

  
Approved for Release

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Date

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**DEPARTMENT OF COMMERCE**  
**OFFICE OF HUMAN RESOURCES MANAGEMENT**  
**HUMAN RESOURCES (HR) BULLETIN #161, FY12**

**SUBJECT:** Guidance for Drug Testing Coordinators, Principal Human Resources Managers (PHRMs), Servicing Human Resources Officers, the Drug-Free Workplace Program Manager (DPM), and for Testing of Employees in Testing Designated Positions (TDPs)

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

**EXPIRATION DATE:** Upon cancellation or expiration of this bulletin

**SUPERSEDES:** This bulletin supersedes HR Bulletin #131 FY12, "Guidance for Drug Testing Coordinators and for Testing of Employees in Testing Designated Positions (TDPs)."

**PURPOSE:** This bulletin provides additional guidance to the Department of Commerce (Department) Drug Program Coordinators (Coordinators), the DPM, the PHRMs, Servicing Human Resources Offices (SHROs), and employees in TDPs on:

1. The obligations of the Coordinators concerning verification of TDPs;
2. Scheduling of random drug tests by the Coordinators for employees in TDPs;
3. Reporting to the Department's DPM on the number of random tests, pre-employment tests, and other tests. It also provides guidance on the procedures for the designation of TDPs for random drug testing by the Department; and
4. Notification to the employees in TDPs (and their supervisors) selected for random tests, and the employees' obligations to report for the test.

**REVISIONS:** This bulletin revises HR Bulletin #131 (June 5, 2012). It provides updated guidance on the procedures and responsibilities of the Coordinators, the DPM, the PHRMs, the SHROs, and employees in TDPs when conducting random and pre-employment drug testing.

**BACKGROUND:** The Coordinators shall assure all testing is conducted as authorized by the Department's Drug-Free Workplace Plan (Plan) and that all employees subject to random testing receive their individual notice. Coordinators are responsible for carrying out the Department's Plan at the SHRO 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 will schedule two rounds of random tests each year, and notify supervisors in accordance with the following guidance and procedures.

**PROCEDURES:** The following procedures supplement the guidance in the Department's Drug and Alcohol-Free Testing Guide (Guide) and the Plan 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 designation 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 list of TDPs with 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, utilizing Proof Point or some other secure method of transmitting Personally Identifiable Information (PII). The DPM will request the contractor do a random selection of TDPs for testing, using the percentage set in the Plan. The DPM will then provide each Coordinator with the list of the TDPs randomly selected for his/her organization.
  - d. The Coordinators will schedule and complete all random testing no later than one week before the end of Q2 and Q4.
  - e. The Coordinators will submit in writing to the DPM, by the end of each month, the number of tests completed by category: 1) random, 2) pre-employment, and 3) other.
2. Pre-employment drug testing. Pre-employment (applicant) drug testing is required for all applicants tentatively selected for employment in a TDP. In addition, all Schedule C (i.e., political) appointees must pass a pre-employment drug test prior to entering on duty.
3. Providing 30-day advance notice to employees in TDPs
  - a. The Coordinator is responsible for preparing all 30-day advance notice memoranda for employees entering on duty to a TDP in their operating unit.
  - b. The SHRO will provide the employee the advance notice memorandum for signature indicating receipt during the employee's orientation.
  - c. NOTE: If an employee is currently in a TDP and is entering a different TDP anywhere in the Department (e.g., via reassignment, promotion, conversion, etc.), the SHRO will provide the employee a new 30-day advance notice memorandum to acknowledge
4. 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.
5. Testing the employee
- a. The fact that an employee has already been randomly tested 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 employee's supervisor no more than three hours before the test that the employee has been selected for testing.
  - c. No more than two hours before the test, the Coordinator will inform 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 Coordinator if you encounter any problems.

**REFERENCES:**

- Department of Commerce's "Drug and Alcohol-Free Workplace Testing Guide," Section IV, Notification Procedures, pages 17-18;
- Department of Commerce's "Drug-Free Workplace Plan," Section VII, Notice, pages 17-18 and Section IX, Random Testing, pages 22-23;
- Executive Order 12564 (September 15, 1986);
- Section 503 of Public Law 100-71; and
- 2010 Guidance for Selection of Testing Designated Positions (ICGEC)

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