



**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 MCCA'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, MCCA  
AFGE, Local 2065