



# DRUG-FREE WORKPLACE PROGRAM

## SUPERVISOR TIP SHEET - JUNE 2015

This tip sheet provides NASA Supervisors with a quick reference on their role for the different types of drug tests conducted under the NASA Procedural Requirements (NPR) 3792.1, Plan for a Drug Free Workplace.

**Random Drug Testing** is unannounced testing of employees in Testing Designated Positions (TDPs) who have been randomly selected. Each employee has an equal chance of being selected for testing. For more information on how an employee is randomly selected, refer to **NASA's Drug-Free Workplace Program Random Selection Process** flyer at [www.nssc.nasa.gov/drugtesting](http://www.nssc.nasa.gov/drugtesting).

**Distribution of Test Notices** – When an employee is randomly selected for drug testing, the Administrative Officer (AO) will give the Supervisor the drug test notice for each employee being tested. Once the Supervisor receives the notification from the AO, the Supervisor must notify the employee of the test **no earlier than 2 hours** before the scheduled test time. Please ensure confidentiality is maintained when distributing the test notice to the employee. Supervisors need to be aware that if the employee cannot report at the scheduled time, the appointment can be rescheduled during the times provided on the test notice.

**Deferral Form** – As outlined in NPR 3792.1, paragraph 3.4.2, Deferral of Random Testing, an employee may **only** be deferred if the employee is in approved leave status (e.g., administrative, annual, sick, or Leave Without Pay (LWOP)); official travel status; approved telecommuting status; or is in training that is off-Center. If you must defer an employee who meets one of the criteria, follow the instructions on the deferral form provided with the test notice package from the AO, then complete and send it to the NSSC Drug Testing Team as soon as possible.

**Reasonable Suspicion Drug Testing** is testing of any employee based on observable phenomena; an arrest or conviction for a drug-related offense or criminal investigation; information provided by a reliable/credible source or independently corroborated; or on new evidence that an employee tampered with a previous test result.

**Initiate Testing** – Once the Supervisor has documented the information that supports the basis for requesting the Reasonable-suspicion test as outlined in NPR 3792.1, the Supervisor should contact the Center Human Resources Office and the Drug Program Coordinator who will, in turn, notify the NSSC Drug Testing Team.

**Post-accident or Unsafe Practice Drug Testing** is testing of an employee due to an accident or unsafe practice that occurred on the job and caused, or may have contributed to, serious injury or death or damage to Government or personal property estimated to exceed \$10,000.

**Testing Criteria** – As identified in NPR 3792.1, if one of the two criteria is met, you must present the facts leading to the incident/accident to the Center Director (or designee) for approval to conduct the test.

**Initiate Testing** – After approval to test has been obtained, you may contact the NSSC Drug Testing Team to request a test be conducted. You must also provide the written report including the appropriate signatures as soon as possible.

### Receipt of Test Results

The Supervisor is only notified by the NSSC Drug Testing Team if the employee's result is not negative (i.e., positive, substituted, or adulterated). In accordance with NPR 3792.1, Chapter 4, Finding of Illegal Drug Use and Disciplinary Consequences, the Supervisor must initiate appropriate disciplinary action.

### Regulations and Additional Information

The current NPR 3792.1, Plan for a Drug Free Workplace, may be found by going to the NASA Online Directives Information System (NODIS) Library at <http://nodis3.gsfc.nasa.gov>. Click the **3000-3999 Human Resources and Personnel** link, then locate and click the document link.

NSSC Drug Testing Information:  
Web site: [www.nssc.nasa.gov/drugtesting](http://www.nssc.nasa.gov/drugtesting)  
Fax: 1-866-779-6772  
E-mail: [nssc@nasa.gov](mailto:nssc@nasa.gov)

For questions concerning NASA's Drug Test Program administration, please contact the NSSC Customer Contact Center at 1-877-677-2123 (1-877-NSSC123) or [nssc-contactcenter@nasa.gov](mailto:nssc-contactcenter@nasa.gov).