



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
POSTAL SERVICE CENTER BOX 8003  
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12792.2B  
MPR  
28 Jul 11

AIR STATION ORDER 12792.2B

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 Navy Civilian Human Resources Manual  
(DoN CHRM) Subchapter 793.3  
(b) MCO 12792.1A  
(c) Department of the Navy Drug Free Workplace Program  
Handbook

1. Situation. To implement the DoN and USMC Policy on the DFWP as set forth in references (a) through (c).
2. Cancellation. ASO 12792.2A.
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 fund 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 Command.
    - (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.

DISTRIBUTION STATEMENT A: Approved for public release;  
distribution is unlimited.

(a) An employee found to use illegal drugs must be referred to the Civilian Employee Assistance Program (CEAP). 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 an employee a one-time opportunity to voluntarily identify himself/herself as a user of illegal drugs who is willing to undertake counseling and, as necessary, rehabilitation under the auspices of the Civilian Employee Assistance Program (CEAP). 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 or other drug-related offenses or from subsequent personnel actions for reasons such as misconduct, poor performance, reduction-in-force, or failure to maintain qualifications, including meeting security clearance requirements. An employee in a TDP who admits to illegal drug use will be removed from the TDP and placed in a non-TDP. An employee admitting illegal drug use after being notified that he/she is scheduled for a test or just 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 CEAP; 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 CEAP officials.

b. Responsibilities

(1) The DPC and ADPC will:

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

(b) Submit yearly collection requirements to the Office of Civilian Human Resources.

(c) Administer the drug testing allocations for MCAS CHERPT.

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

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

(h) Notify employees of negative results.

(i) Refer employees found to use illegal drugs to the CEAP.

(j) In conjunction with the Training Department, institute a mandatory training program for all MCAS CHERPT civilian employees.

(2) Military and civilian supervisors of civilian employees will:

(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.

(c) Approximately 15-30 minutes prior to the actual collection, inform the employee verbally and privately that he or she has 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 him or her to take photo identification. Once an employee has been notified of testing, any leave requests submitted for the same time as the test should be carefully scrutinized.

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

(3) All employees, whether in TDP's or not, will:

(a) Refrain from the illegal use of drugs on or off-duty at all times.

(b) Provide urine samples as required.

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

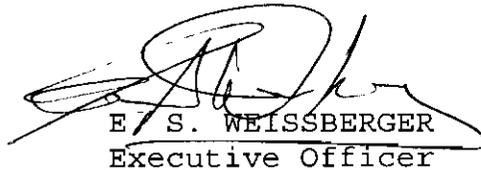
(4) The CEAP Coordinator will ensure CEAP administrators and counselors follow up with employee participation and completion of treatment/rehabilitation.

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

6. Command and Signal

a. Command. This order is applicable to all appropriated fund civilian employees at MCAS CHERPT.

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

  
E. S. WEISSBERGER  
Executive Officer

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