

**STATE OF HAWAII
DEPARTMENT OF DEFENSE
OFFICE OF THE ADJUTANT GENERAL
3949 DIAMOND HEAD ROAD, HONOLULU, HAWAII 96816-4495**

14 November 2018

**ACTIVE DUTY OPERATIONAL SUPPORT (ADOS) HIARNG POSITION
VACANCY ANNOUNCEMENT FY2019- 02
Drug Testing Coordinator
List of Eligibles**

The following **Enlisted ADOS** position vacancy in the Hawaii National Guard is announced. This vacancy is to be filled under the provisions of Title 32, USC 502(f) and will be funded using FTNGD-OS funds. This vacancy is to be filled through a competitive selection panel process with approval by the Chain of Command.

POSITION AND LOCATION:

HIARNG Drug Testing Coordinator (DTC), G1, Hawaii Army National Guard, Kalaeloa, Hawaii.

LENGTH OF TOUR: Initial tour is one year, with possible extension for second year based on performance.

CLOSING TIME/DATE: Applications must be received by the HIARNG G1 Office (NGHI-PER), **NLT COB 27 November 2018.**

AREA OF CONSIDERATION: **Open to Present, Enlisted** service members of the Hawaii Army National Guard, in the grade of E5-E7; MOS immaterial. If selected, Soldier will be transferred to G1, JFHQ for duration of ADOS tour.

Tier I: Soldiers possessing 42A MOS.

Tier II: Soldiers possessing all other MOSs.

POSITION DESCRIPTION: Responsible for managing the HIARNG drug testing program at a state level. Provides support to all Commanders for all drug testing matters maintaining integrity of the policy and procedures of AR 600-85. Implements and adheres to all smart testing objectives through the training of Unit Prevention Leaders (UPLs) and Command Teams. Maintains less than a 3% fatal discrepancy rate of specimens tested by the laboratory. Maintains supplies and materials within the drug testing program to accommodate all units within the organization.

- a. Serves as the HIARNG subject matter expert on urinalysis collection and testing.
- b. Primary instructor for Unit Prevention Leader (UPL) courses maintaining oversight on all UPL actions and certifications; conducts all necessary background checks.
- c. Prepares and briefs drug testing trends and statistics during the Alcohol and Drug Intervention Council (ADIC) quarterly.
- d. Notifies Commands of all illicit and illegitimate drug positives and provides command follow-on required actions to take with the Soldier.
- e. Initiates and closes out all medical review process drug positives in the Drug and

Alcohol Management Information System (DAMIS).

- f. Operates a forensically secure drug testing program control point; populating lists, delivery, and specimen pick-up conducting quality control checks prior to submission to the laboratory.
- g. Provide the Alcohol and Drug Control Officer (ADCO) and Prevention Coordinator (PC) all requested drug testing results.
- h. Ensures the substance abuse programs and urinalysis collection procedures of all units are inspected annually and written reports of the inspection findings are provided to company commanders within 30 days.
- i. Advise unit commanders and the ADCO on test procedures and results.
- j. Attends all required G1 internal meetings and supports the needs of the organization for all drug testing matters.

SALARY: Military Pay and Allowances.

PROJECTED ADOS START DATE: 3 DEC 2018.

EQUAL EMPLOYMENT OPPORTUNITY: All applicants will receive equal consideration for appointment without regards to race, religion, color, sex, national origin, public affiliation, or any other non-merit factor(s).

QUALIFICATIONS AND REQUIREMENTS

a. Minimum Qualifications

- 1) Able to maintain good standing with M-Day Unit.
- 2) Strong interpersonal and collaborative skills.
- 3) Excellent time management skills.
- 4) Excellent attention to detail and organization.
- 5) Exceptional communication skills.
- 6) Possess a valid state driver's license and military driver's license.
- 7) Strong proficiency in Microsoft Office and other applicable software programs.
- 8) Successfully complete background check.

b. Specific position requirements include but are not limited to:

- 1) Must be available to work on the island of Oahu and travel periodically to Kauai, Hawaii, and Maui.
- 2) Must be available to support all HIARNG units during IDT with drug testing as requested
- 3) Attend annual conferences, meetings, certification courses and training as required.
- 4) Be of unimpeachable morale character, must be free of suspicion due to legal or administrative proceedings, and must not have had a drug or alcohol-related incident within the last 3 years.
- 5) Immediate family members must not have had a drug related incident within the last 3 years to include any cases involving LEAs.
- 6) Possess good oral/written skills.
- 7) Government Travel Card
- 8) Applicant must complete and pass urinalysis testing within first 15 days upon hire.

APPLICATION PROCEDURES: Each applicant is responsible for ensuring that the application and all other forms and supporting documents below are submitted by the closing date to NGHI-PER (ATTN: MAJ Manriquez), 91-1227 Enterprise Ave, Kapolei, HI 96707. Applications can be submitted in person to Building 1784, Room 202C (91-1227 Enterprise Ave). Errors, omissions of information, applications completed in pencil or unsigned and those that are late due to the mail system will not be considered. Applications will not be accepted in a binder or document protectors. **SUBMIT COMPLETED APPLICATIONS** (with all required documentation/certificates) by the closing date. Questions may be directed to MAJ Deanna Manriquez at 808-844-6455.

- a. **APPLICANT MUST** submit the following documents and meet all applicable criteria:
1. Signed Cover Letter stating why you are interested in the position and how you will add value to the program
 2. Resume
 3. DA form 1058-R, Application for Active Duty Special Work
 4. Letter of Recommendation
 5. DoD Authority for Release of Information
 6. MEDPROS Printout (must have current PHA and be green in all categories)
 7. DD form 369 (Police Record Check); complete blocks 1-9 & 11 but leave all others blank.
 8. Enlisted Record Brief (ERB)
 9. Last three NCOERs
 10. Retirement Point Accounting Management (RPAM), or NGB Form 23A. Note: Note Failure to disclose pertinent information that is not coded on this form may be grounds for release from the program.
 11. Copy of Army Physical Fitness Test Score Card (DA705/AFFMS & DA5500 height/weight if applicable) APFT. Must have a passing record APFT within 6 months of start date.
 12. Security manager's verification of individual holding a Secret Security Clearance.
- b. **Applicants meeting any of the following are INELIGIBLE to apply:**
1. Not a member of the Hawaii Army National Guard.
 2. Does not meet medical retention standards.
 3. Does not meet body composition/weight control standards prescribed by AR 600-9.
 4. Involuntarily removed from AD or ADOS for cause, non-selection for promotion, or resignation in lieu of adverse personnel action.
 5. Non-selection for retention.
 6. Have had any drug or alcohol related incidents within the past 3 years.

NOTES TO APPLICANTS:

1. Each applicant is personally responsible for submitting his or her application package on or before the closing date stated on this JVA. Applications postmarked (U.S. Postal Service) on or before the closing date of this JVA will be accepted. Postmarks by private letter carriers (Federal Express, UPS) will NOT be accepted. Sending application/other supporting forms by e-mail/fax is not allowed.

Federal law prohibits the use of government envelopes, postage, or facsimile to submit the application. Applications received in such manner will NOT be accepted and will be returned.

2. Each applicant will ensure that all required documents are submitted. **Failure to do so may result in a finding of ineligibility and may cause the applicant to lose consideration for this position.**
3. This announcement does not constitute a commitment to fill the position.
4. **FULL TIME EMPLOYEES OF THE HAWAII NATIONAL GUARD**: Applicants will notify their full-time supervisor and respective Directorate/MACOM Administrative Officer of their decision to apply for this position.
5. Individual will be required to participate in IDT, AT, Special Projects or other activities requiring their presence.