

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: E3-E6

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

MISSION: JCNTF POSITION TITLE: Contract Specialist

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

OPENING DATE: 11 APR 2016 CLOSING DATE: 18 APR 2016

DUTY LOCATION: Phoenix, Arizona

SELECTING OFFICIAL: COL Scott Kahldon

ANNOUNCEMENT #: 16-56-1A

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](mailto: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**

Skilled in collecting and analyzing contracting data effectively, efficiently, and accurately;

Ability to write English in reports and presentation formats;

Ability to communicate clearly and effectively;

Skilled in presenting formal training presentations and briefings; and,

Skilled in applying procedures and directives by reading and interpreting program material.

## **JOB DESCRIPTION**

Plans the overall approach to meet contracting program objectives for procuring a wide variety of requirements. Performs market research/analysis to determine availability of the appropriate contracting approaches, techniques, and procedures to solve a variety of acquisition problems. Analyzes contracting issues and recommends best course of action. Analyzes market trends, commercial practices, conditions and technological advances and determines the sources to be solicited. Determines appropriate method of procurement using a wide range of contracting methods and contract types. Selects Performs acquisition planning along with the program manager/customer, technical, legal, finance and contract pricing personnel to develop market research, acquisition strategy, milestones, evaluation/source selection criteria, and/or incentive or award fee provisions, as applicable. Exercises latitude in dealing with problems arising during the pre-award phase of the procurement action. Plans and carries out the work, selecting the approaches and techniques to be used, and determines actions to be taken on assigned contracts. Uses judgment in interpreting guidelines, in adapting procurement procedures to specific situations and in recommending solutions to problems encountered. Provides business advice and assistance to technical personnel involved in the development of the performance work statement/statement of work or data requirements. Reviews requisition packages for adequacy and compliance with administrative, regulatory, and procedural requirements and consistency with current market practices and conditions. Reviews procurement requests to determine whether, based on market analysis, the requirement can be performed by small businesses; actively solicits Small Businesses and a wide range of socioeconomic groups. If appropriate, initiates action to have all or part of a procurement set-aside exclusively for small business/socioeconomic performance. Prepares applicable determinations and findings. Assists with the development of evaluation criteria to use in determining source selection and "best value" requests for proposals which include utilization of past performance data and technical qualifications for awards based on other than lowest price. Procurements usually involve a variety of considerations such as socioeconomic, market conditions and strategy, difficult-to-define scopes of work, legal conditions, rigid deadlines, or incentive arrangements. Resolves problems that limit competition and modifies clauses that discourage potential offers. Conducts pre-proposal/pre-bid conferences and modifies requirements as necessary. Serves as the point of contact for assigned procurements.

Procures a wide variety of services, commodities, and/or construction. Applies all statutory requirements including regulations, policies, procedures, business and industry practices, market trends, Government Accountability Office (GAO) and Comptroller General Decisions, public law, case law, and precedents to all acquisitions. Contracts assigned may contain a variety of unique attributes such as special handling provisions or other specialized terms and conditions, unfavorable market conditions, and limited competition or sole source requirements. Ensures the price schedule is properly structured, prepares the solicitation, determines sources to be solicited, issues solicitations and amendments, and determines the acceptability of offers based on an analysis of financial and technical information gained. Obtains and reviews subcontracting plans as required.