



# **Army Substance Abuse Program (ASAP)**

**The ASAP staff welcomes you to this brief overview of the Drug-Free Workplace (DFW) focused upon Testing Designated Position urinalysis.**



**Army Substance Abuse**  
**Program**  
**(ASAP)**  
**Building 22414**



**Alcohol & Drug Control Officer (ADCO)**  
**538-1286**

**Installation Biochemical Testing Coordinator (IBTC)**  
**538-1398**



# MAIN TOPICS

- **Drug Free Work Place**
- **Testing Designated Positions (TDPs)**
- **Urinalysis Testing Policies and Procedures**



# Training Objectives

- Understand federal mandate and regulatory guidance that establishes TDP testing.
- Recognize mandatory testing requirements.
- Gain basic awareness of testing procedures.
- Establish awareness of referral support services for civilian employees.



# Drug-Free Workplace (DFW) TDP Testing *References*



## References:

- Executive Order 12564, September 1986 mandates the Drug-free Federal Workplace.
- AR 600-85, 24 September 2009, Army Substance Abuse Program, Drug-free Federal Workplace Program, para 14-16 to 14-26.
- DA PAM 600-85, ASAP Civilian Services.



## **INTRODUCTION TO THE DRUG-FREE FEDERAL WORKPLACE (DFW) PROGRAM**



**The goal of the Army's drug testing programs for civilian employees is to ensure that workplaces are safe, healthful, productive and drug-free. To achieve this goal, the Army has implemented drug abuse testing programs for DA civilian employees in safety/security sensitive positions. The objectives are to:**

- a. Assist in maintaining public health and safety, the protection of life and property, national security and the internal security of the Army,**
- b. Deter substance abuse,**
- c. Identify illegal drug abusers,**
- d. Assist employees who are seeking treatment for illegal drug abuse; and**
- e. Assist in determining fitness for appointment or retention in Testing Designated Positions (TDPs).**



# ASAP Army Regulation



## 600-85

- **Identifies 12 Testing Designated Positions. Requires employees in a TDP to sign a Condition of Employment statement.**
- **Sets procedures for dealing with a positive test result.**
- **Terminates the regulatory requirement to normally hold drug and alcohol related disciplinary and/or performance based actions in abeyance if an employee enrolls in the ASAP/Community Counseling Center (CCC).**



# Testing Designated Position (TDP)



## *Definition*

Certain positions as identified by Executive Order 12564, Section 3 (a) Drug Free Federal Workplace (DFW) are characterized by critical safety or security responsibilities and have been identified as Testing Designated Positions. These positions are sensitive/critical positions or are in categories that involve law enforcement, national security or the protection of life and property, and public health and safety. The 13 areas identified are...



# TDP Positions (Defined)



- 1) Position authorizing employee to carry firearms.
- 2) MVO who transports 1 or more passengers weekly or more.
- 3) MVO required to have a commercial driver's license (CDL) who drives +26,001 pound vehicles, and/or transports hazardous materials.
- 4) Requires a Top Secret Clearance
- 5) Railroad crews.
- 6) Aviation personnel (flight and ground crews, pilots and air traffic controllers).



# TDP Positions

## (CONTINUED)



- 7) ASAP personnel who provide direct rehabilitation services.
- 8) Nuclear or Chemical duty positions.
- 9) Fire Protection personnel.
- 10) Munitions/explosives personnel
- 11) Electroplate aircraft parts personnel
- 12) Front line drug interdiction law enforcement personnel



# TDP Positions

(CONTINUED)



(RECENTLY ADDED)

- 13) Employees working in direct patient care positions.



# Determination of Illegal Drug Use



- ✓ Direct observation.
- ✓ Criminal conviction.
- ✓ Results of authorized testing program.
- ✓ Results may be rebutted by other evidence that an employee has not used illegal drugs.



# Six Civilian Testing Categories



- 1) Pre-employment Testing
- 2) Random Testing
- 3) Reasonable Suspicion
- 4) Post Accident Testing
- 5) Follow up Testing
- 6) Other- Volunteer for Testing



# Definitions of Testing Categories (6)



- ► Pre-employment: DA applicants selected for appointment to a TDP are required to participate in applicant testing.
- ► Random: Testing Of DA civilian employees in TDPs conducted on a random basis. Selected by the computerized Drug Testing Program (DTPLite). Every name has an equal chance of selection.



# Definitions of Testing Categories (Continued)



- ► Reasonable Suspicion: All DA civilian employees are subject to reasonable suspicion testing when there is reasonable suspicion of on duty use or on duty impairment. DA civilian employees in TDPs are subject to reasonable suspicion testing when there is reasonable suspicion that an employee uses illegal drugs, whether on or off duty.



# Definitions of Testing Categories (Continued)



- ► Post Accident: All DA civilian employees may be subject to testing when there is an examination authorized by an appropriate installation or activity commander regarding an accident or unsafe practice.
- ► Follow up testing: Part of or as a follow-up to counseling or rehabilitation for illegal drug use through an EAP.
- ► Volunteer: Any DA civilian who volunteers to be drug tested on a random basis. Volunteers are maintained in a separate pool from the TDP pool.



# TDP Employee Requirements



- Required to sign DA 5019 as a condition of employment to keep a TDP job and agree to be subject to random drug testing.
- An applicant who refuses to sign DA-5019-R who is not a current employee, must be refused that employment.
- All applicants with verified positive test results shall be refused employment. Applications from such individuals shall not be considered for employment for a period of 6 months from the date of test results.



# Personnel Actions



- In addition to any appropriate personnel actions, an employee who is found to use illegal drugs will be referred to an Employee Assistance Program (EAP) for assessment, counseling and referral for treatment or rehabilitation as appropriate.
- If drug positive, employee cannot remain in a TDP .
- If successfully completes EAP, and poses no danger to public health, safety or national security, may be able to return to TDP.



# TDP Test Reporting



**Upon notification by the supervisor of selection of the employee for TDP testing the employee is notified to report to Building 22414, ASAP Counseling Center, Fort Huachuca, to provide the sample. In accordance with AR 600-85 employees will report to the testing facility within two hours of being notified. The sample is forwarded to Ft. Meade Forensic Toxicology Drug Testing Laboratory within one day of collection.**



# Civilian Biochemical Testing



- Designated Position (TDP) population per year
- Fort Huachuca CPAC currently has identified 961 employees who are in a TDP
- Army Regulation requires that 50% of these positions be tested each year



# SELECTION METHOD

- DTPLite is a database program created specifically to ensure a true random selection process.
- The program cannot discriminate – Everyone has an equal chance
- Selects individuals by their Name and Organization



# Selection Process

## *Monthly Selections*

- The data base will generate a “testing pool” on a monthly basis.
- Random selections also mean that the same individual could possibly be selected more than once a year, and consecutively more than once a year, or not be selected at all in the course of a year .



# NOTIFICATION



## NOTIFYING AN EMPLOYEE OF TESTING

- **The Employee Notification form will be filled out by the IBTC with the names of employees selected.**
- **IBTC will notify Security Manager/Supervisor of the employee's selection to be tested.**
  - If the first level supervisor is unavailable, the next higher level supervisor will be contacted.
- **Supervisor will, in turn, notify employee that he/she has been selected; the supervisor informs the employee they have a 2-hour time frame to report to Bldg 22414 to submit sample for testing.**



# NOTIFICATION Cont.



- Supervisor will write initials, date and time that the employee was notified on bottom of the Notification form.
- Employee will write initials, date and time when they arrive at collection point on bottom of the Notification form.
- The IBTC will collect the form when arriving at ASAP.
- If selected employees are on leave, TDY, and qualify per regulation to be deferred at the time of notification, the supervisor will notify the IBTC by filling out the deferral form stating the reason(s) for deferment. Re-scheduling will occur within 60 days.
- Email or Fax deferral form to the IBTC.
  - Email: [gretchen.osburn@conus.army.mil](mailto:gretchen.osburn@conus.army.mil) or Fax: 538-1403



# Testing Procedures Building 22414



- Selected employees will report to Bldg 22414 with picture identification.
- Employee will be asked to remove all outer garments, e.g., coats, jackets, and loose objects. Employee will be escorted to the latrine where there will be no direct observation.
- Employee will then be given a container to provide a sample.
- IBTC will initiate the 5 part Federal Custody and Control Form (CCF) with the employee.
- Once the sample is provided to the IBTC, the specimen will be poured into two shipping tube (45 mL) and forensically sealed. The CCF will be completed and forensically sealed in a specimen biohazard bag with the sample.



# Substances Tested For and Results



- All specimens will be tested for Amphetamines (AMP), Cocaine (COC), Marijuana (THC), Phencyclidine (PCP) and Opiates (OPI).
- All results (negative & positive) will be received by and processed by the Medical Review Officer



# Failure to Appear for Test



- The IBTC will notify supervisor promptly of refusal or failure to submit a sample.
- Refusal or failure to be tested can result in the same type of disciplinary action as a first time verified positive test result. The supervisor will document follow-up instructions in accordance with the guidance of higher level supervisor and the CPAC and provide a copy to the IBTC.



# POSITIVE RESULTS



- When the MRO receives a positive result and has determined there was no medical use, or determines abuse, he/she will promptly notify the ASAP.
- The ADCO/IBTC will then notify the CPAC.



# TDP TESTING



- **Urinalysis testing is a process that must be handled at all times with the utmost respect and confidentiality for those we serve. With your help we can make the testing process efficient and achieve the previously listed objectives.**
- **We encourage you to contact us, as needed, at (520) 538-1398, ASAP Counseling Center, Building 22414, Fort Huachuca, for support literature, resources and further information regarding urinalysis testing issues, Employee Assistance Program (EAP) services and Prevention Coordinator (PC) education resources.**



# Want to Know More?



The new Version of AR 600-85 or DA PAM 600-85, is available on the ACSAP web site below; both provide regulatory guidance regarding the Drug Free Workplace Program and the Drug and Alcohol Testing Program...

[www.acsap.army.mil](http://www.acsap.army.mil)