

Drug Enforcement Administration Pre-Employment Drug Policy
Notification and Acknowledgement

Privacy Act Notice

Providing this information is voluntary. Authorities for the collection of this information are found in 5 U.S.C. Part II (Civil Service Functions and Responsibilities) and Part III (Employees), and E.O. 9397 (Social Security Number). The principal purposes for which the information will be used are to evaluate your continuation in the hiring process for employment at the U.S. Department of Justice, Drug Enforcement Administration (DEA) and to ensure the accuracy of agency records. The information may be disclosed to employees of the U.S. Department of Justice who have a need to know the information for the performance of their duties. Failure to furnish the requested information may result in the withdrawal of your conditional offer of employment at DEA.

Name:

Last

First

Middle

The DEA is charged with enforcing the Controlled Substance Act (CSA), and therefore carefully evaluates illegal drug use and abuse during the application process. The use of illegal drugs and drug abuse by job applicants, TFOs, and contractor personnel offered on DEA contracts is not tolerated, and therefore current and past illegal drug use and activity must be disclosed. Applicants for a position with the DEA must be completely candid regarding their past involvement with illegal narcotics, including any use, attempted use, experimentation, purchases, sales, or other acts. Applicants must also be completely candid regarding their past involvement with any prescription drugs used in any manner for which they were not medically intended. Finally, applicants must certify, in writing, that their current personal habits, beliefs, and lifestyle are not in conflict with DEA’s mission to enforce the CSA and provide a drug-free society.

The application of DEA’s *Pre-Employment Drug Policy*, in conjunction with a case-by-case analysis are used by all entities in the hiring process to help determine whether an applicant’s prior illegal drug use makes them eligible and/or suitable for DEA employment. A candidate will be found unsuitable for employment and automatically disqualified if they deliberately misrepresent their drug history in connection with their application for employment.

All applicants for employment with DEA must complete this form and submit it as part of their employment application. Carefully read this document in its entirety.

Sec. 1. The below statements provide your acknowledgement of the requirements of the DEA *Pre-Employment Drug Policy* (further outlined in Sec. 2) and expectations for DEA job applicants, TFOs, and contractors. **Initial your acknowledgment for each of the following statements:**

Initials

I understand that I must provide truthful information to the DEA regarding all information requested on this form. I understand that I will be questioned and may be polygraphed (if applicable) regarding the responses I provide on this form. I understand that any omissions or discrepancies between the information provided, and what is learned during the hiring process, to include suitability, security and polygraph processes, may preclude me from further consideration for DEA employment.

Initials

Initials

I understand that my responses on this form and any previous responses to the DEA will be used to determine my continuation in the hiring process. I also understand that my answers will NOT be used in any criminal proceeding against me. I further understand that my failure to respond to any questions on this form may result in DEA withdrawing my conditional offer of employment.

Initials

By the words “use,” “attempted use,” “ingestion,” and “experimentation,” I understand that the DEA is asking me to disclose any and all involvement as described with synthetic or designer drugs, illegal narcotics, or dangerous drugs, to include any act of smoking, ingesting, tasting, inhaling, injecting, puffing, or otherwise experimenting with a controlled substance or a substance that I believe to be a controlled substance. This includes all use or ingestion of marijuana, THC, or other cannabis products, and any prescription medications in a manner for which they were not medically intended.

Initials

I understand the meaning of “public trust” positions, as defined by the Code of Federal Regulations (CFR) Ch 5.731.106, are those that may involve policy making, major program responsibility, public safety and health, law enforcement duties, fiduciary responsibilities or other duties demanding a significant degree of public trust, and positions involving access to or operation or control of financial records, with a significant risk for causing damage or realizing personal gain.

Sec 2. *DEA Pre-Employment Drug Policy.* The statements below provide the *DEA Pre-Employment Drug Policy* for all applicants, TFOs, and contractor personnel. The DEA background, security, and polygraph investigation (if applicable) processes and approvals will gather the detailed information associated with each statement below, including types of illegal drugs and narcotics used, dates of use, and circumstances surrounding use if positive use or involvement is provided. Further, it is DEA policy to review an applicant’s full application package and evaluate the candidate by using the “whole person” concept to determine whether an applicant’s prior drug use makes them eligible and/or suitable for employment.

Read the information thoroughly before answering. **Initial your acknowledgment of understanding for each of the following statements:**

Initials

I will provide detailed information during the background, security and polygraph (if applicable) investigations and approval processes associated with each statement below, including types of illegal drugs and narcotics used, dates of use, and circumstances surrounding use if positive use or involvement is acknowledged.

Initials

- _____
Initials Applicants cannot have used marijuana or cannabis in any form (natural or synthetic) and in any location (domestic or foreign) within (3) three years preceding the date of their application for employment, regardless of state or foreign country laws where this activity may be legal.
- _____
Initials Marijuana or cannabis use before the candidate's 18th birthday is not an automatic disqualifier for DEA employment. Adjudicative personnel will evaluate the candidate by using the "whole person concept."
- _____
Initials Dronabinol (sold as Marinol, Syndros, or generic equivalents) is the only pharmaceutical drug containing tetrahydrocannabinol (THC) that the Food and Drug Administration has approved for lawful use with a medical prescription. Applicants cannot present "medical marijuana cards" or other prescriptions as mitigating factors for marijuana or cannabis use.
- _____
Initials Applicants who have abused any prescription drug, over-the-counter substance, or legally obtained substance (e.g., inhalants, solvents, etc.) within three (3) years preceding the date of application for employment will be found unsuitable and disqualified. Abuse is defined as the use of illegal drugs, prescriptions or over-the-counter drugs for purposes other than those for which they are meant to be used or in excessive amounts. Drug abuse may lead to social, physical, emotional and job-related problems.
- _____
Initials Applicants cannot have sold, distributed, manufactured, or transported any illegal drug or controlled substance without legal authorization.
- _____
Initials Applicants cannot have used any illegal drug, other than marijuana, within the seven (7) years preceding the date of the application for employment.
- _____
Initials Applicants cannot have used anabolic steroids without a prescription from a licensed practicing physician within seven (7) years preceding the date of the application for employment.
- _____
Initials Applicants cannot have used or purchased for use, sold, or provided a prescription drug to someone knowing that person was going to use that drug for something other than its intended medical purpose.
- _____
Initials Applicants cannot have illegally used or been involved with an illegal drug, controlled substance, or illegal narcotic while in possession of a security clearance.
- _____
Initials Applicants cannot have illegally used or been involved with an illegal drug or controlled substance while employed as a law enforcement officer, prosecutor, or courtroom official, or while in a position of public trust or public safety.
- _____
Initials Applicants cannot have any conflict of interest with personal habits, beliefs, or lifestyle and the DEA's mission to enforce the CSA and provide a drug-free society. Examples of conflicts of interest include, but are not limited to: being in a current,

intimate relationship with a user of illegal narcotics or dangerous drugs; voluntarily living with a user of illegal narcotics or dangerous drugs; or a person seeking or has obtained state licensure or permits to cultivate and/or distribute marijuana, THC, and other cannabis products regardless of state or foreign country laws where this activity may be legal.

I have been truthful in my acknowledgement of the DEA *Pre-Employment Drug Policy* outlined throughout this document and understand the requirements for employment.

Applicant Name (Print)

Applicant Signature

Date

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control Number. Public reporting burden for this collection of information is estimated to average 7 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is voluntary to obtain or retain a benefit. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to DEA, Office of Compliance, Policy Administration (Policy.Administration.Section@dea.gov and reference the OMB Control Number 1117-0063 Note: Please do not return the completed form to this address.

Initials

Revised June 2024
All previous versions are obsolete.