

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: () OFFICER (X) ENLISTED PAY GRADES: E1-E7
POSITION () IS (X) IS NOT OPEN AND CONTINUOUS
MISSION: AZ CDTF POSITION TITLE: CD Personnel and Administrative Clerk
LENGTH OF TOUR: 30 September 2023 (Subject to Funding)
OPENING DATE: 20 January 2023 CLOSING DATE: 17 February 2023
DUTY LOCATION: Tucson, AZ
SELECTING OFFICIAL: AZ CDTF Coordinator
ANNOUNCEMENT #: 23-06-1A
WHO MAY APPLY: Active members of the Arizona (X) Army National Guard
() 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 a one-year 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.

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 2023, 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 emailed to AZ CDTF J1 mailbox ng.az.azarnng.mbx.cdtf-j1@army.mil. You may also drop off application at the AZ CDTF J1 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.**

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

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. 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 strong communication skills both written and verbal to effectively communicate with all levels of command within the supported joint task force military environment, law enforcement, and civilian communities. Written and verbal communication skills may be evaluated as part of the application/interview process.

PREFERRED EXPERIENCE

Prefer Human Resources Specialist (42A) with at least 12 months of specialized experiences in human resources personnel and administration duties. Have a basic knowledge and/or experiences of personnel programs gained through classroom or an on-the-job trainee. Capable of using references, resource materials, and experienced in program functions associated with reviewing/maintaining personnel records and researching record data. Familiarization with the use of the following operating systems/programs: SharePoint, DAMPS, AROWS, IPPS-A, Leave Tracker, iPERMs, and TRANSPOC.

JOB DESCRIPTION

The primary purpose is to assist in the planning, organizing, and administering of joint human resources functions in support of AZ CDTF Personnel, command staff, and various sections of the Headquarters. Responsible for providing support that affect AZ CDTF Service Members overall welfare and well-being while assisting leaders with keeping AZ CDTF Service Members mission ready and effective. Duties may include request and initiation of orders; prepare and maintain personnel records; prepare and review job announcements, hiring processes and board packets; process personnel for separation and retirement; conduct in/out processing; conduct leave audits; staff meeting preparation; preparing and managing correspondence; ability to file, type, data entry and use of various computer databases.