# Texas Joint Counterdrug Task Force

# Vacancy Announcement

# Title 32 ADOS Full Time National Guard Duty (FTNGD-CD)

**Announcement #**: CD 25-026 **Opening Date:** 01 April 2025

**Open To:** Texas Army or Air National Guard **Closing Date:**  30 April 2025

**Position Title**: Contingent Drug Demand Reduction Outreach Task Force Member

**Location:** Multiple Locations (El Paso/Houston/McAllen), (PCS is not authorized)

# Position Grade/Rank:

A picture containing text

Description automatically generatedE-Grade: Not to exceed E-6

O-Grade: Not eligible

W/O- Grade: Not eligible

# Special Consideration Factors:

1. Must have a minimum 1-year retainability with TMD/M-Day unit of assignment
2. External applicants must not have more than 15 years Total Active Federal Service (TAFS)
3. A 31-day break in orders may be required for applicants with more than 3 years Consecutive Active Federal Service (CAFS)
4. End of Mission (EOM) release documentation is required for all current Operation Lone Star SMs prior to acceptance of Counterdrug position
5. This is a Contingent position; tour end date will be September 30, 2025, with possibility of extension through FY26.
6. Prior to orders start date, Service Member’s HOR must be within 75 miles of duty location and ensure zip code reflects in Integrated Personnel and Pay System Army (IPPSA) / Virtual Military Personnel Flight (vMPF).

# Required Documents

**\***Submit Memorandum to President of the Board for any missing documents stating reason for omission

\*\* All forms must be dated within 30 days of announcement closing date

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 (memorandum formatting IAW AR 25-50 for Army and The Tongue and Quill, AFH 33-337 Chapter 14 for Air Force)
3. Enlisted Record Brief (ERB) (Army) Must be ‘Selection Board Record Brief’ without DA Photo / Report on Individual Personnel (RIP) (Air Force) Excluding page 1 with demographic information
4. Three previous Counterdrug evaluations. If you do not have three Counterdrug evaluations, unit evaluations will be accepted, or a Memorandum indicating you have no evaluations
5. Passing Physical Fitness test (within 4 months (Army)/ 1 year (Air); if exceeding HT/WT standards include a DA 5500/DA 5501 (Army) or memorandum for ANG personnel
6. Military Biography in compliance with applicable branch IAW Army Enlisted NGR 600-200; Army Officer NGR 600-100; Air Force Bio Template IAW AF Tongue and Quill (must not include photo)
7. Supporting documents; transcripts and/or certificates for all schools/training (not reflected on RIP pertinent to job qualifications for potential additional points)
8. Security Clearance memorandum from your unit security manager verifying clearance NO JPAS PRINTOUTS WILL BE ACCEPTED
9. Commander’s Letter of Recommendation (signed by M-Day Commander)
10. Joint Counterdrug Task Force Background Questionnaire
11. DD 369, Police Record Check (complete blocks 1 - 9 and sign block 11)
12. Unique Counterdrug Program Requirements
13. MEDPROS IMR Printout (Army) DA 3349 if applicable / ASIMS Individual Medical Readiness & AF 422 (Air)
14. RPAM (Army) / PCARS (Air)
15. Current FY Drill Schedule
16. Current Fiscal Year (FY) FTNGD-OS/ADOS Checklist
17. DA 1058 (See attached example)
18. ARNG 1058-1R (See attached example)
19. USERRA Packet (required for Technicians & Title 5)
20. Proof of course completion for all relevant civilian/military education or training courses pertinent to job qualifications for potential additional points
21. \*Optional: letters of recommendation

# Duties and Responsibilities

As a DDRO specialist, your primary duty will be in support of the High Intensity Drug Threat Area (HIDTA) substance use prevention efforts; partnered with the Prevention Coordinator and Drug Intelligence Officer at your location.

A brief description of these duties includes but is not limited to. Reports directly to the DDRO Assistant Team Leader and performs assigned mission category duties as directed. Focuses on implementing science-based drug prevention strategies. Serves as intermediary between LEAs, local drug prevention coalitions, government agencies, and Community Based Organizations (CBO). Initiates, develops, and nurtures cross-organizational relationships to meet program objectives. Delivers drug prevention education and facilitates meetings. Assists coalitions and CBOs with public relations, marketing, strategic planning of key events, educational/training courses, and grant writing. Executes action and strategic planning, setting goals, mentorship, coaching and other training to help coalitions grow and become eligible for grants.

# Required Position Qualifications

1. Must not be under any current Suspension of Favorable Personnel Actions (FLAGS)
2. Applicant must maintain appropriate level of physical readiness and pass appropriate service fitness test IAW service regulations
3. Must have a valid driver’s license
4. Must be worldwide deployable with no duty limiting conditions to include but not limited to:

temporary profiles greater than 14 days, dental readiness class 3, permanent profile indicating

a MAR2, permanent profile indicating a MEB, permanent profile indicating a non-duty related

action is needed, and no physical restrictions

1. Must have a non-expired Government Travel Card (GTC) or be able to obtain one by the start date of the position

# Preferred Position Qualifications

1. Completion of Civil Operations Phase I or receive a recommendation from current supervisor attesting to equivalent skills, with understanding of completion within 1 year
2. Possess a favorable National Agency Check (NAC) and be able to obtain a Secret security clearance for the duty position of assignment (if required)
3. Experienced in the use of Case Management or equivalent type of database
4. Knowledge of the Strategic Prevention Framework
5. Understanding of facilitation skills

**Submission Instructions**

**How to Submit Your Application**: Packets may be emailed or mailed. Applications must arrive no **later than 1700hrs central time** on the closing date of the job announcement. Incomplete packets will not be accepted. Do not use binders or staples.

**Email** to the Counterdrug Jobs inbox at [ng.tx.txarng.list.cd-jobs@army.mil.](mailto:ng.tx.txarng.list.cd-jobs@army.mil)

# Applications must be in one single PDF package, and with the proper naming convention of LAST NAME, FIRST INITIAL Announcement number (i.e., JOHNSON, S CD 25-026).

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

If you choose to use FedEx/ UPS/ or another courier, address to: Counterdrug Task Force ATTN: J1 HR NCO, 2200 W. 35th Street Camp Mabry (Bldg. 41/Room 202), Austin, TX 78703-1222.

# Consideration Factors: 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.

**Enclosures**

**\*\*This document must be saved to computer to access enclosures below. \*\***

1. Counterdrug Applicant Checklist



6. Military Biography figures/templates (Army Enlisted NGR 600-200; Army Officer NGR 600-100; Air Force Bio Template IAW AF Tongue and Quill)

 

9. Commander’s Letter of Recommendation (CLOR)



10. Joint Counterdrug Task Force Background Questionnaire



11. DD 369, Police Record Check (PRC)



12. Unique Counterdrug Program Requirements



16. Current Fiscal Year (FY25) FTNGD-OS/ADOS Checklist



17. DA 1058 & Example

 

18. ARNG 1058-1R & Example

 