



DEPARTMENT OF THE NAVY
COMMANDER NAVY RESERVE FORCE
1915 FORRESTAL DRIVE
NORFOLK, VIRGINIA 23551-4615

COMNAVRESFORINST 12792.1C
N00CP

26 JUN 2013

COMNAVRESFOR INSTRUCTION 12792.1C

From: Commander, Navy Reserve Force

Subj: DRUG-FREE WORKPLACE PROGRAM

Ref: (a) DON Civilian Human Resources Manual, Subchapter 792.3
(b) Executive Order 12564
(c) DON DFWP Handbook

1. Purpose. To establish policy and assign responsibility for the Commander, Navy Reserve Force (COMNAVRESFOR) Drug-Free Workplace Program (DFWP) in compliance with references (a) through (c). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. COMNAVRESFORINST 12792.1B.

3. Applicability. This instruction applies to COMNAVRESFOR Federal civilian employees, as described in reference (b). It also applies to applicants tentatively selected for employment.

4. Policy. COMNAVRESFOR strongly supports the policy of the Department of the Navy (DON) to strive for a workplace free from the effects of illegal drug use and solicits the support of all personnel within the Navy Reserve community to achieve this goal. Illegal drug use is incompatible with the maintenance of Navy Reserve readiness, safety of its employees and the reliable accomplishment of its mission on behalf of the nation. The goal of achieving a drug-free workplace within the DON, given its national defense responsibilities, is a compelling one. It is the policy of this command to eliminate the use of illegal drugs following the requirements established by references (a) and (b).

5. Responsibilities

a. Director, Civilian Human Resources (DCHR) will:

(1) Designate a COMNAVRESFOR DFWP Coordinator.

(2) Provide Echelon II level program policy interpretation, advice, guidance and oversight.

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b. COMNAVRESFOR DFWP Coordinator will:

(1) Serve as Drug Program Coordinator (DPC) for COMNAVRESFOR.

(2) Provide Command level program policy advice, oversight, guidance and assistance to COMNAVRESFOR, subordinate managers, supervisors and activity DPCs.

(3) Develop and evaluate DFWP training and ensure that mandatory training requirements are completed.

(4) Review and forward to the Office of Civilian Human Resources (OCHR) all requests for changes to the Navy-wide list of Testing Designated Positions (TDPs).

(5) Maintain command-wide listing of activity DPC.

(6) Certify to OCHR, before initiation of testing, that all mandatory requirements have been met.

(7) Evaluate DFWP implementation and execution. This program will be reviewed during command assessments.

c. Activity Heads/Commanders will:

(1) Ensure the DFWP procedures in reference (a) are fully implemented and strictly followed.

(2) Certify by letter to COMNAVRESFOR (N00CP) before initiating testing that all mandatory requirements of reference (a) have been met, including training the DPC.

(3) Provide to the DCHR by letter, the name, mailing address and telephone number of the activity DPC and list of activities serviced, including unit identification code. Submit changes as they occur to maintain current information at the Echelon II level.

(4) Ensure DPC is registered in the DFWP computer system to schedule applicable drug tests and for prompt receipt of test results, information, updates and report requests.

(5) Submit requests for additions and/or deletions from the DON TDP list, via the chain of command, using the procedure in Appendix B of reference (c).

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d. Activity DPC will:

- (1) Successfully complete mandatory DPC training requirements.
- (2) Ensure completion of mandatory training requirements within area of responsibility.
- (2) Direct, administer and manage the DFWP for serviced activities. Management will include use of the DFWP computer system.
- (3) Provide advice and guidance to supervisors and managers on the DFWP.
- (4) Provide information on DFWP and processes to employees.
- (5) Receive all drug test results from the Medical Review Officer (MRO) on behalf of the Navy activity head/commander and maintain results, per reference (a).
- (6) Manage the issuance of all 30 day individual notices to occupants of TDPs and retain documentation verifying receipt of each notice. Establish and maintain a list identifying each position/occupant in the TDP pool.
- (7) Arrange each specimen collection from the pool of employees in TDPs and volunteers per random selection collection procedures and coordinate all other types of testing (i.e., reasonable suspicion, accident/unsafe practice, applicant and follow-up).
- (8) Ensure that collections follow all guidance in references (a) and (c) and this instruction.
- (9) Receive documented test results.
- (10) Coordinate, schedule and present employee and supervisory training on the DFWP. Ensure that all collection team members, if used, are fully trained in their functional requirements.
- (11) Schedule pre-employment (applicant) testing in coordination with the COMNAVRESFOR Civilian Human Resources (CHR). Notify COMNAVRESFOR CHR of the candidate's eligibility for hire in writing.

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(12) Ensure that an employee is notified of his or her non-negative drug test result. Provide negative test information to the donor/employee only upon request.

(13) Notify the Commanding Officer, the Security Officer, COMNAVRESFOR CHR, the Civilian Employee Assistance Program (CEAP) Administrator and the appropriate supervisor or manager having the authority to initiate or approve an adverse action against the employee in the event of a verified positive drug test result.

(14) Notify urinalysis laboratories if non-negative specimens are to be retained beyond the normal period of 1 year.

(15) Notify the MRO through the Navy DPC, of a retest of a specimen or if full documentation package is needed.

(16) Prepare and maintain all documentation and reports on the DFWP.

(17) Notify employees of a scheduled drug test, determine if the employee can have his/her drug test deferred, refer a donor to a physician upon an occurrence of shy bladder, initiate a reasonable suspicion or post-accident test following consultation with COMNAVRESFOR CHR and/or contact COMNAVRESFOR CHR to withdraw the job offer to an applicant who has a verified non-negative test result.

(18) Comply fully with the requirements of reference (c).

e. Supervisors will:

(1) Request the DPC to arrange a reasonable suspicion test after first making appropriate factual observations and consulting with COMNAVRESFOR CHR.

(2) Following consultation with COMNAVRESFOR CHR, request the DPC to arrange a post-accident test.

(3) Upon a verified finding of illegal use of drugs:

(a) Refer employees to the CEAP in writing to obtain counseling and rehabilitation.

(b) Following consultation with COMNAVRESFOR CHR, initiate appropriate administrative and disciplinary actions.

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(4) Contact COMNAVRESFOR CHR to withdraw job offers to applicants who have verified non-negative test results.

(5) Participate in initial DFWP education and successfully complete a refresher course every 3 years.

(6) Comply fully with the requirements of reference (c).

f. Employees will:

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

(2) Provide a drug test specimen when required.

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

(4) Cooperate with the MRO, as requested, to provide additional information regarding a drug test or be subject to disciplinary action.

(5) Comply fully with the requirements of reference (c).

6. Action

a. COMNAVRESFOR DCHR is the command-wide DFWP Program Manager.

b. Activity heads/commanders will implement and comply with all requirements of this instruction.

7. Reports. DPCs will report DFWP data to COMNAVRESFOR DCHR for inclusion in the Command Annual DFWP Report.



R. K. HUDGENS
Executive Director

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