



DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000

BUPERSINST 12792.1
BUPERS-05
11 Dec 2017

BUPERS INSTRUCTION 12792.1

From: Chief of Naval Personnel

Subj: DRUG-FREE WORKPLACE PROGRAM

Ref: (a) E.O. 12564
(b) Public Law 100-71
(c) DON CHRM 792.3
(d) DON Drug-Free Workplace Handbook

Encl: (1) Definitions
(2) Types of Drug Testing
(3) Testing Procedures
(4) Supervisors Drug Testing Procedures
(5) Employees Drug Testing Procedures

1. Purpose. To implement Bureau of Naval Personnel (BUPERS) responsibilities and procedures for a Drug-Free Workplace Program (DFWP) consistent with 5 U.S.C. 7301 and references (a) through (d).

2. Cancellation. BUPERSINST 5355.1 and ADMINMAN article 5350-060 of NAVPERSCOM Manual 5000.1.

3. Scope and Applicability. This instruction applies to all Federal civilian employees and to applicants tentatively selected for positions assigned to BUPERS and its subordinate activities.

4. Discussion. Per references (a) through (d), the DFWP's goal is to maintain the well-being of its employees, the successful accomplishment of the mission, and the need to maintain high employee productivity. The intention of Department of the Navy (DON) is to offer assistance to those civilian employees who need it, while sending a clear message that illicit drug use is incompatible with the Federal service. Federal civilian employees, as a condition of employment, are mandated to refrain from the use of illegal drugs, on or off duty.

5. Policy

a. Federal civilian employees who are recruited into test designated positions (TDP) are subject to pre-employment and random drug testing as a condition of employment per references (a) through (d).

b. Illegal drug use by any Federal employee, on or off duty, is contrary to the efficiency of the Federal government service and makes an employee unsuitable for Federal employment. All references to "illegal drug use" in this instruction includes any illegal drug misconduct, such as, but not limited to, possession, sale, and transfer, etc.

6. Responsibilities

a. Chief of Naval Personnel

(1) Appoints a primary activity Drug Program Coordinator (DPC) and an alternate activity DPC.

(2) Authorizes the activity DPC to conduct random tests.

b. BUPERS DPC and alternate DPC

(1) Administers and manages the DFWP.

(2) Attends the mandatory Office of Civilian Human Resources (OCHR) DPC Certification Course.

(3) Must be appointed by a letter of designation.

(4) Ensures references (a) through (d) and this instruction are fully implemented and procedures are strictly followed.

(5) Ensures supervisors and managers complete supervisor DFWP training within 6 months of position assignment, as well as monitoring refresher DFWP training of supervisors, managers, and employees each year.

(6) Provides DFWP education to all employees to include drug awareness, the hazards of illegal drug use, the roles of DON Civilian Employee Assistance Program (CEAP), and "safe harbor" per enclosure (1).

(7) Reviews activity position descriptions and determines which positions match the series, titles, and justifications in the TDPs per reference (d):

(a) Maintains verified TDP list, by activity, containing the name, gender, position title, series, pay plan (e.g., general schedule and wage schedule) and issue date of 30-day notice letter of each position in the TDP testing pool.

(b) Ensures incumbent in a TDP is issued an individual notice of 30 calendar days before that employee is subject to unannounced random drug testing. Employee should sign and

acknowledge the receipt of an individual notice of testing. The signed acknowledgement will be retained by the activity DPC.

(c) Conducts random sampling of employees in TDP.

(8) Prepares and maintains all documentation and reports regarding the BUPERS DFWP, and submits an annual consolidated report of all activities to the DON OCHR Drug Program Manager (DPM). Statistical data may include:

(a) All drug tests administered per enclosure (2).

(b) Verified positive or non-negative test results, by type.

(c) Disciplinary actions, terminations, or employee applicant non-selection or denials of employment offers from a verified positive or non-negative drug test result; or failure of drug test per references (c) and (d).

(d) Involuntary and voluntary drug counseling referrals.

(e) Employee, manager, and supervisory drug education and training.

(9) Liaises and coordinates with DON OCHR DPM. DPM must:

(a) Provide additional and or updates of DFWP directives which may impact leadership and employees;

(b) Maintain list of the TDP pool;

(c) Perform random selection;

(d) Receive and provide test results; and

(e) Provide additional mandated DFWP DPC training.

(10) Follows the Department of Health and Human Services (HHS) mandatory guidelines for Federal workplace drug testing programs and enclosures (2) and (3) procedures.

(11) Ensures subordinate command DPCs follow procedures in references (c), (d), and this instruction.

c. Subordinate Command DPC. Work closely with the BUPERS DPC. The BUPERS annual report must include:

(1) Subordinate activity Annual DFWP Report, reporting the DFWP training and drug testing activities.

(2) Subordinate Activity DPC designation letters which include:

(a) designation and authorization of the subordinate activity DPC;

(b) full name;

(c) position title;

(d) series;

(e) grade;

(f) unit identification code;

(g) command name and address; and

(h) telephone number.

d. Total Force Human Resources and Manpower (BUPERS-05)

(1) Ensures TDP vacancy announcements contain a notice that selected candidates are subject to mandatory pre-employment drug testing and subsequent random drug testing;

(2) Notifies DPC when drug testing is needed for an applicant or other placement action;

(3) Ensures required drug testing has been processed prior to making a final employment offer to a TDP;

(4) Enters the appropriate DFWP TDP data into Defense Civilian Personnel Data System (DCPDS), Total Force Workforce Management System (TWMS), and other civilian personnel data systems; and

(5) Issues the DFWP policy to all new employees during the onboarding process.

e. Supervisors. Supervisors have an essential role in the DFWP and drug-testing processes as indicated in the supervisor's procedures in enclosure (4). Initial supervisory DFWP training is required within 6 months of initial appointment to a supervisory position, and annual training is mandatory via TWMS.

(1) Notifies individual employees of a scheduled drug test. This authority may be delegated in writing to the DPC.

(2) Defers an employee's random, volunteer, or follow-up drug test. This authority may be delegated in writing to the DPC.

(3) Initiates a reasonable suspicion test after first making appropriate factual observations and obtaining higher-level approval which include:

(a) Coordinates with the legal office, as to whether reasonable suspicion exists in any given case.

(b) Prepares a written memorandum to include at a minimum:

1. Timely preparation;

2. Accurate dates and times of reported drug-related incidents; and

3. Reliable and credible sources of information considered (e.g., the rationale leading to the test).

(c) Coordinates with higher level supervisor within the functional chain of supervision, BUPERS-05, and an attorney.

(d) Once complete, the written memorandum supporting the reasonable suspicion drug test will be maintained by the BUPERS DPC.

(4) Initiates post-accident tests.

(5) Upon the result of a verified positive drug test:

(a) Must refer employee to DON CEAP at [DON CEAP.foh.hhs.gov](http://DONCEAP.foh.hhs.gov) or telephone number (1-844-DONCEAP or 1-844-366-2327) to receive guidance and counseling information. DON CEAP will provide member with access to licensed counselors who can provide short-term counseling for a wide range of concerns to include relationships, legal, financial, family, substance abuse, depression, and more.

(b) Check if employee is eligible for safe harbor policies per reference (d).

(c) Initiate appropriate administrative and disciplinary actions with BUPERS-05.

(6) Comply fully with requirements of reference (d) and this instruction.

f. Federal Civilian Employees must provide a workplace free from illegal drug use. Employees are accountable to:

- (1) Refrain from illegal drug use, on or off-duty.
- (2) Complete the DFWP annual training.
- (3) Provide a drug test specimen as required and follow employee procedures in enclosure (5).
- (4) Cooperate with supervisors and DPC in regard to the DFWP.

7. Mandatory Action for Illegal Use of Drugs. Verification of a positive drug test and or admission or discovery of illegal drug use not covered by safe harbor as described in enclosure (1), will result in the initiation of administrative and disciplinary action:

a. At a minimum, the DPC forwards the notification e-mail from the DPM to the command security manager, human resources office supervisor, and the employee's supervisor of a positive result.

(1) The security manager must notify the Department of the Navy Centralized Adjudication Facility (DONCAF) to suspend individual security clearance. The DPM is then notified of the effective date when the action is complete.

b. Disciplinary

(1) Removal action, per reference (c) and SECNAVINST 12752.1A, will be initiated against every employee for the first instance of illegal drug use or for refusing to obtain counselling or rehabilitation through DON CEAP after having been found to use illegal drugs.

(2) An employee who fails to report to the collection site when notified for any type test will be subject to the same range of discipline as a verified positive test result for illegal drug use, and removal action will be initiated.

(3) An employee who refuses to be tested (for any type test) is considered to have failed to follow a direct order that results in the same range of discipline as a verified positive test result, and removal action will be initiated.

8. Records Management. Records created as a result of this instruction, regardless of media and format, will be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.

9. Review and Effective Date. Per OPNAVINST 5215.17A, BUPERS-05 will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and

consistency with Federal, Department of Defense, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after its issuance date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.

10. Information Management Control. Per SECNAV M-5214.1, paragraph 7p, of December 2005, reporting requirements listed in paragraph 6 are exempt.



R. A. BROWN
Deputy Chief of Naval Personnel

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via BUPERS Web site, <http://www.public.navy.mil/bupers-npc/Pages/default:t.aspx>.

DEFINITIONS

1. Civilian Employee Assistance Program (CEAP). Counseling programs that offer assessment, short-term counseling, and referral services to employees for a wide range of drug, alcohol, and other related problems that affect employee job performance. DON CEAPs are responsible for referring employees who are abusing drugs for rehabilitation and for monitoring employees' progress while in treatment. The DON CEAP can provide guidance and counseling information and will provide member with access to licensed counselors who can provide short-term counseling for a wide range of concerns to include relationships, legal, financial, family, substance abuse, depression, and more. Contact information: DON CEAP.foh.hhs.gov or telephone number (1-844-DONCEAP or 1-844-366-2327)
2. Collecting Contractor. Local point of contact for DPC regarding random testing. The collecting contractor is responsible for gathering the employees urine sample to be tested, explaining how to complete the Federal Drug Testing Custody and Control Forms, and coordinating all communications to employees on the day of collection.
3. Department of Health and Human Services (HHS). Establishes the mandatory guidelines for federal workplace drug testing programs.
4. Drug Program Coordinator (DPC). The DPC administers the DFWP over BUPERS and subordinate commands.
5. Drug Program Manager (DPM). The DON OCHR DPM civilian drug testing issues the DFWP. All DPCs report to the DPM.
6. Medical Review Officer (MRO). Verifies test results sent from lab. A licensed physician with the appropriate training to interpret and evaluate positive test results. MRO must be certified by Substance Abuse and Mental Health Services Administration (SAMHSA).
7. Negative Result. A result will be negative if the specimen tests negative at the lab. A result will also be negative if the result tests non-negative at the lab, but the MRO finds a medical explanation for the result.
8. Non-Negative Result. Results will be non-negative from the lab or from the MRO. If a result is non-negative from the lab, the MRO will verify with the employee that there is a medical reason for the non-negative result. If a result is non-negative from the MRO it is a result that cannot be verified negative due to the chemical composition of the sample.
9. Safe Harbor. Per reference (a), Federal agencies must provide an opportunity for assistance to those employees who voluntarily seek treatment for alcohol or illegal drug use. Per reference (d), DON defines safe harbor as an opportunity for the employee to seek help for an addiction.

a. Rehabilitation must be offered to all Federal civilian employees who have self-identified themselves to their supervisor as having a substance abuse problem (defined as: an alcohol misuse, an MRO verified drug positive test result, and or self-identified with a drug or alcohol problem), regardless of other administrative actions that may be pending or taken. Alcohol misuse is defined as alcohol-related misconduct that has a direct impact on work productivity. Even when the removal of the employee from the Federal Service is proposed, DON will offer, at a minimum, assessment and treatment referral services. The civilian employee will be provided a one-time mandatory assessment and referral appointment.

b. Early intervention is essential to the effective operation of safe harbor and the successful rehabilitation of employees. Therefore, supervisors must be alert to behaviors that could indicate a substance abuse problem (prior to the occurrence of alcohol-related misconduct or MRO-verified drug test positive) and advise employees that they may voluntarily seek assessment and treatment referral services using safe harbor. Absences during duty hours for rehabilitation or treatment must be charged to the appropriate leave category.

c. Although DON will encourage treatment and rehabilitation, it is the responsibility of every employee to refrain from substance abuse and take personal responsibility for rehabilitation when substance abuse problems occur. If seeking safe harbor, employees must:

(1) Voluntarily self-identify themselves as having a drug or alcohol problem to a supervisor or other appropriate management official, prior to being informed of an impending drug test.

(2) Obtain counseling and rehabilitation through the DON CEAP.

(3) Consent, in writing, to the release of all counseling and rehabilitation records relating to illegal drug use to management, DONCAF, and the DON CEAP officials.

d. Ineligibility for safe harbor would include involvement, in any capacity, with drug dealing or any other drug related misconduct. Such determination will be made based on previous mandatory assessment and referral attempt, arrest, convictions or direct observation involving drug related misconduct.

10. SAMHSA. Provides guidelines for selection of TDP. SAMSHA is located at 1 Choke Cherry Road, Rockville, MD 20857 and is part of the HHS.

11. TDP. Positions that are designated by SAMHSA, DON, and leadership. TDPs are characterized by their critical safety or security responsibilities as they relate to the mission of the DoD component. The job functions associated with these positions have a direct and immediate impact on public health and safety, the protection of life and property, law enforcement, or U.S. national security. These positions require the highest degree of trust and confidence. Positions which require the incumbent to possess a security clearance of "top secret" or higher may be designated for testing.

12. Verified Positive Result. A result is verified positive if the sample tests non-negative at the lab and the MRO cannot find a medical reason for the non-negative result.

TYPES OF DRUG TESTING

1. Types of Drugs Testing. Testing will be conducted under one of the following six testing programs:

a. Random. Random drug testing applies to incumbents of TDPs per reference (c). These employees are subject to unannounced tests performed randomly.

b. Volunteer. Any employee may volunteer to participate in random testing by submitting a written request via their supervisor to the DPC. Volunteers will be included in the TDP pool of employees and will be subject to the same procedures for random selection and testing. A volunteer may withdraw from the program at any time by providing a written notice to the DPC.

c. Reasonable Suspicion

(1) Applicability. This type test is applicable to all employees in a TDP and is authorized when management has a reasonable suspicion that an employee in a TDP is using illegal drugs. This belief must be based on specific objective facts and reasonable inferences drawn from those facts. A test may only be authorized for an employee in a non-TDP when management has a reasonable suspicion that the employee is using drugs illegally on-duty or performing work while drug-impaired.

(2) Basis of Reasonable Suspicion Testing. Belief must be based on specific, objective facts and reasonable inferences drawn from those facts. Reasonable suspicion testing may be based on, but is not limited to, the following factors:

(a) Direct observation of drug use, possession, or the physical symptoms of being under the influence of a drug;

(b) Arrest or conviction for an on or off-duty drug-related offense and or identification of any employee as the focus of a criminal investigation into illegal drug possession, use, or trafficking;

(c) Information provided either by reliable and credible sources, or sources that may be independently corroborated;

(d) Newly discovered evidence that the employee has tampered with a previous drug test; and or

(e) Temperature or color of a urine sample, or other evidence that indicates probably adulteration, tampering, or substitution.

(3) Advice and Guidance for Reasonable Suspicion Testing. The management official considering a reasonable suspicion test must seek advice and guidance from the Labor and Employee Relations Office (BUPERS-0513) and the BUPERS DFWP DPC prior to forwarding the written request and supporting documentation to the approval authority.

(4) Reasonable Suspicion Testing Request. A request for reasonable suspicion testing must be prepared in writing and contain the data and facts supporting the belief that the employee has used illegal drugs or is under the influence of illegal drugs while in a duty status. The request will include:

- (a) dates and times of reported drug-related incidents;
- (b) reliable and or credible sources of information; and
- (c) reasons leading to the request for testing.

(d) If the collection is to be performed under direct observation, the reason for this method of collection must also be documented and supervisor must:

1. Contact the BUPERS DFWP DPC for guidance in completing a supervisor's checklist for making a reasonable suspicion determination.

2. Receive approval by a management official at least one level above the requesting supervisor.

d. Post-Accident and Unsafe Practice Testing. Procedures for requesting this type of test are the same as they are for a reasonable suspicion test. All employees are subject to this test when they are reasonably suspected of having caused or contributed to either unsafe practice or accident causing:

- (1) Death;
- (2) Hospitalization; or
- (3) Damage to government or private property estimated in excess of \$10,000.00.

e. Follow-up Testing

(1) Description. Any employee referred through administrative action to counseling or rehabilitation through DON CEAP for illegal drug use will be subject to unannounced drug testing that may be observed at the discretion of management as a follow-up to their program. The employee will be tested for a period or for such time as specified in an abeyance or last chance agreement, rehabilitation plan, or other form of written agreement. For employees in TDPs this testing is separate from the regular random testing.

(2) Documentation. The abeyance/last chance agreement, rehabilitation plan, or other form of written agreement will be retained and serve as evidence that the employee was aware of

the requirement for follow-up testing. A copy of any agreement must be furnished to DFWP DPC.

(3) Notification. The CEAP administrator or counselor will notify the supervisor or manager and the BUPERS DFWP DPC in writing upon an employee's failure to complete the initial or in-patient counselling or rehabilitation for illegal drug use or as part of the rehabilitation process in order for follow-up testing to be initiated.

(4) Frequency. Employees subject to follow-up testing will be tested at a frequency determined by the BUPERS DFWP DPC. Employees subject to follow-up testing are not entitled to any notification other than what is needed for the employee to report to the site.

f. Pre-employment Testing

(1) Pre-employment drug testing will be required of all individuals tentatively selected for a TDP.

(2) Selections may include those made under merit promotion procedures or any other personnel action resulting in the placement of an individual in a TDP (e.g., reassignment, promotion, and change to lower grade actions). Referrals from the Priority Placement Program (PPP) to a TDP are not accepted for pre-employment testing.

(3) Pre-employment testing is not required where the individual: currently occupies a TDP within the DoD, is an active duty member who will have a break in service from military to civilian duty that is 3 days or less; is a reservist in a drilling status; or where the selection involves only a temporary position change of 30 days or less.

(4) Any exception to pre-employment testing must be documented and retained by the DPC.

(5) Pre-employment testing is not applicable to management directed actions including placement made under reduction-in-force procedures and management decisions to reassign, detail, demote, or upgrade security clearance. Testing for management directed actions will follow procedures for random testing as identified in subparagraph 1a above.

(6) Activities and commands are not authorized to test applicants for non-TDP positions.

(7) An applicant's refusal to be tested will result in cancellation of a tentative employment offer.

TESTING PROCEDURES

1. Scheduling. Drug testing will be scheduled during an employee's regular work shift. Exceptions are:

a. Incompletion of a Drug Test. If an employee experiences difficulties in providing a sample during his or her work shift, the employee is to remain at the collection site after his or her regular shift to complete procedures.

b. Reasonable Suspicion or Post-Accident and Unsafe Practice Test. These type tests may be conducted without regard to an employee's work shift.

c. Deferrals. If an employee is unavailable for a random test due to leave, travel, training, workload, etc., the supervisor will notify the DPC and provide reason for the deferral. The DPC will annotate on the testing notification list. The employee may be tested within 60 days from the date of deferral. The employee will not be informed of the attempted test.

d. Telework. Telework is not a valid reason for deferral. If an employee is on telework, the supervisor will notify the employee of the random testing and follow the supervisor procedures in enclosure (4) which include:

(1) employee responsibilities in the collection process;

(2) collection location; and

(3) collection time.

2. Testing Procedures. The DPC will coordinate the testing site with the local collecting contractor. Both DPC and the collecting contractor must be on site to accompany employee:

a. The contractor will explain the entire procedure and ask the employee to initial a checklist during the process.

b. Upon arrival to the designated testing area, the employee will be required to remain at test site until test is completed. If the employee is unable to provide a sample or the minimum sufficient amount, he or she will remain at the testing site in the presence of the coordinator until providing a sufficient sample. The employee will be asked to drink fluids (not to exceed 24 ounces) to facilitate urination.

c. The employee will be asked to show picture identification when checking in with the collector and to remove unnecessary outer garments (coat, jacket, etc.) prior to the urinalysis. All personal belongings (e.g., purse, briefcase) must remain with outer garments. The employee may retain his or her wallet.

d. Employee will provide the information required on the Federal Drug Testing Custody and Control Form when instructed by the collector.

e. The collection contractor will accompany the employee into the restroom. A stall or otherwise partitioned area may be available allowing for individual privacy while a specimen is provided.

f. A specimen of at least 30 milliliters is required.

g. Employee should wash and dry his or her hands when instructed by the collector; however, the collector should continue to observe the entire collection procedure.

h. When instructed by the collector, the employee will read and sign the statement on the Federal Drug Testing Custody and Control Form and certify that the urine specimen collected is his or her own specimen.

i. The employee will direct testing procedure questions or concerns to his or her supervisor, the DPC, or the collection site coordinator.

j. The DPC, with approval from the employee's supervisor or higher level management official, may facilitate the clocking of overtime pay if applicable.

3. Test Results

a. Negative test result documentation will only be provided to the employee upon request.

b. Positive results will be forwarded by the MRO and to the DPC. The DPC, in turn, will notify BUPERS-05 and appropriate supervisor of the verified positive test results. A copy of the MRO's memo will be forwarded to the DON CEAP Administrator, the Security Officer, Labor and Employee Relations Office (BUPERS-0513), and BUPERS-05.

4. Confidentiality. The Privacy Act, 5 U.S.C. 522a, and Section 503 of Public Law 100-71 governs the disclosure of test results. Disclosures include:

a. Result of a non-negative test determined by the Navy's Medical Review Officer (MRO) as a negative test due to legitimate medical use is restricted from release for the purposes of identifying illegal drug use.

b. An employee's prior written consent is required to disclose his or her test results unless the disclosure would be:

(1) To the MRO;

(2) After MRO review, to the Drug Program Manager (DPM) and the DPC;

(c) After MRO review, to the DON CEAP Administrator for purposes of counseling and rehabilitation;

(d) After MRO review, to any supervisor or management official within the DON having the authority to recommend, decide, or process an adverse personnel action against the employee, or to an administrative tribunal in a review of an adverse personnel action; or

(e) Under an order of a court of competent jurisdiction or required by the U.S. Government to defend a challenge against an adverse personnel action.

11 Dec 2017

SUPERVISORS DRUG TESTING PROCEDURES

These procedures are to be given to supervisors whose employees have been selected for drug testing.

On the day random drug testing is scheduled to be conducted, your Drug Program Coordinator (DPC) will notify you regarding which of your employees have been selected for drug testing and the proposed schedule. This information is confidential. The following procedures should be followed in notifying employees of the collection process.

_____ Approximately 15 minutes prior to the actual collection or the minimum time necessary for the employee to travel to the collection site, verbally and privately inform the employee that he or she has been identified through a random selection process for drug testing by urinalysis.

_____ Clearly inform the employee of the time and exact location to report for testing, instruct him or her to take photo identification and to be prepared to provide a urine specimen.

_____ Employees normally will be scheduled to report to the collection site at 15-minute intervals. Coordinate any scheduling changes necessary to maintain work operations closely with your DPC. Do not make any unilateral changes.

_____ You may provide the procedures for employees, which offers helpful information about the collection process, to scheduled employees.

_____ When an employee selected for random testing is unavailable for legitimate reasons (e.g., working a different shift, temporary assigned duty travel, or leave, etc.), you must inform the DPC. A deferral of the test may be requested in writing.

_____ Once an employee has been notified of testing, any leave requests submitted for the same time as the test should be carefully scrutinized and documentation should be provided by the donor.

_____ Immediately report any problems encountered during employee notification to the DPC. Employees who fail to cooperate with the collection procedures will be subject to disciplinary action consistent with Department of the Navy (DON) regulations. You can obtain guidance from your human resources officer in these instances.

_____ Questions or concerns regarding the scheduling of employees for testing, or other aspects of the DON Drug-Free Workplace Program, should be brought to the attention of the activity DPC.

EMPLOYEES DRUG TESTING PROCEDURES

These procedures are to be given to the employee when notified of a collection.

Per the provisions of the Department of the Navy Drug-Free Workplace Program, you have been identified through a process of random selection for drug testing by urinalysis. Your selection for such testing in no way reflects any suspicion of illegal drug use. However, failure to cooperate with the collection procedure will subject you to disciplinary action consistent with DON regulations as found in Civilian Human Resources Manual, subchapter 752. Please take a few minutes to read the following information, which describes your responsibilities in the collection process.

Collection Location EXAMPLE: BLDG (BASE SECURITY) 1ST FLOOR (BEHIND FIRE DEPT BLDG)

Collection time: Upon arrival at work and not later than 0750 – 0800

_____ You must bring valid photo identification to the collection site and be prepared to provide a urine specimen.

_____ You are expected to arrive at the collection site on time. If you are unsure of the collection location get specific instructions from your supervisor at the time of notification.

_____ When instructed by the collector, provide the information required on the Federal Custody and Control Form.

_____ Remove any unnecessary outer garments, e.g., coat, jacket, or coveralls, etc. All personal belongings (e.g., purse or briefcase, etc.) must remain with your outer garment(s). You may retain your wallet.

_____ You may be instructed to empty your pockets.

_____ When instructed by the collector, wash and dry your hands.

_____ You may provide the urine specimen in the privacy of a stall or otherwise partitioned area that allows for individual privacy.

_____ You must provide a specimen of at least 30 milliliters. If you are unable to provide a sufficient quantity of urine, you will be asked to drink sufficient fluids to facilitate urination.

_____ You will be required to remain at the collection site in the presence of the Drug Program coordinator (DPC) or collection site coordinator until the specimen is provided.

_____ You must observe the entire collection procedure.

If you have questions or concerns you should bring them to the attention of your supervisor or activity DPC.