

DEPARTMENT OF THE ARMY
 HEADQUARTERS, U.S. ARMY FIELD ARTILLERY CENTER AND FORT SILL
 Fort Sill, Oklahoma 73503-5100

USAFACFS Regulation
 No. 600-300

5 February 1987

Personnel-General
 CIVILIAN DRUG ABUSE TESTING

Further supplementation by subordinate commanders is prohibited
 unless specifically approved by Headquarters, USAFACFS

1. PURPOSE. This regulation sets forth procedures for urinalysis testing of civilian employees in critical positions and for critical position candidates as specified in AR 600-85.

2. GENERAL.

a. Department of the Army has identified certain positions by occupational series to be tested for drug abuse (fig 1). Testing applies to employees currently in these positions as well as candidates for these positions. The Alcohol and Drug Abuse Prevention and Control Program (ADAPCP), in coordination with Civilian Personnel Office, will administer testing.

b. The following guidelines for the use of drug abuse testing for civilian employees will be followed in all cases.

(1) Employees working in or tentatively selected for positions designated as critical jobs may be required to participate in urinalysis testing in the following circumstances:

(a) Before appointment or selection. (All prospective employees will be tested prior to accession).

(b) Periodically after appointment or selection on a random basis.

(c) When there is reasonable suspicion that an employee is under the influence of a controlled substance while on duty.

(d) As part of examination authorized by the Department of Defense or Department of the Army regarding a mishap or safety investigation undertaken for the purpose of accident analysis and the development of countermeasures.

c. The CPO will identify personnel by name and occupational series to be tested. Each employee identified will be tested at random during the calendar year. Sixty (60) days prior to initial testing the supervisor will notify the employee, in writing, of the following:

(1) Reason for the urinalysis test.

(2) Consequences of a positive result or refusal to cooperate, including adverse action.

(3) That the employee may submit supplemental medical documentation to support legitimate use of a specific drug.

(4) That drug abuse counseling and referral services are available. (This will include name and phone number of the Civilian Program Coordinator, Community Counseling Center).

d. CPO will identify candidates for critical positions. A candidate tentatively selected for a critical position will be required to sign DA Form 5019-R, and will be referred by CPO to the Community Counseling Center for an urinalysis test before the selection is finalized. (fig 2)

e. Refusal to sign DA Form 5019-R or to submit to urinalysis test will be grounds for nonselection to a critical position.

f. In the event of a confirmed positive urinalysis test, or a refusal to submit a specimen, the following guidelines will apply:

(1) Prospective employee will be denied further consideration for appointment to a critical position.

(2) Current employees may be subject to adverse action proceedings under FPM 752, FPM Supplement 752-1, and AR 690-750, Chapter 751. If eligible, they may be offered counseling and treatment through the Civilian Counseling Service Counselor.

(3) Current employees previously not covered by drug abuse testing who refuse to sign the Condition of Employment Form or who sign the form but refuse testing may be:

(a) Voluntarily or involuntarily reassigned or demoted to noncritical jobs at the activity, or in the command.

(b) Removed from Federal Service.

(4) Supervisors of current employees with a security clearance will report immediately to DSEC, ATTN: PCI, utilizing DA Form 5247-R. Their DA Form 873 will be attached indicating suspension of security access. If an employee does not have a security clearance, the supervisor will submit a DA Form 5247-R with information on positive urinalysis test or refusal to submit a specimen.

g. Fort Chaffee will contact the Alcohol Drug Control Officer for guidance concerning collection and shipment of specimen(s).

3. PROCEDURES.

a. Technical Service Branch, CPO, will provide an identifier code for all personnel identified by DA in the critical occupational series. CPO will send a monthly print-out of critical personnel to the Installation Biochemical Testing Coordinator (IBTC), Community Counseling Center. The IBTC will randomly select critical personnel for urinalysis testing each month.

b. The IBTC will notify the supervisor by DF of the employee to be tested, date, and time (fig. 3). The supervisor will request the employee to read and sign the DF. The supervisor will return the DF to the IBTC by the suspense date. The supervisor will follow procedures outlined in para 2f (3)(a) and (b) of this regulation in the event the employee fails to appear or provide a urine specimen.

c. The supervisor will request that employees in the identified occupations sign three copies of DA Form 5019-R. The supervisor will return the original to CPO, retain one copy, and provide one copy to the employee.

d. The IBTC will supervise urine collection procedures, pre-screening, and shipment of specimens (pre-screened as positives) to Drug Testing Laboratory (DTL) for confirmation. The IBTC will give a civilian employee an empty urine bottle, and the employee will use an empty restroom at the Community Counseling Center to provide an urine specimen.

e. IBTC will examine the returned bottle for sign of urine substitution or tampering (e.g., cold bottle, unusual color/consistency of urine).

f. If there is reasonable suspicion of urine substitution/tampering, the IBTC will stop the procedure. The ADCO will submit a formal report to the supervisor so that appropriate adverse action may be initiated.

g. When there is reasonable suspicion of urine substitution/tampering a Community Counseling staff member of the same sex as the employee will observe further urine collection. Urine collection will be done with maximum respect and concern for human dignity when direct observation is necessary.

h. The IBTC will maintain Chain of Custody Document (DA Form 5180-R). The IBTC will pre-screen specimens, and ship pre-screened positive specimens to the DTL. In the event of nonavailability of pre-screening test, the IBTC will ship specimens to the DTL for testing.

i. If the employee does not appear for urine collection, the IBTC will telephonically notify the supervisor. The Alcohol and Drug Control Officer will provide written notification to the supervisor following the IBTC's telephonic notification.

4. Any attempt to substitute another person's urine for one's own, adulterate a sample given, or fraudulently affect reported results will result in actions consistent with those outlined in AR 690-700, chapter 751.
5. Alcohol and Drug Abuse Prevention and Control Program employees will be tested at least once monthly.
6. REFERENCE. AR 600-85, Alcohol and Drug Abuse Prevention and Control Program, 3 December 1986.

JOBS/CLASSES OF JOBS TO BE INCLUDED IN THE
ARMY CIVILIAN EMPLOYEE DRUG ABUSE TESTING PROGRAM

<u>JOB/JOB CLASS</u>	<u>OCCUPATIONAL SERIES</u>
(1) AVIATION POSITIONS	
--AIR TRAFFIC CONTROLLER	2152
--PILOT	2181
--AIRCRAFT ENGINE MECHANIC	8602
--AIRCRAFT OVERHAUL SPECIALIST	8801
--PROP AND MOTOR MECHANIC	8807
--AIRCRAFT MECHANIC	8852
--AIRCRAFT SERVICER	8862
(2) GUARD AND POLICE POSITIONS	
--GUARD	085
--POLICE	083
--CRIMINAL INVESTIGATOR	1811
--CORRECTIONAL OFFICER	06/07
(3) PERSONNEL RELIABILITY PROGRAM PERSONNEL	N/A
--CHEMICAL AND NUCLEAR SURETY POSITIONS	
(4) ALCOHOL AND DRUG ABUSE PREVENTION AND CONTROL PROGRAM DIRECT SERVICE STAFF	N/A
(5) ALL EMPLOYEES AT ARMY FORENSIC DRUG TESTING LABORATORIES	N/A

Figure 1. Positions to be Tested for Drug Abuse

CONDITION OF EMPLOYMENT FOR CERTAIN CIVILIAN POSITIONS IDENTIFIED AS CRITICAL UNDER THE DRUG ABUSE TESTING PROGRAM	
<small>For use of this form, see AR 600 85; the proponent agency is DCSPER.</small>	
SECTION A - REQUIREMENTS	
<p>As a prospective or current employee in a position designated by the Department of the Army and approved by the Office of the Secretary of Defense as critical to national or internal security or to the protection of persons or property, you are required to read and sign this statement as a condition of employment. If you are an applicant for a critical job and fail to sign this agreement, you will not be selected for the position. If you are currently in a critical job and refuse to sign the condition of employment, you will be voluntarily or involuntarily reassigned or demoted to a noncritical job or separated from Federal employment. If you sign the condition of employment and later refuse to submit to urinalysis testing, you will be non-selected, reassigned, demoted, or separated according to applicable regulations. To verify that you are not currently using drugs, you will be required, as a condition of your continued employment, to submit a urine sample for testing purposes; (1) periodically, on an unannounced basis, (2) when there is probable cause to believe that you are under the influence of drugs, and/or (3) when there is a mishap or safety investigation being conducted in relation to an accident involving government-owned vehicles, aircraft, or equipment. To assure the validity of these tests, a staff member of the same sex will observe you while you are providing the sample. Detection of drug usage through confirmed positive urinalysis test results may be cause for a determination that you have failed to meet the conditions necessary for continued employment in the position. Medically prescribed drugs authorized by a physician and confirmed by appropriate evidence are excluded from such determinations. The results of urinalysis will be used only for clinical and necessary administrative purposes. You are entitled to any additional and reasonable information or clarification you desire prior to signing the agreement. A copy of the signed agreement will be given to you and your supervisor. The original will be placed in your Official Personnel Folder.</p>	
<div style="font-size: 2em; opacity: 0.5; font-weight: normal;">SAMPLE</div>	
SECTION B - AGREEMENT	
<p>This is to certify that I understand the contents of the policy described above and the reasons therefore, and that I agree to adhere to the terms of this policy as a continuing condition of my employment in positions to which this agreement applies.</p>	
SIGNATURE OF EMPLOYEE/APPLICANT	DATE SIGNED

5019-R JAN 86

EDITION OF NOV 81 IS OBSOLETE

Figure 2. Condition of Employment for Certain Civilian Positions

DISPOSITION FORM		
For use of this form, see AR 340-15; the proponent agency is TAGO.		
REFERENCE OR OFFICE SYMBOL	SUBJECT	
ATZR-PCD	Drug Urinalysis Testing	
TO	FROM ADCO	DATE
		Dr. Whorley/jaw/1-5704
Request the following acknowledgement be secured from the employee(s) named below and returned immediately to this office. The employee(s) listed below will report to the Installation Bio-Chemical Test Coordinator (IBTC) in Building 3543 for a drug urinalysis test, in accordance with USAFACFS Regulation 600-300, paragraph 3b.		
<u>NAME(S)</u>	<u>SSN</u>	
SAMPLE		
The above named individual(s) will report on _____ at 1100 hours.		
LARRY W. WHORLEY ADCO		
I acknowledge receipt of notification that I have been scheduled for an urine specimen collection on the date and time shown above.		
<u>DATE SIGNED</u>	<u>SIGNATURE OF EMPLOYEE</u>	<u>SIGNATURE OF WITNESS IN EVENT EMPLOYEE DECLINES TO ACKNOWLEDGE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
SAMPLE		

DA FORM 2496
AUG 80

PREVIOUS EDITIONS WILL BE USED

*U. S. G. P. O. 1982-386-545

Figure 3. Sample DF for Drug Urinalysis Testing

USAFACFS Reg 600-300

(ATZR-PC)

FOR THE COMMANDER:



DENNIS I. RONEY
Colonel, FA
Chief of Staff

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