

# Arkansas Army 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> Counterdrug Flight Operations	<b>Position Number:</b> 24-005CD	<b>Open Date: 1 APR 2024</b> <b>Close Date: 30 SEP 2024</b>
<b>MOS/Branch of Position:</b> 15P or 15Q / AV	<b>Position PULHES:</b> See medical below	<b>NLT: PV2 E2</b> <b>NTE: SPC E4</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 National Guard (AR ARNG) who possess the required MOS

**SECTION III: Qualification Requirements** *(Upon selection 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 E2; maximum grade E4.

1. Must not be under any current Suspension of Favorable Personnel Actions (FLAGS).
2. Applicant must maintain appropriate level of physical readiness and pass the appropriate service fitness test IAW service regulations.
3. 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.
4. Must be worldwide deployable with no duty limiting conditions to include but not limited to: temporary profiles greater than 14 days, dental readiness class 3, permanent profile indicating a MAR2, permanent profile indicating a MEB, permanent profile indicating a non-duty related action is needed, and no physical restrictions.
5. Must have a non-expired Government Travel Card (GTC) or be able to obtain one by the start date of the position.
6. 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.
7. Applicant must not serve more than 17 years of Active Federal Service as a result of this duty.
8. 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.
9. Selectee will be required to pass a drug test within 30 days of starting position.
10. Must have a current negative HIV-1 test within 2 years of the projected report date.
11. Must be comfortable speaking in public and have experience giving presentations to large and small groups IAW with TRADOC 350-70.
12. Must be able to work without direct supervision.
13. Must be a self-starter, responsible, dependable, and well organized.
14. Must have computer knowledge and skills.

#### **SECTION IV: Placement Factors**

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

1. Completion of Counterdrug Doctrinal Training Course (Online) within 30 days of acceptance of CD orders.
2. Completion of Case Management Bootcamp as soon as possible.
3. Possess a favorable National Agency Check (NAC) and be able to obtain a Secret security clearance for the duty position of assignment (if required).
4. Experienced in the use of Case Management or equivalent type of database.
5. Preferred experience of at least 18 months in arranging, interpreting, or applying directives and regulations governing transportation of personnel, cargo, or freight.
6. Law enforcement familiarization and coordination experience is preferred.
7. Possess a Government Travel Card and willing to travel for extended periods during summer months.

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**

As a Counterdrug Flight Operations Specialist, your primary duty will be in support of Federal, State & Local Law Enforcement Agencies (LEA) by providing operational support to pilots and mission sets as requested. A brief description of these duties includes, but is not limited to:

1. Reports directly to the CD AV OIC and perform assigned support category duties as directed.
2. Conducts preflight pilot briefings in accordance with National Guard regulations and directives. Briefs pilots on mission, aircraft and flight plan. Briefs and provides pilots with information on mission restrictions; on-route navigational facilities and equipment, hazards and terrain; weather forecasts; notices to airmen (NOTAMS) and deviations to flight plans when required. Is responsible for assuring pilot and crew are qualified in aircraft to be flown and for type of mission to be performed. Is responsible for completion of risk analysis projection. Determines when flight requires higher level approving authority. As flight approving official, signs briefing documents upon completion of mission preflight briefings. Makes recommendations to pilot-in-charge when flights should not be attempted. Conducts post mission debriefs. Provides flight following services for all local and maintenance test flights. Responsible for direct voice communication with aviators in flight to transmit and receive information such as flight plan changes, weather advisories, NOTAMS, other aeronautical information, and data affecting safety of flight.
3. Processes extended and local clearances, including examination for conformance with flight rules and regulations. Processes, clears, and transmits flight plans and flight progress messages to appropriate agencies (FSS, ACT tower, ARTCC) which may require use of service equipment. Responsible for initiating search and rescue for overdue aircraft and implementing the crash rescue plan in the event of an aircraft accident.
4. Prepares, maintains, and files records, charts, graphs, and reports allied to flight operations and flight training activities such as aircraft utilization reports, aircrew information reports, individual flight records, notice to airmen (NOTAM) file and airfield data. Compiles and summarizes reports for analysis through the use of a computer system and peripheral equipment. Maintains and accounts for aircrew training records, medical recommendations, aeronautical orders, physiological training, and aviation service data. Maintains arrival and dispatch records for inbound and outbound aircraft. Schedules and dispatches assigned aircraft and aircrews. Serves as the Synthetic Flight Training System (SFTS) coordinator by scheduling and providing necessary administrative support for aviator training.
5. Maintains current file of aircraft flying regulations and navigational information such as radio facility cards, instrument approach procedure charts, aeronautical charts, Airman's Information Manual (AIM), airport directory, location identifiers, ATC procedures manual and Army Flight Information Publications.

6. Supervises on-the-job training of unit flight operations personnel performing equivalent training or accomplishing a split unit training assembly at the facility.

7. Performs other duties as assigned.

**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 Army 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.

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DISCLOSURE

## 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?				
Date of last APFT	Score of last APFT	Pass/Fail	<input type="checkbox"/> YES <input type="checkbox"/> NO	
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 #		