

-----**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 # 16-05

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| OPEN TO: All current members of the Nevada Army National Guard | UNIT: Western Regional Counterdrug Training Center / Nevada National Guard Counterdrug Task Force |
| POSITION: Counterdrug Integration and Training Coordinator | MIN/MAX GRADE E6-E7, O1-O2 |
| LOCATION: Reno, Nevada | MOS/AFSC: OPEN |
| OPEN DATE: 15 April 2016 | |
| CLOSE DATE: 20 May 2016 – Boards will be held to establish an OML | |

1. The Nevada National Guard Counterdrug (NV-CD) Program and Western Regional Counterdrug Training Center (WRCTC) are seeking individuals to serve as the Regional Integration and Training Coordinator (RITC) 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:** These positions are through the WRCTC located in Camp Murray, Tacoma, WA, but the assignment and duty location will be NV-CD HQ, May ANGB, Reno, NV.

The RITC is responsible for outreach to and stewardship of a sophisticated target audience of federal, state and local law enforcement agencies within each state through the use of briefings, face-to-face solicitations, and events. In addition, the successful candidate will assist with the full range of development activities, such as conferences and special events, as well as other duties as assigned. The RITC will interact closely with WRCTC instructor staff in Washington and coordinate with the other State Outreach Developers in adjacent states.

This position will be responsible for cultivating and managing relationships with federal, state and local law enforcement agencies, creating presentations and supporting all activities related to attracting new agencies for training. The RITC will have an assigned territory.

Job Task and Responsibilities:

- Establish goals, outcomes and measures to assess agency training needs, requirements and post training follow up.
- Develop the network of federal, state, regional and local law enforcement agencies to support the WRCTC training program.
- Engage and educate key stakeholders in the counternarcotic and global threat reduction arena within the state on the WRCTC mission, capabilities and curriculum.
- Organize meetings with key federal, state and local law enforcement leaders and policymakers and develop education events and programs; and on-going communications.
- Attend and speak at local law enforcement conferences and events about the WRCTC mission, capabilities and curriculum.
- Establish and track training agreements.
- Work with various federal, state, local and regional law enforcement agencies to ensure that the WRCTC training provided to the target audience is applicable, relevant and followed up on.
- Works collaboratively with WRCTC training staff to communicate and facilitate optimal agency training outcomes.
- Preparation of educational tools (A/V, demonstration models, briefings...etc.) as needed to present to targeted agencies.
- Preparation of briefings for agency leadership.
- Assist the WRCTC training staff in creating and completing evaluation tools that will aid in the evaluation of post training follow up to identify increases and gaps within agencies receiving training from the WRCTC.
- Must be able to take direction and receive tasking's from the Regional Outreach Director and/or his/her designee.
- Must be available for work during the hours assigned, for agency interactions and overall program development.
- Accept other duties needed/assigned for the WRCTC's needs.

Counterdrug Regional Integration and Training Coordinator

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)
2. Resume outlining civilian/military experience and education.
3. Copy of updated RPAM (Retirement Points Accounting Management) AND PQR (Personnel Qualification Record).
4. Copy of IMR printout to verify current physical, dental and HIV test.
5. Current (within 6 months), passing APFT and DA 5500 (if applicable)
6. Local Law Enforcement Criminal Records Check (Sheriff's Office)
7. NV-CD Commander's recommendation document (enclosed) verifying MOS status, in good status with your unit, and that you meet service physical fitness and height/weight standards.
8. Copy of last 5 NCOERs or OERs
9. Photo (optional)

Minimum Job Skill Requirements:

- Ability to make rapid, sound decisions.
- Ability to adapt to changing circumstances.
- Ability to apply critical thinking in a fast paced environment.
- Ability to collaborate innovatively within and outside the WRCTC.
- Ability to analyze, understand and problem solve in an effective and efficient manner.
- Ability to implement at both the strategic and operational levels.
- Knowledge of systems thinking and informational technology in an educational environment.
- Knowledge of continuous quality improvement methods and the ability to implement them on an as needed basis.
- Demonstrated leadership skills and professionalism.
- Strong communications skills are essential as well as computer literacy (MS Office Suit [i.e. Word, PowerPoint and Excel]) and accurate data entry skills.
- Adhere to all local, state, federal policies and procedures.
- Ability to organize and prioritize work assignments and meet deadlines.
- Knowledge of pertinent laws, policies / procedures and/or guidelines affecting areas of responsibility.
- Excellent public relations and marketing skills.
- Effective computer (Hardware and Software) and data management skills.
- Effectively using interpersonal and communications skills, including tact and diplomacy.
- Effectively using organizational and planning skills, including attention to detail and follow-through.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.
- Be able to be flexible to accept other duties needed/assigned for the program's needs.
- The ability to work cooperatively and collegially with others, consistent with a workplace of dignity and respect and EEO rules and regulations.
- The ability to report to work as scheduled, ready to devote full attention and energy to the important work of the WRCTC.
- The ability to accept work directives from managers and supervisors in a respectful and cooperative manner.

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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:

- Counterdrug experience
- Training center experience
- Law enforcement experience

Encl
NV-CD Commander's Recommendation Document

//////**SIGNED**//////
MERRIDY L. STEPHENSON
Capt, NV ANG
Counterdrug Coordinator

Commander's Recommendation for Employment with the Nevada Counterdrug Task Force
(NV CDTF)

For use of this form see NGR 500-2 / ANGI 10-801

1. Please take the time to thoroughly evaluate the following individual for entry on Full Time National Guard Duty Counterdrug, Title 32 service or continued service with the Nevada Counterdrug Task Force.

| Name | Rank | Unit | Unit Phone Number |
|------|------|------|-------------------|
|------|------|------|-------------------|

2. Personnel on duty with the NV CDTF are held to high standards based on program requirements and internal policies. Service members must meet physical fitness and weight control standards, have no disciplinary flags (or unfavorable information file) and receive the unreserved recommendation of their unit commander. Please personally certify the following requirements individually:

a. Current and previous APFT / Fitness Test

1. Fitness Test Date: _____ Test Result: _____

2. Fitness Test Date: _____ Test Result: _____

*If test not accomplished provide an explanation:

b. Service member not on a weight control program.

c. Service member pending any negative disciplinary actions.

d. Service member's current ETS date: _____

e. Service member's last PHA: _____

3. Personnel employed by the NV CDTF are required to attend 15 days of annual training and all unit training assemblies each year. Personnel who fail to maintain satisfactory attendance should be immediately reported to the NV CDTF. Only the individual's commander or higher authority is authorized to endorse this form.

4. Requests for additional annual training days are not automatic and are limited to exceptional cases. Detailed coordination between the unit commander and the CDTF HQ must be done well in advance.

5. Extended Active Duty (EAD) is a privilege, not a right. By endorsing below, you are verifying that the individual is a member in good standing of your unit and consistently participates in drills and annual training. You are giving the member your personal recommendation for extended active duty. Due to the high visibility and the unique mission of the NV CDTF we strive to ensure the highest caliber of soldiers and airmen are employed to represent the Nevada National Guard.

I do recommend this member for EAD

I do not recommend this member for EAD

6. The point of contact regarding this issue is the NV CDTF Personnel Section at 775-348-5106 .

Signature / Date

Name, Title and Rank