

-----**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 # 16-01

OPEN TO: All current members of the Nevada Air or Army National Guard

UNIT: Nevada National Guard Counterdrug Task Force

POSITION: FTSMCS Administrator

MIN/MAX GRADE E1-E4

LOCATION: Reno, Nevada

MOS/AFSC: OPEN

OPEN DATE:

CLOSE DATE: 15 January 2016 – Boards will be held to establish an OML

1. The Nevada National Guard Counterdrug (CD) Program is seeking individuals to serve as the Full Time Support Management Control System (FTSMCS) Administrator for the Headquarters Section located in Reno, Nevada. Funding of Orders is expected through September 2016. **Additional orders are contingent upon availability of FY 17 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.
2. **SUMMARY OF DUTIES:** The CD FTSMCS Administrator is responsible the input, tracking and verification of CD mission details including, personnel, funding, equipment usage, flight hours, and results. The FTSMCS administrator will oversee and train Counterdrug personnel on FTSMCS program and maintain mission folders for each mission. The FTSMCS Administrator must remain abreast of administrative changes and will act as primary resource for data compilation for the program
3. IAW NGR 500-2, 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 FY16 & FY17 FUNDING AND MAY NOT EXTEND BEYOND SEPTEMBER 2016.**
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 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: AR 25-50, chapter 3 or AFH 33-337 part VI)
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. Army - Copy of updated RPAM (Retirement Points Accounting Management) AND PQR (Personnel Qualification Record).
5. Copy of IMR printout (Army) or PIMR (Air) to verify current physical, dental and HIV test.
6. Current (within 6 months), passing APFT and DA 5500 (if applicable)(Army) or Fitness Assessment (Air Force)
7. Local Law Enforcement Criminal Records Check (Sheriff's Office)
8. Commander's letter of recommendation verifying AFSC/MOS status, in good status with your unit, and that you meet service physical fitness and height/weight standards. Contact MSgt Breese for template.
9. Copy of last 5 NCOERs (Army) or EPR (Air Force) - if applicable

FTSMCS Administrator

10. Photo (optional)

Minimum Job Skill Requirements:

- Computer Literate (Windows, Power Point, Spread Sheets, Word Processors, Databases, etc.)
- General office skills

Minimum Administrative Requirements:

- Proficient in the English Language (Read, Write, and Speak)
- Current member of the Nevada National Guard (Adhering to basic NVNG 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/ARNG 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/Army 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

Preferred Additional Skills:

- Media communications and presentations
- FTSMCS experience
- Previous Counterdrug experience

MERRIDY L. STEPHENSON
Capt, NV ANG
Counterdrug Coordinator