



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
22 Mar 11

From: Director, Human Resources Division, Marine Corps Community Services, Marine Corps Base, Camp Lejeune
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 DFWP for NAF Civilian Employees has been approved as authorized by references (a), (b), (c), and (d).

2. The effective date of implementation of the Marine Corps Community Services, Camp Lejeune DFWP was 1 October 2007.

3. 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 will be issued 30 days before an employee is subject to their first unannounced random test. Notices will not be issued for subsequent random testing.

4. Questions pertaining to this matter should be directed to Mr. Glenn Horn, at 451-6780.

ANDREW D. ENNETT III

Copy to:
Dir, MCCS
AFGE, Local 2065