Drug Enforcement Administration Pre-Employment Drug Policy

Notification and Acknowledgement

Privacy Act Notice

Providing this information is voluntary. Authorities for the collection of this information are found in 5 U.S.C. Part II (Civil Service Functions and Responsibilities) and Part III (Employees), and E.O. 9397 (Social Security Number). The principal purposes for which the information will be used are to evaluate your continuation in the hiring process for employment at the U.S. Department of Justice, Drug Enforcement Administration (DEA) and to ensure the accuracy of agency records. The information may be disclosed to employees of the U.S. Department of Justice who have a need to know the information for the performance of their duties. Failure to furnish the requested information may result in the withdrawal of your conditional offer of employment at DEA.

Name:

Last **First** **Middle**

The DEA is charged with enforcing the Controlled Substance Act (CSA), and therefore carefully evaluates illegal drug use and abuse during the application process. The use of illegal drugs and drug abuse by job applicants, TFOs, and contractor personnel offered on DEA contracts is not tolerated, and therefore current and past illegal drug use and activity must be disclosed. Applicants for a position with the DEA must be completely candid regarding their past involvement with illegal narcotics, including any use, attempted use, experimentation, purchases, sales, or other acts. Applicants must also be completely candid regarding their past involvement with any prescription drugs used in any manner for which they were not medically intended. Finally, applicants must certify, in writing, that their current personal habits, beliefs, and lifestyle are not in conflict with DEA's mission to enforce the CSA and provide a drug-free society.

The application of DEA's *Pre-Employment Drug Policy*, in conjunction with a case-by-case analysis are used by all entities in the hiring process to help determine whether an applicant's prior illegal drug use makes them eligible and/or suitable for DEA employment. A candidate will be found unsuitable for employment and automatically disqualified if they deliberately misrepresent their drug history in connection with their application for employment.

All applicants for employment with DEA must complete this form and submit it as part of their employment application. Carefully read this document in its entirety.

Sec. 1. The below statements provide your acknowledgement of the requirements of the DEA *Pre-Employment Drug Policy* (further outlined in Sec. 2) and expectations for DEA job applicants, TFOs, and contractors. **Initial your acknowledgment for each of the following statements:**

_____
Initials

I am providing truthful information to the DEA regarding all information requested on this form. I understand that I will be questioned and may be polygraphed (if applicable) regarding the responses I provide on this form. I understand that any omissions or discrepancies between the information provided, and what is learned during the hiring process, to include suitability, security and polygraph processes, may preclude me from further consideration for DEA employment.

_____
Initials

_____ Initials

I understand that my responses on this form and any previous responses to the DEA will be used to determine my continuation in the hiring process. I also understand that my answers will NOT be used in any criminal proceeding against me. I further understand that my failure to respond to any questions on this form may result in DEA withdrawing my conditional offer of employment.

_____ Initials

By the words “use,” “attempted use,” “ingestion,” and "experimentation," I understand that the DEA is asking me to disclose any and all involvement as described with synthetic or designer drugs, illegal narcotics, or dangerous drugs, to include any act of smoking, ingesting, tasting, inhaling, injecting, puffing, or otherwise experimenting with a controlled substance or a substance that I believe to be a controlled substance. This includes all use or ingestion of marijuana, THC, or other cannabis products, and any prescription medications in a manner for which they were not medically intended.

_____ Initials

I understand the meaning of "public trust" positions, as defined by the Code of Federal Regulations (CFR) 5 CFR § 731.106, are those that may involve policy making, major program responsibility, public safety and health, law enforcement duties, fiduciary responsibilities or other duties demanding a significant degree of public trust, and positions involving access to or operation or control of financial records, with a significant risk for causing damage or realizing personal gain.

Sec 2. DEA *Pre-Employment Drug Policy*. The statements below provide the DEA *Pre-Employment Drug Policy* for all applicants, TFOs, and contractor personnel. The DEA background, security, and polygraph investigation (if applicable) processes and approvals will gather the detailed information associated with each statement below, including types of illegal drugs and narcotics used, dates of use, and circumstances surrounding use if positive use or involvement is provided. Further, it is DEA policy to review an applicant’s full application package and evaluate the candidate by using the “whole person” concept to determine whether an applicant’s prior drug use makes them eligible and/or suitable for employment.

Read the information thoroughly before answering.

Initial your acknowledgment of understanding for the following statement:

_____ Initials

I will provide detailed information during the background, security and polygraph (if applicable) investigations and approval processes associated with each statement below, including types of illegal drugs and narcotics used, dates of use, and circumstances surrounding use if positive use or involvement is acknowledged.

Please answer *yes* or *no* to the following questions and initial your responses:

Select

_____ Initials

Have you used marijuana or cannabis in any form (natural or synthetic) and in any location (domestic or foreign) within three (3) years preceding the date of your application for employment, regardless of state or foreign country laws where this activity may be legal? Applicants cannot present “medical marijuana cards” or other prescriptions as mitigating factors for marijuana or cannabis use.

Select

Initials

Have you abused any prescription drug, over-the-counter substance, or legally obtained substance (e.g., inhalants, solvents, etc.) within three (3) years preceding the date of application for employment? Abuse is defined as the use of illegal drugs, prescriptions or over-the-counter drugs for purposes other than those for which they are meant to be used or in excessive amounts.

Select

Initials

Have you sold, distributed, manufactured, or transported any illegal drug or controlled substance without legal authorization?

Select

Initials

Have you used any illegal drug, other than marijuana, within the seven (7) years preceding the date of the application for employment?

Select

Initials

Have you used anabolic steroids without a prescription from a licensed practicing physician within seven (7) years preceding the date of the application for employment?

Select

Initials

Have you used or purchased for use, sold, or provided a prescription drug to someone knowing that person was going to use that drug for something other than its intended medical purpose?

Select

Initials

Have you illegally used or been involved with an illegal drug, controlled substance, or illegal narcotic while in possession of a security clearance?

Select _____ Initials	Have you illegally used or been involved with an illegal drug or controlled substance while employed as a law enforcement officer, prosecutor, or courtroom official, or while in a position of public trust or public safety?
Select _____ Initials	Do you have any conflict of interest with personal habits, beliefs, or lifestyle and the DEA's mission to enforce the CSA and provide a drug-free society? Examples of conflicts of interest include, but are not limited to: being in a current, intimate relationship with a user of illegal narcotics or dangerous drugs; voluntarily living with a user of illegal narcotics or dangerous drugs; or a person seeking or has obtained state licensure or permits to cultivate and/or distribute marijuana, THC, and other cannabis products regardless of state or foreign country laws where this activity may be legal.

Provide a "detailed" explanation for any question you responded to with a "Yes" in the space below. If additional space is needed, identify attached sheets with your name and Social Security Number.

I have been truthful in my acknowledgement of the DEA *Pre-Employment Drug Policy* outlined throughout this document and understand the requirements for employment.

_____

Applicant Name (Print)

_____ _____

Applicant Signature Date

Please complete all required fields and apply an electronic signature. Save the finalized form and return it electronically. Printed or scanned copies will not be accepted.

_____

Initials