

**Personnel Management**

**Drug and Alcohol Abuse Policy**

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**Summary of Changes.** This regulation prescribes policy for drug and alcohol abuse.

**Applicability.** California National Guard Full-time Personnel Regulation (CNGFPR) applies to all California Army and Air National Guard technicians and to commanders, managers and supervisors (military or civilian) with authority or responsibility over technician personnel management.

**Proponent and Exception Authority.** The proponent of this regulation is the Joint Force Headquarters, J-1, Directorate for Human Resources. The proponent has authority to approve exceptions to this regulation when they are consistent with controlling laws and regulation.

**Supplementation.** Supplementation of this regulation is prohibited.

**Suggested Improvements.** Users of this regulation are invited to send comments and suggested improvements to Joint Force Headquarters, Directorate for Human Resources, 9800 Goethe Road, Sacramento, CA 95826-9101.

**Distribution.** Distribution of this regulation is Army - A and Air Force - F.

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**Content** (listed by paragraph number)

	Paragraph
Purpose . . . . .	1
References . . . . .	2
Definitions . . . . .	3
Policy . . . . .	4
Testing Designated Positions . . . . .	5
Drug Testing Procedures . . . . .	6
Personnel Actions . . . . .	7
Responsibilities . . . . .	8

**1. Purpose**

a. The most valuable asset of the California National Guard is the human element. This ensures a mission and combat-ready force capable of defending the freedom and values upon which this country and the State of California are based. It is the California National Guard's policy to maintain standards of behavior, performance, and discipline consistent with state military codes, public law, and regulation.

b. Drug use is having serious adverse effects on a significant proportion of the U.S. work force and results in billions of dollars of lost productivity each year. The California National Guard, as an employer, is concerned with the well-being of its employees, the successful accomplishment of Agency missions, and the need to maintain employee productivity.

c. The profits from illegal drugs provide the single greatest source of income for organized crime, fuel violent street crime, and otherwise contribute to the breakdown of society.

d. The use of illegal drugs by California National Guard employees, on or off duty, is inconsistent not only with the law-abiding behavior expected of all citizens, but also with the special trust placed in such employees as servants of the public.

e. The use of illegal drugs, on or off duty, by California National Guard employees impairs efficiency, undermines public confidence, and makes it more difficult for other employees who do not use illegal drugs to perform their jobs effectively.

- f. The use of illegal drugs by California National Guard employees, on or off duty, also may pose a serious health and safety threat to members of the public and to other employees.
- g. The use of illegal drugs by California National Guard employees, on or off duty, in certain positions evidences less than the complete reliability, stability, and good judgment that is consistent with access to sensitive information and creates the possibility of coercion influence, and irresponsible action under pressure that may pose a serious risk to U.S. national security, the public safety, and the effective enforcement of the law.
- h. California National Guard employees who use illegal drugs must be primarily responsible for changing their behavior and, if necessary, begin the process of rehabilitating themselves.
- i. This regulation is authorized by DoD 1010.9 and Executive Order 12564.

## 2. References.

- a. DoD Directive 1010.9, DoD Civilian Employee Drug Abuse Testing Program
- b. Executive Order 12564, Drug-Free Federal Workplace," September 15, 1986.
- c. Title 5, United States Code, Privacy Act, Sections 75, 552(a), 7301, (Supp 1987), and 8331 (20).
- d. Public Law 253, 80th Congress, National Security Act of 1947, June 26, 1947, as amended.
- e. Executive Order 12333, United States Intelligence Activities, December 4, 1981.
- f. Public Law 95-454, Civil Service Reform Act of 1978, October 13, 1978.
- g. Title 5, Code of Federal Regulations, Parts 752.203 and 752.404.
- h. Title 21, United States Code, Chapter 13.
- i. Title 21, United States Code, Section 802(6).
- j. DoD Directive 1010.6, Rehabilitation and Referral Services for Alcohol and Drug Abusers, March 13, 1985.
- k. Federal Personnel Manual (FPM) Supplement 792-2, February 29, 1980.
- l. Executive Order 10450, Security Requirements for Government Employment, April 27, 1953.
- m. Executive Order 12356, National Security Information, April 2, 1982.

## 3. Definitions.

- a. Alcohol Abuse. The use of alcohol to an extent that it has an adverse effect on the user's health or behavior, family, community, or the Department of Defense, or leads to unacceptable behavior as evidenced by one or more acts of alcohol-related misconduct.
- b. Alcohol Dependence and/or Alcoholism. Psychological and/or physiological reliance on alcohol, as such reliance is defined by the American Psychiatric Association Manual
- c. Employee. A California National Guard military technician (Dual-Status and Non-Dual Status) DoD employee paid from appropriated funds.
- d. Employee Assistance Programs (EAPs). DoD Component-based counseling programs that offer assessment, short-term counseling, and referral services to employees for a wide range of drug, alcohol, and mental health problems that affect employee job performance. EAPs are responsible for referring employees who are abusing drugs for rehabilitation and for monitoring employees' progress while in treatment as set forth in DoD Directive 1010.6 (reference (j)).
- e. Illegal Drugs. A controlled substance included in Schedule I or II, as defined by 21 U.S.C. 802(6) (reference (i)), the possession of which is unlawful under Chapter 13 of 21 U.S.C. (reference (h)). The term "illegal drugs" does not mean the use of a controlled substance under a valid prescription or other use authorized by law.
- f. Random Testing. A system of drug testing imposed without individualized suspicion that a particular individual is using illegal drugs. Random testing either may be testing of testing-designated employees occupying a specified area, element, or position, or may be statistically random sampling of such employees based on a neutral criterion; i.e., social security numbers.
- g. Reasonable Suspicion. An articulable belief that an employee may have used illegal drugs, among other things, based on the following:
  - (1) Observable phenomena, such as direct observation of drug use or possession and/or the physical symptoms of being under the influence of a drug.
  - (2) A pattern of abnormal conduct or erratic behavior.
  - (3) Arrest or conviction for a drug-related offense, or the identification of an employee as the focus of a criminal investigation into illegal drug possession, use, or trafficking.
  - (4) Information provided either by reliable and credible sources or independently corroborated.
  - (5) Newly discovered evidence that the employee has tampered with a previous drug test.

h. Sensitive Position refers to the following:

(1) An employee in a position that a DoD Component Head designates Special-Sensitive, Critical-Sensitive, or Noncritical-Sensitive, under the FPM Supplement 792-2 (reference (k)), or an employee in a position that a DoD Component Head designates as sensitive in accordance with E.O. 10450, as amended (reference (l)).

(2) An employee who has been granted access to classified information or may be granted access to classified information under a determination of trustworthiness by a DoD Component Head under E.O. 12356 (reference (m)).

(3) Individuals serving under Presidential appointments.

(4) Law enforcement officers as defined in 5 U.S.C. 8331(20) (reference (c)).

(5) Other positions that the DoD Component Head determines to involve law enforcement, U.S. national security, the protection of life and property, public health or safety, or other functions requiring a high degree of trust and confidence.

i. Testing-Designated Positions. Those positions described in Section 7(d) of E.O. 12564 (reference (b)) that additionally are designated by the DoD Component Head as subject to random drug testing of the incumbent under subparagraph 5.5.2 of this Directive. Testing-designated positions are characterized by their critical safety or security responsibilities as they relate to the mission of the DoD Component. The job functions associated with these positions have a direct and immediate impact on public health and safety, the protection of life and property, law enforcement, or U.S. national security. These positions require the highest degree of trust and confidence. All positions that require the incumbent possess a security clearance of "Top Secret" or higher may be designated for testing.

j. Verified Positive Test Result. A test result that has been screened positive by a Federal Drug Administration (FDA) approved immunoassay test, confirmed by a gas chromatography mass spectrometry assay, (or other confirmatory test approved by HHS), and evaluated by the medical review official and determined by him or her to be unjustified.

#### 4. Policy.

It is California National Guard policy:

a. To implement E.O. 12564 (reference (b)) fully and to comply with 5 U.S.C. 7301 (reference (c)). The findings of the President, accompanying reference (b), are in enclosure 3.

b. That DoD employees are required to refrain from using illegal drugs.

c. That the use of illegal drugs by DoD employees, whether on duty or off duty, is contrary to DoD efficiency.

d. To achieve the goal of a drug-free workplace. Because the DoD mission is to protect and defend the United States, DoD employees must be free from the influence of drugs and be able to work in a drug-free environment. Public confidence in the Department of Defense is essential to the DoD mission. The Department of Defense must not be compromised by drugs in the workplace. To accomplish this, the Department of Defense shall begin a program of drug testing that also includes provisions for employee privacy, confidentiality, employee assistance programs, and supervisory training.

#### 5. Testing Designated Positions.

The California National Guard has designated that all Dual Status and Non-Dual positions employed by the California National Guard as "testing-designated positions." This includes all appointments of a temporary, time limited, indefinite, and permanent nature.

#### 6. Drug Testing Procedures.

a. The publication of this regulation meets the sixty day notification of the implementation of a drug testing program requirement in DoD Directive 1010.9. Implementation of a drug testing program will commence 60 calendar days after the date of this publication. Employees may seek counseling and rehabilitation through the agencies Employees Assistance Program (EAP).

b. Supervisors should ensure that a specific written notice is given to each employee in a testing-designated position no later than 30 days before testing begins. Written acknowledgement of receipt of the notice should be obtained and documented on the NGB 904-1.

c. Before conducting a drug test, the Supervisor shall inform the employee to be tested of the opportunity to submit medical documentation that may support a legitimate use for a specific drug. The test may be given any time after the employee is so notified.

d. Urine specimens shall be processed using strict chain-of-custody procedures from the point of collection until the results are reported by the drug testing laboratory.

- e. A drug program coordinator shall be assigned to coordinate urine collection at the work location.
- f. Urine collection and laboratory testing procedures promulgated by the ASD (HA) and the Secretary, HHS, shall be followed.
- g. All DoD Components shall use drug testing laboratories that are certified by the Department of Defense or the Secretary, HHS.
- h. Each DoD Component's implementing document shall contain the following:
  - (1) Procedures for timely submission of requests for retention of records and specimens.
  - (2) Procedures for retention and retesting of specimens confirmed as positive.
  - (3) Procedures for providing urine specimens that allow individual privacy, unless there is reason to believe that a particular individual may alter or substitute the specimen to be provided.
  - (4) Procedures to protect the confidentiality of test results, under 5 U.S.C. 552a and 7301 (reference (c)), and related medical and rehabilitation records consistent with applicable law and regulation.

## 7. Personnel Actions.

a. Drug Use Determination. The determination that an applicant or employee has used illegal drugs may be made on the basis of direct observation, a criminal conviction, confirmed positive results of a test conducted under the DoD Component's drug testing program, the employee's own admission, or other applicable evidence. Actions taken against an employee, on a finding of illegal drug use under 5 U.S.C. 75 (reference (c)), must be supported by the evidence.

### b. Applicants.

- (1) Applicants who are not current employees and who refuse to be tested must be refused that employment.
- (2) All applicants with verified positive test results shall be refused employment. Applications from such individuals shall not be considered for employment for a period of 6 months from the date of the test results.
- (3) DoD Components, in addition to any applicable personnel actions, shall refer any employee found to have used illegal drugs to an EAP for assessment, counseling, and, if applicable, referral for treatment or rehabilitation. Employee participation in treatment or rehabilitation programs through the EAP does not prevent the DoD Component from initiating any disciplinary action authorized on a finding of illegal drug use, including removal from Federal service.
- (4) DoD Components shall not allow any employee to remain on duty in a sensitive position who is found to use illegal drugs before successful completion of rehabilitation through an EAP. As part of a rehabilitation or counseling program, the Secretary of Defense, or the head of each DoD Component, may allow an employee to return to duty in a sensitive position if it is determined that this action should no longer pose a danger to public health or safety or to U.S. national security.
- (5) DoD Components shall initiate action to discipline any employee found using illegal drugs provided that such action is not required for an employee who does the following:
  - (a) Voluntarily identifies himself or herself as a user of illegal drugs or who volunteers for drug testing under subparagraph 5.5.3., above, before being identified through other means.
  - (b) Obtains counseling or rehabilitation through an EAP.
  - (c) Thereafter, refrains from using illegal drugs.

c. Discretionary Disciplinary Actions. Upon the first findings that an employee has used illegal drugs, a range of disciplinary actions are available to a DoD Component from a written reprimand to removal. Except for employees who voluntarily identify themselves as users of illegal drugs, obtain applicable counseling and rehabilitation, and, thereafter, refrain from illegal drug use, DoD Components are required to begin disciplinary action against employees who are found to use illegal drugs. DoD Components have discretion in deciding what disciplinary measures to initiate, consistent with the requirements of the "Civil Service Reform Act" (reference (f)) and other applicable factors. Among the disciplinary measures available to the DoD Components are the following:

- (1) Reprimanding the employee in writing.
- (2) Suspending the employee for 14 days or less consistent with the procedural requirements in 5 CFR 752.203 (reference (g)).
- (3) Suspending the employee for 15 days or more consistent with the procedural requirements in Part 752.404 of reference (g).
- (4) Suspending the employee, consistent with the procedural requirements in 5 CFR 752.404 (reference (g)), until such time as he or she successfully completes counseling or rehabilitation or until the DoD Component determines that action other than suspension is more applicable to the individual situation.
- (5) Removing the employee from Federal service, consistent with the procedural requirements of reference (g), for confirmed illicit use of an illegal drug; refusal to take a drug test authorized by E.O. 12564

(reference (b)); refusal to obtain or successfully complete counseling or rehabilitation as required by reference (b); or once having completed counseling or rehabilitation, failing to refrain from illegal drug use.

d. Mandatory Disciplinary Action. Initiation of removal from Federal service is required after a second finding that the employee has used illegal drugs.

(1) Verified positive test results and information developed by the DoD Component in the course of the drug testing of the employee, subject to the limitations of 5 U.S.C. 552a (reference (c)), may be considered in processing any adverse action against the employee or for other administrative purposes. Preliminary test results may not be used in an administrative proceeding.

(2) Drug testing shall not be conducted under this Directive for gathering evidence for use in criminal proceedings. DoD Components are not required to report to the Attorney General for investigation or prosecution any information, allegation, or evidence of violations of any provision of 21 U.S.C. 13 (reference (h)) received as a result of drug testing conducted under this Directive.

(3) An employee who refuses to be tested, when so required, shall be subject to the full range of disciplinary action, including dismissal.

## 8. Responsibilities.

a. The DoD Coordinator for Drug Enforcement Policy and Support (CDEP&S) is responsible for the overall policy, administration and technical and scientific aspects of this program. DoD Components must obtain approval of the *DoD Drug Coordinator for implementing documents and testing-designated* positions.

b. The General Counsel of the Department of Defense (GC, DoD) is responsible for consultation with the Attorney General under E.O. 12564 (reference (b)) on DoD Component documents (and amendments thereto) implementing this Directive.

c. Under this Directive, the Director, Washington Headquarters Services (WHS), is the DoD Component Head for employees of WHS, OSD, and DoD Field Activities.

d. The Secretary of the Army is responsible for specimen collection, laboratory testing, and ancillary administrative requirements for employees of OSD and DoD Activities. An applicable memorandum of understanding (MOU) shall be entered into by the Secretary of the Army and the Director, WHS, for this purpose.

e. The Heads of DoD Components:

(1) Shall develop a plan and implementing documents for achieving the objective of a drug-free workplace with due consideration to the rights of the Government, the employee, and the general public. Prior to implementation, the plan and the implementing documents shall include the following:

(2) A statement of policy on the DoD Component's expectations on drug use and the action to be anticipated in response to identified drug use.

(3) Employee Assistance Programs (EAPs) emphasizing education and counseling, to include referral where applicable to rehabilitative treatment and programs in accordance with available community resources.

(4) Supervisory training to assist in identifying and addressing illegal drug use by DoD Component employees.

(5) Provision for self-referral and supervisory referral to treatment with maximum respect for individual confidentiality consistent with safety and security.

(6) Provision for identifying users of illegal drugs, including testing on a controlled and carefully monitored basis in accordance with this Directive.

(7) The positions designated for random drug testing along with the criteria and procedures applied in designating such positions for drug testing, including the justification for such criteria and procedures.

f. Shall establish a program for random testing of employees in sensitive positions for the use of illegal drugs. Testing-designation positions are positions that have been designated for random testing. The extent to which such employees are tested and the criteria for such testing shall be determined by the Head of each DoD Component, based on the DoD Component's mission and its employees' duties, the efficient use of DoD Component resources, and the danger to public health and safety or to U.S. national security that might result from the failure of an employee to discharge his or her position adequately.

g. Shall establish a program for voluntary employee drug testing.

h. Are authorized, in addition to the testing program established under subparagraph 5.5.2., above, to test any employee for illegal use under the following circumstances:

(1) When there is a reasonable suspicion that any employee uses illegal drugs.

(2) In an examination authorized by the DoD Component as the result of an accident or an unsafe practice.

(3) As part of, or as follow-up to, a counseling or rehabilitation program to which an employee, found to have used illegal drugs, has been referred through the DoD Component's EAP.

i. Are authorized to test any applicant for illegal drug use.

j. Are authorized to take action as described in paragraph 6.2., below, upon finding that an employee or applicant has used illegal drugs.

**FOR THE GOVERNOR:**

**WILLIAM H. WADE II**

*Major General*

*The Adjutant General*

**OFFICIAL:**



**STUART D. EWING**

*Captain, CA ANG*

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References:

(e) through (l), see enclosure 1

1. REISSUANCE AND PURPOSE

This Directive reissues reference (a) and replaces reference (b) to update DoD policies and responsibilities for drug and alcohol abuse prevention.

2. APPLICABILITY AND SCOPE

2.1. This Directive applies to the Office of the Secretary of Defense (OSD), the Military Departments (including the Coast Guard when it is operating as a Military Service in the Department of the Navy), the Chairman of the Joint Chiefs of Staff, the Combatant Commands, and the Defense Agencies (hereafter referred to collectively as "the DoD Components"). The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force, and the Marine Corps.

2.2. The terms and provisions of this Directive are not intended to modify or otherwise affect statutory provisions and those regulations or DoD Directives concerned with determination of misconduct and criminal or civil responsibilities for persons' acts or omissions.

3. DEFINITIONS

3.1. (reference (c)).

3.3. DoD Civilian Employee. A permanent employee of the Department of Defense who is a U.S. citizen and who is paid from appropriated or nonappropriated funds.

3.4. Drug Abuse. The wrongful use, possession, distribution, or introduction onto a military installation of a controlled substance, prescription medication, over-the-counter medication, or intoxicating substance (other than alcohol). "Wrongful" means without legal justification or excuse, and includes use contrary to the directions of the manufacturer or prescribing healthcare provider, and use of any intoxicating substance not intended for human ingestion.

3.5. Drug Abuse Paraphernalia. All equipment, products, and materials of any kind that are used, intended for use, or designed for use, in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing,

concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance in violation of 21 U.S.C. 801 et seq. (reference (d)).

3.6. Drug Dependence. Psychological and/or physiological reliance on a chemical or pharmacological agent as such reliance is defined by reference (c). The term does not include the continuing prescribed use of pharmaceuticals as part of the medical management of a chronic disease or medical condition.

3.7. Prevention Programs. Training, education and public information activities designed to influence participants to avoid drug and alcohol abuse.

#### 4. POLICY

It is DoD policy to prevent and eliminate drug and alcohol abuse and dependence from the Department of Defense. Such abuse and dependence are incompatible with readiness, the maintenance of high standards of performance, and military discipline. The Department of Defense also recognizes that alcoholism is a progressive disease that affects the entire family and that it is both preventable and treatable; therefore, it is DoD policy to:

4.1. Deter and identify drug and alcohol abuse and dependence that exist on installations and facilities under DoD control.

4.2. Not access military personnel or hire civilian employees into the Department of Defense who are drug dependent or active drug abusers. The policy on military accession or new entrant testing and dependency evaluation is described in DoD Instruction 1010.16 (reference (e)).

4.3. Periodically assess the extent of drug and alcohol abuse in the Department of Defense. *Use data from urinalysis test results to conduct longitudinal, statistical, and analytical studies of military personnel drug testing and drug usage.*

4.3.1. *Demographic data reports on drug testing shall not contain personal identifiers. Demographic data reports on drug testing may contain information on age, gender, rank and/or rate, specialty, geographic location, Military Service, or DoD Component, and related demographic information on active duty military personnel and members of the Reserves.*

4.3.2. *All requests for Service-specific drug testing demographics data shall be submitted to the Service's designated drug testing program office for approval. All requests for DoD-wide drug testing demographic data shall be submitted to Office of the DoD Coordinator, Drug Enforcement Policy and Support (OCDEP&S) for approval.*

4.3.3. *Military drug test results are subject to the requirements of the Privacy Act of 1974, as amended, Title 5, U.S.C., Section 552a (reference (m)). Where drug test information involves individuals participating in a drug abuse rehabilitation program, results of testing shall be confidential and be disclosed only for purposes and under the circumstances expressly authorized in Title 42, U.S.C., Section 290dd-2 (reference (n)).*

4.4. Provide education and training on DoD policies for drug and alcohol abuse and/or dependency, and on effective measures to alleviate problems associated with alcohol and drug abuse and/or dependency.

4.5. Counsel military personnel who abuse alcohol and provide treatment and/or rehabilitation in accordance with DoD Directives 1010.1 and 1010.7 (references (f), (g)), and other applicable laws, regulations, and policies. Initiate administrative actions against Service members who refuse to participate in counseling or refuse to enter or successfully participate in an alcohol treatment and/or rehabilitation program for alcohol abuse. Separation of Service members who do not comply with the retention standards established by the Military Services shall be in accordance with DoD Directive 1332.14 (reference (h)). For civilian employees, personnel actions shall be taken in accordance with DoD Directive 1010.9 (reference (i)), and the Civil Service Reform Act of 1978 particularly, Chapter 75 of 5 U.S.C. (reference (j)).

4.6. Counsel, discipline, and/or process drug abusers for separation and refer or provide treatment to civilian employees in accordance with laws, regulations, and DoD Directives. For drug abuse, separation of Service members who do not comply with the retention standards established by the Military Services shall be in accordance

with reference (h). The policy on hiring and firing civilian employees is described in DoD Directive 1010.9 reference (i).

4.7. Prohibit DoD personnel from possessing, selling, or using drugs or alcohol other than in accordance with laws, regulations, and DoD Directives.

4.8. Prohibit members of the Military Services, and DoD civilians, to possess, sell, or use drug abuse paraphernalia, and prohibit the possession or sale of drug abuse paraphernalia by DoD resale outlets to include military exchanges, open messes, and commissaries, and by private organizations and concession located on DoD installations.

## 5. RESPONSIBILITIES

5.1. The Under Secretary of Defense for Policy shall ensure that the DoD Coordinator for Drug Enforcement Policy and Support shall:

5.1.1. Develop and promulgate policies to ensure the detection and deterrence of drug abuse and dependence by DoD military and civilian employees.

5.1.2. Monitor and coordinate all DoD activities that implement E.O. 12564 (reference (k)), and the drug abuse provisions of 49 CFR 40 and 382 (reference (l)).

5.1.3. Develop and promulgate policies relating to education of DoD personnel on DoD drug abuse policy.

5.1.4. Develop and promulgate the technical procedures and standards that implement military and civilian biochemical testing program policies.

5.2. The Assistant Secretary of Defense for Health Affairs, under the Under Secretary of Defense for Personnel and Readiness, shall:

5.2.1. Develop and promulgate policies to identify and discourage alcohol abuse by DoD military and civilian employees.

5.2.2. Develop and promulgate alcohol and drug treatment and rehabilitation program policies.

5.2.3. Educate DoD personnel about health risks associated with drug and alcohol abuse and train healthcare personnel to prevent, diagnose, and treat substance abuse.

5.2.4. Conduct epidemiological studies to assess the extent of alcohol and drug use and related health behaviors among military personnel in both the Active and Reserve components.

5.3. The Assistant Secretary of Defense for Force Management Policy, under the Under Secretary of Defense for Personnel and Readiness, shall:

5.3.1. Promulgate policies on alcohol and drug abuse prevention programs for DoD Dependent Schools.

5.3.2. In coordination with the Assistant Secretary of Defense for Health Affairs (ASD(HA)), and the DoD Coordinator for Drug Enforcement Policy and Support, periodically assess the extent of drug and alcohol abuse within the Department of Defense.

5.4. The Heads of the DoD Components shall be responsible for the enforcement of policies established by or under the authority of this Directive and for the implementation of any programs established under this Directive by the DoD Coordinator for Drug Enforcement Policy and Support and/or ASD(HA).

## 6. INFORMATION REQUIREMENTS

6.1. The reporting requirements under DD Form 2396, DD Form 2394, DD Form 2395, DD Form 2397 and DD Form 2398 are canceled.

6.2. All DoD Components shall provide to the Office of the DoD Coordinator and the ASD(HA) a copy of the completed "Federal Drug-Free Workplace Programs Annual Report," required by Department of Health and Human Services' Substances Abuse and Mental Health Services Administration.

## 7. EFFECTIVE DATE

This Directive is effective immediately.



