

Department of Homeland Security
Cybersecurity and Infrastructure Security Agency
Directives System
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DRUG-FREE WORKPLACE

I. General Information

A. Purpose

This Directive establishes the Cybersecurity and Infrastructure Security Agency's (CISA) Drug-Free Workplace Program, the requirements established by the CISA Drug-Free Workplace Plan (Attachment 1) and its administration throughout the agency.

B. Scope of Application

This Directive applies to all CISA employees, detailees, and interns (CISA personnel), and applicants for employment.

Employees covered by collective bargaining agreements are covered by this policy to the extent that this policy does not conflict with the terms of any related and legally enforceable provisions of an applicable collective bargaining agreement. Moreover, employees covered by collective bargaining agreements may be subject to additional requirements.

C. Exemptions

There are no exemptions from this policy.

D. Supersession

None.

E. Review Dates

This section is completed by SPP.

1. Effective Date: 06/26/2025
2. Last Review Date: 06/26/2025
3. Next Review Date: 06/26/2028

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F. Revision Log

This section is completed by SPP.

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Section III.G.4		Kevin Diana	June 26, 2025
Section III.H.1.b		Kevin Diana	June 26, 2025

II. Responsibilities**A. The Director, CISA:**

1. Establishes the Drug-Free Workplace policy at CISA and ensures effective management of the policy; and
2. Ensures CISA-wide compliance with and maintenance of the Drug-Free Workplace Program through the Chief Human Capital Officer (CHCO).

B. The Chief Human Capital Officer (CHCO):

1. Implements CISA's Drug-Free Workplace policy in a manner consistent with the guidelines prescribed by the Department of Health and Human Services (HHS);
2. Develops and updates the CISA Drug-Free Workplace Plan and any additional procedural documents that may be required;
3. Issues, implements, and monitors the Drug-Free Workplace policy;
4. Designates a Drug Program Manager to oversee implementation of the Plan;
5. Establishes and maintains a CISA Employee Assistance Program (EAP) and designates an EAP Manager;
6. Advises the Director on issues involving the Drug-Free Workplace Program; and
7. Ensures agency-wide compliance with and enforcement of this Directive in partnership with the heads of divisions and mission enabling offices (offices).

C. The Drug Program Manager (DPM), Office of the Chief Human Capital Officer (OCHCO):

1. Implements and administers the Drug-Free Workplace Program;

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2. Serves as the principal contact with the Medical Review Officer (MRO), the laboratory, and the collection staff to ensure the effective operation of the testing portion of the program;
3. Receives verified positive test results from the MRO and collaborates with Employee and Labor Relations (E&LR) to refer employees with verified positive test results to the EAP for counseling and treatment services;
4. Notifies the appropriate Human Resources (HR) Specialist who is responsible for ensuring immediate withdrawal of the tentative job offer (TJO) in the event of a verified positive test result for an applicant tentatively selected for employment;
5. Notifies the Chief Security Officer (CSO) of a verified positive test result or a voluntary admission of illegal drug use;
6. Notifies the CSO of individuals who have been referred to alcohol and/or drug related treatments;
7. Provides educational materials, training, advice, and assistance to supervisors and employees on illegal and illicit drugs and illegal opioids in the workplace and on the Drug-Free Workplace Program;
8. Collaborates with the Employee Assistance Program Manager (EAPM) to ensure EAP services are appropriately provided; and
9. Monitors the progress of referred employees during and after the rehabilitation period and provides feedback to supervisors regarding the employee's compliance with the treatment plan.

D. The **Employee Assistance Program Manager (EAPM)**:¹

1. Coordinates referrals to the EAP with the DPM and supervisors;
2. Provides EAP orientation training on availability of counseling and other resources;
3. Assists supervisors in recognizing performance or personnel issues that may be related to illegal drug use;
4. Makes referrals for treatment, considering the:
 - a. Nature and severity of the problem;
 - b. Location of the treatment;
 - c. Cost of the treatment;
 - d. Intensity of the treatment environment;
 - e. Availability of inpatient/outpatient care;
 - f. Other special needs (e.g., transportation, childcare); and
 - g. Preference of the employee.
5. Works with the DPM to provide educational materials and training, advice, and assistance to managers, supervisors, and employees on matters related to illegal and illicit drugs and illegal opioids in the workplace;
6. Maintains rosters of treatment and rehabilitation resources;
7. Is familiar with available resources, including use of employee health insurance coverage for treatment; and
8. Monitors treatment plans.

1. This only lists the responsibilities of the EAPM in relation to the CISA Drug-Free Workplace Plan.

E. The Human Resources (HR) Specialist, Talent Acquisitions/Client Service Advocates (TA/CSA), OCHCO:

1. Ensures immediate withdrawal of an offer of employment upon receiving a verified positive test result for an applicant tentatively selected for employment from the MRO; and
2. Informs the applicant that the presence of an illegal drug, an illicit drug, and/or illegal opioid has been verified in the applicant's system.

F. The Medical Review Officer (MRO):

1. Receives all laboratory test results;
2. Ensures that individuals who test positive are given an opportunity to discuss the test results in accordance with the CISA Drug-Free Workplace Plan;
3. Provides written determination on all verified positive drug test results including a positive drug test result form indicating that the positive result has been verified, relevant documentation, and a summary of findings (excluding medical information) and forwards it to the DPM;
4. Observes strict confidentiality requirements in accordance with applicable federal laws and Executive Orders (EOs);
5. Notifies DPM when an individual who has been tentatively selected for employment has obtained a verified positive test result; and
6. Coordinates with and reports to the DPM on all activities and findings on a regular basis.

G. The Associate Chief, Employee and Labor Relations (E&LR), OCHCO:

1. Seeks ways in which bargaining unit representatives might assist in program implementation, e.g., by enhancing confidence in the program;
2. Observes agreements already reached, includes union representatives in general orientation programs, and continues to meet their obligations under 5 United States Code (U.S.C.) 71; and
3. Coordinates with supervisors to initiate and advise appropriate disciplinary action(s) when applicable.

H. The Chief Acquisition Executive:

1. Contracts or otherwise secures agreements for collection, laboratory, and MRO services and administers the contracts or other mechanisms; and
2. Ensures that all contractor-maintained information is handled in accordance with the appropriate privacy and security standards.

I. The Chief Security Officer (CSO):

1. Receives notifications from the DPM when there is a verified positive test result or an individual has voluntarily admitted to illegal drug use;
2. Receives notifications from the DPM when personnel are referred to alcohol and/or drug related treatment services;

3. Determines if the individuals who have verified positive test results and/or referrals to alcohol and/or drug related treatment services hold a sensitive position or have been granted access to classified and/or sensitive information within CISA or any other executive agencies and departments; and
4. May take actions related to the individual's eligibility for access to classified information or to hold a sensitive position and subsequent management action pursuant to a determination made based on a verified positive test result or voluntary admission.

J. The Chief Counsel:

1. Provides legal advice and reviews agency actions, including employment actions and determinations, for legal risk and sufficiency.

K. The Supervisor:

1. Completes training on:
 - a. Recognizing and addressing performance and conduct issues associated with illegal drug use by CISA personnel;
 - b. Procedures for referral of employees to the EAP;
 - c. The policy and procedures for drug testing and the situations that may give rise to a reasonable suspicion that an individual may be using illegal and illicit drugs and illegal opioids; and
 - d. The process with which reasonable suspicion is established and the need for a post-accident test is determined prior to the DPM arranging for testing.
2. Initiates the process for establishing reasonable suspicion as described in the Reasonable Suspicion Testing section of the Plan;
3. Initiates the process for referring employees to the EAP for assistance in obtaining counseling and rehabilitation upon a finding of illegal drug use;
4. Notifies E&LR to initiate appropriate disciplinary action upon finding illegal drug use;
5. Evaluates subordinates' performance or conduct problems that may be related to illegal drug use in conjunction with E&LR; and
6. Obtains review and concurrence from the second-line supervisor, the DPM, and the Office of the Chief Counsel in advance of all drug tests ordered on the basis of a reasonable suspicion in accordance with the Reasonable Suspicion Testing section of the Plan.

III. Standards and Procedures

A. Description

1. CISA has a zero-tolerance policy and all CISA personnel are accountable for maintaining a drug-free workplace. The CISA Drug-Free Workplace Plan informs CISA personnel of the testing program, the hazards of illegal drug use, and the resources available for meaningful assistance to employees and their family members experiencing the problems associated with illegal drug use.
2. The CISA Drug-Free Workplace Plan contains policies and procedures for:

- a. Drug testing on a carefully controlled and monitored basis;
 - b. The use of EAP in relation to illegal drug use and testing; and
 - c. Training and education for supervisors and employees respectively.
3. Personal dignity and privacy will be respected throughout the drug testing process and, if illegal drug use is detected, there will be consistent application of appropriate disciplinary consequences based on the circumstances of each case.
4. The drug testing process is free from discrimination based on race, color, sex (including pregnancy), national origin, religion, disability (including any need for reasonable accommodations), age, protected genetic information, prior protected Equal Employment Opportunity activity, parental status, political affiliation, or other non-merit-based factors.

B. Nature, Frequency, and Type of Drug Testing to be Instituted

1. CISA conducts drug testing in the following circumstances:
 - a. Pre-employment drug testing;
 - b. Random drug testing to include:
 - i. Testing of CISA personnel in testing designated positions (TDPs), and
 - ii. Personnel not in a TDP may volunteer for unannounced testing;
 - c. Reasonable suspicion for any personnel, in any position, when there is reasonable suspicion of on-duty drug use or on-duty impairment;
 - d. Post-accident or unsafe practice while in the performance of duties to include traveling to and from duty locations; and
 - e. As part of an individual's signed and approved "Last Chance Agreement" which requires monthly testing for a period of 12 months.
2. Detailees and interns who are assigned to a TDP are subject to the same testing requirements as CISA employees in TDPs.
3. Employees, applicants, detailees, and interns are routinely tested for the following substances including, but not limited to:
 - a. Amphetamines;
 - b. Cocaine;
 - c. Delta-9 Tetrahydrocannabinol (THC) found in marijuana and certain hemp and cannabidiol (CBD) products;
 - d. Methamphetamines, including MDMA ("Ecstasy") and MDA;
 - e. Opioids, including 6-am, morphine, codeine, hydrocodone, hydromorphone, oxycodone, and oxymorphone;
 - f. **Fentanyl and norfentanyl**; and
 - g. Phencyclidine (PCP).
4. CISA reserves the right to increase or decrease the frequency and scope of testing based on mission and/or availability of resources, consistent with the duty to achieve a drug-free workplace under the EO.

C. Additional Guidance on Marijuana, CBD, and Hemp Products

1. Marijuana is considered illegal by federal law regardless of state and local laws.
 - a. Even if marijuana use is legal in an individual's state or locality, federal

employees are bound by federal law.

- b. All marijuana use, both recreational and medical, jeopardizes an employee's CISA security clearance eligibility and results in the same procedures and consequences as the use of any other illegal drug listed in this Directive.
2. Use of CBD and/or hemp products may result in a positive drug test. If an individual tests positive due to the use of CBD and/or hemp products, it will result in the same procedures and consequences as the use of any other illegal drug listed in this Directive.

D. Additional Guidance on Alcohol Consumption

1. Personnel are prohibited from consuming alcohol while on paid duty status unless expressly authorized in writing by CISA Director or Deputy Director.
2. Personnel are prohibited from reporting for work while impaired even if the alcohol was consumed outside of paid duty hours.
3. If any CISA personnel consume alcohol while on paid duty status or is impaired while on duty due to alcohol consumption, they may be referred to EAP and are subject to possible disciplinary action up to and including termination from federal service.

DI. Employee Assistance Program

1. The EAP plays an important role in preventing and resolving employee illegal drug use by providing employees an opportunity, with appropriate assistance, to end their use of illegal or illicit drugs or illegal opioids.
2. Issues covered by the EAP include, but are not limited to, emotional or family relationship substance abuse and occupational, legal, or financial issues.
3. The EAP is administered separately from the testing program and is available to all employees without regard to a finding of illegal drug use through the drug testing program.
4. For additional information on EAP, please see CISA Directive Manual 2020-07, ["Employee Assistance Program"](#).

DII. Training and Education

1. The CISA Drug-Free Workplace Plan establishes the education and training that will be provided to all CISA employees including supervisors and managers.
2. All supervisors are required to complete the supervisor training which may be presented as a separate course or may be included as part of a comprehensive supervisor training program.
3. CISA offers online training on the CISA Drug-Free Workplace Plan and illegal drug use in general to all employees.

DIII. Testing

1. CISA adheres to the Mandatory Guidelines for Federal Workplace Drug Testing Programs and performs testing as indicated in section B.1.

2. Additional types of testing may be required under other circumstances as indicated in the CISA Drug-Free Workplace Plan.
3. For post-accident and unsafe practice related testing, employees involved may be subject to testing when, based upon the circumstances of the accident, their actions are reasonably suspected of having caused or contributed to an accident described as follows:
 - a. The accident resulted in a death or personal injury requiring immediate hospitalization; or
 - b. The accident resulted in damage to government or private property estimated to be in excess of \$10,000.
4. **Prospective employees seeking employment with CISA are required to undergo a drug test before they receive a final job offer.** If the prospective employee fails to schedule or appear for a test, or if the test results are positive, then OCHCO will rescind the prospective employee's TJO. **If the test results are positive, then the prospective employee cannot reapply to CISA for a period of six months.**

H. Pre-Employment Drug Testing for Prospective Employees Who Reside Overseas

1. Prospective employees who reside overseas and whose prospective position at CISA has a duty station that is within the continental United States (U.S.) are required to undergo drug testing upon issuance of a TJO.
 - a. Prospective employees are required to have their drug test performed within the continental U.S.
 - b. **OCHCO must receive a negative drug test result at least 10 days prior to prospective employee's start date.**
 - i. If the drug test results are not received on time, it could result in the delay of the prospective employee's start date.
 - ii. If the prospective employee fails to schedule or appear for a test, or if the test results are positive, then OCHCO will rescind the prospective employee's final job offer.
 - c. Prospective employees who return to the U.S. for drug testing are responsible for related travel and other costs associated with obtaining drug testing.

I. Finding of Illegal Drug Use and Disciplinary Consequences

1. An individual may be found to use illegal or illicit drugs or illegal opioids based on appropriate evidence including, but not limited to:
 - a. Direct observation;
 - b. Evidence obtained from an arrest or criminal conviction;
 - c. A verified positive result; or
 - d. An individual's voluntary admission.
2. Employees found to use illegal or illicit drugs or illegal opioids are referred to the EAP and, if the employee occupies a sensitive position, they are immediately removed from that position without regard to whether it is a TDP.

3. Disciplinary action taken against an employee found to use illegal or illicit drugs or illegal opioids may include the full range of disciplinary actions up to and including removal from federal service.
4. An employee who refuses to be tested when required is subject to the full range of disciplinary action up to and including removal from federal service.

J. Finding of Illegal Drug Use and Security Clearances

1. The CSO is notified by the DPM when individuals have:
 - a. Received a positive test result;
 - b. Voluntarily admitted to the use of illegal drugs;
 - c. Been referred to alcohol and/or drug related treatment.
2. The CSO:
 - a. Determines if the individual occupies a sensitive position or has been granted access to classified information;
 - b. Takes actions related to the individual's continued eligibility to occupy a sensitive position or access to classified information;
3. Individuals with a verified positive test result or voluntary admission to the use of illegal drugs may be subject to denial or revocation of their security clearance eligibility.

K. Records and Reports

1. The laboratory may only disclose laboratory test results to the MRO or the staff of the MRO.
2. Test results are protected under the provisions of the Privacy Act, 5 U.S.C. 552(a) and Public Law (Pub. L.) 100-71, 503(e) and may not be released in violation of the law.
3. Any individual who is the subject of a drug test, upon written request, is granted access to records relating to their drug test and the results of any relevant certification, review or revocation-of-certification proceedings.

L. Compliance and Enforcement

1. Consequences for Noncompliance:
 - a. Consequences for noncompliance are detailed within this Directive and the CISA Drug-Free Workplace Plan.
2. Enforcement Methods:
 - a. Compliance and enforcement procedures are incorporated within this Directive. Additional enforcement and compliance procedures are incorporated into the CISA Drug-Free Workplace Plan.
3. Compliance Procedures:
 - a. CISA provides training to supervisors and managers to assist them in recognizing and addressing illegal drug use by employees.
 - b. The DPM ensures that education and training on the Drug-Free Workplace Program and on illegal drug use in general is offered to all employees. Processes and procedures to ensure compliance at CISA are included in this Directive and

- the CISA Drug-Free Workplace Plan.
- c. The DPM monitors compliance indicators including:
 - i. Number and percentage of individuals who are found to have used illegal or illicit drugs or illegal opioids; and
 - ii. Number and percentage of individuals who fail to complete their training.
- d. The DPM provides these compliance indicators to the Enterprise Risk Management System (ERMS) on an annual basis.
 - i. The CHCO provides ERMS any audit results and a copy of its Annual Summary Report that is submitted to HHS.
- e. All audits, reports and compliance indicator reports follow the privacy requirements listed in this Directive, the CISA Drug-Free Workplace Plan, and any other applicable laws.

IV. Authorities

- A. Pub. L. 99-570, “Anti-Drug Abuse Act of 1986”
- B. Pub. L. 95-454, “Civil Service Reform Act of 1978”
- C. Pub. L. 100-71, “Supplemental Appropriations Act of 1987,” as amended
- D. EO 13526, “Classified National Security Information”
- E. EO 12564, “Drug-Free Federal Workplace”
- F. EO 13467, “Reforming Processes Related to Suitability for Government Employment, Fitness for Contractor Employees, and Eligibility for Access to Classified National Security Information,” June 2008, as amended by:
 - 1. EO 13488, “Granting Reciprocity on Excepted Service and Federal Contractor Employee Fitness and Reinvestigating Individuals in Positions of Public Trust”
 - 2. EO 13764, “Amending the Civil Service Rules”
 - 3. EO 13467, “Modernize the Executive Branch-Wide Governance Structure and Processes for Security Clearances, Suitability”
- G. 5 U.S.C. 552a, “Records maintained on individuals”
- H. 5 U.S.C. 730, “Supplemental Appropriations Act of 1987”
- I. 42 Code of Federal Regulations (CFR), 523-527, “Confidentiality of Alcohol and Drug-Abuse Patient Treatment Records”
- J. 82 Federal Register (FR) 7920, “Mandatory Guidelines for Federal Workplace Drug Testing Programs – Urine”
- K. 84 FR 57554, “Mandatory Guidelines for Federal Workplace Drug Testing Programs – Oral Fluid”
- L. **90 FR 4662, “Mandatory Guidelines for Federal Workplace Drug Testing Programs- Authorized Testing Panels”**
- M. Department of Homeland Security (DHS) Directive 047-01, “Privacy Policy and Compliance,” July 2011
- N. DHS Directive 066-05, “Drug-Free Workplace Program,” August 2014
- O. DHS Instruction 121-01-007-01 (Rev. 01), “The Department of Homeland Security Personnel Security, Suitability and Fitness Program,” August 8, 2016
- P. DHS Directive 254-02, “Employee Assistance Program,” May 2007
- Q. DHS Directive 11005, “Suspending Access to DHS Facilities, Sensitive Information, and IT Systems,” March 2006

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- R. DHS Directive 11056.1, “Sensitive Security Information (SSI),” November 2006
- S. Substance Abuse and Mental Health Services Administration, “2013 Guidance for Selection of Testing Designated Positions (TDPs),” May 2013

Appendices:

Appendix A: References

Appendix B: Definitions and Acronyms

Attachments:

1. CISA Drug-Free Workplace Plan
2. DHS Approval of Cybersecurity and Infrastructure Security Agency Drug Free Workplace Plan
3. Substance Abuse and Mental Health Services Administration TDP Concurrence Letter

**KEVIN M
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6/26/2025

Kevin Diana,
Acting Chief Human Capital Officer
Cybersecurity and Infrastructure Security Agency

Date

**Appendix A:
References**

- I. [CISA OCHCO Drug-Free Workplace Program SharePoint Site](#)
- II. [CISA Directive Manual 2020-07, “Employee Assistance Program”](#)

**Appendix B:
Definitions and Acronyms**

A. Definitions

1. **Applicant:** An individual tentatively selected for employment or a detail with CISA who is not a current CISA employee and CISA employees in non-TDPs tentatively selected for a TDP.
2. **Employee Assistance Program (EAP):** A CISA confidential counseling program that offers assessment, short-term counseling and referral services to employees for a wide range of problems that could interfere with work performance, also known as CISA CARES.
3. **Employee in a Sensitive Position:** An employee who falls in one of the following categories:
 - a. Occupies a position that the DHS Secretary, or their designee, has designated as Special-Sensitive, Critical-Sensitive or Noncritical-Sensitive under 5 CFR 732 or an employee in a position that an agency head designates as sensitive in accordance with EO 13467, as amended by EO 13764;
 - b. Any position within or in support of an agency in which the occupant could bring about, by virtue of the nature of the position, a material adverse effect on national security regardless of whether the occupant has access to classified information and regardless of whether the occupant is an employee, military service member, or contractor;
 - c. Presidential appointments requiring Senate confirmation;
 - d. Law enforcement officers as defined in 5 U.S.C. 8331(20) and 8401(17); or
 - e. Other positions determined to involve law enforcement, national security, the protection of life and property, public health or safety or other functions requiring a high degree of trust and confidence.
4. **Illegal Drug:** A controlled substance included in Schedule I or II, as defined by 21 U.S.C. 802(6), the possession of which is unlawful under 21 U.S.C. 13.
5. **Illegal Drug Use:** The use and/or consumption of an illegal drug, an illicit drug or illegal opioids.
6. **Illicit Drugs or Illegal Opioids:** Refers to the use of a controlled substance in any manner other than that stipulated in a valid prescription or other use authorized by federal law. It does not refer to the use of a controlled substance pursuant to a valid prescription or other uses authorized by federal law.
7. **Last Chance Agreement:** A voluntary contract between the agency and an employee, usually in proposed removal situations, such as performance-based or adverse actions, where employees knowingly and voluntarily waive their rights in exchange for non-imposition of an immediate removal.

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8. **Medical Review Officer (MRO):** A licensed physician holding either a Doctor of Medicine or Doctor of Osteopathy degree who has:
 - a. The training necessary to serve as MRO as set forth in the Mandatory Guidelines for Federal Workplace Drug Testing; and
 - b. Satisfactorily passed an examination administered by a nationally recognized entity that certifies MROs or subspecialty board for physicians performing a review of federal employee drug test results, which has been approved by the Secretary of HHS.
9. **Random Testing:** A system of drug testing used for employees in TDPs that can be either the unannounced testing of all testing-designated employees occupying a specified area, element or position; or a statistically random sampling of employees in TDPs based on a neutral criterion.
10. **Second-Line Supervisor:** The supervisor of the employee's first-line supervisor.
11. **Supervisor:** The first level of management to whom an employee reports (also referred to as first-line supervisor).
12. **Testing Designated Positions (TDPs):** Positions that have been designated for random testing in accordance with the CISA Drug-Free Workplace Plan.
13. **Transferee:** Federal employee who is reassigned to CISA from another federal agency.
14. **Verified Positive Test Result:** A test result that was positive on an initial Food and Drug Administration-approved immunoassay test, confirmed by a Gas Chromatography/Mass Spectrometry assay or other confirmatory tests approved by HHS and reviewed and verified by the MRO in accordance with the CISA Drug-Free Workplace Plan and the Mandatory Guidelines for Federal Workplace Drug Testing Programs.

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B. Acronyms

Acronyms	
CBD	Cannabidiol
CFR	Code of Federal Regulations
CHCO	Chief Human Capital Officer
CISA	Cybersecurity and Infrastructure Security Agency
CISA Personnel	CISA Employees, Detailees, and Interns
DHS	Department of Homeland Security
DPM	Drug Program Manager
EAP	Employee Assistance Program
EAPM	Employee Assistance Program Manager
E&LR	Employee and Labor Relations
EO	Executive Order
ERMS	Enterprise Risk Management System
FR	Federal Register
HHS	Health and Human Services
HR	Human Resources
MDA	Methamphetamines
MRO	Medical Review Officer
OCHCO	Office of the Chief Human Capital Officer
PCP	Phencyclidine
Pub. L.	Public Law
SPP	Office of Strategy, Policy and Plans
SSI	Sensitive Security Information
TA/CSA	Talent Acquisitions/Client Service Advocates
TDPs	Testing Designated Positions
THC	Tetrahydrocannabinol
TJO	Tentative Job Offer
U.S.	United States
U.S.C.	United States Code

CISA DRUG-FREE WORKPLACE PLAN



**DEPARTMENT OF HOMELAND SECURITY
CYBERSECURITY AND INFRASTRUCTURE SECURITY
AGENCY**

26 June 2025

CISA
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I. INTRODUCTION

A. Background

Executive Order 12564, signed in 1986, established the goal of a Drug-Free Federal Workplace and made it a condition of employment for all federal employees to refrain from using illegal drugs on and off duty. The following year, Congress passed Section 503 of the Supplemental Appropriations Act of 1987 (hereafter, the “Act”), Public Law (Pub. L.) 100-71, 101 Stat. 391, 468-471, codified in 5 United States Code (U.S.C.) 7301 to establish uniformity among federal agency drug testing plans, reliable and accurate drug testing, employee access to drug testing records, confidentiality of drug test results and centralized oversight of the federal government’s drug testing program.

Since 1988, the oversight responsibility has been led by the White House Office of National Drug Control Policy, which convenes the Interagency Coordinating Group Executive Committee, comprised of representatives of the Department of Health and Human Services (HHS), Department of Justice and Office of Personnel Management.

B. Statement of Policy

The overriding and urgent mission of the Cybersecurity and Infrastructure Security Agency (CISA) is to lead the effort to enhance the security, resiliency and reliability of the nation’s cybersecurity and communications infrastructure, to reduce and eliminate threats to critical cyber and physical infrastructure, and to assist both other government agencies and private sector organizations in addressing cybersecurity issues.

CISA has a zero-tolerance policy and a compelling obligation to eliminate illegal drug use from its workplace in order to eliminate the range of risks to national security, public health and public safety that could be posed by individuals who use illegal and illicit drugs and illegal opioids. Therefore, it is CISA’s policy to eliminate and prevent illegal use, possession, distribution or trafficking of controlled substances among its employees. All employees are accountable for maintaining a drug free workplace.

The CISA Drug Free Workplace Plan (the “Plan”) informs employees of the testing program, the hazards of illegal drug use, and the resources available for meaningful assistance to employees and family members experiencing the problems associated with illegal drug use. Employees are assured that personal dignity and privacy will be respected throughout the drug testing process and, when illegal drug use is detected, there will be consistent application of appropriate disciplinary consequences to the circumstances of each case. Therefore, CISA has established policies and procedures for: 1) drug testing on a carefully controlled and monitored basis; 2) Employee Assistance Programs; and 3) training and education for supervisors and employees respectively.

C. Scope

The Department of Homeland Security (DHS) Drug-Free Workplace Plan, and drug testing

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required under the Plan, became effective for all DHS civilian employees across all components and within the DHS Office of the Secretary, upon certification by HHS in 2013.

The CISA Drug-Free Workplace Plan conforms to all DHS requirements and has been approved by the DHS Chief Human Capital Officer.

D. References and Authorities

1. Pub. L. 99-570, “Anti-Drug Abuse Act of 1986”
2. Pub. L. 95-454, “Civil Service Reform Act of 1978”
3. Pub. L. 100-71, “Supplemental Appropriations Act of 1987, as amended”
4. Executive Order (EO) 13526, “Classified National Security Information”
5. EO 12564, “Drug-Free Federal Workplace”
6. EO 13467, “Reforming Processes Related to Suitability for Government Employment, Fitness for Contractor Employees, and Eligibility for Access to Classified National Security Information,” June 30, 2008, as amended by:
 - a. EO 13764, “Amending the Civil Service Rules;”
 - b. EO 13488, “Granting Reciprocity on Excepted Service and Federal Contractor Employee Fitness and Reinvestigating Individuals in Positions of Public Trust;” and
 - c. EO 13467, “Modernize the Executive Branch-Wide Governance Structure and Processes for Security Clearances, Suitability and Fitness for Employment, and Credentialing, and Related Matters”
7. U.S.C. 552a, “Records maintained on individuals”
8. 42 Code of Federal Regulations (CFR), 523-527, “Confidentiality of Alcohol and Drug-Abuse Patient Treatment Records”
9. 82 Federal Register (FR) 7920, “Mandatory Guidelines for Federal Workplace Drug Testing Programs – Urine”
10. 84 FR 57554, “Mandatory Guidelines for Federal Workplace Drug Testing Programs – Oral Fluid”
11. **90 FR 4662, “Mandatory Guidelines for Federal Workplace Drug Testing Programs-Authorized Testing Panels”**
12. DHS Directive 066-05, “Drug-Free Workplace Program,” July 2011
13. DHS Instruction 121-01-007-01 (Rev. 01), “The Department of Homeland Security Personnel Security, Suitability and Fitness Program,” August 8, 2016
14. DHS Directive 254-02, “Employee Assistance Program,” August 2014
15. DHS Directive 2470.2, “Privacy Act Compliance,” August 2007
16. DHS Directive 11005, “Suspending Access to DHS Facilities, Sensitive Information, and IT Systems,” March 2006
17. DHS Directive 11056.1. “Sensitive Security Information (SSI),” November 2006
18. Substance Abuse and Mental Health Services Administration, “2013 Guidance for Selection of Testing Designated Positions (TDPs),” May 2013

E. Definitions

1. **Applicant:** An individual tentatively selected for employment with CISA who is not a current CISA employee and CISA employees in non-TDPs tentatively selected for a TDP.
2. **Employee Assistance Program (EAP):** A confidential counseling program that offers assessment, short-term counseling, and referral services to employees for a wide range of problems that could interfere with work performance, also known as CISA CARES.
3. **Employee in a Sensitive Position:** An employee who falls in one of the following categories:
 - a. Occupies a position that the DHS Secretary or their designee, has designated as Special-Sensitive, Critical-Sensitive, or Noncritical-Sensitive under 5 CFR 732 or an employee in a position that an agency head designates as sensitive in accordance with EO 13467, as amended by EO 13764;
 - b. Has been granted access to classified information or who may be granted access to classified information pursuant to a determination of trustworthiness by the DHS Secretary under Section 4 of EO 13526;
 - c. Presidential appointments requiring Senate confirmation;
 - d. Law enforcement officers as defined in 5 U.S.C. 8331(20) and 8401(17); or
 - e. Other positions determined to involve law enforcement, national security, the protection of life and property, public health or safety or other functions requiring a high degree of trust and confidence.
4. **Illegal Drug:** A controlled substance included in Schedule I or II, as defined by 21 U.S.C. 802(6), the possession of which is unlawful under 21 U.S.C. 13.
5. **Illegal Drug Use:** The use and/or consumption of an illegal drug, an illicit drug, or illegal opioids.
6. **Illicit Drugs or Illegal Opioids:** Refers to the use of a controlled substance in any manner other than that stipulated in a valid prescription or other use authorized by federal law. It does not refer to the use of a controlled substance pursuant to a valid prescription or other uses authorized by federal law.
7. **Medical Review Officer (MRO):** A licensed physician holding either a Doctor of Medicine or Doctor of Osteopathy degree who has:
 - a. The training necessary to serve as MRO as set forth in the Mandatory Guidelines for Federal Workplace Drug Testing; and
 - b. Satisfactorily passed an examination administered by a nationally recognized entity that certifies MROs or subspecialty board for physicians performing a review of federal employee drug test results, which has been approved by the Secretary of HHS.

8. **Random Testing:** A system of drug testing used for employees in testing designated positions that can be either the unannounced testing of **all** testing designated employees occupying a specified area, element or position; or a statistically random sampling of employees in testing designated positions based on a neutral criterion.
9. **Second-Line Supervisor:** The supervisor of the employee's first-line supervisor.
10. **Supervisor:** The first level of management to whom an employee reports (also referred to as a first-line supervisor).
11. **Testing Designated Positions (TDPs):** Positions that have been designated for random testing in accordance with Section VIII.B of this Plan.
12. **Transferee:** Federal employee who is reassigned to CISA from another federal agency.
13. **Verified Positive Test Result:** A test result that was positive on an initial Food and Drug Administration-approved immunoassay test, confirmed by a Gas Chromatography/Mass Spectrometry assay or other confirmatory tests approved by the HHS, and reviewed and verified by the MRO in accordance with this Plan and the Mandatory Guidelines for Federal Workplace Drug Testing Programs.

II. ROLES AND RESPONSIBILITIES

A. The Director, CISA:

1. Establishes the Drug-Free Workplace policy at CISA and ensures effective management of the policy; and
2. Ensures CISA-wide compliance with and maintenance of the Drug-Free Workplace Program through the Chief Human Capital Officer (CHCO).

B. The Chief Human Capital Officer (CHCO):

1. Implements CISA's Drug-Free Workplace policy in a manner consistent with the guidelines prescribed by HHS;
2. Develops and updates the CISA Drug-Free Workplace Plan and any additional procedural documents that may be required;
3. Issues, implements, and monitors CISA's Drug-Free Workplace policy;
4. Designates a CISA Drug Program Manager (DPM) to oversee implementation of the Plan;
5. Establishes and maintains a CISA EAP and designates an EAP Manager;
6. Advises the Director on issues involving the Drug-Free Workplace Program; and
7. Ensures agency-wide compliance with and enforcement of this Plan in partnership with the heads of divisions and mission enabling offices (offices).

C. The Drug Program Manager (DPM):

1. Implements and administers the Drug-Free Workplace Program;
2. Serves as the principal contact with the MRO, the laboratory and collection staff to

- ensure the effective operation of the testing portion of the program;
- 3. Receives verified positive test results from the MRO and collaborates with Employee and Labor Relations (E&LR) to refer employees with verified positive test results to the EAP for counseling and treatment services;
- 4. Notifies the appropriate Human Resources (HR) Specialist who is responsible for ensuring immediate withdrawal of the tentative offer of employment in the event of a verified positive test result for an applicant tentatively selected for employment;
- 5. Provides educational materials, training, advice and assistance to supervisors and employees on illegal and illicit drugs and illegal opioids in the workplace, and on CISA's Drug-Free Workplace Program;
- 6. Collaborates with the Employee Assistance Program Manager (EAPM) to ensure EAP services are appropriately provided; and
- 7. Monitors the progress of referred employees during and after the rehabilitation period and provides feedback to supervisors regarding compliance with the treatment plan.

D. The Employee Assistance Program Manager (EAPM):

- 1. Coordinates employee referrals to the EAP with the DPM and supervisors;
- 2. Provides employee and supervisor EAP orientation training on availability of counseling and other resources;
- 3. Assists supervisors in recognizing performance or personnel issues that may be related to illegal drug use;
- 4. Makes referrals for treatment, considering the:
 - a. Nature and severity of the problem,
 - b. Location of the treatment,
 - c. Cost of the treatment,
 - d. Intensity of the treatment environment,
 - e. Availability of inpatient/outpatient care,
 - f. Other special needs (e.g., transportation, childcare), and
 - g. Preference of the employee;
- 5. Works with the DPM to provide educational materials and training, advice and assistance to managers, supervisors and employees on matters related to illegal and illicit drugs and illegal opioids in the workplace;
- 6. Maintains rosters of treatment and rehabilitation resources;
- 7. Is familiar with available resources, including use of employee health insurance coverage for treatment; and
- 8. Monitors treatment plans.

E. The Human Resources Specialist, OCHCO:

- 1. Ensures immediate withdrawal of an offer of employment upon receiving a verified positive test result for an applicant tentatively selected for employment from the Medical Review Officer (MRO); and
- 2. Informs the applicant that the presence of an illegal drug, an illicit drug, and/or illegal opioid has been verified in the applicant's system.

F. The Medical Review Officer (MRO):

- 1. Receives all laboratory test results;

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2. Ensures that individuals who test positive are given an opportunity to discuss the test results in accordance with the CISA Drug-Free Workplace Plan;
3. Provides written determinations on all verified positive drug test results including a positive drug test result form indicating that the positive result has been verified, relevant documentation and a summary of findings (excluding medical information) and forwards it to the DPM;
4. Observes strict confidentiality requirements in accordance with applicable federal laws and EOs;
5. Notifies DPM when an individual who has been tentatively selected for employment has obtained a verified positive test result; and
6. Coordinates with and reports to the DPM on all activities and findings on a regular basis.

G. The Associate Chief, Employee and Labor Relations (E&LR), OCHCO:

1. Seeks ways in which bargaining unit representatives might assist in program implementation, e.g., by enhancing employee confidence in the program; and
2. Observes agreements already reached, includes union representatives in general orientation programs, and continues to meet their obligations under 5 U.S.C. 71; and
3. Coordinates with the employee's supervisor to initiate and advise appropriate disciplinary action(s) when applicable.

H. The Chief Acquisition Executive:

1. Contracts or otherwise secures agreements for collection, laboratory, and MRO services, and administers the contracts or other mechanisms; and
2. Ensures that all contractor-maintained employee information is handled in accordance with the appropriate privacy and security standards.

I. The Chief Counsel:

1. Coordinates with E&LR and supervisors on all employee removal actions;
2. Reviews the facts leading to the suspicion of illegal drug use for approval prior to administration of a drug test; and
3. Reviews written reports provided by the supervisor when a determination of reasonable suspicion has been made.

J. The Supervisor:

1. Completes training on:
 - a. Recognizing and addressing performance and conduct issues associated with illegal drug use by employees,
 - b. Procedures for referral of employees to the EAP,
 - c. The policy and procedures for drug testing; and the situations that may give rise to a reasonable suspicion that an employee may be using illegal and illicit drugs and illegal opioids, and
 - d. The process with which reasonable suspicion is established and the need for a post-accident test is determined prior to the DPM arranging for testing;
2. Initiates the process for establishing reasonable suspicion as described in the Reasonable Suspicion Testing section of this plan;

3. Initiates the process for referring employees to the EAP for assistance in obtaining counseling and rehabilitation, upon a finding of illegal drug use;
4. Notifies E&LR to initiate appropriate disciplinary action upon finding illegal drug use;
5. Evaluates employee performance or conduct problems that may be related to illegal drug use, in conjunction with E&LR; and
6. Obtains review and concurrence from the second-line supervisor, the DPM and the Office of the Chief Counsel (OCC), in advance of all drug tests ordered on the basis of a reasonable suspicion in accordance with the Reasonable Suspicion Testing section of this Plan.

III. NATURE, FREQUENCY AND TYPE OF DRUG TESTING TO BE INSTITUTED

A. Circumstances for Drug Testing

CISA conducts drug testing in the following circumstances:

1. Applicant testing;
2. Random testing;
 - a. Testing of employees in mandated and DHS and SAMHSA approved testing designated positions (TDP), and
 - b. Employees who volunteer to be tested;
3. Reasonable suspicion of being under the influence of alcohol or illegal drug use after documentation provided by supervisors and reviewed by and approved by legal personnel;
4. Post-accident or unsafe practice while in the performance of duties to include traveling to and from duty locations; and
5. As follow-up to testing related to a positive drug/alcohol test while the employee is on a signed and approved “Last Chance Agreement” for a period of 12 months, including counseling or rehabilitation.

CISA will conduct a number of random tests annually that is equivalent to 10% of the number of employees in the random pool. CISA reserves the right to increase or decrease the frequency of testing based on mission, availability of resources and experience in the program, consistent with the duty to achieve a drug-free workplace under EO 12564.

B. Drugs for Which Employees are Tested

The substances that are routinely tested for under this Plan are:

1. Amphetamines;
2. Cocaine;
3. Delta-9 Tetrahydrocannabinol (THC) found in marijuana and certain hemp and cannabidiol (CBD) products;
4. Methamphetamines, including MDMA (“Ecstasy”) and MDA;
5. Opioids, including 6-am, morphine, codeine, hydrocodone, hydromorphone, oxycodone, oxymorphone;
6. **Fentanyl and norfentanyl;** and

7. Phencyclidine (PCP).

In the event that CISA identifies a compelling need to test for any drug other than those listed above, such request will be reviewed by the DHS Under Secretary for Management and, if such request is warranted, the review of HHS will be requested. Written approval from the Secretary of HHS is required before adding to or modifying the list of substances above.

C. Alternative Matrices

If or when HHS approves the use of testing matrices other than urine or oral fluid and issues Mandatory Guidelines governing such testing, CISA will adopt the use of those guidelines, as appropriate and feasible, and will notify employees of the new guidelines.

IV. EMPLOYEE ASSISTANCE PROGRAM

A. Function

The EAP plays an important role in preventing and resolving employee illegal drug use by providing employees an opportunity, with appropriate assistance, to end their use of illegal and illicit drugs or illegal opioids. The EAP, however, is not involved in the collection of specimens or the initial reporting of test results to employees or management officials.

Specifically, the EAP:

1. Provides six short-term counseling and assessment sessions for employees who self-refer for treatment or who have been found to use illegal and illicit drugs or illegal opioids under this plan;
 - a. Employees who require additional treatment or longer terms of counseling will be referred from the EAP to their Federal Employee Health Benefits plan.
2. Ensures the employees who self-refer for treatment or who have been found to use illegal and illicit drugs or illegal opioids are referred to appropriate resources and/or for treatment;
3. Provides education and training to all employees and supervisors on types and effects of drugs, symptoms of illegal drug use and impact on performance and conduct, drug treatment and rehabilitation resources, and confidentiality issues;
4. Follows individuals during the rehabilitation period to track progress;
5. Ensures that confidentiality of test results and related medical treatment and rehabilitation records is maintained in accordance with Section XIII; and
6. Assists supervisors in recognizing illegal drug use and confronting employees who have performance or conduct problems related to illegal drug use.

B. Referral and Availability

Employees found to be using illegal and illicit drugs or illegal opioids are referred to the EAP. The EAP is administered separately from the testing program and is available to all

employees without regard to a finding of illegal drug use through the drug testing program. The EAP provides counseling or referrals to counseling or rehabilitation, as well as education and training on issues associated with illegal drug use. The EAP is available to employees and to the families of employees with drug problems, as well as to employees with family members who have drug problems.

In the event the employee is not satisfied with the program of treatment or rehabilitation, the employee may seek review of the EAP Counselor's referral by notifying the EAP Administrator prior to the completion of the program. The decision of the EAPM shall be final and shall not be subject to further administrative review.

Regardless of the treatment program chosen, the employee remains responsible for successful completion of the treatment. Assertions that the EAP failed to consider one or more factors in making a referral will not constitute either an excuse for continuing to use illegal and illicit drugs or illegal opioids or a defense to disciplinary action if the employee does not complete treatment.

C. Leave Allowance

Employees are allowed one hour (or more as necessitated by travel time) of administrative leave, as determined by the supervisor, for each of the six counseling sessions during the assessment and referral phases of rehabilitation. However, absences during duty hours for rehabilitation or treatment must be charged to the appropriate leave category in accordance with leave policy and regulations.

D. Records and Confidentiality

All EAP services are confidential in accordance with Section XIII addressing records and confidentiality.

E. Structure

CISA maintains an EAP that conforms to the terms of DHS Directive 254-02, Employee Assistance Program. DHS issues overarching EAP policy regarding the EAP program and CISA administers its own EAP plans in accordance with DHS policy.¹

V. TRAINING AND EDUCATION

A. Supervisor Training

Supervisors have a key role in CISA's Drug-free Workplace Program. CISA provides training to supervisors and managers to assist them in recognizing and addressing illegal drug use by employees. Supervisor training for drug-free workplace is based on a curriculum developed at the departmental level.

1. CISA will administer its EAP Program under its own policy once that policy has been established.

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Supervisor training is required of all supervisors and may be presented as a separate course or may be included as part of a comprehensive supervisor training program. Training is provided as soon as possible after a person assumes supervisor responsibility.

Supervisor training includes the following topics:

1. CISA policy relevant to performance and conduct problems, illegal drug use and the EAP;
2. Recognition of possible illegal drug use in employees;
3. Recognition and documentation of employee performance, conduct and behavioral changes;
4. How to engage with employees exhibiting behavior related to potential use of illegal and illicit drugs or illegal opioids and how to document the behavior and interaction;
5. Roles of the service providers for specimen collection;
6. Laboratory, MRO and EAP services; and
7. Procedures for referring employees to the EAP for assistance in obtaining counseling and rehabilitation and to the E&LR for appropriate disciplinary action, up to and including removal from federal service.

B. Employee Education

The DPM ensures that education and training on the Drug-Free Workplace Program and on illegal drug use in general is offered to all employees.

Employee training includes the following topics:

1. Types and effects of illegal drugs, illicit drugs and illegal opioids;
2. Symptoms of illegal drug use, and the effects on performance and conduct;
3. Counseling, treatment, rehabilitation resources and associated confidentiality requirements;
4. The individual implications of CISA's Drug-Free Workplace Program, including testing and potential disciplinary consequences in the event of a finding of use;
5. The role of the supervisor, EAP, MRO, DPM and others; and
6. Availability of resources to assist employees and families.

VI. NOTICE

A. General Notice

CISA's predecessor agency, the National Protection and Programs Directorate (NPPD), issued a general, 60-day notice to all employees shortly after NPPD's plan was approved by DHS advising of the implementation of the testing program.

CISA will issue a general 60-day notice to all employees upon approval of this Plan. The general notice will contain the following:

1. The purpose and history of the federal Drug-Free Workplace Program;
2. The shift from legacy agency plans to plans approved by DHS;
3. Conformance of the plan to the DHS Plan;
4. Procedures for mandatory and voluntary testing;

5. That even voluntary admission of illegal drug use may require action by the Office of the Chief Security Officer (OCSO), or equivalent, related to the employee's eligibility for access to classified information and subsequent management action pursuant to a determination by OCSO, or equivalent;
6. That those in positions identified as TDPs for random testing would be issued an individual notice no later than 30 days prior to the implementation date of the plan indicating that their position has been designated for random testing;
7. The counseling and rehabilitation services available through the EAP;
8. The circumstances under which testing may occur;
9. The opportunity to defend a positive finding by submitting medical documentation evidencing lawful use of an otherwise illegal drug;
10. That the laboratory assessment is a series of tests which are highly accurate and reliable and that, as an added safeguard, laboratory results are reviewed by the MRO;
11. That positive test results verified by the MRO may only be disclosed to the employee, the DPM, the EAP, and the appropriate officials necessary to process an adverse action against the employee, or a court of law or administrative tribunal in any adverse personnel action; and
12. That all medical and rehabilitation records created by the EAP will be deemed confidential "patient records" and may not be disclosed without the prior written consent of the patient, an authorizing court order or otherwise as permitted by federal law implemented at 42 CFR 2.

B. Individual Notice

In addition to the information provided in the general notice, a subsequent notice will be issued to all employees in positions designated for random testing explaining:

1. That the employee's position has been designated as a TDP;
2. That the employee's position is subject to random testing no earlier than 30 days following the notice;
3. That the employee has the opportunity to voluntarily admit to the use of illegal drugs, illicit drugs or illegal opioids and to receive counseling or rehabilitation;
4. That in the event the employee voluntarily admits illegal or illicit drug use or use of illegal opioids, **disciplinary action may be initiated** although it is not required by EO 12564; and
5. That voluntary admission of illegal drug use may require action by OCSO, or equivalent, related to the employee's eligibility for access to classified information and subsequent management action pursuant to a determination by OCSO, or equivalent.

CISA will continue to provide this Individual Notice to employees in newly designated TDPs.

C. Signed Acknowledgement

Each employee in a TDP is asked to acknowledge in writing that they received and read the notice advising that the employee's position has been designated for random drug

testing and that refusal to submit to testing will result in initiation of disciplinary action, up to and including removal from federal service. If the employee refuses to sign the acknowledgement, the employee's supervisor will note on the acknowledgement form that the employee received the notice. An employee's failure to sign the notice will not preclude testing that employee nor otherwise affect the implementation of this Plan because the general 60-day notice will previously have notified all employees of the requirement to be drug-free. This acknowledgement should be retained by the supervisor per the applicable Records Schedule.

D. Administrative Relief

If an employee believes their position has been wrongly designated as a TDP, that employee may file an administrative appeal to the CHCO who has authority to remove the employee from the random testing pool. The appeal must be submitted by the employee through the DPM, in writing, within 15 calendar days of following receipt of notification, setting forth all relevant information. The CHCO will review the appeal based upon the criteria applied in designating the employee's position as a TDP and will render a final decision.

VII. RANDOM TESTING

A. Sensitive Positions Designated for Random Testing

Random drug testing is a requirement for employees in sensitive positions, subject to agency criteria. CISA determines the sensitive positions to designate as TDPs. The position titles designated for random drug testing are listed, along with the series, duties, justification and the approximate number of incumbents in those positions.

B. Determining the Testing Designated Positions

In determining the TDPs, CISA reviewed all positions characterized by critical safety or security responsibilities and applied the criteria defined in the *Department of Health and Human Services Guidance for Selection of Testing Designated Positions*, as follows:

1. **Presumptive** TDPs are positions that must be included if such positions exist (unless clear and compelling reasons exist not to do so). The positions are any in which employees:
 - a. Are required to carry firearms on a daily or regular basis;
 - b. Operate motor vehicles carrying passengers, including operators of motor vehicles weighing more than 26,001 pounds and operators of motor vehicles transporting hazardous materials; or
 - c. Work as aviation flight crew members or air traffic controllers.
2. **Preferred** TDPs are positions in which the government has strong interests in drug testing. Component heads must provide justification for the testing of these positions

but must also explain a decision to not include any of the positions as a TDP. These positions are:

- a. Certain health and safety positions in which an employee under the influence of drugs could cause immediate, substantial physical injury to others, usually involving a potentially dangerous instrument or machine. These positions are:
 - i. Any in which employees are authorized to carry firearms in some circumstances (vs. those who are required to carry firearms on a daily or regular basis which fall within the presumptive category) and
 - ii. Aviation personnel including flight attendants, flight instructors, ground instructors, flight testing personnel, aircraft dispatchers, maintenance personnel, aviation security and screening personnel, and aircraft safety inspectors;
 - b. Presidential appointees requiring Senate confirmation;
 - c. Front line law enforcement personnel, especially those with proximity to criminals, drugs or drug traffickers;
 - d. Drug rehabilitation employees with direct client contact in providing treatment; and
 - e. Positions having access to truly sensitive information for example, individuals with access to national security material that a “reasonable person” would consider damaging to national interests if compromised. This category of information includes individuals with access to Top Secret or Secret classified information.
3. **Discretionary** TDPs are positions that may warrant designation for testing. The plan must explain the causal connection between the employee’s duties in such a position and the potential harm if the employee is under the influence of drugs. Such positions may include confidential (and above) position sensitivity, health care professionals responsible for direct patient care, firefighters, medical doctors (except those performing research or administrative duties), nurses, nursing assistants, pharmacists and medical technicians.

C. Implementing Random Testing

The DPM ensures that the actual mechanics for determining randomness remain confidential, but the overall methodology may be disclosed (e.g., the fact that a computer algorithm is used may be disclosed, but not the particular algorithm). The DPM periodically evaluates whether the numbers of employees tested and the frequency with which those tests are administered satisfy the duty to achieve a drug-free workforce.

D. Notification of Random Selection

Supervisors are contacted approximately 48 hours before testing to ensure employee availability. If the supervisor is aware that the employee will not be available on the proposed day of testing due to scheduled leave, official travel or undercover assignment, the supervisor immediately notifies the DPM to determine if deferral of testing is appropriate. If the supervisor is aware that the employee will not be available on the

proposed day of testing due to scheduled telework, the supervisor ensures the employee reports to the employee's official duty station on the day of testing. If the employee is not able to report to the official duty station on a day the employee is scheduled to telework, the supervisor immediately notifies the DPM to determine if deferral of testing is appropriate. The supervisor does not notify the employee of the random test until the day of testing.

An individual selected for random testing must be notified the same day the test is to occur, preferably within two hours of the scheduled testing. The supervisor, or other designated management official, will explain that the employee is under no suspicion of taking drugs and that the employee's name was selected randomly.

E. Deferral of Testing

A drug test may be deferred if the employee's first-level supervisor and a higher-level supervisor concur that a compelling need necessitates a deferral of testing on the grounds that the employee is:

1. In a leave status (e.g., sick, annual, administrative, leave without pay);
2. In official travel status away from the test site or is about to embark on official travel scheduled prior to testing notification; or
3. In an undercover assignment in a law enforcement investigation that would be unduly jeopardized by the requirement to appear for testing.

An employee whose random drug test is deferred will be subject to an unannounced test within the following 60 calendar days.

In general, working from an alternative worksite is not a valid reason for deferral of testing.

VIII. REASONABLE SUSPICION TESTING

Reasonable suspicion testing may be required of any employee in a TDP when there is a reasonable suspicion that the employee is using illegal or illicit drugs or illegal opioids whether on or off duty. Reasonable suspicion testing may be required of any employee, in any position, when there is reasonable suspicion of on-duty use or on-duty impairment.

A. Grounds

Reasonable suspicion testing may be based upon, among other things:

1. Observable phenomena, such as the direct observation of illegal drug use or possession and/or the physical symptoms of being under the influence of a drug;
2. A pattern of abnormal conduct or erratic behavior, not known to be attributable to another cause;
3. Arrest or conviction for a drug-related offense, or if an employee is identified as the focus of a criminal investigation into illegal drug possession, use or trafficking;

4. Information provided either by reliable and credible sources or independently corroborated; or
5. Newly discovered evidence that the employee has tampered with a previous drug test.

Although reasonable suspicion testing does not require certainty, mere “hunches” are not sufficient to meet this standard.

B. Procedures

If an employee is suspected of using illegal or illicit drugs or illegal opioids, the supervisor gathers all information, facts, and circumstances leading to and supporting this suspicion, and presents the information for the review and concurrence of a second-line or higher-level supervisor. The facts leading to the suspicion of illegal or illicit drug use or use of illegal opioids are reviewed by the DPM and OCC, or other appropriate official for approval prior to administration of a drug test.

When higher-level concurrence of a reasonable suspicion determination has been made, the appropriate supervisor promptly prepares a written report detailing the circumstances which form the basis to warrant the testing. This report should include the appropriate dates and times of reported drug-related incidents, reliable/credible sources of information, rationale leading to a decision to test and the action taken. Written reports are reviewed by OCC.

IX. APPLICANT TESTING

A. Objectives

To maintain the high professional standards of the CISA workforce, it is imperative that individuals who use illegal or illicit drugs or illegal opioids are screened out during the pre-employment process. This procedure will have a positive effect on reducing the number of CISA employees found to be using illegal or illicit drugs or illegal opioids, as an applicant with a positive drug test will not receive a final offer of employment at CISA. For these reasons drug testing will be required of applicants for a TDP prior to a final offer of employment.

B. Vacancy Announcements

Vacancy announcements for a TDP include the following statement: “This position has been identified as a drug testing designated position (TDP) for purposes of the CISA’s Drug-Free Workplace Program. All applicants tentatively selected for this position will be required to submit to a drug test to screen for illicit/illegal drug use prior to receiving a final offer of employment. A final offer of employment is contingent upon a negative drug test result.”

Failure of the vacancy announcement to contain this statement notice will not preclude applicant testing if advance written notice is provided to applicants in some other manner.

C. Procedures for Applicant Testing

A separate notification is sent to the applicant notifying the applicant of the date, time, and location of the drug test. The drug test must be undertaken as soon after this notification as possible but no later than 48 hours after notice to the applicant.

In the event of a positive test, applicants are offered the opportunity to submit medical documentation evidencing a legitimate use of a specific drug. Such information will be reviewed only by the MRO to determine whether the individual is legally using an otherwise illicit or illegal drug or opioid.

The DPM ensures, after consultation with the MRO, that a drug test has been conducted on that individual and the results reviewed. In the event of a verified positive result, the OCHCO TA/CSA is notified as quickly as possible so appropriate action can be taken to withdraw the tentative job offer.

D. Consequences

In the event of a verified positive test result for an applicant, the tentative offer of employment is withdrawn, no final offer of employment will be extended, and the applicant cannot reapply to CISA for a period of six months from the date of the withdrawal of the tentative offer of employment. In the event of a verified positive test result for an applicant for a position requiring a Top Secret – Sensitive Compartmented Information clearance, the applicant cannot reapply to CISA for a period of one year from the date of the withdrawal of the tentative offer of employment. The TA/CSA informs the applicant that the presence of an illicit or illegal drug or opioid has been verified in the applicant's system, or that a finding that the sample was adulterated or substituted, precludes an offer of employment, on the grounds that the applicant was unable to meet a condition of employment.

X. OTHER CIRCUMSTANCES FOR TESTING

A. Accident and Unsafe or Unhealthful Practice Testing

CISA is committed to providing a safe and secure work environment for all personnel. CISA will seek to determine the cause of serious accidents and will undertake to implement appropriate corrective measures.

Employees involved may be subject to testing when, based upon the circumstances of the accident, their actions are reasonably suspected of having caused or contributed to an accident described as follows:

1. The accident resulted in a death or personal injury requiring immediate hospitalization, or
2. The accident resulted in damage to government or private property estimated to be in excess of \$10,000.

If an employee is suspected of having caused or contributed to an accident meeting the above criteria, the supervisor will present the facts and appropriate documentation leading to this suspicion to the next level of supervision. This level of supervision in coordination with the DPM, OCC, E&LR and other advisors as appropriate will determine if testing is warranted. The determination will be documented.

B. Voluntary Testing

In order to demonstrate a commitment to the CISA goal of a drug-free workplace and to set an example for other federal employees, employees not in TDPs may volunteer for unannounced random testing by notifying the DPM in writing. Upon the receipt of such notification, the DPM will include these employees in the random testing pool, and they will then be subject to the same conditions and procedures as persons in TDPs.

Volunteers will remain in the random pool until they withdraw from participation by notifying the DPM in writing, at least 48 hours prior to a scheduled test.

C. Follow-up Testing

In the event an employee referred through administrative channels to the EAP is permitted to return to work, the employee is subject to unannounced testing for a period of one year following completion of such a program. Such employees will be tested at the frequency stipulated in the abeyance contract or, in the alternative, at an increased frequency of once a month. Such testing is distinct from testing which may be imposed as a part of the EAP.

XI. TEST PROCEDURES IN GENERAL

A. Mandatory Guidelines for Federal Workplace Drug Testing Programs

CISA adheres to the Mandatory Guidelines for Federal Workplace Drug Testing Programs promulgated by HHS consistent with the authority granted by EO 12564 and to the requirements of Pub. L. 100-71, 503. CISA will contract for collection services with trained collection professionals who meet high standards of quality assurance in urinalysis procedures and observe strict confidentiality standards.

B. Privacy Assurance

1. Urine Collection

An individual subject to urine testing under the Drug-Free Workplace Plan is permitted to provide a urine specimen in the privacy of a restroom stall or similar enclosure without being directly observed while producing the sample. However, collection site personnel of the same gender as the individual being tested may observe the individual providing the urine specimen in the event that collection personnel have reason to believe the individual may alter or substitute the specimen.

Circumstances that may lead collection site personnel to believe that a particular individual may alter or substitute the specimen to be provided are:

- a. The individual previously has been found to be an illegal drug user;
- b. The individual has previously tampered with a sample;
- c. Facts and circumstances suggest that the individual
 - i. Is an illegal drug user,
 - ii. Is under the influence of drugs at the time of the test, or
 - iii. Has equipment or implements associated with tampering with or altering of urine samples; or
- d. The specimen:
 - i. Has a temperature outside the range of 32 to 38 degrees Celsius or 90 to 100 degrees Fahrenheit, or
 - ii. Shows signs of contaminants.

2. Oral Fluid Collection

Any individual subject to oral fluid testing under this Plan shall provide the specimen in a restricted access area with the collector present and in visual contact throughout the collection procedure. The collector is not required to be the same gender as the donor.

The collector inspects the individual's oral cavity to ensure that it is free of any items that could impede or interfere with the collection of an oral fluid specimen (e.g., candy, gum, food, tobacco) or could be used to adulterate, substitute, or dilute the specimen. If an item is present that appears to have been brought to the collection site with the intent to adulterate, substitute, or dilute the specimen, this is considered a refusal to test.

C. Failure to Appear for Testing

Failure to appear for testing without a deferral is considered a refusal to participate in testing and will subject an employee to the full range of disciplinary actions, up to and including removal from federal service. If an employee fails to appear at the collection site at the assigned time, the collector will contact the DPM to obtain guidance on the action to be taken.

D. Opportunity to Justify a Positive Test Result

When a verified positive result has been returned by the laboratory, the MRO performs the duties set forth in the Mandatory Guidelines. For example, the MRO may choose to conduct a medical interview of the employee, review the employee's medical history, and review any other relevant biomedical factors. The MRO must review all medical records made available by the tested employee when a confirmed positive test could have resulted from legally prescribed medication.

Evidence to justify a positive result may include, but is not limited to:

1. A valid prescription; or

2. Verification from the individual's physician of a valid prescription.

Individuals are not entitled, however, to present evidence to the MRO in a trial-type administrative proceeding, although the MRO has the discretion to accept evidence in any manner the MRO deems most efficient or necessary. If the MRO determines there is no legitimate medical explanation justification for the positive result, such result will then be considered a verified positive test result. The MRO will immediately contact the DPM or appropriate management official and report that a verified positive test result was received.

E. Employee Counseling and Assistance

While participating in a counseling or rehabilitation program, and at the request of the EAP, the employee may be exempted from the random testing pool for a period not to exceed 60 days or the period specified in the abeyance contract or rehabilitation plan. Upon completion of the program, the employee immediately is subject to follow-up testing pursuant to Section X.C.

F. Savings Clause

To the extent that any of the procedures specified under Section XI ("Test Procedures in General") are inconsistent with any of those specified in the Mandatory Guidelines for Federal Workplace Drug Testing Programs promulgated by HHS, or any subsequent revision or amendment thereto, such Mandatory Guidelines or amendment will supersede the procedures specified in this Section, but only to the extent of the inconsistency.

XII. FINDING OF ILLEGAL DRUG USE AND DISCIPLINARY CONSEQUENCES

A. Determination

An employee may be found to use illegal or illicit drugs or illegal opioids on the basis of appropriate evidence including, but not limited to:

1. Direct observation;
2. Evidence obtained from an arrest or criminal conviction;
3. A verified positive test result; or
4. An employee's voluntary admission.

B. Mandatory Administrative Actions

Employees found to use illegal or illicit drugs or illegal opioids will be referred to the EAP and, if the employee occupies a sensitive position, immediately removed from that position without regard to whether it is a TDP. However, at the discretion of the CISA Director and subject to a determination of the OCSO, or equivalent, an employee may be returned to duty to a sensitive position if the employee's return would not pose a danger to public health or safety, or national security.

C. Disciplinary Consequences

Disciplinary action taken against an employee found to use illegal or illicit drugs or illegal opioids may include the full range of disciplinary actions, up to and including removal from federal service. The severity of the action chosen will depend on the circumstances of each case and will be consistent with the EO and CISA disciplinary policies.

CISA will initiate disciplinary action against any employee found to use illegal or illicit drugs or illegal opioids, provided that such action is not required, but may be taken, for an employee who voluntarily admits to illegal drug use, obtains counseling or rehabilitation, and thereafter refrains from using illegal or illicit drugs or illegal opioids. Disciplinary actions may include appropriate measures consistent with the requirements of governing collective bargaining agreements, the Civil Service Reform Act and other statutes, regulations and CISA policy.

D. Mandatory Removal from Service

CISA will initiate action to remove an employee from federal service for:

1. Refusing to obtain counseling or rehabilitation through an EAP as required by the EO after having been found to use illegal or illicit drugs or illegal opioids; or
2. Failing to refrain from illegal drug use after a first finding of such use.

All removal actions are coordinated with the servicing E&LR specialist, the supervisor, and OCC.

E. Refusal to Take Drug Test When Required

An employee who refuses to be tested when so required is subject to the full range of disciplinary actions, up to and including removal from federal service.

A refusal occurs when an employee fails to:

1. Appear or remain at the collection site;
2. Provide a specimen of sufficient quantity for testing without a legitimate medical explanation;
3. Participate in an alternative specimen collection;
4. Undergo a medical examination as directed by the MRO; or
5. Cooperate with the collection process.

A refusal also occurs if an employee brings materials to the collection site for the purpose of adulterating, substituting, or diluting the specimen, or attempts or admits to adulterating, substituting or diluting the specimen.

No applicant who refuses to be tested shall be extended an offer of employment.

F. Voluntary Referral

CISA is required to initiate action to discipline any employee found to use illegal or illicit drugs or illegal opioids in every circumstance except that such discipline is not required by the EO, but may be taken, for an employee who:

1. Voluntarily identifies themselves as a user of illegal or illicit drugs or illegal opioids prior to being identified through other means;
2. Obtains counseling or rehabilitation through an EAP; and
3. Thereafter refrains from using illegal or illicit drugs or illegal opioids.

XIII. RECORDS AND REPORTS

A. Confidentiality of Test Results

The laboratory may disclose laboratory test results only to the MRO or the staff of the MRO. A positive result that the MRO is able to establish as other than the intentional ingestion of an illegal drug, by using acceptable and appropriate medical or scientific verification procedures, will be treated as a negative test result and may not be released for purposes of identifying illegal drug use. Test results are protected under the provisions of the Privacy Act, 5 U.S.C. 552a, and Pub. L. 100-71, 503(e), and may not be released in violation of the law. The MRO may maintain only those records necessary for compliance with this order. Any records of the MRO, including drug test results, may be released to officials for purposes of auditing the activities of the MRO, except that the documentation produced for an audit may not include the personal identifying information of any employee.

In order to comply with Pub. L. 100-71, 503(e), the results of a drug test of a CISA employee may not be disclosed without the prior written consent of the subject employee, unless the disclosure would be:

1. To the MRO;
2. To the EAP;
3. To any supervisor or management official within CISA having authority to take adverse personnel action against such employee;
4. To any OCSO employee or official having authority to make determinations regarding security access or eligibility to access classified information; and/or
5. Pursuant to the order of a court of competent jurisdiction or where required by the United States government to defend against any challenge to a personnel action.

For purposes of this section, “management official” includes any management, government, or personnel official whose duties necessitate review of the test results to process a personnel action or actions regarding security access or eligibility to access classified information, against the employee. In addition, test results with all identifying information removed will also be made available to CISA personnel, including the DPM, for data collection and other activities necessary to comply with the EO.

B. Employee Access to Records

Any employee who is the subject of a drug test will, upon written request, have access to records relating to their drug test and the results of any relevant certification, review, or revocation-of-certification proceedings, as referred to in Section 503(a)(1)(A)(ii)(III) of the Act. Except as authorized by law, an applicant not already a CISA employee, who is the subject of a drug test, however, is not entitled to this information.

C. Confidentiality of Records in General

Drug testing information specifically relating to individuals has confidentiality attached and should be treated as such by anyone authorized to review or compile program records. In order to efficiently implement this Plan and to make information readily retrievable, the DPM maintains all records relating to reasonable suspicion testing, suspicion of tampering with evidence, and any other authorized documentation necessary to implement this Plan.

All records and information regarding personnel actions taken against employees receiving verified positive test results are forwarded to the TA/CSA. Any such information will remain confidential in nature, in accordance with standard operating procedures for protecting the personal and private information of employees, with only authorized individuals with a “need-to-know” having access.

D. Maintenance of Records

CISA’s recordkeeping system to maintain the records of its Drug-Free Workplace Program is consistent with applicable federal laws, rules, and regulations regarding confidentiality of records including the Privacy Act (5 U.S.C. 552a). Records will be maintained and destroyed as required by General Records Schedule 1 (Rule 36).

The recordkeeping system captures sufficient documents to meet the operational and statistical reporting requirements of the Annual Summary Report, and includes:

1. Notices of verified positive test results referred by the MRO;
2. Written materials justifying reasonable suspicion testing or evidence that an individual may have altered or tampered with a specimen;
3. Anonymous statistical reports; and
4. Other documents the DHS Drug Program Administrator, the CISA DPM, MRO, or EAP Administrator deem necessary for compliance with this Plan.

E. Records Maintained by Government Contractors

CISA ensures that any contract for implementation of this Plan contains provisions for compliance by the contractor with the confidentiality requirements of this Plan, and all applicable federal laws, rules, regulations and guidelines.

F. Statistical Information

The DPM collects and compiles annual, anonymous statistical data for reporting to DHS

the number of:

1. Random, reasonable suspicion, accident or unsafe practice follow-up, and applicant tests administered;
2. Verified positive test results;
3. Voluntary drug counseling referrals;
4. Involuntary drug counseling referrals;
5. Terminations and retractions of employment offers resulting from refusals to submit to testing;
6. Terminations or retractions of employment offers resulting from alteration of specimens; and
7. Employees who successfully complete a course of treatment.

These data, along with other pertinent information, are compiled by the DHS Drug Program Administrator for inclusion in the departmental Annual Summary Report provided to HHS to assist in overall program evaluation and to determine whether changes to the Mandatory Guidelines are required.



Homeland
Security

September 22, 2023

MEMORANDUM FOR:

(b) (6)

Drug Free Workplace Coordinator
Cybersecurity and Infrastructure Security Agency

FROM:

Jill DeMella JILL C
Executive Director DEMELLA
Human Capital Policy and Programs

Digitally signed by JILL C
DEMELLA
Date: 2023.09.22
13:36:29 -0400

SUBJECT:

Approval of Cybersecurity and Infrastructure Security Agency
Drug Free Workplace Plan

The Drug-Free Workplace Plan, submitted by the Cybersecurity and Infrastructure Security Agency has been reviewed and is approved for implementation.

Should you have questions or need additional assistance, please contact Mr. Casey Allen, Director, Office of Labor Management and Employee Services. Mr. Allen may be reached by electronic mail at _____ or by phone at _____



Substance Abuse and Mental Health
Services Administration

5600 Fishers Lane • Rockville, MD 20857

www.samhsa.gov • 1-877SAMHSA7 (1 877 726-4727)



January 29, 2024

[REDACTED]
Drug-Free Workplace Policy Advisor
Human Capital Policy & Programs (HCPP)
Office of the Chief Human Capital Officer (OCHCO)
U.S. Department of Homeland Security (DHS)
Washington, DC 20527

RE: DHS CISA Request for Concurrence on Testing Designated Positions

Dear (b) (6),

We have reviewed CISA's request to add TDPs based solely on position titles and support your justification that disclosure of specific job duties could potentially jeopardize national security. Therefore, the DFWP concurs with DHS CISA's request to add the Testing Designated Positions (TDP) listed below to its random testing pool. CISA is responsible for cybersecurity and infrastructure protection at all levels of government. It coordinates cybersecurity programs with States, Tribes, and Territories and works to improve the government's cybersecurity protections against private and nation-state hackers. CISA also plays important roles in securing elections and the census, managing National Special Security Events, responding to pandemics, securing the 5G network, hardening the US grid against electromagnetic pulses, and leading counter-improvised explosive device efforts. All positions share the common justification of having access – or the reasonable expectation of access – to truly sensitive, national security information or material and all are required to hold a Secret or above security clearance. The positions have been reviewed by DHS Office of Chief Counsel.

Series	Position Title
0000	CLOUD ENGINEER
0000	RISK ANALYST
0000	SENIOR THREAT ADVISOR
0000	SOFTWARE BILL OF MATERIALS ADVISOR
0000	ZERO TRUST AND CLOUD SECURITY EXPERT
0018	SAFETY AND OCCUPATIONAL HEALTH MANAGER
0020	COMMUNITY PLANNER
0080	CHIEF, PROTECTIVE SECURITY DIVISION
0080	INDUSTRIAL SECURITY SPECIALIST
0080	PERSONNEL SECURITY SPECIALIST
0080	PHYSICAL SECURITY SPECIALIST
0080	SECURITY SPECIALIST

0080	SUPERVISORY PERSONNEL SECURITY SPECIALIST
0080	SUPERVISORY SECURITY SPECIALIST
0080	SUPERVISORY SECURITY SPECIALIST
0101	SOCIAL SCIENTIST
0131	INTERNATIONAL AFFAIRS SPECIALIST
0131	SUPERVISORY INTERNATIONAL AFFAIRS SPECIALIST
0132	DEPUTY ASSOCIATE DIRECTOR
0132	EXECUTIVE DIRECTOR FOR INTELLIGENCE OPERATIONS
0132	INTELLIGENCE RESEARCHS SPECIALIST
0132	INTELLIGENCE OPERATIONS SPECIALIST
0132	SUPERVISORY INTELLIGENCE OPERATIONS SPECIALIST
0132	SUPERVISORY INTELLIGENCE RESEARCH SPECIALIST
0132	SUPERVISORY INTELLIGENCE SPECIALIST
0180	INDUSTRIAL ORGANIZATIONAL PSYCHOLOGIST
0201	DEPUTY CHIEF HUMAN CAPITAL OFFICER
0201	HUMAN RESOURCES SPECIALIST
0201	LEAD HUMAN RESOURCES SPECIALIST
0201	SUPERVISORY HUMAN RESOURCE SPECIALIST
0201	SUPVY SUPV HUMAN RESOURCES SPECLST
0203	HUMAN RESOURCES ASSISTANT
0260	EQUAL EMPLOYMENT MANAGER
0260	SUPERVISORY EQUAL EMPLOYMENT OPPORTUNITY SPECIALIST
0301	ADMINISTRATIVE SPECIALIST
0301	ASSISTANT DIRECTOR
0301	ASSOCIATE CHIEF FOR CIVIL RIGHTS
0301	ASSOCIATE DIRECTOR
0301	BUSINESS OPERATIONS SPECIALIST
0301	CHIEF OF STAFF
0301	CHIEF PEOPLE OFFICER
0301	CHIEF STRATEGY, POLICY AND PLANS
0301	COMMUNICATIONS AND OUTREACH SPECIALIST
0301	COMMUNICATIONS SPECIALIST
0301	CORRESPONDENCE ANALYST
0301	DEPUTY ASSISTANT CHIEF OF STAFF
0301	DEPUTY ASSISTANT DIRECTOR
0301	DEPUTY CHIEF OF STAFF
0301	DEPUTY DIRECTOR, CISA
0301	DEPUTY EXECUTIVE ASSISTANT DIRECTOR
0301	DEPUTY EXECUTIVE SECRETARY
0301	DIRECTOR OF LEGISLATIVE AFFAIRS
0301	DIRECTOR, CYBERSECURITY AND INFRASTRUCTURE
0301	DIRECTOR, OFFICE OF COMPLIANCE AND SECURITY
0301	EXECUTIVE ASSISTANT

0301	EXECUTIVE ASSISTANT DIRECTOR
0301	EXECUTIVE DIRECTOR
0301	EXECUTIVE OFFICER
0301	EXECUTIVE SECRETARY
0301	EXERCISE PROGRAM MANAGER
0301	EXTERNAL AFFAIRS SPECIALIST
0301	FLEET MANAGER
0301	INDUSTRIAL SYSTEMS CONTROL EXPERT
0301	INTERNAL COMMUNICATION SPECIALIST
0301	KNOWLEDGE MANAGEMENT SPECIALIST
0301	KNOWLEDGE MANAGER
0301	LEGISLATIVE AFFAIRS ADVISOR
0301	MANAGEMENT SUPPORT OFFICER
0301	MISSION SUPPORT SPECIALIST
0301	OPERATION MANAGER
0301	PRIVACY ANALYST
0301	PROGRAM SPECIALIST
0301	PROGRAM SUPPORT SPECIALIST
0301	REGIONAL TRAINING AND EXERCISE SPECIALIST
0301	SENIOR ADMINISTRATIVE SPECIALIST
0301	SENIOR ADVISOR
0301	SENIOR PRIVACY ANALYST
0301	SENIOR MERGENCY COMMUNICATIONS
0301	SENIOR WATCH OFFICER
0301	SENIOR COUNSELOR TO THE UNDER SECRETARY
0301	STRATEGIC COMMUNICATION ADVISOR
0301	STRATEGY PLANNING ANALYST
0301	SUPERVISORY BUSINESS SUPPORT COORDINATOR
0301	SUPERVISORY COMMUNICATIONS SPECIALIST
0301	SUPERVISORY EMERGENCY PLANNING SPECIALIST
0301	SUPERVISORY EXECUTIVE SECRETARY
0301	SUPERVISORY MANAGEMENT SUPPORT OFFICER
0301	SUPERVISORY OPERATIONS AND INTEGRATION SPECIALIST
0301	SUPERVISORY OPERATIONS READINESS MANAGEMENT SPECIALIST
0301	SUPERVISORY OPERATIONS SPECIALIST
0301	SUPERVISORY POLICY ANALYST
0301	SUPERVISORY PROGRAM MANAGER
0301	SUPERVISORY PROGRAM SPECIALIST
0301	SUPERVISORY SECURITY SPECIALIST
0301	SUPERVISORY SENIOR POLICY ANALYST
0301	SUPERVISORY WORKFORCE STRATEGIC PLANNER
0301	SUPVY SUPERVISORY PROGRAM SPECIALIST
0303	TECHNOLOGY AND FACILITIES SUPPORT MANAGER

0301	TRAINING AND EXERCISE COORDINATOR
0306	WATCH OFFICER
0306	GOVERNMENT INFORMATION SPECIALIST
0306	PRIVACY ANALYST
0306	SUPERVISORY GOVERNMENT INFORMATION SPECIALIST
0308	RECORDS AND INFORMATION MANAGEMENT SPECIALIST
0313	MANAGEMENT AND PROGRAM ANALYST
0313	ASSOCIATE DIRECTOR
0313	CHIEF LEARNING OFFICER
0313	DEPUTY EXECUTIVE ASSISTANT DIRECTOR
0313	DIRECTOR, NATIONAL RISK MANAGEMENT CENTER
0313	DIRECTOR OF MANAGEMENT
0313	EXECUTIVE ASSISTANT DIRECTOR FOR EMERGENCIES
0313	OPERATIONAL PLANNING PROGRAM MANAGER
0313	PROGRAM MANAGER
0313	PROGRAM SPECIALIST
0313	SUPERVISORY BUILDING MANAGEMENT PROGRAM MANAGER
0313	SUPVY SUPERVISORY PROGRAM MANAGER
0313	TECHNOLOGY INTEGRATION PROGRAM MANAGER
0342	SUPPORT SERVICES SPECIALIST
0343	LEAD MANAGEMENT AND PROGRAM ANALYST
0343	MANAGEMENT AND PROGRAM ANALYST
0343	MANAGEMENT ANALYST
0343	PROGRAM ANALYST
0343	PROGRAM ANALYSIS OFFICER
0343	SENIOR ADVISOR
0343	SUPERVISORY MANAGEMENT AND PROGRAM ANALYST
0343	SUPERVISORY MANAGEMENT ANALYST
0343	SUPERVISORY PROGRAM ANALYST
0343	SUPVY SUPERVISORY MANAGEMENT AND PROGRAM ANALYST
0343	SUPVY SUPERVISORY PROGRAM ANALYST
0391	SUPERVISORY TELECOMMUNICATIONS SPECIALIST
0391	TELECOMMUNICATIONS MANAGER
0391	TELECOMMUNICATIONS SPECIALIST
0399	STUDENT TRAINEE
0501	FINANCIAL PROGRAMS COST ANALYST
0501	FINANCIAL RESOURCE ANALYST
0501	SUPERVISORY FINANCIAL PROGRAM AND COST ANALYST
0505	SUPERVISORY FINANCIAL MANAGER
0505	ACCOUNTANT
0505	FINANCIAL SYSTEM ACCOUNTANT
0505	SUPERVISORY STAFF ACCOUNTANT
0505	SYSTEM ACCOUNTANT

0560	BUDGET ANALYST
0560	SUPVY SUPERVISORY BUDGET ANALYST
0801	GENERAL ENGINEER
0801	INTERDISCIPLINARY ENGINEER
0810	CIVIL ENGINEER
0810	SUPVY SUPERVISORY CIVIL ENGINEER
0854	COMPUTER ENGINEER
0855	ELECTRONICS ENGINEER
0855	SUPERVISORY ELECTRONICS ENGINEER
0855	SUPVY SUPERVISORY ELECTRONICS ENGINEER
0893	CHEMICAL ENGINEER
0893	SUPERVISORY CHEMICAL ENGINEER
0905	ATTORNEY ADVISOR
0905	CHIEF COUNSEL FOR CISA
0905	SUPERVISORY ATTORNEY ADVISOR
1035	PUBLIC AFFAIRS SPECIALIST
1082	WRITER/EDITOR
1083	TECHNICAL WRITER/EDITOR
1101	CONTRACTING AND ACQUISITION ANALYST
1101	INFRASTRUCTURE ANALYST
1101	PROCUREMENT AND CONTRACT ADVISOR
1102	CONTRACT SPECIALIST
1102	DEPUTY CHIEF ACQUISITION EXECUTIVE
1102	SUPERVISORY CONTRACT SPECIALIST
1102	SUPERVISORY PROCUREMENT ANALYST
1170	SUPERVISORY REALTY SPECIALIST
1301	INTERDISCIPLINARY PHYSICAL SCIENTIST
1301	PHYSICAL SCIENTIST
1301	PHYSICAL SCIENCE SPECIALIST
1515	INTERDISCIPLINARY OPERATIONS RESEARCH ANALYST
1515	OPERATIONS RESEARCH ANALYST
1515	SENIOR TECHNICAL ADVISOR
1515	SUPERVISORY OPERATIONS RESEARCH ANALYST
1515	SUPVY SUPERVISORY OPERATIONS RESEARCH ANALYST
1520	SENIOR ADVISOR
1550	COMPUTER SCIENTIST
1712	TRAINING SPECIALST
1750	INSTRUCTIONAL SYSTEMS SPECIALIST
1750	SUPERVISORY INSTRUCTIONAL SYSTEMS SPECIALIST
1801	SUPERVISORY CHEMICAL SECURITY COMPLIANCE SPECIALIST
1801	SUPERVISORY INVESTIGATOR
1801	SUPERVISORY PROTECTIVE SECURITY ADVISOR
1801	SUPVY SUPERVISORY CHEMICAL SECURITY INSPECTOR

1810 INVESTIGATOR
2010 INVENTION MANAGEMENT SPECIALIST
2210 CYBERSECURITY SPECIALIST
2210 INFORMATION TECHNOLOGY SPECIALIST
2210 IT CYBERSECURITY SPECIALIST
2210 IT CYBERSECURITY MANAGER
2210 IT SPECIALIST
2210 LEAD IT SPECIALIST
2210 SENIOR TECHNICAL OFFICER
2210 SUPERVISORY CYBERSECURITY INFORMATION SPECIALIST
2210 SUPERVISORY IT SPECIALIST
2210 SUPERVISORY CYBERSECURITY SPECIALIST
2210 SUPV CYBERSECURITY TECHNOLOGY SPECIALIST
2210 SUPERVISORY IT CYBERSECURITY SPECIALIST
2210 SUPVY SUPERVISORY IT SPECIALIST
2210 SUPVY SUPERVISORY IT CYBERSECURITY SPECIALIST
2230 ASSOCIATE CYBERSECURITY SPECIALIST
2230 CYBERSECURITY EXECUTIVE
2230 CYBERSECURITY MANAGER
2230 CYBERSECURITY SPECIALIST
2230 DISTINGUISHED CYBERSECURITY SPECIALIST
2230 PRINCIPAL CYBERSECURITY SPECIALIST
2230 SENIOR CYBERSECURITY EXECUTIVE
2230 SENIOR CYBERSECURITY MANAGER
2230 SENIOR CYBERSECURITY SPECIALIST
2230 SENIOR PRINCIPAL CYBERSECURITY SPECIALIST
2230 STAFF CYBERSECURITY SPECIALIST
2299 STUDENT TRAINEE

We would request a copy of your updated Testing Designated Positions list once these additions are made.

Please contact me at on (b) (6) or (b) (6) if you have any questions or concerns.

Sincerely,

(b) (6)

(b) (6) .

Policy Oversight Lead, Federal Drug-Free Workplace
Program