

**MEMORANDUM**

**PERSONNEL MEMO 11-16**

**TO:** Cabinet Secretaries  
Agency Heads  
HR Administrators

**FROM:** Tim Longmeyer, Secretary

**DATE:** September 29, 2011

**SUBJECT: Federal Drug-Free Workplace Requirements**

Under the provisions of the Federal Drug-Free Workplace Regulations, state government must submit our Drug-Free Certification before October 15, 2011.

In order for us to be accurate in our certification, I am requesting that you review the attached listing for accuracy of your agency's federal funding sources. **Please make any corrections necessary and if there are no changes from the previous year, please indicate so and return by October 10, 2011 to:**

**Joyce Wilcher**  
Office of the Secretary  
Personnel Cabinet  
501 High Street, 3<sup>rd</sup> Floor  
Frankfort, Kentucky 40601

You will receive a copy of the 2011-2012 Drug Free Certifications on or before October 30, 2011.

Thank you for your cooperation in this matter.

TL:jw