



ADMINISTRATION AND  
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE  
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WASHINGTON, DC 20301-1950

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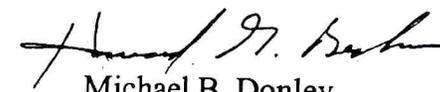
MEMORANDUM FOR ALL EMPLOYEES, GS-15 AND BELOW, OCCUPYING A TESTING DESIGNATED POSITION SERVICED BY THE WASHINGTON HEADQUARTERS SERVICES HUMAN RESOURCES DIRECTORATE, LABOR AND MANAGEMENT EMPLOYEE RELATIONS DIVISION'S CUSTOMER SUPPORT OPERATING OFFICE

SUBJECT: Office of the Secretary of Defense/Joint Staff (OSD/JS) Drug-Free Workplace Plan Random Drug Testing Revision

This memo advises you that pursuant to the Department of Defense's (DoD) expanded drug testing mandate, beginning October 1, 2005, Washington Headquarters Services will implement 100 percent random drug testing of its testing designated positions.

During Fiscal Year 2004, the Assistant Secretary of Defense for Special Operations/Low Intensity Conflict mandated an expanded drug testing policy for DoD. This new policy, set forth in Appendix titled "General Drug Demand Reduction Policy Implementation Guidelines," states the Department conduct drug testing for civilian employees in testing designated positions at a minimum average rate of one test per testing designated employee per year (attached). What this means is that we will be conducting approximately 4,500 random drug tests during FY 2006, which is equal to the number of TDPs. As in the past with random drug testing, not every employee will be contacted and some may be randomly selected several times in a fiscal year. Mandatory random drug testing for senior level employees was implemented earlier this year.

If you have any questions regarding the OSD/JS Drug-Free Workplace Program, please contact the Drug-Free Workplace Assistant Coordinator, Ms. Amy Hunt, on 703-699-1815.

  
for Michael B. Donley  
Director

Attachment:  
As stated