

April 3, 2003

**DRUG CHEMISTRY SECTION POLICY/PROCEDURE 95-DCS-4**  
**EFFECTIVE DATE: April 3, 2003**

**TO:** Drug Chemistry Section

**FROM:** SAC Deena J. Koontz

**SUBJECT:** Chemist III On-Call Program

An On-Call Program for the Chemist IIIs will be maintained in the Drug Chemistry Section. The duties and responsibilities of the On-call Chemist III are as follows:

The Chemist III is designated as in charge during the Supervisor's absence.

The Chemist III is to assist the Supervisor with the day-to-day management of the Section and is to make necessary administrative decisions whenever the Supervisor is unavailable.

The period of time On-call will be one week, starting and ending on a Monday morning. In the event that either Monday is a holiday, there will be a shift to Tuesday for that particular Monday. During the On-call time period, the Chemist III will be required to utilize a Section pager. The Section Secretary will be responsible for maintaining the On-call roster in the DCI Mapper System.