

Arkansas Army National Guard

Full Time National Guard Duty For Operational Support (FTNGD-OS)

Position Vacancy Announcement

SECTION I: Administrative

(Authority: Title 32 USC 502(f), AR 135-18, NGR (AR) 600-5)

Position Title: Drug Testing Coordinator	Position Number: 19-130F	Open Date: 19 July 2019 Close Date: 1 August 2019
MOS/Branch of Position: 00F	Nominating Official: Personnel Service Branch Chief	Minimum Grade: SGT/E-5 Maximum Grade: SFC/E-7
HRO Point of Contact		Duty Location
Human Resource Office Telephone# :(501) 212-4216		DCSPER-Health Service Support Camp Joseph T. Robinson, North Little Rock, AR 72199

SECTION II: Area of Consideration

(1) Members of the Arkansas Army National Guard (AR ARNG) who are able to obtain required MOS

SECTION III: Qualification Requirements *(Upon selection for this position, individual must possess or initiate a National Agency Check with Inquiries (NACI) background investigation. A favorable determination based upon investigative results is mandatory for this position. Failure to meet these requirements will result in termination of employment.)*

Minimum grade of SGT/E-5; Maximum grade of SFC/E-7. Applicant must not serve more than 17 years of Active Federal Service as a result of this duty. The Soldier must not have served on any combination of operational support orders for more than three years out of the preceding four years. The Soldier must not be able to qualify for sanctuary as a result of the duty unless a waiver is approved by the Department of the Army National Guard (DARNG) prior to the publication of the order. Pregnancy is a disqualifying factor for this duty. A current Periodic Health Assessment (PHA) within 12 months is required. Soldiers with outstanding medical issues (temporary profiles) are not eligible for this duty. **Reference regulations- Army Regulation 40-501 Standards of Medical Fitness dated 14 Dec 2007, and NGB-ARH Policy Memo #06-023 guidance for Title 32 (T32) Full-Time National Guard Duty Operational Support (FTNGDOS) programs, dated 21 Apr 2006.**

SECTION IV: Placement Factors

Selectee will be subject to uncommon tours of duty, rotational shift assignments and overtime duty. May be required to fly in military or commercial aircraft for Temporary Duty (TDY) purposes. Selectee will provide proof that he/she has been tested for HIV within 2 years prior to the start of the tour of duty. All female Soldiers selected will be required to undergo pregnancy testing within 15 days prior to initiation of the period of active duty. Must meet Army medical retention standards in accordance with standards of Chapter 3, AR 40-501. Applicant must have a valid drivers' license without restrictions. Army Accident Avoidance Course is required for this position if nominated. Permanent Change of Station (PCS) funding for duty greater than 139 days is subject to approval by the respective program manager. **Civilian law enforcement checks will be conducted on all applicants. Applicants will be subject to drug testing during employment.**

SECTION V: Summary Of Duties

The incumbent is responsible for managing all aspects of Soldier drug testing collection in accordance with AR 600-85, Chapter 15-8. Receive the State's drug test results from the Forensic Toxicology Drug Testing Laboratory (FTDTL) web portal and forward results to the proper authority, including but not limited to the company commander and Alcohol Drug Control Officer (ADCO). Request laboratory reports as needed. Complete background checks on all appointed Unit Prevention Leaders (UPL) prior to UPL Certification Course and other positions of trust, which require a drug testing history. Prepare and conduct certification training for UPLs that meets the DA UPL standards of AR 600-85. Enter all certified UPLs into Drug and Alcohol Management Information System (DAMIS). Manage the State's Drug Testing Portal and the DAMIS automation programs. Coordinate with commands and the Medical Review Officer (MRO) the processing of all positive drug test results that require a Medical Review. Manage and execute funding for shipping and testing supplies. Assist State Installation Status Report (ISR) Manager with the ISR report. Be a participating member of the Alcohol Drug Intervention Council (ADIC) and provide drug testing statistics and data. Conduct inspections on Unit Drug Testing Procedures to ensure compliance with all applicable regulations. Assist all levels of command in developing and implementing Substance Abuse Prevention Policy. Performs other duties as assigned.

SECTION VI: Instructions for Applying. Applications must be emailed to HRO. The email address for HRO is: ng.ar.ararmg.mbx.hro-jobs@mail.mil. E-mailed applications must be submitted in one .pdf file unless prior coordination has been made to submit the application in a different format. Submit a DA Form 1058-R, dated July 2010 (application for ADT, ADSW and FTNGDOS duty). **FAXED, INCOMPLETE, AND/OR UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED. ALL ATTACHMENTS LISTED BELOW ARE REQUIRED:**

Submit the following required documentation in the order listed below

- a. **FTNGDOS Checklist** with required signatures.
- b. **DA Form 1058-R (July 2010).** DA Form 1058-R **must be signed in original ink.**
- c. **ARNG Form 1058-1R (July 2002 or August 2004)**
 - * **GO Letter of Acknowledgement** if over 1,095 rule.
- d. **MEDPROS Individual Medical Readiness (IMR) Report** with current PHA date.
 - * Soldiers with a permanent medical profile, must include a current copy of their DA Form 3349.
 - * Soldiers who have a numerical indicator of a 3 or 4 in his/her PULHES **must also include a current copy of their permanent medical profile (DA Form 3349).**
 - * Soldiers whose weight listed exceeds the screening table weight allowed in accordance with Army Regulation 600-9 must also include a **Body Fat Content Worksheet (DA Form 5500-R for males or DA Form 5501-R for females).**
- e. **Personal Qualification Record (PQR) or Enlisted Records Brief (ERB)/Officer Records Brief (ORB)** showing current home of record (WebUPS Printout)
- f. **ATTRS Screen**
- g. **AFCOS Orders Query** to determine the last 31 day break in orders for determining separation pay.
- h. **DA Form 873 or JPAS Certificate** for verification of NACI and/or Clearance.
- i. **Retirement Points Accounting Statement (RPAS) Statement (Within last 30 days).**
- j. **DA Form 705, APFT Scorecard** (must be within 12 months).
- k. **SF 181, Race and National Origin Identification.**

Equal Opportunity

THE ARKANSAS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER, AND AS SUCH ALL APPLICATIONS FOR THIS POSITION WILL RECEIVE CONSIDERATION WITHOUT DISCRIMINATION FOR ANY NON-MERIT FACTOR SUCH AS RACE, RELIGION, SEX, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, AGE, OR MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.