



To: All TSA Employees
From: Richard A. Whitford, Assistant Administrator for Human Resources
Subject: Drug and Alcohol Program Employee Notification

The Transportation Security Administration (TSA) is committed to a drug and alcohol-free workplace and an environment that fosters the well-being of all TSA employees and aviation security. Testing is the most effective way to ensure TSA's safety and security sensitive employees are drug and alcohol free. Realizing that testing is a highly sensitive issue, we want to assure you that the Drug and Alcohol-Free Workplace Program has been designed with the utmost concern for maintaining each individual's privacy and dignity.

This memorandum notifies you of the requirements of TSA's Drug and Alcohol-Free Workplace Program. Drug or alcohol testing applies to any TSA employee occupying a safety or security sensitive position, (i.e. Federal Air Marshals, Transportation Security Screeners, Law Enforcement Officers) also called Testing Designated Position (TDP), where job duties and/or responsibilities have a direct impact on public health and safety, the protection of life and property, and/or national security. Employees occupying testing designated positions are subject to all mandated testing. All TSA employees in non-TDPs are not subject to alcohol testing but are subject to reasonable suspicion, post-accident, follow-up testing for drugs, and may volunteer for drug testing.

Individuals in TDPs are subject to random drug or drug and alcohol testing which is unannounced and can occur on any workday. Refusal to submit to such testing, failing to appear for a test, refusal to provide a urine specimen or adequate breath sample, failure to cooperate with the collection process or tampering/adulterating/ substituting your specimen is grounds for removal from the federal service.

Drug testing will be performed through urinalysis by an independent contract laboratory certified by the U.S. Department of Health and Human Services. The laboratory is required to observe strict quality control procedures. The testing methodology used reflects the scientific and technical procedures necessary to ensure results are highly reliable and accurate. These procedures will include an initial screen for drugs and confirmation by gas chromatography/ mass spectrometry.

To ensure the specimen taken from an employee is properly identified, strict chain-of-custody procedures are used when collecting and transferring the specimen. Be assured that all test results are handled with maximum respect for employee confidentiality, consistent with safety and security. In addition, a Medical Review Officer (MRO) reviews all laboratory-confirmed positive test results and requests an explanation from each donor before a determination of illegal drug use is made.

Alcohol tests are conducted using evidential breath testing devices approved by the National Highway Transportation Safety Administration. If an alcohol screening test is positive, a confirmation test is required. Alcohol tests detect alcohol misuse (i.e. the consumption of any beverage, mixture, or preparation, including any medication, containing alcohol resulting in breath alcohol levels at or above 0.020 at work). Employees must comply with pre-duty abstinence requirements for their positions-eight (8) hours for Federal Air Marshals and four (4) hours for all other TSA employees subject to alcohol testing.



**Transportation
Security
Administration**

**Memorandum
Drug and Alcohol Policy
April 2003**

Any TSA employee whose drug test is verified as positive by the MRO or who has a positive breath alcohol result above the appropriate limit, will be disciplined, up to and including removal from Federal service, according to TSA guidelines. Achieving a drug and alcohol-free workplace is a goal we owe our families, the traveling public, and ourselves. An Employee Assistance Program is available 24-hours, 7-days a week at 1-800-222-0364 / TTY 1-888-262-7848. For information regarding TSA's Drug and Alcohol-Free Workplace Program, contact your local Drug Program Liaison.

Your signature below certifies that you have received this notice.

Printed Name

Signature

Date