



UNITED STATES MARINE CORPS  
MARINE CORPS BASE HAWAII  
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IN REPLY REFER TO:  
BaseO 12792.2  
HRO  
26 Sep 14

BASE ORDER 12792.2

From: Commanding Officer, Marine Corps Base Hawaii  
To: Distribution List

Subj: DRUG-FREE WORKPLACE PROGRAM FOR CIVILIAN EMPLOYEES

Ref: (a) DoN Civilian Human Resources Manual (DON CHRM) Subchapter 792.3  
(b) MCO 12792.1A, Drug-Free Workplace Program for Civilian Employees  
(c) Master Labor Agreement between U.S. Marine Corps and American Federation of Government Employees

1. Situation. Executive Order 12564 and Public Law 100-71 established a goal to achieve a drug-free workplace and made non-use of illegal drugs on or off-duty a condition of employment for all Federal employees.

2. Mission. Implement the policies and procedures of the Department of the Navy (DoN) Drug-Free Workplace Program (DFWP) aboard Marine Corps Base (MCB) Hawaii.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The Marine Corps does not tolerate the possession, use, or distribution of illegal drugs and is committed to its eradication from the workplace. The use of illegal drugs or unlawful use of prescription drugs undermines the quality of job performance, endangers the safety of others, and brings discredit to the Marine Corps. Drug testing will be used to deter illegal drug use through a carefully controlled and monitored program.

(2) Concept of Operations. 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 instance of illegal drug use. However, an employee who voluntarily seeks treatment for illegal drug use and meets the "Safe Harbor" conditions 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.

b. Tasks. Unit commanders and directorate heads/supervisors will implement, and all civilian employees will comply with, the policies and procedures of the references and this Order. The DoN DFWP Handbook cited in reference (a) and located at <https://www.portal.navy.mil/donhr/WorkforceRelations/Documents/Drug-Free%20Workplace%20Handbook.doc>) shall be fully complied with by all categories of personnel listed below.

(1) Drug Program Coordinator (DPC). The Marine Corps Community Services (MCCS) Drug Demand Reduction Coordinator at the Substance Abuse Counseling Center (SACC) is appointed as the MCB Hawaii DPC. Drug Program Coordinator(s) may also be appointed within the MCCS organization to provide support of this program for NAF employees.

(a) The DPC will direct, administer, and manage the MCB Hawaii DFWP following the policies and procedures in the references to ensure activity compliance with program requirements.

(b) The DPC is delegated authority to notify employees directly of testing, defer employees from testing, refer employees to a physician due to shy bladder,

authorize each random sampling as provided for in reference (a), initiate a reasonable suspicion test, and initiate a post-accident test.

(c) The DPC shall prepare the Annual DFWP report for submission to the DoN Drug Program Manager via Headquarters, U.S. Marine Corps (MPC-40).

(2) Supervisors will:

(a) Notify individual employees of a scheduled drug test.

(b) Defer an employee's random, volunteer, or follow-up drug test and notify the DPC when a compelling need necessitates a deferral on the grounds that the employee is:

1. In a non-duty status such as annual leave, sick leave, suspension, absence without leave, continuation of pay or leave without pay.

2. In an official travel status away from the test site or is about to go on official travel before the test.

3. Working a different shift.

4. Performing a critical task or project that requires the employee's presence at the work site during the time of the test. The supervisor shall inform the DPC and arrange to reschedule the test for the same day at a different time.

(c) Inform employees that they may be tested within 60 days from the date a deferral or the date the employee returns to duty or the work site.

(d) Initiate a reasonable suspicion test after first making appropriate factual observations and reasonable inferences drawn from those facts, and obtaining higher-level approval. Reasonable suspicion may be based on factors listed in the DON DFWP Handbook.

(e) Initiate a post-accident test.

(f) Upon a finding of illegal use of drugs:

1. Refer employees to the CEAP in writing to obtain counseling and rehabilitation. CEAP contact: 1-866-829-0270 (available 24/7). Website: [DONCEAP.foh.hhs.gov](http://DONCEAP.foh.hhs.gov).

2. Initiate appropriate administrative and disciplinary actions. Coordinate any disciplinary action with the Human Resources Office (HRO) Labor/Employee Relations Advisor.

(g) Withdraw the job offer to an applicant who has a verified non-negative test result. Coordinate any job offer withdrawal with HRO.

(h) Participate in initial DFWP education and every three years participate in a refresher course.

(3) Employees will:

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

(b) Provide a drug test specimen when required.

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

(d) Cooperate with the Medical Review Officer, as requested, to provide additional information regarding a drug test, or be subject to disciplinary action.

(e) Employees who admit to their supervisor or higher level management of drug use after being notified they are scheduled for a test or just after a sample is collected, or who are found to use drugs on the basis of other appropriate evidence (direct observation or evidence from an arrest or criminal conviction) are not eligible for "Safe Harbor."

(4) HRO will:

(a) Provide advice and guidance to employees, supervisors, and managers on disciplinary actions with respect to DFWP.

(b) During the entry on duty process, issue the DFWP Announcement to all new employees and 30-Day Notice letter to each employee in a Testing Designated Position as identified in their Position Description. Selection of positions for testing designation are determined by DoN and generally based on position duties related to firearms, aviation, health and safety, and information sensitivity. The DoN TDP List is available at <https://www.portal.navy.mil/donhr/WorkforceRelations/Pages/DrugFreeWorkplace.aspx>.

c. Negotiated Agreement. Nothing in this Order shall be construed to supersede or conflict with provisions of the Master Labor Agreement between the Marine Corps and American Federation of Government Employees.

4. Administration and Logistics. Recommendations concerning the contents of this Order may be forwarded to MCB Hawaii HRO via the appropriate chain of command.

5. Command and Signal

a. Command. This Order is applicable to the MCB Hawaii Appropriated and Non-Appropriated Fund civilian employees, including applicants tentatively selected for employment.

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

  
ERIC W. SCHAEFER

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