



**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, US ARMY GARRISON, PRESIDIO OF MONTEREY**  
**1759 LEWIS ROAD, SUITE 210**  
**MONTEREY, CA 93944-3223**

AMIM-PMG-ZA (100)

**MEMORANDUM FOR USAG Presidio of Monterey**

**SUBJECT: Command Policy #29, Drug-Free Federal Workplace (DFW) Program for Civilian Employees**

**1. References.**

- a. Executive Order 12564, Drug-Free Federal Workplace, 15 September 1986
- b. AR 600-85, The Army Substance Abuse Program, 23 July 2020
- c. Department of Defense Directive, 1010.0, DoD Civilian Employee Drug Abuse Testing Program, 22 June 2021
- d. DA Pamphlet 600-85, Federal Drug-Free Workplace Procedural Guidance, 29 July 2020
- e. Department of Health and Human Services (DHHS) Mandatory guidelines for Federal Workplace Drug Testing
- f. Army Substance Abuse Program (ASAP) USAG Presidio of Monterey (PoM), Standard Operating Procedures (SOP) for Civilian Biochemical Collections, 10 August 2020

2. Applicability. This policy is applicable to all Department of Defense (DoD) civilian employees, appropriated or non-appropriated funds, and all military and civilian supervisors of DoD civilian employees assigned to the U.S. Army Garrison Presidio of Monterey (PoM).

3. Proponent. The U.S. Army Garrison (USAG), Directorate of Human Resources, Army Substance Abuse Program (ASAP). The point of contact is the Alcohol and Drug Control Officer at (831) 236-2425.

4. Illegal drug use and alcohol abuse is inconsistent with the special trust placed in Federal employees who are expected to hold high standards of performance, discipline, and readiness necessary to accomplish our mission for today's Army. Substance abuse constitutes a violation of that special trust, and limits employees' ability to consistently

meet mission requirements resulting in impaired performance and absenteeism, and ultimately a liability for this community. The goal of this command is to provide a safe, healthy and drug-free workplace, and the following guidelines apply:

a. Possession or use of illegally obtained drugs on the job or on the premises of this installation will result in disciplinary action. The use of alcoholic beverages or being impaired while on duty will not be tolerated.

b. Any use of alcohol or other drugs that impairs efficient duty performance, security, public health and safety, or national interests, must be addressed by supervisors at all levels and requires a referral to the ASAP Employee Assistance Program Coordinator (EAPC). The EAPC will evaluate the situation and make appropriate recommendations.

(1) Disciplinary action may include referral to a military or civilian counseling agency for a screening or rehabilitation treatment but can also involve written reprimands, suspension, reduction in pay and grade and removal from position or service. All actions must be closely coordinated with the Civilian Personnel Advisory Center (CPAC), the Civilian Misconduct Action Authority and the Staff Judge Advocate to protect the rights of the Government, the employee and the general public.

(2) If the employee occupies a Testing Designated Position (TDP), he/she must immediately be removed from the position and disciplinary action initiated.

(3) Any DoD civilian employee to include family members and military family members will have access to confidential EAP services for substance abuse or job-related issues.

c. Testing Designated Positions (TDP) Urinalysis Testing

(1) Supervisors at all levels are required to identify any incumbent occupying a TDP as outlined in the enclosure and notify CPAC to initiate "*Condition of Employment for Certain Civilian Positions identified critical under the Department of the Army Drug-Free Federal Workplace Program*", DA 5019. Civilian employees assigned to those positions are subject to random mandatory urinalysis testing.

(2) Supervisors in conjunction with CPAC will ensure, that the TDP list reflects accurate information regarding the requirement for drug testing. Recruitment actions must be tagged correctly and CPAC will complete the DA5019 for those individuals during in-processing, and subsequently notify the Alcohol & Drug Control Office (ADCO).

AMIM-PMG-ZA (100)

SUBJECT: Command Policy #29, Drug-free Federal Workplace (DFW) Program for Civilian Employees

(3) The Drug Test Coordinator (DTC) is responsible for maintaining the Garrison TDP civilian testing pool; and ASAP will execute monthly random selections and conduct civilian urinalysis testing IAW DHHS Mandatory Guidelines for Federal Workplace Drug Testing and the SOP for Civilian Biochemical Collections, 10 August 2020.

(4) CPAC will notify the DTC office immediately when a TDP employee is reclassified. At a minimum, CPAC will provide quarterly updates to the ADCO.

d. Per AR 600-85, all new employees will receive a substance abuse newcomer briefing by ASAP within 60 days of entering on duty. Assistance is available through ASAP offices.

6. Maintaining a healthy workforce is vital to successfully accomplishing the USAG Presidio of Monterey (PoM) mission. Supervisors at all levels will abide by and apply this policy in their areas of responsibility.

7. This policy memorandum will be distributed to all USAG, PoM employees and will be provided to all incoming employees.

Encl

DANIEL S. ARTINO  
COL, AV  
Commanding

## TESTING DESIGNATED POSITIONS (TDP) CATEGORIES

All supervisors of Department of the Army civilians; appropriated (AF) and non-appropriated funded (NAF), are required to identify positions that meet the qualifying criteria of "Testing Designated Positions" (TDP). Once identified, employees in Testing Designated Positions will be required to submit to random urinalysis testing as a condition of employment. Below are the Testing Designated Positions by Category:

### 1. Law Enforcement.

- a. Positions that authorize the incumbent to carry firearms.
- b. Front line law enforcement personnel with drug interdiction duties who have access to firearms.

Included are security guards/officers, police officers and detectives, land management and fish and wildlife personnel, range officers and technicians, criminal investigators, and correctional personnel. Most of these personnel have duties which require them to carry firearms; however, some security personnel may not regularly carry a firearm but are authorized to carry one under certain circumstances like emergencies. Drug usage by an incumbent carrying a weapon/firearm could result in the loss of life or serious injury.

### 2. National Security. Positions that require the incumbent to maintain a Top Secret clearance or have access to Sensitive Compartmented Information.

Drug usage by an incumbent could result in unauthorized disclosure of classified material due to mental impairment or potential blackmail due to drug addiction. Drug use could result in irreparable damage of national interest and US defense posture if compromised.

### 3. Protection of Life and Property.

- a. Personnel Reliability Program (PRP) positions. Nuclear duty positions or chemical duty positions under the provisions of AR 50-5, Nuclear Surety, or AR 50-6, Chemical Surety Personnel Reliability Program. Incumbents in these positions work with very dangerous nuclear and chemical substances.

Drug usage by an incumbent could lead to catastrophic accidents, impacting the health and the loss of many lives, at not only the Army facility, but in the surrounding community. An incumbent's drug usage could disrupt operations and threaten national security as well.

***Army policy requires incumbents of PRPs be tested annually.***

- b. Positions that require duties involving the supervision of performance of controlling and extinguishing fires, and/or the rescuing of people endangered by fire. Drug

usage by a firefighter could result in loss of life or injury and damage to the destruction of property. Use of drugs could endanger fire victims, the general public in the fire vicinity, other firefighters on all property threatened by fire.

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

Incumbents in these positions may be involved in the manufacturing, assembling, disassembling, renovating, loading, deactivating, modifying, destroying, testing, handling, placing and discharging ammunition, propellants, chemicals and toxic materials, and other conventional and special munitions and explosives.

Drug abuse by an incumbent who often works in a production line environment, as such, an explosion in one area could kill and seriously injure many employees plus cause extensive damage to building and equipment. The potential for catastrophic consequences resulting drug abuse is certainly high enough that these positions be designated TDPs.

d. Positions that require the incumbents to electroplate critical aircraft parts.

Incumbents in these positions are required to electroplate many critical aircraft parts, which requires the incumbents to work with many caustic chemical, concentrated acid solution and toxic compounds and elements. Drug abuse by those individuals could result in substantial physical injury, loss of aircraft and loss of life if these critical tasks were carried out under the influence of drugs.

#### 4. **Public Health or Safety.**

a. Positions that require the incumbent to operate a motor vehicle (as a regular and recurring duty) that transports one or more passengers on at least a weekly basis.

Positions included are motor vehicle operators, bus drivers, childcare givers, recreation aides, ambulance drivers and other positions identified at the installation meeting above criteria. Drug abuse by an incumbent could cause immediate and substantial physical injury to driver and passengers if driver drove vehicle while under the influence of drugs.

b. Operators of motor vehicles who are required to have commercial driver's license and drive motor vehicles weighing more than 26,001 pounds or drive motor vehicles transporting hazardous materials.

Drug abuse by an incumbent could cause immediate and substantial physical injury, the destruction of property, and creation of an environmental hazard, if driver drove vehicle while under the influence of drugs.

c. Railroad operating crews and railroad personnel in positions in which the duties include handling train movement orders, conducting safety inspections, or the maintaining and repairing of signal systems.

Included are railroad maintenance, and vehicle operators, yardmasters, engineering equipment operators, brakemen, switchers, and conductors.

d. Aviation flight crewmembers, air traffic controllers, and aviation personnel in positions in which the duties include dispatching, safety inspections, or the repair and maintenance of aircraft.

Included are air safety specialist, aviation engineers, operations specialist/technicians/mechanics and inspectors, aircraft attendants involved in refueling, air traffic controllers and dispatchers, propeller/aircraft engine mechanics and inspectors, aircraft machinist/toolmakers/sheet metal specialist, dispatchers, flight crew members and test personnel and other positions which have direct and critical responsibilities for the maintenance of an aircraft (list not all-inclusive).

e. Health Care Personnel.

(1) Health care positions directly involved in patient care in which the incumbent has direct patient contact or performs diagnostic testing or therapeutic functions.

(2) Health care positions directly involved in patient care in which the incumbent is required to extract or work with patients' blood, urine, and other bodily fluids or tissues; prepare patient specimens for examination; perform specialized or non-routine tests on patients' bodily fluids or tissue samples; or confirm patients' test results.

(3) Health care positions in which the incumbent maintains, stores, safeguards, inputs, fills, or distributes drugs and medicines.

f. Army Substance Abuse Program (ASAP). Positions in which the incumbent provides direct rehabilitation and treatment services to identified illegal drugs users.

5. **Other.** An installation commander may request that a specific position be included in the testing program by documenting the reasons for the request and getting approval at the MACOM and DA level. Approval will be on a case-by-case basis.