

POSITION VACANCY ANNOUNCEMENT # AL-SAP-26-001
ALABAMA NATIONAL GUARD - SUBSTANCE ABUSE PROGRAM (SAP)

OPENING DATE: 3 JUN 26

CLOSING DATE: 18 JUN 26

POSITION / LOCATION: Montgomery, AL

JOB TITLE: Drug Testing Coordinator (1 Army National Guard Position)

EMPLOYMENT STATUS: Title 32, Active-Duty Operational Support (ADOS)

ACCEPTABLE GRADE: Promotable E5 to E6. Applicant must not exceed 14 years of active federal service during the duration of this ADOS tour, if selected.

LENGTH OF TERM: (Projected Pending Funding) 3 years consecutive

DUTY POSITION REQUIREMENTS AND JOB DESCRIPTION:

QUALIFICATIONS OR KNOWLEDGE: Certified Unit Deterrence Leader (UDL) with experience preferred but not required. Incumbent must be proficient in administrative skills, competent with automated data processing systems and must have an operational knowledge of current Microsoft office software including Word, Excel, and PowerPoint. Incumbent must be knowledgeable of Army policies and guidelines pertaining to Substance Abuse deterrence and prevention, and must be capable of instructing, managing and enforcing established operating procedures, guidelines and policies pertaining to the Substance Abuse Program and prevention office constructs. Must possess the ability to utilize logic, detailed analysis, judgment and creativity; and have an authoritative and military presence. The incumbent will not possess any adverse military actions, suspensions of favorable actions, or have a history of any adverse behavior, actions, allegations or any activity unbecoming of a military professional.

GENERAL DESCRIPTION OF DUTIES: The selected Soldier will serve as the Drug Testing Coordinator (DTC), responsible for facilitating all aspects of the Drug Testing Program, to include classroom instruction of scheduled Unit Deterrence Leader (UDL) Courses, provisioning testing supplies, rosters and required documentation to units, and will serve in a direct support role to the Substance Abuse Program Non-commissioned officer (NCO) within the Personnel Special Programs Division (PSPD). The selected Soldier is required to uphold the highest levels of military standards of conduct, personal appearance, and professionalism at all times, and will represent the SAP Office throughout the Alabama Army National Guard.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Manage all aspects of Soldier drug testing collection and processing in accordance with AR 600-85, and all supporting state policies and relevant standard operating procedures without error.
2. Receive, manage and review the state's drug test results from the Forensic Toxicology Drug Testing Laboratory (FTDTL) web portal and report received results to the proper authority, including the company commander, and Alcohol and Drug Control Officer, and other required personnel for appropriate reporting and accountability.

POSITION VACANCY ANNOUNCEMENT # AL-SAP-26-001
ALABAMA NATIONAL GUARD - SUBSTANCE ABUSE PROGRAM (SAP)

OPENING DATE: 3 JUN 26

CLOSING DATE: 18 JUN 26

3. Request laboratory reports as needed, and process background checks on all appointed UDLs prior to UDL Certification Course. All UDLs will require a drug testing history and will comply with all current requirements pertaining to substance abuse policies and applicable regulations.
4. Prepare, facilitate and instruct the UDL Course to meet the Department of the Army UDL standards (AR 600-85), and will enter all certified UDLs into the Drug and Alcohol Management Information System (DAMIS).
5. Manage the state's Drug Testing Portal and the DAMIS automation programs.
6. Coordinate with all subordinate commands (SUBCOMS) and the Medical Review Officers (MRO) regarding processing all positive drug testing results that require medical review and will receive and implement MRO guidance and recommendations as applicable.
7. Manage and execute funding for shipping, labels, boxes, supplies and all pertinent accessories pertaining to the conduct of SAP operations.
8. Serve as a participating member of the Alcohol and Drug Intervention Council, providing drug testing data, statistics and updated results to appropriate authority.
9. Assists the PSPD and SAP office, in support of the Adjutant General's command policies, with developing and implementing Substance Abuse Prevention policy updates, in accordance with all Department of the Army regulations and supporting guidance as published.
10. Must be physically capable to lift 75lbs or more and able to conduct all aspects of the Army Fitness Test (AFT) to standard.

ADDITIONAL POSITION INFORMATION: The DTC position is funded annually according to fund availability through National Guard Bureau (NGB). The position may be terminated if SAP funding is withdrawn, withheld or for substandard performance as determined by the PSPD leadership.

MILITARY REQUIREMENTS AND OTHER SELECTIVE PLACEMENT FACTORS: This vacancy announcement is for a full-time National Guard Soldier, under Title 32 USC 502(f) and USC Sec 112. The length of the order tour is three consecutive years, dependent upon mission funding.

SUPERVISORY CONTROLS: The DTC will report to the PSPD / SAP Office NCO and will conduct all operational actions under the authority of the Deputy Chief of Staff, Personnel (DCSPER) / G1.

SPECIAL REQUIREMENTS FOR SUBSTANCE ABUSE PROGRAM DUTY:

1. The selected Soldier must continue attendance at regularly scheduled individual training assemblies, and Annual Training while on ADOS orders.
2. The status of funding is specific to the mission of the SAP Office, with possible extension from year to year.
3. Must maintain all professional standards of military conduct, regardless of duty status, including while on personal time or on approved leave.

POSITION VACANCY ANNOUNCEMENT # AL-SAP-26-001
ALABAMA NATIONAL GUARD - SUBSTANCE ABUSE PROGRAM (SAP)

OPENING DATE: 3 JUN 26

CLOSING DATE: 18 JUN 26

4. Outside employment, associations and off-duty conduct and activities must be consistent with federal directives, state and federal laws, and must conform to the Uniform and Alabama Codes of Military Justice (UCMJ / ACMJ). Outside employment requires written acknowledgement and approval of the Alabama National Guard Chief of Staff.

APPLICATION PROCEDURES AND CHECKLIST: Applicants will compile the following documents into one .pdf and scan the completed packet to the point of contact listed below for review and further processing:

1. NGB Form 34-1
2. Medical Readiness Form (IMR) – Applicants must be deployable. Female applicants will provide verification of pregnancy test within 15 days of notification (ref: AR 40-501, Para. 10-6)
3. Copy of current AFT (DA Form 705) reflecting the Soldier's last two record AFTs. The AFT must be current, within six months of the projected start date of ADOS orders.
4. Current Height / Weight statement, signed by the Soldier's current unit commander. Soldiers that exceed the maximum allowable weight will attach a corresponding DA Form 5500 or 5501, as applicable.
5. Memorandum of Commander's recommendation for ADOS duty within the SAP Office.
6. If applicant is a military technician, attach a memorandum of acknowledgement from the Soldier's supervisory chain of command indicating concurrence in the applicant's intent to pursue ADOS orders within the SAP Office.

INCOMPLETE PACKETS OR PACKETS RECEIVED AFTER THE SUSPENSE DATE WILL NOT BE PROCESSED AND WILL BE RETURNED WITHOUT ACTION.

PACKETS MUST BE SUBMITTED TO THE POINTS OF CONTACT LISTED BELOW, AS ONE PDF DOCUMENT USING THE NAMING CONVENTION FORMAT BELOW:

PSPD-ADOS-SAP-LASTNAME, FIRST NAME, EMPLID#

LTC Valisa Lambert via email: valisa.l.lambert.mil@army.mil

MAJ Jennifer Jervis via email: jennifer.m.jervis.mil@army.mil

Application packets must be received no later than 1600hrs on 18 JUN 26.

Point of contact for this announcement is 1SG Johnathan Wilson, at 334-213-7516 or via email at: johnathan.e.wilson.mil@army.mil