



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
POSTAL SERVICE CENTER BOX 8003  
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ASO 12792.2D  
MPR  
9 MAR 2017

AIR STATION ORDER 12792.2D

From: Commanding Officer, Marine Corps Air Station, Cherry Point  
To: Distribution List

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

Ref: (a) Department of the Navy Civilian Human Resources Manual (DON CHRM)  
Subchapter 792.3  
(b) MCO 12792.1A  
(c) Department of the Navy Drug Free Workplace Program Handbook

1. Situation. To implement the DON and Marine Corps Policy on the Drug Free Workplace Program (DFWP) as set forth in references (a) through (c).

2. Cancellation. ASO 12792.2C.

3. Mission. Drug testing will be used to deter illegal drug use. This Order applies to all Marine Corps Air Station (MCAS) Cherry Point (CHERPT) appropriated and non-appropriated fund (NAF) civilian employees and applicants tentatively selected for positions identified as Testing Designated Positions (TDPs).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The possession, use, or distribution of illegal drugs will not be tolerated in the workplace. A drug-free environment is essential to mission accomplishment. The use of illegal drugs or unlawful use of prescription drugs undermines job performance, endangers the safety of others, and brings discredit to this Installation.

(2) Concept of Operations. The Manpower Directorate has overall responsibility for administration of the DFWP. A Drug Program Coordinator (DPC) and Alternate Drug Program Coordinator (ADPC) will be appointed in writing by the Commanding Officer.

(a) Any employee found to use illegal drugs must be referred to the Department of the Navy Civilian Employee Assistance Program (DONCEAP). Disciplinary action will be initiated against any employee for the first offense of illegal drug use.

(b) Safe Harbor is a provision of the DFWP which gives employees a one-time opportunity to voluntarily identify themselves as a user of illegal drugs, and who is willing to undertake counseling and, as necessary, rehabilitation under the auspices of DONCEAP. Safe Harbor insulates the employee from discipline for those admitted, but otherwise unknown, past acts of illegal drug use. It does not protect the employee from discipline for admitting to drug trafficking, other drug-related offenses, or from subsequent personnel actions for reasons such as misconduct, poor performance, reduction-

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in-force, or failure to maintain qualifications, including meeting security clearance requirements. Any employee in a TDP that admits to illegal drug use will be removed from the TDP and placed in a non-TDP. Any employee admitting illegal drug use after being notified that they are scheduled for a test, immediately after a sample is collected, or who is found to use drugs on the basis of other appropriate evidence (e.g., direct observation or evidence obtained from an arrest or criminal conviction), is not eligible for Safe Harbor. An employee entering Safe Harbor must obtain counseling and rehabilitation through DONCEAP, agree to be tested for drugs as part of or as a follow-up to counseling and rehabilitation, refrain from use of illegal drugs, and consent in writing to the release of all counseling and rehabilitation records related to the illegal use of drugs to appropriate management and DONCEAP officials.

b. Responsibilities

(1) DPC and ADPC

(a) Direct, administer, and manage the day-to-day DFWP per references (a) through (c).

(b) Submit yearly collection requirements to the Commandant of the Marine Corps (MPC-40).

(c) Administer the drug testing allocations for MCAS Cherry Point.

(d) Establish and maintain an up-to-date list of each position and occupant annotated as a TDP. The list will contain the incumbent's name, organizational code, pay plan series, and any other information deemed appropriate.

(e) Ensure appropriate notices are issued to employees as prescribed by the references.

(f) Arrange for specimen collection per contract procedures, and act as the Contracting Officer's Technical Representative for local execution of the collection services contract.

(g) Ensure that the method of random selection meets the requirements of reference (c) and does not select individuals on the basis of a desire to test particular individual employees.

(h) Refer employees found to use illegal drugs to the DONCEAP.

(i) In conjunction with the Training Department, institute a mandatory training program for all MCAS CHERPT civilian employees as outlined in reference (b).

(2) Military and Civilian Supervisors of Civilian Employees

(a) Notify individual employees of scheduled drug tests upon receipt of notification from the DPC.

(b) Based on legitimate reasons, defer an employee's drug test and notify the DPC of the deferral.

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(c) Approximately 15-30 minutes prior to the actual collection, inform the employee verbally and privately that they have been identified through a random selection process for drug testing by urinalysis. Clearly inform the employee of the time and exact location to report for testing and instruct them to bring photo identification. Once an employee has been notified of testing, any leave requests submitted for the same time as the scheduled test should be carefully scrutinized.

(d) Coordinate any scheduling changes necessary to maintain work operations closely with the DPC, and do not make any unilateral changes.

(3) All Employees, Whether in TDP's or Not, Will

(a) Refrain from illegal drug use on or off-duty, and at all times.

(b) Provide urine samples as required.

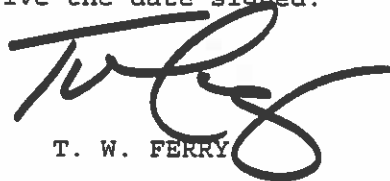
(c) Be responsible for the successful completion of any rehabilitation or treatment required as the result of illegal use of drugs.

5. Administration and Logistics. The points of contact for the DFWP are the Drug Program Coordinator at (252) 466-3685 or the Alternate Drug Program Coordinator at (252) 466-4237.

6. Command and Signal

a. Command. This Order is applicable to all Appropriated and Non-appropriated Fund (NAF) civilian employees at MCAS Cherry Point.

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



T. W. FERRY

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