

Administrative Specialist / NCO

-----**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) 348-5106

AMENDMENT 1- Clarifies required documents for Army and Air candidates

TEMPORARY COUNTERDRUG SUPPORT POSITION # 17-07

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

UNIT: Nevada National Guard Counterdrug Task Force

POSITION: Administrative Specialist/ NCO

MIN/MAX GRADE: E4-E5

LOCATION: Reno, Nevada

MOS/AFSC: OPEN

OPEN DATE: 24 January 2017

CLOSE DATE: 28 February 2017 – Boards will be held
to establish an OML

1. The Nevada National Guard Counterdrug (CD) Program is seeking individuals to serve as the Administrative Specialist/NCO located in Reno, Nevada. Funding of Orders is expected through September 2017. **Additional orders are contingent upon availability of FY18 funding.** PCS funds not available. 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 Counterdrug Administrative Specialist/NCO is responsible for administrative support to the CD Headquarters Element. This includes but is not limited to tracking and entry of data into FTSMCS such as: tracking and verification of CD mission details including, personnel, funding, equipment usage, flight hours, and results; tracking and reporting on member AT and IDT performance; facilitation and training of Counterdrug personnel on the FTSMCS program management of those mission files; and accessing and updating other systems as needed.
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 FY17 & FY18 FUNDING AND MAY NOT EXTEND BEYOND SEPTEMBER 2017.**
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 SFC Andrew Valles at (775) 348-1040.

1. DA Form 1058-R (ARMY)
2. NGB Form 1058-1R (ARMY and AIR)
3. Letter of introduction. (reference: AR 25-50, chapter 3 or AFH 33-337 part VI) (ARMY and AIR)
4. Resume outlining civilian/military experience and education. (ARMY and AIR)
5. **Air Force** - Copy of **updated** Virtual MPF RIP AND Virtual MPF PCARS (Point Credit Summary Inquiry)
6. **Army** - Copy of **updated** NGB Form 23A Retirement Points Accounting Management (RPAM) AND Personnel Qualification Record (PQR).
7. DA Form 1506 (ARMY)
8. Orders Query. (ARMY)

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9. Copy of IMR printout (Army) or AF FORM 422 (Air) to verify current physical, dental and HIV test.
10. Current (within 6 months), passing APFT and DA 5500 (if applicable)(Army) or Fitness Assessment (Air Force)
11. Local Law Enforcement Criminal Records Check (Sheriff's Office) (ARMY and AIR)
12. 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. Template enclosed. (ARMY and AIR)
13. Copy of last 5 NCOERs (Army) or EPR (Air Force) - if applicable
14. Official Photo (ARMY and AIR)

Minimum Job Skill Requirements:

- Computer Literate (Windows, Microsoft Office, Database management, etc)
- General understanding of the information contained within and capabilities of automated data bases to effectively request and/or retrieve information
- Demonstrate ability to communicate effectively in writing and orally; comfortable and proficient at public speaking. Such skills are required in order to ensure effective, concise expression of ideas in reports, during conferences and briefings.
- Must be physically able to perform GRT duties
- 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:

- Current AFCOS, DTS, FTSMCS, and GFEBBS access and experience
- DTS; AO, RO, DTO
- Media communications and presentations
- Previous Counterdrug experience

Encl
Commander Recommendation to NV CDTF

//////SIGNED//////
MERRIDY L. YOUNG
Capt, NV ANG
Counterdrug Coordinator