



The Hour Has Come

Employee Drug-Free Workplace Education

Mrs. Donna Butte

TSgt Christie Kidder

Drug Demand Reduction Program

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Drug Demand Reduction Program Mission



The Hour Has Come

- **Deter and Detect**
 - **Maintain the health and wellness of a fit and ready fighting force and a drug-free Air Force Community**
 - **Deter military and civilian members from using and abusing illegal and/or prescription drugs**
 - **Assist commanders in assessing the security, fitness, readiness, good order, and discipline of their commands**
 - **Detect and identify those individuals who use and abuse illegal drugs and/or prescription drugs**

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Outreach Services



The Hour Has Come

- Briefings and trainings for military and civilian personnel
- Outreach activities for school age children, dependents, retirees, contractors and Active Duty members through collaboration with IDS agencies
- Community outreach
 - Grade appropriate drug prevention education in local schools
 - Collaboration with the local Health Department, Tobacco Prevention Committee, Jackson County Community Health Action Team and various Public Health agencies

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DRUG-FREE WORKPLACE POLICY



The Hour Has Come

- **Drug-Free Workplace Act of 1988**
- **AF Civilian employees must refrain from using illegal drugs and/or abusing prescribed drugs whether on or off-duty. Use of illegal drugs and/or abuse of prescribed drugs is inconsistent with the high standards of performance, discipline and readiness necessary to accomplish the AF mission**
- **The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace**

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Civilian Drug Testing Policy



The Hour Has Come

- **ALL** civilian Air Force Employees are subject to drug testing
 - Random Drug Testing
 - Reasonable Suspicion
 - Following accident or safety mishap
 - Voluntary
 - Follow up counseling; rehabilitation
 - Consent
 - Commander-directed unit sweeps

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Random Drug Testing



The Hour Has Come

- **The Air Force will randomly test employees in positions that have been identified by Civilian Personnel as Testing Designated Position (TDP)**
- **Individuals whose specimen is MRO-verified as positive for the presence of an illicit drug without legitimate reason will immediately be temporarily reassigned and denied access to classified information**
- **The employee must be removed from TDP**
- **Upon consultation with the SJA and CPO, the squadron commander equivalent or higher may allow an employee to return to duty in a sensitive position, as part of an employee rehabilitation program, if the employee's return would not endanger public health or safety or national security**

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Testing Notification



The Hour Has Come

- **Individuals must report to the Drug Demand Reduction (DDR) Office within the time allotted, listed on their notification letter, or they will be considered a failure to appear/comply**
- **Failure to appear for testing without a deferral may be considered refusal to participate in testing and may subject an employee to the full range of administrative and/or disciplinary actions, including but not limited to removal**
- **Employees must remain at the collection site until a specimen is provided. If the time needed exceeds the donor duty day, DDR staff will follow local CPO policies for extending the duty day**

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Failure to Appear for Testing



The Hour Has Come

- **Exceptions to testing on the day of notification:**
 - TDY, in leave status, quarters, flying or on crew rest
 - Shift workers or personnel who work alternative duty weeks with “weekends” during the regular duty week
 - Commanders and directorate heads may defer notification of selection of employees involved in mission critical tasks/functions, to a time/day when the employee is no longer engaged in the task/function. The employee cannot be notified until after his/her return to duty.
- Personnel with above exceptions will be tested their first day back to duty and must report within ONE hour of receiving notification.

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Difficulty Providing a Specimen



The Hour Has Come

- If the donor demonstrates an inability to provide a valid specimen after an initial attempt, the donor is given a reasonable amount of fluid to drink distributed reasonably through a period of up to 3 hours, or until the donor has provided a new sufficient amount of urine, whichever occurs first
- If the donor refuses to drink fluids as directed or refuses to attempt to provide a urine specimen, the collection procedure is discontinued and a “refusal to test” is noted

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What's in your Supplement?

Androstenedione, otherwise known as "Andro" and the other anabolic precursor supplements listed below are illegal to purchase or use.

The following is a list of testosterone or testosterone-like precursor supplements that are anabolic and banned.

- androstenediol
- androstenedione
- androstenediol
- androstenedione
- bolasterone
- calusterone
- 1-dihydrotestosterone (1-Test)
- furazabol
- 13b-ethyl-17a-hydroxygon-4-en-3-one
- 4-hydroxytestosterone
- 4-hydroxy-19-nortestosterone
- mestanolone
- 17a-methyl-3b,17b-dihydroxy-5a-androstane
- 17a-methyl-3a,17b-dihydroxy-5a-androstane
- 17a-methyl-3b,17b-dihydroxyandrost-4-ene
- 17a-methyl-4-hydroxynandrolone
- methyldienolone
- methyltrienolone
- 17a-methyl-1-dihydrotestosterone (Methyl-1-Test)
- norandrostenediol
- norandrostenedione
- norbolethone
- norclostebol
- normethandrolone
- stenbolone
- tetrahydrogestrinone

If you have any questions on supplement use or general nutrition, please contact

The HAWC at 481-5013 or your PCM





Hemp Based Supplements



The Hour Has Come

- **Studies have shown that products made with hemp seed and hemp seed oil may contain varying levels of tetrahydrocannabinol (THC), an active ingredient of marijuana which is detectable under the Air Force Drug Testing Progra**
- **In order to ensure military readiness, the ingestion of products containing or products derived from hemp seed or hemp seed oil is prohibited.**

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Marijuana Laws



The Hour Has Come

- Although some states have approved limited recreational use of marijuana, the use of illegal drugs on or off duty by federal civilians is still prohibited, regardless of the legalization of marijuana by certain states
- The Department of Defense maintains a drug-free workplace pursuant to Executive Order (EO) 12564 (1986) and DoD 1010.09
- Use of illegal drugs on or off duty by federal civilians is still prohibited, regardless of the legalization of marijuana by certain states. Such use will not be tolerated. The illegality of marijuana is based on the federal criminal statutes on controlled substances and is not affected by any state laws legalizing use of marijuana



Marijuana Laws



The Hour Has Come

- **EO 12564 prohibits the use of "illegal drugs," which it defines as a Schedule I or II drug, as defined by section 802(6) of Title 21 of the Controlled Substances Act. The EO states two exceptions to its definition of "illegal use." The first is use of a controlled substance "pursuant to a valid prescription." The second is "other uses authorized by law."**
- **The first exception cannot be invoked because marijuana is a Schedule I drug that has no authorized medical use under federal law**
- **The second exception also cannot be invoked because federal law does not authorize the use of marijuana, except in rare instances (i.e., an authorized research study) and the supremacy clause of the U.S. Constitution invalidates any state laws to the contrary**



Marijuana Laws



The Hour Has Come

- **AFI 90-508, Civilian Drug Demand Reduction Program, and AFI 36-704, Discipline and Adverse Actions, are in effect for civilians testing positive for marijuana regardless of state laws on recreational or medicinal use**
- **AFI 36-704 provides extensive guidance on how to treat illegal drug use offenses. Managers have a number of options in this regard. In determining the proper discipline, they should consult the Table of Penalties (AFI 36-704, Attachment 3, 11b-f)**
- **They should also consider past duty performance, prior discipline, and rehabilitation potential, among other factors. Additionally, the use of "last chance" agreements may be valuable**



Reasonable Suspicion Testing



The Hour Has Come

- A specific and fact based belief that an employee may have used illegal drugs, on or off duty, based on the following:
 - Direct observation of drug use or possession and/or the physical symptoms of being under the influence of a drug
 - A pattern of abnormal conduct or erratic behavior
 - Arrest or conviction for a drug-related offense, or the identification of an employee as the focus of a criminal investigation into illegal drug possession, use, or trafficking.
 - Information provided either by reliable and credible sources or independently corroborated
 - Newly discovered evidence that the employee has tampered with a previous drug test. (Reasonable Suspicion)

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Reporting Suspicious Behavior



The Hour Has Come

- If an employee is suspected of illicit drug use or in possession of drug paraphernalia, the appropriate supervisor will gather all information, facts, and circumstances, leading to, and supporting this suspicion.
- A supervisor in the employee's chain makes the determination, after coordination with the SJA, as to whether reasonable suspicion exists in any given case.
- The supervisor will notify the employee in writing of the requirement to provide a urine specimen (under direct observation).

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Observations, Behaviors & Symptoms



The Hour Has Come

- Constricted or dilated pupils
- Bloodshot eyes
- Odor of alcohol or marijuana
- Nervous
- Sleepy
- Confused
- Exaggerated Politeness
- Combative
- Excited
- Fatigued
- Uncooperative
- Poor Memory
- Fighting
- Slurred, Slow Speech, Rambling
- Falling , Staggering, Stumbling
- Profuse Sweating
- Slow Reactions
- Crying
- Tremors
- Constantly tardy or absent; excessive “emergencies”
- Excessive use of sick leave
- Patterns of absences : day after payday, Monday, Friday
- Missed deadlines and excessive excuses

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Accident/Safety Mishap Testing



The Hour Has Come

- **Employees will be subject to testing for evidence of illicit drug use, if the member's supervisor reasonably concludes an employee's conduct may have caused or contributed to an accident or safety mishap involving personal injury that requires emergency medical treatment, a fatality, or at least \$2,000 in property damage**
- **A supervisor in the employee's chain of command will gather all information, facts, and circumstances leading to and supporting this determination. The determination will be coordinated with a higher level supervisor in the functional chain of supervision, CPO, and a SJA representative**

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Consent Testing



The Hour Has Come

- **After consultation with the SJA, a supervisor may ask any civilian employee to consent to provide a urine specimen for drug testing at any time. The consent must be knowing and voluntary.**
- **An employee who consents providing a urine specimen whose specimen tests positive for an illicit drug without a legitimate medical reason is not exempt from disciplinary action as defined in the Safe Haven Provision**

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Rehabilitation (Follow-Up) Testing

The Hour Has Come

- All employees referred for counseling or treatment for illicit drug use will be subject to unannounced testing for a minimum of one year from the time of initiated rehabilitation services
- Frequency and duration of testing will be determined by the Civilian Rehabilitation Team or as stipulated in an abeyance (last chance) agreement

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Voluntary Testing



The Hour Has Come

- Employees not in TDP may volunteer for unannounced random testing by notifying CPO. CPO must, in turn, notify DDR staff
- Volunteers will be included in the pool of TDP subject to random testing and be subject to the same conditions and procedures as outlined for TDP random testing
- An employee who volunteers for the random testing program will remain in the TDP pool until the employee withdraws from participation by the notifying CPO
- Employees must notify CPO of intent to withdraw at least 48 hours prior to being scheduled for a random test

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Safe Haven Provision



The Hour Has Come

- Disciplinary action for illicit drug use will not be initiated for any employee who meets ALL four of the following conditions:
 - (1) voluntarily identifies self as a user of illicit drugs prior to being notified of the requirement to provide a specimen for testing or being identified through other means
 - (2) obtains and cooperates with appropriate counseling or rehabilitation
 - (3) agrees to and signs a last chance or statement of agreement and
 - (4) thereafter refrains from illicit drug use. This does not preclude disciplinary action for the other misconduct, i.e., possession of drugs or drug paraphernalia

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Disciplinary Actions



The Hour Has Come

- **Supervisors are required to take appropriate action against any employee found to use illicit drugs in coordination with CPO. Procedures must be consistent with applicable collective bargaining agreements and Air Force and DoD Policy**
- **Management will propose action to remove an employee for any one of the following:**
 - **(1) Refusing to obtain counseling or treatment as required by EO after having been found to engage in illicit drug use**
 - **(2) Continued illicit drug use after a first offense of illicit drug use**
 - **(3) Altering/substituting or attempting to alter/substitute a urine specimen for their own or that of another employee**
 - **(4) Failure in a mandated and/or agreed upon medically approved drug rehabilitation program**

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Employee Counseling and Assistance



The Hour Has Come

- **Civilian employees will be provided a one-time mandatory assessment and referral appointment through EAP or ADAPT. At the employee's expense, the mandatory assessment and referral appointment can be conducted by other appropriate health care providers**
- **Follow-on counseling services, if needed, can be provided through the installation EAP, ADAPT (on space available as fee for service), or other appropriate private health care service providers**
- **Military –based counseling and/or treatment services may be provided on a space available, reimbursable basis depending on the eligibility status of the employee and IAW HHS/TRICARE guidelines**

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Confidentiality and Records Maintenance



The Hour Has Come

- **AFCDTP records will be maintained IAW all applicable Federal laws, rules and regulations regarding confidentiality of records, including the Privacy Act, 5 U.S.C. 552a, and 42 C.F.R., Chapter 1, Subchapter A, Part 2**
- **For the mandatory initial assessment, the employee will be advised that their supervisor will be notified of the employee's attendance and departure time from the interview**
- **The employee will be given the option to sign a Consent for Release of Patient Information. Doing so will allow for the treatment provider to report progress to the supervisor. The information may then be considered in deciding on continued assignments to TDPs and other sensitive positions**

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Limits to Confidentiality



The Hour Has Come

- **Disclosure of child abuse, elder abuse and serious threats of harm to self or others or homicide or suicide as dictated by state law**
- **It is at the discretion of the employee to share their treatment and rehabilitation status with coworkers**

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A Safer, Drug-Free Workplace



The Hour Has Come

- Recognize the impact of alcohol and drug abuse on the workplace
- Understand and follow the Drug-Free Workplace Policy
- Remember the types of assistance available
- Access DOL's Working Partners Web Site
www.dol.gov/workingpartners

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Contact Information



The Hour Has Come

- **Drug Demand Reduction Program Manager**
 - Donna Butte – 481-5998
- **Drug Testing Program Administrative Manager**
 - TSgt Kidder – 481-5118
- **ADAPT – 481-5376**
- **Civilian Personnel Office**
 - Veronica Covington – 471-0885
- **Legal**
 - Capt Bunnell – 481-7294

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