



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
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FALLS CHURCH VA 22042

BUMEDINST 12792.2
BUMED-N1
27 Apr 2026

BUMED INSTRUCTION 12792.2

From: Chief, Bureau of Medicine and Surgery

Subj: CIVILIAN DRUG FREE WORKPLACE

Ref: (a) DoD Instruction 1010.09 of 22 June 2012
(b) DON Civilian Human Resource Manual, Drug Free Workplace Program, October 2005

1. Purpose. To establish policy and implement procedures for the administration and management of the Civilian Drug Free Workplace Program (DFWP) for all commands, activities, and units under the command of Budget Submitting Office (BSO) 18, per references (a) and (b), subchapter 792.3 and the Bureau of Medicine and Surgery (BUMED) Human Resource Office (HRO) Drug Free Workplace (DFW) Standard Operating Procedures (SOP) which is available on the BUMED HRO SharePoint site: <https://esportal.med.navy.mil/bumed/HRO/Redesign/DFW.aspx>. This instruction is a complete revision and should be reviewed in its entirety.
2. Cancellation. BUMEDINST 5355.4A.
3. Scope and Applicability. This instruction applies to all BSO-18 Federal civilian employees and military supervisors of Federal civilian employees.
4. Policy. The Department of War and Department of the Navy (DON) policy is to eliminate the use of illegal drugs by all civilian employees. BSO-18 civilian employees and military supervisors of civilian employees will fully comply with this instruction and the procedures outlined in references (a) and (b), subchapter 792.3 and the BUMED HRO DFW SOP to achieve and maintain a DFW.
5. Roles and Responsibilities
 - a. Chief, BUMED (BUMED-N00) will:
 - (1) Provide guidance and assistance to commanders and directors of BSO-18 activities to ensure effective execution of the Civilian DFWP.
 - (2) Ensure subordinate commands comply with the requirements of references (a) and (b), subchapter 792.3 and the BUMED HRO DFW SOP.

b. Director, Manpower and Personnel (BUMED-N1) will:

(1) Forward to the Deputy Assistant Secretary of the Navy (Civilian Human Resources) (DASN-CHR), via the DON Drug Program Manager (DPM), changes to the Testing Designated Position list received from BSO-18 activities. BUMED-N1 will include a recommendation to either approve or disapprove the request.

(2) Disseminate the list of DON Testing Designated Positions to BSO-18 activities under their cognizance.

(3) Notify subordinate BSO-18 activities of testing quotas as mandated by reference (a).

c. Director, Civilian Human Resources (BUMED-N11) will:

(1) Be responsible for the overall implementation of the DFWP.

(2) Appoint a BUMED DPM.

(3) Ensure the BUMED HRO DFW SOP is reviewed and updated, as necessary.

d. BUMED DPM will:

(1) Administer and manage the DFWP.

(2) Ensure regional and command drug program coordinators comply with procedures outlined in reference (b), subchapter 792.3.

(3) Ensure publication of BUMED HRO DFW SOP on the BUMED HRO SharePoint site.

e. Commanders, Commanding Officers, and Officers-in-Charge will:

(1) Ensure appointment of a local command drug program coordinator.

(2) Ensure compliance with the procedures set forth in reference (b), subchapter 792.3 and the BUMED HRO DFW SOP.

(3) Provide the BUMED DPM with local DFWP instructions for review in conjunction with the BUMED HRO DFW SOP.

f. Supervisors will:

(1) Complete supervisory DFWP training within the first 6 months of initial appointment to a supervisory position and at least every 3 years thereafter.

(2) Ensure compliance with the procedures set forth in reference (b), subchapter 792.3 and the BUMED HRO DFW SOP.

g. Federal Civilian Employees will:


- (1) Refrain from the illegal use of drugs on and off duty at all times.
- (2) Provide a drug test specimen when required.
- (3) Comply fully with the requirements of the DFWP.

6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the DON Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

7. Review and Effective Date. Per OPNAVINST 5215.17A, BUMED-N1 will review annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of War, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.


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Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the Navy Medicine Web site, <https://www.med.navy.mil/Directives/>.