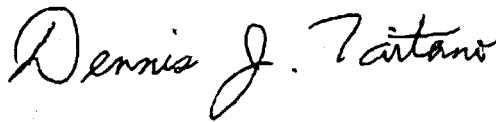


**For:** FAS, FSA, and RMA Employees, except State and County Office Employees

**Federal Drug and Alcohol Testing Training for Designated Employees and Supervisors**

**Approved by:** Acting Administrator



**1 Overview**

**A Background**

In an effort to ensure the health and safety of the public and Federal employees, Congress passed legislation mandating drug and alcohol testing of employees occupying positions throughout the Federal government. In response to this legislation, the Department of Transportation (DOT) and the Department of Health and Human Services (HHS) developed regulations for creating workplace drug and alcohol testing programs.

In turn, DOI’s Drug Testing Program, in partnership with DOI University, has created 1 hour online training courses to educate employees and supervisors about HHS and DOT drug and alcohol testing requirements and procedures. This training is designed for employees who are in testing designated positions (TDP’s) and their immediate supervisors.

**Note:** Employees in TDP’s are subject to random drug testing.

FFAS employees who are in TDP’s are required to complete the training titled, “HHS Drug Testing Regulations for Employees”. All supervisors who supervise employees in TDP’s are required to complete the training titled, “HHS Drug Testing Regulations for Supervisors”.

**B Purpose**

This notice provides the following:

- FFAS TDP’s
- supervisor and employee training requirements.

**Note:** This notice does **not** apply to FSA State and County Offices.

Disposal Date	Distribution
January 1, 2010	All FAS, FSA, and RMA employees, except State and County Offices

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**2 FFAS TDP's**

**A TDP Descriptions**

<b>Position</b>	<b>Description</b>
Agency Heads	Incumbents serve as the top cadre of management personnel of USDA in both career and noncareer positions. Manages and supervises agencies of USDA, participates at the highest levels in policy formulation and direction, and makes extremely complex and sensitive decisions requiring a high degree of public trust and confidence.
Drug-Free Workplace Program Personnel	Incumbents who hold the positions of Employee Assistance Program Coordinator and Agency Drug Testing Liaison are directly involved in the administration and day-to-day operation of the Drug-Free Workplace Program. As such, incumbents are in positions having access to sensitive employee and drug testing program information.
Employees with Top Secret Security Clearances	Incumbents have access to national security information with Top Secret classification, serve in sensitive Foreign Service or overseas positions which require a Top Secret security clearance, or are involved in duties demanding the highest degree of public trust.
Motor Vehicle Operator (WG-5703)	Incumbents operate motor vehicles such as buses, trucks, passenger vans, and other passenger carrying vehicles as their predominant duty and responsibility. The vehicles are used to move people and equipment including providing chauffeur services to high level officials. Vehicles must be operated in a safe manner to avoid endangering lives of the public or passengers, or risking the loss of property.
Presidential Appointees	These are individuals appointed by the President with the advice and consent of the Senate. Individuals serve the American public in the highest levels of USDA in positions such as Secretary of Agriculture, Deputy Secretary of Agriculture, Assistant and Under Secretaries and agency Heads. Individuals participate with the President and the Congress in developing public policy in the many areas within the scope of USDA, make the most complex and sensitive decisions, and require the highest degree of public trust and confidence.
Special-Sensitive	Incumbents of these positions are designated as such under criteria of the Federal Personnel Manual Chapters 731 and 732. Individuals serve in positions of the highest level of sensitivity with the potential for greatest degree of damage to the national security. Most occupants of these positions require access to Top Secret national security information according to E.O. 10450, or access to sensitive compartmented information under authority of Director of Central Intelligence Handbook No. 1/14. These positions also include any ADP-computer position that meets the mentioned criteria or is determined by the head of a USDA agency to impose a risk in terms of ADP-computer security above that at the critical-sensitive level.

**Note:** This is not an inclusive listing of TDP's and only identifies TDP's in FFAS.

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### 3 Training Requirements

#### A Incumbents

Employees and supervisors are required to complete training biyearly (every 2 years). The training module will be posted in the incumbent's learning plan in AgLearn.

#### B New Employees

New employees and/or personnel assuming supervisor positions are required to complete training within 90 calendar days of entering TDP. The training will be posted in the employee's learning plan in Aglearn within 30 calendar days of entry in a TDP. Employees must complete the training within 90 calendar days of entering in a TDP.

#### C Accessing AgLearn

Access the training in AgLearn according to the following.

Step	Action
1	Go to <a href="http://www.aglearn.usda.gov">http://www.aglearn.usda.gov</a> ; under the "Learner Center" tab, CLICK " <b>Learner Login</b> ".
2	On the Warning Screen, CLICK " <b>Continue</b> ". Enter user ID and password and CLICK " <b>Login</b> ".
3	CLICK " <b>Learning</b> ".
4	Under the "Title" column of the Learning Plan, locate " <b>HHS Drug Testing Regulations for Supervisors</b> " or " <b>HHS Drug Testing Regulations for Employees</b> ".
5	Under the "Action" column, CLICK " <b>Launch content</b> ".
6	Read the " <b>Getting Started</b> " directions.

At the end of the course are post assessment questions. The page that contains the last question will have a "**Done**" button. CLICK "Done" after the selections have been made. Clicking the "Done" button ensures that credit is received for completing the post assessment questions. **Be sure to CLICK "Done" before exiting the post assessment section.**

If there are any questions:

- **FSA and RMA employees** shall contact the AgLearn Administrator
- **FAS employees** shall send an e-mail to [mandatorytraining@fas.usda.gov](mailto:mandatorytraining@fas.usda.gov).

#### D Contact

Direct questions about this notice to Lolita Roberson, FFAS Drug Testing Liaison, by any of the following:

- telephone at 202-401-0629
- FAX at 202-205-3781
- e-mail at [lolita.roberson@wdc.usda.gov](mailto:lolita.roberson@wdc.usda.gov).