



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

The Director

September 9, 2008

**MEMORANDUM FOR CHIEF HUMAN CAPITAL OFFICERS**

**FROM:** MICHAEL W. HAGER  
ACTING DIRECTOR 

**Subject:** Drug-Free Work Week, October 20-26, 2008

Drug-Free Work Week is a national awareness campaign promoting drug-free workplaces. The Federal Government is already a model employer in addressing drug and alcohol abuse issues, with the Federal Drug-Free Workplace Program mandated by Executive Order 12564 (1986), as well as the additional supports available to employees, including Employee Assistance Programs (EAP), comprehensive health insurance, and generous leave programs.

This special week provides an ideal opportunity for Federal agencies to showcase these programs and to highlight the Federal Government's commitment to maintaining a drug-free workplace. We encourage you to communicate the message of this year's campaign – "Working Drug-Free Works" – and to inform employees about their rights, responsibilities, and resources. For your convenience, we are attaching a sample notice to employees.

**Promoting Drug-Free Work Week and a Drug-Free Workplace**

- The Substance Abuse and Mental Health Services Administration (SAMHSA) at the U.S. Department of Health and Human Services is offering a new, online resource kit for employers, with tools and information Federal agencies can use in planning for and promoting Drug-Free Work Week and drug-free workplaces. Visit <http://download.ncadi.samhsa.gov/Prevline/pdfs/SMA07-4230.pdf> to download a copy.
- SAMHSA also provides general information about Federal Drug-Free Workplace Programs at [http://workplace.samhsa.gov/FedPgms/Fed\\_DFWP.aspx](http://workplace.samhsa.gov/FedPgms/Fed_DFWP.aspx).
- Your employees can access your Employee Assistance Program for drug and alcohol abuse and other counseling services. Assess current marketing initiatives and use Drug-Free Work Week to increase the EAPs visibility and accessibility. Involve your EAP in Drug-Free Work Week planning as well; they may be able to provide outreach activities and materials.
- The U.S. Department of Labor's website <http://www.dol.gov/workingpartners/welcome.html> showcases additional information and resources for Drug-Free Work Week.

cc: Human Resources Directors

# *Sample Notice to Employees*

## **Drug-Free Work Week October 20-26, 2008**

“Working Drug-Free *Works*”

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During Drug-Free Work Week, we want you to know about your rights, responsibilities, and resources, so you can maintain a healthy, productive life at work and at home.

If you, a co-worker, or a family member needs help with a substance abuse issue, (NAME OF AGENCY) can help. The following resources are free of charge and available to all employees:

- The (NAME OF AGENCY) Employee Assistance Program, a confidential counseling and referral resource  
*Website, Phone, Location*
- Your Work/Life Coordinator/WorkLife Office (if applicable)  
*Website, Phone, Location*
- (NAME OF AGENCY) Drug-Free Workplace Policy  
*Website*
- (NAME OF AGENCY) Drug-Free Workplace Coordinator  
*Name, Phone, Email*

For additional information about Drug-Free Work Week, visit the Substance Abuse and Mental Health Services Administration website at [http://workplace.samhsa.gov/FedPgms/Fed\\_DFWP.aspx](http://workplace.samhsa.gov/FedPgms/Fed_DFWP.aspx) or the Department of Labor’s Drug-Free Work Week information at <http://www.dol.gov/workingpartners/welcome.html>.