

Chg 1: 4-23-2024

SUBJECT: EXPEDITED CHANGE TO DOE O 343.1A, *FEDERAL SUBSTANCE ABUSE TESTING PROGRAM*

1. EXPLANATION OF CHANGE. To ensure the order aligns with the mandatory requirements for reasonable suspicion testing. This update will enable an integrated process for executing reasonable suspicion testing by ensuring employees can safely and timely satisfy testing requirements. Additionally, this change addresses the reasonable suspicion process for management officials who have employees on remote work agreements.
2. LOCATIONS OF CHANGE: Page 10 h. Reasonable Suspicion Testing (3) Notice (a) (b) and (c).

Page	Paragraph	Changed	To
10	h. (3) Reasonable Suspicion Testing Notice	Added	(3) Notice. A supervisor must provide a written notice to the employee that explains the basis for the reasonable suspicion and the required testing procedures including the location of the collection facility. (a) When the employee and management official/first-line supervisor are physically co-located at a DOE worksite, the employee must be escorted to and from the collection facility by the management official/first-line supervisor immediately after receiving notice. (b) Special arrangements are required when employees are assigned to remote work positions or when an employee is teleworking from an alternate worksite. When an employee encumbers a remote work position, or is teleworking, the management official/first-line supervisor is responsible for coordinating the employee's transportation to and from a collection facility closest to the employee's remote work site (e.g., home address). The employee must proceed to the collection facility immediately after receiving notice. (c) Paying for transportation (e.g., taxi, Lyft, Uber) for the employee to travel to and from the collection facility is a reimbursable expense to the employee or management official/first-line supervisor in accordance with DOE's Official Travel requirements.