

Department of State  
Drug Free Workplace Program – Information for Employees

The Department of State has an active Drug Free Workplace Program (DFWP). In 1986, President Ronald Reagan issued Executive Order 12564. Included in this order was the following statement: "The use of illegal drugs by Federal employees, whether on or off duty, is contrary to the efficiency of the service." The order also directed each federal agency to develop a DFWP plan. The Department's plan includes a urinalysis "test for the use of illegal drugs by employees in sensitive positions."

WHO IS COVERED? All employees are expected not to use illegal drugs 24/7.

WHO IS COVERED BY THE RANDOM URINALYSIS TESTING PROGRAM? All employees with a Secret clearance or above. Other positions designated "sensitive" may be covered. All employees whose positions are designated a "testing position" sign a statement at the time they are hired acknowledging they understand they are subject to urinalysis testing.

HOW WILL YOU BE SELECTED FOR URINALYSIS TESTING? The selection process is totally random. You might be selected several times a year, or not once in your career.

IS RANDOM URINALYSIS THE ONLY WAY EMPLOYEES ARE SELECTED TO BE TESTED? If supervisor believes there is "reasonable suspicion" that an employee is using drugs, the supervisor may request HR to approve testing. If HR approves, then this request is forwarded to the Assistant Secretary level for final approval. Also, sometimes applicants to the State Department may be tested as part of the clearance process.

WHAT DRUGS ARE COVERED IN THE TESTING? Marijuana, cocaine, opiates, PCP, amphetamines.

HOW DO I KNOW THE RESULTS ARE ACCURATE? When the sample is collected, you observe the bottle being sealed and you and the collector initial the bottle. A Chain of Custody is started. This Chain of Custody follows the bottle through each step of the process until the specimen arrives at the laboratory. The Department uses a government certified lab. Each sample receives an initial screening. If this screening is positive, the sample is tested again by a highly accurate confirmatory method. Both tests have to be positive in order for the results to be sent to the Medical Review Officer (MRO).

WHAT IS AN MRO? The Medical Review Officer reviews every positive finding. He or she then contacts the employee in order to determine if there is a medically legitimate reason for the employee to have used that substance. If the MRO determines that the substance use was legitimate, the results are considered negative and the Department never finds out that the substance was in your system.

WHAT IF I TAKE PRESCRIPTION MEDICATION? When you are contacted by the MRO, you will be asked about any medication you are taking, The MRO may also check with your physician. Note – the prescription must be yours and it must be current. Using someone else's medication is not a medically legitimate reason for that substance to be in your system.

WHAT IS SAFE HARBOR? The Department's DFWP plan contains a "Safe Harbor" provision. What this means is that any employee who is currently using drugs and wants assistance to stop using may contact the Alcohol and Drug Awareness Program (ADAP) in total confidence. ADAP is located in SA-1 (Columbia Plaza), room H246, (202) 663-1904.

# Department Notice

**Office of Origin:** M/DGHR/MED  
**Announcement Number:** 2002\_07\_038  
**Date of Announcement:** July 24, 2002

---

## Random Drug Testing Program

The following is guidance to employees of the Department of State on the Random Drug Testing Program. Employees should read this notice carefully to better understand the policy and procedures of the Random Drug Testing Program.

Executive Order 12564, signed by President Reagan on September 15, 1986 established the policy of the United States Government to achieve a drug-free workplace. The Department's implementation of a comprehensive Drug-Free Workplace Plan was initially announced to all Department employees on March 10, 1989. The Department's plan was modified in December 1993 with the greatest concern for maintaining each individual's privacy, dignity, and confidentiality. It is the Department's intent to offer assistance to those who need it, while sending a clear message that illegal drug use is incompatible with employment in this agency.

The Department conducts random drug testing for employees whose positions are characterized as "sensitive." Consistent with Section 7(d) of Executive Order 12564, the Department has determined that all Foreign Service and Civil Service personnel who are cleared for access to information classified at "SECRET" or above, are "employees in sensitive positions" and will be included in the random drug testing program. Any employee, whose position meets these criteria, is subject to unannounced random drug testing.

The Department's random drug testing program tests for marijuana, cocaine, opiates, PCP (phencyclidine) acid amphetamines. Testing is conducted at an annual frequency of 10 percent of the testing-designated population. Employees to be tested are randomly selected by computer. Since the selection is random and computer generated, the Department does not control how often a name may be randomly generated by the computer. Regardless of the number of times an individual may be randomly selected, that individual is required to report for testing on the scheduled day. Failure to report may result in disciplinary action including termination.

An employee will be notified by his/her bureau Drug-Free Workplace Coordinator (DFWC) if randomly selected to provide a specimen. This notification should not be earlier than two hours before the scheduled collection time. The employee will be advised of the time and place by the bureau DFWC. **Failure to appear for testing without an approved deferral from the Drug**

**Program Manager will be considered a refusal to participate in testing, and will subject an employee to the full range of disciplinary actions, including dismissal.**

Deferral of testing may be obtained if the employee's first line and second line supervisors concur that a compelling need necessitates deferral. For example, a test may be deferred for an employee who is:

1. In leave status (sick, annual, administrative or leave without pay); or
2. In official travel status away from the test site or is about to embark on official travel scheduled prior to testing notification.

In accordance with 3 FAM 2364.1(i), employees who are in approved telecommuting status are subject to the requirements of the Random Drug-Testing Program. They must come to the random drug-testing site when requested.

The actual specimen collection will not be observed, unless there is reason to believe an employee may alter or substitute the specimen. Drug testing is performed by an independent contract laboratory certified by the Department of Health and Human Services (HHS). The HHS certification provides for strict quality control procedures and a testing methodology which reflects the scientific and technical procedures necessary to ensure results are highly reliable and accurate. To ensure that the sample taken from an individual is properly identified and not accidentally confused with any other sample, strict chain of custody procedures are used when collecting and transferring the sample.

Confirmed positive test results are reviewed by a Medical Review Officer (MRO). The MRO will then consult with the employee, either in person or by phone, to determine if the employee has used prescription and/or over-the-counter drugs that could effect the outcome of the drug test. If the MRO determines that there is no justification for the positive test results, such a result is considered a verified positive test result and will be reported as such to the Drug Program Manager.

**Action will be initiated to discipline any employee found to use illegal drugs and may include the full range of disciplinary actions, including removal. In most cases employees who are using illegal drugs will not be permitted to remain in positions with safety or sensitive duties.**

**Additionally, the Department will initiate action to remove an employee who refuses to obtain counseling or rehabilitation through an Employee Assistance Program (EAP) after having been found to use illegal drugs, or who is found to use illegal drugs a second time.**

**Finally, in accordance with the section on voluntary referral in the Department's Drug-Free Workplace Plan, discipline will not be required if an employee voluntarily admits his or her drug use prior to being identified as a user of illegal drugs, completes counseling or an EAP, and thereafter refrains from drug use.**

Employees with verified positive test results, or those who seek assistance voluntarily, will be provided the opportunity to use the confidential EAP services offered through the Department's Employee Consultation Service (ECS) and the Alcohol and Drug Awareness Program (ADAP). These programs operate under the oversight of the Director for Mental Health Programs (M/DGHR/MED). Both the ECS and ADAP offer assessment, short term counseling, and referral services to employees for a wide range of drug, alcohol, and mental health problems. Information concerning the ECS and ADAP may be obtained from a supervisor, a bureau executive office, or by contacting the ECS and/or ADAP staff directly, telephone number (202) 663-1904.

For a complete description of employee rights and responsibilities under the Drug-Free Workplace Program, please consult the Drug-Free Workplace Plan. Copies of the plan are available for review at each bureau's personnel office. Additionally, the Plan is published as a handbook in 3FAH-1 H-2111 Exhibit H-2111.

The Department realizes that random drug testing is a highly sensitive issue and wants to assure its employees that the program has been designed with the utmost concern for maintaining each individual's privacy and dignity. The random drug-testing program is an important component of the administration's initiative to guarantee each federal employee a drug-free workplace. Achieving a drug-free workplace is a goal we owe ourselves, our families, and the public.

## **Office of Inspector General**

### **Acknowledgement of Receipt of Random Drug Testing Notice**

**Your signature below acknowledges that you have received, read, and understand the information provided regarding The Random Drug Testing Program which indicates that,**

**--you will be subject to unannounced random drug testing and that refusal to submit to testing will result in initiation of disciplinary action, up to and including dismissal;**

**--your refusal to submit to testing will result in initiation of disciplinary action, up to and including dismissal.**

---

**Print Employee's Last Name – First Name – Middle Initial**

---

**Employee's Signature**

---

**Date Notice Received (should not be earlier than EOD Date)**