

California National Guard Counterdrug Task Force

Tour Announcement

Counterdrug Task Force (CDTF) - Emergency State Active Duty (ESAD) Vacancy Announcement

Position Details

Tour Number:	CDTF-ESAD 2024-28
Effective Date:	12 December 2024
Closing Date:	Open until filled
Position Available:	Paralegal
Selecting Supervisor:	Counterdrug Commander
MOS/AFSC:	N/A
Tour Location:	San Francisco, CA
Min/Max Grade:	E4 – E7
Tour Length:	Tentative starting date TBD

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

- 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.

Tour Description

Service member provides paralegal support to a local law enforcement agency and interfaces with multi-jurisdictional Law Enforcement Task Forces. Service member supports Law Enforcement operations through all aspects of the paralegal process by employment of criminal analysis, document and financial exploitation, court appearance preparation, and case construction. Service member disseminates information from higher echelons and collects, organizes, and prepares staff briefs regarding military matters such as: personnel duty statuses, pay problems, MDAY, Counterdrug, and Law Enforcement training requirements, equipment accountability and readiness. Service member collects and maintains daily, weekly, quarterly, and yearly reports and prepares storyboards and back briefs to Law Enforcement and military personnel when necessary. Service member must have the ability to 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. Candidate must represent the CA National Guard and the Counterdrug TF in a positive light at all times.

Minimum Qualifications:

- Valid driver's license
- Secret Clearance
- Satisfactory LEA background check with no adverse actions or derogatory comments
- Ability to obtain a Government Travel Card (GTC), if in possession of a GTC SM must be in good standing
- For **Army** applicants passing ACFT within 12 months of application date; For **Air Force** Applicants passing Physical Fitness Test within 12 months of application date
- Must have no documented instances of conduct adversely reflecting on their character, honesty or integrity

Preferred Qualifications:

- Law Enforcement Experience
- 27D MOS, 5J0X1 AFSC or similar
- Experience performing analytic tasks to include link analysis, and communications analysis
- Multi-agency experience (support to multiple LE or civilian agencies)
- Experience providing legal support to district attorneys, AUSAs, or JAG, offices
- Foreign language proficiency (Spanish)
- Personalized letter of recommendation from current Commander/Supervisor attesting to your analytical skills
- Paralegal Experience (military and/or civilian)
- Paralegal Training (military and/or civilian)

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.

Applications can also be emailed 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, 3130 Kilgore Road, Rancho Cordova, CA 95670

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.

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Questions may be directed to the CD-1 NCOIC at (916) 369-4987. 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](#)
- Resumé.
- Military Biographical Summary ([Army Template](#), [Air Template](#)).

- **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:** Soldier Records Brief (SRB) **Air Force:** AF vMPF Record Review (Including Individual, Duty, Assignments, Performance Reports, Promotions, Awards & Decs, Aircrew, Education & Training, and Service)
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- **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. [MEDPROS Website](#). 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 Combat Fitness Test (ACFT) within 12 months of effective date of tour.
- **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).
- Optional – Applicants may submit a memorandum for record if applicant does not meet minimum qualifications or is unable to submit all required documents by application deadline. Applicant should explain how he/she will correct the deficiency.

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.