



Forest Service

Pacific Northwest Research Station

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File Code: 6700; 4000
Route To:

Date: MAY 29 2019

Subject: Pacific Northwest Research Station (PNW) Residential Alcohol Policy

To: All Pacific Northwest Research Station Employees

EFFECTIVE DATE: JUNE 7, 2019

As Forest Service leaders, we all share the responsibility to provide a safe and productive environment for all employees. In many of our communities, Forest Service quarters offer efficient and affordable housing for many seasonal employees and cooperators in our area. Alcohol impairs judgment and has played a role in many serious cases of misconduct across the Forest Service. Allowing alcohol consumption in our facilities potentially puts our employees and cooperators at risk. Safety is a core value for the Forest Service and a part of the workplace environment everyone deserves. It is important that our core values anchor to our policies.

In light of these concerns, and our responsibility to provide a safe and secure living environment for our seasonal employees staying in Forest Service residential sites, the following PNW Research Station policy supplement to FSM 6445.3 is effective immediately and applies to all seasonal residences managed by and in the PNW inventory.

Conduct in Quarters:

Alcohol is prohibited in the government-owned/leased property, private rooms, bunks, and common areas of all seasonally-occupied government-furnished residences. Any employee or cooperator found to be in possession or control of prohibited substances in government-furnished residences will be evicted and employees may be subject to disciplinary action up to and including removal or termination. Cooperators agreements will be reevaluated for continuation.

As we implement the policy, it is important to consider the role of rental agreements. Seasonal personnel (employees or cooperators) that have not signed rental agreements for the 2019 field season must be notified of the above policy in writing prior to signing their rental agreement. Seasonal personnel who have already signed a rental agreement for the 2019 field season must be given a 30-day notice of the new policy in writing prior to implementation of the policy. If they believe they cannot comply with the new policy, they are encouraged to find other housing arrangements within those 30 days.

Employees and cooperators who use Forest Service lodging facilities that do not involve rental agreements, i.e. short term use, are also subject to the requirements of FSM 6445.3 that prohibits the use of alcohol and illegal drugs, including cannabis products, in all government furnished quarters. Any employee and cooperator who are allowed to use government quarters without a rental agreement must be notified of this prohibition before the start of their stay.



An employee (and their spouse, immediate family, blood relatives or legal guardians) or cooperator through an approved Grant or Agreement who occupy a non-shared quarters unit belonging to the Forest Service is excluded from this policy.

Please note that nothing in this policy is intended to override the laws and regulations regarding Quarters (Government Furnished Housing) contained in OMB Circular A-45, 5 USC 591 1 and 5 USC 5536. Further, tenants are expected to continue to abide by all other Departmental Regulations and Forest Service Manual policy regarding Conduct and Conduct in Quarters (specifically, DR 4070-735-001 and FSM 6440 Section 6445.3).

Thank you for your leadership and personal engagement with the tenants of our Forest Service residences regarding this policy.



PAUL ANDERSON
Acting Station Director