

MEMORANDUM

November 22, 1995

To: T. Jeremy Gunn
cc: Christopher Barger, Noelle Gray, David Montague, Chet Rhodes

From: Tammi Long

Subject: Drug-Free Workplace Task Force

The Drug-Free workplace program was established to prevent substance abuse among federal employees and in federal agencies. Each agency must establish a drug testing program for all testing-designated positions ("TDP"). All members of the Assassination Records Review Board staff and board are in TDPs. Testing is required for "all employees in sensitive positions. . . Testing may be limited to certain positions where national security considerations are present. . . . Also, all presidential appointees are TDPs. Testing is required for Marijuana and Cocaine but may also be required for other opiates.

In addition to establishing a testing program, each agency must make provisions for an Employee Assistance Program ("EAP") to provide counseling to employees who seek the service, test positive for a controlled substance or who voluntarily admit to substance abuse.

Chronologically, ARRB has taken the first steps in establishing its program. I have requested the start up package from Ron Armstrong, Substance Abuse and Mental Health Division, HHS. His office is responsible for processing the individual agency plans for Congressional approval. Unfortunately, the most time consuming part of this process occurs after ARRB modifies the Model Plan to meet the needs of our agency. We have the option of using a scanner to input the plan into our database, where it can be altered for our needs. Mr. Armstrong did mention that he may be able to locate the Model Plan on a disk in WordPerfect format. If he is able to locate a copy, he will forward one.

Only after we have been granted Congressional approval, may we begin testing. As a small agency, we will be able to ride the contract for testing services which is currently in existence at the Department of Interior. All presidential appointees are tested for free. There is a yearly fee for participation which is paid only if testing is done.

The Department of Health and Human Services has an available EAP which we could refer our Board and staff if the need should ever arise. I will need to contact Joan Kelly to clarify the details.

As a committee, we should look at the model plan and eliminate those parts of the plan which do not

apply to ARRB. My current understanding is that testing is mandatory, the only voluntary provision being for non-TDPs who want to volunteer to participate to serve as a role-model. However, there are various schemes for the type of testing program, ie random or across the board. These are considerations which will require a consensus.

I will continue to look at my copy of the Model Plan, penciling in suggestions for the plan's alteration to fit our needs. I will have a copy of the model plan for each member of the task force at our first meeting or you may see me if you need a copy before then.