



Tips and Tidbits
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Question: What is the Army Civilian Drug Testing Program? What positions require drug testing? Why do some positions require testing?

It is Army policy that its workplace be free from illegal use, possession, or distribution of controlled substances by its civilian workforce (to include appropriated and non-appropriated fund personnel) and that its workplace be safe, healthful, productive, and secure. Hence, it is in accordance with Department of Defense (DoD) directives and the Federal Workplace Drug Testing Programs that the Army Civilian Drug Testing Program, the objectives of which are to assist in determining fitness for appointment or retention in certain positions; identify employees with substance problems and notify these employees of the availability of appropriate counseling or other medical treatment; and, assist in maintaining national security and the internal security of the Army by identifying individuals whose drug abuse could cause disruption in operations, destruction of property, threats to safety for themselves or others, or the potential for unwarranted disclosure of classified information through drug related blackmail, was established.

The Army Drug Testing Plan identifies specific positions, known as Testing Designated Positions (TDPs), by title and grade, that are subject to random drug testing, reasonable suspicion drug testing, and drug testing when employees are directly involved in on-duty accidents that result in injury or damage to property. Testing Designated Positions are characterized by their critical safety or security responsibilities as they relate to the mission of the DoD component. Army Regulation 600-85, Army Substance Abuse Program (ASAP), identifies Army policy on alcohol and other drug abuse, and assigns responsibilities for implementing the Program.

Some of the positions designated for testing are:

- Law enforcement
- Central Intelligence Division (CID)
- Top Secret
- Fire Department (some)
- Department of Transportation (Commercial Drivers License)
- Aviation
- Health Care (medical and dental personnel that have direct patient care)
- Army Substance Abuse Program (positions in which the incumbent provides direct rehabilitation and treatment services to identified illegal substance users)

Upon assignment to a Testing Designated Position (TDP), employees are provided a Notice of Being Subject to Drug Testing. Upon receipt of the notice, employees are given 30 days during which time they will not be subject to random drug testing. Employees selected against TDPs

who come from outside of the current workforce are tested for drugs *prior to appointment* and are then subject to random testing in accordance with stipulated procedures.

Drug testing includes usage for marijuana, cocaine, amphetamines, LSD, heroine, codeine, morphine, opiates, and other illegal drugs*. Under the process, the Installation Biochemical Testing Coordinator (IBTC) notifies the immediate supervisor regarding employees selected for random testing. The supervisors are then required to notify those employee(s) no more than two hours prior to the scheduled test. The employees report to the designated location to provide a urine specimen within two hours of notification.

If the results are positive and the installation's Medical Review Officer concurs with the findings, disciplinary action **must** be taken. Employees receiving positive results are referred to the installation Employee Assistance Program (EAP) or to an approved program in the civilian community for substance abuse counseling and treatment. The EAP is a voluntary, work-based program that provides cost-free and confidential assessment, short-term counseling, referral, and follow-up services to the employee who has a personal and/or work-related problem that may affect attendance, work performance, and/or conduct. While under treatment, those employees are immediately removed from their TDP pending investigation and determination of the appropriate disciplinary action.

Any employee who: refuses to submit to a drug test, refuses to receive counseling/rehabilitation through the Employee Assistance Program (EAP), or has a second finding of illegal drug use will also receive a form of disciplinary action. Discipline may include, but is not limited to, suspension of employee access to Top Secret (TS) information or position duties; reassignment to a position that does not require TS clearance, vehicle operations, or carrying a weapon; placement of the employee in an enforced leave status; suspension until the employee successfully completes the EAP; or, removal from Federal service.

Supervisors should consult their servicing CPAC specialist for additional information on TDPs or before initiating formal disciplinary/adverse action when there is reasonable suspicion that an employee is engaged in or appears to be under the influence of alcohol or other drugs while on duty.

*Testing for the use of alcohol is precipitated as a result of reasonable suspicion or an on-duty accident resulting in injury or damage to property.

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