



DEPARTMENT OF THE NAVY

HUMAN RESOURCES OFFICE
368 SOUTH AVENUE
PENSACOLA FLORIDA 32508-5124

IN REPLY REFER TO :

5355

Code 0923

30 APR 1999

From: Associate Director, Human Resources Office, Pensacola
To: All Civilian Appropriated Fund Employees

Sub: NOTICE REGARDING APPLICATION FOR SAFE HARBOR UNDER THE
DEPARTMENT OF THE NAVY DRUG-FREE WORKPLACE PROGRAM

Ref: (a) SECNAVINST 12792.3A of 8 Dec 88
(b) OCPMINST 12792.3A of 10 Sep 93 (Appendix D-1)

1. Reference (a) provides Navy policy and delegates responsibility for implementing the Drug-Free Workplace Program (DFWP). Included in reference (a) is a provision called "safe harbor." Reference (b), paragraph 8, further describes the provision of "safe harbor" under which 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 prior drug use.
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 officer 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 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 and be assured that such information will not be released to activity management officials.
4. For more information, or if you wish to request safe harbor, you may contact Mr. Gary Moorer at (850) 452-2132/2133.


M. D. MILLAS