



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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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

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