



POSITION VACANCY ANNOUNCEMENT #MD-CD-14-002
MARYLAND NATIONAL GUARD COUNTERDRUG TASK FORCE
OPENING DATE: 15 Feb 2014
CLOSING DATE: 15 Mar 2014

BRANCH OF SERVICE: X ARMY NATIONAL GUARD __ AIR NATIONAL GUARD

POSITION TITLE: Assistant UPL (Unit Prevention Leader)

LOWEST/HIGHEST GRADE AUTHORIZED: SGT/E-5 thru SSG/ E-6- Mission-Category 4

DURATION OF ASSIGNMENT: 15 April 14 thru 30 September 2014. **TEMPORARY ADOS.** Position may be terminated if Counterdrug funds are withdrawn or for substandard performance. All new hires are subject to a 90-day probationary period. CD members will apply for continuance annually and approval will be based on performance, good standing in your unit, and mission requirements.

ORGANIZATION: MDNG Counterdrug Task Force

LOCATION: 5th Regiment Armory, Room M23, 29th Division Street, Baltimore, MD 21201-2288.

NUMBER OF VACANCIES: 1

POSITION DESCRIPTION:

Selected individual will manage the MDNG Substance Abuse Program and regularly perform the following tasks: coordinate with Unit Prevention Leaders (UPL) to ensure that the State meets quarterly testing goals; conduct quality control inspections of urine specimens; prepare documents for specimen collections; maintain inventory of substance abuse supplies; prepare monthly and quarterly reports; and perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

a. General: Applicant must be a member of the Maryland Army National Guard. Applicant must be skilled in MS Excel and MS PowerPoint. **You will show your knowledge of MS Excel during the interview process.**

b. 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.

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 strongly 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.
- l. 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 start date)
DA 5500 (HT/WT if applicable)
DA 1058-R (Application for ADOS)
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. (UPL Cert.)
Civilian Course Certificates (Instructor Certifications).
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).