

**Department of  
Veterans Affairs**

# Memorandum

From: VHA Office of Academic Affiliations (OAA)

Subj: Random Drug Testing Notification and Acknowledgement

To: Health Professions Trainee (HPT) in a Testing Designated Position (TDP)

1. On September 15, 1986, President Reagan signed Executive Order 12564, Drug-Free Federal Workplace, establishing a policy against the use of illegal drugs by Federal employees, whether on or off duty. In accordance with the Executive Order, VA has established a Drug-Free Workplace Program to include random testing for the use of illegal drugs by employees (to include trainees) in sensitive positions.
2. This is to notify you that as an HPT in a sensitive position you may be subject to random drug testing.
  - VHA Training Programs exempt from Random Drug Testing are: Clinical Pastoral Education (Chaplain), Social Work, Dietetics, Occupational Therapy, Optometry, Audiology, Speech Pathology, and Non-Clinical/Administrative
3. You can be assured that the quality of testing procedures, including the collection of a urine specimen, will be conducted in accordance with Department of Health and Human Services Guidelines for Drug Testing Programs; that the test used to confirm use of illegal drugs is highly reliable; and that the test results will be handled with maximum respect for individual confidentiality, consistent with safety and security.
4. In accordance with the VA Secretary's memorandum, "Drug Free Workplace Program—Mandatory Authorization Form for Drug Testing and Employee Assistance Program Participation for Illegal Drug Use," signed August 22, 2018 (<http://go.va.gov/hawp>), you will be required to sign VA Form 10-5345, "Request for and Authorization to Release Health Information," prior to being drug tested. This form authorizes your drug test results to be shared with VA officials, and others who have a need to know. Failure to sign the authorization form may result in disciplinary action up to and including removal.
5. As a trainee subject to random drug testing you should be aware of the following:
  - Counseling and rehabilitation assistance are available to all trainees through existing Employee Assistance Programs (EAP) at VA facilities (information on EAP can be obtained from your local Human Resources office).
  - You will be given the opportunity to submit supplemental medical documentation of lawful use of an otherwise illegal drug to a Medical Review Officer (MRO).
  - VA will initiate termination of VA appointment and/or dismissal from VA rotation against any trainee who:
    - is found to use illegal drugs on the basis of a verified positive drug test, or
    - refuses to be tested.
6. Random testing will begin no sooner than 30 days from the date you sign this acknowledgement.
7. Visit the US Office of Personnel Management (OPM) Work-Life webpage for information on Services Available for You, Guidance & Legislation as well as Substance User Disorder.  
<https://www.opm.gov/policy-data-oversight/worklife/employee-assistance-programs/>

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**I acknowledge receiving and reading the notice which states that my position may be designated for random drug testing, and that, if selected, refusal to submit to testing will result in termination and/or dismissal from the VA.**

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Training Program and Affiliate

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Print Name and Date Signed

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Signature