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MEMORANDUM FOR ALL CIVILIAN EMPLOYEES

SUBJECT: General Notice of the USUHS Drug-Free Workplace Program

Executive Order 12564 mandated the goal of a Drug-Free Federal Workplace. This Executive Order made it a condition of employment for all Federal employees to refrain from using illegal drugs on or off duty. In accordance with the Executive Order and in order to maintain an efficient and safe workplace, the USUHS developed a Drug-Free Workplace Program to identify and assist employees with drug related problems.

Illegal drug use by any employee is incompatible with the maintenance of high standards of conduct and performance. Moreover, illegal drug use could adversely affect employee safety, risk damage to government and personal property, and significantly impair day-to-day operations. **The program is designed to identify and offer help to those who have drug related problems. However, it must be recognized that an employee who uses illegal drugs is responsible for changing their behavior.**

Employees are subject to various forms of drug testing under the Drug-Free Workplace Program, which includes: (1) random testing for employees occupying Testing Designated Positions (TDPs); (2) reasonable suspicion testing; (3) accident or unsafe practice testing; (4) testing as a part of or as a follow-up to counseling or rehabilitation for illegal drug use; (5) voluntary testing; and (6) applicant testing.

All applicants and employees selected for a TDP will be subject to a drug test prior to final placement. He or she will also be placed in the random testing pool.

An employee occupying a position which is determined to be a TDP will receive a written notice explaining that his or her position is included in the random testing pool at least 30 days prior to actual testing.

Individual privacy will be allowed during the collection of the specimen unless there is a reason to believe that an individual may alter or substitute the specimen. A directly observed collection procedure will occur when it is determined that specimen adulteration or substitution has previously taken place during the collection process. Strict chain-of-custody procedures have been instituted to ensure the validity of the specimen tested.

All specimens will be tested by an approved certified laboratory in accordance with mandatory guidelines published by the Department of Health and Human Services (HHS).

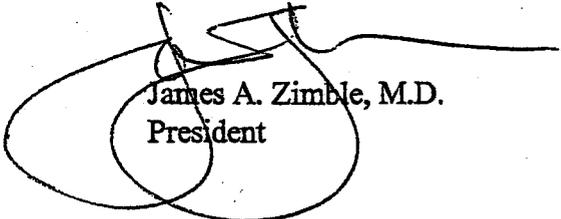
The laboratory will test for five classes of drugs (marijuana, cocaine, opiates, phencyclidine, and amphetamines) using two methods. The initial test procedure is called a immunoassay test. If the results of this test are positive, a second, confirmatory procedure called a gas chromatography/mass spectrometry (GC/MS) is used. The screening levels of these tests are sufficiently high to eliminate extraneous reasons for a positive test. A Medical Review Officer (MRO) will review all positive test results. Employees will be given an opportunity to provide evidence to the MRO for verification of the legitimate use of over-the-counter or prescription drugs authorized by a physician or medical officer.

Drug test results will be handled in a confidential manner. Positive test results from the laboratory will only be disclosed to the USUHS MRO. Positive results, verified by the MRO, may only be disclosed to the employee, the Drug Program Coordinator (DPC), and the employee's immediate supervisor and management official(s) having authority to take disciplinary/adverse action against the employee.

Illegal drug use cannot be condoned, and any employee who has a substance abuse problem is encouraged to seek professional assistance through the Employee Assistance Program (EAP). All employee medical and rehabilitation records maintained in connection with the EAP program will be deemed confidential "patient" records and may not be disclosed without the prior, written consent of the employee. **Employees who voluntarily acknowledge having an illegal drug problem prior to being required to provide a urine specimen; obtain counseling/rehabilitation assistance; and, thereafter refrain from using illegal drugs will not be subject to disciplinary/ adverse action.** However, if an employee tests positive or is otherwise determined to use illegal drugs after being notified that they will be drug tested, the employee will be subject to disciplinary/adverse action, including removal from the Federal service.

All employees are expected to refrain from illegal drug use and adhere to the policies and procedures of the program. Disciplinary action (up to and including removal from the Federal service) will be initiated for the first failure to remain drug-free or refusal to submit to a drug test. Removal action will be initiated against any employee who is found to use illegal drugs and refuses to obtain counseling and/or rehabilitation assistance; or, upon the second determination of the illegal use of drugs.

This plan requires the support and cooperation of all employees. I want to assure you that the program has been designed with the utmost concern for maintaining each individual's privacy and dignity. The importance of creating and maintaining a drug-free environment cannot be overstated. I request your complete professional and personal dedication to achieve a drug-free workplace. Help us make this program work for the sake of yourself, your family, and the USUHS community.



James A. Zimble, M.D.
President