California National Guard

Counterdrug Task Force

Internal Tour Announcement

Internal to all California Army National Guard CDTF Members

Tour is Full-Time National Guard Duty for Counterdrug (FTNGD-CD) Title 32

Position Details

Tour Number:	FTNGD-CD 23-037
Effective Date:	24 July 2023
Closing Date:	7 August 2023
Position Available:	Administrative Support NCO
Selecting Supervisor:	Counterdrug Coordinator
MOS/AFSC:	Open to all MOS/AFSC
Tour Location:	Rancho Cordova, CA
Min/Max Grade:	E4-E6
Tour Length:	SURGE Backfill

Eligibility Requirements

Male, Female. **APPLICANT MUST**, at a minimum, submit documents referenced in the instructions for Submitting Applications to this announcement, complete the attached applicant checklist and meet all applicable criteria below:

- Applicants must possess a favorable National Agency Check/Local Agency Check with Credit Check (NACLC) 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 general 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.
- CDTF personnel on FTNGD-CD orders are subject to fiscal constraints of year-to-year funding. Service on FTNGD-CD is voluntary and contingent on current and qualified participation as a California National Guard Service Member.

- Relocation expenses are NOT authorized unless specifically granted in writing by Counterdrug Commander (CDC).
- 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.
- Be advised, selection for this CD Tour includes budgetary consideration of the SM reaching eighteen (18) years of cumulative active federal service (AFS) or six (6) consecutive years AFS.
- 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.

Tour Description

Provides Personnel Service Support to the Counterdrug Central Valley district. The administrative NCO is Responsible for tracking, processing and facilitating administrative tasks. Facilitates information flow between CD1 and district personnel. Provides direct support during personnel in-processing and out-processing. Assists with Stand Down Validation Packet preparation and tracking, DTS, Leave Reconciliation, IDT/AT Memos, and Pay/benefits discrepancies. Inputs personnel data into personnel management systems and FTSMCS; prepares and manages military and non-military correspondence and forms IAW applicable regulations, pamphlets. Performs other duties as assigned.

Minimum Qualifications:

- Secret Clearance
- Valid Driver's License
- Proficient in standard computer skills
- Proficient in Microsoft Word and Excel
- Ability to communicate (written and verbal) moderately complex information, concepts, or ideas in a well-organized manner

Preferred Qualifications:

- Preferred MOS: 42A, 36B, AFSC: 3F0X1, 3F5X1, 6F0X1, 5J0X1
- Personalized letter of recommendation from current supervisor/commander
- Familiarity with DAMPS, CAMPS – MAVRIK, ARRO
- Assigned (currently or previously) in an Administrative role
- Completion of rank appropriate PME
- HIPAA Certified (Submit a copy of the certificate)
- Extensive FTSMCS Experience
- Certification in another ACA

Applicants meeting any of the following are INELIGIBLE to apply

- Not a member of the CA National Guard
- 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

SAFE Instructions

- Select accordingly if you are accessing the website from a computer with CAC Access or not.
  Note: Either option will allow you to send an encrypted file.
- Enter or confirm your name is entered, then enter email address (all e-mail addresses work with SAFE).
- Click Browse to attach your PDF File and once selected it will appear under File(s) (Applications must be submitted as one file).
- Once you see the file, click the Box next to Privacy Act Data.
- To the right, in the Box “Description of Files,” please enter the following: "Announcement Number", “Position Title”, and “Your Last Name” (i.e., 015-19, Recruiter, Smith)
- Under Recipient Information email address: NGCA-CDTF-CD1-Applications@army.mil and Click Add. Confirm the e-mail address has moved to the Recipients List Box next to where you entered it.
- Under Email Setting, Click on the following boxes:
  - Encrypt email message when possible.
  - (Optional) Notify me when file(s) downloads are STARTED (system generated email).
  - Notify me when file(s) downloads are COMPLETED (system generated email).
  - Require CAC for Pick-up (all recipients will need to log in with a CAC to download file(s).
- Click on FOUO.
- Click Upload.

Applications can also be emailed, in a single pdf file, directly to the CDTF mailbox at: NGCA-CDTF-CD1-Applications@army.mil prior to announcement closing date.

If by mail, **SUBMIT COMPLETE APPLICATION** to: Counterdrug Task Force ATTN: CD-1 NCOIC, 10620 Mather Blvd Mather, CA 95655-4125

Questions may be directed to the CD-1 NCOIC at (916) 369-4905. Applications will not be accepted in binders or document protectors. Documents should not be double-sided.

The following are required documents to be turned in with your application:

- Letter of Validation from first Commander or their designee, signed within 60 days of the tour effective date, acknowledging all statements and information within the letter to be true and accurate. A template is found here: Calguard CDTF Site
- Military Biographical Summary. A Military Biographical Summary example is posted here: Calguard CDTF Site
- Resume
- DA Form 1058, Application for Active Duty for Training, Active Duty for Operation Support, and Annual Training for Soldiers of the Army National Guard and U.S. Army Reserve Calguard CDTF Site
- **Army:** Retirement Points Accounting Statement (RPAS) / **Air Force**: AF Form 526 – Points Summary Credit (Updated within 60 days of the tour effective date).
- **Army:** Soldier Records Brief (SRB) **Air Force**: AF vMPF Record Review (Including Individual, Duty, Assignments, Performance Reports, Promotions, Awards & Decs, Aircrew, Education & Training, and Service)
- Complete and signed CD Forms 301-302 Calguard CDTF Site **(MUST HAVE SM AND WITNESS SIGNATURE)**
- **Army:** Submit the last two (2) consecutive NCOERs / OERs. **Air Force**: Submit the last two (2) consecutive EPRs / OPRs
- Medical:
  - **Army:** Printout of Individual Medical Readiness (IMR) report. Found under AKO, My Medical Readiness. Select IMR Record. ** Report must have been generated within 60 days prior to tour effective date.
  - PHA should be current within 12 months of the effective date of the tour and contain no flags or profiles.
  - Applicants must meet medical retention standards per AR 40-501 and must not be flagged for weight, PT failures or be medically non-deployable (MND).
  - **Air Force:** Printout of your AF 422 Form. PHA should be current within 12 months. If applying for any position requiring a Flight Physical, submit a copy of current DD 2992.
- **Army:** Copy of a DA 705 annotating a passing for record Army Physical Fitness Test (APFT) or a copy of a DA 705 annotating a passing diagnostic Army Combat Fitness Test.
- **Air Force:** Copy of Physical Fitness Test within 1 year of effective date of tour.
- Copy of ten year driving record from the California Department of Motor Vehicles within 60 days prior to tour effective date. DMV Site
- Letter of Interest (LOI) explaining why you are interest in the position. (**Articulate in your LOI if your unit of assignment is scheduled to deploy within the next 6 months, whether you are promoting with the next 6 months AND if you are attending any schools for longer than 30 days)**
- Optional – Applicants may submit up to three letters of recommendation from former employers/supervisors/commanders (if applicable).

Remarks

The California National Guard is an Equal Opportunity Employer. All applicants will be protected under Title VI of the Civil Rights Act of 1964 against discrimination based on race, color, religion, gender or national origin.