

Personnel Employee Bulletin

October 14, 2008

SPECIAL EDITION: Drug-Free Workplace

The Executive Order (EO) 12564 in September 1986 established the goal of a Drug-Free Federal Workplace. The Executive Order made it a condition of employment for all federal employees to refrain from using illegal drugs on or off duty. DLA's Drug Free Workplace Plan was implemented in January 1990. It is the policy of DLA to ensure that all of its workplaces are free from the illegal use, possession, or distribution of controlled substances. DLA, as a result of its responsibilities in support of the national defense, as well as the sensitive nature of the work, has a compelling obligation to eliminate illegal drug use from its workplace.

To assist employees in obtaining more detailed information relating to DLA's Drug Free Workplace Program, a supervisory training module and an awareness module for employee can be found at <http://www.hr.dla.mil/resources/training/DrugAwTrn> and at <https://sec.hr.dla.mil/dla-olst/>. All employees are strongly encouraged to review this information.

The DLA Drug-Free Workplace Plan includes the following types of drug testing: **random quarterly testing of employees who are assigned to testing designated positions (TDP) and those identified as volunteers; applicant testing for all employees/applicants selected for positions identified as TDPs; reasonable suspicion testing; accident or unsafe practice testing and follow-up testing as part of rehabilitation.

** Random drug testing is designed to deter the workforce from using illegal drugs and/or identify those in violation of the policy. Since all employees assigned to TDPs are placed into the testing pool each quarter, it is possible that some employees could be tested as many as four times a year. This random pull is determined by a computer generated program.

Disciplinary action will be initiated against any employee found to use or possess illegal drugs. Any employee found to be using illegal drugs shall be referred to the Employee Assistance Program (EAP). Through the EAP, such employees will be required to work with an assigned Substance Abuse Professional to establish an appropriate rehabilitation program. Employees will be required to remain compliant with the provisions of the prescribed rehabilitation and to successfully complete the program.

The DLA EAP plays an important role in preventing and resolving employee drug use by: demonstrating the Agency's commitment to eliminating illegal drug use, providing employees an opportunity, with appropriate assistance, to discontinue their drug use and by providing educational materials to supervisors and employees on drug use.

Employees who find themselves faced with a personal situation related to drugs or any other life altering circumstances are encouraged to call EAP at 1-800-222-0364 for assistance.

For additional information, please contact your servicing DLA Human Resources Center, <http://www.hr.dla.mil/cntctus.htm>. The Personnel Employee Bulletin will be published on the first Wednesday of each month.