

**NEBRASKA NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
2433 NORTHWEST 24<sup>TH</sup> STREET  
LINCOLN, NEBRASKA 68524**

***FULL TIME NATIONAL GUARD DUTY for OPERATIONAL SUPPORT (FTNGD-OS)  
VACANCY ANNOUNCEMENT***

**Announcement Number:** FTNGDOS-AR-22-007

**Closing Date:** 24 January 2022

**Position Title:** Drug Testing Coordinator

**Location:** JFHQ-G1, Lincoln, NE

**Military Grade Range:** Minimum: SGT/E5 – Maximum SFC/E7

**Military Requirements:** Designated MOS for this position is 00F/Immaterial. Applicant must be able to possess and maintain a SECRET security Clearance. Failure to review these qualifications may result in the applicant not being eligible for the position. Duty location is Lincoln - no PCS entitlements will be paid. Applicant cannot have open LOD's or other conditions preventing the Soldier from starting on ADOS Orders.

**Area of Consideration:** All members of the Nebraska Army National Guard in the grade range of SGT/E5-SFC/E7 that meet the military requirements may submit applications for this position. **All current hiring procedures will be in accordance with the FTNGD-OS Policy.**

**Area 1 – NEARNG M-Day applicants** meeting the requirements identified on the announcement and eligibility requirements in references.

**Area 2 – NEARNG Technician/T5 applicants** meeting the requirements identified on the announcement and eligibility requirements in references.

**Minimum Requirements:**

1. The ability to research and interpret regulatory guidance.
2. The ability to communicate both orally and in writing.
3. The ability to work with automation equipment and information technology systems.
4. The ability to apply personnel management practices and techniques.
5. Experience in consolidating and analyzing data, prioritizing workload, and managing time to meet organizational goals.
6. The ability to travel IAW current DOD guidance and travel regulations.

**Summary of Duties:** Serves as the Drug Testing Coordinator for the Nebraska Army National Guard; supports units' implementation of the drug testing program, with emphasis on the tenet of prevention to include the capabilities of education, training, and risk reduction. Trains Unit Prevention Leaders on collection procedures; monitors state-wide unit training completion rates; coordinates with financial program manager to manage program funds; assists commanders/SMs with referral to resources; serves as SME for command teams regarding drug testing requirements.

### **Application Instructions:**

Please read the application instructions as there have been changes to the application and process for applying.

### **!!! IMPORTANT NOTICE!!!**

Applications will be screened after the job closing date, not prior. Please review your application for accuracy before you submit it to HRO. Nothing will be added to the application after 1600 hrs on the closing date.

E-mail may be sent to [nq.ne.nearng.list.hro-agr-job-apps@mail.mil](mailto:nq.ne.nearng.list.hro-agr-job-apps@mail.mil) with a subject line of "Job Application FTNGDOS-AR-\_\_-\_\_ (list job announcement number)". Encrypted emails can be accomplished using DoD Safe at <https://safe.apps.mil>. Submit Electronic applications as one attachment. Applications as multiple attachments will not be accepted. Applications which are unreadable or cannot be opened will not be accepted or considered.

Candidates may apply by submitting a completed DA Form 1058-R (Application for Active Duty for Training, Active Duty for Special Work, Temporary Tour of Active Duty, and Annual Training for Soldiers of the Army National Guard and U.S. Army Reserve). Reference Guidance for Full-Time National Guard Duty for Operational Support (FTNGD-OS), Duty MIL 02-035-12 and PPOM #13-020 the following documents must be submitted.

**Packets without the appropriate documents or a written explanation will not be processed for interviews. Applicants will use the following checklist to ensure proper documentation is submitted.**

Yes  No **1. Copy of Job Announcement as Cover Sheet for application packet**

Yes  No **2.** Application for Active Duty for Training, Active Duty for Special Work, Temporary Tour of Active Duty, and Annual Training for Soldiers of the Army National Guard and U.S. Army Reserve Position, DA Form 1058 (dated Sept 2017). **This form can be downloaded from the Nebraska National Guard Opportunities webpage.**

Yes  No **3.** ERB/ORB. Soldiers can download their validated Selection Board Record Brief ERB/ORB from <https://arngg1.ngb.army.mil/SelfService/Careercenter/RBMain.aspx> **Enlisted applicants who are NOT MOSQ for the position in which applying must include ASVAB scores on the ERB.**

Yes  No **4.** Five latest OER's/NCOER's. Applications must contain their most current NCOER/OER and if unavailable written explanation must be provided. If you do not have any OER's/NCOER's, a letter of recommendation or performance evaluation must be submitted on Soldiers not requiring an OER/NCOER.

Yes  No **5.** NGB Form 23 (RPAM). All Army National Guard Soldiers will submit a current copy (**within the last 6 months**).

Yes  No **6.** Completed FTNGD Annual Statement of Understanding **This form can be downloaded from the Nebraska National Guard Opportunities webpage.** <https://ne.ng.mil/Resource/Documents/FTNGD-OS-ANNUAL-STATEMENT-OF-UNDERSTANDING-OCT-2013.pdf>

Yes  No **7.** Current DA Form 705, Army Physical Fitness Test Scorecard, listing last 4 APFT scores. Applicants must have a current passing APFT with a date of 1 July 2019 or later.

Yes  No **8.** Current passing semi-annual weigh-in on TAG-NE 600-8-9 and DA5500/5501 if required, within 6 months of closing date. (DA705 for AC Soldiers)

Yes  No **9.** IMR (Individual Medical Readiness) Record **showing a PHA completion date within 12 months and HIV within 2 years** <https://medpros.mods.army.mil/medprosnew/secure/medical/imr.aspx>

Include a current copy of your DA Form 3349 if on profile. Any PULHES with a 3 or 4 must be approved by a MAR2 process or PDES and found fit for retention in primary MOS.

**Yes**  **No** **10.** Any additional information/memorandums/letters of recommendation may be submitted that you feel will help qualify your application.

*In order to comply with United States Department of Defense (DoD) requirements and ensure the safety and security of the missions, programs, property and personnel of the Nebraska Military Department and Nebraska National Guard, employees must obtain the appropriate background investigation and maintain the level of security clearance assigned to their respective work.*

*Failure to obtain and maintain the designated type of security clearance/background check required for the respective work, may result in a job offer being rescinded, separation of employment, and/or other actions as may be deemed in the best interest of the agency.*

*Prior to appointment individuals must meet the security clearance requirements for the position or submit the required documents to the Nebraska National Guard Personnel Security Manager for processing the appropriate investigation. Required forms for AGR positions – SF 86, PSIP Initiation Form, Birth Certificate (or other proof of citizenship) and Fingerprints. Technician positions also require the OF 306 and Application/Resume.*

*The use of official mail to forward employment applications is prohibited. Applications submitted using government postage will not be considered.*

*Applications may be submitted by e-mail, postal mail, or hand-delivered to the HRO no later than 1600 hours on the closing date. Applications received after the closing time will not be considered for the position.*

**Mail applications to:** NE National Guard  
Human Resource – AGR Branch  
2433 NW 24<sup>th</sup> Street  
Lincoln, NE 68524

*The HRO is not responsible for any malfunctions when using electronic means to transmit job applications. Applicants may verify receipt of their application telephonically or via email.*