



DEPARTMENT OF THE NAVY
NAVY AND MARINE CORPS PUBLIC HEALTH CENTER
620 JOHN PAUL JONES CIRCLE SUITE 1100
PORTSMOUTH VA 23708-2103

12792

CS
SEP 22 2016

From: Commanding Officer, Navy and Marine Corps Public Health Center

Subj: DRUG FREE WORKPLACE SAFE HARBOR PROGRAM POLICY

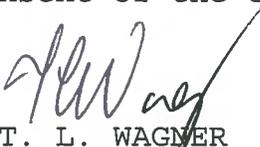
Ref: (a) Executive Order 12564
(b) Department of the Navy, Drug Free Workplace Handbook
(c) Civilian Human Resource Manual, Subchapter 792.1

Encl: (1) Safe Harbor Application Letter Format

1. References (a) through (c) describe the operation of the safe harbor program. Under safe harbor an employee may voluntarily identify himself or herself as a user of illegal drugs, prior to being so identified by other means, and seek counseling or rehabilitation assistance without being subject to disciplinary action for drug use. Enclosure (1) is a sample request to participate in safe harbor. The template may be accessed via <http://nmcpeh-spweb1/FormServerTemplates/Forms/Form%20Category.aspx>.

2. An employee who requests safe harbor under the provisions of this program must be aware that he or she may be relieved from performing sensitive duties. Further, the Security Manager will be advised of the safe harbor request and this information may then be used to determine whether the employee will retain his or her security clearance. This review could lead to the revocation of the security clearance and removal from the Federal service for failure to meet a condition of employment, i.e., maintaining a security clearance.

3. This does not affect the ongoing operation of the Civilian Employee Assistance Program under which employees may seek rehabilitation assistance for drug abuse problems. Such information will not be released to activity management officials without the written consent of the employee.


T. L. WAGNER

Distribution is electronic only via the NMCPHC Intranet at <http://nmcpeh-spweb1/CS/Lists/CommandPolicy/AllItems.aspx>.

Safe Harbor Application Letter Format

MEMORANDUM

From: Name of Requestor
To: Commanding Officer, Navy and Marine Corps Public Health Center
Via: (1) Immediate Supervisor
(2) Activity Drug Program Coordinator

Subj: REQUEST FOR SAFE HARBOR

1. I voluntarily identify myself as a user of illegal drugs and request safe harbor under the provisions of the Department of the Navy Drug-Free Workplace Program. I understand this means I will not be subject to disciplinary action during my rehabilitation period, but if I occupy a sensitive position, I will not be permitted to continue performing those duties. I further understand this may cause a loss of my security clearance, which may result in my removal from Federal service. I voluntarily agree to the following conditions:

- a. To obtain counseling and rehabilitation through the Civilian Employee Assistance Program.
- b. To be tested by the activity/command as part of, and as follow-up to, counseling and rehabilitation.
- c. To release to appropriate management and Civilian Employee Assistance Program officials all counseling and rehabilitation records related to my illegal use of drugs.
- d. To refrain from any subsequent illegal use of drugs.

(Signature)

(Date)