



DEPARTMENT OF THE ARMY
NATIONAL GUARD BUREAU
1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3231

NGB-J3-CD

19 November 2007

MEMORANDUM FOR All Counterdrug Coordinators J1/G1

SUBJECT: Funding Policy for National Guard Substance Abuse Prevention Programs

1. The following Funding Policy for the National Guard Substance Abuse Prevention (SAP) Program is effective 01 November 2007:

a. Base funding for each state's SAP program will be established to fund FTNGCD E-6 position(s) for the SAP Program Coordinator. Additional SAP funding will be based on program needs separate from the Program Coordinator's salary. Increases in funding based on across-the-board pay raises will be verified by NGB and funded within NGB budgetary constraints. Increases in funding based on promotions must be coordinated with NGB J3-CDO-SAP in advance and, when approved, will be funded through the NGB J3-CDO-SAP budget process.

b. Personnel serving as the Joint Substance Abuse Program Coordinator (JSAPC) and the Prevention Coordinator (PC) may be promoted to a maximum grade of E-7 after one year from the date of appointment without NGB J3- CDO-SAP approval. However, written coordination must occur with the regional coordinators to ensure funding. Funding for promotions above E-7 **must be approved** in writing by NGB J3-CDO-SAP. Funding for Program Coordinators above E-7 will be determined on a case-by-case basis based on the position, quality, and size of the respective state's program, the total NGB J3-CDO-SAP budget, and program goals. SAP Program Coordinators currently in grades above E-7 will be grandfathered, but **will not be funded for further promotions** without NGB approval. Funding for fulltime officers/Warrants will not be considered.

c. States will ensure that their SAP Programs operate throughout the entire Fiscal Year (FY). SAP Program Coordinators serving on ADSW orders must have funding for the entire FY. If a state chooses to use a program coordinator who is over grade and therefore not fully funded by NGB J3-CDO-SAP, the state must provide enough additional funding to guarantee the selected member's pay and allowances through the end of the fiscal year so that the member continues on orders and there is no break in program continuity when the funding runs out.

d. Substance Abuse Prevention Programs in which the Program Coordinator fills that capacity as an additional duty and SAP funds are not used to pay the Program Coordinator's salary are exempt from the Program Coordinator grade restrictions.

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e. JSAPOs, ARNG Alcohol and Drug Control Officers (ADCOs), and ANG Demand Reduction Program Managers (DRPMs) will be a Commissioned Officer or a Sr. NCO. These are additional duty positions and NGB J3-CDO-SAP funds will be used only for related training and travel for these personnel.

f. States and territories promoting current or appointing new SAP Program Coordinators to grades over those approved by NGB J3-CDO-SAP, without prior written approval will not receive additional funding. States and territories will not be allowed to adjust their SAP budgets to cover the appointment promotion, i.e., moving money from O&M or travel to cover the additional P&A requirements of the over-grade individual unless these changes are well justified and approved in advance by the SAP Chief.

g. NGB J3-CDO-SAP funds will not be used to fund civilian SAP Program Coordinators.

h. NGB J3-CDO-SAP funds will not be used to fund urinalysis collection teams or any other program in Counterdrug.

2. This policy applies to both Army and Air National Guard Substance Abuse Prevention Programs.

3. Substance Abuse Prevention funds are restricted and can only be used for SAP collection/testing, prevention, treatment, and outreach for National Guard members and their families.

4. The point of contact for this policy is LTC Johnny R. Boatman at DSN 327-5632 or (703) 607-5632 or by e-mail at: Johnny.boatman@ngb.army.mil



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