# Texas Joint Counterdrug Task Force

# Vacancy Announcement

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

**Announcement #**: CD 25-037 **Opening Date:** 15 April 2025

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

**Position Title**: Contingent Knowledge and Data Analytics Manager

A picture containing text

Description automatically generated**Location**: Austin, Texas (PCS is not authorized)

# Position Grade/Rank:

E-Grade: Not to exceed E-7

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

The Data and Knowledge Manager (DKM) reports to the Executive Officer.

The Data and Knowledge Manager (DKM) is responsible for the production, maintenance, and continuous update of all JCDTF SharePoint filing libraries. This includes the creation and management of automated workflows using Teams applications such as Forms, Lists, and Planner, as well as developing streamlined processes within SharePoint to increase efficiency and reduce manual tasks.

The DKM will coordinate with headquarters staff to update published JCDTF Standard Operating Procedures and ensure all task force business rules are properly documented and accessible. The DKM attends and conducts training courses on data analytics and digital modernization, including the use of Power BI, Power Query, and other Microsoft 365 tools to automate reporting and workflow processes. For example, the DKM may develop automated systems that manage PDF document routing and signature collection, minimizing the need for manual email communication.

The DKM is responsible for identifying areas of improvement and implementing technological solutions to enhance workflows, data management, and information sharing across the task force. This includes building databases to support report generation, maintaining centralized repositories of data, and enabling staff to easily access and update essential information.

The DKM also maintains awareness of current events affecting Counterdrug (CD) operations and serves as the principal advisor to the Command on federal and state developments. The DKM identifies and reports critical trends in task force outputs, develops Power BI dashboards and visual reports, and ensures staff are trained to update and maintain these systems independently.

# 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
2. Proficient in Microsoft 365 applications including SharePoint, Teams, Forms, Lists, and Planner
3. Experience developing and managing automated workflows and filing repositories
4. Strong knowledge of Power BI, Power Apps and Power Query for reporting and data analysis
5. Ability to train others on digital tools and data systems
6. Familiarity with documentation standards and updating SOPs and business rules
7. Strong organizational and communication skills

# Preferred Position Qualifications

1. Experience with Microsoft Access and database development
2. Demonstrated ability to build and maintain centralized data/reporting systems
3. Background in supporting military, government, or law enforcement operations
4. Awareness of federal and state events impacting Counterdrug (CD) operations
5. Experience advising leadership on data trends and operational insights

**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 25-037).

**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**

1. Counterdrug Applicant Checklist



6. Military Biography figures/templates (Army Enlisted NGR 600-200)

 

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



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



1. DA 1058 & Example



17. ARNG 1058-1R & Example

