**STATEWIDE**

TITLE 32 FTNGD VACANCY ANNOUNCEMENT

DIVISION OF MILITARY & NAVAL AFFAIRS

ATTN: MNP-MOB

330 OLD NISKAYUNA ROAD LATHAM, NEW YORK 12110

**ANNOUNCEMENT NUMBER**: MNP 26-01 **Minimum Grade to apply**: E5/SGT

**OPENING DATE**: 01 Aug 2025 **Maximum Grade**: E6/SSG

# CLOSING DATE: 01 Sep 2025 Number of Positions: 1

**POSITION TITLE: Assistant Drug Testing Coordinator (ADTC)**

**SALARY**: Full Military Pay and Allowances, depending on rank and longevity of Soldier. PCS entitlements are not authorized.

**LENGTH OF TOUR:** Start date contingent on funding, hiring, and not to exceed 30 September 2026. (Orders may be renewed upon funding availability, support needed, and/or exemplary performance.)

**LOCATION**: MNP-MOB, 330 Old Niskayuna Road, Latham, NY 12110

**SELECTING OFFICIAL**: Selection Board

**MILITARY REQUIREMENTS AND OTHER SELECTIVE PLACEMENT FACTORS:** This vacancy announcement is for Full Time National Guard Duty- Counterdrug (FTNGDCD) under Title 32 USC 112 Sec 502 (f).

**BRIEF DESCRIPTION OF DUTIES**: The Assistant Drug Testing Coordinator (ADTC) assists the State Drug Testing Coordinator with managing the NYARNG drug testing program and Unit Deterrence Leader (UDL) certification and re-certification training for the NYARNG. The ADTC will primarily be responsible for the administrative processing of the NYARNG Substance Abuse Program documentation in the electronic Transmittal Letter (eTL) system following identification of a positive urinalysis through retention or separation. All duties will be performed IAW AR 600-85 and AR 135-175/8.

**APPOINTMENT FACTORS**:

Applicants must be fully eligible to come on board an FTNGD tour as stated in AR 135-200. If selected, the same FTNGD packet submitted for their application will be uploaded in eTL for approval. Applicants must be flexible, adaptable, and able to work under pressure. High attention to detail and the ability to multitask. SM must be able to work with limited supervision and always represent the team in a professional manner. Duties may require additional nights and weekends aside from unit training assemblies. Soldiers are required to have an active government travel card. Soldiers must always maintain good standing with their M-Day unit and cannot become flagged during their tour.

**APPLICATION PROCEDURES: Individuals meeting qualification requirements may apply by submitting the following documents as a complete package:**

The documents below will be required for input for routing and approval purposes if selected for the position.

**Documents for packet**:

* **ADOS Checklist**
* **DA Form 1058-R**
* **NGB Form 1058-1R**
* **NGB Form 23A**
* **Individual Medical Readiness (IMR) printout:** PHA within 12 months and HIV draw within

24 months of start date.

* **DA Form 705:** Most recent physical fitness passing within 6-months of start date. Cannot be a DTMS screenshot.
* **DA Form 5500/5501:** Within 6-months of start date. Cannot be a DTMS screenshot.
* **Security Clearance Verification Memo**
* **DA Form 1506**
* **NCOER(s) – Last 3:** Applicants with less than 3 NCOERs must provide a Letter of Recommendation or Memorandum of Good Standing from their organic Unit Commander
* **Selection Board Record Brief**
* Note: DA Form 4836 for FTNGD will be completed upon selection for the position.

**Application must be emailed in one PDF file (not a portfolio) and reference the Announcement number and Position Title in the subject line of the email. All applications must be received NLT 2359 on the closing date identified on this announcement. Multiple scans and attachments will not be accepted.**

**Email completed application to** [**ng.ny.nyarng.list.mnp-mob-demob-datescgrp@army.mil**](mailto:ng.ny.nyarng.list.mnp-mob-demob-datescgrp@army.mil)