

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

**CD ANNOUNCEMENT #:** CD 16-006

**OPEN TO:** **INTERNAL** TX Counterdrug Members Only

**OPEN DATE:** 13 JUNE 2016

**CLOSING DATE:** 01 JULY 2016

**POSITION TITLE:** Assistant Team Leader (8 positions)

**WORK LOCATION:** (1) El Paso, (1) Dallas, (1) Austin, (1) McAllen, (2) Laredo, (1) Harlingen, (1) San Antonio

**RANK:** E-Grade Limitation: NLT E-6 and NTE E-7; **ALL TX JCDTF ARNG and ANG E-6's and E-7's are eligible to apply**

Officers and Warrant Officers are not eligible to apply

**BRANCH:** Open to both Texas Army and Air National Guard TX Counterdrug Members

**HOW TO APPLY:** Applicants assemble and mail the listed documents below. **NO BINDERS OR STAPLES. We will not accept scanned or faxed applications unless you are currently deployed. Applications must be received NLT 1400 hrs on the closing date.**

1. Memorandum of Consideration stating in your words, why you are the best candidate for the position.
2. Enlisted Records Brief (ERB) for ARNG or Report on Individual Personnel (RIP) for ANG.
3. Last three Counterdrug evaluations (Can be substituted with unit evals if you have not received three CD evals). If you do not have any evaluations, submit a memo stating the reason.
4. Current and passing Physical Fitness test and current height and weight memorandum (with measurements) from Unit Commander (current within six months). For ARNG, if exceeding ht/wt standards, include a DA Form 5500-R/DA 5501-R or memorandum for ANG personnel.
5. Military Biographical Summary in accordance with Army Regulation or Air Force Regulation that details all experience.
6. Current Point Summary (RPAM) - ARNG; Point Credit Summary (PCARS) – ANG

**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 (military and civilian), college transcripts, DD Form 214, etc. Additional information should convey your skills and experience and clearly reflect your potential pertaining to the position applied for.

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

## **WHERE TO MAIL APPLICATION:**

Mail to:

NGTX- Counterdrug Task Force  
P.O. Box 5218  
ATTN: MSG G. Gonzales  
(Bldg 41/ Room 202  
Austin, TX 78763-5218

If you choose to use FedEx/UPS/ or  
another courier, use this address:

NGTX- Counterdrug Task Force  
ATTN: MSG G. GONZALES  
2200 W 35th Street  
Camp Mabry- (Bldg 41/Room 202)  
Austin, TX 78703-1222.

**Applications must be received NLT 1500 hrs on the closing date.**

**POC** for submission is MSG Gonzales (512) 782-6922, or 1SG Overshown (512) 782-7786. We can also be contacted by email at [ng.tx.txarng.list.cdjobs@mail.mil](mailto:ng.tx.txarng.list.cdjobs@mail.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.

**NOTE:** IAW JCDTF SOP, vacancies will be offered to applicants based on their placement on the order of merit list (OML). Service members accepting positions that are over 50 miles from their HOR will have 90 days (upon receipt of PCS order) to move and report to their new duty location. Service members who decline a position will be removed from the OML. The OML is considered complete when all vacancies have been filled.

**DUTIES AND RESPONSIBILITIES (In no particular order):** This position is a dual mission duty assignment:

1. The Assistant Team Leader (ATL) performs assigned mission category duties with a law enforcement agency.
2. Quality checks the accuracy of all reports and information entered into the Full Time Support Management Control System (FTSMCS).
3. Performs duties necessary for efficient operations and maintenance of readiness with emphasis on enlisted morale, welfare, discipline, performance, training, and awards.
4. As an additional duty, the ATL assists the Team Leader (TL) and Region OIC in support of team operations
5. Mentors, develops, counsels and evaluates the CD members in the support cell.
6. The ATL normally will have supervisory control over one or more CD members in the support cell.

## **SERVICE MEMBER CONSIDERATIONS:**

1. Member must possess a Secret Clearance.
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 available.
2. TDY funding TBD on case by case basis.
3. Must have minimum 1 year retainability with TXMF traditional/M-Day unit of assignment.
4. Must have less than 17 years Total Active Federal Services (TAFS).
- 5. Must remain in position for a minimum of 36 months.**
6. Must be qualified for continued service in the Joint Task Force Counterdrug Program IAW NGR 500-2, to include: being 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 IAW applicable Army or Air Force Regulations (Temporary Profiles will be considered on a case by case basis); must not be under a current Suspension of Favorable Personnel Actions (FLAGS); and maintain physical fitness standards IAW applicable Army or Air Force Regulations.
7. Requirement to continue attendance at IDT/IAD and AT while on FTNGDCD.
8. Status of Counterdrug funding changes from year to year and may warrant reduction in force.
9. Probability of criminal records checks, and/or security by LEAs of applicants searching 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.
10. 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: IF YOU APPLY FOR AN ATL POSITION YOU MUST BE WILLING TO TAKE A POSITION.**

- 1. Applicants that decline a position will not be considered for another position for 18 months.**
- 2. Once the OML list has been exhausted, remaining vacant positions will be Command Direct moves from BEST QUALIFIED non-accept applicants.**
- 3. Command Directed applicants that decide NOT to take the position will be dismissed from the program at the end of FY16.**

**NOTE: APPEARANCE BOARD MANDATORY UNLESS DEPLOYED.**

**NOTE: ALL COLLEGE CREDIT, (I.E., SEMESTER HOURS, DEGREE) MUST BE ANNOTATED ON ERB/ORB, RIP SHEET OR OTHER VERIFICATION (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 ON THE APPLICANT CHECKLIST STATING THE REASON FOR NONSUBMISSION.**

**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: 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 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.**