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001. list	Important Phone Numbers; RE: phone numbers [partial] (1 page)	n.d.	b(7)(E)

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Clinton Presidential Records
Policy Development
Lisa Green
OA/Box Number: 20586

FOLDER TITLE:

Human Resources: Employee Orientation Packet

2012-0043-S

ms223

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P1 National Security Classified Information [(a)(1) of the PRA]
- P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P3 Release would violate a Federal statute [(a)(3) of the PRA]
- P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
- P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
- P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

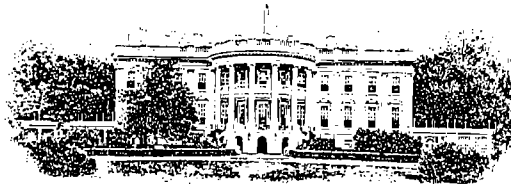
RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

- b(1) National security classified information [(b)(1) of the FOIA]
- b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
- b(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- b(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
- b(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

EXECUTIVE OFFICE OF THE PRESIDENT

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Employee Orientation Packet

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Executive Office of the President Drug-Free Workplace Plan



July 1988
(as amended December 1992)

I. INTRODUCTION

A. Background

Executive Order (E.O.) 12564 of September 15, 1986, established the goal of a Drug-Free Federal Workplace. The Executive Order made it a condition of employment for all Federal employees to refrain from using illegal drugs on or off-duty.

Congress passed legislation on July 11, 1987, affecting implementation of the Executive Order in an attempt to establish uniformity among federal agency drug testing plans and to centralize the oversight of the Federal Government's drug testing program. (Section 503 of the Supplemental Appropriations Act of 1987, Public Law (P.L.) 100-71, 101 Stat. 391, 468-471, codified at 5 U.S.C. § 7301 note (1987).)

B. Policy

In keeping with the Executive Order, the agencies of the Executive Office of the President (EOP) are concerned with the well-being of their employees and the successful accomplishment of agency missions. The purpose of the EOP Drug-Free Workplace Plan (Plan) is to offer a helping hand to those who need it and to set forth objectives, policies, procedures, and implementation guidelines in order to achieve a drug-free federal workplace.

Moreover, as a policy, the Plan recognizes that each EOP agency shall not expend appropriated funds, unless it has in place, and continues to administer in good faith, a written policy designed to ensure that all of its workplaces are free from illegal use, possession, or distribution of controlled substances by the officers and employees of the agency.

The Plan recognizes the unique roles of the EOP agencies and their staffs, as well as the compelling obligation to achieve a drug-free environment for the sensitive work that is performed by all of the EOP units.

A successful drug-free workplace program recognizes the importance of informing employees of the hazards of drug use and providing assistance to those suffering from illegal drug use. Every employee is assured that personal dignity and privacy will be respected in reaching the goal of a drug-free workplace.

The policy, therefore, is to create a totally drug-free workplace, educate supervisors, and assist employees.

C. Scope

At this time, the EOP consists of the White House Office, Office of the Vice President and sixteen (16) agencies or components that have a close relationship to the work of the President of the United States. These agencies provide day-to-day operational support to the President in the following major areas:

1. Managing the Presidential decision-making processes to insure that the President receives the widest possible range of options;
2. Helping the President plan and set priorities, monitoring and evaluating progress toward reaching the President's objectives, resolving conflicts among subordinates, and assisting in crisis management, especially in national security matters; and
3. Managing the federal budget and coordinating Administration positions on matters before the Congress.

As required by P.L. 100-71, the EOP submitted a drug-free workplace plan which was duly certified on May 3, 1988, as meeting the requirements of that statute and E.O. 12564. Specifically, the Plan currently covers the following entities:

Council of Economic Advisers
Council on Environmental Quality
Executive Residence
National Critical Materials Council
National Security Council
National Space Council
Office of Administration
Office of Federal Procurement Policy
Office of Management and Budget
Office of National Drug Control Policy
Office of Policy Development
Office of Science and Technology Policy
Office of the U.S. Trade Representative
Office of the Vice President
President's Foreign Intelligence Advisory Board
President's Intelligence Oversight Board
Vice President's Residence
White House Office

D. Authorities

1. Executive Order 12564, Drug-Free Federal Workplace;
2. Executive Order 10450, Security Requirements for Government Employment, as amended;
3. Section 503 of the Supplemental Appropriations Act of 1987, P.L. 100-71, 101 Stat. 391, 468-471, codified at 5 U.S.C. § 7301 note (1987);
4. Scientific and Technical Guidelines For Drug Testing Programs, Alcohol, Drug Abuse and Mental Health Administration (ADAMHA), Department of Health and Human Services (HHS), as amended;
5. Standards for Certification of Laboratories Engaged in Urine Drug Testing for Federal Agencies, ADAMHA, HHS, as amended;
6. Civil Service Reform Act of 1978, P.L. 95-454;
7. 42 C.F.R. Part 2, establishing requirements for assuring the confidentiality of alcohol and drug abuse patient treatment records;
8. The Privacy Act of 1974 (5 U.S.C. § 552(a)), prescribing requirements governing the maintenance of records by agencies pertaining to the individuals and access to these records by the individual(s) to whom they pertain;
9. Federal Employees Substance Abuse Education and Treatment Act of 1986, P.L. 99-570;
10. Office of Personnel Management, Federal Personnel Manual (FPM) Letters 792-16 (November 28, 1986), 792-17 (March 9, 1987), and 792-18 (December 30, 1988) setting forth guidelines for Federal civilian agencies in establishing a drug-free workplace pursuant to E.O. 12564;
11. FPM Chapter 792, Federal Health and Counseling programs, providing guidance to Federal agencies in establishing alcoholism and drug abuse programs (subchapter 5) and employee counseling services programs (subchapter 6) for Federal employees with alcohol or drug problems; and

12. FPM Supplement Chapter 792-2 providing guidance for developing and maintaining appropriate prevention, treatment programs and services for alcoholism and drug abuse among Federal employees.
13. Section 628 of the Treasury, Postal Service and General Appropriations Act of 1989, P.L. 100-440, as amended.

E. Delegation of Authority

Except where specifically prohibited in this Plan, the responsibilities of an EOP agency head, set forth herein, may be redelegated to another official/employee of the same EOP agency. The head of each EOP agency hereby delegates to the Director, Office of Administration (OA), those operational responsibilities, as described herein, that will be performed on a centralized basis as a service to all EOP agencies.

F. Presidential Transition

Due to the large number of people assuming government positions at the EOP during a change in administration, for whatever reason, it is impractical to test all of them prior to their appointments. The Plan recognizes this fact and makes special provisions as set forth in Section IX.C.

G. Savings Clause

To the extent that any of the provisions of this Plan are determined to be inconsistent with applicable federal court decisions or changes to statute or executive order, the remaining, unaffected provisions are intended to remain in force until such time as a formal amendment is made to the Plan which modifies them.

II. DEFINITIONS

- A. Abeyance Contract means an agreement entered into by an employee consenting to the terms of a drug treatment program and drug testing schedule.
- B. Applicant means any individual tentatively selected for employment with an EOP agency to a position designated as a Testing Designated Position (TDP). It includes any employee in an EOP agency who has tentatively been selected for a TDP and who was not, immediately prior to the selection, employed in a TDP.
- C. Detailee means an employee serving a temporary assignment from one Federal agency to a different position or set of duties within the EOP for a specified period of time. There is no formal position change; officially, the employee continues to hold the position from which detailed and keeps the same status and pay.
- D. Drug Plan Coordinator (DPC) means the individual, designated by the Director, OA, who is responsible for implementing, directing, administering, and managing the Plan throughout the EOP.
- E. Employee means any individual appointed in the civil service as described in 5 U.S.C. § 2105 serving in a position in an EOP agency, except members of the uniformed services of the armed forces.
- F. Employee Assistance Program (EAP) means the program that offers assessment, short-term counseling, and referral services to employees and members of their immediate families for a wide range of problems such as job stress, marital and family discord, alcohol and drug abuse, and monitors the progress of employees while in treatment.
- G. Employee Assistance Program (EAP) Counselor means the individual/employee designated by the Director, OA, with specific duties outlined in Section VI.B. who provides counseling and treatment services to all EOP employees and has direct contact with employees, supervisors, and treatment organizations.
- H. Medical Review Official (MRO) means the individual responsible for receiving laboratory results generated under the EOP drug testing program (see Section IX.) who is a licensed physician with knowledge of substance abuse disorders and the appropriate medical training to interpret and evaluate all test results together with an individual's medical history.

- I. **Illegal Drugs** means controlled substances, as defined by 21 U.S.C. § 802(6) and accompanying Schedules I or V, whose use is not authorized by a valid prescription or by law.
- J. **Management Official** means an employee required or authorized by the EOP agency head to formulate, determine, or influence the policies of that Agency.
- K. **Random Testing** means a system of periodic drug testing of all EOP employees who hold positions that are designated as TDP. Selection to participate in random testing is made in accordance with scientifically approved random selection methodology.
- L. **Employees in Sensitive Positions** means:
 - 1. Employees in positions designated by the EOP agency head as Special Sensitive, Critical Sensitive, or Noncritical-Sensitive under Chapter 731 of the FPM, or employees in positions designated by the EOP agency head as sensitive in accordance with E.O. 10450, as amended;
 - 2. Employees granted access to information classified either secret or top secret or who will be granted access to classified information pursuant to a determination of trustworthiness by the EOP agency head under Section 4 of E.O. 12356;
 - 3. Individuals serving under Presidential appointments;
 - 4. Law enforcement officers as defined in 5 U.S.C. §§ 8331(20) and 8401(17); or
 - 5. Other positions that the EOP agency head determines 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.
- M. **Supervisor** means an employee, such as defined by 5 U.S.C. § 7103(a)(10), having authority to hire, direct, assign, promote, reward, transfer, furlough, layoff; recall, suspend, discipline, remove employees or to effectively recommend such actions.
- N. **Testing Designated Positions (TDPs)** means those positions within each EOP agency which have been designated for random testing under Section IX.A. of this Plan.

- O. Verified Positive Test Result means a test result that has been screened positive by an FDA-approved immunoassay test, confirmed by a Gas Chromatography/Mass Spectrometry assay, (or other confirmatory tests approved by HHS), evaluated by the MRO and determined by him or her to be unjustified under Section X.D. of this Plan.

III. EMPLOYEE ASSISTANCE PROGRAM (EAP)

A. Function

The EOP EAP provides counseling to employees and their families in a number of areas, including assistance in the area of drug and alcohol abuse and treatment. In that regard, the EAP can play an important role in achieving a drug-free workplace in the EOP. The EAP, however, shall not be involved in the collection of urine samples or the initial reporting of test results. Specifically, the EAP shall:

1. Provide counseling and assistance to employees who voluntarily admit to illegal drug use or whose drug tests have been confirmed positive. It monitors the employees' progress during treatment;
2. Provide education and training to all levels of each EOP agency on types and effects of drugs, symptoms of drug use and the impact on performance and conduct, on the role of the EAP with regard to the drug free workplace program, and on related treatment matters; and
3. Ensure that confidentiality of test results and related medical treatment records is maintained in accordance with Section XI.

B. Referral and Availability

Employees with positive drug-testing results or who volunteer for self-help will be referred to the EAP. The EAP provides assessment, counseling, and treatment for all referrals. The EAP is available not only to employees of the EOP agencies but to the families of employees with drug problems and to employees with family members who have drug problems.

In the event the employee is not satisfied with the suggested program of treatment, he or she may seek review by notifying the DPC prior to completion of the program. The decision of the DPC shall be final and shall not be subject to further review. Regardless of the treatment program chosen, the employee remains responsible for completion of the treatment. Assertions that the counselor failed to consider one or more factors in making a referral shall not constitute either an excuse for continuing to use illegal drugs or a defense to any disciplinary action as may be appropriate.

C. Leave Allowance

Employees shall be allowed up to one hour (or more as necessitated by travel time) of excused absence for each EAP counseling session during the assessment/referral phase of treatment. Absences during duty hours for treatment must be charged to the appropriate leave category in accordance with law and leave regulations.

D. Records and Confidentiality

All EAP operations shall be confidential in accordance with Section XI. of the Plan relating to records and confidentiality.

E. Structure

The Director, OA, shall be responsible for oversight and implementation of the EOP EAP and will provide, with the support of the EOP agency heads, direction and promotion of the EAP. The Personnel Management Division (PMD), OA, shall ensure a comprehensive program by utilizing interagency agreements with other federal agencies or contracts to acquire the EAP professional staff and services.

IV. SUPERVISORY TRAINING

A. Objectives

Since supervisors have a key role in establishing and monitoring a drug-free workplace, the OA shall provide training to assist EOP supervisors and managers in recognizing and addressing illegal drug use by employees. The purpose of supervisory training is to understand:

1. Policies relevant to work performance problems, drug use, and the EOP EAP;
2. How employee performance and behavioral changes should be recognized and documented;
3. The roles of the medical staff, supervisors, PMD, and EAP personnel;
4. The ways to use the EOP EAP;
5. How the EAP is linked to performance appraisal and disciplinary processes; and
6. The process of reintegrating employees into the work-force.

B. Implementation

OA/PMD shall be responsible for implementing supervisory training and shall ensure that all employees and supervisors are fully informed of the Plan.

C. Training Content

Supervisory training shall be provided to all supervisors and may be presented as a separate program, or be included as part of an ongoing supervisory training program. Training shall be provided as soon as possible after a person assumes supervisory responsibility. Training programs should include:

1. The Drug-Free Federal workplace policy;
2. The prevalence of various employee problems with respect to drugs and alcohol;
3. The EAP approach to handling problems;

4. How to recognize employees with possible problems;
5. Documentation of employee performance or behavior;
6. How to approach the employee;
7. How to use the EAP;
8. Disciplinary action, and removals from sensitive positions, as required by Section 5(c) of the Executive Order;
9. Reintegration of employees into the work-force;
and
10. Written Materials which the supervisor can use at the work site.

V. EMPLOYEE EDUCATION

A. Objectives

OA/PMD shall offer drug education to all employees. Drug education should include education and training on:

1. Types and effects of drugs;
2. Symptoms of drug use, and the effects on performance and conduct;
3. The relationship of the EAP to the drug testing program; and
4. Other relevant treatment and confidentiality issues.

B. Means of Education

Drug education activities may include:

1. Distribution of written materials;
2. Videotapes; and/or
3. Employee forums.

VI. SPECIAL DUTIES AND RESPONSIBILITIES

A. Drug Plan Coordinator

The Director, OA, shall designate a DPC to carry out the purposes of this Plan. In addition, the DPC shall serve as the principal contact with the laboratory in assuring the effective operation of the testing portion of the program. In carrying out these responsibilities, the DPC shall, among other duties:

1. Arrange for all testing authorized under this order;
2. Ensure that all employees subject to random testing receive appropriate notice as described in Section VII.;
3. Monitor that the laboratory used for EOP drug testing has a valid, current certification as appropriate under the applicable regulations;
4. Coordinate with and report to the Director, OA, on DPC activities and findings with regard to the Plan program;
5. Publicize and disseminate drug program educational materials and oversee training and education sessions;
6. Upon receipt of a verified positive test result from the MRO, transmit the test result to the appropriate management official in the EOP agency designated to receive a report of a verified positive test for the purpose of initiating disciplinary action; and
7. Assume the lead role in the development, implementation, operation, and evaluation of the EAP;

B. EAP Counselor

The EAP Counselor shall:

1. Prepare consolidated reports on the EOP's EAP activity;

2. Provide counseling and treatment services to all employees referred to the EAP by their agencies or on self-referral, and otherwise offer employees the opportunity for counseling and treatment;
3. Work with the DPC to provide educational materials and training to managers, supervisors, and employees on illegal drugs in the workplace;
4. Assist supervisors with performance and/or personnel problems that may be related to illegal drug use;
5. Monitor the progress of referred employees during and after the treatment period;
6. Ensure that training is provided to assist supervisors in the recognition and documentation of facts and circumstances that support a reasonable suspicion that an employee may be using illegal drugs;
7. Maintain a list of organizations which provide counseling and treatment programs, and include the following information on each such organization:
 - a. Name, address, and phone number;
 - b. Types of services provided;
 - c. Hours of operation, including emergency hours;
 - d. The contact person's name and phone number;
 - e. Fee structure, including insurance coverage;
 - f. Client specialization; and
 - g. Other pertinent information.
8. Periodically visit treatment organizations to meet administrative and staff members; tour the site; and ascertain the experience, certification and educational level of staff, and the organization's policy concerning progress reports on clients and post-treatment follow-up;
9. Serve as the initial point of contact for employees who ask or are referred for counseling;

10. Be familiar with all applicable law and regulations, including drug treatment insurance coverage available to employees through the Federal Employee Health Benefits Program;
11. Document and sign the treatment plan prescribed for all employees referred for treatment, after obtaining the employee's signature on this document; and
12. In making referrals, consider 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, such as transportation and child care;
 - g. The preferences of the employee.

C. Medical Review Official (MRO)

The MRO shall, among other duties:

1. Receive all laboratory test results;
2. Assure that an individual who has tested positive has been afforded an opportunity to justify the test result in accordance with Section X.D. of this Plan;
3. Consistent with confidentiality requirements, refer written determinations regarding all verified positive test results to the DPC; and
4. Coordinate with and report to the DPC on all activities and findings on a regular basis.

D. Supervisors

Supervisors will be trained to recognize and address illegal drug use by employees, and will be provided information regarding referral of employees to the EAP, procedures and requirements for drug testing, and behavioral patterns that give rise to a reasonable suspicion that an employee may be using illegal drugs. First-line supervisors shall:

1. Attend training sessions on illegal drug use in the workplace;
2. Initiate through the DPC a reasonable suspicion test after first taking appropriate factual observations, documenting those observations, and obtaining approval from the higher-level supervisor and/or other official designated to approve such testing of an EOP agency employee;
3. Refer employees, in cooperation with the DPC, to the EAP Counselor to obtain counseling and treatment, upon a finding of illegal drug use;
4. Initiate appropriate disciplinary action upon a finding of illegal drug use; and
5. In conjunction with the EAP Counselor and personnel specialists, assist higher-level supervisors by evaluating employee performance and or personnel problems that may be related to illegal drug use.

E. Implementation

Each EOP agency head shall implement the Plan within their agency and ensure that the Plan is efficiently and effectively accomplished in accordance with this order and all other applicable regulations. Moreover, each agency head will notify the DPC what management official, if any, has been delegated the responsibility to receive a verified positive test result and to determine appropriate disciplinary action in accordance with Section VIII.

F. Government Contractors or Services Provided by Another Federal Agency

Wherever existing resources or facilities are inadequate to implement this order, the Director, OA, shall:

1. Acquire needed services by contract or interagency agreement and insure the monitoring and successful performance of such arrangements;
2. Ensure that contractors chosen by OA or another federal agency to perform the drug screening tests are duly certified pursuant to the HHS guidelines and that all contracts conform to the technical specifications of the HHS guidelines (see Appendix B); and
3. Establish, by contract or by interagency agreement as deemed appropriate, the positions and specific responsibilities of the MRO as required by the HHS guidelines (see Appendix B).

VII. NOTICE

A. General Notice

1. A general notice from the head of the EOP agency announcing the testing program, as required by the Executive Order, Section 4(a), was provided to EOP staff on July 8, 1988, and in accordance with Section 503 of P.L. 100-71.
2. The publication of a drug testing requirement in an employment vacancy announcement, or notification at the time of a pre-employment interview, also constitutes continuing notice for purposes of applicant and random testing under provisions of this Plan.

B. Individual Notice

1. In addition to the general notice, an individual notice was distributed to those EOP staff on December 8, 1988, identified in initial TDPs explaining:
 - a. That the employee's or detailee's position has been designated a "testing designated position;"
 - b. That the employee or detailee has the opportunity to voluntarily identify himself as a user of illegal drugs and to receive counseling or treatment, in which case disciplinary action is not required; and
 - c. That the employee's position is subject to random testing no sooner than thirty days after notice.
2. Subsequently, individual notice will be provided, as set forth in subparagraph 1 above, to the incumbents of any position which is designated a TDP.

C. Signed Acknowledgment

Each employee or detailee in a newly identified or created position which is designated a TDP shall be asked to acknowledge in writing that:

The employee (or detailee) has received and read the notice which states that the employee's (or detailee'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 dismissal.

If the employee (or detailee) refuses to sign the acknowledgement, the employee's (or detailee's) supervisor shall note on the acknowledgement form that the employee (or detailee) received the notice. This acknowledgement shall be centrally collected for easy retrieval, and is advisory only. An employee's (or detailee's) failure to sign the notice shall not preclude testing that employee (or detailee).

D. Administrative Relief

If an employee or detailee believes that his or her position has been wrongly designated a TDP, that employee may file an administrative appeal to the official designated in Appendix A who has authority to remove the employee from the TDP list. The appeal must be submitted by the employee, in writing, to the designated official within 15 days of notification, setting forth all relevant information. The designated official shall review the appeal based upon the criteria applied in designating that employee's position as a TDP. The official's decision is final and is not subject to further administrative review.

VIII. FINDING OF DRUG USE AND DISCIPLINARY CONSEQUENCES

A. Determination

An employee may be found to use illegal drugs on the basis of any 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

Each EOP agency's designated management official or supervisor shall refer an employee found to use illegal drugs to the EAP, and, if the employee occupies a sensitive position, immediately remove the employee from that position without regard to whether it is a TDP. At the discretion of the head of the EOP agency, or his designee, and in consultation with the DPC, an employee may return to duty in a sensitive position if the employee's return would not endanger public health or safety or national security.

C. Range of Consequences

The severity of the disciplinary action taken against an employee found to use illegal drugs will depend on the circumstances of each case and will be consistent with the Executive Order. It will include the full range of disciplinary actions, including removal. The EOP agency shall initiate disciplinary action against any employee found to use illegal drugs provided that such action is not required for an employee who voluntarily admits to illegal drug use, and obtains counseling or treatment and thereafter refrains from using illegal drugs.

Such disciplinary action may include any of the following measures but some disciplinary action must be initiated:

1. Reprimanding the employee in writing;
2. Suspending the employee for 14 days or less;

3. Suspending the employee for 15 days or more;
4. Suspending the employee until the employee successfully completes a specific treatment program or until it is determined that action other than suspension is more appropriate; or
5. Removing the employee from service.

D. Initiation of Mandatory Removal From Service

The EOP agency shall initiate action to remove an employee for:

1. Refusing to obtain counseling or treatment through the EAP as required by the Executive Order after having been found to use illegal drugs;
2. Having been found not to have refrained from illegal drug use at any time following the first finding of illegal drug use.

All letters to propose and decide on a disciplinary action should be developed in consultation with PMD, OA.

E. Refusal to Take Drug Test When Required

1. An employee who refuses to be tested when so required will be subject to the full range of disciplinary action, including dismissal;
2. No applicant who refuses to be tested shall be extended an offer of employment; and
3. Attempts to alter or substitute the specimen provided will be deemed a refusal to take the drug test when required.

F. Voluntary Referral

Under E.O. 12564, the EOP agency is required to initiate action to discipline any employee found to use illegal drugs in every circumstance except when an employee voluntarily admits his or her drug use prior to a request to take a drug test, completes counseling or treatment through an EAP and thereafter refrains from drug use, such discipline "is not required."

The decision whether to discipline a voluntary referral will be made by the EOP agency head, or designee, on a case by case basis depending upon the facts and circumstances. Such determination shall be made after full consultation with the DPC, EAP Counselor, and other appropriate management officials. Although an absolute bar to discipline cannot be provided, the Agency, in determining whether to discipline, shall consider that the employee has come forward voluntarily.

Since the key to this provision's effectiveness is an employee's willingness to admit his or her problem -- this provision will not be available to an employee who is asked to provide a urine sample when required, or who is found to have used illegal drugs pursuant to Sections VIII.A.1. or VIII.A.2. and who thereafter requests protection under this provision.

IX. DRUG TESTING

The drug testing procedures described in Sections IX. and X. shall identify the presence of marijuana, cocaine, opiates, amphetamines, and phencyclidine (PCP).

A. Random Testing

1. Position Titles Designated for Random Drug Testing

The position titles designated for random drug testing are listed in Appendix A, along with the criteria and procedures applied in designating such positions for drug testing, including the justification for such criteria and procedures.

2. Sensitive Employees in TDPs

As specified in Appendix A, each EOP agency head has determined which positions are sensitive, labeled TDP, and therefore qualify for random testing. The criteria and procedures used in designating such positions as TDP accompany the lists.

3. Determining the TDP

a. Among the factors that each EOP agency head has considered in determining a TDP are the extent to which that agency:

i. Considers its mission inconsistent with illegal drug use;

ii. Is engaged in law enforcement;

iii. Must foster public trust by preserving employee reputation for integrity, honesty, and responsibility;

iv. Has national security responsibilities;

v. Has drug interdiction responsibilities;
or

b. The extent to which the position considered:

i. Gives employees access to sensitive information;

- ii. Authorizes employees to engage in law enforcement;
 - iii. Requires employees, as a condition of employment, to obtain a security clearance;
 - iv. Requires employees to engage in activities affecting public health or safety; and
 - v. Gives employees access to areas which are frequented by the President or Vice President or are controlled by the U.S. Secret Service in its role of protecting the work environment of the President and his most senior advisors.
- c. These positions are characterized by critical safety or security responsibilities as related to the mission of their agency. The job functions associated with these positions directly and immediately relate to public health and safety, the protection of life and property, law enforcement, or national security. These positions are identified for random testing because they require the highest degree of trust and confidence.
- d. Each EOP agency head reserves the right to add or delete positions determined to be TDPs pursuant to the criteria established in the Executive Order and this Plan. Moreover, pursuant to 42 U.S.C. § 290ee-1(b)(2), and the pertinent provisions of the FPM, the EOP agency head has determined that all positions which have been or will be designated as TDPs under this Plan are "sensitive positions" and are therefore exempted from coverage under 42 U.S.C. § 290ee-1(b)(1), which provides that no person may be denied or deprived of Federal civilian employment or a Federal professional or other license or right solely on the basis of prior drug abuse.
4. Implementing Random Testing

In implementing the program of random testing the DPC shall:

- a. Ensure that the means of random selection remains confidential;
- b. Evaluate periodically whether the numbers of employees tested and the frequency with which those tests will be administered satisfy the EOP agencies duty to achieve a drug-free work force.

The TDPs in each EOP agency are specified in Appendix A. Twelve percent of the incumbents of these positions shall be tested annually, with unannounced testing to be held six times a year.

5. Notification of Selection

An individual selected for random testing, and the individual's first-line supervisor, shall be notified the same day the test is scheduled, preferably, within two hours of the scheduled testing. The supervisor shall explain to the employee that the employee is under no suspicion of taking drugs and that the employee's name was selected randomly.

6. Deferral of Testing

An employee selected for random drug testing may obtain a deferral of testing if the employee's first-line supervisor determines that a compelling need necessitates a deferral on the grounds that the employee is:

- a. In a leave status (sick, annual, administrative or leave without pay);
- b. In official travel status away from the test site or is about to embark on official travel scheduled prior to testing notification;

An official of each EOP agency identified in Appendix A may authorize deferral of testing for an employee whose immediate work-demands require uninterrupted continuation. The decision to defer testing on this basis may not be delegated.

An employee whose random drug test is deferred will be included with the next group of employees selected for random testing.

B. Reasonable Suspicion Testing

1. Application

Reasonable suspicion testing may be required of any employee in a position which is designated for random testing or which meets the criteria for such designation where there is a reasonable suspicion that the employee uses illegal drugs whether on or off duty. Reasonable suspicion testing may also be required of any employee in any position when there is reasonable suspicion of on-duty drug use or on-duty drug impairment. Reasonable suspicion that an employee uses illegal drugs may be based upon the criteria set forth below.

2. Grounds

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

- a. Observable phenomena, such as direct observation of drug use or possession or the physical symptoms of being under the influence of a drug;
- b. A pattern of abnormal conduct or erratic behavior;
- c. Arrest or conviction for a drug-related offense or the identification by law enforcement officials that an employee is the focus of a criminal investigation into illegal drug possession, use, trafficking, or distribution of controlled substances;
- d. Information indicating illegal drug use provided either by reliable and credible sources or independently corroborated; or
- e. 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.

3. Procedures

If an employee is suspected of using illegal drugs, the appropriate supervisor will gather all information, facts, and circumstances leading to and supporting this suspicion. This information will be reviewed by a higher-level supervisor for concurrence. The decision level for approval to proceed with testing is described in Appendix A.

If reasonable suspicion has been established, the appropriate supervisor will promptly detail, for the record and in writing, the circumstances which forced the basis to warrant the testing. A written report will be prepared to include, at a minimum, the appropriate dates and times of reported drug related incidents, reliable/credible sources of information, rationale leading to the test, findings of the test, and the action taken.

4. Obtaining the Sample

The employee may be asked to provide the urine sample under observation in accordance with the criteria in Section X.B.

C. Applicant Testing

1. Objectives

To maintain the high professional standards of the EOP agency's work-force, it is imperative that individuals who use illegal drugs be screened out during the initial employment process before they are placed on the employment rolls of the agency. This procedure will have a positive effect on reducing instances of illegal drug use by employees working within the EOP, and will provide for a safer work environment.

2. Extent of Testing

Drug testing shall be required of applicants tentatively selected for employment with an EOP agency as indicated in Appendix A.

At times of transitions following presidential elections, it is not feasible to test all new employees or detailees prior to their appointments. In such instances, these staff shall be tested at a later date and their appointments made subject to a successful drug test result. Staff will be requested to sign a written acknowledgement as set forth in Section VII.C. that conditions their appointment and employment on this deferred applicant test.

3. Acknowledgement of Deferred Testing During A Presidential Transition

Each presidential transition employee or detailee in a TDP, as referred to in Sections I.F. and IX.C., shall be asked to acknowledge in writing that applicant testing has been deferred. Such acknowledgement shall state:

APPOINTMENT SUBJECT TO DRUG TESTING

I, _____, hereby acknowledge that my appointment to a position in [agency] is subject to the applicant drug testing requirement as set forth in the Drug-Free Workplace Plan for the Executive Office of the President. I also acknowledge that I am responsible to present myself for a drug test at a place and time to be determined. Should it be determined, under the requirements of the Plan, that I have a verified positive test result for any of the prohibited drugs, I understand that my appointment will be terminated.

DATE

SIGNATURE

4. Vacancy Announcements

Every vacancy announcement issued for an EOP agency by OA for positions designated for applicant testing shall state:

All applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment.

In addition, the applicant will be notified that appointment to the position will be 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 applicants in same other manner.

5. Procedures

The DPC or other official designated by the DPC in each EOP agency shall direct applicants to an appropriate collection facility. The drug test must be undertaken as soon after notification as possible, and no later than 48 hours of notice to the applicant. Where appropriate and in accordance with agency policy, applicants may be reimbursed for reasonable travel expenses.

Applicants will be advised of the opportunity to submit medical documentation that may support a legitimate use for a specific drug and that such information will be reviewed only by the MRO to determine whether the individual is licitly using an otherwise illegal drug.

6. Personnel Officials

Upon notification that an applicant has been tentatively selected for employment with an EOP agency, the Director of Personnel, OA, shall assure, after consultation with the MRO, that a drug test has been conducted, if required by the EOP agency, on that individual and determine whether the test result is a verified positive result.

7. Consequences

The appropriate selecting official of each EOP agency will not extend an offer of employment to any applicant with a verified positive test result, and such applicant may not reapply for employment for a period of six months. The applicant will be informed that a verified positive test precludes the agency from hiring the applicant.

D. Additional Types of Drug Testing

1. Accident or Unsafe Practice Testing

Each EOP agency is committed to providing a safe and secure work environment. They also have a legitimate interest in determining the cause of serious accidents so that it can undertake appropriate corrective measures. Post-accident drug testing can provide invaluable information in furtherance of that interest. Accordingly, employees 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 that meets either of the following criteria:

- a. The accident results in a death or personal injury requiring immediate hospitalization; or
- b. The accident results 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 either of the criteria stated above, the appropriate supervisor or management official will present the facts and circumstances leading to and supporting this suspicion to the second line/higher level supervisor for approval. Once approval has been obtained and arrangements made with the DPC for testing, the supervisor will prepare a written report detailing the facts and circumstances that warranted the testing. The conditions and procedures of testing shall be as for random testing.

2. Voluntary Testing

In order to demonstrate their commitment to an EOP agency's 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 DPC. These employees will then be included in the pool of TDPs subject to random testing, and be subject

to the same frequency of testing, conditions, and procedures. Volunteers shall remain in the TDP pool for the duration of the position which the employee holds, or until the employee withdraws from participation by notifying the DPC of such intent at least 48 hours prior to a scheduled test.

3. Follow-up Testing

All employees who undergo a counseling or treatment program for illegal drug use through the EAP will be subject to unannounced testing following completion of such a program for a period of one year. Such employees shall be tested at the amount stipulated in the abeyance contract, or in the alternative, at an increased frequency twice the rate applicable to the pool of TDPs through placement in a separate random pool. Such testing is distinct from testing which may be imposed as a part of the employees after care program.

X. TEST PROCEDURES IN GENERAL

A. Technical Guidelines for Drug Testing

The EOP agencies shall adhere to all scientific and technical guidelines for drug testing programs promulgated by HHS consistent with the authority granted by E.O. 12564, and to the requirements of Section 503 of the Act. The drug testing program shall have professionally trained collection personnel, a laboratory certification program, rigorous analytical standards and quality assurance requirements for urinalysis procedures, and strict confidentiality requirements.

B. Privacy Assured

Any individual subject to testing under this order, shall be permitted to provide urine specimens in private, and in a rest room stall or similar enclosure so that the employee is not observed while providing the sample. Collection site personnel of the same gender as the individual tested, however, may observe the individual provide the urine specimen when such personnel have reason to believe the individual may alter or substitute the specimen to be provided. Collection site personnel may have reason to believe that a particular individual may alter or substitute the specimen to be provided when:

1. The individual is being tested pursuant to Section IX.B. relating to reasonable suspicion testing;
2. Facts and circumstances suggest that the individual is an illegal drug user;
3. Facts and circumstances suggest that the individual is under the influence of drugs at the time of the test;
4. The individual has previously been found to be an illegal drug user;
5. Facts and circumstances suggest that the individual has equipment or implements capable of tampering or altering urine samples; or
6. The individual has previously tampered with a sample.

C. Failure to Appear for Testing

Failure to appear for testing without a deferral will be considered refusal to participate in testing, and will subject an employee to the full range of disciplinary actions, including dismissal. An applicant who fails to appear for testing may face the consequence of having the offer of employment withdrawn. If an individual fails to appear at the collection site at the assigned time, the collector shall contact the DPC to obtain guidance on action to be taken.

D. Opportunity to Justify a Positive Test Result

When a confirmed positive result has been returned by the laboratory, the MRO shall perform the duties set forth in the HHS guidelines. For example, the MRO may choose to conduct employee medical interviews, review employee medical history, or 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. A verification from the individual's physician verifying 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 justification for the positive result, such result will then be considered a verified positive test result. The MRO shall immediately contact the DPC upon obtaining a verified positive test result.

E. Employee Counseling and Assistance

While participating in a counseling or treatment program, and with the approval of the DPC, the employee may be exempted from random testing for a period not to exceed sixty days or for a time period specified in an abeyance contract or treatment plan approved by the EOP agency head or designee. Upon completion of the program, the employee immediately shall be subject to follow-up testing pursuant to Section IX.D.3.

F. Savings Clause

To the extent that any of the procedures specified in this Section are inconsistent with any of those specified in the Scientific and Technical Guidelines promulgated by HHS, or any subsequent amendment thereto, such HHS Guidelines or amendment shall supersede the procedures specified in this Section, but only to the extent of the inconsistency.

XI. RECORDS AND REPORTS

A. Confidentiality of Test Results

The laboratory may disclose confirmed laboratory test results only to the MRO. Any positive result which the MRO justifies by licit and appropriate medical or scientific documentation to account for the result as other than the intentional ingestion of an illegal drug will be treated as a negative test result and may not be released for purposes of identifying illegal drug use. Test Results will be protected under the provisions of the Privacy Act, 5 U.S.C. § 552a, et seq., and Section 503(e) of the Act, and may not be released in violation of either Act. 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 any management official for purposes of auditing the activities of the MRO, except that the disclosure of the results of any audit may not include personal identifying information on any employee.

In order to comply with Section 503(e) of the Act, the results of a drug test of an EOP agency employee may not be disclosed without the prior written consent of such employee, unless the disclosure would be --

1. To the MRO;
2. To the EAP Counselor in which the employee is receiving counseling or treatment or is otherwise participating;
3. The DPC or any supervisory or management official within the EOP agency having authority to take adverse personnel action against such employee; or
4. Pursuant to the order of a court of competent jurisdiction or where required by the United States Government to defend against any challenge against any adverse personnel action.

For purposes of this Section, "management official" includes any management, government security or personnel official whose duties necessitate review of the test results in order to process adverse personnel action against the employee. In addition, test results with all identifying information removed shall also be made available to other personnel for data collection and other activities necessary to comply with Section 503(f) of the Act.

B. Employee Access to Records

Any employee who is the subject of a drug test shall, upon written request, have access to any records relating to:

1. Their own drug test; and
2. The results of any relevant certification, review, or revocation of proceedings, as referred to in Section 503(a)(1)(A)(ii)(III) of the Act.

Except as authorized by law, an applicant who is the subject of a drug test, however, shall not be entitled to this information.

C. Confidentiality of Records in General

All drug testing information specifically relating to individuals is confidential and should be treated as such by anyone authorized to review or compile program records. In order to efficiently implement this order and to make information readily retrievable, the DPC shall maintain all records relating to reasonable suspicion testing, suspicion of tampering evidence, and any other authorized documentation necessary to implement this order.

All records and information of the personnel actions taken on employees with verified positive test results should be forwarded to PMD, OA. Such shall remain confidential, locked in a combination safe, with only authorized individuals who have a "need-to-know" having access to them.

D. Employment Assistance Program Records

The EAP Counselor shall maintain only those records necessary to comply with this order. After the referral of an employee to it, the EAP will maintain all records necessary to carry out its duties. All medical and or treatment records concerning the employee's drug abuse, including EAP records of the identity, diagnosis, prognosis, or treatment are confidential and may be disclosed only as authorized by 42 C.F.R. part 2, including the provision of written consent by the employee. With written consent, the patient may authorize the disclosure of those records to the patient's employer for verification of treatment or for a general evaluation of treatment progress. (42 C.F.R. Part 2.1, et seq. (1986), revised regulations promulgated at 52 F.R. 21796, June 9, 1987.)

E. Maintenance of Records

OA shall establish or amend a recordkeeping system to maintain the records of the EOP Drug-Free Workplace Program consistent with the Privacy Act System of Records and with all applicable federal laws, rules and regulations regarding confidentiality of records, including the Privacy Act, 5 U.S.C. § 552a. However, where the Office of Personnel Management has established government-wide systems of records which cover these records, OA is not required to establish its own system. If necessary, records may be maintained as required by subsequent administrative or judicial proceedings, or at the discretion of the EOP agency head. The recordkeeping system should capture sufficient documents to meet the operational and statistical needs of this order, and include:

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 DPC, MRO, or EAP Counselor deems necessary for efficient compliance with this order.

F. Records Maintained By Government Contractors

Any contractor hired to satisfy any part of this order shall comply with the confidentiality requirements of this order, and all applicable federal laws, rules, regulations and guidelines.

G. Statistical Information

The DPC shall collect and compile anonymous statistical data for reporting the number of:

1. Random tests, reasonable suspicion tests, accident or unsafe practice tests, follow-up tests, or applicant tests administered;
2. Verified positive test results;
3. Voluntary drug counseling referrals;
4. Involuntary drug counseling referrals;

5. Terminations or denial of employment offers resulting from refusal to submit to testing;
6. Terminations or denial of employment offers resulting from alteration of specimens;
7. Terminations or denial of employment offers resulting from failure to complete a drug abuse counseling program; and
8. Employees who successfully complete treatment programs specified by the EAP.

This data, along with other pertinent information, shall be compiled for inclusion in the EOP's annual report to Congress required by Section 503(f) of the Act. This data shall also be provided to HHS on a semi-annual basis to assist in overall program evaluation and to determine whether changes to the HHS Guidelines may be required.

COUNCIL OF ECONOMIC ADVISERS

Appendix A.

A. Statement of Agency Mission

The Council of Economic Advisers (CEA) advises and assists the President on economic developments, analyzes the national economy and its various segments, recommends policies for economic growth and stability, and appraises economic programs and policies of the federal government. CEA also assists in the preparation of the annual Economic Report of the President to the Congress.

B. Testing Designated Positions Listing and Justification Statement

All of the positions in CEA have been identified as testing designated positions (TDPs). Positions have been determined to be sensitive as provided in Section 7(d) of Executive Order 12564 and under one or more of the following criteria adopted by the Executive Office of the President (EOP) Drug-Free Workplace Plan. CEA has considered the extent to which the positions give employees access to sensitive information; require employees, as a condition of employment, to obtain a security clearance; or give employees access to areas that are frequented by the President or Vice President or areas to which access is controlled by the United States Secret Service in its role of protecting the work environment of the President and the Vice President.

C. Administrative Relief

Where a position is being newly designated as a TDP and an employee of CEA believes that his or her position has been wrongly designated as a TDP, the employee may submit an administrative appeal through his or her immediate supervisor to the CEA Chairman in accordance with the provisions of Section VII.D. of the EOP Plan.

D. Decision Level for Deferral of Random Testing Because of Work Demands

The CEA Chairman may authorize deferral of random testing for an employee whose immediate work demands require uninterrupted continuation in accordance with Section IX.A.6 of the EOP Plan. Approved requests for deferral shall be documented in writing as soon as possible after a decision to

defer is made. Such documentation shall be sent to the Drug Program Coordinator for follow-up action to schedule the employee for unannounced testing within 60 days.

E. Decision Level for Reasonable Suspicion Testing

If an employee is suspected of using illegal drugs based on the conditions described in Section IX. of the EOP Plan, the facts and circumstances of that case shall be presented to the CEA Chairman who shall decide whether to proceed with testing.

F. Applicant Testing

Preappointment drug testing of all applicants tentatively selected for all positions in CEA is required pursuant to and in accordance with Section IX. of the EOP Plan.

G. Decision Level for Administrative and Disciplinary Action

The CEA Chairman will receive all verified positive test results and will determine appropriate administrative and disciplinary action in accordance with Section VIII. of the EOP Plan.

H. Decision Level for Accident or Unsafe Practice Testing

The CEA Chairman will receive all reports on the facts and circumstances of an accident or unsafe practice and shall decide whether to proceed with testing in accordance with Section IX. of the EOP Plan.

COUNCIL ON ENVIRONMENTAL QUALITY

Appendix A.

A. Statement of Agency Mission

The Council on Environmental Quality (CEQ) develops and recommends to the President national policies to foster and promote the improvement of environmental quality to meet health, natural resources, economic, social and other requirements and goals of the Nation. In addition, CEQ assists Federal agencies in the implementation and coordination of programs and activities to protect and improve the environment and gathers and analyzes information on environmental trends and conditions for its recommendations to the President. Responsibilities include dispute resolution under the National Environmental Policy Act and the publication of reports concerning conditions and trends in the Nation's environment.

B. Testing Designated Positions Listing and Justification Statement

All of the positions in CEQ have been identified as testing designated positions (TDPs). Positions have been determined to be sensitive as provided in Section 7(d) of Executive Order 12564 and under one or more of the following criteria adopted by the Executive Office of the President (EOP) Drug-Free Workplace Plan. CEQ has considered the extent to which the positions give employees access to sensitive information; require employees, as a condition of employment, to obtain a security clearance; or give employees access to areas that are frequented by the President or Vice President or areas to which access is controlled by the United States Secret Service in its role of protecting the work environment of the President and the Vice President.

C. Administrative Relief

Where a position is being newly designated as a TDP and an employee of CEQ believes that his or her position has been wrongly designated as a TDP, the employee may submit an administrative appeal through his or her immediate supervisor to the CEQ Chairman in accordance with the provisions of Section VII.D. of the EOP Plan.

D. Decision Level for Deferral of Random Testing Because of Work Demands

The CEQ Chairman may authorize deferral of random testing for an employee whose immediate work demands require uninterrupted continuation in accordance with Section IX.A.6 of the EOP Plan. Approved requests for deferral shall be documented in writing as soon as possible after a decision to defer is made. Such documentation shall be sent to the Drug Program Coordinator for follow-up action to schedule the employee for unannounced testing within 60 days.

E. Decision Level for Reasonable Suspicion Testing

If an employee is suspected of using illegal drugs based on the conditions described in Section IX. of the EOP Plan, the facts and circumstances of that case shall be presented to the CEQ Chairman who shall decide whether to proceed with testing.

F. Applicant Testing

Preappointment drug testing of all applicants tentatively selected for all positions in CEQ is required pursuant to and in accordance with Section IX. of the EOP Plan.

G. Decision Level for Administrative and Disciplinary Action

The CEQ Chairman will receive all verified positive test results and will determine appropriate administrative and disciplinary action in accordance with Section VIII. of the EOP Plan.

H. Decision Level for Accident or Unsafe Practice Testing

The CEQ Chairman will receive all reports on the facts and circumstances of an accident or unsafe practice and shall decide whether to proceed with testing in accordance with Section IX. of the EOP Plan.

EXECUTIVE RESIDENCE AT THE WHITE HOUSE

Appendix A.

A. Statement of Agency Mission

The employees of the Executive Residence at the White House staff the home of the President of the United States and his family. They provide for the care, maintenance, refurnishing and general upkeep of the White House as a historic landmark open on a regular basis to the general public and provide a facility and the requirements to support official and ceremonial functions of the Presidency.

The domestic employees of the Executive Residence provide general housekeeping, prepare meals, greet visitors and provide support for official and ceremonial functions. Tradespersons and certain professionals maintain and make repairs and modifications and improvements to the Residence and its mechanical systems. A small administrative staff provides for its management and smooth operation.

B. Testing Designated Positions Listing and Justification Statement

All of the positions in the Executive Residence at the White House have been identified as testing designated positions (TDPs). Positions have been determined to be sensitive as provided in Section 7(d) of Executive Order 12564 and under one or more of the following criteria adopted by the Executive Office of the President (EOP) Drug-Free Workplace Plan. The Executive Residence at the White House has considered the extent to which the positions give employees access to sensitive information; require employees, as a condition of employment, to obtain a security clearance; or give employees access to areas that are frequented by the President or Vice President or areas to which access is controlled by the United States Secret Service in its role of protecting the work environment of the President and the Vice President.

C. Administrative Relief

Where a position is being newly designated as a TDP and an employee of the Executive Residence at the White House believes that his or her position has been wrongly designated as a TDP, the employee may submit an administrative appeal through his or her immediate supervisor to the Chief Usher in accordance with the provisions of Section VII.D. of the EOP Plan.

D. Decision Level for Deferral of Random Testing Because of Work Demands

The Chief Usher may authorize deferral of random testing for an employee whose immediate work demands require uninterrupted continuation in accordance with Section IX.A.6 of the EOP Plan. Approved requests for deferral shall be documented in writing as soon as possible after a decision to defer is made. Such documentation shall be sent to the Drug Program Coordinator for follow-up action to schedule the employee for unannounced testing within 60 days.

E. Decision Level for Reasonable Suspicion Testing

If an employee is suspected of using illegal drugs based on the conditions described in Section IX. of the EOP Plan, the facts and circumstances of that case shall be presented to the Chief Usher who shall decide whether to proceed with testing.

F. Applicant Testing

Preappointment drug testing of all applicants tentatively selected for all positions in the Executive Residence at the White House is required pursuant to and in accordance with Section IX. of the EOP Plan.

G. Decision Level for Administrative and Disciplinary Action

The Chief Usher will receive all verified positive test results and will determine appropriate administrative and disciplinary action in accordance with Section VIII. of the EOP Plan.

H. Decision Level for Accident or Unsafe Practice Testing

The Chief Usher will receive all reports on the facts and circumstances of an accident or unsafe practice and shall decide whether to proceed with testing in accordance with Section IX. of the EOP Plan.

NATIONAL CRITICAL MATERIALS COUNCIL

Appendix A.

A. Statement of Agency Mission

The National Critical Materials Council (NCMC) is an advisory body to the President, coordinating development of critical materials policies. NCMC advises the President and the Congress on issues and concerns related to research and development which is critical to the Nation's economic and strategic welfare and provides continuing interaction with the private sector on critical materials, materials research and development, use of materials, federal materials policies, and related matters.

B. Testing Designated Positions Listing and Justification Statement

All of the positions in NCMC have been identified as testing designated positions (TDPs). Positions have been determined to be sensitive as provided in Section 7(d) of Executive Order 12564 and under one or more of the following criteria adopted by the Executive Office of the President (EOP) Drug-Free Workplace Plan. NCMC has considered the extent to which the positions considered give employees access to sensitive information; require employees, as a condition of employment, to obtain a security clearance; or give employees access to areas that are frequented by the President or Vice President or areas to which access is controlled by the United States Secret Service in its role of protecting the work environment of the President and the Vice President.

C. Administrative Relief

Where a position is being newly designated as a TDP and an employee of NCMC believes that his or her position has been wrongly designated as a TDP, the employee may submit an administrative appeal through the NCMC Executive Director in accordance with the provisions of Section VII.D. of the EOP Plan.

D. Decision Level for Deferral of Random Testing Because of Work Demands

The NCMC Chairman may authorize deferral of random testing for an employee whose immediate work demands require uninterrupted continuation in accordance with Section IX.A.6 of the EOP Plan. Approved requests for deferral shall be documented in writing as soon as possible after a decision to

defer is made. Such documentation shall be sent to the Drug Program Coordinator for follow-up action to schedule the employee for unannounced testing within 60 days.

E. Decision Level for Reasonable Suspicion Testing

If an employee is suspected of using illegal drugs based on the conditions described in Section IX. of the EOP Plan, the facts and circumstances of that case shall be presented to the NCMC Chairman who shall decide whether to proceed with testing.

F. Applicant Testing

Preappointment drug testing of all applicants tentatively selected for all positions in NCMC is required pursuant to and in accordance with Section IX. of the EOP Plan.

G. Decision Level for Administrative and Disciplinary Action

The NCMC Chairman will receive all verified position test results and will determine appropriate administrative and disciplinary action in accordance with Section VIII. of the EOP Plan.

H. Decision Level for Accident or Unsafe Practice Testing

The NCMC Chairman will receive all reports on the facts and circumstances of an accident or unsafe practice and shall decide whether to proceed with testing in accordance with Section IX. of the EOP Plan.

NATIONAL SECURITY COUNCIL (STAFF)

Appendix A.

A. Statement of Agency Mission

The National Security Council (NSC) advises the President with respect to the integration of domestic, foreign, and defense policies related to national security. Subject to direction by the President, NSC is to appraise and assess the objectives, commitments, and risks of the United States in relation to our actual and potential military, economic, and political power, in the interest of national security, and to consider policies on matters of common interest to the departments and agencies of the Government. NSC makes recommendations and reports to the President as it deems appropriate and as the President directs.

B. Testing Designated Positions Listing and Justification Statement

All of the positions in NSC have been identified as testing designated positions (TDPs). Positions have been determined to be sensitive as provided in Section 7(d) of Executive Order 12564 and under one or more of the following criteria adopted by the Executive Office of the President (EOP) Drug-Free Workplace Plan. NSC has considered the extent to which the positions considered give employees access to sensitive information; require employees, as a condition of employment, to obtain a security clearance; or give employees access to areas that are frequented by the President or Vice President or areas to which access is controlled by the United States Secret Service in its role of protecting the work environment of the President and the Vice President.

C. Administrative Relief

Where a position is being newly designated as a TDP and an employee of NSC believes that his or her position has been wrongly designated as a TDP, the employee may submit an administrative appeal through the NSC Administrative Officer to the NSC Executive Secretary in accordance with the provisions of Section VII.D. of the EOP Plan.

D. Decision Level for Deferral of Random Testing Because of Work Demands

The NSC Executive Secretary may authorize deferral of random testing for an employee whose immediate work demands require uninterrupted continuation in accordance with Section IX.A.6 of the EOP Plan. Approved requests for deferral shall be documented in writing as soon as possible after a decision to defer is made. Such documentation shall be sent to the Drug Program Coordinator for follow-up action to schedule the employee for unannounced testing within 60 days.

E. Decision Level for Reasonable Suspicion Testing

If an employee is suspected of using illegal drugs based on the conditions described in Section IX. of the EOP Plan, the facts and circumstances of that case shall be presented to the NSC Executive Secretary who shall decide whether to proceed with testing.

F. Applicant Testing

Preappointment drug testing of all applicants tentatively selected for all positions in NSC is required pursuant to and in accordance with Section IX. of the EOP Plan.

G. Decision Level for Administrative and Disciplinary Action

The NSC Executive Secretary will receive all verified positive test results and will determine appropriate administrative and disciplinary action in accordance with Section VIII. of the EOP Plan.

H. Decision Level for Accident or Unsafe Practice Testing

The NSC Executive Secretary will receive all reports on the facts and circumstances of an accident or unsafe practice and shall decide whether to proceed with testing in accordance with Section IX. of the EOP Plan.

THE NATIONAL SPACE COUNCIL

Appendix A.

A. Statement of Agency Mission

The National Space Council (Council) was established within the Executive Office of the President by Executive Order 12675, dated April 20, 1989. The Council is charged with formulating national space policy, developing plans and strategies for national space activities, and monitoring agency implementation of those policies.

B. Testing Designated Positions Listing and Justification Statement

All of the positions in the Council have been identified as testing designated positions (TDPs). Positions have been determined to be sensitive as provided in Section 7(d) of Executive Order 12564 and under one or more of the following criteria adopted by the Executive Office of the President (EOP) Drug-Free Workplace Plan. The Council has considered the extent to which the positions considered give employees access to sensitive information; require employees, as a condition of employment, to obtain a security clearance; or give employees access to areas that are frequented by the President or Vice President or areas to which access is controlled by the United States Secret Service in its role of protecting the work environment of the President and the Vice President.

C. Administrative Relief

Where a position is being newly designated as a TDP and an employee of the Council believes that his or her position has been wrongly designated as a TDP, the employee may submit an administrative appeal through his or her immediate supervisor to the Council Executive Secretary in accordance with the provisions of Section VII.D. of the EOP Plan.

D. Decision Level for Deferral of Random Testing Because of Work Demands

The Council Executive Secretary may authorize deferral of random testing for an employee whose immediate work demands require uninterrupted continuation in accordance with Section IX.A.6 of the EOP Plan. Approved requests for deferral shall be documented in writing as soon as possible after a decision to defer is made. Such documentation shall be sent to the

Drug Program Coordinator for follow-up action to schedule the employee for unannounced testing within 60 days.

E. Decision Level for Reasonable Suspicion Testing

If an employee is suspected of using illegal drugs based on the conditions described in Section IX. of the EOP Plan, the facts and circumstances of that case shall be presented to the Council Executive Secretary who shall decide whether to proceed with testing.

F. Applicant Testing

Preappointment drug testing of all applicants tentatively selected for all positions in the National Space Council is required pursuant to and in accordance with Section IX. of the EOP Plan.

G. Decision Level for Administrative and Disciplinary Action

The Council Executive Secretary will receive all verified positive test results and will determine appropriate administrative and disciplinary action in accordance with Section VIII. of the EOP Plan.

H. Decision Level for Accident or Unsafe Practice Testing

The Council Executive Secretary will receive all reports on the facts and circumstances of an accident or unsafe practice and shall decide whether to proceed with testing in accordance with Section IX. of the EOP Plan.

OFFICE OF ADMINISTRATION

Appendix A.

A. Statement of Agency Mission

The Office of Administration (OA) was established in 1977 to provide common support services to all components of the Executive Office of the President. With this charter, OA provides a full range of common administrative support and services in personnel management, financial management, information management, data processing, library and reference services, non-Presidential records maintenance, messenger, contracting and procurement, office supplies, publishing, facilities management and historic preservation, and mail operations.

B. Testing Designated Positions Listing and Justification Statement

All of the positions in the Office of Administration have been identified as testing designated positions (TDPs). Positions have been determined to be sensitive as provided in Section 7(d) of Executive Order 12564 and under one or more of the following criteria adopted by the Executive Office of the President (EOP) Drug-Free Workplace Plan. The Office of Administration has considered the extent to which the positions considered require employees to engage in activities affecting public safety; give employees access to sensitive information; require employees, as a condition of employment, to obtain a security clearance; or give employees access to areas that are frequented by the President or Vice President or areas to which access is controlled by the United States Secret Service in its role of protecting the work environment of the President and the Vice President.

C. Administrative Relief

Where a position is being newly designated as a TDP and an employee of OA believes that his or her position has been wrongly designated as a TDP, the employee may submit an administrative appeal through his or her division/office head to the Director in accordance with the provisions of Section VII.D. of the EOP Plan.

D. Decision Level for Deferral of Random Testing Because of Work Demands

The OA Director may authorize deferral of random testing for an employee whose immediate work demands require uninterrupted continuation in accordance with Section IX.A.6 of the EOP Plan. Approved requests for deferral shall be documented in writing as soon as possible after a decision to defer is made. Such documentation shall be sent to the Drug Program Coordinator for follow-up action to schedule the employee for unannounced testing within 60 days.

E. Decision Level for Reasonable Suspicion Testing

If an employee is suspected of using illegal drugs based on the conditions described in Section IX. of the EOP Plan, the facts and circumstances of that case shall be presented to the Director, Personnel Management Division, who shall decide whether to proceed with testing.

F. Applicant Testing

Preappointment drug testing of all applicants tentatively selected for all positions in OA is required pursuant to and in accordance with Section IX. of the EOP Plan.

G. Decision Level for Administrative and Disciplinary Action

The OA Director will receive all verified positive test results and will determine appropriate administrative and disciplinary action in accordance with Section VIII. of the EOP Plan.

H. Decision Level for Accident or Unsafe Practice Testing

The OA Director will receive all reports on the facts and circumstances of an accident or unsafe practice and shall decide whether to proceed with testing in accordance with Section IX. of the EOP Plan.

OFFICE OF MANAGEMENT AND BUDGET

Appendix A.

A. Statement of Agency Mission

The Office of Management and Budget (OMB) is the agency responsible for developing and supporting the President's budget and legislative programs and has lead responsibility for general management and regulatory reform efforts throughout the Executive Branch of the federal government. Major duties for which OMB is responsible include advising the President on fiscal and economic policies for the nation; formulating the federal fiscal program; supervising and controlling the administration of the Executive Branch budget; and implementing major new initiatives on information policy, paperwork reduction, and regulatory reform.

B. Testing Designated Positions Listing and Justification Statement

With minor exceptions, all of the positions in OMB and the Office of Federal Procurement Policy (OFPP) have been identified as testing designated positions (TDP). These positions have been determined to be sensitive as provided in Section 7(d) of Executive Order 12564 and under one or more of the following criteria adopted by the Executive Office of the President (EOP) Drug-Free Workplace Plan (Plan). OMB and OFPP have considered the extent to which the positions considered give employees access to sensitive information at the classified level; require employees, as a condition of employment, to obtain a security clearance; require employees to engage in activities affecting public health or safety; or give employees access to areas that are frequented by the President or Vice President or areas to which access is controlled by the United States Secret Service in its role of protecting the work environment of the President and the Vice President. Presently, the only OMB positions not identified as TDP are those where an employee does not have passholder access to the Old Executive Office Building (OEOB) and there are no other testing criteria applicable to the position.

C. Administrative Relief

Where a position is being newly designated as a TDP and an employee of OMB or OFPP believes that his or her position has been wrongly designated as a TDP, the employee may submit an administrative appeal through the OMB Assistant Director for Administration in accordance with the provisions of Section VII.D. of the EOP Plan.

D. Decision Level for Deferral of Random Testing Because of Work Demands

The appropriate OMB Associate Director may authorize deferral of random testing for an employee whose immediate work demands require uninterrupted continuation in accordance with Section IX.A.6. of the EOP Plan. Approved requests for deferral shall be documented in writing as soon as possible after a decision to defer is made. Such documentation shall be sent to the Drug Program Coordinator for follow-up action to schedule the employee for unannounced testing within 60 days.

E. Decision Level for Reasonable Suspicion Testing

If an employee is suspected of using illegal drugs based on the conditions described in Section IX. of the EOP Plan, the facts and circumstances of that case shall be presented through the OMB Assistant Director for Administration who shall decide whether to proceed with testing.

F. Applicant Testing

Preappointment drug testing of all applicants tentatively selected for positions in OMB or OFPP are required pursuant to and in accordance with Section IX. of the EOP Plan.

G. Decision Level for Administrative and Disciplinary Action

The OMB Director will receive all verified positive test results and will determine appropriate administrative and disciplinary action in accordance with Section VIII. of the EOP Plan.

H. Decision Level for Accident or Unsafe Practice Testing

The OMB Director will receive all reports on the facts and circumstances of an accident or unsafe practice and shall decide whether to proceed with testing in accordance with Section IX. of the EOP Plan.

OFFICE OF NATIONAL DRUG CONTROL POLICY

Appendix A.

A. Statement of Agency Mission

The Office of National Drug Control Policy (ONDCP) formulates, evaluates, coordinates, and oversees international and domestic anti-drug abuse functions by all Executive Branch agencies, and ensures that such functions sustain and complement State and local anti-drug abuse efforts. ONDCP serves as the central counter-drug enforcement, prevention, and treatment research and development organization of the United States government. On an annual basis the agency promulgates the National Drug Control Strategy. ONDCP develops a consolidated Drug Control Budget for presentation to the President and Congress, and recommends to the President changes in the organization, management, and budgets of Federal agencies engaged in the anti-drug effort. ONDCP represents the Administration's drug policies and budget proposals before Congress and produces legislatively-mandated reports for submission to the President and Congress.

B. Testing Designated Positions Listing and Justification Statement

All positions in ONDCP have been identified as testing designated positions (TDPs) because ONDCP's central role in formulating and implementing drug policy requires that the highest degree of trust and confidence be placed in all of its employees. Consequently, all ONDCP employees are in sensitive positions, as defined in Section 7(d) of Executive Order 12564. Furthermore, under the criteria listed in Section IX.A of the Executive Office of the President (EOP) Drug-Free Workplace Plan, the Director of ONDCP has determined that ONDCP's mission is totally inconsistent with illegal drug use, and ONDCP must foster public trust by preserving the reputation of its employees for integrity, honesty, and responsibility. In addition, all ONDCP employees are required to obtain a security clearance as a condition of employment, and all ONDCP employees have access to areas that are frequented by the President or Vice President or areas access to which is controlled by the United States Secret Service in its role of protecting the work environment of the President of the United States.

C. Administrative Relief

Where a position is being newly designated as a TDP and an employee of ONDCP believes that his or her position has been wrongly designated as a TDP, the employee may submit an administrative appeal through his or her immediate supervisor to the ONDCP Chief of Staff in accordance with the provisions of Section VII.D. of the EOP Plan.

D. Decision Level for Deferral of Random Testing Because of Work Demands

The ONDCP Director of Administration may authorize deferral of random testing for an employee whose immediate work demands require uninterrupted continuation in accordance with Section IX.A.6 of the EOP Plan. Approved requests for deferral shall be documented in writing as soon as possible after a decision to defer is made. Such documentation shall be sent to the Drug Program Coordinator for follow-up action to schedule the employee for unannounced testing within 60 days.

E. Decision Level for Reasonable Suspicion Testing

If an employee is suspected of using illegal drugs based on the conditions described in Section IX. of the EOP Plan, the facts and circumstances of that case shall be presented to the ONDCP Director of Administration who, after consultation with the ONDCP General Counsel, shall decide whether to proceed with testing.

F. Applicant Testing

Preappointment drug testing of all applicants tentatively selected for all positions in ONDCP is required pursuant to and in accordance with Section IX. of the EOP Plan.

G. Decision Level for Administrative and Disciplinary Action

The ONDCP Chief of Staff will receive all verified positive test results and will determine appropriate administrative and disciplinary action in accordance with Section VIII. of the EOP Plan.

H. Decision Level for Accident or Unsafe Practice Testing

The ONDCP Director of Administration will receive all reports on the facts and circumstances of an accident or unsafe practice and shall decide whether to proceed with testing in accordance with Section IX. of the EOP Plan.

OFFICE OF POLICY DEVELOPMENT

Appendix A.

A. Statement of Agency Mission

The Office of Policy Development (OPD) advises and assists the President in the formulation, coordination, and implementation of economic and domestic policy; supports the operation of the Office of Cabinet Affairs; and supports the President's Education Policy Advisory Committee.

B. Testing Designated Positions Listing and Justification Statement

All of the positions in OPD have been identified as testing designated positions (TDPs). Positions have been determined to be sensitive as provided in Section 7(d) of Executive Order 12564 and under one or more of the following criteria adopted by the Executive Office of the President (EOP) Drug-Free Workplace Plan. OPD has considered the extent to which the positions considered give employees access to sensitive information; require employees, as a condition of employment, to obtain a security clearance; or give employees access to areas that are frequented by the President or Vice President or areas to which access is controlled by the United States Secret Service in its role of protecting the work environment of the President and the Vice President.

C. Administrative Relief

Where a position is being newly designated as a TDP and an employee of OPD believes that his or her position has been wrongly designated as a TDP, the employee may submit an administrative appeal through his or her immediate supervisor to the OPD Director in accordance with the provisions of Section VII.D. of the EOP Plan.

D. Decision Level for Deferral of Random Testing Because of Work Demands

The OPD Director may authorize deferral of random testing for an employee whose immediate work demands require uninterrupted continuation in accordance with Section IX.A.6 of the EOP Plan. Approved requests for deferral shall be documented in writing as soon as possible after a decision to defer is made. Such documentation shall be sent to the Drug Program Coordinator for follow-up action to schedule the employee for unannounced testing within 60 days.

E. Decision Level for Reasonable Suspicion Testing

If an employee is suspected of using illegal drugs based on the conditions described in Section IX. of the EOP Plan, the facts and circumstances of that case shall be presented to the OPD Director, who shall decide whether to proceed with testing.

F. Applicant Testing

Preappointment drug testing of all applicants tentatively selected for all positions in OPD is required pursuant to and in accordance with Section IX. of the EOP Plan.

G. Decision Level for Administrative and Disciplinary Action

The OPD Director will receive all verified positive test results and will determine appropriate administrative and disciplinary action in accordance with Section VIII. of the EOP Plan.

H. Decision Level for Accident or Unsafe Practice Testing

The OPD Director will receive all reports on the facts and circumstances of an accident or unsafe practice and shall decide whether to proceed with testing in accordance with Section IX. of the EOP Plan.

OFFICE OF SCIENCE AND TECHNOLOGY POLICY

Appendix A.

A. Statement of Agency Mission

The Office of Science and Technology Policy (OSTP) was established within the Executive Office of the President by the National Science and Technology Policy Organization and Priorities Act of 1976 (90 Stat. 463; 42 U.S.C. 6611), approved May 11, 1976.

OSTP serves as a source of scientific, engineering, and technological analysis and judgment for the President with respect to major policies, plans, and programs of the federal government. In carrying out this mission, the Act provides that OSTP shall advise the President of scientific and technical considerations involved in areas of national concern, including the economy, national security, health, foreign relations, and the environment; evaluate the scale, quality and effectiveness of the federal effort in science and technology; provide advice and assistance to the President, the Office of Management and Budget, and federal agencies throughout the federal budget development process; and assist the President in providing leadership and coordination of the scientific research and development programs in the federal government.

B. Testing Designated Positions Listing and Justification Statement

All of the positions in OSTP have been identified as testing designated positions (TDPs). Positions have been determined to be sensitive as provided in Section 7(d) of Executive Order 12564 and under one or more of the following criteria adopted by the Executive Office of the President (EOP) Drug-Free Workplace Plan. OSTP has considered the extent to which the positions considered give employees access to sensitive information; require employees, as a condition of employment, to obtain a security clearance; or give employees access to areas that are frequented by the President or Vice President or areas to which access is controlled by the United States Secret Service in its role of protecting the work environment of the President and the Vice President.

C. Administrative Relief

Where a position is being newly designated as a TDP and an employee of OSTP believes that his or her position has been wrongly designated as a TDP, the employee may submit an administrative appeal to the OSTP Director in accordance with the provisions of Section VII.D. of the EOP Plan.

D. Decision Level for Deferral of Random Testing Because of Work Demands

The OSTP Director may authorize deferral of random testing for an employee whose immediate work demands require uninterrupted continuation in accordance with Section IX.A.6 of the EOP Plan. Approved requests for deferral shall be documented in writing as soon as possible after a decision to defer is made. Such documentation shall be sent to the Drug Program Coordinator for follow-up action to schedule the employee for unannounced testing within 60 days.

E. Decision Level for Reasonable Suspicion Testing

If an employee is suspected of using illegal drugs based on the conditions described in Section IX. of the EOP Plan, the facts and circumstances of that case shall be presented to the OSTP Director who shall decide whether to proceed with testing.

F. Applicant Testing

Preappointment drug testing of all applicants tentatively selected for all positions in OSTP is required pursuant to and in accordance with Section IX. of the EOP Plan.

G. Decision Level for Administrative and Disciplinary Action

The OSTP Director will receive all verified positive test results and will determine appropriate administrative and disciplinary action in accordance with Section VIII. of the EOP Plan.

H. Decision Level for Accident or Unsafe Practice Testing

The OSTP Director will receive all reports on the facts and circumstances of an accident or unsafe practice and shall decide whether to proceed with testing in accordance with Section IX. of the EOP Plan.

OFFICE OF THE UNITED STATES TRADE REPRESENTATIVE

Appendix A.

A. Statement of Agency Mission

The Office of the United States Trade Representative (USTR) is responsible for developing and coordinating the Nation's international trade, commodity, and direct investment policy, and leading or directing negotiations with other countries on such matters. The United States Trade Representative acts as the principal trade advisor, negotiator, and spokesman for the President on trade and related investment matters.

B. Testing Designated Positions Listing and Justification Statement

All of the positions in USTR have been identified as testing designated positions (TDPs). Positions have been determined to be sensitive as provided in Section 7(d) of Executive Order 12564 and under one or more of the following criteria adopted by the Executive Office of the President (EOP) Drug-Free Workplace Plan. USTR has considered the extent to which the positions considered give employees access to sensitive information; require employees, as a condition of employment, to obtain a security clearance; require employees to engage in activities affecting public health or safety; give employees access to areas that are frequented by the President or Vice President or areas to which access is controlled by the United States Secret Service in its role of protecting the work environment of the President and the Vice President.

C. Administrative Relief

Where a position is being newly designated as a TDP and an employee of USTR believes that his or her position has been wrongly designated as a TDP, the employee may submit an administrative appeal through his or her immediate supervisor to the Assistant United States Trade Representative for Administration in accordance with the provisions of Section VII.D. of the EOP Plan.

D. Decision Level for Deferral of Random Testing Because of Work Demands

A Deputy United States Trade Representative may authorize deferral of random testing for an employee whose immediate work demands require uninterrupted continuation in accordance with Section IX.A.6 of the EOP Plan. Approved requests for deferral shall be documented in writing as soon as possible after a decision to defer is made. Such documentation shall be sent to the Drug Program Coordinator for follow-up action to schedule the employee for unannounced testing within 60 days.

E. Decision Level for Reasonable Suspicion Testing

If an employee is suspected of using illegal drugs based on the conditions described in Section IX. of the EOP Plan, the facts and circumstances of that case shall be presented to a Deputy United States Trade Representative who shall decide whether to proceed with testing.

F. Applicant Testing

Preappointment drug testing of all applicants tentatively selected for all positions in the Office of the United States Trade Representative is required pursuant to and in accordance with Section IX. of the EOP Plan.

G. Decision Level for Administrative and Disciplinary Action

The United States Trade Representative will receive all verified positive test results and will determine appropriate administrative and disciplinary action in accordance with Section VIII. of the EOP Plan.

H. Decision Level for Accident or Unsafe Practice Testing

The Assistant United States Trade Representative for Administration will receive all reports on the facts and circumstances of an accident or unsafe practice and shall decide whether to proceed with testing in accordance with Section IX. of the EOP Plan.

OFFICE OF THE VICE PRESIDENT

Appendix A.

A. Statement of Agency Mission

The Special Assistance to the President was established to enable the Vice President to provide assistance to the President. This assistance includes special presidentially assigned functions. The Vice President, through Cabinet membership and White House contact, is involved on a continuing basis in Presidential responsibilities.

The mission of the Office of the Vice President is to efficiently and effectively advise, assist, and support the Vice President in the areas of domestic policy, national security affairs, legal counsel, administration, press, public liaison, scheduling, and advance. Assistance is also provided for the spouse of the Vice President.

B. Testing Designated Positions Listing and Justification Statement

All of the positions in the Office of the Vice President have been identified as testing designated positions (TDPs). Positions have been determined to be sensitive as provided in Section 7(d) of Executive Order 12564 and under one or more of the following criteria adopted by the Executive Office of the President (EOP) Drug-Free Workplace Plan. The Office of the Vice President has considered the extent to which the positions considered give employees access to sensitive information; require employees, as a condition of employment, to obtain a security clearance; or give employees access to areas that are frequented by the President or Vice President or areas to which access is controlled by the United States Secret Service in its role of protecting the work environment of the President and the Vice President.

C. Administrative Relief

Where a position is being newly designated as a TDP and an employee of the Office of the Vice President believes that his or her position has been wrongly designated as a TDP, the employee may submit an administrative appeal through his or her immediate supervisor to the Counsel to the Vice President in accordance with the provisions of Section VII.D. of the EOP Plan.

D. Decision Level for Deferral of Random Testing Because of Work Demands

The Counsel to the Vice President may authorize deferral of random testing for an employee whose immediate work demands require uninterrupted continuation in accordance with Section IX.A.6 of the EOP Plan. Approved requests for deferral shall be documented in writing as soon as possible after a decision to defer is made. Such documentation shall be sent to the Drug Program Coordinator for follow-up action to schedule the employee for unannounced testing within 60 days.

E. Decision Level for Reasonable Suspicion Testing

If an employee is suspected of using illegal drugs based on the conditions described in Section IX. of the EOP Plan, the facts and circumstances of that case shall be presented to the Counsel to the Vice President who shall decide whether to proceed with testing.

F. Applicant Testing

Preappointment drug testing of all applicants tentatively selected for all positions in the Office of the Vice President is required pursuant to and in accordance with Section IX. of the EOP Plan.

G. Decision Level for Administrative and Disciplinary Action

The Counsel to the Vice President will receive all verified positive test results and will determine appropriate administrative and disciplinary action in accordance with Section VIII. of the EOP Plan.

H. Decision Level for Accident or Unsafe Practice Testing

The Counsel to the Vice President will receive all reports on the facts and circumstances of an accident or unsafe practice and shall decide whether to proceed with testing in accordance with Section IX. of the EOP Plan.

PRESIDENT'S FOREIGN INTELLIGENCE ADVISORY BOARD (STAFF)

Appendix A.

A. Statement of Agency Mission

At the direction of the President, the President's Foreign Intelligence Advisory Board (PFIAB) assesses the quality, quantity, and adequacy of intelligence collection, of analysis and estimates, of counterintelligence, and other intelligence activities, and has the authority to continually review the performance of all agencies of the Federal government that are engaged in the collection, evaluation, or production of intelligence or the execution of intelligence policy. The Board has the authority to assess the adequacy of management, personnel, or organization of the intelligence agencies. The Board reports directly to the President and advises him concerning the objectives, conduct, management, and coordination of the agencies of the intelligence community. The Board reports periodically concerning findings and appraisals and makes appropriate recommendations for actions to improve and enhance the performance of the intelligence efforts of the United States.

B. Testing Designated Positions Listing and Justification Statement

All of the positions in PFIAB have been identified as testing designated positions (TDPs). Positions have been determined to be sensitive as provided in Section 7(d) of Executive Order 12564 and under one or more of the following criteria adopted by the Executive Office of the President (EOP) Drug-Free Workplace Plan. PFIAB has considered the extent to which the positions considered give employees access to sensitive information; require employees, as a condition of employment, to obtain a security clearance; or give employees access to areas that are frequented by the President or Vice President or areas to which access is controlled by the United States Secret Service in its role of protecting the work environment of the President and the Vice President.

C. Administrative Relief

Where a position is being newly designated as a TDP and an employee of PFIAB believes that his or her position has been wrongly designated as a TDP, the employee may submit an administrative appeal through his or her immediate supervisor to the PFIAB Executive Director in accordance with the provisions of Section VII.D. of the EOP Plan.

D. Decision Level for Deferral of Random Testing Because of Work Demands

The PFIAB Executive Director may authorize deferral of random testing for an employee whose immediate work demands require uninterrupted continuation in accordance with Section IX.A.6 of the EOP Plan. Approved requests for deferral shall be documented in writing as soon as possible after a decision to defer is made. Such documentation shall be sent to the Drug Program Coordinator for follow-up action to schedule the employee for unannounced testing within 60 days.

E. Decision Level for Reasonable Suspicion Testing

If an employee is suspected of using illegal drugs based on the conditions described in Section IX. of the EOP Plan, the facts and circumstances of that case shall be presented to the Assistant to the President for Management and Administration who shall decide whether to proceed with testing.

F. Applicant Testing

Preappointment drug testing of all applicants tentatively selected for all positions in PFIAB is required pursuant to and in accordance with Section IX. of the EOP Plan.

G. Decision Level for Administrative and Disciplinary Action

The PFIAB Executive Director will receive all verified positive test results and will determine appropriate administrative and disciplinary action in accordance with Section VIII. of the EOP Plan.

H. Decision Level for Accident or Unsafe Practice Testing

The PFIAB Executive Director will receive all reports on the facts and circumstances of an accident or unsafe practice and shall decide whether to proceed with testing in accordance with Section IX. of the EOP Plan.

PRESIDENT'S INTELLIGENCE OVERSIGHT BOARD (STAFF)

Appendix A.

A. Statement of Agency Mission

The President's Intelligence Oversight Board (PIOB) informs the President of intelligence activities that any member of the Board believes are in violation of the Constitution or laws of the United States, Executive Orders, or Presidential directives; forwards to the Attorney General reports received concerning intelligence activities that the Board believes may be unlawful; reviews the internal guidelines of each agency within the intelligence community concerning the lawfulness of intelligence activities; reviews the practices and procedures of the Inspectors General and General Counsels of the intelligence community for discovering and reporting intelligence activities that may be unlawful or contrary to Executive Order or Presidential directive; and conducts such investigations as the Board deems necessary to carry out its functions under Executive Order 12334.

B. Testing Designated Positions Listing and Justification Statement

All of the positions in PIOB have been identified as testing designated positions (TDPs). Positions have been determined to be sensitive as provided in Section 7(d) of Executive Order 12564 and under one or more of the following criteria adopted by the Executive Office of the President (EOP) Drug-Free Workplace Plan. PIOB has considered the extent to which the positions considered give employees access to sensitive information; require employees, as a condition of employment, to obtain a security clearance; or give employees access to areas that are frequented by the President or Vice President or areas to which access is controlled by the United States Secret Service in its role of protecting the work environment of the President and the Vice President.

C. Administrative Relief

Where a position is being newly designated as a TDP and an employee of PIOB believes that his or her position has been wrongly designated as a TDP, the employee may submit an administrative appeal to the PIOB Chairman in accordance with the provisions of Section VII.D. of the EOP Plan.

D. Decision Level for Deferral of Random Testing Because of Work Demands

The PIOB Chairman may authorize deferral of random testing for an employee whose immediate work demands require uninterrupted continuation in accordance with Section IX.A.6 of the EOP Plan. Approved requests for deferral shall be documented in writing as soon as possible after a decision to defer is made. Such documentation shall be sent to the Drug Program Coordinator for follow-up action to schedule the employee for unannounced testing within 60 days.

E. Decision Level for Reasonable Suspicion Testing

If an employee is suspected of using illegal drugs based on the conditions described in Section IX. of the EOP Plan, the facts and circumstances of that case shall be presented to the PIOB Chairman who shall decide whether to proceed with testing.

F. Applicant Testing

Preappointment drug testing of all applicants tentatively selected for all positions in PIOB is required pursuant to and in accordance with Section IX. of the EOP Plan.

G. Decision Level for Administrative and Disciplinary Action

The PIOB Chairman will receive all verified positive test results and will determine appropriate administrative and disciplinary action in accordance with Section VIII. of the EOP Plan.

H. Decision Level for Accident or Unsafe Practice Testing

The PIOB Chairman will receive all reports on the facts and circumstances of an accident or unsafe practice and shall decide whether to proceed with testing in accordance with Section IX. of the EOP Plan.

OFFICIAL RESIDENCE OF THE VICE PRESIDENT

Appendix A.

A. Statement of Agency Mission

The Official Residence of the Vice President (VPR) is responsible for the management of the daily operation of the official residence of the Vice President. VPR staff supervise the daily maintenance, grounds maintenance, construction and renovation at the residence and ensure the adequacy of the facilities and services provided. VPR formulates and executes the budget for the residence and the long-range planning for maintenance, preservation and improvement of the residence, ensuring that alterations do not adversely impact the historical and architectural aspects of the residence. VPR also manages, plans and coordinates official and special events at the residence.

B. Testing Designated Positions Listing and Justification Statement

Pursuant to the delegation of authority dated September 2, 1988, from the Secretary of the Navy, the Director of the Office of Administration identified all of the positions in the Official Residence of the Vice President as testing designated positions (TDPs). Positions have been determined to be sensitive as provided in Section 7(d) of Executive Order 12564 and under one or more of the following criteria adopted by the Executive Office of the President (EOP) Drug-Free Workplace Plan. The OA Director has considered the extent to which the positions considered require employees to engage in activities affecting public safety; give employees access to sensitive information; require employees, as a condition of employment, to obtain a security clearance; or give employees access to areas that are frequented by the President or Vice President or areas to which access is controlled by the United States Secret Service in its role of protecting the work environment of the President and the Vice President.

C. Administrative Relief

Where a position is being newly designated as a TDP and an employee of VPR believes that his or her position has been wrongly designated as a TDP, the employee may submit an administrative appeal to the OA Director in accordance with the provisions of Section VII.D. of the EOP Plan.

D. Decision Level for Deferral of Random Testing Because of Work Demands

The OA Director may authorize deferral of random testing for an employee whose immediate work demands require uninterrupted continuation in accordance with Section IX.A.6 of the EOP Plan. Approved requests for deferral shall be documented in writing as soon as possible after a decision to defer is made. Such documentation shall be sent to the Drug Program Coordinator for follow-up action to schedule the employee for unannounced testing within 60 days.

E. Decision Level for Reasonable Suspicion Testing

If an employee is suspected of using illegal drugs based on the conditions described in Section IX. of the EOP Plan, the facts and circumstances of that case shall be presented to the Director, Personnel Management Division, who shall decide whether to proceed with testing.

F. Applicant Testing

Preappointment drug testing of all applicants tentatively selected for all positions in VPR is required pursuant to and in accordance with Section IX. of the EOP Plan.

G. Decision Level for Administrative and Disciplinary Action

The OA Director will receive all verified positive test results and will determine appropriate administrative and disciplinary action in accordance with Section VIII. of the EOP Plan.

H. Decision Level for Accident or Unsafe Practice Testing

The OA Director will receive all reports on the facts and circumstances of an accident or unsafe practice and shall decide whether to proceed with testing in accordance with Section IX. of the EOP Plan.

THE WHITE HOUSE OFFICE

Appendix A.

A. Statement of Agency Mission

The White House Office provides advisory and administrative support directly to the President in performance of the many detailed activities incident to his immediate office. This requires a range of professional and support staff.

The professional staff advise the President on national security issues, domestic and economic policy, legislative issues, Presidential appointments to positions throughout the Executive Branch, and on communication by researching and preparing remarks to be delivered by the President.

In addition, White House staff oversee all communication activities, including the interaction between the White House and the national and international news media, and the interaction with all media outside of the White House press corp. The staff further assist the President in performing liaison activities with Federal government agencies, various public groups and constituencies, local and State governments, and the general public.

The President is also supported by staff providing legal advice to the President and White House staff; and coordinating the activities of the Cabinet and overseeing the Domestic Policy Council and Economic Policy Council. Staff support is also provided to the First Lady.

Other activities in the White House consist of managing the President's correspondence; the President's schedule of activities and appointments; all White House operating units, the Military Office, and the Office of Administration; and planning the participation and movement of the President to scheduled activities and events.

B. Testing Designated Positions Listing and Justification Statement

All of the positions in the White House Office have been identified as testing designated positions (TDPs). Positions have been determined to be sensitive as provided in Section 7(d) of Executive Order 12564 and under one or more of the following criteria adopted by the Executive Office of the President (EOP) Drug-Free Workplace Plan. The White House Office has considered the extent to which the positions considered give employees access to sensitive

information; require employees, as a condition of employment, to obtain a security clearance; or give employees access to areas that are frequented by the President or Vice President or areas to which access is controlled by the United States Secret Service in its role of protecting the work environment of the President and the Vice President.

C. Administrative Relief

Where a position is being newly designated as a TDP and an employee of the White House Office believes that his or her position has been wrongly designated as a TDP, the employee may submit an administrative appeal through his or her immediate supervisor to the Assistant to the President for Management and Administration in accordance with the provisions of Section VII.D. of the EOP Plan.

D. Decision Level for Deferral of Random Testing Because of Work Demands

The Assistant to the President for Management and Administration may authorize deferral of random testing for an employee whose immediate work demands require uninterrupted continuation in accordance with Section IX.A.6. of the EOP Plan. Approved requests for deferral shall be documented in writing as soon as possible after a decision to defer is made. Such documentation shall be sent to the Drug Program Coordinator for follow-up action to schedule the employee for unannounced testing within 60 days.

E. Decision Level for Reasonable Suspicion Testing

If an employee is suspected of using illegal drugs based on the conditions described in Section IX. of the EOP Plan, the facts and circumstances of that case shall be presented to the Assistant to the President for Management and Administration who shall decide whether to proceed with testing.

F. Applicant Testing

Preappointment drug testing of all applicants tentatively selected for all positions in the White House Office is required pursuant to and in accordance with Section IX. of the EOP Plan.

G. Decision Level for Administrative and Disciplinary Action

The Assistant to the President for Management and Administration will receive all verified positive test results and will determine appropriate administrative and disciplinary action in accordance with Section VIII. of the EOP Plan.

H. Decision Level for Accident or Unsafe Practice Testing

The Assistant to the President for Management and Administration will receive all reports on the facts and circumstances of an accident or unsafe practice and shall decide whether to proceed with testing in accordance with Section IX. of the EOP Plan.

Life Insurance Information
Acknowledgement Form

Basic Life Insurance coverage is effective on the first day you enter pay and duty status unless you waive this coverage before the end of your first pay period.

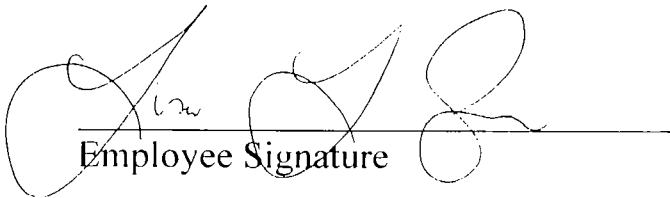
You must complete a Life Insurance Election form, SF-2817, to waive insurance. If you do not complete the form, you will **automatically** be enrolled for Basic Life and withholdings will be made from your pay.

All employees who have the basic insurance are eligible to elect optional insurance. An SF-2817 must be completed and returned to the Human Resources Management Division within 31 days after employee becomes eligible, unless an SF-2817 remains in effect from an earlier employment.

Your completed SF-2817 should be returned to room 4013 NEOB prior to:

May 18, 1999

If you have any questions regarding the Federal Employees' Group Life Insurance (FEGLI) program, please contact the Office of Administration, Human Resources Management Division on 395-1088.


Employee Signature

4/19/99
Date

Attachments:

FEGLI Pamphlet

SF-2817 Life Insurance Election Form

SF-2823 Designation of Beneficiary

Clinton Presidential Records Digital Records Marker

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This marker identifies the place of a publication.

Publications have not been scanned in their entirety for the purpose of digitization. To see the full publication please search online or visit the Clinton Presidential Library's Research Room.

Booklet, "Preventing & Addressing Sexual Harassment," 17 pgs.

Preventing &

Addressing

Sexual

Harassment



OFFICE OF ADMINISTRATION
EQUAL EMPLOYMENT OPPORTUNITY

Clinton Presidential Records Digital Records Marker

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The 1999 Guide to Federal Employees Health Benefits Plans

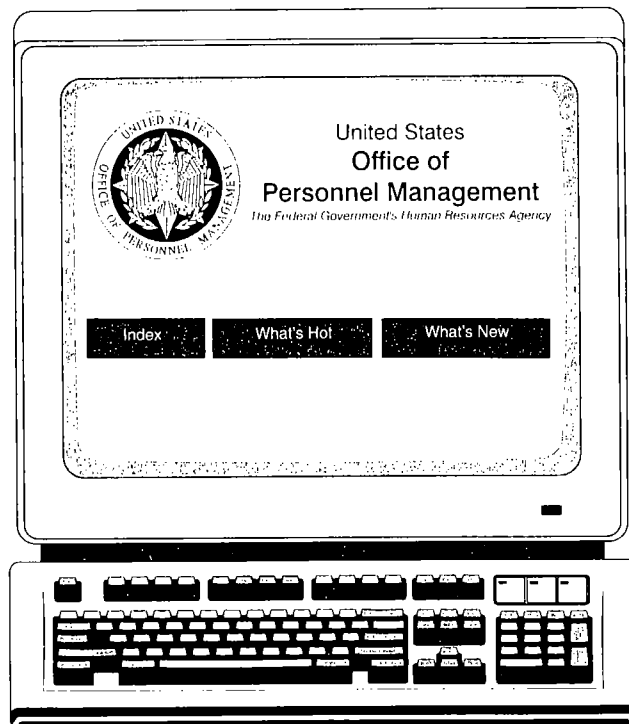
for
Federal Civilian
Employees



United States
Office of
Personnel
Management

Retirement and
Insurance
Service

RI 70-1
Revised November 1998



*Visit our
web site at*
www.opm.gov/insure

EXECUTIVE OFFICE OF THE PRESIDENT 1999 PAY PERIODS

January							
*	S	M	T	W	T	F	S
A						① 2	⑦
B	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
C	17	⑮	19	20	21	22	23
	24	25	26	27	28	29	30
D	31						

February							
*	S	M	T	W	T	F	S
D		1	2	3	4	5	6
	7	8	9	10	11	12	13
E	14	⑮	16	17	18	19	20
	21	22	23	24	25	26	27
F	28						

March							
*	S	M	T	W	T	F	S
F		1	2	3	4	5	6
	7	8	9	10	11	12	13
G	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
H	28	29	30	31			

April							
*	S	M	T	W	T	F	S
H					1	2	3
	4	5	6	7	8	9	10
I	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
J	25	26	27	28	29	30	

May							
*	S	M	T	W	T	F	S
J							1
	2	3	4	5	6	7	8
K	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
L	23	24	25	26	27	28	29
	30	③①					

June							
*	S	M	T	W	T	F	S
L			1	2	3	4	5
M	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
N	20	21	22	23	24	25	26
	27	28	29	30			

July							
*	S	M	T	W	T	F	S
N					1	2	3
O	4	⑤	6	7	8	9	10
	11	12	13	14	15	16	17
P	18	19	20	21	22	23	24
	25	26	27	28	29	30	31

August							
*	S	M	T	W	T	F	S
Q	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
R	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
S	29	30	31				

September							
*	S	M	T	W	T	F	S
S				1	2	3	4
	5	⑥	7	8	9	10	11
T	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
U	26	27	28	29	30		

October							
*	S	M	T	W	T	F	S
U						1	2
	3	4	5	6	7	8	9
V	10	⑪	12	13	14	15	16
	17	18	19	20	21	22	23
W	24	25	26	27	28	29	30
	31						

November							
*	S	M	T	W	T	F	S
W		1	2	3	4	5	6
X	7	8	9	10	⑪	12	13
	14	15	16	17	18	19	20
Y	21	22	23	24	⑮	26	27
	28	29	30				

December							
*	S	M	T	W	T	F	S
Y				1	2	3	4
Z	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
A	19	20	21	22	23	⑮	25
	26	27	28	29	30	③①	

- ① Holiday
- 1 Pay Period Ending Date
- Pay Day
- ⑮ Fiscal Year Pay Period Number for Fund Managers

1999 Pay Year Ends 12/18/99

1999 Leave Year Ends 1/1/2000

2000							
January							
*	S	M	T	W	T	F	S
A							1
B	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
C	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
D	30	31					

EXECUTIVE OFFICE OF THE PRESIDENT

1999 LEAVE CALENDAR

Pay Period Codes	1999 LEAVE PERIODS	SUN	MON	TUE	WED	THUR	FRI	SAT	SUN	MON	TUE	WED	THUR	FRI	SAT	ANNUAL LEAVE		BALANCE	SICK LEAVE		BALANCE
																EARNED	USED		EARNED	USED	
B	Jan 3 - Jan 16																		4		
C	Jan 17 - Jan 30		H																4		
D	Jan 31 - Feb 13																		4		
E	Feb 14 - Feb 27		H																4		
F	Feb 28 - Mar 13																		4		
G	Mar 14 - Mar 27																		4		
H	Mar 28 - Apr 10																		4		
I	Apr 11 - Apr 24																		4		
J	April 25 - May 8																		4		
K	May 9 - May 22																		4		
L	May 23 - June 5									H									4		
M	June 6 - June 19																		4		
N	June 20 - July 3																		4		
O	July 4 - July 17		H																4		
P	July 18 - Jul 31																		4		
Q	Aug 1 - Aug 14																		4		
R	Aug 15 - Aug 28																		4		
S	Aug 29 - Sep 11									H									4		
T	Sep 12 - Sep 25																		4		
U	Sep 26 - Oct 9																		4		
V	Oct 10 - Oct 23		H																4		
W	Oct 24 - Nov 6																		4		
X	Nov 7 - Nov 20					H													4		
Y	Nov 21 - Dec 4					H													4		
Z	Dec 5 - Dec 18																		4		
A	Dec 19 - Jan 1						H								H				4		

LEAVE CODES

LEAVE HRS-PAID

LA - Annual Leave
LB - Advanced Annual Leave
LC - Court Leave
LG - Advanced Sick Leave
LH - Holiday Leave
LM - Military Leave
LN - Administration Leave
LR - Restored Leave
LS - Sick Leave
LT - Injury
LY - Time Off Award

LEAVE HRS-NONPAID

KA - Leave Without Pay
KB - Suspension
KC - Absence Without Leave
KD - OWCP
KF - Nonduty Hours

COMPENSATORY HRS

CE - Comp. Earned
CT - Comp. Taken
CA - Religious Taken
CR - Religious Earned

FAMILY & MEDICAL LEAVE

DA - Birth
DB - Adoption/Foster Care
DC - Serious Health Condition of Spouse, Son, Daughter, Parent
DD - Serious Health Condition of Self

(Family leave codes will be reported with the applicable leave codes of LS, LA, LB, LG, KA, LR, and CT.)

HOLIDAYS

Martin Luther King's B'day ..January 18, 1999
President's DayFebruary 15, 1999
Memorial DayMay 31, 1999
Independence Day.....July 5, 1999
Labor DaySeptember 6, 1999

Columbus DayOctober 11, 1999
Veterans' Day.....November 11, 1999
Thanksgiving DayNovember 25, 1999
Christmas DayDecember 24, 1999
New Year's DayDecember 31, 1999
Martin Luther King's B'day ..January 17, 2000

This Report contains information subject to the Privacy Act of 1974 as Amended

DEPARTMENT OF DEFENSE CIVILIAN LEAVE AND EARNINGS STATEMENT

1. PAY PERIOD END
06/20/98
2. PAY DATE
06/26/98

Pay Period Information

Personal Information
•Bank Info
•Tax Exemptions

3. NAME SMITH JOHN M.				4. PAY PLAN/GRADE/STEP GS 14 4		5. HOURLY/DAILY RATE 34.86		6. BASIC OT RATE 25.70		7. BASIC PAY 57821		LOCALITY ADJ 4931		ADJUSTED BASIC PAY 72752	
8. SOCIAL SEC NO 123-45-6789				9. LOCALITY % 7.27		10. FLSA CATEGORY E		11. SCD LEAVE 09/12/63		12. MAX LEAVE CARRY OVER 240		13. LEAVE YEAR END 01/02/99			
14. FINANCIAL INSTITUTION - NET PAY FIRST NATIONAL BANK				15. FINANCIAL INSTITUTION - ALLOTMENT #1 WHITE HOUSE CREDIT UNION				16. FINANCIAL INSTITUTION - ALLOTMENT #2 OMB CREDIT UNION							
17. TAX MARITAL STATUS EXEMPTIONS ADDL				18. TAX MARITAL STATUS EXEMPTIONS ADDL				TAXING AUTHORITIES				19. CUMULATIVE RETIREMENT FERS: 33.47		20. MILITARY DEPOSIT	
FED S 2 MO S 2															

Summary of Wages, Deductions and Net Pay (Current and YTD)

	CURRENT	YEAR TO DATE	22. TSP DATA	EARNINGS FOR TSP CALC (CURRENT)
GROSS PAY	4198.50	6987.30	10%	
TAXABLE WAGES	4198.50	6987.30	G FUND 85%	4183.20
NONTAXABLE WAGES			F FUND 5%	EARNINGS FOR TSP CALC (YTD)
TAX DEFERRED WAGES	418.32	697.20	C FUND 10%	6972.00
DEDUCTIONS	2657.40	3202.40		
AGEC				
NET PAY	1541.10	3784.90		

TSP Wages and Distribution

Current and Prior Pay Period Hours & Earnings (Current & YTD)

CURRENT EARNINGS					
TYPE	HOURS/DAYS	AMOUNT	TYPE	HOURS/DAYS	AMOUNT
REGULAR	80	2788.80			
RETROACTIVE EARNINGS					
TYPE	HOURS/DAYS	AMOUNT	TYPE	HOURS/DAYS	AMOUNT
REGULAR	40	1394.40	OVERTIME	4	15.30

Current and Prior Pay Period Deductions (Current and YTD)

DEDUCTIONS							
TYPE	CODE	CURRENT	YEAR TO DATE	TYPE	CODE	CURRENT	YEAR TO DATE
RETIRE FERS	K	33.47	33.47	ALLOTMENT SV	#1 #2	200.00	400.00
OASDI		260.31	520.62	MEDICARE		60.88	121.76
TSP SAVINGS		418.32	24.76	TAX FEDERAL		1301.20	2602.40
FFHB	104	23.22	46.44	TAX STATE	MD	360.00	720.00

LEAVE

TYPE	PRIOR YR BALANCE	ACCUMULATED PAY PD	ACCUMULATED YTD	USED PAY PD	USED YTD	DONATED/RETURNED	CURRENT BALANCE	USE LOSS/TERM DATE
ANNUAL	286	8	8	4	4		290	178
SICK	508	4	4				512	
RESTORED	40			8	8		32	01/99

Current and Prior Pay Period Leave (Current and YTD)

REMARKS

****CORRECTION****

1999 GENERAL SCHEDULE — ANNUAL PAY RATES

(Net Increase: 3.68%)

****CORRECTION****

	1	2	3	4	5	6	7	8	9	10
GS-1	\$14,414	\$14,894	\$15,374	\$15,850	\$16,332	\$16,613	\$17,084	\$17,562	\$17,582	\$18,034
2	16,205	16,590	17,128	17,582	17,779	18,302	18,825	19,349	19,872	20,395
3	17,682	18,271	18,860	19,449	20,038	20,627	21,216	21,805	22,394	22,983
4	19,849	20,510	21,172	21,833	22,494	23,155	23,817	24,478	25,139	25,800
5	22,208	22,948	23,688	24,428	25,168	25,908	26,648	27,388	28,128	28,868
6	24,754	25,579	26,404	27,230	28,055	28,880	29,705	30,530	31,356	32,181
7	27,508	28,425	29,342	30,259	31,176	32,092	33,009	33,926	34,843	35,760
8	30,465	31,480	32,495	33,510	34,525	35,540	36,555	37,570	38,585	39,600
9	33,650	34,772	35,894	37,016	38,137	39,259	40,381	41,503	42,625	43,747
10	37,057	38,292	39,527	40,762	41,997	43,232	44,467	45,702	46,937	48,173
11	40,714	42,071	43,428	44,785	46,142	47,499	48,856	50,213	51,570	52,927
12	48,796	50,423	52,049	53,676	55,303	56,929	58,556	60,183	61,810	63,436
13	58,027	59,961	61,895	63,829	65,763	67,697	69,631	71,565	73,499	75,433
14	68,570	70,855	73,141	75,427	77,713	79,999	82,284	84,570	86,856	89,142
15	80,658	83,346	86,034	88,722	91,410	94,098	96,786	99,474	102,163	104,851

****CORRECTION****

U.S. GOVERNMENT SALARY SCALES

JANUARY 1999

****CORRECTION****

OFFICE OF ADMINISTRATION

Special Salary Rates for General Schedule Employees

Series: **0312** Clerk Steno, **0322** Clerk Typist, **0326** Office Automation Clerk, **0356** Data Transcriber

	1	2	3	4	5	6	7	8	9	10
GS-2	\$18,422	\$18,907	\$19,392	\$19,877	\$20,362	\$20,847	\$21,332	\$21,817	\$22,302	\$22,787
GS-3	19,668	20,214	20,760	21,306	21,852	22,398	22,944	23,490	24,036	24,582
GS-4	20,853	21,466	22,079	22,692	23,305	23,918	24,531	25,144	25,757	26,370
GS-5	22,646	23,332	24,018	24,704	25,390	26,076	26,762	27,448	28,134	28,820
GS-6	24,478	25,243	26,008	26,773	27,538	28,303	29,068	29,833	30,598	31,363
GS-7	26,351	27,201	28,051	28,901	29,751	30,601	31,451	32,301	33,151	34,001

Series: **0510** Accountant, **0511** Auditor

	1	2	3	4	5	6	7	8	9	10
GS-5	\$24,018	\$24,704	\$25,390	\$26,076	\$26,762	\$27,448	\$28,134	\$28,820	\$29,506	\$30,192
GS-7	28,901	29,751	30,601	31,451	32,301	33,151	34,001	34,851	35,701	36,551
GS-9	34,315	35,355	36,395	37,435	38,475	39,515	40,555	41,595	42,635	43,675

Executive Schedule (EX)

Level I \$151,800
Level II 136,700
Level III 125,900
Level IV 118,400
Level V 110,700

Senior Executive Service (ES)

ES - 1 \$110,351
ES - 2 115,529
ES - 3 120,814
ES - 4 125,900
ES - 5 125,900
ES - 6 125,900

Senior Level (SL & ST)

Minimum \$96,790
Maximum 125,900

THE WHITE HOUSE

WASHINGTON

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT
EXECUTIVE OFFICE OF THE PRESIDENT**

The President is committed to ensuring equal employment opportunity for all Executive Office of the President (EOP) employees. Equally as important, the President is committed to a government that is free of discrimination and which reflects the diversity of this nation.

This statement reaffirms the policy of the EOP prohibiting unlawful discrimination and sexual harassment. The EOP does not condone nor tolerate discrimination based on race, color, national origin, sex (including sexual harassment), religion, age (over 40), disability or sexual orientation, in any of its personnel policies, practices, and operations.

All EOP agency heads and employees have a responsibility to uphold this policy. Each employee must be personally accountable for his or her performance in ensuring and promoting equal opportunity principles and in recognizing diversity as a source of strength for the EOP. Moreover, managers and employees alike must work together to ensure a workplace free of discrimination and sexual harassment.

In general terms, unlawful discrimination involves improperly making employment decisions or carrying out actions based on the factors listed above. Discrimination on the basis of sex includes sexual harassment. Sexual harassment, as defined by the Equal Employment Opportunity Commission and for the purposes of the EOP, is: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission is made explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

While every EOP employee may raise claims of discrimination and/or sexual harassment, employees' rights, responsibilities, appeals, and remedies may vary. If you believe that you have been discriminated against or sexually harassed, you may pursue an equal employment opportunity claim. You should be aware that the timeframes for raising claims vary for EOP employees from 45 to 180 calendar days from the alleged discriminatory event.

If you have any questions about the process and timeframes for raising a claim or would like more information, please contact Sharon Solomon, Equal Employment Opportunity Manager, Office of Administration, Executive Office of the President, at (202) 395-3996/TDD: 395-1160.

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. list	Important Phone Numbers; RE: phone numbers [partial] (1 page)	n.d.	b(7)(E)

COLLECTION:

Clinton Presidential Records
Policy Development
Lisa Green
OA/Box Number: 20586

FOLDER TITLE:

Human Resources: Employee Orientation Packet

2012-0043-S

ms223

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

Freedom of Information Act - [5 U.S.C. 552(b)]

P1 National Security Classified Information [(a)(1) of the PRA]
P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
P3 Release would violate a Federal statute [(a)(3) of the PRA]
P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

b(1) National security classified information [(b)(1) of the FOIA]
b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
b(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
b(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
b(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

IMPORTANT PHONE NUMBERS

Emergency (WH, OEOB, NEOB) - DO NOT DIAL 9 911 or 0
Emergency (Winder, 750 17th, Jackson PL.) 708-1111

(b)(7)(e)

WHCA Customer Service	71234
IS&T/OA Computer Help Desk	57370
Press Office	62100
OEOB Health Unit	56024
NEOB Health Unit	55064
Employee Assistance Program (24 Hours a Day)	888-243-5744
EOP Security Office	56206

SECURITY REMINDERS

- Display your pass at all times when inside the complex. Remove your pass when exiting the complex.
- Volunteers and interns are not allowed to clear appointments of any type, nor should they be asked to do so.
- All appointments require both a date of birth and social security number. This information must be sent to the WAVES Center AT LEAST 48 hours in advance.
- Do not leave any classified materials unsecure and unattended at any time. Be sure to secure all classified materials at the close of business.
- Do not load unauthorized software onto your computer.
- Make sure all packages, bags, mail, etc. are screened by the USSS.
- Letterhead is only to be used for official business.
- Do not give out your computer passwords to anyone. Change your passwords every month. Do not use obvious selections such as nicknames, birthdates, or addresses, etc.
- The Internet is for official business.
- The White House Communications Agency (WHCA) can provide users with secure phone and fax information.
- Never discuss classified or transmit classified information over an unsecure phone line, cellular phone, or through a pager system.

CLINTON LIBRARY PHOTOCOPY



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF ADMINISTRATION
WASHINGTON, D.C. 20503

MEMORANDUM FOR ALL EXECUTIVE OFFICE OF THE PRESIDENT EMPLOYEES

FROM: ADA L. POSEY 
DIRECTOR
OFFICE OF ADMINISTRATION

SUBJECT: Employee Assistance Program

The Employee Assistance Program (EAP) helps employees and their dependents deal with a variety of personal issues, including ones which negatively affect job performance. From time to time, employees may need help managing life and work stress. The EAP offers help with a wide variety of life concerns, at no cost to you.

We have a contract with The Sand Creek Group, Ltd., a national behavioral health care corporation to provide comprehensive EAP services to the Executive Office of the President (EOP).

Convenient, Easy Access to Service: The new EAP counselor is Sandra Bayne. She will be available to see you and/or your family members on-site, by appointment or on a walk-in basis, in the New Executive Office Building (NEOB), Health Unit, Room 6101, from 1:00 - 5:00 p.m. each Wednesday. You may also see the EAP counselor off-site by calling for an appointment. To schedule an appointment, call 1-888-243-5744.

24 Hour Telephone Crisis Intervention: Assistance is available at any time by calling 1-888-243-5744.

Confidential: High professional standards will be used to guard your confidentiality.

Professional: All of The Sand Creek Group counselors are highly trained, experienced, and licensed employee assistance counselors holding at least a masters degree in psychology, social work or a related behavioral health field.

Family Coverage: Dependents of EOP employees are eligible to use the EAP services.

To help you remember EAP accessibility, we are enclosing a small refrigerator magnet for your use.

Facility Information

- ♦ 3,500 square foot fitness facility
- ♦ Locker facilities and showers
- ♦ Full line CYBEX weight equipment
- ♦ CYBEX Power Rack
- ♦ Freeweights
- ♦ 3 Treadmills
- ♦ 7 Stationary cycles
- ♦ 3 Stairmasters
- ♦ 2 Concept II Rowers
- ♦ 1 Nordic Track Ski Machine
- ♦ Sauna

Membership Information

Temporary Memberships:

1 month.....	\$42.00
2 month.....	\$78.00
3 month.....	\$99.00

Regular Memberships:

Initiation Fee.....	\$40.00
Plus	

Yearly Fee.....	\$312.00
-----------------	----------

Payable as:

\$312.00 flat rate
\$156.00 bi-annual installments
\$12.00 payroll deduction

(Cash, check, and charge accepted)

Register at the WHAC and start your membership today!

Ted Vickey, Director

Ted, who holds a degree in Exercise and Sport Science from Penn State University, has been Director at the WHAC since 1995. Prior to the WHAC, Ted was employed as a fitness specialist at the Department of Housing and Urban Development (HUD); after which, he moved into a management position with international fitness consultant PKI's Information Technology Division. Having interned with the WHAC in 1991, Ted returned to the WHAC as Manager in 1994, and has since been promoted to his current position. In addition, he is certified through the American Council of Exercise (ACE) as a Personal Trainer and is involved on a local, regional, and national level with the Association of Worksite Health Promotion.

Staff

Tracey Hill

Tracey, who joined the WHAC in June 1995, has degrees in Health Science and English/Journalism from James Madison University. Prior to joining the WHAC, Tracey was a Fitness Specialist and Assistant Director for the General Services Administration Fitness Center, and then moved to a Director position at the Judiciary Fitness Center in the Thurgood Marshall Federal Judiciary Building. She is an ACE certified Aerobic Instructor, and American Red Cross certified CPR and First Aid Instructor.

White House Athletic Center



New Executive Office Building

Room 2008

Washington, D.C. 20503

Phone: (202) 395-5688

Fax: (202) 395-5689

Mon. - Thurs. 6:30 am - 8:30 pm

Fri. 6:30 am - 8:00 pm

Sat. 11:00 am - 3:00 pm,

Oct. - Apr.

Why join the White House Athletic Center?

In a society where sedentary lifestyles are predominant and health care costs are skyrocketing, it is important to fight debilitating diseases in a proactive manner. By adopting a healthy and active lifestyle, one can increase his or her energy, control stress, maintain an ideal body weight, and keep the heart strong and healthy. The White House Athletic Center (WHAC) fitness and wellness program is available to assist the employees of the Executive Office of the President in achieving these goals. The WHAC is an employee-financed health and fitness facility serving all staff of the EOP complex.

Membership Available To:

- ◊ EOP employees
- ◊ EOP Detail employees
- ◊ EOP Contract employees
- ◊ EOP Interns
- ◊ USSS employees

Exercise Classes:

A wide range of exercise classes for all fitness levels offered daily include:

- ◊ Step Aerobics—Power Step, Step & Pump, Beginner, and Express
- ◊ Low Impact Aerobics
- ◊ Strength and Conditioning
- ◊ Abdominal and Back
- ◊ Stretching—Morning Stretch
- ◊ Yoga, Hapkido and Self-Defense

Call the Aerobics Hotline (x55687) for daily schedules.

Services:

- ◆ Fitness Evaluations
- ◆ Personal Exercise Programs
- ◆ Certified Exercise Specialists
- ◆ Biometrics Weight Loss Program

Wellness Seminars:

- ◊ Stress Management
- ◊ Weight Management
- ◊ Nutrition
- ◊ Low Back Care
- ◊ Strength Training
- ◊ Heart Health
- ◊ Freedom from Smoking
- ◊ Injury Prevention
- ◊ and many more...

WHAC Pro Shop Items:

Short Sleeved T-Shirts:.....\$12.00
100% cotton / White, Navy
and Gray

Long Sleeved T-Shirts.....\$15.00
100% cotton / White, Navy

Tank Tops.....\$10.00
100% cotton / White, Navy

Polo Shirts.....\$28.00
100% cotton / Tri-colors
Forest green, Wine

Polo Shirts.....\$25.00
100% cotton / White

Sweatshirts.....\$37.00
95/5 Blend / Embroidered

Additional Items:

Gym Bags.....\$30.00
Shorts.....\$12.00
Golf Towels.....\$11.00
Hats.....\$11.00/\$10.00
Mugs.....\$ 6.00
Water Bottles.....\$ 5.00



A Child Development Center

Sponsored by:



Executive Office of the President



Export-Import Bank



Department of the Treasury



Department of Veterans Affairs

Programs for children three months to five years of age.

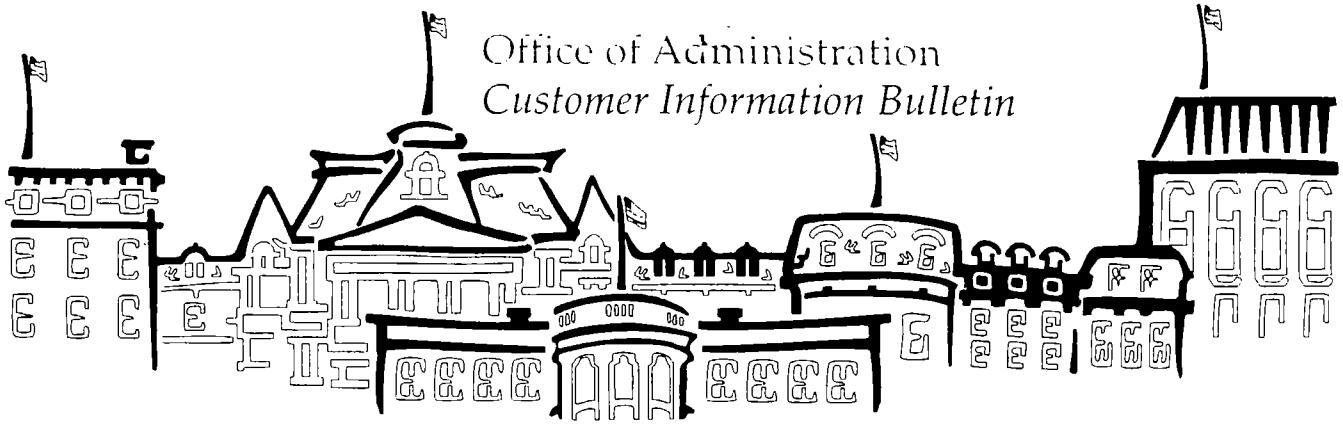
7:00 am - 7:00 pm

1425 New York Avenue, NW



For information and applications, call U.S. Kids at (202) 233-4623.





February 1995

Facilities Management Division, Ext. 5-2335

Notice to all Executive Office of the President Employees

Recycling

IN THE EOP COMPLEX

The Office of Administration, Facilities Management Division administers a recycling program for aluminum cans, newspapers, and office wastepaper in the EOP complex, which includes the White House East and West Wings, Old and New Executive Office Buildings, Winder Building and Jackson Place Townhouses. For this program to be successful, we need your cooperation.

Uncontaminated office wastepaper collected in the complex is recycled and used to produce new paper products. To assist in the recycling program, please use a separate wastebasket in your office for non-paper waste, such as plastic, styrofoam products, paper clips, clamps, pens and pencils, etc. Custodial personnel will keep non-paper waste separate from the recyclable office wastepaper. If necessary, additional wastebaskets are available from the supply stores.

Newspapers and aluminum cans should be deposited in collection containers designated for these items. Collection containers are located in common areas such as restrooms or corridor vestibules.

Thank you for participating in the EOP's recycling program.

Office of Administration, Facilities Management Division