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From: Commander, Navy Installations Command (N9)
To: Employees, Supervisors and Managers of Commander, Navy Installations Command
Subj: STANDARD OPERATING PROCEDURE (SOP), NONAPPROPRIATED FUND (NAF) DRUG-FREE WORKPLACE PROGRAM (DFWP) FOR COMMANDER, NAVY INSTALLATIONS COMMAND (CNIC)
Ref: (a) Executive Order 12564
(b) DON DFWP Handbook

Encl: (1) Nonappropriated Fund Drug Program Policies and Procedures

1. Purpose. This SOP establishes procedures to supplement references (a) and (b) to effectively implement and administer the DON DFWP within the CNIC NAF Area of Responsibility.

2. Scope. This SOP covers all NAF employees of CNIC.

3. Background. With the Appropriated Fund Instrumentality (APF) ending its support of the CNIC NAF DFWP, CNIC must build and maintain its own NAF drug program in support of Executive Order 12564 [reference (a)] and the DON DFWP [reference (b)].

4. Procedures. Enclosed are the procedures required to effectively run and maintain an efficient and effective DFWP. Employees, supervisors and managers should familiarize themselves with this SOP. A copy of this SOP is available on the CNIC G2 N941 website and navymwr.org.

5. This SOP shall be reviewed annually or more frequently as needed to ensure compliance with all other higher Federal, Department of Defense (DOD), and DON policies.

6. The point of contact (POC) for this SOP is Paul Sparks, (901)874-6707 DSN 882-6707 or paul.sparks2@navy.mil.

A handwritten signature in black ink, appearing to read "E. J. Cannon", is positioned above the typed name.

E. J. Cannon
Director,
Fleet and Family Readiness

Copy to:
CNIC (N9, N91, N92, N93, N94, N95)

CNIC N9

NONAPPROPRIATED FUND DRUG PROGRAM

STANDARD OPERATING PROCEDURES

(26 June 2014)

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Chapter 1

General Policies of Drug Free Workplace

1-1. Drug Free Workplace Policy Statement. It is the goal of Commander, Navy Installations Command (CNIC) to provide the best services to the sailors and family members of Navy personnel. This requires an efficient and safe work environment for all CNIC employees. It is important that all employees take action to achieve this goal. Executive Order 12564 and the Department of the Navy (DON) Drug-Free Workplace Program (DFWP) Handbook contain overall policy on the DFWP.

1-2. Types of Tests and Employees Eligible for Drug Testing. There are four (4) reasons that an employee may be tested. All employees may be subject to reasonable suspicion and post-accident drug testing. Employees in Testing Designated Positions (TDPs), as determined by the Department of Health and Human Services (DHHS), are also subject to pre-employment and random drug testing. Any employee who declares "Safe Harbor" shall be subject to follow-up testing for one year, after completion of rehabilitation or counseling. The Drug Program Coordinator (DPC) shall be in constant communication with Labor and Employee Relations (LER) representatives within the Continental United States (CONUS) and with LER personnel from each host country Outside the Continental United States (OCONUS) to ensure proper implementation and notifications involved with this program are executed.

1-3. Types of Drugs Tested. In accordance with Federal regulations, the Department of the Navy (DON) tests employees and selectees for cocaine, marijuana, amphetamines, opiates, MDMA (ecstasy) and phencyclidine (PCP). DON shall also test for any other drugs or classes of drugs approved for agency-wide testing by DHHS. Per DHHS guidelines DON is authorized to test for any drugs on Schedule I or Schedule II of the Controlled Substances Act, 21 U.S.C. 812, in cases of reasonable suspicion or after an accident or unsafe practice leading to death, hospitalization, or property damage greater than ten thousand dollars (\$10,000.00).

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- 1-4. Training Requirements.** CNIC NAF personnel shall follow the training guidelines put forth by DON in reference (b). These guidelines require training for supervisory personnel to occur every three (3) years. Periodic training will be provided for non-supervisory personnel.
- 1-5. Non-Negative Results.** All non-negative results will be reviewed by a Substance Abuse and Mental Health Services Administration (SAMHSA) certified Medical Review Officer (MRO). Should an employee or selectee submit a non-negative sample, the employee will be given an opportunity to provide an explanation to the MRO. The MRO will determine if the non-negative result is verified positive, verified negative, or if any further action will be necessary. From time to time, there will be results that differ from verified negative and verified positive. Some examples would be results of Negative-Diluted or Negative-Safety Sensitive. Should a non-negative result, which is not a verified positive occur, the DPC shall read the MRO notes on the MRO report. The DPC shall ensure that the requested action(s) are completed, if any.
- 1-6. Testing Records.** All testing records shall be kept in a secure filing cabinet at CNIC NAF Headquarters (HQ) HR branch (N941). These records are confidential. The employee has the right to view records in the appropriate drug test file. Results may be distributed only to LER staff, the employee, and supervisory personnel with a need to know.
- 1-7. Contracted Services.** CNIC NAF organizations will use the same contracted services (collectors, testing laboratories and MRO services) as DON. These contracts and services may change. The DPC shall have knowledge of any change and how it will affect this program. Should the DPC have any questions, the point of contact (POC) is the Office of Civilian Human Resources (OCHR) Drug Program Manager (DPM).
- 1-8. Roles and Responsibilities of Drug Program Coordinator (DPC).**
- a. Ensure DFWP is efficient.
 - b. Ensure DFWP remains compliant with the most current DON, DHHS and CNIC guidance and policy.
 - c. Plan and implement the strategic vision of the NAF DFWP.

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- d. Schedule drug tests as needed.
- e. Prepare DFWP training for employees and supervisors. Work with CNIC NAF training department, N947, to ensure proper delivery.
- f. Maintain and interpret metrics regarding DFWP in CNIC NAF function.
- g. Supervise the Drug Program Assistant (DPA), providing clear instruction and expectations.

1-9. Roles and Responsibilities of DPA.

- a. Coordinate with managers at each installation in implementing random tests scheduled by DPC.
- b. Keep track of testing kit inventory at local clinics.
- c. Establish and maintain the list of TDPs and occupants at each installation.
- d. Assist supervisors or managers with DFWP issues and keeps DPC informed of these issues.

1-10. Required Documentation to be Maintained by DPC and DPA. The following files shall be maintained in some form either electronic (if possible and feasible) or in physical standard files:

- a. **Pending Results File** - A record of all pending results shall be stored in this file.
- b. **Daily Test Files** - There shall be a test file for every day that testing occurs. The file should be marked with the date of collection. All negative results for this day and the corresponding Custody and Control Forms (CCFs), regardless of type, shall be stored in this file.
- c. **Employee Positive Test Files** - Positive test results and CCF's shall be kept in a file by the employee's name. The file should be marked with the employee's name and the date of test collection.
- d. **Random Schedule File** - All future scheduled random test dates and associated details shall be stored in this file.

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Chapter 2

Safe Harbor

2-1. General Policies. Executive Order 12564 requires agencies to provide an opportunity for assistance to those employees who voluntarily seek treatment for illegal drug use. This is termed "Safe Harbor". Safe Harbor insulates the employee from disciplinary action. However, if an employee occupies a TDP the employee shall be removed from the TDP immediately. Employee detail to a non-TDP is preferable. HQ/regional HR staff shall work with appropriate management and supervisory personnel to determine if a non-TDP position is available within the employee's current department. If there is no non-TDP available within his/her current department, HQ/regional HR should attempt to find a temporary placement for the employee. Declaration of Safe Harbor is considered equivalent to a first verified positive test. If the employee fails a subsequent test, the employee will be separated from government employment.

2-2. Requirements.

- a. Employee voluntarily self-identifies as a user of illegal drugs to a supervisor or other appropriate management official, prior to being informed of an impending drug test.
- b. Employee obtains counseling and rehabilitation through the Employee Assistance Program (EAP).
- c. Employee consents, in writing, to the release of all counseling and rehabilitation records, relating to illegal drug use, to management and EAP officials.
- d. Employee agrees to follow-up testing by CNIC.
- e. Employee subsequently refrains from illegal drug use.

2-3. Actions to Make Employee Ineligible for Safe Harbor. The following actions make an employee ineligible for Safe Harbor protection:

- a. Admitting drug use after being notified of or scheduled for a drug test.
- b. Involvement, in any capacity, with drug dealing or any other drug related misconduct. Such determination will be

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made based on arrests, convictions or direct observation involving drug related misconduct.

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Chapter 3

Pre-Employment Drug Testing

- 3-1. **Employees Covered.** All Applicants who are selected for a TDP will be subject to a pre-employment drug test by urinalysis.
- 3-2. **Location of Drug Test.** Pre-employment drug testing shall take place at a site (i.e. clinic, office or other location deemed appropriate by SAMHSA certified collector) near each installation. These sites will be selected with assistance from the contracted collector, CNIC NAF HR HQ, regional, and local HR staff. The site must be willing to accept and store CCFs from the proper DON contractor as requested. The site should be equipped to handle unscheduled drug tests at any time during normal business hours. DPC shall order CCFs to be delivered to the selected site.
- 3-3. **Pre-Employment Drug Testing Process.** The following process shall be used for all pre-employment drug tests (appendix xii):
- a. Applicant is selected.
 - b. HQ/regional HR representative sends notification (appendix i) to selectee, DPC, and DPA, changing highlighted information to include correct verbiage. The following information must be included in the notification:
 1. First and Last Name of selectee.
 2. Selectee's specific Donor ID Number.
 3. Location, hours and phone number of the collection site.
 4. Attachments that have directions to the collection site and a Federal Agency Scheduling Request (Appendices ii and iii).
 - c. DPA shall use this notification to track all new hires and the inventory of CCFs at each site.
 - d. DPA shall print this notification and place it in the daily file.
 - e. DPC and DPA shall view the MRO website at least once daily to check for all pending test results.
 - f. DPC shall notify HR representative of results.
 1. Negative Results: DPC shall advise Regional HR of results (Appendix iv).

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2. Non-Negative Results: DPC will examine the MRO review and instruct the HR representative as to what action(s) shall be taken.
3. Verified Positive Results/Did not report:
(Appendices v and vi).
 - a) HR representative shall reply back to DPC notification and indicate that job offer has been rescinded.
 - b) The Security official shall send confirmation to DPC that the positive drug test result has been reported to DONCAF.
 - c) DPC shall forward this email to Office of Civilian Human Resources Drug Program Manager

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Chapter 4

Random Drug Testing

- 4-1. **Employees Covered.** All employees filling a TDP, who have received a Thirty (30) Day Notice, and for whom thirty (30) days have elapsed since receipt of said notice was acknowledged, shall be eligible for, and may be subject to random drug testing by urinalysis. The goal of DON is to test fifty percent (50%) of all TDPs each year.
- 4-2. **Location of Drug Tests.** Random drug testing will generally take place at the installation selected for testing.
- 4-3. **Required Assistance at Testing Locations.** Each CYP location shall have two (2) employees trained as Collection Site Coordinators (CSC). One will be a primary CSC; the other will be a backup. The CSCs should be supervisory personnel who can verify attendance on the day of testing. The CSC shall be the local Point of Contact (POC) for the day's testing activities. The CSC should be available to answer questions or defer questions to the DPC. The CSC will help assure that the proper process is followed at their specific location.
- 4-4. **Baseline Testing Target Dates.** With the goal of testing fifty percent (50%) of all TDPs, it is understood that the goal is constantly moving based on staffing changes. To get as close to fifty percent (50%) as possible, CNIC will use 01 October and 01 April as the dates to verify the total number of TDPs occupied in order set goals for testing.
- 4-5. **Random Drug Testing Process.** The following process shall be used for all random drug tests (appendix xiii):
- a. On or around 01 October and 01 April, DPA shall pull a TDP roster by location, by installation from SAP.
 - b. DPA shall verify the receipt and expiration of thirty (30) day notices to set testing pool.
 - c. DPC shall use this roster to set random drug testing schedule.
 1. DPC shall assign each business day, each location, and each employee a number in each month.

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2. DPC takes these numbers to Random.org and runs a random sequence for each category for each month.
 3. DPC shall use the sequences from Random.org to determine which employees (25% of employees at location) at which locations will be tested on which dates.
- d. DPC shall schedule all random drug tests with the DON contracted collector. DPC shall start the daily testing folders for each selected date at this time. DPC shall place random selections in the pending results folder until testing is complete. DPC shall save a list of selections on the shared drive at S: /Mill/CNIDET-MWR/Personnel/NAF Drug Program/Random Selections. The documents in this folder must be encrypted with a password. Only the DPC and the DPA shall have the password to this folder.
 - e. DPA shall check lists of employees occupying TDPs semi-monthly to verify that all members of the testing pool are still employed by CNIC, and that new employees are added to the testing pool as necessary.
 - f. On day of test, DPC will email CSCs the list of employees who have been selected for random testing, as well as the scheduled collection time. Attached to this email should be a FedEx label for shipment of CCFs at end of testing.
 1. CSC shall alert DPC of anyone who may be absent on the selected day.
 2. DPC shall proceed to the next name on the random sequence.
 3. This process shall continue until the proper numbers of employees are tested.
 - g. CSC shall welcome the collector and show the collector where testing is to occur.
 - h. CSC shall post signs on doors that read "DRUG TESTING IN PROGRESS: EMPLOYEES MUST CHECK OUT WITH THEIR SUPERVISOR BEFORE LEAVING THE FACILITY".
 - i. When collector is ready to begin, CSC shall begin informing the employees of the beginning of testing. CSC should inform the employees that they will need a form of picture identification to be tested. The CSC should ensure that proper staffing levels are maintained during testing. No more than two (2) employees should be waiting to be tested at any given time.

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- j. CSC shall be available to answer questions throughout the testing process. If the CSC is not sure of the answer, the question should be forwarded to the DPC.
- k. If a supervisor is approached by an employee asking to leave, the supervisor shall check the list of Random Selections for that specific employee. If the employee is on the list, every effort should be made to make that employee next in line to test. No employee scheduled to test should leave prior to submitting a sample. Should an employee leave prior to testing, the employee shall provide in writing an excuse from an acceptable outside party (i.e. doctor, child's school etc.). Failure to do so will be considered refusal to test, which carries the same penalty as a verified positive test.
- l. If an employee is unable to provide a specimen when appointed, they shall be given three (3) hours to provide a sample. The employee shall not leave the testing area prior to providing a sample or the expiration of the three (3) hour time frame. If unable to provide a sample within three (3) hours, they shall be considered to have failed to provide a sample. If this occurs, the employee shall provide documentation from a Medical Doctor stating a medical reason he/she was unable to provide a sample on the day of test. Failure to provide a medical reason stating why employee was unable to submit a sample shall be considered the same as a verified positive test.
- m. After testing is complete, the collector should give the CSC a copy of all Custody and Control Forms (CCFs) for tests administered on that day. These shall be mailed using the FedEx label attached to email sent from DPC announcing the random test. This should be sent no later than the next business day.
- n. DPA shall begin checking for results daily.
 - 1. For Negative Results - DPC shall complete the following actions:
 - a) Highlight names on the selection list and place list in daily testing folder.
 - 2. For Verified Positive Results/Failure to provide a sample - OCHR DPM shall inform DPC. DPC shall complete the following actions:
 - a) Print MRO report and file in a separate file labeled with employee's name and test date.

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- b) Attach MRO report to an email (Appendix viii) to HQ/regional HR personnel copied to CNIC NAF HR LER staff and OCHR DPM.
 - c) Email security official to report positive test results to DONCAF. Request a confirmation email be sent when this is complete. Email shall be forwarded to OCHR DPM.
 - d) HQ/regional HR shall call and speak with employee and CSC informing employee of test results and of help available through EAP.
 - e) HQ/regional HR shall email DPC on what disciplinary action(s) have been taken. Action(s) will include immediate removal from TDP and include other action(s) up to and including separation from federal employment. DPC shall forward this email to OCHR DPM.
3. For other Non-Negative Results - DPC shall complete the following actions:
- a) Print MRO Report.
 - b) Review report and follow MRO instructions. File report in daily folder if no action is necessary. If retest is required, place in the pending results file.
 - c) If retest is required, employee shall go to same site as pre-employment testing. The employee shall inform staff at the testing site that they are there to retake a random drug test.

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Chapter 5

Reasonable Suspicion Drug Testing

5-1. **Employees Covered.** All CNIC NAF employees may be subject to reasonable suspicion drug testing based on E.O. 12564, reference (a). Reasonable suspicion testing is not to be treated lightly. According to the DFWP Handbook, reference (b), "Although reasonable suspicion testing does not require certainty, mere hunches or rumors are not sufficient to meet this standard."

5-2. **Determining Reasonable Suspicion for Employees in TDPs.** Reasonable suspicion drug testing can be requested for those in TDPs for reasons listed in reference (b) including but not limited to: the presence of observable phenomena (Appendix ix); direct observation of drug use; criminal investigation, arrest or conviction on drug related charges; or previous tampering of a drug test. A management official one level above the observing supervisor must request the reasonable suspicion drug test.

5-3. **Determining Reasonable Suspicion for Employees in Non-TDPs.** Reasonable suspicion drug testing can be requested for employees in non-TDPs by a supervisor one level above the observing supervisor. According to the DON DFWP Handbook, a reasonable suspicion drug test can only be requested for an employee in a non-TDP when there is "a reasonable suspicion that the employee is using drugs illegally while on-duty or is performing work while drug impaired."

5-4. **Documentation.** The appropriate supervisor will use the "Supervisors Checklist for Making Reasonable Cause Determination" (Appendix ix) to gather information and document the circumstances which warrant the test. The supervisor will then get the approval of a supervisor one level higher before requesting a reasonable suspicion drug test.

5-5. **Reasonable Suspicion Drug Testing Process.** The following process shall be used for all reasonable suspicion drug tests (Appendix xiv):

- a. Employee's supervisor is made aware of behaviors or other issues that may warrant a reasonable suspicion drug test.

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- b. Employee's supervisor begins documenting signs of behaviors on, "Supervisor's Checklist for Making Reasonable Cause Determination" (Appendix ix).
- c. Once the supervisor believes there is sufficient information to request a reasonable suspicion drug test, that information is shared with a supervisor one level higher for review.
- d. The next level supervisor reviews the information. If there is sufficient information to request a screening, the next level supervisor shall notify HQ/regional HR by email.
- e. HQ/Regional HR verifies that there is sufficient evidence for a reasonable suspicion drug test. If HQ/Regional HR believes the evidence is insufficient, there will be no test. If Regional HR believes there is sufficient evidence, they shall inform the DPC by email. DPC prints email and places in pending results folder.
- f. HQ/Regional HR calls and schedules a test immediately (if necessary).
- g. If necessary HQ/Regional HR informs the employee's manager and DPC of the test time and location.
- h. The supervisors who witnessed the behavior shall escort the employee to the testing location.
- i. The employee notifies the testing location that he/she is there for a reasonable suspicion drug test.
- j. DPC places all documentation in the daily test file.
- k. DPA will begin checking for results daily.
 1. For Negative Results -DPC shall complete the following actions:
 - a) Print result, staple to email request, and place in daily testing folder.
 - b) Email regional HR and the employee's supervisor with result (Appendix x).
 2. For Verified Positive Results/Failure to Provide a Sample - OCHR DPM shall inform DPC. DPC shall complete the following actions:
 - a) Print MRO report and file in a separate file labeled with employee's name and test date.
 - b) Attach MRO report to an email (Appendix viii) to HQ/regional HR personnel with a copy to CNIC NAF HR LER staff and OCHR DPM.
 - c) Email security official to report positive drug test to DONCAF. Request a confirmation email be

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- sent when this is complete. Confirmation email shall be forwarded to OCHR DPM.
- d) HQ/Regional HR shall call and speak with employee and the employee's supervisor informing employee of help available through EAP.
 - e) HQ/regional HR shall email DPC on what disciplinary action(s) have been taken. Action(s) shall include immediate removal from TDP and include other actions up to and including separation from federal employment. DPC shall forward this email to OCHR DPM.
3. For other Non-Negative Results - DPC shall complete the following actions:
- a) Print MRO Report.
 - b) Review report and follow MRO instructions. File report in daily folder if no action is necessary. If retest is required, place in the pending results file.
 - c) If retest is required employee's supervisor shall escort the employee to the pre-employment testing site. The employee shall inform staff at the testing location that they are there to retake a reasonable suspicion test.

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Chapter 6

Post-Accident/Unsafe Practices Drug Testing

- 6-1. **Employees Covered.** All CNIC NAF employees may be subject to Post-Accident/Unsafe Practices drug testing based on E.O. 12564, reference (a).
- 6-2. **Determining Post-Accident/Unsafe Practices Situations.** A Post-Accident/Unsafe Practices drug test shall be requested if an accident/unsafe practice results in death, hospitalization, or property damage (government or private) in excess of ten thousand dollars (\$10,000.00).
- 6-3. **Documentation.** The supervisor with first-hand knowledge of the incident shall document, in writing, the property damage, death or injury and how the incident occurred. If there is property damage, the supervisor shall estimate how much it will cost to repair the damage. The supervisor should take pictures to include in documentation to assist in verifying the property damage estimate. This shall be emailed to HQ/regional HR immediately. HQ/regional HR shall email DPC to schedule testing.
- 6-4. **Post-Accident/Unsafe Practices Testing Process.** The following process should be used for all post-accident drug tests (Appendix xv):
- a. Death, hospitalization or property damage of at least ten thousand dollars (\$10,000.00) occurs.
 - b. A supervisor with first-hand knowledge of accident/unsafe practice shall document the incident and events surrounding the incident.
 - c. The supervisor with first-hand knowledge of the incident shall notify HQ/regional HR by sending the documentation and pictures via email. HQ/regional HR shall forward this email to the DPC
 - d. DPC shall verify that post-accident/unsafe practice requirements have been met. If requirements have been met, DPC shall print request email and place it in pending results file.
 - e. DPC shall schedule post-accident test with the appropriate party (pre-employment site if employee in question not in

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- hospital, DON drug testing contractor if employee in question is in hospital).
- f. If going to pre-employment site a supervisor shall escort the employee to the site for testing.
 - g. DPA will begin checking for results daily.
 - 1. For Negative Results - DPC shall complete the following actions:
 - a) Email the employee's supervisor result of test (Appendix x).
 - b) Print result, staple to request and place in daily testing file.
 - 2. For Verified Positive Results/Failure to Provide a Sample - OCHR DPM shall inform DPC. DPC shall complete the following actions:
 - a) Print MRO report, staple to email request, and file in a separate file labeled with employee's name and test date.
 - b) Attach MRO report to an email (Appendix viii) to HQ/regional HR personnel copied to CNIC NAF HR LER staff and OCHR DPM.
 - c) Email security official to report positive test to DONCAF. Request a confirmation email be sent when this is complete. Email shall be forwarded to OCHR DPM.
 - d) HQ/regional HR shall call and speak with employee and the appropriate supervisor informing the employee of test results and of help available through EAP.
 - e) HQ/regional HR shall email DPC on what disciplinary action(s) have been taken. Action(s) shall include immediate removal from TDP and include other actions up to and including separation from federal employment. DPC will forward this email to OCHR DPM.
 - 3. For other Non-Negative Results - DPC shall complete the following actions:
 - a) Print MRO Report.
 - b) Review report and follow MRO instructions. File report in daily folder if no action is necessary. If retest is required, place in the pending results file.

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- c) If retest is required employee's supervisor shall escort the employee to same site as pre-employment testing. The employee will need to inform staff at the testing location that they are there to retake a post-accident/unsafe practices drug test.

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Chapter 7

Follow-Up Drug Testing

- 7-1. **Employees Covered.** All CNIC NAF employees who may have previously tested positive on a drug test, or any employee who declares "Safe Harbor" will be subject to follow-up testing. The testing window will be for one (1) year.
- 7-2. **Documentation.** A notice from the EAP administrator or other approved counselor stating the employee either completed or failed to complete the rehabilitation program will serve as documentation to the employee that they are now eligible to be tested, at the will of CNIC, for a one (1) year period.
- 7-3. **Follow-up Testing Process.** The following process shall be used for all follow-up drug tests (Appendix xvi):
- a. DPC sets testing schedule for the period of one year from notice of completion of rehabilitation program.
 - b. DPC shall document follow-up testing schedule and place it in results pending folder.
 - c. On day of test, DPC shall inform the employee's supervisor of the follow-up test. DPC shall not inform the employee or the employee's supervisor prior to day of test.
 - d. The employee shall go to the pre-employment testing site as soon as is possible while maintaining the viability of business. When arriving at the site the employee should alert the staff that this is a follow-up test.
 - e. Follow-up drug testing should be conducted under direct observation.
 - f. DPA shall begin checking for results daily.
 1. For Negative Results - DPC shall complete the following actions
 - a) Print results page and staple it to schedule document.
 - b) File in the daily results file.
 2. For Verified Positive Results/Failure to Provide a Sample - OCHR DPM shall inform DPC. DPC shall complete the following actions:
 - a) Print MRO report and file in a separate file labeled with employee's name and test date.

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- b) Attach MRO report to an email (Appendix viii) to HQ/regional HR personnel copied to CNIC NAF HR LER staff and OCHR DPM.
 - c) Email security official to report positive test to DONCAF. Request a confirmation email be sent when this is complete. Email will be forwarded to OCHR DPM.
 - d) HQ/regional HR shall call and speak with employee and the appropriate supervisor informing employee of help available through EAP.
 - e) HQ/regional HR shall email DPC on what disciplinary action(s) have been taken. Action(s) shall include immediate removal from TDP as well as separation from federal employment. DPC will forward this email to OCHR DPM.
3. For other Non-Negative Results - DPC shall complete the following actions:
- a) Print MRO Report.
 - b) Review report and follow MRO instructions. File report in daily folder if no action is necessary. If retest is required, place in the pending results file.
 - c) If retest is required, employee can go to same location as pre-employment testing. The employee shall inform staff at the testing location that they are there to retake a follow-up test.

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Glossary

Collection Site Coordinator (CSC) - Local point of contact for DPC regarding random testing. CSC is responsible for gathering all employees to be tested, receiving Custody and Control Forms (CCFs) from the Collector, and coordinating all communications to employees on day of collection.

Medical Review Officer (MRO) - Verifies test results sent from lab. Speaks with employees with non-negative test results to verify no medical reason exists for non-negative results. MRO must be certified by SAMHSA.

Negative Result - A result shall be negative if the specimen tests negative at the lab. A result shall also be negative if the result tests non-negative at the lab, but the MRO finds a Medical explanation for the result.

Non-Negative Result - Results may be non-negative from the lab or from the MRO. If a result is non-negative from the lab, the MRO will verify with the employee that there is medical reason for the non-negative result. If a result is non-negative from the MRO it is a result that cannot be verified negative due to the chemical composition of the sample.

Verified Positive Result - A result is verified positive if the sample tests non-negative at the lab and the MRO cannot find a medical reason for the non-negative result.

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Appendix i

(Insert Name of Selectee),

PLEASE REPLY THAT YOU HAVE RECEIVED THIS EMAIL.

Now that you have been selected to the position of (Insert Position Title, Series and Grade), a pre-employment drug test is required. Print the attached letter and take it to the clinic listed below to submit your pre-employment drug test within two (2) business days of this notice. You do not need an appointment. Inform the front desk staff that you are reporting for a pre-employment drug test for the Department of Navy-UIC 0005B.

GIVE THE CLINIC YOUR DONOR ID NUMBER (Insert next assigned donor ID)-NOT YOUR SOCIAL SECURITY NUMBER WHEN FILLING OUT THE FEDERAL DRUG TESTING CUSTODY AND CONTROL FORM.

You must complete a pre-employment drug test within two (2) business days of this notice at:
(Insert Collection Site Name, Address, Phone Number and Hours of Operation)

Be prepared to provide a urine sample when you arrive. Also, be sure to take a government issued picture ID. A state driver's license is acceptable. Keep the drug test receipt for your records.

NOTE: FAILURE TO SHOW UP FOR THIS DRUG TEST WITHIN TWO (2) BUSINESS DAYS OF THIS NOTICE WILL RESULT IN AN AUTOMATIC WITHDRAWAL OF THE JOB OFFER AND YOU WILL NOT BE ABLE TO APPLY FOR FEDERAL EMPLOYMENT FOR SIX (6) MONTHS.

We will contact you when we get the results; which can take up to two (2) weeks.

(Insert Outlook Signature Here)

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Appendix ii

**Federal Agency Scheduling Request
eScreen-Richmond
2301 N. Parham Road, Suite 5
Richmond, VA 23229
877-284-2990**

Date: 5/16/2014

Name: [Click here to enter Name.](#)

Donor ID for Section C: [Click here to enter Donor ID](#)

Test Type: Pre Employment

Agency: Department of the Navy

Services Requested: SPLIT SAMPLE DRUG TEST COLLECTION

Modal Agency: HHS

Dear [Click here to enter Name.](#)

This letter serves to confirm that you are required to submit to a drug test. Please take this letter to the collection site listed below. You will be required to have proper identification. The appropriate kit and form have already been sent to the collection site. If you have any questions, please call the number listed above.

Collection Site Information:

Name: [Click here to enter Click Name.](#)

Address: [Click here to enter Address.](#)

City, State, Zip: [Click here to enter City, State, Zip.](#)

Phone: [Click here to enter Phone.](#)

Hours: [Click here to enter Collection Site Hours.](#)

Comments: [Click here to enter any Comments.](#)

To the Collection Site:

Please use one of the Federal Chain of Custody forms already provided for Department of the Navy testing, with the following information:

Section A (Employer Info):

Department of the Navy

ATTN: Paul Sparks

Address1/UIC#: 5720 Integrity Drive UIC 0005B

Address2: Building #457

City, State, Zip: Millington, TN 38055-8546

Phone: 901-874-6978

Section B (MRO):

Dr. John Cametas

2301 N. Parham Rd. Ste 5

Richmond, VA 23229

P-804-346-1010 F-913-752-3129

Lab: Ft. Meade

Lab Account Number: UIC: 0005B

Transportation of Sample to the Lab should go to Fed Ex:

Fed Ex Account # 437553203

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Appendix iii

3015 ALBACORE CIRCLE, SILVERDALE, WA 98315

- 1. Start out going south on Albacore Cir toward Southern Boundary Rd.**
- 2. Albacore Cir becomes Southern Boundary Rd.**
- 3. Turn right onto Scorpion Ave.**
- 4. Turn left onto Trigger Ave (Gate access required).**
- 5. Merge onto WA-3 S toward Bremerton.**
- 6. Merge onto WA-303 S/NE Waaga Way via EXIT 45 toward Silverdale/E Bremerton.**
- 7. WA-303 S/NE Waaga Way becomes Kitsap Mall Blvd NW.**
- 8. Turn left onto Silverdale Way NW.**
- 9. 10513 SILVERDALE WAY NW is on the left.**

**OCC MED-CENTRAL KITSAP URGENT CARE
10513 SILVERDALE WAY NW,
SILVERDALE, WA 98383
HOURS: 8:00AM-6:00PM MONDAY-FRIDAY.
10:00AM-3:00PM SATURDAY-SUNDAY.**

TELEPHONE: 360-692-1848

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Appendix iv

(Insert Name of Selectee) has a result of NEGATIVE for a pre-employment drug test conducted on (Insert Date of Collection).

Outlook Forwarded Message Information.

(Insert Name of Selectee),

PLEASE REPLY THAT YOU HAVE RECEIVED THIS EMAIL.

Now that you have been selected to the position of (Insert Position Title, Series and Grade), a pre-employment drug test is required. Print the attached letter and take it to the clinic listed below to submit your pre-employment drug test within two (2) business days of this notice. You do not need an appointment. Inform the front desk staff that you are reporting for a pre-employment drug test for the Department of Navy-UIC 0005B.

GIVE THE CLINIC YOUR DONOR ID NUMBER (Insert next assigned donor ID)-NOT YOUR SOCIAL SECURITY NUMBER WHEN FILLING OUT THE FEDERAL DRUG TESTING CUSTODY AND CONTROL FORM.

You must complete a pre-employment drug test within two (2) business days of this notice at:
(Insert Collection Site Name, Address, Phone Number and Hours of Operation)

Be prepared to provide a urine sample when you arrive. Also, be sure to take a government issued picture ID. A state driver's license is acceptable. Keep the drug test receipt for your records.

NOTE: FAILURE TO SHOW UP FOR THIS DRUG TEST WITHIN TWO (2) BUSINESS DAYS OF THIS NOTICE WILL RESULT IN AN AUTOMATIC WITHDRAWAL OF THE JOB OFFER AND YOU WILL NOT BE ABLE TO APPLY FOR FEDERAL EMPLOYMENT FOR SIX (6) MONTHS.

We will contact you when we get the results; which can take up to two (2) weeks.

(Insert Outlook Signature Here)

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Appendix v

(Insert Name of Selectee) did not report for a Pre-Employment drug test within the appointed time frame. (Insert Name of Selectee) must be informed by HR that the offer is rescinded and that the selectee cannot apply for federal employment for the next six (6) months. The Security official shall alert DONCAF of the de facto positive test.

All parties shall email DPC when appropriate actions have commenced.

Outlook Forwarded Message Information.

(Insert Name of Selectee),

PLEASE REPLY THAT YOU HAVE RECEIVED THIS EMAIL.

Now that you have been selected to the position of (Insert Position Title, Series and Grade), a pre-employment drug test is required. Print the attached letter and take it to the clinic listed below to submit your pre-employment drug test within two (2) business days of this notice. You do not need an appointment. Inform the front desk staff that you are reporting for a pre-employment drug test for the Department of Navy-UIC 0005B.

GIVE THE CLINIC YOUR DONOR ID NUMBER (Insert next assigned donor ID)-NOT YOUR SOCIAL SECURITY NUMBER WHEN FILLING OUT THE FEDERAL DRUG TESTING CUSTODY AND CONTROL FORM.

You must complete a pre-employment drug test within two (2) business days of this notice at: (Insert Collection Site Name, Address, Phone Number and Hours of Operation)

Be prepared to provide a urine sample when you arrive. Also, be sure to take a government issued picture ID. A state driver's license is acceptable. Keep the drug test receipt for your records.

NOTE: FAILURE TO SHOW UP FOR THIS DRUG TEST WITHIN TWO (2) BUSINESS DAYS OF THIS NOTICE WILL RESULT IN AN AUTOMATIC WITHDRAWAL OF THE JOB OFFER AND YOU WILL NOT BE ABLE TO APPLY FOR FEDERAL EMPLOYMENT FOR SIX (6) MONTHS.

We will contact you when we get the results; which can take up to two (2) weeks.

(Insert Outlook Signature Here)

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NONAPPROPRIATED FUND DRUG PROGRAM POLICIES AND PROCEDURES**

Appendix vi

(Insert Name of Selectee) has a result of POSITIVE for a pre-employment drug test conducted on (Insert Date of Collection). Please see attached Custody Control Form (CCF) and Medical Review Officer (MRO) report. (Insert Name of Selectee) must be informed by Regional HR that the offer of employment has been rescinded and that the selectee cannot apply for federal employment for the next six (6) months. The Security official shall inform DONCAF of the positive test.

All parties shall email DPC when appropriate actions have commenced.

Outlook Forwarded Message Information.

(Insert Name of Selectee),

PLEASE REPLY THAT YOU HAVE RECEIVED THIS EMAIL.

Now that you have been selected to the position of (Insert Position Title, Series and Grade), a pre-employment drug test is required. Print the attached letter and take it to the clinic listed below to submit your pre-employment drug test within two (2) business days of this notice. You do not need an appointment. Inform the front desk staff that you are reporting for a pre-employment drug test for the Department of Navy-UIC 0005B.

GIVE THE CLINIC YOUR DONOR ID NUMBER (Insert next assigned donor ID)-NOT YOUR SOCIAL SECURITY NUMBER WHEN FILLING OUT THE FEDERAL DRUG TESTING CUSTODY AND CONTROL FORM.

You must complete a pre-employment drug test within two (2) business days of this notice at: (Insert Collection Site Name, Address, Phone Number and Hours of Operation)

Be prepared to provide a urine sample when you arrive. Also, be sure to take a government issued picture ID. A state driver's license is acceptable. Keep the drug test receipt for your records.

NOTE: FAILURE TO SHOW UP FOR THIS DRUG TEST WITHIN TWO (2) BUSINESS DAYS OF THIS NOTICE WILL RESULT IN AN AUTOMATIC WITHDRAWAL OF THE JOB OFFER AND YOU WILL NOT BE ABLE TO APPLY FOR FEDERAL EMPLOYMENT FOR SIX (6) MONTHS.

We will contact you when we get the results; which can take up to two (2) weeks.

(Insert Outlook Signature Here)

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Appendix vii

(Insert Collection Site Coordinator Name),

Please see attached Custody and Control Form (CCF) and Medical Review Officer (MRO) report reflecting a positive drug test result from the sample submitted by **(Insert Employee's Name)** for testing on **(Insert Date of Collection)**.

(Insert Name of Employee) is to be immediately removed from the Testing Designated Position (TDP), with "immediately removed" defined as upon notification to the employee's supervisor, but no later than the close of business on the date of notification. This office (DPC & DPA) must be emailed by the employee's supervisor stating that the employee has, in fact, been removed from the TDP along with the effective date. If the employee does not occupy a TDP, we must also receive an email verifying that status.

A HR representative from your region will call you at **(insert base local time)** to inform employee of EAP assistance available.

Penalty for a failed drug test is, at a minimum, immediate removal from the TDP and shall include action up to and including termination of CNIC NAF employment. The regional HR representative must email this office (DPC & DPA) regarding all actions taken against the employee, regarding this positive drug test result.

The Security official shall inform DONCAF of the positive drug test result. ANY EMPLOYEE WHO IS TERMINATED DUE TO A FAILED DRUG TEST SHALL BE INELIGIBLE TO APPLY FOR FEDERAL EMPLOYMENT FOR THE NEXT SIX (6) MONTHS.

All parties shall email DPC as soon as appropriate action has commenced.

(Insert Outlook Signature)

Appendix viii

**SUPERVISOR'S CHECKLIST FOR MAKING
REASONABLE CAUSE DETERMINATION**

(http://www.usdoj.gov/dea/demand/dfmanual/01adf_01.htm)

Employee's Name_____

Branch Code & Installation_____

Date(s) Indicators are Recognized_____

KNOWING THE SIGNS

The indicators listed below are "warning signs" of drug abuse and may be observed by supervisors:

Moods:

- Depressed
- Anxious
- Irritable
- Suspicious
- Complains about others
- Emotional unsteadiness (e.g., outbursts of crying)
- Mood changes after lunch or break

Actions:

- Withdrawn or improperly talkative
- Spends excessive amount of time on the telephone
- Argumentative
- Has exaggerated sense of self-importance
- Displays violent behavior
- Avoids talking with supervisor regarding work issues

Absenteeism:

- Acceleration of absenteeism and tardiness, especially Mondays, Friday, before and after holidays
- Frequent unreported absences, later explained as "emergencies"
- Unusually high incidence of colds, flu, upset stomach, headaches
- Frequent use of unscheduled vacation time
- Leaving work area more than necessary (e.g., frequent trips to water fountain and bathroom)
- Unexplained disappearances from the job with difficulty in locating employee
- Requesting to leave work early for various reasons

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Appendix viii continued

Accidents:

- Taking of needless risks
- Disregard for safety of others
- Higher than average accident rate on and off the job

Work Patterns:

- Inconsistency in quality of work
- High and low periods of productivity
- Poor judgment/more mistakes than usual and general carelessness
- Lapses in concentration
- Difficulty in recalling instructions
- Difficulty in remembering own mistakes
- Using more time to complete work/missing deadlines
- Increased difficulty in handling complex situations

Relationship to Others on the Job:

- Overreaction to real or imagined criticism (paranoid)
- Avoiding and withdrawing from peers
- Complaints from co-workers
- Borrowing money from fellow employees
- Persistent job transfer requests
- Complaints of problems at home such as separation, divorce and child discipline problems

OBSERVING AND DOCUMENTING CURRENT INDICATORS

Patterns of any of the above conduct or combinations of conduct may occur but must be accompanied by indicators of impairment in order to establish "reasonable cause." Please check all indicators listed below that are **currently** present:

- | | |
|--|---|
| <input type="checkbox"/> Constricted pupils | <input type="checkbox"/> Drowsiness |
| <input type="checkbox"/> Dilated pupils | <input type="checkbox"/> Nasal secretion |
| <input type="checkbox"/> Scratching | <input type="checkbox"/> Dizziness |
| <input type="checkbox"/> Red or watering eyes | <input type="checkbox"/> Muscular incoordination |
| <input type="checkbox"/> Involuntary eye movements | <input type="checkbox"/> Unconsciousness |
| <input type="checkbox"/> Sniffles | <input type="checkbox"/> Inability to verbalize |
| <input type="checkbox"/> Excessively active | <input type="checkbox"/> Irritable |
| <input type="checkbox"/> Nausea or vomiting | <input type="checkbox"/> Argumentative |
| <input type="checkbox"/> Flushed skin | <input type="checkbox"/> Difficulty concentrating |
| <input type="checkbox"/> Sweating | <input type="checkbox"/> Slurred speech |
| <input type="checkbox"/> Yawning | <input type="checkbox"/> Bizarre behavior |
| <input type="checkbox"/> Twitching | <input type="checkbox"/> Needle marks |
| <input type="checkbox"/> Violent behavior | |
- Possession of paraphernalia (such as syringe, bent spoon, metal bottle cap, medicine dropper, glassine bag, paint can, glue tube, nitrite bulb, or aerosol can)

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Appendix viii continued

____ Possession of substance that appears to possibly be a drug

____ Other

DETERMINING REASONABLE CAUSE

If you are able to document one or more of the indicators above, ask yourself these questions to establish reasonable cause:

Y N

Has some form of impairment been shown in the employee's appearance, actions or work performance?

Does the impairment result from the possible use of drugs?

Are the facts reliable? Did you witness the situation personally, or are you sure that the witness(es) are reliable and have provided firsthand information?

Are the facts capable of explanation?

Are the facts capable of documentation?

Is the impairment current, today, now?

Do NOT proceed with reasonable cause testing unless all of the above questions are answered with a YES.

TAKING ACTION

____ Reasonable cause established

____ Reasonable cause NOT established

Prepared by:

Supervisor's/Manager's Signature:

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Appendix ix

(Insert Regional HR Representative's Name),

The (Reasonable Suspicion, Post-Accident/Unsafe Practices, or Follow-up) drug test of (Insert Employee's Name) on (Insert day of collection) has been returned with a NEGATIVE result. The individual may continue working as assigned.

(Insert Outlook Signature)

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Appendix x

(Insert Supervisor's Name),

Please see attached Custody and Control Form (CCF) and Medical Review Officer (MRO) report reflecting a positive drug test result from the sample submitted by (Insert Employee's Name) for testing on (Insert Date of Collection).

Please immediately begin the process of separating (Insert Name of Employee) from Federal employment, with "immediately begin" defined as upon notification to the employee's supervisor, but no later than the close of business on the date of notification. This office (DPC & DPA) must be emailed by the employee's supervisor stating that the separation process has begun along with the effective date. If the employee does not occupy a TDP, we must also receive an email verifying that status.

The regional HR representative must email this office (DPC & DPA) regarding the separation of this employee.

The Security official shall inform DONCAF of the positive drug test result. IF SEPARATED, THE EMPLOYEE WILL NOT BE ABLE TO APPLY FOR FEDERAL EMPLOYMENT FOR THE NEXT SIX (6) MONTHS.

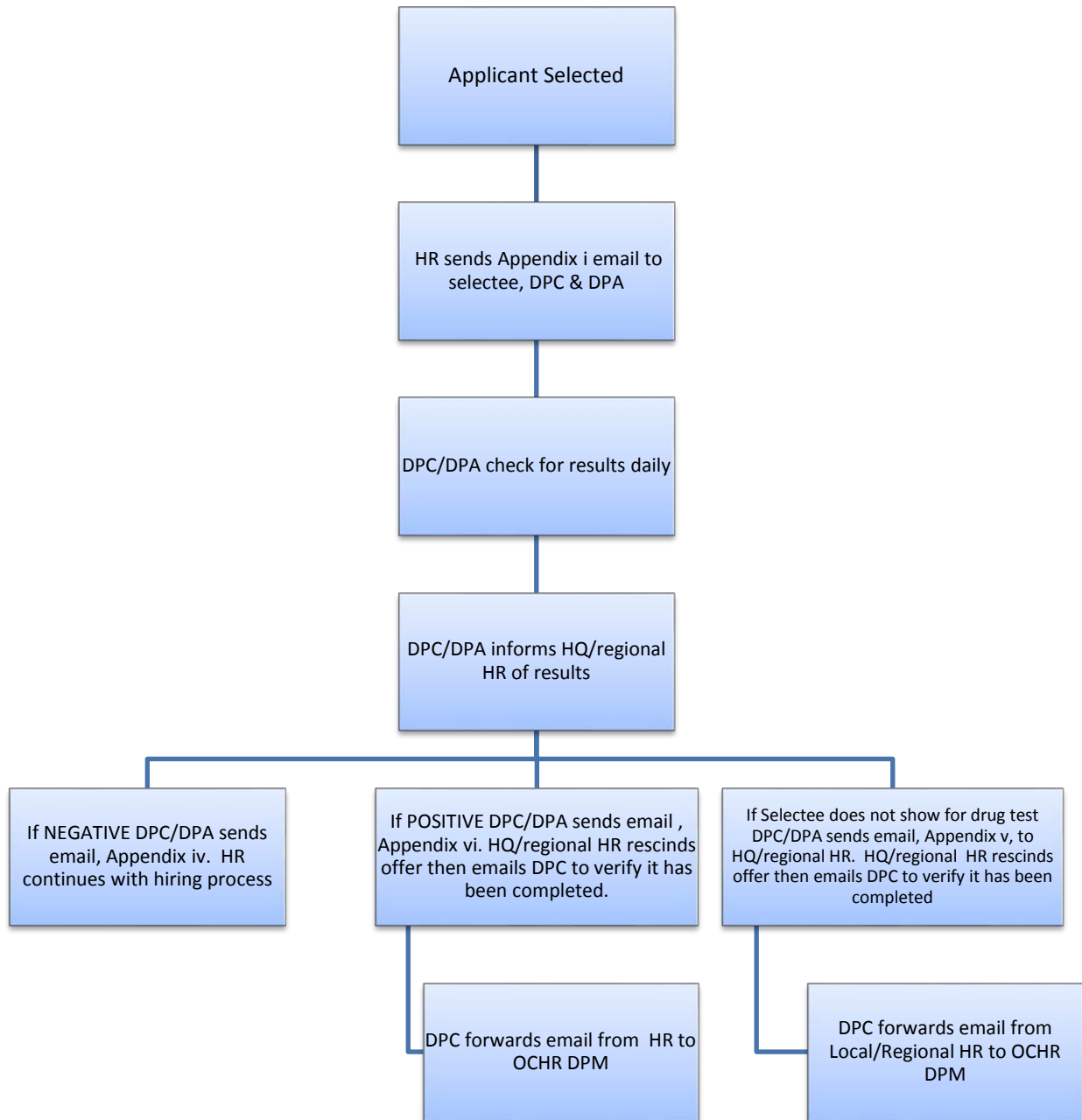
All parties shall email DPC as soon as appropriate action has commenced.

(Insert Outlook Signature)

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Appendix xi

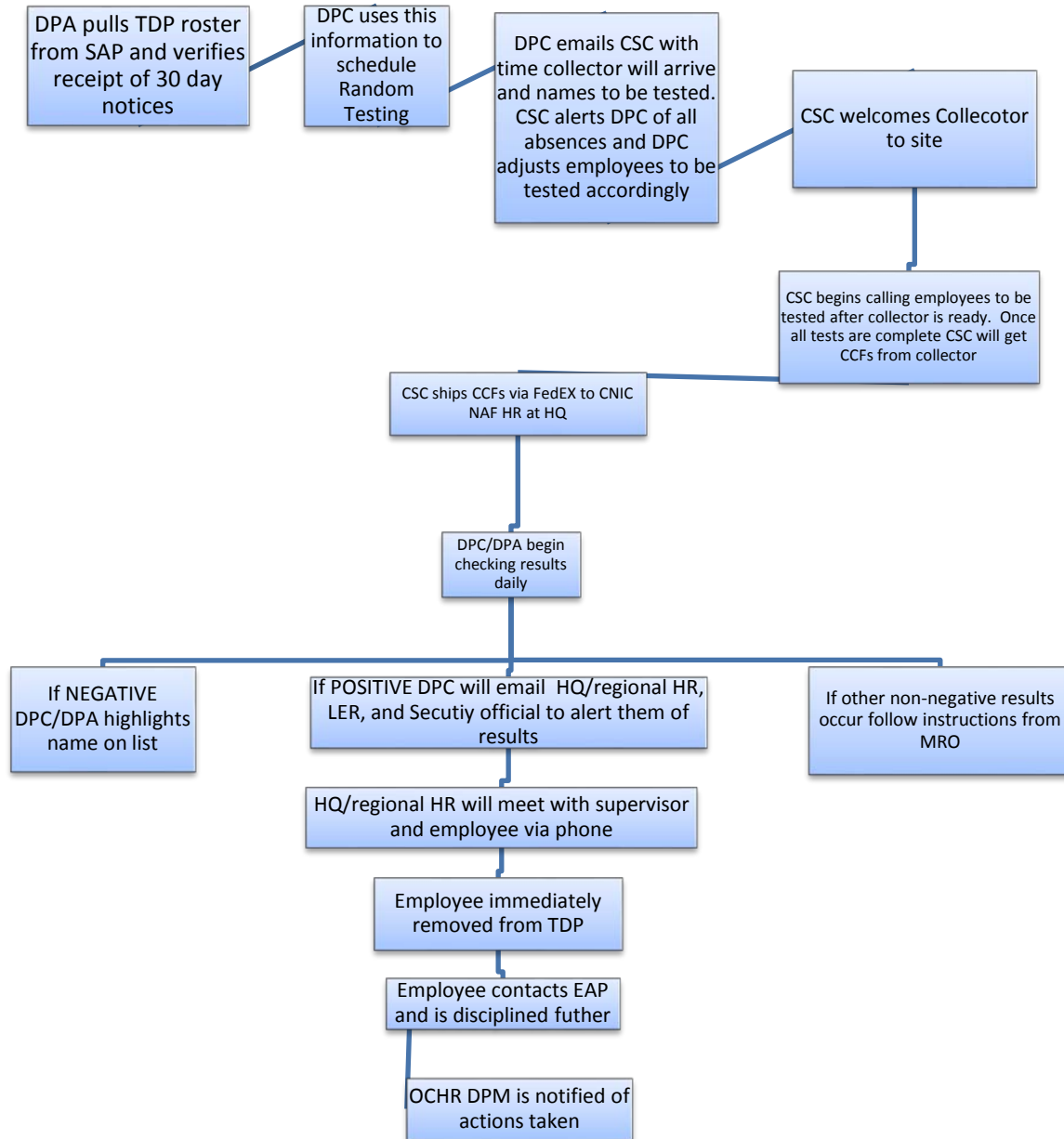
Pre-Employment Drug Testing Flow Chart



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Appendix xii

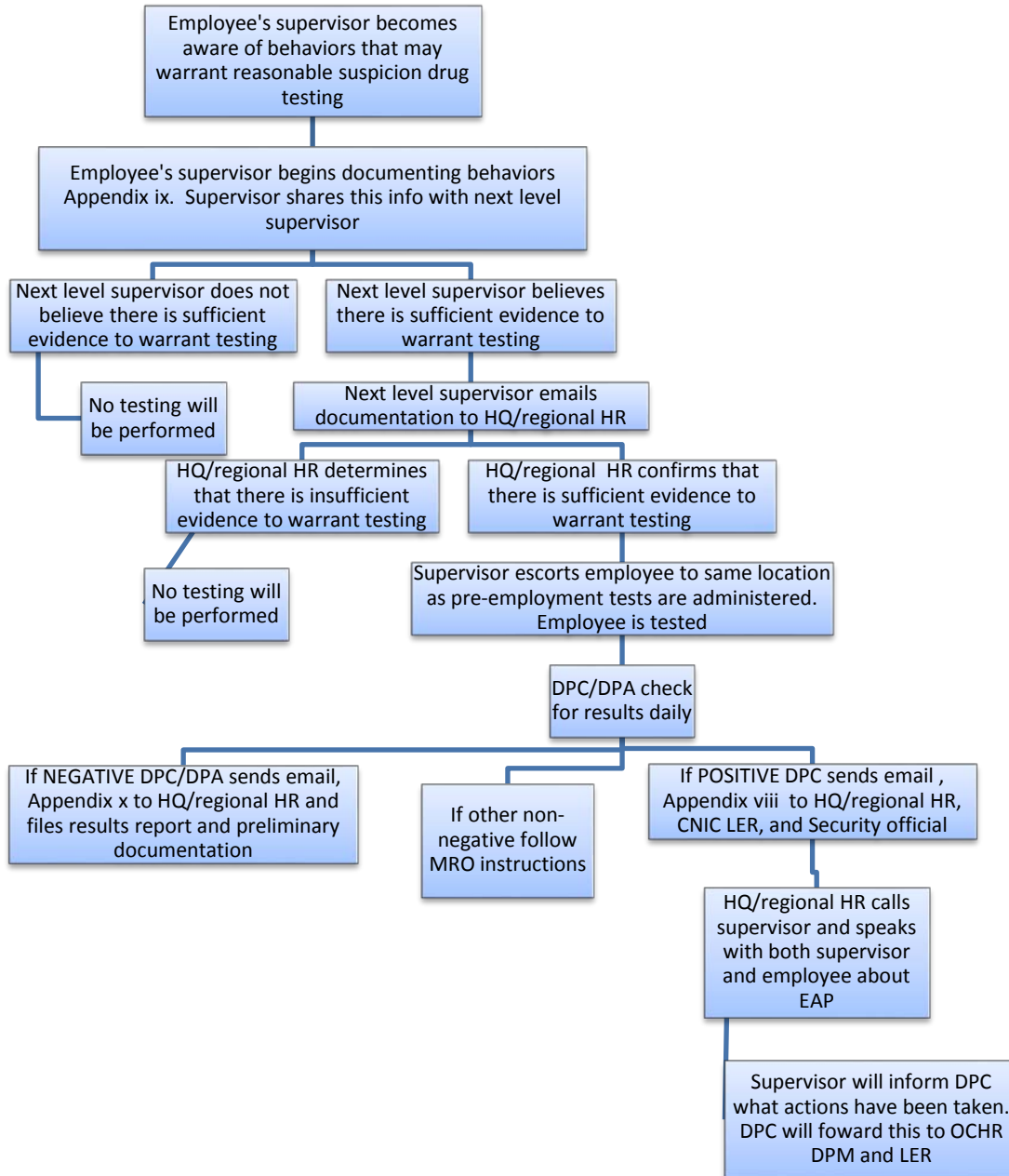
Random Drug Testing Flow Chart



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Appendix xiii

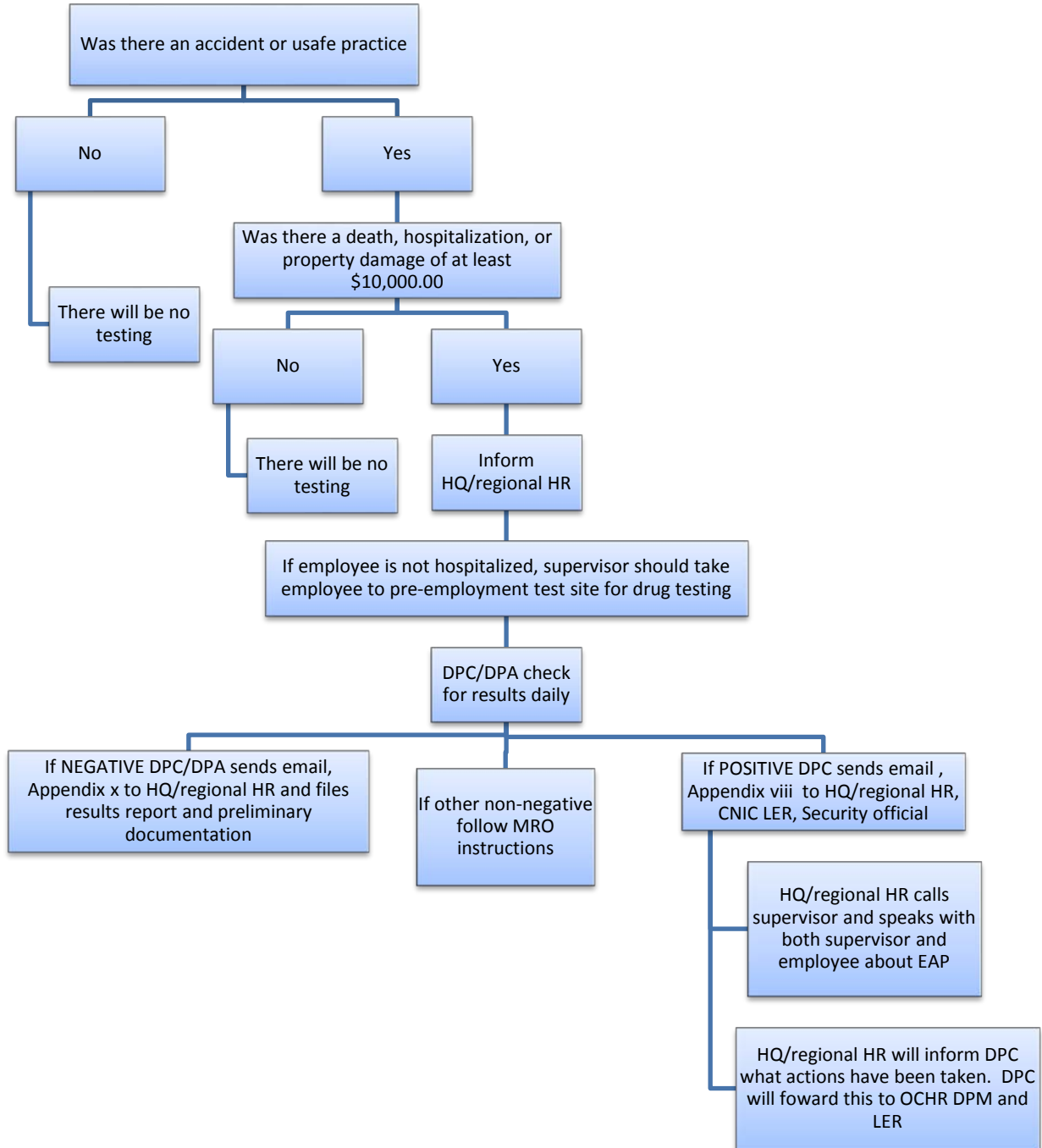
Reasonable Suspicion Drug Testing Flow Chart



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Appendix xiv

Post-Accident/Unsafe Practices Drug Testing Flow Chart



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Appendix xv

Follow-Up Drug Testing Flow Chart

