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|  | <h1>BPA MANUAL</h1> | Page 400/792C- 1 |
| | <h2>Chapter 400/792C: Drug-Free Workplace</h2> | Date 03/31/05 |
| Part: Human Resources | | |

400/792C.1 PURPOSE

The purpose of this chapter is to transmit to Bonneville Power Administration (BPA) the policy and procedures of Department of Energy (DOE) Order 3792.3, established by the DOE Drug-Free Federal Workplace Testing Implementation Program.

400/792C.2 DEFINITIONS

- A. **Head of Field Organizations** is the BPA Administrator.
- B. **Director of Personnel** is the Director of Personnel for DOE.
- C. **Medical Review Officer is the medical doctor** retained by DOE, to serve as an expert in making medical decisions relating to the administrator of the Order.
- D. **Employee Assistance Program Coordinator** is the BPA Employee Assistance Program Coordinator in Personnel Services.
- E. **Department Drug Testing Program Manager is the DOE official** who has department-wide responsibility for the operation of the Order.

400/792C.3 POLICY

BPA shall follow the DOE policy on the Federal Drug-Free Workplace as defined in section 3 of the DOE Order 3792.3. The aspects of the Order apply to all employees and to applicants tentatively selected for positions subject to random drug testing.

400/792C.4 RESPONSIBILITIES

- A. **The Labor Management Relations Officer shall:**
 1. provide technical advice and assistance concerning the application of the Order.
 2. be consulted prior to initiating any action under the Order, including determinations of illegal drug use based upon reasonable suspicion.
- B. **The responsibilities delegated to the BPA Administrator**, as Head of the Field Organization, are sub-delegated to BPA Vice-Presidents.

400/792C.5 PROCEDURES

No information in this section.

400.792C.6 REFERENCES

DOE Order 3792.3, Drug-Free Federal Workplace Testing Implementation Program, Change 1, dated September 19, 1992.