

U-9031/DAH-4

TO: DIA Applicants for Employment

SUBJECT: General Notice to Applicants and New Employees of Drug Testing in DIA

References: a. Executive order 12564, 15 September 1986.

b. DIA Manual 22-17, "Drug-Free Federal Workplace Program."

1. The Federal Government, as an employer, is concerned with the well-being of its employees, the successful accomplishment of agency missions, and the need to maintain employee productivity. Executive Order 12564 mandates specific actions to assure the objective of a drug-free federal workplace. In this regard, the Defense Intelligence Agency (DIA), based upon its sensitive intelligence mission, has an especially compelling obligation to eliminate illegal drug use from its workplace.

2. DIA Manual 22-17 establishes the DIA Drug-Free Workplace Program. The purpose of this program, which includes drug testing, is to ensure that the DIA workplace is free of illegal drugs. This letter is official notice to new employees and applicants for employment that the following provisions are in force:

a. Mandatory and voluntary testing is applicable and includes: 1) applicant testing, 2) random testing of employees, 3) testing of employees based upon reasonable suspicion of drug use, 4) testing of employees involved in on-the-job accidents or who engage in unsafe on-duty job-related activities, 5) testing of volunteering employees, and 6) testing associated with drug use counseling or rehabilitation.

b. All permanent DIA employees are in testing designated positions and, therefore, are subject to random testing. These employees are entitled to the following notifications:

(1) General notice (this letter).

(2) Notification of actual testing – normally made the same day as testing. Employees will be notified through their supervisors that they have been selected and scheduled for a drug test.

c. All applicants tentatively selected for appointment to a permanent position are subject to drug testing.

d. Applicants and employees may submit medical documentation supporting the lawful use of an otherwise illegal drug.

e. Employees found to use illegal drugs on the basis of any appropriate evidence, including but not limited to: 1) direct observation, 2) arrest or conviction due to drug use, 3) verified positive test result, or 4) voluntary admission, shall be subject to discipline, as explained in paragraph 4. below, and shall be referred for counseling under the Employee Assistance Program administered by the Directorate for Administration.

f. Drug testing procedures will be carried out by professionally trained collection personnel who will send specimens to a certified laboratory that employs the rigorous analytical standards and quality assurance procedures for urinalysis as promulgated by the Department of Health and Human Services. As an added safeguard, all laboratory results are subject to review by a Medical Review Officer who is a licensed physician knowledgeable of substance abuse and qualified to evaluate positive test results before they are reported to DIA.

g. Positive results verified by the Medical Review Officer may only be disclosed to an employee, the Employee Assistance Program Administrator, the management officials necessary to process an adverse action against the employee, or to a court of law or administrative tribunal in connection with any adverse personnel action.

h. Medical and/or rehabilitation records applicable to a DIA employee and generated under the Employee Assistance Program are confidential patient records and may not be disclosed without the prior written consent of the employee.

3. Applicants are advised that a refusal to take a drug test or a verified positive drug test result will preclude employment in DIA.

4. Employees found to use illegal drugs, or refuse to submit to a scheduled drug test, will be subject to the full range of disciplinary actions authorized under appropriate DIA regulations.

Signature Acknowledges receipt and understanding of this document:

Signature

Date

Print full name