# Texas Joint Counterdrug Task Force

# Vacancy Announcement

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

**Announcement #**: CD 25-035 **Opening Date:** 15 April 2025

**Open To:** Texas Army or Air National Guard **Closing Date:**  13 May 2025

**Position Title**: Public Affairs Task Force Member

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**Location:** Austin, Texas (PCS is authorized)

# Position Grade/Rank:

E-Grade: Not to exceed E-6

O-Grade: Not eligible

W/O- Grade: Not eligible

# Special Consideration Factors:

1. Durational position on the task force
2. Initial year will be in a probationary status
3. External applicants must not have more than 15 years Total Active Federal Service (TAFS)
4. This is a funded position on the Table of Distribution and Allowances (TDA)

# Required Documents (External Applicants)

**\***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)
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. \*Optional: letters of recommendation; certificates specific to position; law enforcement training certificates (stating hours complete)

# Required Documents (Internal Applicants)

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

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8. \*Optional: letters of recommendation; certificates specific to position; law enforcement training certificates (stating hours complete)

# Duties and Responsibilities

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

The public affairs office is responsible for developing and ensuring consistent delivery of command information, coordinating with TMD PAO, and conducting media relations as required. The PAO is responsible for promoting a positive public image for the JCDTF, increasing public awareness of the task force’s purpose, capabilities and successes, establishing guidelines for TFMs in dealing with media, and responding to media requests for information, interviews, media briefs and conferences. The PAO will maintain the JCDTF Unit Public Affairs Representative program.

# Required Position Qualifications

1. Ability to properly prepare military and civilian correspondence IAW AR 25-50 (Preparing and Managing Correspondence), the Defense Visual Information Style Guide, and the Associated Press Style Book
2. Must not be under any current Suspension of Favorable Personnel Actions (FLAGS)
3. Applicant must maintain appropriate level of physical readiness and pass appropriate service fitness test IAW service regulations
4. Must have a valid driver’s license
5. 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. 46S (Army) / 3N0X6 (Air Force) MOS preferred, but not required
2. Intermediate to advanced level of experience and training in Microsoft Office Software, specifically Excel, Word and PowerPoint
3. Intermediate to advanced level of experience in the Adobe Creative Cloud Suite, especially, PhotoShop, Bridge, Premiere and Illustrator
4. Experience developing and editing press releases, social media posts and capturing footage of military operations.

**Consideration Factors**

# 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.

**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 25-035).

**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.

**Enclosures**

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

 