

**SAMPLE OF INDIVIDUAL 30-DAY NOTICE**

To: [Employee Name]  
[Title]

From: Agency Drug Testing Liaison  
Labor and Employee Relations Division  
Office of Management

Subject: Notice to Employees in Testing Designated Positions

The Office of Personnel Management guidelines on position sensitivity designation and the USDA Drug-Free Workplace Program identify the position you hold, **[Insert title, grade and series of position here]** as a testing designated position (TDP). This designation requires that employees occupying these positions are subject to random drug testing and that the employees are given at least a 30-day notice of this requirement.

Any person occupying a TDP who tests positively to the random drug test is subject to appropriate disciplinary or adverse action, to include termination of employment. For further information regarding the random drug testing program, please refer to FSIS Directive 4735.8; Drug-Free Workplace Plan, Departmental Regulation 4430-792-2, Drug-Free Workplace Program; and the USDA Drug-Free Workplace Program.