



POSITION VACANCY ANNOUNCEMENT #MD-CD-14-003
MARYLAND NATIONAL GUARD COUNTERDRUG TASK FORCE
OPENING DATE: 15 Feb 2014
CLOSING DATE: 15 Mar 2014

BRANCH OF SERVICE: ARMY NATIONAL GUARD ___ AIR NATIONAL GUARD

POSITION TITLE: Civil Operations Specialist- Mission- Category 6A-C

LOWEST/HIGHEST GRADE AUTHORIZED: PV2/ E2 thru SSG/ E6

DURATION OF ASSIGNMENT: 15 April 2014 thru 30 September 2014. **TEMPORARY ADOS position** is funded annually based on availability of funds. Position may be terminated if Counterdrug funds are withdrawn or for substandard performance. CD temporary hires may compete for more stable long term tours should such position become available and are announced at a later date. All CD members must apply for continuance annually 30 days prior to the end of their tour. Approval will be based on your duty performance, good standing within your unit of assignment along with the programs mission requirements and funding. CD members are subject to a 90-day probationary period

ORGANIZATION: MDNG Counterdrug Task Force

DUTY LOCATION: Baltimore, MD

NUMBER OF VACANCIES: Multiple Vacancies

POSITION DESCRIPTION:

MDCD Civil Operations Specialist organizes National Guard resources and members in support of local community anti-drug coalitions. The primary duties of this position are coaching community coalitions through the essential processes of coalition development. This requires an aptitude for program analysis and planning and facilitating/coaching of process. Additional duties of this position include training adult community members, teaching school based curriculum to youth, providing mentoring programs to youth and grant writing. This position must be proficient in organizing multiple projects simultaneously, problem solver, working with youth or adult groups and presenting information to both large and small audiences. Must have excellent interpersonal and collaboration skills; team-focused and capable of contributing in a variety of different roles. Enter data/queries into our Fulltime Management Control System (FTSMCS); record and report data information, planning and programming. **Individual must be flexible for shift work Sunday- Saturday no more than 40 hours a week.**

QUALIFICATION REQUIREMENTS:

- a. General: Applicant must be a member of the Maryland National Guard.

b. Experience: Applicant should have experience in adventure training, coordination of resources, research and analysis regarding youth programs. Possess strong communication and interpersonal skills, as well as, good organizational, computer and time management skills (able to work independent at times). Knowledgeable in Microsoft Office.

c. Other: Applicants must be able to complete the determined tour of military duty prior to ETS. Applicants must have reliable transportation and live within (50) miles of the duty station. 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. Position may require some weekend and/or evening hours.

COUNTERDRUG REQUIREMENTS:

a. Applicant must receive a letter of recommendation from his/her unit commander and be in good standing with their unit.

b. Applicant must have a current physical (every 5 years) and obtain an Annual Physical Health Assessment (PHA). In order to remain on Counterdrug orders, all personnel must be deployable. (Temporary medical conditions are exceptions).

c. Applicant cannot have any permanent or temporary profiles that will interfere with the ability to perform the required duties.

d. Applicant must perform weekend drills (IDT) and annual Training (at least 15 days) with their units.

e. Applicant is subjected to urinalysis testing prior to entry on active duty and periodic testing while on active duty. This is in addition to testing at the unit level.

f. Favorable interview by the Counterdrug Coordinator or his representative.

g. Applicant should be able to obtain a Secret Clearance with Interim Secret by start of CD assignment. Top secret is preferred.

h. Favorable criminal background check, and/or security screening by Law Enforcement Agencies (LEAs) for applicants serving in LEA offices or in positions where they are privy to sensitive information. Such inquiries are likely to be completed after entry on duty and rejection by LEAs could result in removal from the Counterdrug Program.

i. Applicant is subject to annual police background checks. If a member has an unfavorable record, he/she may be removed from the program.

j. Applicant is required to comply with DoD 5500.7-R, Joint Ethics Regulation (JER), and with conflict of interest policies. Applicants must uphold the highest standards of conduct and personal appearance.

k. Applicant must maintain and meet Physical Training (APFT/FIT) and meet height/weight standards. Passing record 705 and 5500/5501 is required within 6 months of

application. No applicants without passing records or that have flagging actions will be considered.

1. Applicant must submit a written request for promotion to the Counterdrug Task Force Commander.

APPLICATION PROCEDURES:

Packets must be submitted through the unit chain of command 30 days prior to SM ADOS start date.

- a. The following documents must be submitted to complete application process:
- Commander's recommendation
 - Completed DD 369 (Police Records Check)
 - Copy of Drivers License
 - DA Form 705 (APFT taken and passed within 6 months of SM start date)
 - DA 5500 (HT/WT if applicable)
 - DA 1058-R (ADOS application)
 - RPAS statement
 - Copy of current PHA

Optional Documents:

- Colleague Degrees/Certificates related to position.
- Online/DL Certificates (Military or Civilian) related to position.
- Military Course Certificates related to position.
- Civilian Course Certificates (Instructor Certifications or Grant Writing).
- Letters of Recommendation

b. Technicians. Soldiers who currently occupy a technician position must ensure that their technician chain of command (O6 level or equivalent) is aware of the ADOS application.

EQUAL OPPORTUNITY:

The Maryland National Guard is an Equal Opportunity Employer. Selection for these positions will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, or any other non-merit factors.

Point of Contact is for questions regarding the application process CPT Rob Wille (Operations Officer), SSG Marcus Jackson (Personnel/ADMIN NCO) or SPC Kimberly Kline (ADMIN) at (410) 576-6137.

Packets MUST route through the SM chain of command and must comply with the MDARNG Policy #14-G3-001 (dated 9 DEC 13).