



DEPARTMENT OF THE NAVY

NAVAL AIR STATION
JOINT RESERVE BASE
400 RUSSELL AVE
NEW ORLEANS LA 70143-5012

IN REPLY REFER TO:
5355
Code N1
15 Nov 13

From: Commanding Officer, Naval Air Station, Joint Reserve Base,
New Orleans

To: All Naval Air Station, Joint Reserve Base, New Orleans
Personnel

Subj: DRUG-FREE WORKPLACE PROGRAM POLICY STATEMENT

Ref: (a) Civilian Human Resources Manual Sub-Chapter 792.3
(b) OPNAVINST 5350.4D

1. As Commanding Officer, I am committed to work in an environment free of illegal use of drugs by both military and civilian employees. All supervisors and management personnel will reinforce this commitment in the workplace.
2. References (a) and (b) establish policy and assign responsibility for the Department of the Navy Drug-Free Workplace Program. They include requirements and procedures for administering the Department of the Navy Drug-Free Workplace and are adopted as the Naval Air Station (NAS), Joint Reserve Base (JRB), New Orleans policy on a Drug-Free Workplace. I highly encourage all personnel to carefully read references (a) and (b).
3. Illegal use of drugs is incompatible with our mission and undermines the command's efforts to instill pride and professionalism. I expect every employee of this command to support this policy and to work with me to achieve an environment free from all illegal use of drugs.

A handwritten signature in black ink, appearing to read "S. R. Gootee", is written over the typed name.

S. R. GOOTEE