

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

CD ANNOUNCEMENT #: CD 17-008

OPEN TO: Internal Counterdrug - Current on-board temps may not apply

OPEN DATE: 14 April 2017

CLOSING DATE: 28 April 2017

PROJECTED START DATE: 16 June 2017

POSITION TITLE: J3 Operations Assistant Team Leader

WORK LOCATION: Austin, TX (Camp Mabry)

RANK:

E-Grade Limitation: 1 position - Not less than E-6, Not to Exceed E-7

O-Grade Limitation: May not apply

W-Grade Limitation: May not apply

BRANCH: Texas Army or Air National Guard

HOW TO APPLY: Applicants will assemble and MAIL the following documents:

NO BINDERS OR STAPLES

Applications submitted via email will be accepted if sent as single pdf file

INTERNAL APPLICANTS:

1. Memorandum of Consideration stating in your words why you should be hired for the position
2. Three previous Counterdrug evaluations (Unit evaluations will be accepted if you do not have all three). If you do not have any evaluations, submit a memorandum stating the reason.
3. Military Biographical Summary
4. Letters of Recommendation

Counterdrug documents are linked to the HR website <https://tmd.texas.gov/tmd-jobs>

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, college transcripts, DD Form 214, etc. Additional information should convey skills/experience and clearly reflect your potential.

All application criteria must be provided

Only complete application packets will be considered

Incomplete packets will not be considered

WHERE TO MAIL APPLICATION:

Mail to:

Counterdrug Task Force
P.O. Box 5218
ATTN: J1 HR NCO
(Bldg. 41/ Room 202)
Austin, TX 78763-5218

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

Counterdrug Task Force
ATTN: J1 HR NCO
2200 W. 35th Street
Camp Mabry- (Bldg. 41/Room 202)
Austin, TX 78703-1222.

WHERE TO EMAIL APPLICATION:

ng.tx.txarng.list.cd-jobs@mail.mil

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

POC for submission is SSG Salinas (512) 782-6922 or 1SG Overshown (512) 782-7786. We can also be contacted by email at ng.tx.txarng.list.cd-jobs@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).

WHO MAY APPLY: Applications will be accepted from current Texas Military Department service members who meet the criteria listed in this announcement.

DUTIES AND RESPONSIBILITIES:

This position is a dual mission duty assignment. A brief description of duties includes, but is not limited to the following:

1. Perform team leader responsibilities in their absence.
2. Supervise and rate performance of subordinate J3 personnel.
3. Reviews and analyzes Counterdrug staff and regional office processes to determine those practices that may be enhanced by the development and/or revision of automated systems.
4. Responsible for accurate processing of request for information from Counterdrug Chain of Command (CoC).
5. Develops ad-hoc reports based on Full Time Support Management Control System (FTSMCS) data and makes modifications to data, as required.
6. Ensures data integrity checks and OSD validation is accurate and complete, when required.

7. Provide J3 Command Staff with reportable information to the National Guard Bureau in response to RFIs using the FTSMCS database. Responsible for processing and distribution of mission support requests.
8. Work closely with HQ staff and regional OICs in maintaining established processes for administrative and mission related tasks, as well as, creating new processes as the missions develop.
9. Develop applications using Microsoft Office products (Word, Excel, Power Point and Access) and integrating them with GIS based systems for mission tracking and visual presentations.
10. Tracks all mission related data utilizing GIS based systems both for accountability and providing visual oversight to the CD CoC.
11. Travel to region offices to provide support to CD personnel in the field and supported LEAs.
12. Provide and support CD internal training both concurrently and annually.

REQUIRED POSITION QUALIFICATIONS:

1. At least one year experience in mission planning, writing OPORDs and tracking missions in an Operations center.
2. At least two years' experience in operations and/or training management
3. At least two years' experience in the development and implementation of training presentations and training schedules.
4. At least three years' leadership experience maintaining accountability of and rating performance of subordinate Soldiers.

PREFERRED POSITION QUALIFICATIONS:

1. Must have intermediate level of experience in Microsoft Office (Word, Excel, PowerPoint and Access) applications
2. Familiar with current Counterdrug policies and procedures
3. Familiar with Army/Air Regulations
4. Familiar with NGR 500-2/ANGI 10-801 (National Guard Counterdrug Support)
5. Ability to properly prepare military and civilian correspondence IAW AR 25-50 (Preparing and Managing Correspondence)

SELECTIVE PLACEMENT FACTORS:

1. Must have minimum 3 year retainability with TMD traditional/M-Day unit of assignment
2. Must be qualified for initial entry into or continued service in the Joint Task Force Counterdrug Program IAW NGR 500-2/ANGI 10-801, 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; and maintain physical fitness standards IAW applicable Army or Air Force Regulations
3. Urinalysis testing upon entry on active duty and periodic testing while on active duty.
4. SMs are required to attend IDT/UTA and AT while on Counterdrug orders
5. Status of Counterdrug funding changes from year to year
6. Criminal records checks will be accomplished by Counterdrug and Law Enforcement Agencies (LEAs). Applicants will be informed that such inquiries will be completed after entry on duty and that rejection by LEAs will result in the removal from the Counterdrug program

7. Must have current Periodic Health Assessment (PHA) with the last 12 months
8. Must have HIV test within 2 years of projected start date
9. Must not be on a temporary profile
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: APPEARANCE BOARD IS REQUIRED FOR THIS POSITION

NOTE: ALL SUPPORTING DOCUMENTATION MUST BE ADDED TO THE APPLICATION PACKET FOR ANY ITEM NOT LISTED ON THE ERB/ORB or RIP SHEET FOR CONSIDERATION BY THE SELECTION BOARD

NOTE: ALL COLLEGE CREDIT, (I.E., SEMESTER HOURS, DEGREE) MUST BE ANNOTATED ON ERB/ORB, RIP SHEET OR OTHER VERIFICATION TO COUNT FOR BOARD POINTS. IF NOT, TRANSCRIPTS AND/OR DIPLOMA MUST BE INCLUDED IN APPLICATION PACKET (unofficial transcripts will be accepted)

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 OMISSION

NOTE: ALL LAW ENFORCEMENT TRAINING MUST BE DOCUMENTED WITH CERTIFICATES OF COMPLETION AND NUMBER OF COURSE HOURS

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 THE JCDTF 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 JCDTF

Applicant Checklist

PLEASE PROVIDE A MEMORANDUM FOR ALL DOCUMENTS NOT INCLUDED

Name _____

Job Announcement #: _____

INTERNAL APPLICANTS (CURRENT COUNTERDRUG MEMBERS ONLY)		Initials	MEMO
INTERNAL APPLICANTS	Memorandum for Consideration		
	ERB/ORB (Army) or RIP (Air)		
	Last 3 Counterdrug or unit evaluations or letters of recommendation (optional)		
	Last two current and passing Physical Fitness Tests (Army include Ht/Wt memo)		
	Military Biographical Summary		
	Supporting documents- transcripts (unofficial) and certificates for all schools/training (military and civilian)		

EXTERNAL APPLICANTS		Initials	MEMO
EXTERNAL APPLICANTS	JCDTF Application for Employment		
	Memorandum for Consideration		
	ERB/ORB (Army) or RIP (Air)		
	Last 3 Counterdrug or unit evaluations or letters of recommendation (optional)		
	Last two current and passing Physical Fitness Tests (Army include Ht/Wt memo)		
	Military Biographical Summary		
	Security Clearance memorandum from your unit/wing security manager		
	Commanders Letter (Signature required by Medical and Commander)		
	Form DD 369 (Police Records Check) (fill out blocks 1-9 and sign block 11)		
	Unique Requirements		
	Individual Medical Readiness (IMR) - MEDPROS (Army) ASIMS IMR (Air)		
	RPAM (Army) PCARS (Air)		
	Personal Data Card		
	DA 5960 (Army Only)		
Temp Memorandum for Understanding			
Supporting documents- transcripts (unofficial) and certificates for all schools/training (military and civilian)			
I AW PPOM #16-020, TX JCDTF cannot bring you on orders under the following conditions:			
*if you are on a temporary profile			
* Females: if you are currently pregnant			
	Yes	No	
Are you currently deployed? If so, what is your projected return date?			
Is your unit projected to deploy?			

I UNDERSTAND THAT BY SIGNING BELOW, I CERTIFY THAT ALL REQUIRED DOCUMENTS ARE INCLUDED IN THIS APPLICATION PACKET AND THAT ALL DOCUMENTS HAVE REQUIRED SIGNATURES.

Applicant Signature

DATE

CD J1 Signature

DATE