



Texas Military Department

DIRECTIVE

Number 1402.04

AUG 26 2019

NGTX-GZ

SUBJECT: Medical Screening and Drug Testing for Texas Military Department (TMD) Security Officers

References: (a) Army Regulation (AR) 190-56, The Army Civilian Police and Security Guard Program, 15 March 2013

(b) Army National Guard (ARNG) Security and Cooperative Agreement, Appendix 3, ARNG Security Guard Activities, October 2016

(c) Air National Guard (ANG) Security and Cooperative Agreement, Appendix 23, October 2015

(d) TMD Handbook 1400.01, State Employee Policies and Procedure Handbook, dated 1 January 2018

(e) TMD Directive 1402.03, Physical Ability Test (PAT) for TMD Security Officers

1. PURPOSE. To ensure full-time TMD security officers conduct a medical examination and drug screening at agency expense to determine if they can perform the essential functions of the position for which they were hired, with or without reasonable accommodation.

2. APPLICABILITY AND SCOPE. This issuance applies to all TMD Security Officers and supersedes TMDD 1402.04, Medical Screening and Drug Testing for Texas Military Department (TMD) Security Officers, dated 05 March 2018.

3. POLICY. In accordance with (IAW) the ARNG Security Cooperative Agreement, Appendix 3, and the ANG Security Cooperative Agreement, Appendix 23, all personnel employed by TMD whom perform security duties must meet annual medical screening and drug testing requirements. Medical screening and drug testing requirements are identified in AR 190-56.

a. Initial hire: Applicants will be provided a Medical Release Form, to be signed by their private physician, confirming physical ability to perform the Physical Ability Test (PAT), and a Release of Liability Form, to be signed by the applicant acknowledging TMD is not liable for injuries sustained prior to employment. The Medical Release

Form must be completed and signed by a physician prior to interview. The Release of Liability Form must be signed by the applicant prior to interview. Medical screening will be at no cost to TMD, nor is TMD liable for any physical injuries prior to employment. Any applicant not medically released by their physician to take the PAT with no limitations will be ineligible for employment with TMD.

b. All security officers must sign a DA Form 5019 (Condition of Employment for Certain Civilian Positions Identified Critical under the Department of the Army Drug-Free Federal Workplace Program). All security officers will participate in periodic drug testing per federal requirements and state laws, on a random basis to ensure the deterrent value of the testing program.

c. All security officers will be subject to an annual medical examination at the agency's expense to determine whether the individual is medically fit to continue to perform the essential job functions as defined in AR 190-56, Appendix C-4, with or without reasonable accommodation. The medical examination will identify any health condition that may be substantially aggravated by duties, evaluate an individual's health and fitness to take the PAT, and serve as a baseline for tracking health trends.

d. Annual medical evaluations will be performed by an Occupational Medical Facility identified by TMD. The Occupational Medical Facility will also administer periodic drug testing for security officers.

e. Security officers with disabilities, or who otherwise have long-term medical restrictions, must be able to physically perform the essential functions of the position for which they were hired including completion of the PAT. Reasonable accommodation will be made to allow individuals with disabilities to perform essential job functions.

4. DEFINITIONS. Occupational Medical Facility is a facility providing comprehensive medical care for work related exams, injuries, illnesses and more.

5. RESPONSIBILITIES.

a. Security Officer leads and the Garrison Commanders / Base Operations Supervisors (ARNG) or Security Cooperative Agreement Program Managers (ANG), will ensure security officers complete the medical screening and drug testing annually IAW AR 190-56.

b. The Occupational Medical Facility physician will make all recommendations to TMD in reference to whether an employee can perform the essential functions of the job, with or without reasonable accommodation, as well as identify work restrictions, if appropriate, suggest practices, aids, or devices that would allow an employee to perform the essential job functions under reasonable accommodation.

c. Employees must submit all private physician documentation pertaining to physical ability to perform essential job functions to the Occupational Medical Facility physician and/or to the State Human Resources Department.

d. The State Human Resources Department will receive medical examination and drug testing results and coordinate with management regarding results and requests for reasonable accommodations.

6. INFORMATION REQUIREMENTS. The contracted Occupational Medical Facility will maintain individual medical information, such as medical records, specialized tests, or an examination by another medical specialist, as required.

7. RELEASABILITY. Unlimited.

8. EFFECTIVE DATE. This directive is effective immediately and will expire two years from the date of publication, unless sooner rescinded or superseded.

9. POINT OF CONTACT. ARNG Security Operations NCO at 512-782-6749 or ANG Security Forces Manager at 281-929-2830.


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