

POLICY STATEMENT
Guidance for Drug-Free Workplace Requirements

The FAA Centers of Excellence Agency is dedicated to providing a unique opportunity for education, research and technology advancements in an unprecedented manner, and substantially improving and expanding aviation education and research opportunities throughout the U.S. COE members, affiliates and constituents are our most valuable resources, and we attempt to provide a healthy and satisfying working environment that promotes personal opportunities for growth. In meeting COE goals, our policy is to accomplish the following objectives:

- Ensure that staff members are not impaired in their ability to perform assigned duties in a safe, productive, and healthy manner
- Create a workplace environment free from the adverse effects of drug abuse
- Prohibit the unlawful manufacture, distribution, dispersal, possession, or use of controlled substances
- Encourage staff to seek professional assistance whenever personal problems, including drug dependency, adversely affect their ability to perform their assigned duties

1. PURPOSE

In accordance with Rules and Regulations published in the Federal Register, Vol. 74, No. 113, Monday, June 15, 2009, by the Office of Management and Budget, 2 CFR Parts 1 and 182, the following guidance is issued by the FAA Air Transportation Centers of Excellence Program Officer.

The purpose of this policy is to: comply with the above referenced guidance; ensure our staff members are fit for duty; and to provide protection from the risks posed by the misuse of illegal drugs. This policy is also intended to comply with all applicable federal regulations governing workplace anti-drug programs.

2. COMPLIANCE

Those funded through FAA Centers of Excellence, under any award instrument, must agree that:

- a) They will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance;
- b) If convicted of a criminal drug offense, they will report the conviction:
 1. In writing.
 2. Within 5 calendar days of the conviction
 3. To an Agency official to include the FAA COE Program Director/Grants Officer and Sponsor.

3. ACTION TAKEN

If violations occur, the Agency may take one or more of the following actions:

- a) Suspension of payments under the award;
- b) Suspension or termination of the award; and
- c) Suspension or debarment of the recipient under the agency's regulation implementing the OMB guidance on non-procurement debarment and suspension (2 CFR part 180), for a period not to exceed five years.