

# Arkansas National Guard

## Full Time National Guard Duty For Operational Support (FTNGD-OS) Position Vacancy Announcement

### SECTION I: Administrative

(Authority: Title 32 USC 502(f), AR 135-18, NGR (AR) 600-5)

<b>Position Title:</b> DDRO Civil Operations Specialist	<b>Position Number:</b> 24-002CD	<b>Open Date: 1 OCT 2023</b> <b>Close Date: 30 SEP 2024</b>
<b>MOS/Branch of Position:</b> All MOS/AFSC	<b>Position PULHES:</b> See medical below	<b>NLT: E1, NTE: E5</b>
<b>HRO Point of Contact</b>		<b>Duty Location</b>
Human Resource Office Telephone# : (501) 212-4201		Counterdrug Camp Joseph T. Robinson, North Little Rock, AR 72199

### SECTION II: Area of Consideration

(1) Members of the Arkansas Army and Air National Guard

**SECTION III: Qualification Requirements** *(To be considered for this position, individual must possess or initiate a National Agency Check with Inquiries (NACI) background investigation. A favorable determination based upon investigative results is mandatory for this position. Failure to meet these requirements will result in termination of employment.)*

Minimum grade E1; maximum grade E5. Applicant must have experience in Microsoft Office applications and have working knowledge of data processing programs and system security requirements. Applicant must be able to work without direct supervision. Applicant must be a self-starter, responsible, dependable, and well organized. Must have good verbal, and written communication skills. Must understand facilitation skills. Must be comfortable speaking in public and have experience giving presentations to large and small groups. Must not be under any current Suspension of Favorable Personnel Actions (FLAGS). Applicant must maintain appropriate level of physical readiness and pass the appropriate service fitness test IAW service regulations. Must have a valid state issued driver's license. Must have an Army or Air Force issued driver's license or be able to obtain one by the start of the duty position. Must have a non-expired Government Travel Card (GTC) or be able to obtain one by the start date of the position. The Soldier/Airman must not have served on any combination of operational support orders for more than three years out of the preceding four years. Applicant must not serve more than 17 years of Active Federal Service as a result of this duty. The Soldier/Airman must not be able to qualify for sanctuary as a result of the duty unless a waiver is approved prior to the publication of the order. Selectee will be required to pass a drug test within 30 days of starting position. Must have a current (i.e., completed within the last 12 months) physical health assessment (PHA) and no IMR deficiencies. Soldiers/Airmen with any unresolved medical issues, to include temporary profiles, are ineligible for a tour. Must have a current negative HIV-1 test within 2 years of the projected report date.

### SECTION IV: Placement Factors

Applicants should demonstrate through prior experience, education, and training the following:

- Completion of DDRO Introduction Course within 30 days of acceptance of CD orders.
- Completion of DDRO Phase I within 6 months and completion of DDRO Phase II within 1 year (if NGB sponsored course is available).
- Experienced in the use of Case Management or equivalent type of database.
- Possess a favorable National Agency Check (NAC) and be able to obtain a Secret/Top Secret security clearance for the duty position of assignment (if required).

Selectee may be subject to uncommon tours of duty, recall to the workplace, and irregular hours. Shift work may be required. Selectee will be required to attend Individual Drill Training (IDT)/Annual Training (AT) periods while on this tour. Must meet medical retention standards. Permanent Change of Station (PCS) funding for duty greater than 139 days is subject to approval by the respective program manager.

## SECTION V: Summary Of Duties

In an effort to help reduce substance abuse and the demand for illegal drugs, Civil Operations Specialists work as advisers to coach communities and anti-drug coalitions in delivering collaborative and effective strategies that support community wellness. Through the National Guard Bureau Counterdrug Civil Operations Standard Operating Procedures and the use of the unique tools developed for the National Guard, Civil Operations Specialists are able to use their training and experience by applying military processes to a community setting. By providing tools through National Drug Prevention assessments and encouraging partnerships and participation within local community based organizations and law enforcement agencies, Civil Operations Specialists are able to assist in the planning and support of drug misuse prevention efforts. Civil Operations Specialists focus on a wide variety of tasks including; creating infographics, facilitating meetings, developing planning products, connecting community efforts with state and national resources, and supporting community events. Additional duties may include Ground Reconnaissance Team Member, Mobile Communications Team Member, or the performance of other duties as assigned for the betterment of the Counterdrug Program.

REF: CNGBM 3100.01 / PPOM 22-050

## SECTION VI: Instructions for Applying. **Applications must be emailed to Counterdrug. The email address for CD is: [sydney.a.dawson2.mil@army.mil](mailto:sydney.a.dawson2.mil@army.mil) E-mailed applications must be submitted in one .pdf file unless prior coordination has been made to submit the application in a different format.**

Evaluation will be based on the qualification requirements stated in the announcement; therefore, it is important that every requirement on the announcement be addressed on DA Form 1058 R. To be considered qualified, applicant must meet qualification requirements as of the closing date of this announcement. Substantial changes in duties and responsibilities during a job should be fully explained so that appropriate credit may be given. Orders are subject to the availability of funding.

**Submit the following required attachments to the Cover Letter/FTNGDOS Checklist in the order listed below:**

- A. **Cover Letter/FTNGDOS Checklist** with required signatures.
- B. **DA Form 1058-R (July 2010)**. DA Form 1058-R **must be signed in original ink**.
- C. **MEDPROS Individual Medical Readiness (IMR) Report** with current PHA date.
  - \*Soldiers with a permanent medical profile, must include a current copy of their DA Form 3349.
  - \*Soldiers who have a numerical indicator of a 3 or 4 in his/her PULHES **must also include a current copy of their permanent medical profile (DA Form 3349)**.
  - \*Soldiers whose weight listed exceeds the screening table weight allowed in accordance with Army Regulation 600-9 must also include a **Body Fat Content Worksheet (DA Form 5500-R for males or DA Form 5501-R for females)**.
- D. **Personal Qualification Record (PQR) or Enlisted Records Brief (ERB)/Officer Records Brief (ORB)** showing current home of record (WebUPS Printout)
- E. **DAMPS / ARROWS Print out** to determine the last 31 day break in orders for determining separation pay.
- F. **DA Form 873 or JPAS Certificate** for verification of NACI and/or Clearance.
- G. **NGB Form 23A (Retirement Points Accounting Statement (RPAS) Statement) (Within last 30 days)**.
- H. **DA Form 705, APFT/ACFT Scorecard** (must be within 6 months). Air Force Physical Fitness Test Score Card.
  - \*Soldiers with non-current DA Form 705 must provide a Memorandum for Record outlining the contributing factor as to why the soldier does not have a current DA Form 705.
- I. **SF 181, Race and National Origin Identification**.
- J. **AR CDP Form 1, Commander Approval letter**.
- K. **DD 369, Police Records Check**.
- L. **DA Form 1506** (If applicable).

## Equal Opportunity

The Arkansas National Guard is an equal opportunity employer and prohibits employment discrimination on the basis of race, color, and national origin as such all applications for this position will receive equal consideration.

## Cover Letter/ FTNGDOS Checklist

(Checklist for Applicant to ensure all required documents are completed)

Document	YES	NO	N/A
AR CDP Form (Approval Letter)			
DD 369 (Police Records Check)			
PT Test			
DA Form 5500 / 5501 (If Applicable)			
MEDPROS / IMR			
PHA Date is within 1 Year			
HIV Test is Current			
JPAS (Security Clearance)			
RPAS or PCARS			
DA 1058-R			
DAMPS / ARROWS			
PQR / ERB			
SF 181			
DA Form 1506 (If Applicable)			
Military Travel Card (YES or NO)			
Driver's License # and State of Issue			

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**HRO Delegates Signature**

# Arkansas Counterdrug Program

Commander's Letter of Recommendation Checklist (IAW NGR 500-2/ANGI 10-801 Chp 8, par 8-11b)

1. Name (Last, First Middle)	2. Grade / Rank	3. Last 4	4. Gender
			<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
5. Organization (Include Address & Zip Code)			6. Unit Phone
7. Home of Record (Street, City, State & Zip Code)			8. Home Phone
9. DOB	10. Date of Rank	11. MOS / AFSC	12. Branch
			<input type="checkbox"/> ARNG <input type="checkbox"/> ANG

**All Items Below Are To Be Filled Out By The Unit Commander**

1. Does the SM have less than 16 years AS (Not more than 17 years as a result of the duty).				<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Does the SM meet the medical Retention standards IAW Chapter 3, AR 40-501?				<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Is SM within 6 months of MRD/ETS on the report day of the tour?				<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Is the SM under a suspension of favorable actions? (circle one)				<input type="checkbox"/> YES <input type="checkbox"/> NO
5. Has the SM passed a 'For Record' physical fitness test in the last 6 months?				<input type="checkbox"/> YES <input type="checkbox"/> NO
Date of last APFT	Score of last APFT	Pass/Fail		
6. Is within commuting distance of the assigned duty station?				<input type="checkbox"/> YES <input type="checkbox"/> NO
7. Does SM's Human immune-deficiency virus (HIV) show "green" in MODS (MEDPROS IMR)?				<input type="checkbox"/> YES <input type="checkbox"/> NO
8. Is this SM in good standing with the unit, and participating in drill and AT?				<input type="checkbox"/> YES <input type="checkbox"/> NO
9. This service member will be serving in a rank structured organization. If the SM is promoted above the SM's Counterdrug authorized grade, the SM may be released from Counterdrug duty.				
10. This SM will be drug tested upon entry into the Counterdrug program. If unfavorable results are received, CD orders will be terminated immediately.				
11. If female, pregnancy test will be given within 15 days of order start date.				
12. This SM must continue to attend all regularly scheduled unit IDT/AT while on FTNG-CD orders.				
13. By signing this form, I recommend this SM be considered for a position with the Arkansas National Guard Counterdrug Program. (use space below for optional comments)				

Printed Name & Rank of Commander		Commander's Signature		
Date	Unit Phone #	Commanders Phone #		