DEPARTMENT OF THE ARMY
HEADQUARTERS US ARMY GARRISON
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REPLY TO
ATTENTION OF
ATZS-CDR (600-85)

26 MAY 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: POLICY 026 – Civilian Drug Testing /Testing Designated Positions

1. References:

a. DA Pamphlet 600-85, Army Substance Abuse Program Civilian Services, 15 October 2001.

b. AR 600-85, Army Substance Abuse Program (ASAP), 01 October 2001.

2. Purpose. This memorandum establishes policy for identifying testing designated positions (TDPs), the implementation, management, collection, and processing of civilian urine specimens throughout the installation for the biochemical testing program under the US Army Garrison, Installation Management Agency. All Directorates and Fort Huachuca partner units will attend training and identify all civilian positions which meet the TDP position criteria provided in paragraph 14-20 of AR 600-85. TDPs are defined in, but not limited to, the following 13 categories:

a. Positions which authorize the incumbent to carry firearms.

b. Positions which require the incumbent to operate a motor vehicle transporting one or more passengers on at least a weekly basis.

c. Operators of motor vehicles who are required to have a commercial driver's license and who drive motor vehicles weighing more than 26,001 pounds, or drive motor vehicles transporting hazardous materials.

d. Positions which require the incumbent to maintain a Top Secret clearance or have access to Sensitive Compartmented Information.

e. Railroad operating crews and railroad personnel in positions in which the duties include handling train movement orders, conducting safety inspections, or the maintenance and repair of signal systems.

f. Aviation flight crewmembers, air traffic controllers, and aviation personnel in positions in which the duties include dispatching, safety inspections, or the repair and maintenance of aircraft.

g. ASAP positions in which the incumbent provides direct rehabilitation and treatment services to identified illegal drug users.

h. Personnel Reliability Program (PRP) positions, (nuclear duty positions or chemical duty positions) under the provisions of AR 50-5 or AR 50-6.

i. Positions which require duties involving the supervision or performance of controlling and extinguishing fires, and/or the rescuing of people, endangered by fire.

j. Positions which require the handling of munitions or explosives in connection with the manufacturing, maintenance, storage, inspection, transportation, or demilitarization of these items.

k. Positions which require the incumbents to electroplate critical aircraft parts.

l. Front line law enforcement personnel with drug interdiction duties who have access to firearms.

m. Employees working in direct patient care positions.

3. Responsibilities:

a. The Commander, US Army Garrison, IMA, designates the Alcohol and Drug Control Officer (ADCO) as the administrator for the Installation civilian drug testing program.

b. The Installation Biochemical Test Coordinator (IBTC) is the collection site point of contact and is responsible for the collection and proper processing of all specimens submitted under the civilian drug testing program. The IBTC will ensure alternate support/back up is available for collection. The Fort Huachuca Installation Biochemical Collection Point (IBCP) is located in building 22414, Christy Avenue.

c. The Medical Review Officer (MRO) will review all positive urine specimen results and process results in accordance with established policy.

d. All directors/supervisors are responsible for:

(1) Verifying their employees currently in TDPs and reviewing their positions periodically to ensure the TDP information is still accurate.

(2) Ensuring the TDP requirement is identified on their recruitment action.

(3) Intervening early when alcohol misuse, drug abuse, or other personal problems are adversely affecting an employee's job performance and/or behavior. Supervisors are encouraged to use the Employee Assistance Program (EAP) services in conjunction with disciplinary action, which must be coordinated with the Civilian Personnel Advisory Center (CPAC). To support the EAP, supervisors must comply with their requirements found in DA Pam 600-85, para 2–3.

(4) Consulting with the EAP coordinator (for those supervisors of employees who are enrolled for treatment for illegal drug use or who have successfully completed drug rehabilitation) to determine the frequency of unannounced follow–up drug testing, which is generally conducted for a period of one year. The supervisor will meet with the employee to obtain written agreement that the employee is aware of the requirement for follow–up testing. The supervisor will notify the ADCO and provide the information necessary to arrange for the follow–up testing.

(5) Enforcing consequences for employees/applicants who are non-compliant with procedures or who test positive for illegal drugs. Refusal to submit to testing will result in the initiation of disciplinary action, up to and including removal and may also result in denial or revocation of a security clearance. Any applicant who fails to sign the 30 day individual notice of testing requirements, or signs the notice and subsequently refuses to submit to drug testing, or tests positive for illegal drugs, will not be selected.

e. The Civilian Personnel Advisory Center is responsible for:

(1) Referring for biochemical testing all potential selections for positions designated for mandatory drug testing.

(2) Assisting managers with disciplinary actions such as employees testing positive for a urine specimen without medical justification, failing to submit a specimen, altering or substituting samples, failing to report to the collection site, etc.

4. Implementation.

a. Within the requirements of the law and regulation, employees will be guaranteed confidentiality in matters relating to drug testing.

b. Employees in TDPs installation-wide will be identified for random testing through a DA computerized random selection program based upon neutral criteria.

c. In addition to drug testing incumbents in TDPs, drug testing of any Department of the Army Civilian (DAC) employee is also authorized under the following circumstances:

(1) When an employee volunteers for drug testing.

(2) When there is reasonable suspicion of on-duty use or on-duty impairment.

(3) When there is an examination authorized by the Department of Defense or Department of Army regarding an accident or unsafe practice.

(4) As part of counseling or rehabilitation for illegal drug use.

d. Directorates that have persons assigned who must be tested annually can notify the IBTC to arrange for all appropriate personnel to be tested.

e. The IBTC will notify the selected employee's manager/supervisor and provide the time and date for the person identified for testing to report to the Installation Biochemical Collection Point (IBCP). Policy requires that such notification occurs within two hours of the scheduled testing.

f. The person to be tested will report to the IBCP accordingly and will submit a urine specimen pursuant to DA PAM 600-85. The employee must have a picture identification card and social security number with him/her at the time of reporting to the IBCP.

g. The installation collection site lab personnel will collect a specimen from each selected employee in accordance with the above cited authority. The specimen will be shipped to the appropriate Forensic Toxicology Drug Testing Laboratory (FTDTL) for analysis.

h. After the civilian testing results from the FTDTL have been reviewed by the MRO, they will be released to the IBTC.

i. The MRO will contact any employee whose test results were positive and determine:

(1) Whether the urine positive resulted from valid medical treatment. If a valid medical reason exists, no further actions or steps will be taken, and the test outcome is considered "negative."

(2) If there was no valid medical reason for the urine positive, the MRO will notify the ADCO or his/her designee, who in turn will notify the Employee Assistance Program Coordinator (EAPC) and the supervisor or other designated administrative official to whom the employee reports.

(3) Rehabilitation or referral services of the ASAP will be available for the employee in cases of unauthorized drug use.

5. The drug testing policy will be prominently posted at locations of employees in TDPs.

6. The administrator of the civilian testing program is Mr. Vern Hunter, ADCO, at 520-538-1286.

JONATHAN B. HUNTER
Colonel, MI
Commander, US Army Garrison

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