



**DEPARTMENT OF THE ARMY**  
**JOINT BASE MYER – HENDERSON HALL**  
**204 LEE AVENUE**  
**FORT MYER, VIRGINIA 22211-1199**

IMMH-HR

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Joint Base Myer-Henderson Hall (JBM-HH) Policy Memorandum  
HR-7, Drug-Free Workplace Program

1. REFERENCES.

- a. AR 600-85, The Army Substance Abuse Program, 28 Dec 12.
- b. DA PAM 600-85, Army Substance Abuse Program Civilian Services, 15 Oct 01.
- c. Executive Order 12564, Drug-free Federal Workplace, 15 Sep 86.

2. PURPOSE. To establish policies and procedures for JBM-HH Drug-Free Workplace Program.

3. APPLICABILITY. The policies and procedures encompassed are applicable to all personnel under the operational control of JBM-HH.

4. POLICY. Our civilian workforce is one of the greatest resources in the Army, and supporting this great resource is the duty of every leader. Leaders can support employees by diligently pursuing the principle that the workplace be free from illegal use, possession, or distribution of controlled substances by its workforce (both appropriated and non-appropriated fund personnel) and remain safe, healthy, productive, and secure. As Garrison Commander, I fully support the Drug-Free Workplace Program and am committed to ensuring the safety and well-being of our civilian workforce.

5. PROCEDURES.

a. Executive Order 12564, dated 15 September 1986, established the goal of a drug-free workplace. The order made it a condition of employment for all Federal employees to refrain from using illegal drugs on or off duty. To achieve this goal, each IMCOM installation has implemented and sustained this important program. Command support at all levels is essential for the successful implementation and execution of a drug-free workplace.



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HR-6, Drug Free Workplace

b. Effective support of a drug-free workplace includes identification of substance abuse through training and random drug testing of designated positions. Supervisors and employees may contact the Employee Assistance Program Coordinator for training requirements/information at (703) 696-3787. Supervisors of employees in Testing Designated Positions should ensure that employees selected for random testing report within two hours of notification.

6. PROPONENT. The Army Substance Abuse Program is the proponent for this policy. The point of contact is the Employee Assistance Program Coordinator at commercial (703) 696-3787, or DSN 426-3787.

PATRICK M. DUGGAN  
COL, SF  
Commanding

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