



DEPARTMENTS OF THE ARMY AND AIR FORCE

JOINT FORCE HEADQUARTERS-LOUISIANA
OFFICE OF THE ADJUTANT GENERAL
JACKSON BARRACKS
NEW ORLEANS, LOUISIANA 70117

TITLE 32 ADOS VACANCY ANNOUNCEMENT

NGLA-JPM

31 January 2020

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Full Time National Guard Duty for Operational Support (FTNGD-OS), Title 32, Vacancy Announcement, Open to ALL LAARNG Enlisted Personnel

1. Applications are now being accepted for the following FTNGD-OS position. Requests for information and/or assistance should be directed to the point of contact listed below.

OPENS: 01 February 2020

CLOSES: UNTIL FILLED

2. Type of Tour: FTNGD-OS Title 32

3. Position Title: **Drug Testing Coordinator Assistant**

4. Position Location: Jackson Barracks, New Orleans, LA

5. Point of Contact: SSG Juan Juarez, Drug Testing Coordinator, Jackson Barracks, New Orleans, LA / Commercial: 504.278.8465

6. Length of Tour: Upon Selection – through 30 September 2020. Tour may be terminated at any time.

7. Minimum/Maximum Grade: **SGT / E5 – SSG / E6.**

8. MOS/Skill level: MOS Immaterial

9. Specific Requirements/Qualifications:

- a. Must possess excellent communication skills, both orally and written.
- b. Must have solid working knowledge of all Microsoft applications.
- c. Must be skilled in gathering and recording information from a variety of sources.
- d. Travel and additional training may be required for the position.

10. Duties/Responsibilities: This position administers, controls, and coordinates the state drug-testing program in accordance with DOD, DA directives, and policies under the supervision of Drug Testing Coordinator (DTC). Develops information for review and trend analysis in drug testing, positive rates, and areas of concern for weekly, monthly and quarterly reports. Manages and maintains Soldier information in various databases, to include, ensuring all SM PII is protected. Assists with coordination of Unit Prevention Leader Training to ensure updated comprehensive training courses for drug testing to ensure regulations, policies, and standard operating procedures are adhered to.



11. In order to be considered for this position, applicants must meet minimum qualifications as outlined in this announcement:

- a. Must possess a valid Security Clearance
- b. Must have passed a Record APFT within the last 6 months.
- c. Must meet the Army body fat standards IAW AR 600-9.
- d. Must meet not be under a current Suspension of Favorable Personnel Actions (FLAG).
- e. Must meet the medical fitness standards in Chapter 3, AR 40-501.
- f. Must submit and be approved for FTNGD-OS packet.
- g. Must pass ASAP background check. Individuals previously tracked by the ASAP will not be considered.

12. Permanent Change of Station (PCS) is not authorized. This is a temporary tour; per diem and travel to and from HOR to Duty Station is not authorized.

13. An approved FTNGD-OS packet is required in accordance with NGLA-J1, FTNGD-OS checklist, revision dated 13 August 2019. The FTNGD-OS New Hire Checklist, examples and required documents can be found <https://sharepoint-la.ng.army.mil/sites/J1/humanres/AGRBranch/layouts/15/start.aspx#>

14. Interested applicants must submit packet to ASAP mailbox: ng.la.laarnq.mbx.j1-asap@mail.mil, POC is SSG Juan Juarez, (504) 278-8465 or SSG Todd Royer, (504) 278-8625

15. Applicants are subject to personal interview upon notification of time and place. Necessary travel is at applicant's own expense.

16. Please check us out on Social Media on Facebook and Instagram.
Facebook: <https://www.facebook.com/LANG-Human-Resources-Office>
Instagram: <https://www.instagram.com/langhumanresourcesoffice>

17. Point of Contact: SSG Juan Juarez, Drug Testing Coordinator, Jackson Barracks, New Orleans, LA / Commercial: (504) 278-8465.

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TAYSHA P. GIBBS
LTC, AG, LAARNG
Human Resources Officer