



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
US ARMY GARRISON ABERDEEN PROVING GROUND  
4510 BOOTHBY HILL AVENUE  
ABERDEEN PROVING GROUND MARYLAND 21005-5001

3 JAN 2013

IMAP-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Policy Memorandum on the Army's Drug-Free Federal Workplace Program and Mandatory Drug Testing Positions at APG

1. References:

- a. Executive Order 12564 (15 Sep 86), Drug-Free Federal Workplace (DFW).
- b. DoD Directive 1010.9, DoD Civilian Drug Abuse Testing Program.
- c. 46 CFR Part 16, Chemical Testing.
- d. AR 600-85, The Army Substance Abuse Program, 2 Feb 09 with Rapid Action Revision (RAR), 2 Dec 09.
- e. DA Pamphlet 600-85, Army Substance Abuse Program Civilian Services, 15 Oct 01.
- f. AR 50-1, Biological Surety, 28 Jul 08.
- g. AR 50-5, Nuclear Surety, 1 Aug 2000.
- h. DA Pamphlet 50-5, Nuclear Accident or Incident Response and Assistance (NAIRA) Operations, 20 Mar 02.
- i. AR 50-6, Chemical Surety, 28 Jul 08.
- j. 49 CFR Parts 382 & 40, Department of Transportation; and memorandum, Headquarters, MEDCOM MCPE-C, subject: Approval to Drug Test Medical Direct Patient Care Civilians, 18 Sep 03.

2. The President established a drug-free workplace when he signed Executive Order 12564. In accordance with the President's order, the use of illegal drugs by Federal employees, whether on duty or off duty, is strictly prohibited. Illegal drug use by any APG civilian employee is incompatible with the maintenance of the higher standards of conduct required of all Army employees and will not be tolerated. Personal safety, the safety of others, and the risk of damage

IMAP-ZA

SUBJECT: Commander's Policy Memorandum on the Army's Drug-Free Federal Workplace Program and Mandatory Drug Testing Positions at APG

to government and personal property are adversely impacted by illegal drug use. Moreover, illicit drug use has the additional potential to impede the Army mission and negatively affect the morale of the APG community through theft to support drug habits and lost time due to drug related absences.

3. In response to the above referenced publications, APG Army Substance Abuse Program (ASAP) has implemented three employee testing pools to meet mission requirements and ensure a drug-free workplace: Testing Designated Positions (TDP), Personnel Reliability Program (PRP), and Commercial Driver's License (CDL). Each category of positions has unique testing requirements. This command will ensure all regulatory requirements are met.

4. The APG DFW Program, administered by the ASAP, is designed to accomplish the goal of a drug free workplace through deterrence, detection, rehabilitation, and administrative action. While APG will treat all personnel fairly and will assist employees with drug problems who have the potential for further service to the Army, the employees who use illegal drugs are primarily responsible for changing their own behavior and actions.

5. Specific criteria for inclusion of a position in each employee testing category are detailed below. Random testing of these individuals will occur without suspicion that a particular individual is using illegal drugs. Frequency of testing will conform to DoD guidance.

- a. Positions which authorize the incumbent to carry firearms.
- b. Positions which require the incumbent to operate a motor vehicle transporting one or more passengers on at least a weekly basis.
- c. Positions which require the incumbent to operate a motor vehicle transporting 16 or more passengers, including the driver.
- d. Operators of motor vehicles who are required to have a commercial driver's license and drive motor vehicles whether more than 26,001 pounds or drive motor vehicles transporting hazardous materials.
- e. Positions which require the incumbent to maintain a Top Secret clearance or have access to Sensitive Compartmented Information.
- f. Railroad operating crews and railroad personnel whose duties include handling train movement orders, conducting safety inspections, or the maintenance and repair of signal systems.

IMAP-ZA

SUBJECT: Commander's Policy Memorandum on the Army's Drug-Free Federal Workplace Program and Mandatory Drug Testing Positions at APG

g. Aviation flight crewmembers, air traffic controllers, and aviation personnel whose duties include dispatching, safety inspections, or the maintenance and repair of aircraft.

h. ASAP positions in which the incumbent provides direct rehabilitation and treatment services to identified illegal drug users.

i. Positions which require duties involving the supervision or performance of controlling and extinguishing fires, and/or the rescuing or people endangered by fire.

j. Positions which require the handling of munitions or explosives in connection with the manufacturing, maintenance, storage, inspection, transportation, or demilitarization of these items.

k. Operators of motor vehicles of any size which is used in the transportation of hazardous materials for the purposes of the Hazardous Materials Transportation Act and which requires the motor vehicle to be placarded under the Hazardous Materials Regulation (49 CFR Part 172, Subpart F).

l. Positions which require the incumbents to electroplate critical aircraft parts.

m. Front line law enforcement personnel with drug interdiction duties who have access to firearms.

n. Positions that require the incumbent to operate a water treatment plant to produce potable water for community and government use in which the duties include laboratory testing of water samples or the introduction of potentially hazardous chemicals and compounds into the water in the course of treatment.

o. Any individual engaged or employed on a vessel owned in the US that is required to hold a license, certificate of registry, or merchant mariner's document and who is acting under the authority of that license, certificate of registry, or merchant mariner's document.

p. All medical personnel engaged in direct patient care to include physicians, physician assistants, registered nurses, LPNs/LVNs, nursing assistants, physical therapists, health technicians, diagnostic radiological technicians and technologists, therapeutic radiological technicians and technologists, medical instrument technicians, pharmacists, pharmacy technicians, podiatrists, dentists, dental technicians, and dental hygienists. Also included are any medical personnel performing or interpreting medical test results, as well as inventorying or safeguarding drugs.

IMAP-ZA

SUBJECT: Commander's Policy Memorandum on the Army's Drug-Free Federal Workplace Program and Mandatory Drug Testing Positions at APG

6. All APG civilian employees in TDP are expected to participate in the random drug-testing program. Disciplinary action up to and including removal may be initiated for the first failure to remain drug-free or refusal to submit to a drug test. Failure to appear for a drug test as directed is treated as refusal to submit and will be considered a presumptive positive drug test and treated as such. Removal action is mandatory for any employee who has a confirmed second positive test for illegal drugs. Removal action will be initiated as well for any employee found to be adulterating or substituting a specimen.

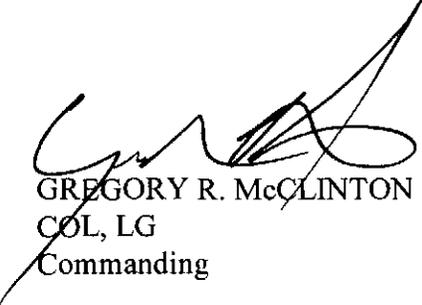
7. All APG civilian employees, appropriate fund and non-appropriated fund, are advised they are subject to drug testing under limited situations involving reasonable suspicion or probable cause or following any accident which results in death or injury requiring hospitalization or damage to government property in excess of \$10,000.

8. All civilians will receive a minimum of two (2) hours of alcohol and other drug awareness training per year that will include, but not be limited to, ASAP policies, types, effects, signs and symptoms of substance abuse, the hazards/effects of alcohol and other drug abuse on performance and conduct and program confidentiality.

9. Help is available through our excellent Employee Assistance Program (EAP). Participation is voluntary, and enrollment in treatment does not excuse an employee from the consequences of any illegal act or violation of law and regulation. Requesting assistance from the EAP does not excuse employees from disciplinary or adverse action related to unacceptable behavior, but should be used as a resource for those who desire help with their problems.

10. This memorandum supersedes memorandum, USAAPG, IMNE-APG-DIC, 8 August 2008, subject: Commander's Policy Letter on the Army's Drug-Free Federal Workplace Program and Mandatory Drug Testing Positions at APG.

11. The proponent of this policy is the Alcohol and Drug Control Officer, Mr. Timothy L. Knox, CEAP, 410-278-3810.



GREGORY R. McCLINTON  
COL, LG  
Commanding

DISTRIBUTION:

G