

C Illegal Drug Use Statement at New CA Application Approval

REVISION 13
(07/01/10 –09/30/10)

When a new CA application is approved and participants 18 or over are coded IN on SEPA, complete all of the following:

- Authorize the CA benefit on the AFPD screen.
- Send the appropriate CA approval notice.
- The following [workday\(g\)](#), the FAA Systems Helpdesk staff sends an Illegal Drug Use Statement (A002) notice for each CA participant age 18 or over coded IN on SEPA.
- An alert is created in AZTECS to assist in tracking the A002 notice.

When the due date is passed and the completed A002 notice is not provided complete the following actions:

- Disqualify the participant (See [Illegal Drug Use Statement Not Provided by the Participant](#)) for disqualification procedures.
- Document CADO to indicate that the participant did not return the completed A002 notice.
- When the participant returns the A002 notice after the disqualification is imposed, end the disqualification for the first month possible.

When the participant returns the completed A002 and all questions are marked with a response of NO complete the following actions:

- Document CADO with the date the completed A002 was received and all questions were answered with a response of NO.
- Ensure the case is authorized through the current system month.

When the participant returns the completed A002 and one or more questions are marked with a response of YES complete the following actions:

- Document CADO with the date the completed A002 was received with one or more YES responses.

- Refer the case to designated Central Office staff for drug test scheduling. (See [Drug Test Referral Procedures](#))
- Document CADO with the date the case was referred to Central Office Staff for scheduling of a drug test
- Complete required actions when contacted by Central Office Staff with the test results.

WARNING

When the Illegal Drug Use Statement (A002) notice is returned, the responses must be reviewed and all required follow up actions completed no later than two [workdays\(g\)](#) after receipt.