

ARIZONA COUNTERDRUG TASK FORCE
FULL TIME NATIONAL GUARD DUTY
22440 E Pinal Airpark RD, SBAHP BLDG L4100
Marana, AZ 85145
520-750-5895

Administrative Data

POSITIONS ARE FILLED BASED ON THE AVAILABILITY OF FUNDS

POSITION TYPE: (X) OFFICER () ENLISTED PAY GRADES: WO1-W-3 / O-1 –O-3

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

MISSION: AZ CDTF POSITION TITLE: J-1 OIC

LENGTH OF TOUR: 30 September 2018 (Subject to Funding)

OPENING DATE: 20 June 2018 CLOSING DATE: 6 July 2018

DUTY LOCATION: Phoenix and Marana AZ

SELECTING OFFICIAL: AZ CDTF Commander

ANNOUNCEMENT #: 18-15-1A

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

AREAS OF CONSIDERATION

THE ARIZONA COUNTERDRUG TASK FORCE (AZ CDTF) 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 30 September 2018 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 AZ CDTF are required to participate in Unit drills and annual training (AT). 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 AZ CDTF. 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 AZ CDTF 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 30 September 2018, 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 AZ JCTF J-1 office, Silverbell Army Heliport, BLDG L4100, Red Rock AZ 85145 prior to the closing date posted on the announcement. You may also scan and email the application to the AZ CDTF J1 mailbox ng.az.azarng.mbx.jcntf-j1@mail.mil. If you have any questions please call the Counterdrug Personnel Office at 520-750-5895.

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

- Completed application (part1 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.
- Official Medical Protection System (MEDPROS) / ARMY or Individual Medical Readiness (IMR) / AIR printout ***not AKO medical printout***
- APFT Score Card/PT Score Printout
- Last three performance evaluations if applicable
- **Cannot be on a Temporary Profile at time of orders start date.**
- **Orders start date cannot be within 6 months of ETS date.**

Additional documentation may be submitted and considered; Soldier Record Brief (SRB), 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

Ability to work in a team environment with a high degree of excellence.

SPECIAL EXPERTISE PREFERENCES

Familiarity in identifying and mitigating issues related to T-10 and T-32 operations.

Success in working in a Joint and Interagency environment.

Familiarity with LEA issues and concerns along the Southwest Border.

Familiarity with Ground and Air Operations.

Familiarity with Personnel, Budget and Logistics Management.

Familiarity with the Counter Drug Program.

JOB DESCRIPTION

Is the principal staff assistant to the Task Force Commander in the administration of all areas within the personnel areas. Advises other staff sections and ensures administrative and personnel actions are conducted IAW established policies and procedures. Responsibilities include supervising program hiring, processing of orders, medical claims, maintaining the task force TDA, management of Work Performance Evaluations and overseeing the leave program. OIC is responsible for the management of the personnel and administration office (J-1) of the CDTF. OIC coordinates with Army and Air Guard units and offices to accomplish all tasks and to ensure a smooth daily management of the CDTF program. Coordinates with other staff elements of the CDTF to implement programs and maintain the personnel and administrative needs of the CDTF.