



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

AMIM-MHG-H

10 August 2023

MEMORANDUM FOR All Joint Base Myer – Henderson Hall Personnel

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

1. REFERENCES.

- a. AR 600-85, The Army Substance Abuse Program, 28 Nov 16.
- b. DA PAM 600-85, Army Substance Abuse Program Civilian Services, 29 Jul 2020.
- c. Executive Order 12564, Drug Free Federal Workplace, 15 Sep 86.

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

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 protecting this 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 the Installation 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. Executive Order 12564 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. 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

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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 ASAP Manager at commercial (703) 696-6860, DSN 426-6860.


TASHA N. LOWERY
COL, AG
Commanding