

10 SEP 1993

CPI 792-3A-F

APPENDIX F

SAMPLE NOTICE TO EMPLOYEE SUBJECT TO REASONABLE
SUSPICION DRUG TESTING

MEMORANDUM

From: (Supervisor or Management Official)
To:

Subj: NOTICE OF REASONABLE SUSPICION TESTING FOR ILLEGAL
DRUG USE

1. The Department of the Navy has initiated a comprehensive program to achieve the goal of a drug-free workplace. This program is set forth in Secretary of the Navy Instruction 12792.3, Office of Civilian Personnel Management Instruction 12792.3A which enclosed the Civilian Personnel Instruction (CPI) 792-3A, and (local instruction).

2. It has been determined that sufficient grounds exist to authorize collection of a urine sample from you on the basis of reasonable suspicion. This drug test is required since management has formed a reasonable suspicion that you are using illegal drugs. Collection procedures under reasonable suspicion testing may require you to provide a specimen under direct observation.

[NOTE: The supervisor or management official must provide a separate statement describing all relevant circumstances which formed the basis for the decision to conduct reasonable suspicion drug testing, and direct observation, if deemed appropriate.]

3. Drug testing for Department of the Navy civilian employees is performed through urinalysis done by a Navy Drug Screening Laboratory. The testing methodology complies with Guidelines issued by the Department of Health and Human Services and reflects the scientific and technical procedures necessary to assure that the results are highly reliable and accurate. These procedures will include an initial screening of the urine sample you provide for the presence of illegal drugs and, if appropriate, a confirmation test by gas chromatography/mass spectrometry.

Appendix F to
Enclosure (1)

OCPMINST 12792.3A

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4. To assure that the sample collected from you is not accidentally confused with any other sample, strict procedures will be used when collecting and transferring the sample. These procedures are known as the chain of custody. The test results from your sample will be handled with maximum respect for individual confidentiality consistent with safety and security. A confirmed positive test result reported by the laboratory will be reviewed by a Medical Review Officer (MRO) before a determination is made that you have used illegal drugs. The MROs are licensed physicians with experience in substance abuse disorders. You will be given an opportunity to submit medical documentation to the MRO to establish your legitimate use of the specific drug(s) detected by testing before any administrative action is taken.

5. If it is determined that you are using illegal drugs by means of this drug test or any other means, you will be referred to the (activity/command name) Civilian Employee Assistance Program (CEAP). Through this program, you will receive counseling and learn about the availability of sources of treatment and rehabilitation assistance. Information concerning the CEAP may be obtained from your immediate supervisor or by contacting the CEAP (provide name, address, telephone number).

6. If you are employed in a Testing Designated Position (TDP), as defined in CPI 792-3A, and illegal drug use is detected, you will be immediately taken out of your position by detail, reassignment, or other personnel action. You may be returned to your TDP by (activity head/commander) as part of your successful participation in a rehabilitation or counseling program. In addition, disciplinary action up to and including removal from the Federal Service will be initiated. A disciplinary action will be initiated if you refuse to submit to this drug test. A removal action will be initiated if you refuse to obtain counseling or rehabilitation through the CEAP after being found to use illegal drugs or for a second finding of illegal use.

7. If you have other questions after providing a urine sample, please contact (provide name), the Drug Program Coordinator.

Appendix F to
Enclosure (1)

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10 SEP 1992

CPI 792-3A-F

SAMPLE NOTICE TO EMPLOYEE SUBJECT TO ACCIDENT/UNSAFE
PRACTICE DRUG TESTING

MEMORANDUM

From: (Supervisor or management official)
To:

Subj: NOTICE OF POST ACCIDENT/UNSAFE PRACTICE TESTING FOR ILLEGAL
DRUG USE

1. The Department of the Navy has initiated a comprehensive program to achieve the goal of a drug-free workplace. This program is set forth in Secretary of the Navy Instruction 12792.3, Office of Civilian Personnel Management Instruction 12792.3A which enclosed the Civilian Personnel Instruction (CPI) 792-3A, and (local instruction).
2. It has been determined that sufficient grounds exist to authorize collection of a urine sample from you based on your involvement in (brief description of accident of unsafe practice).
3. Drug testing for Department of the Navy civilian employees is performed through urinalysis done by a Navy Drug Screening Laboratory. The testing methodology complies with Guidelines issued by the Department of Health and Human Services and reflects the scientific and technical procedures necessary to assure that the results are highly reliable and accurate. These procedures will include an initial screening of the urine sample you provide for the presence of illegal drugs and, if appropriate, a confirmation test by gas chromatography/mass spectrometry.
4. To assure that the sample collected from you is not accidentally confused with any other sample, strict procedures will be used when collecting and transferring the sample. These procedures are known as the chain of custody. The test results from your sample will be handled with maximum respect for individual confidentiality consistent with safety and security. A confirmed positive test result reported by the laboratory will be reviewed by a Medical Review Officer (MRO) before a determination is made that you have used illegal drugs. The MROs are licensed physicians with

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Subj: NOTICE OF POST ACCIDENT/UNSAFE PRACTICE TESTING FOR ILLEGAL DRUG USE

experience in substance abuse disorders. You will be given an opportunity to submit medical documentation to the MRO to establish your legitimate use of the specific drug(s) detected by testing before any administrative action is taken.

5. If it is determined that you are using illegal drugs by means of this drug test or any other means, you will be referred to the (activity/command name) Civilian Employee Assistance Program (CEAP). Through this program, you will receive counseling and learn about the availability of sources of treatment and rehabilitation assistance. Information concerning the CEAP may be obtained from your immediate supervisor or by contacting the CEAP (provide name, address, and telephone number).

6. If you are employed in a Testing Designated Position (TDP), as defined in CPI 792-3A, and illegal drug use is detected, you will be immediately taken out of your position by detail, reassignment, or other personnel action. You may be returned to your TDP by (activity head/commander) as part of your successful participation in a rehabilitation or counseling program. In addition, disciplinary action up to and including removal from the Federal Service will be initiated. A disciplinary action will be initiated if you refuse to submit to this drug test. A removal action will be initiated if you refuse to obtain counseling or rehabilitation through the CEAP after being found to use illegal drugs or for a second finding of illegal use.

7. If you have other questions after providing a urine sample, please contact (provide name), the Drug Program Coordinator.

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Enclosure (1)

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