

**State of California Military Department**  
**Counterdrug Task Force (CDTF) - Emergency State Active Duty (ESAD)**  
**Vacancy Announcement**  
**1 Position Available**

**Position Details**

Announcement Number: CDTF-ESAD 2023-01  
Opening Date: 16 March 2023  
Closing Date: Open Until Filled  
Position Title: Drug Demand Reduction Outreach (DDRO) Operations Officer  
Min/Max Rank: Officer Candidate – O3; Warrant Officer Candidate – W3  
Duty Location: Mather, CA  
Selecting Official: Counterdrug Coordinator  
Projected Employment Date: 15 April 2023  
Projected End Date: 30 June 2024

**Eligibility Requirements**

Active members of the California Military Department (Army, Air, CSG) **Officer Candidate through O3/W3** may apply. Applicants must have a military affiliation per Para 3-2 of CMD Reg. 600-1. Applicants who are not current members of the California Military Department may apply, however, **applicants must meet military affiliation requirements at the time of appointment.** California State Guard (CSG) members who have no prior federal military experience must be a member of the CSG in good standing for a minimum of two years for eligibility for ESAD vacancies. CSG members must submit a copy of their CSG orders with their application.

- Applicants must possess a favorable National Agency Check/Local Agency Check with Credit Check (NACLIC) within the past 10 years. The selection for the position is conditional and based on a complete and favorable LIVESCAN by the California Department of Justice and the Federal Bureau of Investigation.
- Applicants will be screened in a manner that provides reasonable certainty that the member is of good character, well-motivated and an appropriate representative of the National Guard in duties subject to high profile scrutiny by Law Enforcement Agencies (LEAs), National Guard senior commanders, news media and the public.
- Applicants must be within Army and Air Force HT/WT standards or pass Body Composition screening IAW the standards set forth in AR 600-9 or AFI 36-2905.

**Unique Requirements and Conditions of Counterdrug Tours**

- Urinalysis testing upon entry to active duty in addition to periodic testing during active duty. These requirements are in addition to testing by units of assignment during IDT/IAD under Substance Abuse Testing or the ANG Drug Abuse Testing Program. Non-derogatory drug screening results prior to entry into the Counterdrug Program is mandatory.
- CDTF personnel are required to attend the minimum statutory National Guard requirements IDT/IAD and Annual Training while on FTNGD-CD.
- Relocation expenses are NOT authorized.

- Criminal records checks and/or security screening by LEAs of applicants serving in LEA offices or in positions where they are privy to operational information of LEAs. Such inquiries are likely to be completed prior to entry on duty. Rejection by LEA's could result in the applicant's removal from the CD Program.
- National Guard members participating in the Counterdrug Support Program are required to comply with state laws and with DoD 5500.7-R. They are required to uphold the highest standards of conduct and personal appearance.
- Outside employment, associations and off-duty conduct/activities must be consistent with federal directives on ethics and with state and federal conflict of interest policies. Outside employment will require written approval of CDC.

## **Primary Duties and Responsibilities**

The California National Guard (CNG) Counterdrug Task Force (CDTF) is seeking a DDRO Operations Officer in Mather, CA. To help reduce substance misuse and the demand for illegal drugs, DDRO Specialists will support the DDRO Program Manager within their assigned area by supporting prevention agencies, anti-drug task forces, education institutions, and other community-based prevention agencies. Drug Demand Reduction Outreach Operations Officer Duties: Integrate DDRO prevention and anti-drug awareness initiatives into communities and education institutions by developing partnerships with community based prevention organizations, law enforcement agencies, emergency services, and treatment organizations; **expanding community prevention education to youth** and adults; coordinating internal prevention efforts between local units/entities and prevention agencies; being actively involved in community anti-drug coalitions and task forces; identifying opportunities for CNG units to participate in community prevention efforts; enhance capabilities by assisting local community leaders; effectively communicating positive messages of responsibility and accountability to California youth through education, leadership training, creating infographics, facilitating meetings, developing planning products, gathering, analyzing, and disseminating substance misuse data in support of data-driven decision making, connecting community efforts with state and national resources, and supporting community events and mentoring; and any other DDRO duties as assigned.

Applicant must possess a strong aptitude in the following: Organizational, research, writing skills; Microsoft Office knowledge; and instructor skills including public speaking and presentation abilities. A background in teaching, mentoring, and instruction of youth ages 8-19 is preferred. If selected, the DDRO – Phase I certification course will be required to be completed. Applicants can establish and maintain positive rapport with supported agencies, and related California National Guard entities, sets the example in appearance, adherence to standards, performance of duty and military customs and courtesies.

## **Minimum Qualifications:**

- Excellent communication skills, both verbal and written and able to adjust communication to appropriate target audiences.
- Excellent computer skills with knowledge of all MS office products.
- Excellent customer service relation skills.
- Self-starter and fast learner.
- Ability to build strong sense of teamwork and purpose.
- Exhibits excellent time management skills.
- Must possess a Government Travel Card (GTC) already issued by assigned Guard unit or submit proof with Counterdrug application that a GTC request has been submitted to Citibank and is in process.
- Ability to maintain a Government Travel Card (GTC) in good standing.

- Valid driver's license.
- Must be willing to travel on short notice and be TDY for a length of time, as mission dictates.
- Ability to travel extensively in state with intermittent out of state travel.
- Ability to work with little supervision.
- Ability to work with groups of diverse race, gender, religion, social / economic status and political views.

#### **Preferred Qualifications:**

- Instructor skills including public speaking and presentation abilities.
- Teaching, mentoring, and instruction of youth ages 8-19 is preferred.
- Experience working with Anti-Drug Coalitions.
- Joint service branch or joint interagency experience.
- Public health / prevention experience.
- Experience in coordinating and facilitating Substance Abuse and Mental Health Services Administration (SAMHSAs), Strategic Prevention Framework (SPF) process.
- Prior Counterdrug DDRO Specialist experience.
- Letter of Interest (LOI) explaining why SM wants the DDRO NCO position. (Articulate in your LOI if your unit is scheduled to deploy within the next 6 months AND whether you are promoting within the next 6 months).
- Personalized LOR from first CDR in chain of command.

#### **Applicants meeting any of the following are INELIGIBLE to apply**

- Not a member of the CA National Guard or CSG at time of appointment.
- Does not meet medical retention standards.
- Does not meet body composition/weight control standards prescribed by AR 600-9 / NGR (AF) 35-11.
- Involuntarily removed from AD or FTNGD for cause, non-selection for promotion, or resignation in lieu of adverse personnel action.
- Non-selection for retention.
- Under current suspension of favorable personnel action (flagged) per AR 600-8-2.
- Any Felony Level Offenses and Specified Misdemeanor Offenses annotated in JFHQ Policy Memorandum 2008-04.

#### **Equal Opportunity**

The California National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, or any other non-merit factor.

#### **Instructions for Submitting Applications**

Encrypted Drop Box: Scan all documents into one file. Go to [DoD SAFE](#) and log in. Select Drop-off, add recipient address [NGCA-CDTF-ESAD-SC@army.mil](mailto:NGCA-CDTF-ESAD-SC@army.mil) and upload to site.

Digital Submission: Email directly to the CDTF ESAD Support Cell inbox at [NGCA-CDTF-ESAD-SC@army.mil](mailto:NGCA-CDTF-ESAD-SC@army.mil).

Hard Copy Submission: Mail complete application to: Counterdrug Task Force ATTN: CD ESAD-SC NCOIC, 10620 Mather Blvd Mather, CA 95655-4125. Applications are not accepted in binders or document protectors. Documents should not be double-sided.

Questions may be directed to the CD ESAD-SC NCOIC at (916) 369-5014.

## Required Documents

### All Applicants:

- Letter of Interest (LOI) explaining why you are interested in the position. LOI should include:
  - If your unit of assignment is scheduled to deploy within the next 6 months.
  - Whether you are promoting with the next 6 months.
  - If you are attending any schools for longer than 30 days.
  - An explanation for any missing application documents and the plan to obtain them.
- FORM A.
- If enlisted and in the process of becoming an Officer or Warrant Officer, provide documented proof.
- California ESAD Full Time Statement of Declaration.
- Resumé.
- Military Biographical Summary ([Army Template](#), [Air Template](#)).
- IMR/CSG Medical Form.
- Documentation of COVID-19 vaccination.
- Healthcare SOU (CMD Form 14B).
- Change of Address ([DA Form 3955](#)).
- Qualification to Possess Firearms (DD Form 2760).
- Payee Data Record ([STD 204](#)).
- Employee Withholding Certificate (State) ([DE 4](#)).
- Employee Withholding Certificate (Federal) ([W4](#)).
- Direct Deposit ([STD 699](#)).
- Authorization to Use Privately Owned Vehicles on State Business ([STD 261](#)).
- Defensive Driver Certificate.