

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

CD ANNOUNCEMENT #: CD 18-011

OPEN TO: Internal Counterdrug Task Force Members (Durational ONLY)

OPEN DATE: 03 November 2017

CLOSING DATE: 17 November 2017

PROJECTED START DATE: TBD

POSITION TITLE: Region North Executive Officer

WORK LOCATION: El Paso, Texas (**PCS is authorized**)

RANK:

E-Grade Limitation: May not apply

O-Grade Limitation: NTE O-3

W-Grade Limitation: NLT W-2

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 18-011). 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. 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 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:

Leadership duties and responsibilities:

1. Performs duties as directed by Regional Commander.
2. Arranges a duty schedule to support the LEA and time (as required) to support and monitor administrative issues and concerns of a "team".
3. Works closely with the TLs/ATLs to provide guidance and oversight.
4. Performs quality checks for accuracy, timeliness and number of FTSMCS, EOM and NSS entries from team members.
5. Conducts site visits as directed by the Regional Commander to ensure the TLs/ATLs/TfMs are conducting LEA support in accordance with JCDF policies/procedures and the duties described in the Support Request Forms (SRF).
6. Discusses issues and concerns with TfMs during the visits.
7. Advises the Regional Commander on team operations, issues and concerns.
8. Mentors, develop, counsels and evaluate the TfMs in the team.
9. Has supervisory control over one or more TL/ATL and/or TfMs.
10. Represents the Regional Commander when they are away from the area or on leave at the direction of their direction.
11. Ensures counseling, mentoring, and evaluations of all JCDF personnel assigned to their specific region is conducted.
12. Facilitates training needs and provide current NGB, TAG and CDC policy information among RA members.
13. Provide the Regional Commander with a list of fiscal year goals for assigned team along with plan for accomplishing them.
14. Develops and maintains a network with other Regional XOs to facilitate the sharing of information and ideas.

Analyst duties and responsibilities:

1. Performs the duties of a strategic criminal analyst member assigned to a HIDTA Intelligence Initiative or major LEA headquarters.
2. Creates analytical products and manages data for specific analytical requests for law enforcement support to drug investigations.
3. Analyzes large volumes of information from telephone tolls, pen registers, investigator reports, and field data, consolidates and maintains Regional Threat Analysis/Assessments for the use in development of the JCDF State Plan.
4. Performs link analysis, organizational analysis, pattern and trend analysis, financial analysis, etc., in support of federal and local drug investigations.
5. 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.

PREFERRED POSITION QUALIFICATIONS:

1. Familiar with current Counterdrug Policies and Procedures (NGR 500-2/ANGI 10-801).
2. Experience with FTSMCS or equivalent type of databases.
3. Intermediate to advanced level of experience and training in Microsoft Office especially PowerPoint, Word, and Excel.
4. Experience working with Law Enforcement Agencies, Defense Support to Civilian Authorities, and/or in an Inter-agency/Inter-service Operation.
5. Experience with federal, state, and local databases such as NLETS/TLETS/NCIC/TCIC, etc.
6. Experience working with law enforcement agencies.
7. NGB Criminal Analyst Phase 1 and/or NGB Criminal Analyst Phase 2 or equivalent.

SELECTIVE PLACEMENT FACTORS:

1. **PCS is authorized.**
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 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. Contingent TFM may be subject to the possible "Reduction in Force (RIF)" process.
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.

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 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 JCDF

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		
IAW 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