# Texas Joint Counterdrug Task Force

# Vacancy Announcement

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

**Announcement #**: CD 25-040 **Opening Date:** 15 April 2025

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

**Position Title**: Region Assistant Team Leader (ATL)

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

# Position Grade/Rank:

E-Grade: NLT E-6 / NTE E-7

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**

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

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7. Supporting documents; transcripts and/or certificates for all schools/training (not reflected on ERB/RIP)
8. \*Optional: letters of recommendation; certificates specific to position; law enforcement training certificates (stating hours complete)

# Duties and Responsibilities

(This is a dual mission role) A brief description of duties includes, but is not limited to the following:

**Assistant Team Leader (ATL):**

The ATL reports directly to the Team Leader (TL), has supervisory control and accountability over one or more task force members (TFMs) and serves as the first line supervisor for TFMs assigned to team. Performs designated responsibilities for assigned LEA/CBO. Assists the TL in support of team operations. Performs TL duties in their absence. Works closely with the regional OIC (ROIC) and TL to provide guidance and oversight for leave and passes, PERSTAT, Case Management entry, SPOT report/ORRs and RA internal issues and procedures. Ensures TFMs are abiding by all JCDTF policies and procedures and provides guidance when applicable (i.e., physical fitness, duty hours, ethics, IDT attendance, etc.). Supports and monitors administrative issues and concerns of a “team”. Collects and inputs monthly data requirements into Case Management for assigned team members. Assists with the collection of yearly mission paperwork. Advises TL and ROIC on TFM LEA placement or movement requirements. Captures key events (individual or group) for the JCDTF Courier newsletter. Assists with accomplishing LEA site visits as directed by TL or ROIC. Maintains open communication with all TFMs via e-mail, telephonic, and meetings. Works with TLs on training needs and job application packets for TFMs. Assists with integration of contingent hires into LEA. Evaluates and compares TFM duty description with their actual assigned work to include oversight of the TFM workload, monthly results, training, and investigative support. Accepts and delegates additional duties as required.

**Analysis Support:**

Provides detailed analytical support to specific case requests. Creates analytical products and manages data for specific analytical requests from law enforcement to support drug investigations. Analyzes large volumes of information from such sources as telephone tolls, pen registers, investigator reports, field data, etc. Performs link analysis, organizational analysis, pattern and trend analysis, financial analysis, etc., in support of federal and local drug investigations. Educates agencies on mission sets to support activity integration in the field. Attends trainings required by the Counterdrug Program and respective law enforcement agencies.

# 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. Holds a Secret Clearance
3. Criminal Analyst Phase I complete
4. Experience working with law enforcement agencies
5. Ability and experience to lead self and others, function as a team player and promote positive organizational change
6. Minimum 2 years of Counterdrug experience

# Preferred Position Qualifications

1. Preferred MOS: Military Intelligence (Army: 35 Series/Air: 1N0XX), Special Forces Operations and Intelligence (Army: 18F), Infantry/Security Forces(Army: 11B/Air Force: 3P0X1), Tactical Air Control Party (Air Force: 1Z3X1)
2. Knowledge of law enforcement database systems
3. Criminal Analyst Phase I and II complete
4. Intermediate to advanced level of experience and training in Microsoft Office (PowerPoint, Word, and Excel)
5. Knowledge in trend analysis, conflict resolution, and critical thinking skills
6. Familiar with Current Title 32 USC 502 (f) and USC 112, Counterdrug Instruction, Policies and Procedures (National Guard Counterdrug Support)

**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 25-040).

**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)

 

1. Commander’s Letter of Recommendation (CLOR)

10. Joint Counterdrug Task Force Background Questionnaire



1. DD 369, Police Record Check (PRC)



1. Unique Counterdrug Program Requirements



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



17. DA 1058 & Example

 

18. ARNG 1058-1R & Example

 