

**10 AUGUST 2003**



**Medical**

**CIVILIAN DRUG TESTING PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the AFDPO WWW site at:  
<http://www.e-publishing.af.mil>

---

OPR: 90 MDSS/DRP (Mr Alvin L. Dyke)  
Supersedes 90 SWI 44-2, 9 Jun 99

Certified by: 90 MDG/CC (Col Ronald H. Pearson)  
Pages: 3  
Distribution: F

---

This instruction provides guidance for personnel involved in conducting the civilian drug-testing program. The procedures include coordination of testing, administrative functions in collection requirements, and reporting positive results in support of the requirement established by the Department of Health and Human Services (HHS). It applies to appropriated fund, civilian employees assigned to the 90th Space Wing. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4). Comply with AFI 33-332, *Air Force Privacy Act Program*, for documents containing Privacy Act information. Comply with DoD Regulation 5400.7/Air Force Supplement/AFSPCSUP1, *DoD Freedom of Information Act Program*, Chapter 4, for documents containing For Official Use Only information. Failure to comply with this publication, including, without limitation, refusal to participate in testing, will subject the employee who is to provide a urine sample to the full range of disciplinary actions, including, without limitation, removal.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

**1. Program Objectives and Scope:**

- 1.1. This instruction applies to testing in support of the Air Force Civilian Drug Testing Program (AFCDTP).
- 1.2. The program strives to improve health, productivity, and overall quality of the civilian forces, and enhances total force readiness by preventing, reducing, and controlling substance abuse.
- 1.3. The program covers all appropriated fund civilian employees.

**2. Terms.** All personnel involved in the coordination, administration, collection, handling, shipping, and reporting results for the AFCDTP, use the guidelines presented in this instruction. This is generally applicable to the Demand Reduction Program Manager (DRPM), or alternate, the Drug Testing Program Administrative Manager (DTPAM), or alternate, Medical Review Officer (MRO), and all other personnel designated duties in the collection process.

**3. Selection Criteria:**

3.1. The Civilian Personnel Flight (CPF) will supply a list of employees in designated testing positions when requested by the DRPM. The DTPAM will use this list to update the civilian drug testing pool. Using the Air Force Drug Testing software, the DTPAM will periodically select civilians for testing. The DTPAM ensures the identity of employees selected and the dates and times the testing is to be conducted are closely guarded, to ensure confidentiality until the actual testing date.

3.2. Notification for random testing will be the same day the test is scheduled. Upon notification, the selected employee must report for testing within 2 hours.

3.3. The employee may be deferred for testing if the employee is on leave status (sick, annual, administrative, or leave without pay), official travel status away from the test site (in the field), TDY, or on designated time off.

3.4. An employee whose random drug test is deferred will be subject to testing upon return to duty.

**4. Testing Procedures:**

4.1. Within 2 hours of the scheduled testing time, the employee is notified, in writing, by the first-line supervisor, of the time and place of drug testing. Notification will be in private.

4.2. Employee will report to the designated testing location.

4.3. Employee will report to the testing site with picture identification and letter of notification. The identification will be returned to the employee after an acceptable urine sample has been provided. The notification letter will be kept by the DTPAM.

4.4. The employee will remove outer garments (coat or jacket) that might conceal items or substances that could tamper with or adulterate the specimen.

4.4.1. To prevent adulteration or dilution at the collection site, toilet-bluing agents will be placed in toilet tanks wherever possible, so the reservoir water remains blue. There will be no other source of water. The valve will be turned off at sink or shower in the enclosure where the sample is provided.

4.5. The employee will be instructed to wash and dry their hands before providing a urine sample.

4.6. Collection site personnel will give the employee a clean unopened specimen bottle in its package. The employee may provide the urine sample in privacy.

4.7. Collection site personnel will document any unusual behavior on the specimen chain of custody form.

4.8. Upon receiving the specimen, collection site personnel will immediately notify the employee if the collection volume is less than 30 ml. The specimen will be discarded and another specimen collected before the employee leaves the testing site.

4.9. Collection site personnel will record temperature of the specimen immediately after it is collected.

4.9.1. The time from the employee providing the specimen to temperature recording is critical, and shall in no case exceed 4 minutes.

4.9.2. Any specimen outside the range of 32° C to 38° C or 90° F to 100° F, constitutes just cause to suspect that the donor may have altered or substituted the specimen. Another specimen will be immediately collected under direct observation and BOTH specimens forwarded to the laboratory for testing.

**5. Failure To Appear For Testing.** If an individual fails to appear at the collection site at the assigned time, the DTPAM will notify the DRPM. They will notify the supervisor and the CPF. Failure to appear for testing without a deferral will be considered refusal to participate in testing.

**6. Test Results:**

6.1. The Medical Review Officer assigned by the Division of Federal Occupational Health (FOH), will review confirmed positive lab results, contact and interview employees, applicants, physicians, and laboratory toxicologists, as necessary, to determine if results are consistent with legal drug use.

6.2. Positive results justified by the MRO will be documented in writing and reported to the DRPM.

6.3. The MRO will prepare a written report for the DRPM on all verified positive results. The DRPM will notify CPF of any positive results and forward documentation from the MRO.

6.4. In order to comply with Section 503 (e) of the Federal Employee Drug Free Workplace Act, results of a drug test may not be disclosed without prior written consent of employee, unless disclosure would be:

6.4.1. To MRO, or

6.4.2. Medical treatment facility where the employee is receiving initial assessment and referral services, or

6.4.3. Supervisory or management official within the Air Force having authority to take adverse personnel action against such employee, or

6.4.4. Pursuant to the order of a court of competent jurisdiction or where required by the United States Government to defend against any challenge against any adverse personnel action. The release to any party for information in connection with any challenge against any adverse personnel action must be approved in advance by Staff Judge Advocate.

THOMAS D. SHEARER, Colonel, USAF  
Commander