

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

CD ANNOUNCEMENT #: CD 18-017

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

OPEN DATE: 17 November 2017

CLOSING DATE: 08 December 2017

PROJECTED START DATE: TBD

POSITION TITLE: J1 Orders/HR Non-Commissioned Officer (NCO)

WORK LOCATION: Austin, TX (Camp Mabry) (PCS IS NOT authorized)

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: 1 position - Not to Exceed 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 18-014). 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:

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

1. Processes awards, position announcements, DD214's, and retirement actions.
2. Assist with the J1 Human Resources NCO to write and post position vacancy announcements.
3. Assist with coordination and scheduling of selection panels.
4. Assist in preparing application packets for Order of Merit Panels or boards.
5. Assist in processing and coordinating the final selection results with Command channels.
6. Tracks and processes personnel evaluations; tracks completion and delinquencies.
7. Assist with managing the Counterdrug awards program.
8. Assistance POC for medical, dental and educational benefits.
9. Tracks and processes DD Form 214's.
10. Assist with processing and tracking sanctuary and retirement actions.
11. Secondary J1 POC for Temp hiring.
12. Tracks all personnel gains and losses.
13. Assist with requests for travel orders, tour orders and tour order amendments
14. Maintain filing for all areas of responsibility.
15. Maintains and manages personnel files and FTSMCS.
16. Enters required personnel data into J1 databases.
17. Establishes and continually improves operational processes assigned to the J1 Orders and Human Resources sections.
18. Provides guidance and mentorship to all personnel in effort to help maximize productivity (cross-train).
19. Assists coordination with the J3 for in-processing/train-up coordination.
20. Back up and assist all sections as needed.
21. Other duties as assigned by J1 NCOIC/OIC.

REQUIRED POSITION QUALIFICATIONS:

1. Must be available for TDY assignments and travel as required.
2. Must not be under any current Suspension of Favorable Personnel Actions (FLAGS)

PREFERRED POSITION QUALIFICATIONS:

1. Secret clearance
2. Must have working knowledge of the following systems:
 - a. SIDPERS
 - b. AROWS
 - c. AFCOS
 - d. TRANSPROC
 - e. iPERMS
3. Have experience in the following areas: Personnel, Operations, and Administration
4. Applicant must maintain appropriate level of physical readiness and pass the appropriate service fitness test IAW service regulations
5. Must not be under a current Suspension of Favorable Personnel Actions (FLAGS).
6. Intermediate to advanced level of experience and training in Microsoft Office suite (i.e. Power Point, Word and Excel)

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 staff 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 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

Applicant Checklist

PLEASE PROVIDE A MEMORANDUM FOR ALL DOCUMENTS NOT INCLUDED

ALL APPLICANTS	Name:		
	Job Announcement #:		
	REQUIRED ITEMS FOR ALL APPLICANTS		
	Memorandum for Consideration	Initials	MEMO
	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)		
		Yes	No
Are you currently deployed? If so, what is your projected return date?			
Is your unit projected to deploy?			
Have you been on orders with the Texas Counterdrug Program previously? If yes, when.			

EXTERNAL APPLICANTS	ADDITIONAL ITEMS FOR EXTERNAL APPLICANTS		
	Application for Joint Counterdrug Task Force Position	Initials	MEMO
	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 JCDTF cannot bring you on orders under the following conditions: If you are on a temporary profile If you are currently pregnant			

ALL APPLICANTS	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	