

STATEWIDE JOB ANNOUNCEMENT
FULL TIME NATIONAL GUARD FOR COUNTERDRUG - TITLE 32
SUBJECT TO ANNUAL FUNDING

CD ANNOUNCEMENT #: CD 12-003

OPEN TO: Texas Military Forces

OPEN DATE: 17 January 2012

CLOSING DATE: 9 February 2012

POSITION TITLE: Various Analyst and Staff Temporary Positions (MOS/AFSC Immaterial)

LOCATION: Locations to be determined. Duty locations may include: Austin, Houston, Dallas, El Paso, Brownsville, McAllen, Laredo, San Antonio, and Del Rio. Please indicate in your application packet which locations you are willing to work in and whether or not you are available for TDY.

RANK:

E-Grade Limitation: Not to Exceed E-6 (E-7 and above may apply and will be considered on case by case basis)

O-Grade Limitation: May apply and will be considered on a case by case basis

WO-Grade Limitation: May apply and will be considered on a case by case basis

BRANCH: Texas Air or Army Guard

SPECIAL SELECTION FACTOR:

1. PCS funding is not available.
2. TDY funding TBD on case by case basis.
3. Must be able to report for duty NLT 1 March 2012.
4. The temporary tour orders will run approximately 210 days starting March 2012 – 30 September 2012.

HOW TO APPLY: Applicants assemble and forward the following documents:

NO BINDERS

EXTERNAL APPLICANTS:

1. JCDF Application for employment.
2. A copy of DA Form 2-1 or ANG RIP sheet.
3. Current and Passing Physical Fitness test and current height and weight memorandum (with measurements) from Unit commander. If exceed standards, INCLUDE DA Form 5500-R/DA Form 5501-R or memorandum for ANG personnel.

4. Individual Medical Readiness (IMR) Record print out (Army); Physical Profile Serial Report AF Form 422 (Air).
5. Pregnancy Test current within 15 days of hiring date will be required from a civilian or military doctor. (FEMALE ONLY)
6. Copy of RPAM – Army; Point Credit Summary-Air.
7. Commanders letter of recommendation checklist.
8. DD Form 369 Police Record Check with Sections I & II completed.
9. Signed copy of "Important Information for Applicants".
10. Completed Counterdrug Application Checklist for Short Tour Temps.

*linked to HRO website <http://www.agd.state.tx.us/jobs/default.asp> - go to Counterdrug.

****INCOMPLETE PACKETS WILL NOT BE CONSIDERED****

NOTE: Information not mentioned above may be included and is encouraged in order to assist in the determination and verification of skills and experience, i.e., course certificates, DD Form 214, etc. Additional information should convey your skills and experience and clearly reflect potential.

All Application Criteria must be provided. Only complete application packets will be considered.

WHERE TO FORWARD APPLICATION: Mail to NGTX-JCD-HZ, ATTN: SrA Michael, (Bldg 41/Rm 202), PO Box 5218, Austin, TX 78763-5218. Overnight to: 2200 W 35th ST, Austin, TX 78703-1222. **Applications must be received NLT 1500 hrs on the closing date.** POC for submission is SrA Michael or SGT Hendrix, FTS Manning NCO, (512) 782-6921/6922.

CONSIDERATION: All applicants will receive consideration for this position without regard to race, religion, color, national origin, sex, age, political affiliation or other non-merit factors.

WHO MAY APPLY: Applications will be accepted from current Texas Army and Air National Guard members who meet the criteria listed in this announcement.

DUTIES AND RESPONSIBILITIES:

A brief description of duties includes, but is not limited to the following:

Investigative Case and Analytical Support:

Provides detailed analytical support to specific case requests. Creates analytical products and manages data for specific analytical requests from law enforcement to support drug investigations. Analyzes large volumes of information from such sources as telephone tolls, pen registers, investigator reports, field data, etc. Performs link analysis, organizational analysis, pattern and trend analysis, financial analysis, etc., in support of federal and local drug investigations. Manages analytical files, creates suspect files from investigator information, and manages and collates data to create products to support the investigation and prosecution of drug cases.

Logistics:

Assists in managing the Joint Forces Texas-Law Enforcement Support-Counterdrug (JFTX-LES-CD) property book, including day to day transactions. Monitors the requisition, acquisition, storage, and distribution of supplies and equipment. Supervises the distribution of ammunition and its accountability. Processes property accountability adjustment documents and updates all hand receipts: Oversees semi-annual, annual and sensitive item inventories. Monitors all monthly GPC, phone, fuel and other bills and ensures proper reimbursement. Responsible for coordinating with the USPFO on supply actions. Utilizes and assists in improving the internal SOP. Manages inventory of equipment. Responsible for GSA vehicle, vehicle issue/turn in. Briefs CD4 NCOIC and CD4 OIC on all significant issues, events, and tasking. Maintains section operation security.

Pay and Travel NCO:

Audits a variety of payroll actions to establish and update pay accounts in the Master Military Pay file at DFAS for payment to National Guard personnel, including source and substantiating documents for thoroughness, accuracy, correctness, authenticity and compliance with regulations and other pertinent functions. Determines entitlement of individuals to pay and allowances. Determines when collection actions are warranted. Calculates pay changes retroactively and completes required reports of pay alterations. Reviews and verifies documents for accuracy, completeness and acceptability of data. Authenticates pay data against military personnel documents to ensure proper eligibility of payments and collections. Ensures the transactions are processed accurately to DFAS. Compares reports with input data to guarantee prompt response to actions requiring correction. Maintains adequate control of all documents entering and leaving the organization. Maintains files of pay and personnel documents as dictated by office procedures. Receive, review, input and verify changes and correction to members pay. Process DA 31's. Calculate reimbursable annual training funds. Processes DD forms 1351-2 Travel Vouchers for Temporary Duty (TDY) Entitlements. Processes DITY Vouchers, Codes and Audits. Files all vouchers after they have been sent to accounting and DFAS for Payment. Processes Pre-Edits and uploads and downloads from Defense Finance Accounting System (DFAS). Processes PCS claims for personnel. Examines vouchers and supporting documents for accuracy, compliance with regulations and entitlements. Determines the data and documentation necessary to process travel claims.

Operations NCO:

Operations NCO: Mission Processing; Assist in Conference Planning; Audio/Visual setup and monitoring for conferences, briefings and training events, Query and Report requested data from CMD; Utilize Photoshop for graphical representation of information in CMD and training presentations; Develop tools using Microsoft Office (Word, Excel, Access and PowerPoint) for CMD; Disseminate Information from CMD; Equipment Custodian; Assist in creation of LOI/OPORDs; Determine system requirements and translate requirements into design specifications and operational systems; Coordinate with G6 for guidelines and updates needed Submit Trouble Tickets for personal computer issues, Performs monthly checks of data integrity Creates ad-hoc queries to respond to requests for information (RFI); Review and analyze processes of Counterdrug staff sections and threat area offices to determine those practices that could be enhanced by the development or revision of automated systems. Responsible for

requests for data processing projects. Develop applications using Microsoft Office (Word, Excel, and Access) and Visual Basic for Applications. Serves as Information Assurance/Security Officer for Counterdrug. Supervises and backs up CMIS administration, training and operating.

Civil Operation:

Responsible for coordinating and implementing Civil Operation events/programs and presentations with Law Enforcement Agencies, Texas National Guard Units, Family Support Groups, Recruiters, Schools and Community Coalitions in their area. Point of contact between National Guard units, Family Support representatives in local area. Ensures local media coverage is widely disseminated and coordinated through the Counterdrug Public Affairs Officer. Assist with programs such as adopt-a-school, red ribbon campaigns, school career days, and youth camps. Ensures all administrative duties, i.e. AARs, mission requests, monthly reports are completed and submitted in a timely manner. Support other Civil Operation representatives programs within the state on an as needed basis.

PREFERRED POSITION QUALIFICATIONS:

1. Secret Clearance preferred.
2. Have experience in any of the following areas: Personnel, Operations, Administration or Finance.
3. Applicant must maintain appropriate level of physical readiness and pass the appropriate service fitness test IAW service regulations.
4. Must not be under a current Suspension of Favorable Personnel Actions (FLAGS).
5. Experience with Federal, State, and local databases such as NLETS/TLETS/NCIC/TCIC, etc
6. Automated systems skills and experience with various applications to produce charts, graphs, maps, overlays, diagrams, etc. Microsoft Office XP software, especially PowerPoint, and Excel.
7. Familiar with NGR 500-2/ANGI 10-801. (Counterdrug Support)
8. Intermediate to advanced level of experience and training in Microsoft Office 2007/ XP software, especially PowerPoint, Word, and Excel.

SELECTIVE PLACEMENT FACTORS:

1. PCS funding is not available.
2. TDY funding TBD on case by case basis.
3. Must be able to report for duty NLT 1 March 2012.
4. The temporary tour orders will run approximately 210 days starting March 2012 – 30 September 2012.
5. Must have minimum 1 year retainability with TXMF traditional/m-day unit of assignment.
6. Must have less than 17 years Total Active Federal Service (TAFS).
7. Cannot have more than 3 years Consecutive Active Federal Service (CAFS).
8. Must be qualified for initial entry into or continued service in the Joint Task Force Counterdrug Program IAW NGR 500-2, to include: being a deployable asset; have Unit Commander's recommendation for initial or continued service in the Counter Drug Program; not have any unfavorable actions of any kind; no record of moral turpitude or convictions of any kind; meet the medical standards of fitness IAW applicable Army or Air Force Regulations; and maintain physical fitness standards IAW applicable Army or Air Force Regulations.
9. Urinalysis testing upon entry on active duty and periodic testing while on active duty.
10. Requirement to continue attendance at IDT/IAD and AT while on FTNGDCD.

11. Status of Counterdrug funding changes from year to year.
12. Probability of criminal records checks, and/or security by LEAs of applicants serving in LEA offices or in positions where they are privy to operational information of LEAs. Applicants will be informed that such inquiries are likely to be completed after entry on duty and that rejection by LEAs could result in their removal from the Counterdrug program.
13. Standards of Conduct:
 - a. Members are required to uphold the highest standards of conduct and personal appearance. Outside employment, association and off-duty conduct/activities must be consistent with federal directives on ethics and with state and federal conflict of interest policies.
 - b. National Guard members participating in the Counterdrug Support Program are required to comply with state laws and with DOD 5500.7-R., they are required to uphold the highest standards of conduct and personal appearance.

NOTE: APPEARANCE BOARD MAY BE REQUIRED FOR THESE POSITIONS.

NOTE: ALL SUPPORTING DOCUMENTATION MUST BE ADDED TO THE APPLICATION PACKET FOR ANY ITEM NOT LISTED ON THE DA FORM 2-1 or RIP SHEET FOR CONSIDERATION BY THE SELECTION BOARD.

NOTE: ALL COLLEGE CREDIT, (I.E., SEMESTER HOURS, DEGREE) MUST BE ANNOTATED ON DA FORM 2-1/RIP SHEET OR OTHER VERIFICATION (OFFICIAL TRANSCRIPTS, DIPLOMA) MUST BE INCLUDED IN APPLICATION PACKET.

NOTE: APPLICANTS MUST SUBMIT A MEMORANDUM FOR RECORD TO THE PRESIDENT OF THE BOARD IN PLACE OF ANY REQUIRED DOCUMENT UNDER "HOW TO APPLY" STATING THE REASON FOR NONSUBMISSION.

NOTE: THE JCDTF IS A STATEWIDE PROGRAM AND TASK FORCE MEMBERS ARE SUBJECT TO PCS REQUIREMENTS BASED ON THE NEEDS OF THE PROGRAM. RECOMMENDED INDIVIDUAL (S) WILL NOT MAKE PLANS TO MOVE TO NEW ASSIGNMENT UNTIL FORMALLY NOTIFIED BY JCDTF THAT BOARD RECOMMENDATION HAS BEEN APPROVED AND PCS FUNDS (IF APPLICABLE) ARE AVAILABLE AND HAVE BEEN OBLIGATED.

NOTE: SERVICE MEMBERS CURRENTLY ON BORDER MISSION WILL HAVE PRIORITY.

NOTE: IF APPLICABLE, ADVANCEMENT TO THE NEXT HIGHER GRADE IS NOT AUTOMATIC. SELECTED APPLICANT(S) WILL NOT ACCEPT OR BE PROMOTED TO THE NEXT HIGHER GRADE WITHOUT PRIOR APPROVAL FROM TXARNG-G1-AGR