



DEPARTMENT OF THE AIR FORCE
AIR FORCE RECRUITING SERVICE (AETC)

8 Mar 04

MEMORANDUM FOR SQUADRON PERSONNEL

FROM: 367 RCS/CC

SUBJECT: Substance Abuse Policy

1. I am sincerely concerned for the safety and welfare of each active duty member and their families in our squadron. The abuse of alcohol or use of drugs is always a threat to the safety and welfare of the abuse and those around him or her. It is vitally important that all of us, particularly supervisors, understand our responsibilities.
2. As a minimum, I expect everyone to:
 - a. Take immediate action to stop known cases of abuse, encourage those who are abusing alcohol to seek help first, and report those who are using illegal drugs. A delay could prove costly. Subordinates, peers, and supervisors alike—no one is exempt from taking action to halt abuse or suspected abuse. By tolerating or failing to report abusers of alcohol or drugs, we have failed to fulfill our individual responsibility.
 - b. Eliminate the opportunity for disaster. Designated drivers will be provided at squadron functions where alcohol is served. Do not allow an individual you suspect to be intoxicated to drive himself or herself home.
 - c. Be responsible! Think before you drink. If you are in doubt whether you should drive, don't. Call someone for a ride—a family member, friend, your supervisor, first sergeant, or myself. Drinking and driving is not an option for anyone in the 367 RCS! It will not be tolerated and you will not get another chance.
 - d. Show "We Care". Provide or listen to and heed safety and substance abuse briefings before days off, weekends, holidays, leaves, TDYs, or a PCS.
 - e. Get help if you have a problem. Programs are available to help individuals who self-identify. It's too late once an accident occurs. If you are involved in an alcohol or drug-related incident, your supervisor, first sergeant, and I will respond. If you are at fault, expect prompt and decisive action.
3. Once again, remember your individual responsibility. Whether it's a friend, family member, or fellow worker, you have a responsibility to discourage, prevent and report substance abuse or suspected abuse. It's a favor that could save your life—and the life of a friend or loved one.

A handwritten signature in black ink, reading "Thomas Y. Headen".

THOMAS Y. HEADEN, Lt Col, USAF
Commander