

CESAS-SO
DEPARTMENT OF THE ARMY
SAVANNAH DISTRICT, CORPS OF ENGINEERS
P.O. BOX 889
SAVANNAH, GEORGIA 31402-0889

DISTRICT REGULATION
NO. 600-1-9

19 July 2001

Personnel-General
SAVANNAH DISTRICT RANDOM DRUG TESTING PROCEDURES
For
THE ARMY'S DRUG-FREE FEDERAL WORKPLACE (DFW)
CIVILIAN DRUG TESTING PROGRAM

1. Purpose. To provide selected team members the policies and procedures to be followed to obtain drug-testing samples.
2. Applicability. This regulation applies to all Savannah District team members in USACE Testing Designated Positions (TDP). The TDP were identified by the Department of the Army and USACE job categories. Names of team members in TDP will be submitted to the Division Drug Program Coordinator to form a testing pool. Names will be randomly selected from the pool on a quarterly basis.
3. References.
 - a. EP 600-1-3, USACE Drug Testing Procedures for the Army's Drug-Free Federal Work Force (DFW) Civilian Drug Testing Program, 28 February 2001.
 - b. AR 600-85, Alcohol and Drug Abuse Prevention and Control Program, 26 March 1999.
 - c. Department of Health and Human Services (DHHS) Mandatory Guidelines for Federal Workplace Drug Testing Programs.
4. Procedures. Team members selected to submit a urine sample for random drug testing shall proceed in the following manner.
 - a. The District Drug Program Coordinator (DPC) will contact the supervisor notifying them that one of their team members has been selected to participate in random drug testing. The DPC will inform the supervisor where the specimen sample collection site is located.

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b. The supervisor shall notify the selected team member that they have been randomly chosen to participate in this quarter's drug testing. The supervisor will inform the selected participant where the collection site is located.

c. The selected participant will travel to the collection site as soon as possible on the day of the notice. If the selected team member is on TDY status, or evening shift work schedule, the supervisor can apply a 60-day deferral for that team member. If a team member is given a deferral, the supervisor must notify the DPC. The supervisor shall not inform the deferred selectee until the day they are available to go to the collection site.

d. The selected team member will travel to the specimen collection site with a photo ID. At the collection site they shall follow the chain of custody procedures, and submit a urine sample. The collection procedure shall be accomplished on the day of notification within normal business hours.

e. The team member can use a government vehicle or POV to travel to the collection site. If POV is used, mileage reimbursement will be allowed. To be reimbursed for mileage, parking, and tolls, you must use CEFMS Travel Menu Screen AAE to create a local travel voucher then submit for supervisory approval.

f. Labor for participating in the drug-testing program will be charged to general overhead or technical indirect.

g. If the team member refuses to go to the collection site, this action will be considered a positive drug sample result. Contact the DPC immediately. The employee's supervisor will, in coordination with CPAC, initiate appropriate disciplinary/adverse actions.

5. POC for further information on the procedures outlined above is Daryl Crutchfield, District Drug Program Coordinator, x5842.

/s/
ROGER A. GERBER
COL, EN
Commanding

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