



Approved for Release

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Date

**DEPARTMENT OF COMMERCE  
OFFICE OF HUMAN RESOURCES MANAGEMENT**

**HUMAN RESOURCES (HR) BULLETIN #131, FY12**

**SUBJECT:** Guidance for Drug Testing Coordinators and for Testing of Employees in Testing Designated Positions (TDPs)

**EFFECTIVE DATE:** Upon release of this HR Bulletin

**PURPOSE:** This bulletin provides additional guidance to the Department of Commerce's (Department) Drug Program Coordinators (Coordinators) on:

1. Their obligations concerning verification of TDPs;
2. Scheduling of random drug tests for employees in TDPs; and
3. Reporting on the number of random tests, pre-employment tests, and other tests to the Department's Drug-Free Workplace Program Manager (DPM). It also provides guidance on the procedures for the selection of TDPs for random drug testing by the Department.

**REVISIONS:** This bulletin revises HR Bulletin #129, FY10 (August 10, 2010) by providing updated guidance (below) on the procedures to be used by the Department's Coordinators when conducting random and pre-employment drug testing.

**BACKGROUND:** Coordinators are responsible for carrying out the Department's Drug-Free Workplace Plan (Plan) at the bureau level. Random drug testing is a critical part of the Plan. Executive Order 12564 (September 15, 1986) and Public Law 100-71 require drug testing of the Department's employees who encumber TDPs. Coordinators are to schedule two random tests each year for each employee who encumbers a TDP, and notify supervisors in accordance with the following guidance.

**PROCEDURES:** The following procedures supplement the guidance in the Department's Drug and Alcohol-Free Testing Guide and represent additional policy on this subject.

1. Identification and selection of employees in TDPs for random testing
  - a. No later than October 15 of each fiscal year, the Coordinators will certify in writing to the DPM that their organization's designations of its TDPs conform to current guidelines issued by the Department of Health and Human Services' Interagency Coordinating Group Executive Committee (ICGEC).

- b. During Q1 and Q3 of each fiscal year, the DPM will obtain from the National Finance Center (NFC) a TDP list for the Department (containing the position titles and names) for those bureaus that have certified the accuracy of their TDPs.
  - c. In Q1 and Q3 of the fiscal year, the DPM will submit the TDP list from the NFC to the contractor and request that the contractor do a random pull of TDPs for testing. The DPM will then provide each Coordinator with a list of the TDPs for his/her organization.
  - d. The Coordinators will complete all random tests no later than the last workday of Q2 and Q4.
  - e. The Coordinators will submit in writing to the DPM, by the end of each month, the number of tests by category: 1) random, 2) pre-employment, and 3) other.
2. Pre-employment drug testing. Pre-employment (applicant) drug testing is limited to those individuals tentatively selected for employment in TDPs. All political employees must pass a pre-employment drug test prior to entering on duty.
3. Scheduling TDPs for random testing. Coordinators will schedule the selected employees for a random drug test in accordance with the following guidance.
- a. To schedule the tests, the Coordinators are to go to [www.edrugtest.com](http://www.edrugtest.com) and sign in, using their specific ID and password. Use edrugtest to schedule individual tests; do not use it if you are testing a group of employees at one common site at the same time.
  - b. After signing in, on the left side of the screen, Coordinators will see several options. Select "Test Scheduling."
  - c. On the following screen, select "Customer Service Collection."
  - d. On the next screen, supply the information for Office, Donor ID (use 0000 and the last 5 numbers of the employee's social security number), Last and First Names, and Site Code. To find the Site Code, click on "Find Collection Site" and follow the instructions.
  - e. Call the site you select and confirm the date.
  - f. Click on "Submit."
  - g. Generate two copies of the Testing Information form. One will be for your records, and one for the employee.
4. Testing the employee
- a. An employee's random testing earlier in the fiscal year has no bearing on the employee's random selection later the same fiscal year.
  - b. On the day of the test, the coordinator will inform the supervisor no more than three hours before the test.
  - c. The Coordinator, no more than two hours before the test, informs the employee of his/her selection for random testing and that the employee is to immediately report to the collection site. The Coordinator will provide the employee a copy of the Testing Information Form. The Testing Information Form contains the employee's name and the address of the testing site.
  - d. Failure by the employee to comply with the order to report for drug testing or comply with any procedures during collection or testing may result in disciplinary action up to and including removal.
  - e. Contact the DPM if you encounter any problems.

**REFERENCES:**

- Department of Commerce's "Drug and Alcohol-Free Workplace Testing Guide," Section IV, Notification Procedures, pages 17-18;
- Executive Order 12564 (September 15, 1986);
- Public Law 100-71; and
- 2010 Guidance for Selection of Testing Designated Positions (ICGEC)

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