



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON COMMAND, FORT KNOX
111 E CHAFFEE AVENUE
FORT KNOX, KENTUCKY 40121-5256

IMKN-HRS

OCT 23 2015

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters
Commanders, Fort Knox Partners in Excellence
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: Fort Knox Policy Memo No. 01 – Drug Free Workplace

1. Our civilian workforce is one of the greatest resources in the Army, and supporting this great resource is the duty of every leader. Leaders can support employees by diligently pursuing the principle that the workplace be free from illegal use, possession, or distribution of controlled substances by its workforce (both appropriated and non-appropriated fund personnel) and remain safe, healthy, productive, and secure. As Garrison Commander, I fully support the Drug Free Workplace Program and am committed to ensuring the safety and wellbeing of our civilian workforce.
2. Executive Order 12564, dated 15 September 1986, established the goal of a Drug Free Workplace. The Order made it a condition of employment for all Federal employees to refrain from using illegal drugs on or off duty. To achieve this goal, each IMCOM installation has implemented and sustained this important program. Command support at all levels is essential for the successful implementation and execution of a Drug Free Workplace.
3. Effective support of a Drug Free Workplace includes identification of substance abuse through training and random drug testing of designated positions. Supervisors and employees may contact the Employee Assistance Program Coordinator for training requirements/information at (502) 624-8361. Supervisors of employees in Testing Designated Positions should ensure that employees selected for random testing report within 2 hours of notification.
4. Point of contact is the Employee Assistance Program Coordinator, located in Bldg. 1224, 94 Pershing Drive, or via phone at (502) 624-8361.

A handwritten signature in black ink, appearing to read "Stephen K Aiton".

STEPHEN K AITON
COL, AG
Commanding