



**STATE OF DELAWARE
DELAWARE NATIONAL GUARD
JOINT FORCE HEADQUARTERS
250 AIRPORT ROAD
NEW CASTLE, DELAWARE 19720-1502**



NGDE-PER

10 August 2016

MEMORANDUM FOR Assistant Chief of Staff, NGDE-ACS, 250 Airport Road, New Castle, DE, 19720-1502

SUBJECT: Full-Time National Guard Duty for Operational Support (FTNGD-OS) request for G1 Drug Testing Coordinator

1. Reference: AR 135-200, Chapter 6, and DEARNG Policy Memorandum 25
2. Request Full-Time National Guard Duty for Operational Support (FTNGD-OS) tour for one Soldier, grade E5-E7.
 - a. Unit: JFHQ DEARNG G-1
 - b. Duty Location: 250 Airport Road, New Castle, DE 19720-1502
 - c. Immediate Supervisor: MAJ Hyma Leatham
 - d. Tour Dates: 1 October 2016 to 30 September 2017
 - 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

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SUBJECT: Full-Time National Guard Duty (FTNGD) Tour Request for G1 Drug Testing Coordinator

n. COLA: Based on Soldier's HOR for duty over 140 days; Reference JFTR, Vol 1 Chapter 8 paragraph U8038

3. Soldier Qualifications:

a. Experience Preferred: Working knowledge of urinalysis collection and testing procedures. Experience utilizing the Drug Testing Portal (DTP) and DTP-light preferred but not required.

b. Must be a self-starter; must have a civilian driver's license

c. Skill/qualifications: Unit Prevention Leader (UPL) qualified. Good verbal and written communication skills as well as general administrative skills

d. Minimum Military and Civilian Education Required: N/A

e. Security Clearance Required: Secret

f. Passing score required on most recent APFT and must meet HT/WT standards IAW AR 600-9.

4. Project Justification: The drug testing coordinator is necessary to operate a forensically secure installation drug and alcohol testing program control point; to serve as the installation subject matter expert on urinalysis collection and testing; to teach the drug testing procedures portion of the UPL certification course and, in coordination with the Prevention Coordinator (PC), and to provide pre- and post-deployment training to UPLs.

5. POC for this memo is the undersigned at (302) 326-7040 or valentine.m.miller.mil@mail.mil.

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