



DEPARTMENT OF STATE DRUG TESTING POLICY

The Department of State (*Department*), as a consequence of its leading role in the development and implementation of policies affecting the security of the United States and in compliance with Executive Order 12564 of September 15, 1986, has a compelling reason to eliminate drug use from its workplace. It is critically important that employees with access to sensitive information be reliable and show good judgment. Illegal drug use could lead to coercion, influence, and irresponsible action under pressure that may pose a serious risk to national security, public safety, and effective law enforcement.

Therefore, to protect our national security, reduce risks to the health, welfare and safety of the public and the Department employees, and to increase productivity in the workplace, it is the policy of the Department and the Federal Government that the use of illegal drugs, on or off duty, will not be tolerated. It is the responsibility of every employee to comply with this policy.

To meet the goal of a drug-free workplace, the Department has developed a Drug-Free Workplace Plan (DFWP), which includes policies and procedures for employee assistance, education and training, and identification of illegal drug use through drug testing on a carefully controlled and monitored system (*see DFWP, 3 FAH-1 H-2110, <http://www.state.gov/documents/organization/89597.pdf>*). The Department's drug testing program tests for marijuana, cocaine, opiates, amphetamines, and PCP (*phencyclidine*).

All Foreign Service and Civil Service personnel serving in positions requiring access to classified information designated by the Secretary of State at "SECRET" or above are considered to be serving in a "Testing Designated Position" (TDP), and will be included in the random drug test program. Thirty days following receipt of this notice, an employee in a position requiring a SECRET or above clearance will be subject to drug testing under the random testing program. In accordance with the DFWP, an employee may also be subject to drug testing following a serious accident, where there is a reasonable suspicion of illegal drug use on or off duty, and/or as required following a counseling or rehabilitation program for illegal drug use. Refusal to submit to testing required pursuant to the Department's Drug-Free Workplace Plan will result in initiation of disciplinary action, up to and including removal or separation. An employee who voluntarily identifies himself or herself as a user of illegal drugs and receives counseling or rehabilitation prior to receiving notification of a required drug test under the Department's Drug-Free Workplace Plan, and thereafter refrains from drug use, shall not be subject to disciplinary action.

Pre-employment drug testing is required of all individuals who are tentatively selected for employment into positions with either a statutory or regulatory requirement (*e.g., drivers*), and for positions that may be designated at the discretion of the Secretary as particularly sensitive because of the nature of the work. Failure to report for a pre-employee drug test, if so directed, will preclude the Department from making a final offer of employment.

For a complete description of your rights and responsibilities, please consult the Drug-Free Workplace Plan. Copies of the plan are available for review in your bureau's personnel office or by contacting the drug program manager at (202) 663-2229. You may contact your Bureau's HR Specialist if you have any questions as to whether your position is designated as a Testing Designated Position.

By your signature, you acknowledge that you have received and read this notice informing you of the Department's Drug-Free Workplace Plan. You further acknowledge that if your job requires a clearance of SECRET or above and is therefore designated as a "Testing Designated Position," you will be subject to random drug testing and that refusal to submit to testing will result in the initiation of disciplinary action, up to and including dismissal. Failure to sign this notice shall not preclude the Department from testing you under the random drug testing program.

Printed Name _____

Signature

Date (mm-dd-yyyy)