

JOINT COUNTER NARCO-TERRORISM TASK FORCE
FULL TIME NATIONAL GUARD DUTY
Silverbell Army Heliport, BLDG L4100
Marana, AZ 85653
520-750-5377

Administrative Data

POSITIONS ARE FILLED BASED ON THE AVAILABILITY OF FUNDS

POSITION TYPE: () OFFICER (X) ENLISTED PAY GRADES: E4-E6

POSITION () IS (X) IS NOT OPEN AND CONTINUOUS

MISSION: Personnel and Administration POSITION TITLE: J1 Personnel

LENGTH OF TOUR: DOH to 31 AUG 2016 (Subject to Funding)

OPENING DATE: 25 DEC 2015 CLOSING DATE: 08 JAN 2016

DUTY LOCATION: Marana, Arizona

SELECTING OFFICIAL: COL Scott Kahldon

ANNOUNCEMENT #: 16-01-1A

WHO MAY APPLY: Active members of the Arizona (X) Army National Guard
(X) Air National Guard

AREAS OF CONSIDERATION

THE JOINT COUNTER NARCO-TERRORISM TASK FORCE (JCNTF) IS AN EQUAL OPPORTUNITY EMPLOYER. SELECTION FOR THIS POSITION WILL BE BASED ON MERIT, FITNESS, CAPABILITY, AND POTENTIAL TO ENSURE FAIR TREATMENT OF ALL GUARDMEMBERS.

GENERAL INFORMATION

This position is title 32, 502 (F), Full Time National Guard Duty. Program funds are provided on a fiscal year to fiscal year basis. This is a temporary position through 31 AUG 2016 with the potential for a one year extension pending budget not to exceed a three year tour with a one year probationary period. Task force members are required to uphold the highest standards of conduct and personal appearance. Outside employment, associations, on-and off-duty conduct/activities must be consistent with federal directives on ethics (DoD 5500.7-R) and with state and federal conflict of interest policies. Members of this Task Force must meet application requirements height and weight requirements (or body fat standards), APFT, Medical and must not have a suspension of favorable actions. All personnel on JCNTF are required to drill and annual training. Preference may be given to Guard members whose unit of assignment is within a reasonable commuting distance (90 miles) of the Task Force duty location for this position. A favorable Entrance Agency Check or National Agency Check (ENTNAC/NAC) in the past fifteen years is required. All new hires are subject to the conditions of a one-year probation policy.

Additional Requirements Are:

*Initial medical procurement standards for active duty are more demanding than retention standards under which National Guard members serve. A new medical examination or a medical review by the state surgeon is required prior to issuance of initial orders. Pregnancy disqualifies a Guard member's initial entry on to ADOS tours.

*Urinalysis testing upon entry on active duty, and periodic testing while on active duty. These requirements are in addition to testing by units of assignment during IDT/IAD under the National Guard Substance Abuse Program.

*Applicants meeting National Guard standards and designated for duty with law enforcement agencies (LEAs) may be subject to further screening by the LEA. This screening will be conducted within the first 30 days of entry on the JCNTF. LEAs may require a *polygraph*, security clearance or criminal records check or other background inquiry; all such inquiries are made by the LEAs in accordance with their own legal authority. Rejection by a LEA may result in termination from the JCNTF program.

*Applicants may not have more than 16 active duty years if applying for this position

*Tour length will be from date of hire through 31 AUG 2016, with possible extension.

*Background Investigation

*Valid Arizona Drivers License

INSTRUCTIONS FOR APPLICATION

****Incomplete applications will not be considered****

Applicants can find the necessary documents need to apply at <https://dema.az.gov/careers/azng-human-resources/jobs-jcntf> under "FORMS". Completed applications should be dropped off at the JCNTF J-1 office, Silverbell Army Heliport, BLDG L4100, Marana AZ 85653 prior to the closing date posted on the announcement. You may also scan and email the application to SFC Alexander Blissett. If you have any questions please call the Counterdrug Personnel Office at 520-750-5896 or E-mail SFC Alexander Blissett at alexander.e.blissett.mil@mail.mil.

The following item(s) are required to apply for a position with the **JCNTF**:

- Completed application (part 1 and 2) with unit commander's recommendation and signature. A separate application must be submitted for each announcement.
- Copy of military service point credit history.
- Completed JCNTF Form 33 - Air Medical Approval Memo (**AIR FORCE APPLICANTS ONLY**)
- Completed JCNTF Form 34 - Army Medical Approval Memo (**ARMY APPLICANTS ONLY**)
- APFT Score Card/PT Score Printout
- Last three performance evaluations if applicable

Additional documentation may be submitted and considered; DA Form 2-1, evaluation reports or a resume which will be given to the selecting official.

Applications are destroyed upon completion of the selection process. Personnel not selected have five days from their notification date to appeal the selection process to the selecting official.

SPECIAL EXPERTISE REQUIREMENTS

Personnel administrative experience is desired. Basic administrative experience is required to include but not limited to possessing a working knowledge of all Microsoft Office products with an emphasis on Excel. Familiarization with Sharepoint, DTS, AFCOS, & AROWS is desired. Must be a self motivator with the ability to work independently with minimum supervision, ability to learn quickly, and be willing to take on responsibility. Must have interpersonal communication skills to effectively communicate with all levels of command within the supported law enforcement, military, and civilian communities. Written and oral communication skills may be evaluated as part of the application/interview process.

JOB DESCRIPTION

Reports to JCNTF J1 NCOIC. Provides administrative support to the JCNTF J1 and command staff and various sections of Headquarters, which include producing orders, leave reconciliation, filing, typing, preparing and managing correspondence, making travel arrangements, data entry and computer database management. Assist in the planning and coordination of personnel management to include requesting orders, tracking leave, and coordinating retirements. Establish liaison with JFHQ and multiple Air and Army units. Assist preparation of operational/financial reports and briefings as required. Other duties as assigned.