



## Department of Energy

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MEMORANDUM FOR THOMAS P. D'AGOSTINO  
UNDER SECRETARY FOR NUCLEAR SECURITY

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SUBJECT: Drug Testing

As established in his memorandum dated September 14, 2007, the Secretary has determined that applicants for, and holders of, a Department of Energy (DOE) Q or L access authorization (security clearance) will be in Testing Designated Positions (TDP) as specified in DOE Order 3792.3, *Drug-Free Federal Workplace Testing Implementation Program*, for Federal employees, and Title 10, Code of Federal Regulations, Part 707, *Workplace Substance Abuse Programs at DOE Sites*, for contractor employees. Accordingly, individuals who are either in, or are selected for, a TDP are subject to applicant, random and "for cause" testing. Additionally, the Secretary has determined individuals who have used illegal drugs within 12 months preceding their completion of a Questionnaire for National Security Positions (QNSP) will be disqualified from further consideration for a security clearance, until such time as they can demonstrate non-use of illegal drugs for 12 consecutive months.

The information below is intended to ensure consistency when processing Federal and contractor applicants for security clearances. Attached are suggested templates to assist in processing these cases.

**1. Federal, contractor and subcontractor applicants for security clearances (new hires and on board) who are submitting packages to initiate the security clearance process.**

All incoming applicant cases for security clearance processing must contain proof of negative drug test results before being processed.

Responsibility of the Processing Personnel Security Office (PPSO):

- Conduct a review of all relevant investigative information to determine if illegal drug usage exists.



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- If the applicant has used illegal drugs within 12 months of signing the QNSP, the package will be returned to the requesting organization and the applicant disqualified in accordance with Paragraph 3 of the Secretary's September 14, 2007, memorandum.
- Annotate the "clearance action" field in the Central Personnel Clearance Index (CPCI) with "LG" to indicate a cancellation of processing due to recent drug use.

***2. Federal, contractor and subcontractor applicants for security clearances (new hires and on board) whose cases have already been submitted to an investigative agency but not adjudicated (cases open at OPM, cases closed/pending, cases closed/complete) and have documented illegal drug use within 12 months of signing the QNSP.***

Responsibility of the PPSO:

- If 12 consecutive months have already passed since the last documented illegal drug use, process the case in accordance with published DOE guidance. At a minimum, a personnel security interview (PSI) will be conducted to address the illegal drug use/activity (to include demonstration of non-use of illegal drugs for 12 consecutive months) as well as any other security concerns in the case. DOE's policy on illegal drug use will be explained to the individual. The final approval/disapproval to offer a DOE Drug Certification will be made by a Federal supervisory personnel security official only after all security concerns in the case have been resolved.
- If 12 months have NOT elapsed since last illegal drug use, discontinue processing the case. Notify the requestor that the clearance process has been discontinued.

***3. Federal, contractor and subcontractor applicants for security clearances (new hires and on board) determined to be favorably adjudicated but whose file does not contain proof of a negative drug test.***

Responsibility of the Processing Personnel Security Office (PPSO):

- Advise the requesting organization, via memorandum, that drug test results have not been received.
- Notify the requestor that the individual is eligible for access authorization pending receipt of negative drug test results in accordance with the Secretary's memorandum of September 14, 2007.
- Complete the adjudicative information on the OPM INV-form 79A by filling in the appropriate oval.
- Update the CPCI "correspondence tab" as follows: "subject determined eligible for clearance grant AFTER the negative drug test results have been received by the PPSO."
- Upon receipt of negative drug test results; update CPCI with final adjudicative decision and notify requestor.

If you have any questions regarding this memorandum please contact the Office of Departmental Personnel Security at (301) 903-4175 or (202)-586-3249.

Attachments: (1) Template for Contractor Company  
(2) Template for Discontinuation Pending Case  
(3) Template for Discontinuation Access

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