An employee who admits to illegal drug use after being notified that he/she is scheduled for a drug test or just after a sample is collected, or who is found to use illegal drugs on the basis of other appropriate evidence, e.g., evidence obtained from a criminal conviction, is not eligible for "Safe Harbor."

The key to the effectiveness of "Safe Harbor" is that an employee must be willing to admit to having a problem and be willing to seek help to solve the problem.

Delicate Balance

There is a delicate balance between personal and professional life when it comes to drugs and alcohol.

There is a fine line for a substance abuser because some drugs may be used only in personal life and yet still affect a person's professional career.

We will examine this more closely as we move through this program.

Test your Knowledge - One

Please read and answer the following. .

1. Could someone who drinks only one drink per day be an alcoholic?

A) Yes 

B) No

2. Could someone who does a few lines of coke at a party on the weekends be a drug addict?


A) Yes 

B) No

3. What is your definition of an alcoholic or drug addict?

A) Is a person who is dependent on drugs or alcohol

B) Has to have a drink or use drugs

C) All the above 

Who's in Control?

What is your definition of an alcoholic or drug addict?

Some of the things we think of include:

- The inability to stop
- Only interested in the drug
- Has to have the drink or drug
- High tolerance

An important thing to think about is the issue of control. Does the person have control over the alcohol or does the alcohol control the person?

There are different stages that someone may go through regarding dependence. For example, with regard to alcohol, you might go to a bar after work with some co-workers and have a beer or two before going home. If you stop after the two you intended to have and go home, you are probably a social user.

If you stretch the two out to four or six because you are unable to stop at two, you are probably tending towards abuse. If you go to get loaded with no thought of stopping (in fact that's all you are thinking about all day at work) then you might be dependent on the drink.

Some warning signs of dependence include:

- Greater tolerance – can keep drinking more with same effect
- Blackouts – go to a party, drive home but have no memory of what happened
- Personality changes – moodiness, irritability, unpredictability
- Denial – does not believe he/she is addicted
- Unexcused absences
- Reduced productivity

Source: National Institute on Alcohol Abuse and Alcoholism,
National Institute of Health Publication No. 07-3769
(www.niaaa.nih.gov/guide)

The Disease Process

Chemical Dependency is a disease.¹

This is due in part to the fact that chemical abuse follows certain stages.

- The **Primary Stage** is when someone begins to abuse and might suffer periods of blackouts.
- The **Progressive Stage** is when someone might hide his or her drinking/using from others (e.g., refusing a drink in a social situation but drink a fifth of whiskey alone by themselves).
- The **Chronic Stage** is when nothing is as important as the drug including work or family
- The **Fatal Stage** is when medical problems develop such as cirrhosis of the liver, heart disease, and different types of accidents due to driving while intoxicated or under the influence.

¹ Morse, R. M.; Flavin, D. K. (August 1992). "The definition of alcoholism. The Joint Committee of the National Council on Alcoholism and Drug Dependence and the American Society of Addiction Medicine to Study the Definition and Criteria for the Diagnosis of Alcoholism". *Journal of the American Medical Association* 268 (8): 1012-1014.

Drug Testing (Drugs included in routine testing)

Your organization may use the following six-panel drug test:

- **Marijuana** – Mary Jane, pot, reefer, weed, grass, etc.
- **Cocaine** – Coke, crack, snow, etc.
- **Opiates** – Codeine, heroin, and morphine, horse, smack, H, opium, codeine, oxycotin, etc.
- **Amphetamines** – Speed, meth, ICE, pap pills, bennies, uppers, etc.
- **Phencyclidine (PCP)** – angel dust, etc.
- **Ecstasy** – Adam, decadence, cloud 9

Drug Testing (Drugs not included in routine testing)

These drugs are not usually tested for, but may be tested in special circumstances. Some of these drugs, like ecstasy are produced synthetically in a lab and it is not always possible to determine what chemicals are used to produce them.

However, often times designer drugs are laced with PCP, heroin or stimulants. Because these drugs are tested, even if someone uses something like ecstasy it may show up on a drug screen.



- **Hallucinogens** - LSD, mescaline, MDA, MDE, STP, DMT, etc.
- **Depressants** - barbiturates, ludes, tranquilizers, downers, etc.
- **Inhalants** - glue, solvents, nitrous oxide, correction fluid, etc.

Additional Prohibited Substances

There are a number of **legally** obtainable substances that have psychotropic effects similar to the effects of marijuana, LSD, and other psychoactive substances.

The possession, sale, use, or distribution of these substances is **prohibited** for Marine Corps Community Services employees.

For the most up to date listing of these prohibited substances, please refer to [U.S. Marine Corps Forces Command Order 5355.1](#).

Per U.S. Marine Corps Forces Command Order 5355.1 Ch1, this order applies to Civilian employees and violations may result in disciplinary or adverse action.

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Signs and Symptoms of Prohibited Drugs

These are some of the signs and symptoms for drugs within the five-panel test.

Drug Symptoms

- **Amphetamines...** *Dry mouth and lips, Sweating, Shakiness, Edginess, Paranoia, Impaired motor coordination*
- **Cocaine...** *Dilated pupils, Runny nose, Bursts of energy, Restlessness, Irritability, No sleeping / eating, Paranoia*
- **Marijuana **** *Rapid loud talking, Mellow behavior, Excessive laughter, Forgetfulness, Reddish eyes, Slow reflexes while driving*
- **Opiates ...** *Constricted pupils, Drowsiness, Nausea & vomiting, Apathy, Short lived euphoria, Double vision, Difficulty focusing while driving*
- **Phencyclidine (PCP)** *Mask-like facial appearance, Rigid muscles, Hallucinations, Violent reactions, Slowed sense of time, Aggressive driving behavior*

** It is not legal for federal employees to use marijuana for medicinal purposes.

Marijuana can stay in a person's system for up to 4 weeks. Even if this drug is used outside of the workplace, it may still show up if the person is tested during work hours. The drugs in the other categories can stay in your system for weeks also, depending on usage, body metabolism, weight, and other individual variables.

Source: <http://www.mayoclinic.com/health/drug-addiction/DS00183>

Test your Knowledge - Two

Please answer the following questions and click your mouse to check your answers.

1. **Rapid loud talking, mellow behavior, excessive laughter, forgetfulness, reddish eyes, slow reflexes while driving are all possible symptoms of which drug?**

- A) Amphetamines B) Opiates C) Cocaine **D) Marijuana** E) PCP

2. **Constricted pupils, drowsiness, nausea & vomiting, apathy, short lived euphoria, double vision, and difficulty focusing while driving are all possible symptoms of which drug?**

- A) Marijuana B) Cocaine **C) Opiates** D) Amphetamines E) PCP

3. **Dilated pupils, runny nose, bursts of energy, restlessness, irritability, no sleeping/eating, and paranoia are all possible symptoms of which drug?**

- A) PCP B) Opiates **C) Cocaine** D) Amphetamines E) Marijuana

4. **Dry mouth and lips, sweating, shakiness, edginess, paranoia, impaired motor coordination are all possible symptoms of which drug?**

- A) Amphetamines** B) Opiates C) PCP D) Marijuana E) Cocaine

5. **Mask-like facial appearance, rapid muscles, hallucinations, violent reactions, slowed sense of time, and aggressive driving behavior are all possible symptoms of which drug?**

- A) Marijuana B) Opiates C) Cocaine D) Amphetamines **E) PCP**

Signs and Symptoms of Alcohol Abuse

There are certain signs and symptoms of alcohol use that also require action on the part of a supervisor. It is very important, however, never to diagnose someone as being drunk or on drugs. Make sure you address specific behavior without labeling it.

- Odor on the breath
- Difficulty focusing, glazed eyes
- Deterioration in appearance
- Irritability / unpredictability
- Unsteady gait

Some medical conditions such as keto-acidosis (a condition of diabetes) mimic the symptoms of alcohol abuse.

Someone might actually have the odor of alcohol on his or her breath, be unsteady on their feet and so forth.

Source: National Institute of Health (www.nia.nih.gov)

Alcohol Facts

It takes approximately one to one and a half hours for each drink to filter through your liver.

There are other variables to consider such as:

- how much a person weighs
- how much has been eaten
- what has been eaten
- and the person's rate of metabolism
- It all depends on the rate in which the alcohol is absorbed by the person's body.



Look at the alcohol charts at the websites listed below...
You can see how much an average person can drink and how long it would take to filter the alcohol through the person's system.



- <http://ncadi.samhsa.gov/>
- <http://www.gdcada.org/statistics/alcohol.htm>
- [http://qcpages.qc.edu/Health Services/bac.htm](http://qcpages.qc.edu/Health_Services/bac.htm)

Test your Knowledge - Three

Please answer the following questions and click your mouse to "Check Answers".

1. **Does anyone know how someone can sober up when intoxicated?**

A) Cold Shower

B) Time 

C) Coffee

D) Exercise


E) All of the above

2. **Which do you think is more intoxicating?**

A) 12 oz. glass of beer

B) 4 to 5 oz. glass of wine

C) Shot of whiskey

D) They are all about equal. 

Effects of Alcohol and Drug Abuse

The effects of alcohol and drug abuse can be seen at work and at home. It is easy to see why it is so important for a supervisor or manager to take action at work.



At Work

Absenteeism

Tardiness

Poor relationships

Decline in work

Unreliability

Accidents

At Home

Legal issues

Money issues

Broken promises to quit

Arguments

Stress on entire family

Physical abuse

Who Me?

Denial means that the addict truly believes that he or she has control and can stop using at any time.

However in most cases the addict cannot stop because the drug has the control.

These are some of the things included in that denial:

- Distorted memory
- Defensiveness
- Overestimating
- Withdrawal
- Rigid, judgmental feelings
- Projection

A good example of projection would be the husband who drinks a lot at home and says it is because his wife doesn't cook for him or she doesn't look nice for him when he comes home or she nags him a lot.

It is always the other person's fault.

Co-Dependency

If you live or work with someone who abuses alcohol or drugs, you *may* be helping the person to continue the habit. This is called enabling or co-dependent behavior. Sometimes we do this without even knowing it. Enablers often try to protect users from their problems.

They also might help hide the problems from others. This just makes the problem worse. The best way to help substance abusers is to let them face the reality of their situation. As long as you are there to save the day, the abuser can continue with his or her destructive behaviors.

- Co-Dependency enables the addict.
- Co-Dependency sets its focus on caring for others, not self.
- Co-Dependents can be family, friends, co-workers, and supervisors.

- **Co-Dependency Example:**

Your wife drinks so excessively every weekend that by Monday morning she is unable to go to work because of a tremendous hangover. Instead of dealing with the problem, you call her workplace and tell her boss that she is not coming in because she has the flu.

Test your Knowledge - Three

Please answer the following questions and click your mouse to "Check Answers" .

1. How can someone sober up if intoxicated?

A) Cold Shower

B) Sleep it off

C) Time 

D) All of the above

2. How long does it take for one drink to filter through the liver?

A) 2 - 3 hours

B) 1 - 1.5 hours 


C) None of the above

3. When someone is in denial, what are some issues a person might face when confronting a substance abuser about their behavior?

A) Defensiveness

B) Projection

C) Distorted memory

D) All of the above 

What You Can Do?

1. Know the warning signs

2. Know what resources are available

Also knowing about your Assistance Program and other resources within and outside of MCCS and how they can help you will make all of this easier as well.

3. Ask for help for:

- *yourself*
- *a family member*
- *a friend*
- *a coworker*



Test your Knowledge - Scenario

Here is a possible scenario that could happen at MCCS. Read and reason...
What do you think? Click your mouse to "Check Answers".

➤ Scenario #1

You notice you're having difficulty concentrating at work, getting along with others, and not centering your day around when you can get a drink. What should you do?

- Recognize that you might have a substance abuse problem
- Call your Assistance Program to set up an appointment with a substance abuse professional
- Go get a drink
- All of the above

➤ Scenario #2

You find what looks like a partially smoked marijuana cigarette at another employee's workstation. You also think that you have seen this employee smoke dope outside during breaks. What should you do?

- Bring the marijuana cigarette to supervisor
- Tell your supervisor everything you have seen concerning this employee
- All of the above

You and Your Assistance Program

Highlights of your Assistance Program:

- Available 24 hours a day
- Ability to speak with a counselor anytime by phone by calling (800-424-5988)
- Services are private and confidential
- Available at no cost to you

Key Features of Your Assistance Program

- To learn all of the features of your Assistance Program, return to the welcome page and click under "Benefits / Services" on the right side of the page. The "Welcome Page" is the first page you see after logging into www.magellanhealth.com/member.



Congratulations!

You have completed the
MCCS Alcohol and Drug Awareness Course
for MCCS Employees

[Click to Email Completion to HR](#)

Click button above to email completion to Human Resources.

You MUST include your,

FULL NAME

Employee ID Number

and Course Title

in the body of the email.