

Counterdrug Coordinator (CDC)

-----**FOR IMMEDIATE POSTING TO BULLETIN BOARD**-----

STATE OF NEVADA OFFICE OF THE MILITARY
COUNTERDRUG TASK FORCE
1776 National Guard Way, Box 26
Reno, Nevada 89502
TELEPHONE: (775) 348-5107

TEMPORARY COUNTERDRUG SUPPORT POSITION # 15-08

OPEN TO: All current members of the Nevada Air National Guard	UNIT: Nevada National Guard Counterdrug Task Force
POSITION: Counterdrug Coordinator	MIN/MAX GRADE 03-05
LOCATION: Reno, Nevada	MOS/AFSC: OPEN
OPEN DATE: 7 May 2015	
CLOSE DATE: 08 June 2015 – Boards will be held to establish an OML	

1. The Nevada National Guard Counterdrug (CD) Program is seeking individuals to serve as the Counterdrug Coordinator (CDC) for the Counterdrug Program located in Reno, Nevada. Funding of Orders is expected through September 2015. Additional **orders are contingent upon availability of FY 16 funding**. Applicants should present a favorable military image and will be required to uphold the highest standards of conduct and military personal appearance while on Counterdrug tour. Outside employment, associations and off-duty conduct/activities must be consistent with federal directives on ethics and with state and federal conflict of interest policies. Frequent travel may be required
2. **SUMMARY OF DUTIES:** The CDC serves as the focal point for all CD mission validations, approval authority, and the prioritization for CD mission taskings in accordance with appropriate policies, instructions and directions. The CDC is responsible for all management control aspects of the Nevada Counterdrug Task Force. As the point of contact for CD programming matters the CDC will ensure that program functions are conducted effectively and efficiently. CDC will be the primary liaison to ARNG and ANG staffs and to supported community based organizations and law enforcement agencies.
 - a. Works under the direct supervision of the NVNG J-3 Director of Operations.
 - b. Provide daily leadership to CD personnel.
 - c. Provide planning, policy, technical and administrative direction to a specialized work force.
 - d. Manages assigned physical material and personnel resources within budgetary restraints and guidelines to ensure optimum use of all assigned resources through effective management techniques.
 - e. Manage the training of CD personnel, and responsible for validating LEA training requirements
 - f. Ensures proper tactical and administrative utilization of CD equipment and personnel in performance of all CD missions.
 - g. Responsible for the annual submission of the Governor's Counterdrug Activities Plan.
 - h. Develops and submits annual Counterdrug Budget Operating Plan (CBOP) and revises as required.
 - i. Develops and reviews plans to support NVNG Domestic Operations.
 - j. Coordinates with local and federal law enforcement agencies (LEA) and neighboring states to ensure proper and timely support of approved missions.
 - k. Coordinate with NVARNG and NVANG units and leadership as required.
 - l. Oversee CD Program safety program in compliance with current regulations and procedures to ensure the health, welfare and safety of CD personnel
 - m. Other duties as assigned.
3. IAW NGR 500-2/ANGI 10-801, selectee will be required to attend all IDT/IAD and ATs with their assigned unit. Additional requirements include criminal records check, and /or security screening, urinalysis upon entering active duty and periodic testing thereafter, current physical fitness, current HIV test, current NAC/ENTNAC, and current physical. Females are subject to pregnancy testing.
4. Selected individual will be placed on temporary Title 32 orders. **ORDERS ARE CONTINGENT ON FY15 & FY16 FUNDING AND MAY NOT EXTEND BEYOND SEPTEMBER 2015.**
5. The Nevada National Guard is an Equal Opportunity Employer and all qualified applicants will receive consideration for this announcement without regard to race, color, religion, national origin, or gender.

APPLICATION INSTRUCTIONS

Submit **ALL** documentation listed below to the address shown in the heading above, **ATTN: S-1**. Applications received after the closing date indicated, or submitted incomplete will be returned without action. Applications forwarded in binders will be processed; however, binders will not be returned due to the cost of postage. If you have any questions, the POC for this announcement is MSgt Brent Breese at (775) 384-5898.

1. Letter of introduction. (reference: AFH 33-337 part VI). This is very similar to a cover letter that would be included with a civilian resume, but in a memorandum format.
2. Resume outlining civilian/military experience and education.
3. **Air Force** - Copy of **updated** Virtual MPF RIP AND Virtual MPF PCARS (Point Credit Summary Inquiry)
4. Copy of PIMR to verify current physical, dental and HIV test.
6. Current (**within 6 months**), passing Fitness Assessment
7. Local Law Enforcement Criminal Records Check (Sheriff's Office)
8. Commander's letter of recommendation verifying AFSC status, in good status with your unit, and that you meet service physical fitness and height/weight standards. Contact CD-S-1, MSgt Breese, for the CD Commander's letter of recommendation fillable PDF form.
9. Copy of last 5 OPRs
10. Photo (optional)

Minimum Job Skill Requirements:

- Must complete the NGB-CD Safety Course (CD-Safety) within one year of assignment.
- Must complete the NGB-CD Senior Leader Course (CD-SLC) within one year of assignment.
- Must complete the NGB-CD Ground Reconnaissance Phase I course within one year of assignment.
- Computer Literate (Windows, Power Point, Spread Sheets, Word Processors, Databases, etc.)
- Comfortable and proficient at public speaking
- Capable of completing/supervising simultaneous projects
- Military Leadership experience
- Organized
- Experience in the planning, preparation and execution of military missions
- Operation Order development
- Budgeting

Minimum Administrative Requirements:

- Proficient in the English Language (Read, Write, and Speak)
- Current member of the Nevada Air National Guard (Adhering to basic NVANG Standards)
- Receive negative results on Drug Test
- Females must have a negative result on pregnancy test
- Not have any suspension of favorable action pending
- ANG personnel who serve on counterdrug duty for 31 or more consecutive days are subject thereafter to retention standards of their respective services while they remain on duty.
- Meet Height and Weight standards. Failure to maintain weight control standards after selection will result in immediate termination of Counterdrug duty.
- Meet Air Force Physical Fitness Test standards for required age group. Failure to maintain standards after selection will result in immediate termination of Counterdrug duty.
- Pass a detailed LEA background check
- Possess valid driver's license
- Possess a valid Government Travel Card

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Preferred Additional Skills:

- Appropriate level PME complete
- CD-Safety complete
- CD-SLC complete
- CD-Ground Reconnaissance Specialist (Phase I & II) Complete
- Military Command
- Operations Officer experience
- Law Enforcement experience
- DoD Contracting experience
- Previous National Guard Counterdrug experience

BRIAN M THAYER
Lt Col, NVNG
Counterdrug Coordinator