

ARIZONA COUNTERDRUG TASK FORCE
FULL TIME NATIONAL GUARD DUTY
1750 East Silverlake Road
Tucson, AZ 85713
520-750-5867

Administrative Data

POSITIONS ARE FILLED BASED ON THE AVAILABILITY OF FUNDS

POSITION TYPE: OFFICER ENLISTED PAY GRADES: WO1 thru O2

POSITION IS IS NOT OPEN AND CONTINUOUS

MISSION: Arizona Counter Drug Task Force (AZ CDTF)

POSITION TITLE: Program Management / J1 Personnel OIC

LENGTH OF TOUR: 30-Sep-2023 (Subject to Funding)

OPENING DATE: 26-Jan-2023 CLOSING DATE: 07-Apr-2023

DUTY LOCATION: Tucson, Arizona

SELECTING OFFICIAL: AZ CDTF Commander

ANNOUNCEMENT #: 23-07-1A

WHO MAY APPLY: Active Members of the Arizona 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 ARIZONA GUARDMEMBERS.

GENERAL INFORMATION

This position is Title 32, 502 (F), Full Time National Guard Duty. Program funds provided on a Fiscal Year (FY) to FY year basis. This is a temporary position with the potential for extension pending budget (**with a 18 month probationary period**). AZ CDTF members are required to uphold the highest standards of conduct and personal appearance. Outside employment, associations, and/or on-and off-duty conduct/activities must be consistent with federal directives on ethics (DoD 5500.7-R) and with both state and federal conflict of interest policies. AZ CDTF Members must also meet all application requirements; height and weight requirements (or body fat standards), ACFT/USAF Fitness Test, medical requirements, and must not have a suspension of favorable actions. All AZ CDTF members are required to report to M-Day IDT/IAD and complete Annual Training (AT). Preference may be given to Arizona Guardsmen 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 also 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 (AD) are more demanding than retention standards under which traditional National Guard members serve. A current completed medical examination or a medical review such as a Periodic Health Assessment (PHA) within the last 12 months 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 (UA) upon entry into AD and periodic testing while on AD orders. These requirements are in addition to testing required by M-Day 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 AZ CDTF orders. LEAs may require a *polygraph*, security clearance and/or criminal records check, and/or other background inquiries are made by the LEAs IAW their specific/own legal authority. Rejection by a LEA may result in termination from the AZ CDTF
- Applicants may not have more than 16 AD years when applying for this position
- Background Investigation
- Valid Arizona Driver License

INSTRUCTIONS FOR APPLICATION

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

Applicants can find the necessary documents needed to apply by visiting AZ DEMA website located on GKO <https://dema.az.gov/careers/dema-jobs>, "AZ CDTF" under "FORMS." Completed applications should be e-mailed to AZ CDTF J1 mailbox at ng.az.azarnng.mbx.cdtf-j1@army.mil. **Please combine all PDFs into ONE (1) PDF prior to submission.** Applications can be dropped off at the AZ CDTF J-1 Office located at 1750 East Silverlake Road Tucson, Arizona 85713 during business hours (M-F 0800-1600). 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 recent Unit Commander's Recommendation and signature (a separate application must be submitted for each announcement).
- Copy of Military Service Point Credit History (must not be more than 16 years AD).
- Official Medical Protection System (MEDPROS) for Army or Individual Medical Readiness (IMR) for AIR printout ***not the AKO medical printout***
- APFT Score Card/PT Score Printout
- Last three performance evaluations (if applicable)
- Secret or Top Secret Security Clearance Memorandum for Record (obtained from Security Manager/Intel Office Manager)
- **Applicants cannot be on a Temporary Profile at time of orders start date.**
- **Orders start date cannot be within six months of ETS date.**
- **AZNG Title 5 Employees & T32 Military Technicians Require ACC/LCC Enclosure 1 approval**

Additional documentation that may be submitted for consideration - Officer Record Brief (ORB), military evaluation report(s) and/or a Military Resume which includes civilian education, work experience, community volunteer work, etc. Additional documentation must be sent with application and will be given to the selecting official by J1 representative.

Applicants selected/not selected will be contacted directly by selecting official (via phone). Non-selected applications will be destroyed after completion of selection process. AZ CDTF will not share information with other applicants/members regarding selection status. Applicants not selected have five days from their notification date to appeal the selection process (directly to the selecting official).

SPECIAL EXPERTISE REQUIREMENTS

Air Force and Army personnel administrative leadership experience is desired. Extensive administrative experience is preferred to include but not limited to possessing a working knowledge of SharePoint, MOBCOP/DAMPS, AROWS, IPPS-A, Case Management, Leave Tracker. All Microsoft Office products with an emphasis on Excel. Strong understanding of regulations, instructions, policies and other personnel guidance. Must be a self-motivator with the ability to work independently with minimum supervision, ability to learn quickly, and willing to take on new responsibility. Must have interpersonal communication skills to effectively communicate with all levels of command.

JOB DESCRIPTION

Works directly with the Commander and Executive Officer on matters pertaining to personnel and administration regarding AZ CDTF. Prepares and conducts monthly Commanders update briefs. Manages a staff of four Army and Air Force personnel. Maintains, analyzes, and reports personnel strength in order to manage attrition & hiring operations as needed. Manages awards, evaluation, and leave program. Supports command staff and various sections by orders publication, leave reconciliation, records management, and correspondence. Reviews and updates policies as needed and performs other administrative duties as necessary.

*****SERVICE MEMBER WILL COMMUTE AT OWN EXPENSE. THE ONLY EXCEPTION IS WHEN REQUIRED TO TRAVEL FOR A MISSION.*****