



STATE OF DELAWARE  
DELAWARE NATIONAL GUARD  
COUNTERDRUG TASK FORCE  
1150 POWERS LANE  
DELAWARE CITY, DELAWARE 19706



NGDE-MSD-CD

21 August 2020

MEMORANDUM FOR Assistant Chief of Staff, NGDE-ACS, 1 Vavala Way, New Castle, DE 19720-2417

SUBJECT: Full-Time National Guard Duty for Operational Support (FTNGD-OS) request for Counterdrug Drug Testing Coordinator

1. Reference AR 135-200, Chapter 6, and DEARNG Policy Memorandum 25
2. Request Full-Time National Guard Duty Operational Support (FTNGD-OS) tour for one Soldier, grade E5-E6.
  - a. Unit: Counterdrug Task Force
  - b. Duty Location: 1150 Powers Lane, Scannell Armory, Delaware City, DE 19706
  - c. Immediate Supervisor – LTC Michael Murphy 302-326-7755
  - d. Tour Dates: 1 October 2020 to 30 September 2021
  - e. Length of Tour: Estimated 365 days (Contingent upon funding)
  - f. Field Conditions: No
  - g. Per Diem: No
  - h. Billeting: No
  - i. BAH: Yes
  - j. Rations: No
  - k. Travel: Command to pay travel, as required.
  - l. Dependent Travel Authorization: No
  - m. Rental Car Authorized: No
  - n. COLA: Based on Soldier's duty location for duty over 140 days; Reference JFTR, Vol 1 Chapter 8 paragraph U8038

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3. Duties and Responsibilities: Responsible for managing the DEARNG drug testing program at a state level. Provides support to all Commanders for all drug testing matters maintaining integrity of the policy and procedures of AR 600-85. Maintains supplies and materials within the drug testing program to accommodate all units within the organization.

a. Serves as the DEARNG subject matter expert on urinalysis collection and testing.

b. Primary instructor for Unit Prevention Leader (UPL) courses maintaining oversight on all UPL actions and certifications; conducts all necessary background checks.

c. Prepares and briefs drug testing trends and statistics during the Alcohol and Drug Intervention Council (ADIC) quarterly.

d. Notifies Commanders of all illicit and illegitimate drug positives and provides command follow-on required actions to take with the Soldier.

e. Initiates and closes out all medical review process drug positives in the Drug and Alcohol Management Information System (DAMIS).

f. Operates a forensically secure drug testing program control point; populating lists, delivery, and specimen pick-up conducting quality control checks prior to submission to the laboratory.

g. Provide the Alcohol and Drug Control Officer (ADCO) and Prevention Coordinator (PD) all requested drug testing results.

h. Ensures the substance abuse programs and urinalysis collection procedures of all units are inspected annually and written reports of the inspection findings are provided to company commanders within 30 days.

i. Advise unit commanders and the ADCO on test procedures and results.

j. Attends all required G1 and Counterdrug internal meetings and supports the needs of the organization for all drug testing matters.

4. Soldier Qualifications and Requirements:

a. The individual(s) must be highly motivated Soldier who possess the following:

(1) Working knowledge of urinalysis collection and testing procedures.

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(2) Experience utilizing the Drug Testing Portal (DTP) and DTP-light preferred but not required.

(3) Must be a self-starter, must have a valid civilian driver's license.

(4) Unit Prevention Leader (UPL) qualified.

(5) Security Clearance: Secret

(6) Minimum Military and Civilian Education Required: N/A

(7) Passing score required on most recent APFT (ACFT) and must meet HT/WT standards IAW AR 600-9

b. Personnel must receive a written recommendation from their unit commander.

c. ARNG Personnel must meet medical retention standards as set forth in AR 40-501 Chapter 3 and Chapter 10.

d. Must be available to work a flexible schedule, including weekends and overnight missions.

e. Urinalysis testing is required upon entry on active duty, and personnel are subject to periodic testing while on active duty. These requirements are in addition to testing by units of assignment during IDT/IAD under ARNG/ANG Substance Abuse Programs.

f. Requirement to continue attendance at IDT/IAD/AT for ARNG while on FTNGD CD.

g. Criminal records check and/or security screening must be completed by all selected for hire before coming on Counterdrug orders.

h. Standards of Conduct: National Guard members participating in the Counterdrug Support Program are required to comply with state laws and with DoD 5500.7-R. They are required to uphold the highest standards of conduct and personal appearance.

i. Outside employment, associations and off-duty conduct/activities must be consistent with federal directives on ethics and with state and federal conflict of interest policies. Outside employment will require written approval of CDC according to para 8-25 NGR 500-2.

5. Incomplete packets will be returned without action. POC for the memo is the undersigned at (302) 326-7755 or [michael.p.murphy74.mil@mail.mil](mailto:michael.p.murphy74.mil@mail.mil).

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//SIGNED//

MICHAEL P. MURPHY  
LTC, LG, DEARNG  
DE Counterdrug Coordinator