



INSPECTOR GENERAL
DEPARTMENT OF DEFENSE
400 ARMY NAVY DRIVE
ARLINGTON, VIRGINIA 22202-4704

MAR 7 2008

MEMORANDUM FOR OFFICE OF INSPECTOR GENERAL EMPLOYEES IN
TESTING DESIGNATED POSITIONS

SUBJECT: Notice of Commencement of Random Drug Testing

In accordance with Executive Order 12564, the Department of Defense Office of Inspector General (DoD OIG), implemented its random drug-testing component of the DoD OIG "Plan for a Drug Free Workplace" program. Consistent with the provisions of the Executive Order, the DoD OIG "Plan for a Drug Free Workplace" program was established to provide a safe and drug free workplace for all employees.

Your position is identified as a Testing Designated Position (TDP). Accordingly, you will be subject to random urinalysis screening beginning no sooner than 30 calendar days from your receipt of this memorandum. In accordance with the DoD OIG "Plan for a Drug Free Workplace" program, a minimum of 100 percent of the employees occupying TDPs will be tested annually. If you are selected for random testing, you will be notified on the same day the test is scheduled, and you will be provided information on the testing collection procedures. Refusal to submit to testing or failure to cooperate with the collection procedures will be grounds for discipline, up to and including removal from the Federal service.

The Urinalysis testing methodology is highly reliable and accurate, and is in compliance with the Mandatory Scientific and Technical Guidelines promulgated by the Department of Health and Human Services (HHS). Drug testing will be conducted at a designated contractor facility and the results evaluated at a laboratory certified by the HHS.

The procedures will include an initial screening for drugs and confirmation by gas chromatography/mass spectrometry. Only confirmed positive results will be reported to the DoD OIG. To ensure the sample taken from an individual is properly identified and not accidentally confused with any other sample, strict chain of custody procedures will be used when collecting and transferring the sample. All test results will be handled with a maximum respect for individual confidentiality, consistent with governing laws, rules and regulations and with safety and security.

Positive test results reported by the laboratory will be reviewed by a Medical Review Officer before a determination is made that an employee has used illegal drugs. Any employee who tests positive will be given the opportunity to list all prescription and

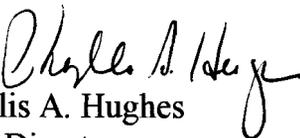
over-the counter drugs which could affect the outcome of the drug test and which may be identified through the confirmation procedures. If you are receiving care from a physician that requires your use of an otherwise illegal drug, you will be given an opportunity to submit the appropriate medical documentation to support a legitimate use for a specific drug.

The DoD OIG, will not allow any employee who is found to use illegal drugs to remain on duty in a TDP. Employees with a verified positive test result will be afforded the opportunity to use the services of the OIG's Employee Assistance Program (Pentagon Employee Referral Service or Federal Occupational Health). Each finding of illegal drug use will be evaluated on its merits. However, given the DoD OIG mission, there is a strong likelihood that an individual who tests positive for an illegal drug will be removed from the Federal service for the first offense.

If you believe your position was incorrectly identified as a TDP, you may file an appeal with the Program Manager for Strategic Human Capital within 15 calendar days of the date of receipt of this notification. The appeal must be submitted in writing, setting forth all relevant information that supports the appeal (e.g., your position description; summary of the impact of the duties of your position on the national security of the Nation; an analysis of the security requirements and security designation of your position and rationale supporting your belief that your position is incorrectly identified as a TDP). Copies of your appeal will be provided to the OIG Drug Program Coordinator (DPC), the OIG Office of Security, and the appropriate OIG Component Head for review and recommendation. Your appeal and supporting documentation will be reviewed, and you will be advised, in writing, of the decision.

Please sign and date the enclosed acknowledgement memorandum and return the form to the Talent Acquisition Division, Human Capital Advisory Services, Suite 115, 400 Army Navy Drive, Arlington, Virginia 22202. Your signature will indicate that you have received and read the notice.

If you have any questions or need further information, you may contact Ms. TJ Hobbie, the OIG DPC, at (703) 602-4523.


Phyllis A. Hughes
Director

Human Capital Advisory Services

Attachment
As stated



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MEMORANDUM FOR DIRECTOR, HUMAN CAPITAL ADVISORY SERVICES

SUBJECT: Receipt Acknowledgement of 30-day Notice of Commencement of
Random Drug Testing Program

I acknowledge receiving notice of my inclusion in the DoD OIG employee random drug testing program. I understand that I may be selected for screening by urinalysis testing for the presence of illegal controlled substances. I understand that a verified positive test result or refusal to submit to testing will result in formal disciplinary action, up to and including removal from the Federal service. I have read the notice.

Printed or Typed Name

Signature of Employee

Date

TO BE COMPLETED BY TALENT ACQUISITION DIVISION

Human Resource Specialist

Date of Appointment to a
TDP within the DoD OIG

Copies:

1. Original-Workforce Relations Division
 2. Copy-Employee
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