



DEPARTMENT OF THE NAVY
NAVAL EDUCATION AND TRAINING COMMAND
250 DALLAS STREET
PENSACOLA, FLORIDA 32508-5220

NETCINST 12564.1A
N1CP
1 Mar 2022

NETC INSTRUCTION 12564.1A

From: Commander, Naval Education and Training Command

Subj: DRUG-FREE WORKPLACE PROGRAM

Ref: (a) Department of the Navy Civilian Human Resources
Manual
(b) 5 U.S.C. §71

1. Purpose. To issue policies and procedures for the administration and management of the Naval Education and Training Command (NETC) Drug-Free Workplace Program (DFWP).

2. Cancellation. NETCINST 12564.1.

3. Policy

a. The Department of Navy (DON) policy is to eliminate the illegal use of drugs by all civilian employees. NETC will fully comply with all guidance to achieve a drug-free workplace at every activity and command within NETC.

b. Drug testing to deter illegal drug use will be used through a carefully controlled and monitored program as defined and outlined by DON in Subchapter 792.3 of reference (a). NETC activities and commands will meet all DFWP requirements as outlined in Subchapter 792.3 of reference (a) prior to drug testing.

c. Appropriate administrative action will be taken in every instance of illegal drug use and necessary disciplinary action will be taken following the provisions of Subchapter 752 of reference (a).

d. Bargaining obligations with exclusively recognized labor organizations will be satisfied with regard to DFWP as required by reference (b).

4. Action. NETC activities and commands will fully comply with the requirements of the DON DFWP as outlined in Subchapter 792.3 of reference (a).

a. Each NETC activity or command will appoint a Drug Program Coordinator (DPC), regardless of whether it has any Testing Designated Positions (TDP). Per Subchapter 792.3 of reference (a), the DPC function may be appointed through mutual written agreement with another Navy activity/Marine Corps command DPC. Annually, the command will report the name of their appointed DPC to the NETC DPC using NETC 12564/1.

b. Each NETC activity or command will ensure that the provisions of the DON DFWP are publicized and training is provided to all employees including drug awareness, the hazards of illegal drug use, the Civilian Employee Assistance Program, and "Safe Harbor" provisions.

c. Annually, the command appointed DPC will submit the Federal DFWP Annual Report to the NETC DPC reporting the command's DFWP training and drug testing activities. The NETC DPC will forward the report format to command DPCs prior to submission.

d. Each NETC activity or command will annually review and accurately identify/verify their TDPs for inclusion in the testing pool for the DPC. NETC 12564/1 will be submitted to the NETC DPC no later than 30 September of each year. It will be the command's responsibility to coordinate with the DPC to ensure that the TDPs are being tested per Subchapter 792.3 of reference (a).

e. Each NETC activity or command will ensure that an employee found to use illegal drugs is immediately taken out of their TDP. The employee may be returned to their position as part of a counseling or rehabilitation program if the Activity Head/Commander determines that such action will not endanger public safety or National Security. This authority to reinstate the employee to TDP may not be further delegated.

f. Each NETC activity or command will ensure a procedure is established within the activity/command for employees to volunteer for the random drug testing program.

g. Each NETC activity or command will ensure the approval level for either accident or unsafe practice or reasonable suspicion testing is delegated no lower than one level above the supervisor or manager requesting the drug test.

1 Mar 2022

5. 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 Department of the Navy 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.

6. Review and Effective Date. Per OPNAVINST 5215.17A, NETC will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, 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.

7. Forms. The following form is available for download from the NETC Reference Library in DON TRACKER or by e-mail at netc_directives@navy.mil: NETC 12564/1 (Command Drug Program Coordinator and Testing Designated Positions)



K. BECK
Chief of Staff

Releasability and distribution:

This instruction is cleared for public release and is available electronically on the NETC Public Web Site (www.netc.navy.mil), via the NETC Reference Library in DON TRACKER, or by e-mail at netc_directives@navy.mil.