



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

AMIM-MHH

MEMORANDUM FOR SEE DISTRIBUTION

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

1. REFERENCES.

- a. Army Regulation (AR) 600-85, The Army Substance Abuse Program, 23 Jul 20.
- b. Department of Army (DA) Pamphlet 600-85, Federal DFW Procedural Guidance, 29 Jul 20.
- c. Executive Order (EO) 12564, Drug Free Federal Workplace, 15 Sep 86.

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

3. APPLICABILITY. This policy is applicable to all personnel under the operational control of JBM-HH.

4. POLICY. Our DA Civilian workforce is part of the greatest resource in the Army, it's people, and protecting this resource is the duty of every leader. Leaders shall 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.

5. PROCEDURES.

a. EO 12564 established the goal of a DFW. 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 Installation Management Command (IMCOM) organization has implemented and sustained this important program. Command support at all levels is essential for the successful implementation and execution of a DFW.

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HR-6, Drug Free Workplace

b. An effective support system of a DFW includes substance abuse prevention trainings and random urinalyses of Test of Designated Positions (TDP). Supervisors and employees may contact the Army Substance Abuse Program's (ASAP) Employee Assistance Program (EAP) for prevention training requirements/information. Supervisors of employees in TDP should ensure that employees selected for random testing report to the Drug Test Coordinator (DTC) within two hours of notification.

6. PROPONENT. The Directorate of Human Resources is the proponent for this policy. The point-of-contact is the ASAP Manager at commercial (703) 696-6860, DSN 426-6860.

DAVID D. BOWLING  
COL, SF  
Commanding

Distribution:

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