

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

CD ANNOUNCEMENT #: CD 18-009

OPEN TO: Internal Counterdrug Task Force Members (Durational)

OPEN DATE: 01 November 2017

CLOSING DATE: 15 November 2017

PROJECTED START DATE: TBD

POSITION TITLE: J1 Orders/Human Resource Assistant Team Leader

WORK LOCATION: Camp Mabry, Austin Texas

Prior to orders start date Service Member's HOR MUST be within 50 miles of the duty location and ensure zip code reflects in SIDPERS or MILPDS. **PCS is not guaranteed and will only be considered based on the availability of PCS funds and the Counterdrug Commander's approval.**

RANK:

E-Grade Limitation: Current E-7 Only

O-Grade Limitation: May not apply

W-Grade Limitation: May not apply

BRANCH: Texas Army or Air National Guard

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.

HOW TO APPLY: Application packets may be mailed or emailed. Applications must arrive no later than 1459 central time on the closeout date of the job announcement. Emailed applications can be sent to the Counterdrug Jobs inbox at the following e-mail address: (ng.tx.txarng.list.cd-jobs@mail.mil) Applications must be complete upon initial submission in one single PDF package, and with the proper naming convention of Last Name, First Name Announcement number (i.e. Johnson, Snuffy CD 18-009). Applications can be mailed to the below address. Applications submitted in pieces will not be accepted and automatically disqualified. No binders or staples will be accepted.

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.

REQUIRED ITEMS (ALL APPLICANTS):

1. Counterdrug Applicant Checklist (Initial next to each item and sign/date)
2. Memorandum of Consideration stating in your words why you are the best person for the position
3. Enlisted Records Brief (ERB)/Officer Records Brief (ORB) (Army) / Report on Individual Personnel (RIP)(Air Force)
4. Three previous Counterdrug evaluations. If you do not have three Counterdrug evaluations, unit evaluations will be accepted. If you are missing any evaluations, submit a memorandum stating the reason.
5. Last two current Physical Fitness Tests and applicable DA 5500 (Army)
Air Force Fitness Management System (AFFMS) Printout (Air Force)
6. Military Biographical Summary in compliance with applicable branch
7. Supporting documents- transcripts and/or certificates for all schools/training (not reflected on ERB/ORB/RIP), letters of recommendation (optional)

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

DUTIES AND RESPONSIBILITIES:

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

1. Establishes and continually improves operational processes assigned to the J1 section.
2. Provides guidance and mentorship to all J1 personnel in effort to help maximize productivity.
3. Assists J1 NCOIC with developing/refining processes for retirements, DD214s, and awards.
4. Assists J1 NCOIC with managing the Counterdrug awards program.
5. In J1 NCOIC's absence, will represent J1 NCOIC in NCO Council meetings, J1 staff meetings (as by J1 OIC), etc
6. Develop and maintain desktop SOPs on all J1 processes.
7. Sign all TXARNG DD214's and ensure they are uploaded into iPERMs
8. POC for all JCDTF sanctuary requests and retirements (age 60 and 20-year FAS)
9. Assist the J1 NCOIC with processing and coordinating Line of Duty (LOD) investigations and Medical Evaluations Boards (MEB), along with the Medical Readiness NCO.
10. Maintain filing (electronic and hard copy as needed) for all areas of responsibility.
11. Primary Records Reviewer for J1 Personnel Files (PIF) for initial semi-annual records review.
12. Ensure all awards are processed and updated in the awards tracker (Army and Air, State and Federal).
13. Maintains and manages personnel files. Ensure process is in place for weekly filing of HQs documents into PIF (TKO and hard copy folder).
14. Assists in completion of daily SITREP in the absence of J1 NCOIC for CD J1 Section.
15. Assist J1 NCOIC to write, post, and disseminate position vacancy announcements.
16. Assist J1 NCOIC with coordination and scheduling of selection panels as needed.
17. Responsible for J1 NCOs personnel evaluations.
18. Manage, update and maintain all applicable in/out processing databases and spreadsheets.
19. Manage requests for travel orders, tour orders and tour order amendments and monitors personnel gains and losses
20. Ensures all applicable documents are submitted to the comptroller section for pay action and tour data has been input within applicable databases (i.e., FTSMCS, Toolkit, etc. as applicable)
21. Other duties as assigned by J1 NCOIC or OIC

REQUIRED POSITION QUALIFICATIONS:

1. Must currently hold a minimum of a Secret clearance
2. Must not be under any current Suspension of Favorable Personnel Actions (FLAGS)

PREFERRED POSITION QUALIFICATIONS:

1. MOS/AFSC preferred 42A (ARMY) & 3S0X (AIR)
2. Familiar with current Counterdrug Policies and Procedures (NGR 500-2/ANGI 10-801)
3. Familiar with Army/Air Personnel and Finance Regulations
4. Ability to properly prepare military and civilian correspondence IAW AR 25-50 (Preparing and Managing Correspondence)
5. Intermediate to advanced level of experience and training in Microsoft Office / XP software, especially PowerPoint, Word, and Excel.
6. Experienced in the use of SIDPERS, AROWS, AFCOS, TRANSPROC, and iPERMS.
7. Knowledge of Joint Operations
8. Maturity to work independently and with minimum supervision at times.
9. Microsoft Office applications - intermediate to advanced skills and knowledge in Excel, Word and PowerPoint.
10. Ability to properly prepare military and civilian correspondence IAW AR 25-50.

SELECTIVE PLACEMENT FACTORS:

1. Prior to orders start date Service Member's HOR MUST be within 50 miles of the duty location and ensure zip code reflects in SIDPERS or MILPDS. **PCS is not guaranteed and will only be considered based on the availability of PCS funds and the Counterdrug Commander's approval.**
2. 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 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. Inactive Duty Training (IDT/IAD) and Annual Training (AT) attendance is mandatory while on Counterdrug orders.
5. Status of Counterdrug funding changes from year to year. Selected TFM will be added to the durational roster and be subject to the possible "Reduction in Force (RIF)" process as all other TFMs assigned to the Task Force.
6. Criminal records checks will be accomplished by Counterdrug and Law Enforcement Agencies (LEAs). Such inquiries will be completed after entry on duty and rejection by LEAs will result in the removal from the Counterdrug program.
7. 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.
8. This is a critical fill position. Selected TFM must remain at duty location for a minimum of three years to provide continuity to the law enforcement agency. Requesting to transfer before the end of initial tour may result in removal from the program in order to place another TFM against the critical fill.
9. Command directed assignments are sometimes necessary to meet the needs of the program and manage the program's budget-restricted TDA. Failure to accept a Command direct assignment may result in a voluntary resignation from the program.

Point of contact for submission is SSG Thomas (512) 782-5592. The J1 can also be contacted by email at ng.tx.txarng.list.cd-jobs@mail.mil

NOTE: PCS IS NOT GUARANTEED AND WILL ONLY BE CONSIDERED BASED ON THE AVAILABILITY OF PCS FUNDS AND THE COUNTERDRUG COMMANDER'S APPROVAL.

NOTE: ADDITIONAL ITEMS NOT MENTIONED ABOVE MAY BE INCLUDED AND ARE ENCOURAGED TO ASSIST IN THE DETERMINATION AND VERIFICATION OF SKILLS AND EXPERIENCE THAT CLEARLY REFLECT YOUR POTENTIAL.

NOTE: IAW JCDTF SOP, VACANCIES WILL BE OFFERED TO APPLICANTS BASED ON THEIR PLACEMENT ON THE ORDER OF MERIT LIST (OML).

NOTE: APPEARANCE BOARD MAY BE REQUIRED

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

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: 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 #: _____

| | REQUIRED ITEMS FOR ALL APPLICANTS | Initials | MEMO |
|-----------------------|--|----------|------|
| ALL APPLICANTS | Memorandum for Consideration | | |
| | Enlisted Records Brief (ERB)/Officer Records Brief (ORB) (Army) / Report on Individual Personnel (RIP)(Air Force) | | |
| | Three previous Counterdrug evaluations. If you do not have three Counterdrug evaluations, unit evaluations will be accepted. (If you are missing any evaluations, submit a memorandum stating the reason.) | | |
| | Last two current Physical Fitness Tests and applicable DA 5500 (Army) Air Force Fitness Management System (AFFMS) Printout (Air Force) | | |
| | Military Biographical Summary in compliance with applicable branch | | |
| | Supporting documents- transcripts and/or certificates for all schools/training (not reflected on ERB/ORB/RIP), letters of recommendation (optional) | | |
| | | | |

| | REQUIRED ITEMS FOR CONTINGENT AND EXTERNAL APPLICANTS | Initials | MEMO |
|---|--|----------|------|
| CONTINGENT AND EXTERNAL APPLICANTS | Application for Joint Counterdrug Task Force Position | | |
| | Security Clearance memorandum from your unit/wing security manager (No JPAS printouts will be accepted) | | |
| | Commander's Letter of Recommendation Checklist (Signed by both medical or command staff and the Commander) | | |
| | DD Form 369, Police Record Check (Complete blocks one through nine and sign block eleven) | | |
| | Signed Unique Counterdrug Program Requirements | | |
| | ASIMS Individual Medical Readiness (Air) - MEDPROS Printout (Army) | | |
| | RPAM (Army) PCARS (Air) | | |
| | Personal Data Card | | |
| | DA 5960 (Army Only) (Leave block five (duty location) blank) | | |
| | Memorandum for Understanding | | |
| | I AW PPOM #16-020, TX JCDF 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