



DEPARTMENT OF THE ARMY  
JOINT FORCE HEADQUARTERS VIRGIN ISLANDS NATIONAL GUARD  
RR#1 BOX 9200 KINGSHILL VI 00850-9731

**CORRECTED COPY**

**VIRGIN ISLANDS ARMY NATIONAL GUARD**  
**Full-Time Duty Operational Support (FTNGDOS) Job Announcement**  
**Job Announcement #: 002-16**

OPENING DATE: 5 October 2015

CLOSING DATE: 30 October 2015

**POSITION:** Drug Testing Coordinator

**DUTY MOS:** Immaterial

**GRADE:** E-5

**ORGANIZATION:** Virgin Islands National Guard

**LOCATION:** St. Croix

**POINT OF CONTACT FOR DUTY DESCRIPTION:** LTC Kai A. Schjang at 340-712-7728 or kai.a.schjang.mil@mail.mil.

**PROJECTED LENGTH OF DUTY:** Subject to the availability of funds

**PERSONNEL ELIGIBLE FOR CONSIDERATION:** This position is open service members of the Virgin Islands Army National Guard.

**THIS ASSIGNMENT, IF SELECTED, DOES NOT CONSTITUTE ENTRY INTO THE TITLE 32 AGR PROGRAM, NOR WILL YOU BE CATEGORIZED AS AN ON BOARD AGR.**

**JOB DESCRIPTION:**

The Drug Testing Coordinator (DTC) operates and monitors a forensically secure installation biochemical testing program control point, ensuring that all testing conforms to DA Policy and all pertinent regulations and directives. The DTC serves as the installation subject matter expert on urinalysis collection and testing. The DTC duties include but are not limited to UPL certification training, positive result packet tracking, quality control checks on all unit urinalysis, shipping specimens and quarterly substance abuse briefings.

**PERSONNEL ELIGIBLE FOR CONSIDERATION:**

This position is open to members of the Virgin Islands Army National Guard. Applicants must meet requirements as of the closing date of the announcement.

- a. This is a gender neutral position.
- b. **Grade: E-5 Only**
- c. Cannot be flagged for unfavorable action.
- d. Cannot have any outstanding medical issues that require follow-up.
- e. Must have completed IET (Initial Entry Training).
- f. Must have at least a 12 month service obligation.
- g. Must have minimum of a Secret Clearance, or higher.
- h. Must maintain appropriate level of physical readiness and pass the appropriate physical fitness test IAW service regulations.
- i. **Must have a current Physical Health Assessment (PHA). Soldiers with any unresolved medical issues, to include temporary profiles, are ineligible for a tour.**
- j. **Must have a current negative HIV-1 test within 2 years.**
- k. **Soldiers with a permanent profile with a 3 or 4 in the PULHES, must have had his/her profile adjudicated by either the MAR2 process or the Physical Disability Evaluation System (PDES).**

**PLACEMENT FACTORS:**

- a. Professional, dedicated, impartial, and competent Soldier.
- b. Must be self- motivated and able to operate professionally with little or no supervision.
- c. Must be able to qualify for a Government Travel Card.
- d. Must have a valid driver's license.
- e. Excellent written and oral communication skills.
- f. Intermediate to advanced level of experience and training in Microsoft Office 2007/XP software, particularly PowerPoint and Excel.
- g. Must have excellent computer skills.
- h. Must be able to maintain confidentiality of analytical support.
- i. Must be able to multi-task.
- j. Experience with Federal, State, and local databases is desirable.

**APPLICATION WILL CONSIST OF THE FOLLOWING:**

- a. Unit Commander's Recommendation.
- b. DA Form 1058-R, Jul 2010 (FTNGDOS Application) Signed and Completed.
- c. DA Form 1058-1R, this form is required for all ARNG waiver requests.
- d. MEDPROS, Individual Medical Readiness (IMR) printout within the last 30 days (Army only).
- e. Enlisted Record Brief (ERB) or Records Review RIP.
- f. Copy of latest DA Form 705 (Within the last 6 months)**
- g. Non Flagging Action Memorandum
- h. Copy of Permanent Profile.**
- i. NGB Form 23B, RPAM statement.
- h. Resume
- i. Please note any letters of recommendation, other than as required above, will NOT be forwarded with your packet.

**INSTRUCTIONS FOR SUBMITTING APPLICATION:**

Excess documentation will be removed. Incomplete or late application packets will not be forwarded to the Selecting Official. Application packets become the property of the VING and will not be returned. The point of contact for the application process is SGT Delisha Burke or CPT Marcia Spencer who can be reached via email at delisha.l.burke.mil@mail.mil and maricia.d.spencer.mil@mail.mil.

Application packets may be:

- a. **Hand-carried** and must be received by the AGR Office, no later than 1630 hrs on the closing date.
- b. **E-mailed** and must be in PDF format in no more than 2 attachments. Any other document format (ie TIFF, JPG, DOC, XFIDL, etc) will not be processed. If you are unable to meet this requirement, submit in accordance with a. above. Emailed applications must be received prior to 2400 hrs Standard Time on the closing date. Email to delisha.l.burke.mil@mail.mil or Marcia.d.spencer.mil@mail.mil.

Job Announcement #: 002-16

**CONDITIONS OF ACCEPTING THE POSITION:**

- a. Must be able to maintain IDT/AT requirements as deemed necessary by current traditional Chain of Command.
- c. *Females*, pregnancy testing is required within 15 days of initiation of orders.

**EQUAL OPPORTUNITY:** The Virgin Islands National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, or any other non-merit factor.

BRIAN P. O'REILLY  
LTC, MP  
Human Resources Officer