



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCES HEADQUARTERS KANSAS
2800 SOUTHWEST TOPEKA BOULEVARD
TOPEKA, KS 66611-1287

8 August 2006

JFHQ-KS-J1/HRO

MEMORANDUM FOR ALL MILITARY TECHNICIANS

SUBJECT: Providing Technicians a Drug-Free Workplace, HRO Policy Letter 11

1. Federal military technicians are required to refrain from the use of illegal drugs. The use of illegal drugs, whether on duty or off duty, is contrary to the efficiency of the service. Persons who use illegal drugs are not suitable for Federal employment.
2. The agency has an Employee Assistance Program which can assist personnel with education, counseling, referral to rehabilitation, and coordination with available community resources. This program is confidential and does not report contacts made from technicians.
3. Military commanders are responsible for unit participation in the drug testing program. An active aggressive drug testing program conducted on a regular, consistent basis serves as an effective deterrent against drug abuse. It also provides a safe training environment. Commanders will follow appropriate Army or Air Force regulations and directives for testing soldiers and airmen, to include technicians, in the military testing. Technicians will be in a military status when tested.
4. The agency will initiate action to remove any technician who is found to use illegal drugs. In addition, a technician will not be allowed to remain on duty during any administrative removal process.
5. Information about the Employee Assistance Program may be obtained from JFHQ-KS-J1/HRO, Employee Services Supervisor at 785-274-1170 or DSN 720-8170.

FOR THE ADJUTANT GENERAL

A handwritten signature in black ink, appearing to read "Kathryn Hulise", is positioned above the typed name.

KATHRYN HULISE, Col, KSANG
HUMAN RESOURCES OFFICER

Distribution:
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