

## Notice of Drug Testing as a Condition of Employment

Name (Last, First, Middle Initial)

Social Security Number

Position Title

Pay Plan

Series

Grade

Organization

Location

Effective Date

1. The position for which you have been tentatively selected is identified above. This position has been designated by the Air Force as a testing designated position (TDP) under the Air Force Civilian Drug Testing Program, implemented by Air Force Manual 44-198. For the purpose of this program, TDP are those positions sufficiently critical to the Air Force mission or to the protection of public safety to warrant screening to detect the presence of drugs as a job-related requirement. Illicit drug use by employees in sensitive positions present a clear threat to the mission of the Air Force, national security, and public safety.
2. To receive further consideration for this TDP, you must sign this notice and agree to submit to urinalysis testing, if requested, in order to determine your fitness for placement into this TDP, prior to the effective date or within three days of entrance on duty where the commander has authorized delayed testing.
3. If you sign this notice and then refuse to furnish a urine specimen when requested, or if illicit drug use is detected through a Medical Review Officer (MRO) verified/validated positive test result, the position offer will be withdrawn. In the event your applicant drug test is deferred until after you report for duty and you either refuse to furnish a urine specimen as requested, or illicit drug use is detected, your employment will be terminated, as your employment was contingent upon passing a drug test. If a current Air Force employee, you will be subject to disciplinary action. You are given the opportunity prior to the urine test to provide medical documentation detailing authorized prescription medication you are taking. Additionally, if a laboratory verified positive test is received, you will be given an opportunity to submit medical documentation to the MRO to support your legitimate use of prescription drugs prior to the validation of the test results.
4. If you are placed into this TDP, the following employment requirements apply:
  - (a) It will be mandatory for you to refrain from the use of illicit drugs, and you will continue to be subject to testing under the following circumstances: 1) when there is a reasonable suspicion that you use illicit drugs, 2) as part of a safety/mishap investigation, or 3) as part of or follow-up to counseling or treatment for illicit drug use.

(b) You will be subject to urinalysis testing on an unannounced random basis.

(c) If you refuse to furnish a urine specimen, you will be subject to disciplinary action ranging from reprimand to removal from Federal Service.

(d) If illicit drug use is detected through a MRO verified/validated positive test result, you will be subject to disciplinary action, including removal from Federal Service. Additionally, you are subject to assignment to a non-TDP. You will be removed from Federal Service if you fail to agree to participate in a counseling or treatment program. However, even if you agree to participate in and subsequently complete a counseling or treatment program, you may still be subject to disciplinary action, which may include removal based on the totality of the circumstances of your situation. Your agreement to participate in a counseling or treatment program will be one of the factors considered in determining the level of discipline or disciplinary action imposed.

5. You will be allowed individual privacy while providing the urine specimen unless there is reason to believe the specimen will be or has been altered. The collection, handling, and testing of the urine specimen will be conducted under chain of custody procedures established by the Department of Health and Human Services to ensure accuracy of the test result. The quality of testing procedures is tightly controlled to ensure results will be handled with the maximum respect for individual confidentiality.

6. If you are a current Air Force employee and believe you may have a drug problem, you are encouraged to voluntarily seek assistance by contacting the Employee Assistance Program (EAP) at your location or, if an EAP is not locally available, the ADAPT Program Office at your location.

7. I acknowledge receipt of the letter and have read its contents. I understand that I may be selected for random drug testing. I further understand that I will be subject to drug testing when there is reasonable suspicion to believe that I am under the influence of drugs or as a result of a safety mishap. I acknowledge that refusal to submit to testing will result in initiation of disciplinary action, up to and including removal.

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SIGNATURE OF EMPLOYEE

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DATE

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SIGNATURE OF PLACEMENT OFFICER

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DATE