



DEPARTMENT OF THE NAVY

NAVAL SUPPLY SYSTEMS COMMAND

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MECHANICSBURG PA 17055-0791

NAVSUPINST 12792.2A

SUP 08

3 DEC 98

NAVSUP INSTRUCTION 12792.2A

Subj: DRUG-FREE WORKPLACE PROGRAM (DFWP)

Ref: (a) OPNAVINST 5355.4

(b) OCPMINST 12792.3A

(c) ALMECHINST 12792.4 CH-1

(R)

1. Purpose. To update the Naval Supply Systems Command (NAVSUP) policy and procedures necessary to implement the requirements of reference (a).

2. Cancellation. NAVSUPINST 12792.2.

3. Applicability. This instruction applies to all appropriated fund employees and tentative selectees for appropriated fund Testing Designated Positions (TDPs). Foreign nationals and nonappropriated fund employees are not covered without separate written authorization. The DFWP for NAVSUP Headquarters is regulated under references (b) and (c).

(R)

4. Background. Executive Order 12564 and Public Law 100-71 established the basic requirements for a Federal drug-free workplace. Within the Chief of Naval Operations, the DFWP will be standardized to the greatest degree possible by following the guidance in reference (a).

5. Policy. It is NAVSUP policy to eliminate the illegal use of drugs by civilian employees.

6. Responsibilities

a. NAVSUP

(1) Maintain a command-wide Drug Program Coordinator (DPC) assignment in NAVSUP 08.

(R)

(2) Provide command-wide policy, procedures and guidance as required.

(3) Maintain command-wide listing of all subordinate activity DPCs.

(4) Certify subordinate activity has met all preimplementation requirements prior to initiation of testing.

(5) Provide oversight and evaluation of DFWP program administration.

b. Activity Heads/Commanders

R) (1) Appoint in writing an activity DPC and forward the name, mailing address and telephone number of the individual to SUP 08.

(2) Forward to SUP 08 any request(s) for additions and/or deletions to the Department of the Navy-wide TDPs list.

R) (3) Forward a plan for applicant testing to SUP 08.

(4) Ensure the publication of an activity instruction complies with this instruction and reference (a).

(5) Ensure the DPC, supervisors, Civilian Employee Assistance Program (CEAP) administrator and counselors and, if applicable, collection site coordinators and observers receive proper and adequate training regarding the policy and procedures of the DFWP.

(6) Ensure an ongoing employee education program following guidance in reference (a).

(7) Upon approval by NAVSUP, implement the approved categories of testing.

(a) Immediate supervisors and above are authorized to request reasonable suspicion or accident/unsafe practice testing per Chapter IV of reference (a). Such requests must be approved by the second level supervisor or above.

(b) The threshold for determining whether accident or unsafe practice testing is required will be based on injury/illness to the employee and/or another individual and/or substantial damage to equipment or property on Government premises, e.g., extended lost time, work stoppage, a recurring pattern of accidents or unsafe practices. Activities may include an appropriate Occupational Safety and Health official in the approval process for such testing.

(8) Maintain a CEAP.

(9) Evaluate the DFWP and submit reports as requested.

c. Supervisors

Maintain awareness of illegal drug use symptomology, assist employee awareness of the consequences of illegal drug use, the basic procedures of the DFWP, the availability of CEAP services and take appropriate action following reference (a) when warranted, including fulfillment of the personnel security requirements of the DFWP.

d. Employees

Refrain from any illegal drug use and comply with procedures of reference (a) and any activity level directives regarding DFWP and CEAP.



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Executive Director

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