

Drug-Free Workplace Awareness Training

Overview

Introduction

This training module will assist employees in understanding the policies and processes that surround the DLA Drug-Free Workplace Plan. Expect to spend about 45 minutes completing the material.

Importance

As an employee, you are responsible for ensuring that your work area is drug-free. Your participation and support are keys to the success of DLA's Drug-Free Workplace initiative. You are encouraged to review any information that you are unclear about, and take advantage of the resources identified in this module.

Objective

Upon completion of this module, you will be familiar with DLA's Drug-Free Workplace Plan.

In this module

The following topics are included in this module:

- [DLA Drug-Free Workplace Plan](#)
- [Personnel and Responsibilities](#)
- [Drug Testing](#)
- [Types of Drug Testing](#)
- [Program Safeguards](#)
- [Disciplinary Actions](#)

Drug-Free Workplace Awareness Training

DLA Drug-Free Workplace Plan

Introduction

The Defense Logistics Agency is committed to a drug free workplace. That commitment is manifested in the DLA Drug-Free Workplace Plan. The DLA Drug-Free Workplace Plan offers drug users help while at the same time, demonstrating to them and those who may lean toward drug use that drugs will not be tolerated in the workplace.

The DLA Drug-Free Workplace Plan states the objective, policies, procedures, and guidelines for achieving a drug-free workplace consistent with Executive Order 12564 and Public Law 100-71.

Program components

The key program components of the DLA Drug-Free Workplace Plan are:

- Notice to employees
- Employee education
- Employee Assistance Program (EAP)
- Drug testing
- Program safeguards

References

The following references are incorporated into the DLA Drug-Free Workplace Plan and Agency drug testing:

- Executive Order 12564, September 15, 1986
- Public Law 100-71
- DLA Drug-Free Workplace Plan
- DLAI 1010.09, Drug-Free Workplace, Incorporating Change 1, March 4, 2021
- Applicable labor agreements may contain additional requirements.
- DoD Directive 1010.4, Problematic Substance Use and Gambling Disorder, dated January 17, 2025 (changes incorporated on May 22, 2025)
- Department of Defense Instruction (DODI) 1010.09, DoD Civilian Employee Drug-Free Workplace Program, June 22, 2012, Incorporating Change 1, Effective June 28, 2018

Notice to employees

The right to due process is an essential part of the DLA Drug-Free Workplace Plan. Employees who occupy testing designated positions (TDP) receive a specific 30-day notice in advance of random drug testing. This notice informs the employee that he or she is subject to periodic, unannounced random drug tests, which will begin no sooner than 30-days after the date of the notice.

Employee education

Each DLA activity is responsible for educating its employees on the program. DLA does not require formal classroom training.

DLA Human Resources Services and the Employee Assistance Program (EAP) offer leaflets, videos, bulletins, and other drug testing and EAP materials.

Employee Assistance Program

The EAP plays an important role in preventing and resolving employee drug use by providing a wide range of services, which include

- counseling
- monitoring employee progress through treatment and rehabilitation
- providing education on illegal drug use
- assisting supervisors in confronting employees who have problems, and
- making referrals to appropriate treatment and rehabilitative facilities.

Information on the EAP is available on the DLA Human Resources web site at <https://www.dla.mil/Human-Resources/Employees/EAP/>

Drug testing

The DLA Drug-Free Workplace Plan outlines

- positions specifically identified as testing designated positions (TDP)
- types of illegal drugs tested for
- guidelines for specimen collection, and
- types and conditions for drug testing.

Program safeguards

The following safeguards are in place to maintain compliance and insure success of DLA's Drug-Free Workplace Plan

- strict chain-of-custody procedures
- confidentiality of test results
- cut-off levels for concentrations of drugs
- double testing of each sample, and
- reporting positive test results to a contracted Medical Review Officer (MRO) before DLA management.

These safeguards are described in more detail later in this module.

Drug-Free Workplace Awareness Training

Personnel and Responsibilities

Introduction

Various personnel are involved in the implementation and oversight of the Drug-Free Workplace Plan. This section identifies associated responsibilities for

- employees
- supervisors
- EAP personnel, and
- drug program personnel.

Employee responsibilities

As an employee, you are responsible for ensuring that your work area is drug-free. Your participation and support are keys to the success of DLA's Drug-free Workplace initiative.

Supervisor responsibilities

The supervisor plays a significant role in the program. Supervisor responsibilities are to

- identify positions subject to drug testing
- coordinate scheduling of drug testing with Drug Program Coordinator and employees, and answer common employee questions regarding the program
- take appropriate action in response to positive drug tests by working with the servicing DLA Human Resources Services Employee Relations Specialist
- initiate a reasonable suspicion test after
 - making appropriate factual observations
 - documenting the observations, and
 - obtaining approval from the higher-level supervisor
- refer employees to the EAP for counseling and rehabilitation upon finding illegal drug use
- initiate appropriate disciplinary action upon a finding of illegal drug use, and
- assist higher-level supervisors in evaluating employee performance that may be related to illegal drug use.

EAP responsibilities

The EAP responsibilities are to

- demonstrate DLA's commitment to eliminating illegal drug use
- provide employees an opportunity to discontinue their drug use
- provide educational materials to supervisors and employees on drug issues
- make referrals to appropriate treatment and rehabilitative facilities
- follow up with individuals in rehabilitation
- provide counseling and assistance to employees who self-refer for treatment or whose drug tests have been confirmed positive, and monitor them through rehabilitation, and
- ensure confidentiality of test results, related medical treatment, and rehabilitation records.

Drug program personnel responsibilities

The following personnel are also responsible for oversight of the program:

- Drug Program Manager (DPM)— Responsible for implementing, directing, administering, and managing the drug program in DLA.
- Drug Program Coordinator—Responsible for implementing and operating the drug testing program within the Field Activity.
- Medical Review Officer (MRO) will
 - receive all laboratory results
 - assure individual tested has opportunity to justify test results
 - refer verified positives test results to DPM, and
 - offer retest of same specimen upon confirmed positive test.

Drug-Free Workplace Awareness Training

Drug Testing

Introduction

The DLA Drug-Free Workplace Plan provides specific guidelines for drug testing.

Positions tested

Applicant and random drug testing applies to the following positions:

- positions requiring secret or top secret access
- criminal and general investigative positions
- security positions including guards and police
- mobile equipment operators
- firefighters
- nurses
- additional positions can be found in Appendix A of the DLA Drug-Free Workplace Plan

Illegal drugs

Under the DLA Drug-Free Workplace Plan, DLA employees may be tested only for the following drugs:

- Cannabis (Marijuana)
- Cocaine
- Opiates (Codeine/Morphine)
- Opioids
- Amphetamines (Amphetamine/Methamphetamine) Amphetamine designer drugs (methylenedioxymethamphetamine (MDMA)), Methylenedioxyamphetamine (MDA))
- Phencyclidine (PCP)
- Heroin
- Fentanyl/Norfentanyl
- NOTE: CBD may cause a positive result for Cannabis (Marajuana) it is advised to avoid these unregulated products

What are the signs of potential illegal drug use?

Ongoing performance problems that do not respond to normal supervisory actions may be signs of addiction and other personal problems and may require intervention. Examples of common performance problems that may be indicators of underlying addiction or illegal drug use are:

- Increased absenteeism
- Unexplained absences
- Monday/Friday illnesses
- Mood swings
- Inability to keep commitments
- Missing deadlines
- Lack of responsibility
- Irritability
- Lack of motivation
- Family difficulties
- Financial problems

- Marked changes in level of activity after lunch or breaks

Evidence of illegal drug use

An employee may be found to use illegal drugs on the basis of any appropriate evidence including, but not limited to

- direct observation
- evidence obtained from an arrest or criminal conviction
- a verified positive urine test result, and
- an employee's voluntary admission.

Specimen collection

Drug testing must strictly follow the guidelines established by the Department of Health and Human Services (DHHS). Unlike military drug testing programs, direct observation of collections is usually not permitted, but there are exceptions. Generally, most civilian employees provide their specimens in the privacy of a toilet stall.

Short notice for random testing

Those employees occupying TDPs selected for random drug testing receive written, advance notification from their supervisors of not more than 2 hours before their scheduled test.

The random drug testing notice explains the

- reasons for ordering the test
- employee's rights in the testing process, and
- consequences of failure to participate.

The short notice period is required to protect the validity of the test result because many drugs stay in the body for only a short time. It is imperative that employees be given as little notice as possible of scheduled random tests to ensure program success.

QUESTION: Position designated as Drug Testing can be found in Appendix A of the DLA Drug Free Workplace Plan? True or False

ANSWER: TRUE

Types of Drug Testing

Introduction

There are various types or conditions for drug testing:

- Applicant testing
- Voluntary testing
- Accident or unsafe practice testing
- Random testing
- Reasonable suspicion testing
- Deferred testing
- Follow-up testing

Applicant Testing

Applicant testing is used to screen out illegal drug users during the initial employment process. A verified, positive test result or refusal by the applicant to take the test will result in the employment offer being withdrawn.

All individuals selected for employment in a TDP, are required to be applicant-tested. For example:

- DLA employees who are not in a TDP concurrent with their selection, and who are subject to be promoted, reassigned or detailed to a TDP for more than 120 consecutive days, must be tested.
- Vacancy announcements for TDP's include a statement informing applicants that they will be screened for illegal drug use prior to employment in the position and periodically thereafter.
- Each applicant is notified that appointment or placement in the position will be contingent upon a negative drug test result.
- Applicants with verified positive test result shall be refused employment.
- Applications from such individuals shall not be considered for employment for a period of 6 months from date of the positive test result.
- Applicants who have Veteran Preference eligibility selected from a Delegated Examining Certificate and tests positive will be referred to OPM for adjudication prior to job offer being withdrawn.

Exception: Federal employees occupying a TDP concurrent with their selection are exempt from this testing, which is verified by the servicing DLA Human Resources Services.

Voluntary Testing

Employees not in a TDP may volunteer for unannounced random testing by notifying their servicing DPM.

These employees will be included in the pool of TDP's for as long as they occupy their position or until the employee asks to be removed from testing coverage, which can be done at any time by notifying the DPM. The employee's name, however, will remain in the TDP pool until the end of the testing cycle. One cannot volunteer and then immediately withdraw without ever running the risk of being tested.

Volunteers for random testing are subject to the same procedures and administrative actions as other employees in TDPs.

Accident or unsafe practice testing

DLA is committed to providing a safe and secure working environment. It also has a legitimate interest in determining the cause of serious accidents so that it can undertake appropriate corrective measures.

Post-accident drug testing can provide invaluable information in furtherance of that interest. Accordingly, employees may be subject to testing when based upon the circumstances of the accident, their actions are reasonably suspected of having caused or contributed to an accident that meets the following criteria:

- (1) A death or personal injury requiring immediate hospitalization;
- (2) Damage to government or private property estimated to be in excess of \$200,000 or more but less than \$1 million
- (3) Bargaining unit employee should refer to their negotiated agreement

If an employee is suspected of having caused or contributed to an accident meeting any of the criteria stated above, the appropriate supervisor will present the facts and circumstances leading to and supporting this suspicion to the activity commander/director for approval. Once approval has been obtained and the arrangement made with the DPM for testing, the supervisor will prepare a written report detailing the facts and circumstances that warranted the testing.

Random testing

Random testing is a system of drug testing under which each employee in a TDP has an equal chance of being tested. In DLA, such testing is accomplished quarterly using a computer-generated random sample of employees in TDPs.

The procedure and position responsibilities for random testing are as follows:

- J-1 Drug Testing Team - Creates and generates the quarterly random drug testing list and provides it to the Drug Testing Coordinator in each organization.
- Drug Program Manager - Responsible for implementing, directing, administering, and managing the drug program in DLA.
- Drug Program Coordinator - Notifies the selected employee's supervisor to confirm availability of the employee. If the first-level supervisor is not available, the next level supervisor is notified.
- Supervisor - Inform employee in private of his or her selection. No advance notification is required and under no circumstances should notice be given more than 2 hours in advance, since drugs stay in the body only a short time. The validity of the test could be compromised by an extended advance notice period.
 - The supervisor shall explain to the employee that the employee is under no suspicion of taking drugs and that the employee's name was selected randomly.
 - The employee shall be provided with written notification and the supervisor will ensure the memorandum is signed and returned to the coordinator.

Reasonable suspicion testing

Reasonable suspicion testing may be required of any employee in a position which is designated for random testing when there is reasonable suspicion that the employee uses illegal drugs whether on or off duty.

Reasonable suspicion testing may also be required of any employee in any position when there is a reasonable suspicion of on-duty use or on-duty impairment.

The first line supervisor must receive approval of the employee's second line supervisor and the Director of the servicing DLA Human Resources Services before any testing.

Reasonable suspicion testing may be based upon the following:

- Observable phenomena, such as direct observation of drug use or possession and/or the physical symptoms of being under the influence of a drug
- A pattern of abnormal conduct or erratic behavior consistent with the use of illegal drugs or drug related impairment
- Arrest or conviction of a drug related offense, or the identification of an employee as the focus of a criminal investigation into illegal drug possession, use or trafficking/distribution
- Information provided whether by reliable and credible sources or independently corroborated, and/or
- Newly discovered evidence that the employee has tampered with a previous drug test.

Although reasonable suspicion testing does not require certainty, mere "hunches" are not sufficient to meet this standard. If an employee is suspected of using or possessing illegal drugs, the employee's supervisor will gather all pertinent information and facts regarding the circumstances leading to and supporting this suspicion. The first line supervisor must receive approval of the employee's second line supervisor and the Director of the servicing DLA Human Resources Services before any testing.

When reasonable suspicion has been established, the appropriate supervisor will promptly detail, for the record and in writing, the circumstances that formed the basis to warrant the testing. A written report will be prepared to include, at a minimum, the appropriate dates and times of reported drug related incidents, reliable/credible sources of information, rationale leading to the test, findings of the test, and the action taken. This information will be maintained by the appropriate DPM.

Deferred testing

An employee selected for random drug testing may obtain a deferral of testing if the employee's first-line and second-line supervisors concur that a compelling need necessitates a deferral because the employee is:

- a. In an approved leave status.
- b. In official travel status away from the test site or is about to embark on official travel scheduled prior to testing notification.

An employee whose quarterly random drug test is deferred and will be back in the office prior to the end of the quarterly random drug testing period will be subject to an unannounced random test upon their return.

Employees who are out of the office beyond the end of the quarterly random drug testing deferral period will be placed back into the testing pool.

Follow-up testing

Employees referred through administrative channels to the Employee Assistance Program (EAP) who undergo a counseling or rehabilitation program for illegal drug use, will be subject to unannounced random testing as a follow-up to their program by the Agency as part of their rehabilitation/aftercare.

Follow-up testing is conducted at various intervals. This follow-up testing is separate from the regular random testing conducted by the activity and lasts for a period of 1 year or longer if subject to a separate settlement agreement.

The EAP Counselor will notify the DPM when an employee completes treatment following a finding of illegal drug use so that follow-up testing can begin along with aftercare treatment.

QUESTION: Name three types or conditions for drug testing?

ANSWER:

- **Applicant testing**
- **Voluntary testing**
- **Accident or unsafe practice testing**
- **Random testing**
- **Reasonable suspicion testing**
- **Deferred testing**
- **Follow-up testing**

DRUG-FREE WORKPLACE AWARENESS TRAINING

PROGRAM SAFEGUARDS

Introduction

The following safeguards are in place to maintain compliance and insure success of DLA's Drug-Free Workplace Plan:

- Strict chain-of-custody procedures
- Confidentiality of test results
- Cut-off levels for concentrations of drugs
- Double testing of each sample
- Reporting of positive results to a contracted Medical Review Officer (MRO) before DLA management

Chain of Custody

Procedures ensure that samples are not tampered with, switched, or mislabeled. If the chain of custody is broken, then the sample is not used. Depending on the circumstances of the drug test, an employee may be asked to provide another sample.

Confidentiality of Testing Results

Employees are protected by Public Law 100-71. This protection applies to the medical test results to insure confidentiality.

Concentrations of drugs in urine samples have been set above the levels caused by second-hand exposure to ensure that positive results are due to active use.

Double Testing

Each positive sample is tested at least twice

- First by an initial screening test, and then
- By an extremely accurate gas chromatography/mass spectrometry procedure

At the employee's request, confirmed positive samples may be re-tested again by a National Institute on Drug Abuse (NIDA) certified laboratory. DLA pays for all these tests.

Reporting of Positive Test Results

Positive test results are reported by the laboratory to the contracted MRO who reviews the laboratory report and discusses it with the employee before reporting it to the Agency. The employee is aware of his or her positive test result before DLA management, and has an opportunity to justify the result to the MRO.

The MRO will notify the servicing DLA Human Resources Services of the positive test result. The servicing DLA Human Resources Services will contact the employee's supervisor notifying them of the positive result and that the employee must be referred to the Employee Assistance Program for counseling and rehabilitation.

QUESTION: These safeguards are in place to maintain compliance and insure success of DLA's Drug-Free Workplace Plan - Strict chain-of-custody procedures; Confidentiality of test results; Cut-off levels for concentrations of drugs; Double testing of each sample; Reporting of positive results to a contracted Medical Review Officer (MRO) before DLA management? TRUE OR FALSE

ANSWER: True

Disciplinary Actions

Introduction

The DLA Drug-Free Workplace Plan outlines specific disciplinary actions and exceptions to those actions for conditions when

- an employee tests positive
- an employee refuses to test
- a specimen is altered or substituted, or
- a specimen is diluted.

What happens if an employee tests positive?

The following disciplinary actions will be taken if an employee tests positive for illegal drugs:

- The employee found to use illegal drugs will be immediately removed from the TDP through
 - reassignment or detail to non TDP
 - placement on leave, indefinite suspension or
 - removal from the duties that require testing.
- The employee will be referred to the EAP and DLA Intelligence
- The severity of the disciplinary action taken against an employee found to use illegal drugs will depend on the circumstances of each case (consistent with the Executive Order) and includes the full range of disciplinary actions up to, and including, removal from the Federal service.
- For a first offense, penalties range from 15 day suspension to removal. If the employee refuses rehabilitation for a first offense, removal may be appropriate.
- For a second offense, the supervisor must initiate removal from the Federal service.

It is important to work with the servicing Employee Relations Specialist to ensure that the appropriate disciplinary action is taken.

Refusal of test

An employee who refuses to be tested, isn't cooperative during the test when required, refuses to show items in pockets, can't provide a second 45mL specimen during the allotted timeframe, or who is suspect of altering test and refuses to do the direct observation will be subject to the full range of disciplinary actions previously described.

Altered or substituted specimens

Attempts to alter or substitute the specimen provided will be treated as severely as a refusal or a positive drug test. This will also result in testing the employee under direct observation based on reasonable suspicion.

Diluted specimens

Employees who submit diluted specimens will be re-tested as soon as possible.

Exceptions to disciplinary actions

Under Executive Order 12564, DLA is required to initiate action to discipline any employee found to use illegal drugs, except that such discipline is not required when an employee:

- an employee voluntarily identifies himself or herself as a user of illegal drugs prior to being identified by other means
- successfully completes counseling and/or rehabilitation, and
- thereafter refrains from drug use.

Problems to report for all drug testing

Supervisors should immediately report to the Drug Program Coordinator

- problems supervisors encounter during the employee notification
- employees who fail to appear, or
- employees who fail to cooperate with the collection procedures.

Such problems will be subject to disciplinary actions up to and including removal from Federal service.

QUESTION: What happens when an employee tests positive a second time or doesn't comply with the rehabilitation plan?

ANSWER: The employee is removed from Federal service.

QUESTION: If an employee refuses to test or isn't cooperating will that employee be subject to full disciplinary action? TRUE OR FALSE

ANSWER: TRUE

QUESTION: Who are you required to call when you have an emergency on your way to the drug testing facility?

ANSWER:

A. Co-Worker

B. Supervisor

C. Second-line Supervisor

D. All the Above

E. B and C

Drug Free Workplace Awareness Training

Congratulations!

Good work!

You have completed the training module on Drug Testing. Thank you for learning more about drug testing and the DLA Drug-Free Workplace Plan. If you have questions, please submit an inquiry to [AskHR](#) (select “Drug Testing” from the Category menu).

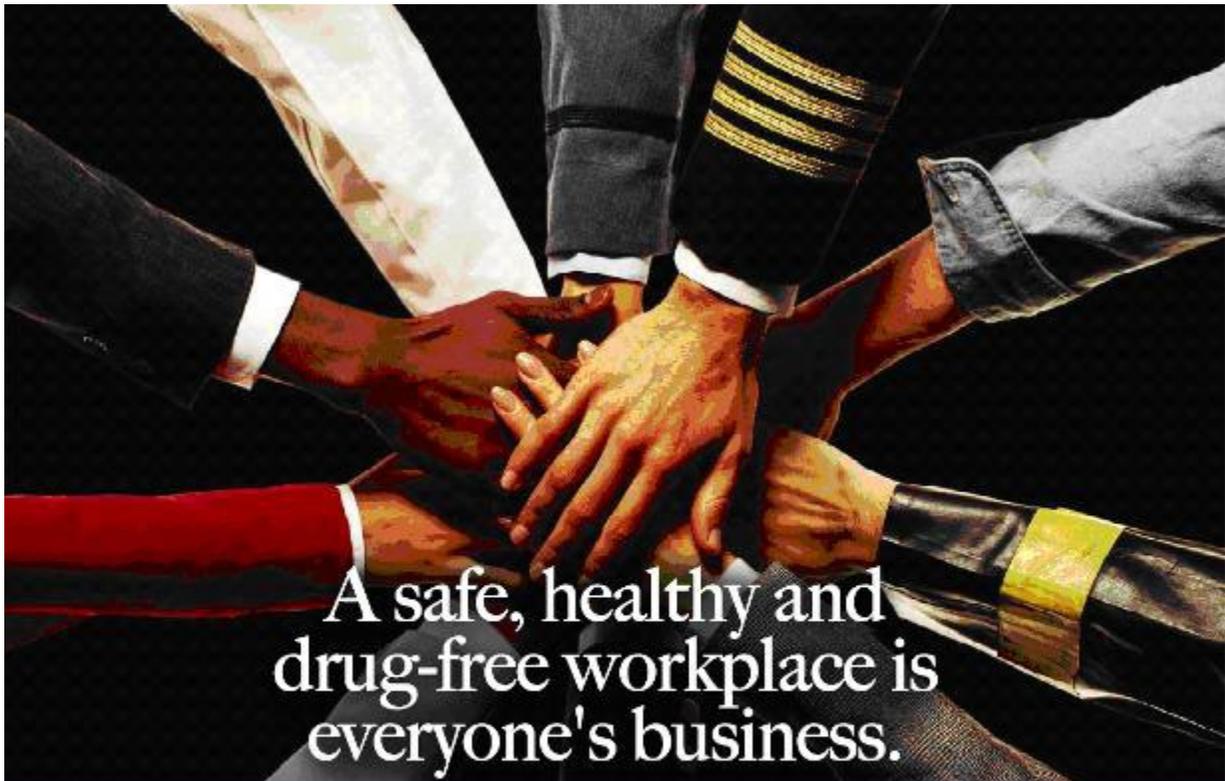
As a final reminder, it’s important to remember that:

- DLA, like all other Federal agencies, is committed to a drug-free workplace.
- As an employee, you are responsible for ensuring that your work area is drug-free.
- The EAP plays an important role in preventing and resolving drug use by providing a wide range of services available to all DLA personnel.

Links to Additional Resources

Additional information may be found at the following links:

- [Drug Free Workplace Plan](#)
- [Testing Designated Positions Appendix A](#)
- [Drug Free Workplace Awareness Education](#)
- [DLA Employee Assistance Program](#)
- General information (SAMHSA (Substance Abuse and Mental Health Services Administration))
 - <http://www.dol.gov/elaws/drugfree.htm>
- [DOD Instruction 1010.4, Problematic Substance Use and Gambling Disorder](#)
- [DOD Instruction 1010.9, Civilian Employee Drug-Free Workplace Program](#)



A safe, healthy and
drug-free workplace is
everyone's business.



Thanks for making it yours.

U.S. Department of Labor, Working Partners for an Alcohol- and Drug-Free Workplace
www.dol.gov/workingpartners

