

Civilian Personnel
Civilian Drug Abuse Testing Program

History. This is a revised publication in electronic format.

Summary. Joint Readiness Training Center (JRTC) and Fort Polk (FP) Regulation 690-19 establishes policies and procedures pertaining to drug testing of Department of the Army civilians.

Applicability. This regulation will be applied to employees (including voluntary registrants) and positions in Army-wide programs and Department of Defense (DOD)-wide career programs located at the JRTC and Fort Polk, Louisiana. The pronouns he, his, and him used in this regulation are intended to include both the masculine and feminine genders. Any exceptions will be so noted.

Proponent and Exception Authority. The proponent agency for this regulation is Civilian Personnel Advisory Center (CPAC), Fort Polk, Louisiana 71459-5000. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation.

Supplementation. Supplementation and establishment of command publications and local forms are prohibited without prior approval from the Directorate of Information Management (DOIM), Adminis-

trative Services Division, Building 330, Suite 111, 1820 Corps Road, Fort Polk, Louisiana 71459-0908.

Suggested Improvements. Users of JRTC & FP Regulation 690-19 are invited to send comments and suggested improvements on Recommended Changes to Publications and Blank Forms (Department of the Army (DA) Form 2028) directly to CPAC, Fort Polk, Louisiana 71459-5000.

FOR THE COMMANDER:

OFFICIAL: JOHN M. HUTCHESON
Colonel, GS
Chief of Staff

/s/
PAUL JACKSON
Director, Information
Management

Distribution. Distribution of this publication is made in accordance with JRTC & FP Circular 25-30, Distribution Formulas, intended for command level A+; DOIM, Publications Control-4, CPAC-25, and DOIM Homepage Address: <http://polk-ew.army.mil>.

Contents (listed by paragraph)

Purpose 1
General 2
Responsibilities 3

Appendixes
A - Jobs Identified to be Included in the Fort Polk Army Civilian Employee Drug Abuse Testing Program
B - Civilian Employee Urine Specimen Collection

1. Purpose. The purpose of this regulation is to implement the Department of Army Civilian Drug Abuse Testing Program required by and explained in AR 600-85, paragraph 5-14. The objectives of the program are the following:

- a. To assist in determining fitness for, appointment to, or retention in a critical job.
- b. To identify drug abusers, remove them from critical positions and notify them of the availability

of appropriate counseling, referral, rehabilitation services, or other medical treatment.

c. To assist in maintaining national security and the internal security of the Army by identifying those whose drug abuse could cause disruption in operations, destruction of property, threats to safety for themselves or others, or the potential for unwarranted disclosure of classified information through drug-related blackmail.

2. General

a. As set forth in AR 600-85, the Department of the Army has designated certain jobs or classes of jobs as "critical" for the purpose of drug testing. Subsequently, Fort Polk has identified several positions as critical for the purpose of urinalysis testing for illegal drugs. These jobs or classes of jobs are important enough to the mission or the protection of public safety that screening to detect the presence of drugs is warranted as a job-related requirement. A listing of these identified critical jobs is at Appendix A. These jobs fall into one or more of the following categories:

JRTC & FP Reg 690-19

- (1) Law enforcement
- (2) Positions involving national security or internal security of the Army at a level of responsibility in which drug abuse could cause disruption of operations or the disclosure of classified information that could result in serious impairment of national defense.
- (3) Jobs involving the protection of property or persons from harm, or those where drug abuse could lead to serious threats to safety of personnel.
 - b. Civilian employees employed in jobs identified as critical will be screened under the Civilian Drug Abuse Testing Program. This requirement is considered a condition of employment and applies to prospective employees being considered for critical jobs and current employees being in or considered for critical jobs.
 - c. The testing consists of civilian urine samples being forwarded to the Forensic Toxicology Drug Testing Laboratory (FTDTL) using strict chain of custody procedures. The only exception authorized to testing is the required pre-accession test for those individuals selected for critical positions. This test may be accomplished at Fort Polk as a pre-screen. All positives generated by accession testing must still be screened and confirmed by an FTDTL. Hiring action will be suspended on the basis of a positive pre-screen field test while waiting for a confirmed FTDTL test.
 - d. It is the policy of Forces Command (FORSCOM) and Fort Polk that all applicants, incumbents or tentatively selected employees of designated critical jobs will be required to participate in urinalysis testing before appointment or selection, and on a random, unannounced basis thereafter. In addition, an incumbent of a critical position can also be tested when there is probable cause to believe that the employee is under the influence of a controlled substance while on duty. Also, the incumbent may be tested as part of an examination authorized by DOD or DA regarding a mishap or safety investigation undertaken for the purpose of accident analysis and the development of countermeasures.
 - e. "*Removed from the critical position,*" as used in AR 600-85, means that the incumbent can no longer be assigned to a critical position and will be reassigned to a non-critical position, demoted, or removed from Federal Service if reassignment or demotion is not feasible. Eligible employees in critical positions who admit drug use or test positive for illegal drugs will be offered the services of the Fort Polk Employee Assistance Program. Acceptance of such services will not preclude the employee from being removed from the critical position.

3. Responsibilities.

- a. *Commanders.* Commanders will:
 - (1) Ensure program implementation for Fort Polk civilian employees.
 - (2) Ensure that all Fort Polk civilians currently occupying critical positions are initially tested.
 - (3) Develop, after initial testing, neutral criteria for the selection of incumbents for subsequent testing.
 - (4) Approve local requests for additional position coverage prior to submission for DOD approval.
- b. *Alcohol and Drug Abuse Control Officer (ADCO).* The ADCO will:
 - (1) Ensure overall program implementation.
 - (2) Administer tests for applicants and current employees. Tests for applicants must be administered prior to finalizing of the appointment process.
 - (3) Maintain test results.
 - (4) Notify Civilian Personnel Advisory Center (CPAC) of positive test results.
- c. *Director of Civilian Personnel.* The Director will:
 - (1) Identify incumbents of critical positions.
 - (2) Notify current employees in critical positions of program requirement. Notification will be made a minimum of 60 days before testing and will include the following:
 - (a) Reason for the test.
 - (b) Requirement to complete DA Form 5019-R (Condition of Employment for Certain Civilian Positions Identified as Critical Under the Drug Abuse Testing Program).
 - (c) Requirement to submit to testing.
 - (d) Consequences of a positive test result or refusal to comply, including adverse action.
 - (e) Ensure an opportunity to present medical evidence for authorized use of prescription drugs.
 - (f) Ensure information concerning the availability of drug abuse counseling and referral services.
 - (3) Establish procedures to assure notification and referral for testing of applicants for critical position vacancies. The content of the notification will be the same for applicants as for current employees with the exception of the drug abuse counseling and referral services. Applicants are not eligible for counseling and referral services.
 - (4) Conduct training for supervisors and covered employees on program requirements.
 - (5) Refer supervisors to ADCO for training in "chain of custody" requirements. Urine samples will be processed under the strict chain of custody procedures as set forth in Appendix B.

(6) Maintain completed consent forms (DA Form 5019-R) for covered employees.

(7) Assist supervisors and management officials in taking appropriate action when applicants test positive and/or when current employees refuse to comply, admit drug use, or test positive.

(8) Assist in identification and processing of additional positions to be added.

d. *Supervisors and Management Officials.*
Supervisors and management officials will:

(1) Ensure current employees in critical positions complete DA Form 5019-R.

(2) Act as Biochemical Test Monitors (BTM) or appointing BTM of same sex as individual being tested, in the collection of urine samples. When possible the BTM should be a superior in the chain of command of the employee being tested.

(3) Ensure the "chain of custody" is maintained for urine samples to preclude tampering or other actions that would compromise validity.

(4) Appoint employees as "Unit Alcohol and Drug Abuse Coordinators". The appointees must be GS-7 or equivalent or higher and will be trained in their responsibilities by the ADCO staff.

e. *Current Employees in Critical Positions.*
Current employees in critical positions will:

(1) Maintain a drug free working atmosphere.

(2) Complete Condition Of Employment For Certain Civilian Positions Identified As Critical Under The Drug Abuse Testing Program (DA Form 5019-R).

(3) Submit a urine sample for testing. Refusal by a current employee to complete a DA Form 5019-R, submit a urine sample, and/or admission of drug use will require the employee to be removed from the critical position they occupy utilizing existing procedures for failure to satisfy or maintain a condition of employment. A positive laboratory result will require that the employee be removed from the critical position through reassignment, demotion, or removal from Federal Service, and the employee may be subject to adverse action proceedings under Federal Personnel Manual (FPM) Chapter 752, FPM Supplement 752-1 and AR 690-700, Chapter 751. If eligible, the employee may be offered counseling and treatment through the Fort Polk Employee Assistance Program in accordance with FPM 792-2.

f. *Applicants.* Applicants, including outside candidates and current employees in non-critical positions applying for critical positions will:

(1) Complete DA Form 5019-R

(2) Submit a urine sample for testing. Refusal to complete DA Form 5019-R, submit a urine sample, and/or admission of drug use are grounds for

disqualifying applicants from further consideration for critical positions but not for non-critical positions. Testing will be accomplished after preliminary selection has been made. Final appointment will be contingent on negative test results. In the case of a positive pre-screen field test, the selectee will not be assigned to critical duties until a negative laboratory result is received from an FTDTL. A confirmed positive laboratory result from an FTDTL will disqualify the applicant for the critical position, but not for non-critical positions. Criteria for appointment to non-critical positions are to be made in accordance with standard suitability regulations applicable to those positions. If the FTDTL does not confirm a positive pre-screen field test result of a current employee, the initial pre-screen result may not be used to take further action against the employee and any temporary action must be rescinded.

JRTC & FP Reg 690-19

Appendix A

Jobs Identified to be Included in the Fort Polk Army Civilian Employee Drug Abuse Testing Program

<u>Job/Job Class</u>	<u>Occupational Series/Grade</u>	<u>Number Incumbents</u>	<u>TDA Para/Line</u>
<i>(1) Aviation Positions</i>			
Supv ATC Specialist (TERM)	GS-2152-12	1	27C/01
Supv ATC Specialist (TERM)	GS-2152-12	1	27D/01
Supv ATC Specialist (TERM)	GS-2152-12	1	27E/01
ATC Specialist (TERM)	GS-2152-11	6	27D/06
ATC Specialist (TERM)	GS-2152-11	2	27E/06
<i>(2) Personnel Reliability Program Personnel—Chemical & Nuclear Surety</i>			
Supv Eq Spec (ORDN)	GS-1670-11	1	46Q/04
Eq Spec (ORDN)	GS-1670-09	2	46Q/05
<i>(3) Alcohol and Drug Abuse Prevention and Control Program Direct Service Staff</i>			
Alcohol & Drug Abuse Control			
Officer	GS-0101-12	1	17 /01
Alcohol & Drug Abuse Prog Spec	GS-0101-II	1	17 /05
Training Spec (ALCO/Drugs)	GS-1712-07	1	17 /06
Supv Social Worker	GS-0185-11	1	680/04
Social Worker	GS-0185-09	1	680/05
Social Services Assistant	GS-0186-07	2	680/06

Table A-1. Table of Jobs Identified for Fort Polk Army Civilian Employee Drug Abuse Testing Program

**Appendix B
Civilian Employee Urine Specimen Collection**

1. Manager/Supervisor Responsibility. The manager/supervisor is responsible for selection of urine specimen collection personnel as follows:

a. Appointment of a GS-07 or higher or equivalent civilian supervisor to act as the Unit Alcohol and Drug Abuse Coordinator (UADC). A copy of this appointment must be on file at the ADCO.

b. Designation of a civilian supervisor to act as the Biochemical Test Monitor (BTM).

2. Unit Alcohol and Drug Abuse Coordinators (UADC) Responsibility. Unit Alcohol and Drug Abuse Coordinators are responsible for the following:

a. Procuring the necessary number of urine bottles from the Installation Biochemical Testing Center (IBTC) ADCO. Request will be submitted on a DA Form 2496 (Disposition Form).

b. Preparing necessary number of gum labels for each bottle and indicating the date of test, specimen number and participants' full social security number on each label. An example is provided at Figure 1.

c. Preparing the appropriate information in quadruplicate on Urinalysis Custody and Report Record (DD Form 2624), for each 12 specimens or each time there is a different observer. The blank DD Form 2624 will be issued by the ADCO.

d. Maintaining a urinalysis ledger documenting all individuals submitting test specimens. Urinalysis ledgers will contain the following information:

- *Julian date of test
- *Full 13 Character Specimen Number
- *Lab Accession Number (Left blank until Drug Testing Laboratory results received)
- *Full Social Security Number
- *Individual's full name and signature
- *Biochemical Test Monitor's name and signature. The ledger entries will be in a Record

Book (FSN 7530-00-22-3532). It is imperative that ledger entries match corresponding DD Forms 2624.

e. Verifying, when specimens are signed from BTM to UADC, that no changes have been made on the labels, that each bottle contains a sufficient quantity of urine, and then initials the label.

3. BTM Responsibility. The BTM is responsible for the following:

a. Ensure that the specimen bottle is properly labeled and belongs to the individual being tested. The BTM will verify that information contained on specimen label and cap matches that in urinalysis ledger and on DD Form 2624 and will sign the urinalysis ledger verifying same.

b. Ensure that specimens are not contaminated or altered in any manner (i.e., by introducing tap water or chemical substances). The BTM must ensure that the individuals being tested cannot access a container previously filled with a foreign substance or a prepared sample. For example, employees/applicants should not be allowed to carry items such as briefcases, bags, or purses into the collection area. Coats should be left outside the collection area, sleeves should be rolled up and a visual check of potential hiding places in the stall or collection area should be made prior to giving the employees/applicants the collection bottle.

c. Ensure an individual's privacy shall be assured by permitting the individual being tested to produce urine specimens alone in closed stalls or other similar structures or enclosures. There will be no observation of an employee's or applicant's private anatomy. The BTM will maintain control of the integrity of the specimen by listening for normal sounds associated with urination and by oversight of the setting.

d. Ensuring that verification is made of the normal warmth and appearance of the urine sample, when it is taken from the individual being tested. If at any time during the testing procedure the BTM has reason to believe or suspect that an employee or applicant is attempting to adulterate or substitute the sample, he or she should stop the procedure and inform the Installation Biochemical Testing Coordinator (IMTC) of that individual's conduct. The IBTC will then determine if direct observation is required. If the BTM has evidence of adulteration or other misconduct, a formal report should be made to the supervisor so that action as outlined in AR 600-85, paragraph 5-14c(5) may be taken, in coordination with the CPAC.

e. Ensure only bottles containing a minimum volume of 60 milliliters (a level of 1 9/16 in.) are accepted. In the event that an individual being tested

is unable to provide 60 milliliters of urine for testing, the specimen will be destroyed and the individual instructed to return at a later time on the same day to submit a specimen.

f. Signing prepared chain-of-custody document releasing up to 12 specimens to the UADC.

4. Step-By-Step Procedures for Conducting Chain-of-Custody Collection.

a. The UADC places a properly completed gum label around the specimen bottle horizontally. The UADC inscribes the individual's SSN into the top of the specimen bottle cap.

b. The UADC records the necessary data pertaining to the individual's specimen on the Urinalysis Custody and Report Record of DD Form 2624. (See Figure 2)

c. The UADC records the necessary data pertaining to the individual's specimen in the urinalysis ledger.

d. The specimen bottle is given to the individual being tested who verifies the SSN and specimen number on label, cap and in urinalysis ledger. The UADC directs the individual to sign his/her payroll signature in the urinalysis ledger and place their initials in the appropriate block on the gum label of the specimen bottle. (See Figure 1)

e. The individual being tested gives the bottle to the UADC who verifies that initials are in correct block.

f. The UADC gives bottle to the BTM who verifies the SSN and specimen number on label, cap, and in urinalysis ledger match. He/she then initials the label in the appropriate block and signs payroll signature in the urinalysis ledger. The BTM then accompanies the individual being tested to accomplish the collection of the specimen.

g. The individual being tested produces a urine specimen alone in closed stalls or other similar structure or enclosures and provides urine specimen to the BTM. The BTM watches the individual screw the bottle cap onto the bottle and ensures no reopening of the bottle. When the bottle is returned to the BTM, he or she will verify the normal warmth and appearance of the sample.

h. The completed specimen is given to the BTM who ensures that the bottle contains a minimum of 60 milliliters (a level of 1 9/16 in.) of urine. The BTM maintains custody of the bottle until all specimens listed on the same DD Form 2624 have been collected.

i. The BTM then signs the chain-of-custody section of the DD Form 2624 releasing the specimens to the UADC and releases custody of the specimens to the UADC.

JRTC & FP Reg 690-19

j. The UADC initials the gum labels in the appropriate block on all bottles received, places them in the specimen box and signs the chain-of-custody section of DD Form 2624 receiving the specimens. (See Figures 1 and 2)

k. The UADC will, upon completion of sample collection, immediately transport the samples, the DD Form 2624, and the ledger to the IBTC/ADCO building for turn in.

1. Personnel at the IBTC will verify the information contained on the label is complete and matches that on the DD Form 2624 and that each bottle contains a sufficient quantity of urine. The UADC will then sign DD Form 2624 releasing custody of specimens. The IBTC personnel will sign the form receiving custody of the specimens. All samples of civilian employees will be forwarded to the Forensic Toxicology Drug Testing Laboratory (FTDTL) by IBTC personnel under chain-of-custody for testing. The only exception is the required pre-accession test for those individuals selected for critical positions. This test may be accomplished using field-testing as a pre-screen. All field test positives generated by accession testing must still be screened and confirmed by an FTDTL. The hiring action can be suspended on the basis of a field test while waiting for the FTDTL test. Results will be communicated by DD Form 2624 to the Recruitment and Placement Specialist (CPO) who will notify the appropriate officials.

5. Specimen Bottle Label Information (See Figure 1).

- a. Month of test: Preprinted
- b. Julian date
- c. Specimen number. The specimen number is composed of the Fort Polk ADAPCP service area code (F27), the unit code (600), the current Julian date and the specific specimen number utilizing a sequential numbering system. The sequential numbers will be designated by the Fort Polk IBTC when bottles are issued.
- d. Individual's full Social Security Number.
- e. Appropriate initials.

6. Questions regarding these procedures should be directed to the Fort Polk Biochemical Testing Center, Alcohol and Drug Control Office.

Date: _____ Julian Date: _____
Specimen Number: _____
UADC Init: _____ Individual's Init: _____
SSN: _____ BTM Init: _____

Figure 1. Specimen Bottle Label.