



DEPARTMENT OF THE NAVY
PERSONNEL SUPPORT ACTIVITY
937 NORTH HARBOR DRIVE
SAN DIEGO, CALIFORNIA 92132-5190

PSASDIEGOINST 5355.4
Code 30

2 MAR 1990

PERSUPPACT SAN DIEGO INSTRUCTION 5355.4

Subj: DEPARTMENT OF THE NAVY DRUG-FREE WORKPLACE PROGRAM

Encl: (1) OPNAVINST 5355.4
(2) Department of the Navy Employee Education Package

1. Purpose: To prescribe procedures for implementing requirements of enclosure (1).

2. Background: The basic requirements for a Federal drug-free workplace were established by Executive Order 12564 and Public Law 100-71. Enclosure (1) guidance will be utilized to provide standardization in implementing and administering this Command's Drug-Free Workplace Program (DFWP). This instruction identifies requirements which must be determined locally and specifies how they will apply at Personnel Support Activity, San Diego.

3. Required Actions

a. The Department of the Navy program includes six types of drug testing: Random testing of employees in Testing Designated Positions, applicant, reasonable suspicion, accident/unsafe practice, voluntary, and follow-up testing. Chapter IV of enclosure (1) defines each type of testing and provides procedural details.

b. An employee not in a Testing Designated Position may volunteer to participate in the random testing program. The employee will be included in the pool of any Testing Designated Positions and subject to the same conditions and procedures of random testing. An employee may volunteer by contacting the Drug Program Coordinator (DPC), PERSUPPACT Code 31B (Command DAPA). The employee will be counseled on the random testing procedures and presented with attachment (6) of enclosure (1).

c. Officers in Charge and Staff Department Heads are authorized to request testing of an employee due to reasonable suspicion or accident/unsafe practice in accordance with Chapter IV of enclosure (1). Attachments 7 and 8 of enclosure (1) will be utilized for test requests and documentation. The Commanding Officer, or Executive Officer if the Commanding Officer is unavailable, must review and approve the request.

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d. Determination of accident or unsafe practice testing will be considered in the following context. All work spaces, work procedures, and equipment shall conform to NAVOSH safety standards as set forth in OPNAVINST 5100.23 series. If the work performance of an employee is a contributing factor to an accident or the employee participates in an unsafe practice in the workplace, the employee will be subject to drug testing. Accident or unsafe practice testing will be required when the accident or unsafe practice results in a fatality, a serious injury, substantial damage to vehicles, substantial damage to other property, or any combination thereof.

e. The servicing civilian personnel office, CPO Naval Training Center, will verify with the DPC that any individual tentatively selected for a Testing Designated Position has completed the required drug test and the results are negative, prior to making a final offer of employment. Any applicant who receives a verified positive test result will not be considered for employment or other employee-requested placement action for a period of six months following the date the positive test was verified. Records of positive test results will be maintained by the DPC.

f. The DPC is authorized to approve up to one hour of overtime or compensatory time to complete collection procedures for employees who experience problems in providing a sample. Up to four hours of compensatory or overtime may be approved to complete collection procedures in the case of a reasonable suspicion or accident/unsafe practice test.

4. Program Procedures

a. Random Testing of Employees. Employees in Testing Designated Positions are subject to random urinalysis testing. A number will be drawn at random and employee(s) in a Testing Designated Position with social security number(s) ending in the selected number will be tested. Currently no PERSUPPACT San Diego positions have been designated as Testing Designated Positions for random testing in accordance with Chapter III of enclosure (1).

b. Notification. The Medical Review Officer will forward the report of a verified positive test result to the CNO DFWP Manager, who will immediately notify the PERSUPPACT San Diego DPC. The DPC will then notify the Civilian Employee Assistance Program Administrator and the Commanding Officer. Chapter VI of enclosure (1) provides consequences of a positive test result.

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5. DFWP Education. All civilian employees of Personnel Support Activity San Diego will receive education on the hazards of drug use on a continuing basis. This education requirement may be met by such efforts as distributing written materials, showing video tapes or films during training sessions, posting articles on bulletin boards, etc. In addition, each detachment/staff new employee will be briefed on DFWP matters as part of their welcome aboard indoctrination by the detachment DAPA/staff DPC. Enclosure (2) contains materials for use in conducting a DFWP educational program.



A. C. SICARI

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