DRUG FREE WORKPLACE REQUIREMENT

The [OMB Super Circular](http://www.ecfr.gov/cgi-bin/text-idx?SID=7347003a91622d430d9f9e6bca7d44b7&mc=true&node=se2.1.182_1205&rgn=div8) requires that your agency publish a statement that:

(a) Tells your employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in your workplace;

(b) Specifies the actions that you will take against employees for violating that prohibition; and

(c) Lets each employee know that, as a condition of employment under any award, he or she:

(1) Will abide by the terms of the statement; and

(2) Must notify you in writing if he or she is convicted for a violation of a criminal drug statute occurring in the workplace and must do so no more than five calendar days after the conviction.

NOTE: Policy is to be put on Agency Letterhead and signed and dated