



UNITED STATES MARINE CORPS
MARINE CORPS COMMUNITY SERVICES
MARINE CORPS BASE
1401 WEST ROAD
CAMP LEJEUNE, NORTH CAROLINA 28547-2539

IN REPLY REFER TO:
12752
NAFP-1
20 July 07

From: Director, Human Resources
To: All Nonappropriated Fund Employees

Subj: DRUG FREE WORKPLACE PROGRAM (DFWP) FOR CIVILIAN EMPLOYEES

Ref: (a) Civilian Human Resources Manual (CHRM) 792-3
(b) Executive Order 12564
(c) MCO P12000.11A Nonappropriated Fund (NAF) Personnel Policy Manual
(d) MCO 12792.1A Drug Free Workplace Program for Civilian Employees

Encl: (1) General Notice of Drug Testing under the Department of the Navy Drug-Free Workplace Program

1. In the best interests of national security, public health and safety, law enforcement and the efficiency of the Federal service, and in order to establish standards and procedures to ensure fairness in achieving a Drug-Free Federal workplace and to protect the privacy of Federal employees, the Drug Free Workplace Program for NAF Civilian Employees has been approved as authorized by references (a), (b), (c), and (d).
2. The effective date of implementing MCCS's DFWP is 1 October 2007. However, it is possible that funding for testing will run out in September and actual testing would not occur until 1 January 2008.
3. This action will affect all current and new NAF employees hired into a Testing Designated Position (TDP).
4. The enclosure is a general notice of the DFWP that is being provided to all current and new employees as required. Individual notices will be given to those employees in TDP positions and must be issued 30 days before the employee is subject to unannounced random testing.

Questions pertaining to this matter should be directed to Ms. Pat Turner, at 451-6769.

ANDREW D. ENNETT III

Copy to:
Dir, MCCS
AFGE, Local 2065

GENERAL NOTICE OF DRUG TESTING
UNDER
DEPARTMENT OF THE NAVY
DRUG-FREE WORKPLACE PROGRAM

TO DEPARTMENT OF THE NAVY CIVILIAN EMPLOYEES:

1. On September 15, 1986, President Reagan signed Executive Order 12564 establishing the goal of a Drug-Free Federal Workplace. The Executive Order made it a condition of employment for all Federal employees to refrain from using illegal drugs on or off duty. The Department of the Navy (DON) Drug-Free Workplace Program (DFWP), developed to implement the Order, is designed to accomplish these goals through deterrence, identification, rehabilitation, and personnel action. While the DON will assist employees with drug problems, it must be recognized that employees who use illegal drugs are primarily responsible for changing their own behavior and actions.

2. Illegal drug use by any civilian employee of the DON is incompatible with the maintenance of high standards of conduct and performance. Moreover, illegal drug use could adversely affect personnel safety, risk damage to government and personal property, and significantly impair day-to-day operations. The DON program is aimed at identifying illegal drug users in order

3. The determination that an employee uses illegal drugs may be made on the basis of direct observation, a criminal conviction, the employee's own admission, other appropriate administrative determination or by a confirmed positive drug test. The program subjects all civilian appropriated and non-appropriated fund employees to drug testing under the following conditions:

- a. When there is a reasonable suspicion that the employee uses illegal drugs.
- b. As part of an authorized examination regarding an accident or unsafe practice.
- c. As a part of or as a follow-up to counseling or rehabilitation for illegal drug use.

4. In addition, certain employees occupying specifically designated sensitive positions within DON will be subject to random drug testing. These are called Testing Designated Positions (TDP).

a. Employees in this category will receive individual written notices that their positions have been included in the activity random testing pool at least 30 days prior to actual testing.

b. Employees selected for or otherwise placed in a TDP will be subject to a drug test prior to final selection/placement and to random testing thereafter.

c. Any employee can volunteer for random testing and will be included in the activity random testing pool.

5. All employees subject to testing shall be allowed to provide urine specimens in private except when there is reason to believe the specimen will be altered or substituted. The DON

has developed strict chain-of-custody procedures to ensure proper identification of the specimen tested.

6. All specimens will be tested in certified laboratories following mandatory guidelines published by the Department of Health and Human Services as published in the Federal Register. A Medical Review Officer (MRO) will review all positive, non-negative, and negative test results. Employees will be given an opportunity to provide evidence to an MRO for verification of the legitimate use of over-the-counter or prescription drugs authorized by a physician or medical officer.

7. Drug test results will be handled in a confidential manner. Non-negative test results from the laboratory will only be disclosed to a MRO. Non-negative results, verified by the MRO, may only be disclosed to the employee, the activity Drug Program Coordinator, the appropriate Civilian Employee Assistance Program (CEAP) Administrator, and appropriate supervisory/management officials necessary to process an administrative and/or adverse action against the employee, or to a court of law or administrative tribunal in any adverse personnel action.

8. Medical and rehabilitation records in the CEAP will be deemed confidential "patient" records and may not be disclosed without the prior written consent of the patient, an authorizing court order or otherwise as permitted by federal law.

9. The DON will not tolerate the use of illegal drugs. Employees of the DON having a substance abuse problem are encouraged to seek assistance through their activity CEAP. Such assistance may be obtained by contacting the activity CEAP administrator. Employees who voluntarily identify themselves to their supervisor or other appropriate management official as a user of illegal drugs, prior to being so identified by other means and who seek counseling and/or rehabilitation assistance, will not be subject to disciplinary action for their prior drug use. This is referred to as safe harbor. It is important to note that once an employee is officially informed of an impending drug test, the employee is no longer eligible for safe harbor.

10. All employees are expected to refrain from illegal drug use. Disciplinary action up to and including removal from Federal service will be initiated for the first failure to remain drug-free. Removal action will be initiated for any employee upon a second positive test result, failing to refrain from illegal drug use after counseling and/or rehabilitation, adulterating or substituting a specimen, failure to report for testing or refusal to submit to a drug test.

11. The Department of the Navy published the initial General Notice of the Navy DFWP on 6 August 1988. This revised General Notice supersedes the 6 August 1988 notice. The revised General Notice does not affect the ability of activities/commands to continue to conduct drug testing.

William A. Navas, Jr.
Assistant Secretary of the Navy
(Manpower and Reserve Affairs)



UNITED STATES MARINE CORPS

MARINE CORPS BASE
PSC BOX 20004
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 12792.4

MCCS

30 JAN 2006

BASE ORDER 12792.4

From: Commanding Officer
To: Distribution List

Subj: DRUG-FREE WORKPLACE PROGRAM (DFWP) FOR NONAPPROPRIATED
FUND (NAF) EMPLOYEES

Ref: (a) MCO P12792.1A
(b) Civilian Human Resources Manual (CHRM) 792-3
(c) MCO P12000.11A

1. Situation. To implement the Department of the Navy and the United States Marine Corps policy on DFWP as set forth in references (a) through (c).

2. Mission. This Order applies to all NAF employees and applicants tentatively selected for employment.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The Department of the Navy and United States Marine Corps will not tolerate the possession, use, or distribution of illegal drugs and are committed to the eradication of them from the work place. A drug-free workplace is essential to mission accomplishment.

(2) Concept of Operations

(a) Nonappropriated Fund Human Resources will implement the DFWP in accordance with references (a) and (b), following the disciplinary guidelines in reference (c).

(b) An employee found to use illegal drugs must be referred to the Civilian Employee Assistance Program (CEAP), in accordance with reference (b). Disciplinary action will also be initiated against said employee, in accordance with reference (c). However, an employee who voluntarily seeks treatment for

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30 JAN 2008

illegal drug use, prior to being notified of a drug test and meets the "Safe Harbor" conditions set forth in reference (b) will not be subject to discipline or removal for the admitted acts of illegal drug use. "Safe Harbor" will not be granted to drug dealers or those involved in other drug-related misconduct.

4. Administration and Logistics. Questions concerning the contents of this Order may be forwarded to the Drug Program Coordinator, Ms. Patricia Turner, at 451-6769.

5. Command and Signal

a. Command. This Order is applicable to NAF employees.

b. Signal. This Order is effective the date signed.


W. A. MEIER
By direction

DISTRIBUTION: A