

**CAREER MANAGEMENT JOB ANNOUNCEMENT**  
**FULL TIME NATIONAL GUARD FOR COUNTERDRUG-TITLE 32**  
**SUBJECT TO ANNUAL FUNDING**  
**AMENDED**

**ANNOUNCEMENT #:** CD11- 025

**OPEN TO:** Internal Counterdrug members only

**OPEN DATE:** 18 August 2011

**CLOSING DATE:** 2 September 2011

**POSITION TITLE:** Prevention, Treatment and Outreach (PTO) Training Coordinator

**LOCATION:** Camp Mabry, Austin, TX

**RANK:**

E-Grade Limitation: NLT E5/NTE E7\*

O-Grade Limitation: Not Eligible

WO-Grade Limitation: Not Eligible

\*NOTE: Eligible to be promoted to E7 with one year experience in substance abuse and/or prevention.

\* E7 applicants are not eligible unless already possessing required one year experience in any of the following: Substance Abuse Prevention, Counterdrug program, certified instructor, or Drug Demand Reduction. Must already be proficient with data entry into Fulltime Support Management Control System and other databases. Must already be proficient in lesson planning and implementation of training.

**ADDITIONAL REQUIREMENTS:**

Must be able to attend MANDATORY training 19-29 September 2011, Dallas, Tx. Must be in place at duty location NLT 1 October 2011.

**BRANCH:** Texas Air or Army National Guard

**HOW TO APPLY:**

**INTERNAL APPLICANTS (ON-BOARD COUNTERDRUG):**

1. Memorandum for Consideration (This memorandum should state why you are best qualified for the position and include Name, Rank, SSN, Current Unit, and Complete contact info to include a valid, frequently used email).
2. ARMY: CERTIFIED copy of DA Form 2-1 or Air Force: ANG current Records Review RIP sheet.
3. Last three Counterdrug evaluations or unit evaluations.
4. Physical Fitness test and current height and weight memorandum (with measurements) from Unit commander. If exceed standards, include DA Form 5500-R/DA Form 5501-R or memorandum for ANG personnel.

5. Biographical Summary in accordance with Army Regulation or Air Force Regulation that details all experience including Counterdrug Law Enforcement experience.
6. Any other evaluations, letters of recommendation, certificates or transcripts.

**NOTE:** Information not mentioned above may be included and is encouraged in order to assist in the determination and verification of skills and experience, i.e., course certificates, DD Form 214, etc. Additional information should convey your skills and experience and clearly reflect your potential.

**All Application Criteria must be provided. Only complete application packets will be considered.**

**WHERE TO FORWARD APPLICATION:** Mail to NGTX-JCD, ATTN: TSgt Marqueses, (Bldg 41/Room 202), PO Box 5218, Austin, TX 78763-5218. Overnight to: 2200 W 35th ST (Bldg 41/Room 202), Austin, TX 78703-1222. **Applications must be received NLT 1500 hrs on the closing date.** POC for submission is TSgt Andrea Marqueses, Administrative NCO, (512) 782-6734. Email: [Andrea.Marqueses@us.army.mil](mailto:Andrea.Marqueses@us.army.mil)

**CONSIDERATION:** All applicants will receive consideration for this position without regard to race, religion, color, national origin, sex, age, political affiliation or other non-merit factors.

**WHO MAY APPLY:** Applications will be accepted from current Texas Military Forces Members who meet the criteria listed in this announcement.

**DUTIES AND RESPONSIBILITIES:**

1. Coordination with leadership gaining buy-in and support
2. Member must be able to travel and have flexible working hours
3. Promote PTO/substance abuse prevention services using marketing, networking, and consulting strategies.
4. Develop annual substance abuse prevention plan and address military risk levels and work toward reducing risk factors.
5. Ensure all military personnel are provided the annual prevention education/training required IAW AR-600-85 and AFI44-121.
6. Prepare and conduct prevention training to identified high-risk groups utilizing the core PTO Curriculum, Team Readiness, maintain rosters, and session rating forms (pre and post)
7. Track service members identified (IAW 600-85 and AFI 44-121) for treatment and their compliance with completion of treatment plans.
8. Maintain liaison and coordination with the ARNG and ANG training officers to assist in integrating the preventive education and training efforts into the overall training program.
9. Maintain liaison with civic organizations, civilian agencies, and military organizations to integrate the PTO effort with other preventive efforts.
10. Coordinate all matters pertaining to substance abuse prevention and education.
11. Oversight of the PTO budget.
12. Prepare and conduct the educational training portion for Unit Prevention Leader (UPL)/Drug Testing Program Administrative Managers (DTPAM), maintain rosters, and session ratings (pre and post)
13. Track all prevention training conducted by UPLs and DTPAMS, maintain rosters and session ratings forms (pre and post)

14. Responsible for data entry into Full Time Support Management Control System (FTSMCS) and other
15. Prepare, maintain and disseminate various reports as required.
16. Must maintain and update list of available certified substance abuse rehabilitation programs, as well as other resources for service member support.
17. Must conduct awareness briefings to service member's families and dependents to increase knowledge of the PTO Program and service available.
18. Ensures that the annual PTO performance measures targets are achieved with support from leadership.

**PREFERRED POSITION QUALIFICATIONS:**

1. Must have intermediate level of experience in Microsoft Office (Word, Excel, Power Point, Access and Visio) applications.
2. Familiar with current Counterdrug Policies and Procedures.
4. Familiar with Army/Air Regulations
5. Familiar with NGR 500-2/ANGI 10-801 (National Guard Counterdrug Support)
6. Ability to properly prepare military and civilian correspondence IAW AR 25-50 (Preparing and Managing Correspondence)
7. Experience in Substance Abuse and Prevention, Treatment, Outreach.

**SELECTIVE PLACEMENT FACTORS:**

1. Must be qualified for initial entry into or continued service in the Joint Task Force Counterdrug Program IAW NGR 500-2, to include: being a deployable asset; have Unit Commander's recommendation for initial or continued service in the Counterdrug Program; not have any unfavorable actions of any kind; no record of moral turpitude or convictions of any kind; meet the medical standards of fitness IAW applicable Army or Air Regulations; and maintain physical fitness standards IAW applicable Army or Air Regulations.
2. Urinalysis testing upon entry on active duty and periodic testing while on active duty.
3. Requirement to continue attendance at IDT/IAD and AT while on FTNGDCD.
4. Status of funding from year to year.
5. Probability of criminal records checks, and/or security by LEAs for applicants serving in LEA offices or in positions where they are privy to operational information of LEAs. Applicants will be informed that such inquiries are likely to be completed after entry on duty and that rejection by LEAs could result in their removal from the Counterdrug program.
6. Standards of Conduct.
  - a. Members are required to uphold the highest standards of conduct and personal appearance. Outside employment, association and off-duty conduct/activities must be consistent with federal directives on ethics and with state and federal conflict of interest policies.
  - b. National Guard members participating in the Counterdrug Support Program are required to comply with state laws and with DoD 5500.7-R. They are required to uphold the highest standards of conduct and personal appearance.
7. Must have minimum 3 years retainability with TXMF traditional/m-day unit of assignment.
8. Must have less than 17 years TAFS.
9. PCS funding is available.
10. Must be available to report for duty NLT 1 Oct 2011.

**NOTE:** ALL SUPPORTING DOCUMENTATION MUST BE ADDED TO THE APPLICATION PACKET FOR ANY ITEM NOT LISTED ON THE DA FORM 2-1 FOR CONSIDERATION BY THE SELECTION BOARD.

**NOTE:** ALL COLLEGE CREDIT, (I.E., SEMESTER HOURS, DEGREE) MUST BE ANNOTATED ON DA FORM 2-1 OR OTHER VERIFICATION (TRANSCRIPTS, DIPLOMA) MUST BE INCLUDED IN APPLICATION PACKET.

**NOTE:** ALL LAW ENFORCEMENT TRAINING MUST BE DOCUMENTED WITH CERTIFICATES OF COMPLETION AND NUMBER OF COURSE HOURS - A COPY OF TRAVEL ORDERS FOR THE COURSE WITH DATES MAY BE CONSIDERED FOR CASES WHERE THE CERTIFICATE DOES NOT HAVE THE COURSE HOURS ON IT.

**NOTE:** APPLICANTS MUST SUBMIT A MEMORANDUM FOR RECORD TO THE PRESIDENT OF THE BOARD IN PLACE OF ANY REQUIRED DOCUMENT UNDER "HOW TO APPLY" STATING THE REASON FOR NONSUBMISSION.

**NOTE:** THE JCDTF IS A STATEWIDE PROGRAM AND TASK FORCE MEMBERS ARE SUBJECT TO PCS REQUIREMENTS BASED ON THE NEEDS OF THE PROGRAM. RECOMMENDED INDIVIDUAL (S) WILL NOT MAKE PLANS TO MOVE TO NEW ASSIGNMENT UNTIL FORMALLY NOTIFIED BY NGTX-PM THAT BOARD RECOMMENDATION HAS BEEN APPROVED AND PCS FUNDS (IF APPLICABLE) ARE AVAILABLE AND HAVE BEEN OBLIGATED.

**NOTE:** IF APPLICABLE, ADVANCEMENT TO THE NEXT HIGHER GRADE IS NOT AUTOMATIC. SELECTED APPLICANT(S) WILL NOT ACCEPT OR BE PROMOTED TO THE NEXT HIGHER GRADE WITHOUT PRIOR APPROVAL FROM NGTX-AGR.

**NOTE:** PERSONAL APPEARANCE BOARD WILL BE REQUIRED.