

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

CD ANNOUNCEMENT #: CD 18-015

OPEN TO: Internal Counterdrug Task Force Members (Durational and Contingency)

OPEN DATE: 17 November 2017

CLOSING DATE: 08 December 2017

PROJECTED START DATE: TBD

POSITION TITLE: J3 Operations Non-Commissioned Officer (NCO)

WORK LOCATION: Austin, Texas (Camp Mabry)

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: 2 positions - NTE E-6

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 18-015). 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 why you are the best person for the position
3. Army Enlisted Records Brief (ERB) / Air Force Report on Individual Personnel (RIP)
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)
8. Active security clearance

ADDITIONAL ITEMS REQUIRED (~~CONTINGENT~~ AND EXTERNAL APPLICANTS ONLY):

1. Application for Joint Counterdrug Task Force Position
2. Security Clearance memorandum from your unit/wing security manager verifying your clearance.
NO JPAS PRINTOUTS WILL BE ACCEPTED
3. Commander's Letter of Recommendation Checklist (Signed by both medical or command staff and the Commander)
4. DD Form 369, Police Record Check (Complete blocks one through nine and sign block eleven)
5. Signed Unique Counterdrug Program Requirements
6. ASIMS Individual Medical Readiness (Air) - MEDPROS Printout (Army)
7. RPAM (Army) / PCARS (Air)
8. Personal Data Card
9. DA 5960 (Army Only) **LEAVE BLOCK FIVE (DUTY LOCATION) BLANK**
10. Memorandum of Understanding

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. Support assistant team leader in tasks assigned.
2. Responsible for accurate processing of request for information from Counterdrug Chain of Command (CoC) and Component Commanders.
3. Support Team Leader and Assistant Team Leader with ad-hoc reports based on Full Time Support Management Control System (FTSMCS) data and makes modifications to data, as required (i.e. operations roll up, mission paperwork)
4. Ensure data integrity checks and Office Secretary of Defense validation is accurate and complete, when required.
5. 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.

6. Develop applications/products using Microsoft Office products (Word, Excel, Power Point and Access) and integrating them with GIS based systems for mission tracking and visual presentations.

REQUIRED POSITION QUALIFICATIONS:

1. At least one year experience in mission planning, writing OPORDs and tracking missions in an Operations center.
2. At least one year of experience in operations and/or training management
3. At least one year of experience in the development and implementation of training presentations and training schedules.

PREFERRED POSITION QUALIFICATIONS:

1. 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)
6. Database maintenance and development

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).
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 staff position. Selected TFM must remain at duty location for a minimum of three years to provide continuity. 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.

10. In accordance with JCDF SOP, if E-6 promotable applicants obtain a promotion and the promotion results in the member being over-grade in their JCDF TDA position, the member will be separated from the program at the end of the current Fiscal Year if they have not successfully completed and been selected for a TDA position of commensurate rank.

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 JCDF 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 JCDF