

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

CD ANNOUNCEMENT #: CD 12-004

OPEN TO: Internal Counterdrug Members and Current Onboard Temps

OPEN DATE: 20 January 2012

CLOSING DATE: 3 February 2012

POSITION TITLE: CD3 Operations NCO

LOCATION: Camp Mabry, Austin, TX

RANK:

E-Grade Limitation: NTE E-6

O-Grade Limitation: Not eligible

WO-Grade Limitation: Not eligible

BRANCH: Air or Army Guard

HOW TO APPLY: Applicants assemble and forward the following documents: **NO BINDERS**

INTERNAL APPLICANTS (ON-BOARD COUNTERDRUG):

1. Memorandum for Consideration (This memorandum should state why you are best qualified for the position and include Name, Rank, SSN, Current Unit, and Complete contact info to include a valid, frequently used email).
2. ARMY: CERTIFIED copy of DA Form 2-1 or Air Force: ANG current Records Review RIP sheet.
3. Last three Counterdrug evaluations or unit evaluations.
4. 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.
5. Biographical Summary in accordance with Army Regulation or Air Force Regulation that details all experience including Counterdrug Law Enforcement experience.
6. Any other evaluations, letters of recommendation, certificates or transcripts.

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

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 your potential.

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

WHERE TO FORWARD APPLICATION: Mail to NGTX-JCD, ATTN: SrA Michael (Bldg 41/Room 202), PO Box 5218, Austin, TX 78763-5218. Overnight to: 2200 W 35th ST (Bldg 41/Room 202), Austin, TX 78703-1222. **Applications must be received NLT 1500 hrs on the closing date.** POC for submission is, SrA Stephen Michael Administrative NCO, (512) 782-6921. Email: Stephen.michael@ng.army.mil

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 Counterdrug members and temps only.

DUTIES AND RESPONSIBILITIES:

The “Current” Operations NCO is a manager for the following matters concerning operations, plans, training, force development and modernization for the Counterdrug Program.

1. Receive, inspect, log, track and report all Counterdrug missions including Year Round and On-Call, to include coordination of surface or aerial assets availability, and obtaining required signatures.
2. Enter data/queries into Fulltime Management Control System (FTMCS); manage and review data input into FTMCS; record and report data information, planning and programming, allocation, and justification.
3. Coordinate with federal, state, and local agencies and staffs both military and civilian for On-Call and Year Round mission requests.
4. Assist in statistical research and create custom reports as required for the annual State Plan, CPE, Information Papers and CDC briefings.
5. Assist with publishing and distribution of the JCDFTF Standing Operating Procedure (SOP) and LEA/CBO Memorandums of Understanding (MOUs).
6. POC for Asset Forfeiture (AF); receive, track, process, and enter (DAG-71) information into AF Program database and files.
7. Review, analyze, and recommend changes to the CD3 Operations SOP pertaining to Year Round and On-Call missions, Asset Forfeiture (DAG-71 Form), ART Training and section operations.
8. Assist with Drug Demand Reduction and special events.
9. Assist with conference and TF training set-up, support and audio/visual maintenance.
10. Be prepared to travel in support of conferences, training and schools.

POSITION QUALIFICATIONS:

1. Must have a minimum of a Secret Clearance.
2. Applicant must maintain appropriate level of physical readiness and pass the appropriate service fitness test IAW service regulations.
3. Must meet physical standards IAW AFI 10-248.
4. Must not be under a current Suspension of Favorable Personnel Actions (FLAGS).

PREFERRED POSITION QUALIFICATIONS:

1. Knowledge of Joint Operations.
2. Knowledge of Law Enforcement Support.
3. Knowledge of Counterdrug Policies and Procedures.
4. Knowledge of NGR 500-2/ANGI 10-801
5. Must possess mid-level experience and training in Microsoft Office / XP software, specifically PowerPoint, Word, and Excel.

SELECTIVE PLACEMENT FACTORS:

1. 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 Counterdrug 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 Regulations; and maintain physical fitness standards IAW applicable Army or Air Regulations.
2. Urinalysis testing upon entry on active duty and periodic testing while on active duty.
3. Requirement to continue attendance at IDT/IAD and AT while on FTNGDCD.
4. Status of funding from year to year.
5. Probability of criminal records checks, and/or security by LEAs for 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.
6. 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.
7. Must have minimum 3 years retainability with TXMF traditional/m-day unit of assignment.
8. Must have less than 17 years TAFS.
9. PCS funding is available.

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

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

NOTE: ALL LAW ENFORCEMENT TRAINING MUST BE DOCUMENTED WITH CERTIFICATES OF COMPLETION AND NUMBER OF COURSE HOURS - A COPY OF TRAVEL ORDERS FOR THE COURSE WITH DATES MAY BE CONSIDERED FOR CASES WHERE THE CERTIFICATE DOES NOT HAVE THE COURSE HOURS ON IT.

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 NGTX-PM THAT BOARD RECOMMENDATION HAS BEEN APPROVED AND PCS FUNDS (IF APPLICABLE) ARE AVAILABLE AND HAVE BEEN OBLIGATED.

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 NGTX-AGR.