

**ARIZONA COUNTERDRUG TASK FORCE
FULL TIME NATIONAL GUARD DUTY**

1750 E Silverlake Rd.
Tucson, AZ 85713
520-750-5867

Administrative Data

POSITIONS ARE FILLED BASED ON THE AVAILABILITY OF FUNDS

POSITION TYPE: (X) OFFICER (X) ENLISTED PAY GRADES: E8-O3

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

MISSION: AZ CDTF: 6C: Drug Demand Reduction and Outreach

POSITION TITLE: Prevention Coordinator

LENGTH OF TOUR: 30 September 2022 (Subject to Funding)

OPENING DATE: 15 November 2021

CLOSING DATE: 6 December 2021

DUTY LOCATION: Phoenix, AZ

SELECTING OFFICIAL: AZ CDTF Commander

ANNOUNCEMENT #: 22-02-6C

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 with the potential for extension pending budget 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), Branch Approved Physical Fitness Test, 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.

- ❖ SERVICE MEMBER IS NOT AUTHORIZED PCS OR PER DIEM. SERVICE MEMBER WILL COMMUTE AT OWN EXPENSE. THE ONLY EXCEPTION IS WHEN REQUIRED TO TRAVEL FOR A MISSION.

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 has opportunity to be from date of hire through 30 September 2022, with possible extension.

*Background Investigation

*Valid Arizona Driver's 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 emailed to AZ CDTF J1 mailbox ng.az.azarnng.mbx.jcntf-j1@mail.mil. You may also drop off application at the AZ CDTF J-1 Office located at Silverlake Armory, Tucson AZ 85713. If you have any questions please call the Counterdrug Personnel Office at 520-750-5867.

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

- Completed application 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***
- Branch Fitness Score Card / 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.**
- Service Members must have a valid Government Travel Card to apply. Government Travel Card must be in good standing. i.e no delinquent balances, no card suspensions and no outstanding charges

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.

JOB DESCRIPTION

Role/Responsibilities:

The Arizona Counterdrug Task Force (AZ-CDTF) is seeking a Prevention Coordinator (PC) for the Drug Demand Reduction and Outreach (DDRO) program. The DDRO-PC will manage all DDRO personnel, and will be responsible for the implementation of all strategic and operational prevention initiatives conducted by the AZ-CDTF. All initiatives will be in support of the National Drug Control Strategy and the AZ-CDTF State Plan. The DDRO-PC will provide oversight for all DDRO prevention activities and provide frequent reports to the Counterdrug Coordinator. The DDRO-PC serves as the principle prevention subject matter expert and manages the training and safety of all personnel; while overseeing daily operations. Duties and responsibilities include: managing critical relationships with key customers comprised of state agency leaders and local community based organization leaders; coordinating the proper release of public information; strategic planning with Counterdrug Senior Leadership Team; managing the Full-Time Support Management Control System (FTSMCS); integrating DDRO initiatives into state, regional, and local community partnerships; implementing internal prevention efforts between the military and prevention agencies; promoting opportunities for Arizona National Guard units to participate in community prevention efforts, leadership training, and mentorship; and any other DDRO duties as assigned. Applicant must possess a strong aptitude in the following: leadership, organization, research, and communication skills (verbal, written); Microsoft Office knowledge; and instructor skills including public speaking and presentation abilities. A background in teaching, mentoring, and instruction of youth ages 10-17 is preferred. If selected, the Drug Demand Reduction and Outreach Phase I & II certification will be required within one year.