



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE  
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CAMP LEJEUNE NC 28542-0005

5500  
G-1/CHRO-E

**16 SEP 2025**

COMMANDING GENERAL'S POLICY LETTER 003-25

From: Commanding General  
To: Distribution

Subj: DRUG FREE WORKPLACE PROGRAM (DFWP) FOR APPROPRIATED FUND  
EMPLOYEES

Ref: (a) MCO 12792.1A  
(b) Civilian Human Resources Manual (CHRM) 792.3  
(c) SECNAVINST 12752.1A Ch 1, "Disciplinary Actions," November  
6, 2017

Encl: (1) Sample Letter Notice of Random Drug Testing under the  
Department of the Navy (DON) Drug-Free Workplace Program

1. Purpose. To implement the DON and the United States Marine Corps (USMC) policy on DFWP as set forth in references (a) through (c). This Policy Letter updates information in accordance with reference (a), adds language stating that adherence to DFWP policies is a condition of employment and a new provision that allows for Technical Corrections of a position to be included as a Testing Designated Position (TDP) with appropriate justification.

2. Cancellation. CG Policy ltr 014-19.

3. Information

a. The DON and USMC will not tolerate the possession, use, or distribution of illegal drugs and are committed to the eradication of them from the workplace. A drug-free workplace is essential to mission accomplishment.

b. References (a) and (b) set forth the DON and USMC policies and responsibilities for DFWP implementation and make it a condition of employment for all Federal employees to refrain from using illegal drugs on or off duty.

c. The DON program includes the following types of drug testing: (1) random testing of employees in TDPs; (2) reasonable suspicion testing; (3) accident or unsafe practice testing; (4) voluntary testing; (5) follow-up testing subsequent to counseling or rehabilitation; and (6) applicant testing.

d. An employee found to use illegal drugs must be referred to the Civilian Employee Assistance Program, in accordance with reference (b). Disciplinary action will also be initiated against said employee, in accordance with reference (c). However, an employee who

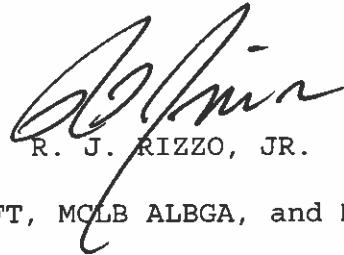
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EMPLOYEES

voluntarily seeks treatment for illegal drug use, prior to being notified of a drug test and meets the "Safe Harbor" conditions as set forth in reference (c), will not be subject to disciplinary action or removal for admitted acts of illegal drug use. "Safe Harbor" will not be granted to drug dealers or those involved in other drug-related misconduct.

e. Technical Correction is a process that management can use to identify a position that provides interim inclusion to the DON TDP list, pending official issuance of the next revised list.

4. Action. This Policy is applicable to all appropriated fund personnel, and tenant organizations aboard Marine Corps Base, Camp Lejeune, Marine Corps Air Station, New River and Marine Corps Air Station, Cherry Point.

5. Point of contact is the Drug Program Coordinator at (910) 451-9459.



R. J. RIZZO, JR.

DISTRIBUTION: A/B/C (less MCAS BFT, MCLB ALBGA, and MCSF BI)

Copy to: CG TECOM

Sample Letter Notice of Random Drug Testing under the Department of the Navy (DON)  
Drug Free Workplace Program



**DEPARTMENT OF THE NAVY**  
OFFICE OF CIVILIAN HUMAN RESOURCES  
614 SICARD STREET SE SUITE 100  
WASHINGTON NAVY YARD, D.C. 20374-5072

**MEMORANDUM FOR DISTRIBUTION**

**SUBJECT:** Individual Notice of Random Drug Testing Under the Department of the Navy Drug-Free Workplace Program

**REF:** (a) Executive Order 12564, "Drug-Free Federal Workplace," September 15, 1986  
(b) General Notice of Drug Testing for New Employees Under Department of the Navy Drug-Free Workplace Program - Assistant Secretary of the Navy (Manpower and Reserve Affairs), December 13, 2005

In accordance with reference (a), the Department of the Navy (DON) implemented drug testing under the Drug-Free Workplace Program (DFWP). This notice is issued to all employees in testing-designated positions (TDP) together with reference (b).

As such, your position meets the criteria for designation as a TDP and is therefore subject to random drug testing under the DON DFWP. No sooner than 30 calendar days from receipt of this notice, you are subject to random drug testing on an unannounced basis.

If you believe your position has been incorrectly designated as a TDP, you may request a review of the determination, in writing, to your immediate Activity Head/Commanding Officer (AH/CO) within 15 days of receipt of this notice. Requests should state the reasons why you believe your position should not be a TDP and include all relevant justification. Results of the request and AH/CO decision are not subject to further review or grievable under the administrative grievance procedure. If you are a member of a bargaining unit, you must seek review of your position designation through your negotiated grievance procedure, unless the agreement specifically excludes such decisions from the negotiated procedure.

An employee who voluntarily identifies himself or herself to their supervisor or other appropriate management official as a user of illegal drugs, prior to being notified of a drug test or so identified by other means, and who seeks rehabilitation will not be subject to disciplinary action for prior drug use under "safe harbor," as stated in enclosure (b).

**BELTON.MICHELLE** Digitally signed by  
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91843  
Date: 2023.10.30 15:54:54 -0400

Michelle L. Belton  
Acting Director, Office of Civilian  
Human Resources

I have read and acknowledged receipt of this Individual Drug Testing Notice.

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Employee Printed Name / Signature / Date