



# United States Department of the Interior

BUREAU OF INDIAN AFFAIRS  
Washington, D.C. 20240

IN REPLY REFER TO:

Division of Forestry and  
Wildland Fire Management

NOV 14 2008

Memorandum

To: All Regional Directors  
Attention: Agency Superintendents  
Wildland Fire Management

From: Director, Bureau of Indian Affairs

Subject: Drug Testing for AD/EFF Employees

The purpose of this memorandum is to inform the Bureau of Indian Affairs (BIA) and Tribal wildland fire program managers of BIA policy for drug screening of administratively determined/emergency fire fighters (AD/EFF) employees. This includes emergency firefighters, drivers, camp crews, and dispatchers participating in wildland/prescribed fire assignments, and all hazard incidents with Federal Emergency Management Agency (FEMA). This policy is effective October 1, 2008.

In an effort to ensure the health and safety of public and federal employees, Congress passed legislation mandating drug and alcohol testing of employees occupying positions throughout the Federal Government. Current legislation and policy include: Executive Order 12564 of September 15, 1986 Drug Free Workplace, Indian Affairs Manual Part: 90 Chapter: 3C(4), and the Department of Interior (DOI), 370 DM 792, 9 and 10.

Currently, many wildland fire management programs within the BIA conduct annual drug screening for their AD/EFF employees. After consultation with DOI drug testing Program Director, the following AD/EFF drug testing and administration guidelines are being established:

- All wildland fire management programs are required to perform annual drug screening for AD/EFF employees. AD/EFF applicants testing positive will not be offered employment with the BIA.
- Screenings will be performed in one of the following methods:
  - a. Administered on site with testing kits obtained from a federally recognized provider.
  - b. Administered on site by a contractor, or approved drug test administrator.
  - c. Administered through a local/Tribal drug testing program.

- The program will include the following types of drug tests:
  - a. Applicant testing as a condition of hire during pre-season sign-up
  - b. Random testing
  - c. Reasonable suspicion testing
  - d. Voluntary testing
  - e. Accident or unsafe practices testing
  - f. Testing as part of, or as a follow-up to counseling or rehabilitation
  
- All screenings will test for the following substances:
  - a. Marijuana
  - b. Cocaine
  - c. Opiates
  - d. Amphetamine
  - e. Phencyclidine (PHP)
  - f. Other drugs such as prescription drugs may be included in accordance with Health and Human Services (HHS) guidelines
  
- Management as required, will observe all agreements under the current Union Master Agreement, and continue to meet its obligations under Title VII of the Civil Service Reform Act of 1978.
  
- Testing will be paid with wildland fire emergency operations funds. The Bureau of Indian Affairs, National Interagency Fire Center (BIA-NIFC) will establish a FireCode each fiscal year for drug testing expenditures.

The DOI in partnership with DOI University has created a one-hour course to assist federal employees and supervisors in better understanding drug testing requirements and procedures. Supervisors and drug test administrators are encouraged to participate in training and can access training at: <http://doiu.nbc.gov/drugandalcohol>. For more information, HHS, and the Department of Transportation contract and collection programs can be accessed on the web at: <http://doi.gov/nbc/eps>.

Substance abuse poses an extreme threat to safety; there will be zero tolerance for illegal drug use and on-the-job-substance abuse. The AD/EFF drug testing guidelines will enhance this policy. We need to ensure our AD/EFF workforce are drug free, and provide a drug free environment when working in wildland fire, prescribed fire, and all hazard environments.

If you have further questions or concerns, please contact Tony Beitia, BIA-NIFC Wildland Fire Safety Specialist at (208) 387-5177, or Dalan Romero, BIA-NIFC Assistant Director-Fire Operations at (208) 387-5372.