



----- **FOR IMMEDIATE POSTING** -----



**DEPARTMENTS OF THE ARMY AND THE AIR FORCE
FLORIDA NATIONAL GUARD COUNTERDRUG PROGRAM**

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ST. AUGUSTINE, FLORIDA 32084-8684
TELEPHONE: (904) 827-8612

FLNG COUNTERDRUG VACANCY ANNOUNCEMENT #20-25

OPEN TO: Current Florida National Guard Members
POSITION: MCTFT Personnel / Administrative Clerk
LOCATIONS: Camp Blanding, FL 32091
AGENCY: Florida National Guard Counterdrug Program

MIN/MAX GRADE: E-4 / E-6
MOS : 42A / 3F5X1 preferred
OPEN DATE: 1 October 2020
CLOSE DATE: 1 November 2020

MINIMUM QUALIFICATION REQUIREMENTS

1. The Florida National Guard Counterdrug (FLNG-CDP) Program is seeking one Personnel Support/Administrative Support for the Multi-jurisdictional Counterdrug Task Force Training (MCTFT) program in Camp Blanding, FL. The Personnel/Administrative Support will serve as the focal point for all personnel and administrative tasks for MCTFT. **Applicant must possess and maintain a Secret security clearance.** Permanent Change of Station (PCS) may be authorized.
2. *Duties and responsibilities include:* Provide personnel and administrative support for MCTFT personnel; assist OIC/NCOICs within each assigned mission with administrative duties; performs clerical and technical work involving S-1 subjects including filing and preparing reports; ensure compliance of duties assigned and suspense's; research and compile information and data, process documents, and provide information about regulations and procedures; create and prepare various reports per requests; process active duty orders for Army, Air, and NGB personnel utilizing Automated Funds Control Orders System (AFCOS); Leave Administrator Support utilizing the Full-Time Support Management Control System (FTSMCS) Leave Tracker to track all leave earned, taken, and final balances; review leave submitted and ensure leave is utilized within regulatory guidance; FLNG-CDP MCTFT personnel accountability; plan, coordinate, complete all in and out processing for members that come on and off the FLNG-CDP MCTFT; create personnel files on all FLNG-CDP MCTFT members; assist with preparation and processing of FLNG-CDP MCTFT job advertisements and awards program; any other duties as assigned.
3. *Applicant must possess a strong aptitude in the following:* Strong Organizational skills, ability to multi-task, prioritize, and have attention to detail; research and writing skills; Microsoft Office knowledge; and presentation abilities.
4. *Desirable qualifications include:* Knowledge to various Army programs to include Air Force Reserve Order Writing System (AROWS), FTSMCS, DTS), Integrated Personnel and Pay System – Army (IPPS-A), Interactive Personnel Electronic Records Management System (IPERMS), Reserve Component Automation System (RCAS), Medical Protection System (MEDPROS), etc.

FLNG-CDP QUALIFICATION REQUIREMENTS AND INFORMATION

1. Employment with the FLNG-CDP for all Full-Time National Guard Duty Counterdrug (FTNGDCD) orders are contingent upon Congressional funding each fiscal year (1 Oct – 30 Sep). FTNGDCD orders are not guaranteed to continue at the beginning of each fiscal year. After four consecutive years of continuous active duty, members are required to take a 31-day break from all active duty orders.
2. The Florida National Guard is an Equal Opportunity Employer and all qualified applicants will receive consideration for this announcement without regard to race, color, religion, national origin, or gender.
3. Selectee must be in good standing, have no flags, or any other existing/pending unfavorable action; e.g.: Height/weight failures, PT failures, alcohol/drug issues, arrests, AWOL, Lautenberg violations, etc.
4. Service Members must have a valid Government Travel Card to apply. Government Travel Card must be in good standing. i.e no delinquent balances, no card suspensions and no outstanding charges.



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MCTFT PERSONNEL / ADMINISTRATIVE CLERK



5. Medical Requirements. Soldiers must meet the medical retention standards per AR 40-501 (Standards of Medical Fitness) 27 June 2019, Chapter 3.
6. Early Notice of Special Requirements for FTNGD IAW PPOM HRH # 16-020:
 - Urinalysis testing is required upon entry on active duty, and personnel are subject to periodic testing while on active duty. These requirements are in addition to testing by units of assignment during IDT/IAD/RSD under the Joint National Guard Substance Abuse Program (JNGSAP).
 - Requirement to continue attendance at IDT/IAD/RSD and AT while on FTNGDCD.
 - Probability of criminal records checks, and/or security screening by Law Enforcement Agencies (LEA) of 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 FLNG-CDP.
 - Standards of Conduct: National Guard members participating in the FLNG-CDP 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. 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. Outside employment will require written approval of the Counterdrug Coordinator.

APPLICATION INSTRUCTIONS AND REQUIRED DOCUMENTATION

Submit documentation listed below to the following address:

*FLNG Counterdrug Program
 ATTN: SSG Laura Piscoya, Personnel NCO
 1880 San Sebastian View, Suite 4101
 St. Augustine, Florida 32084*

OR email at laura.a.piscoya.mil@mail.mil. Email Subject Line will include **FLNG-CDP #20-25 Last Name First Initial**". Digital files (.pdf only) will be accepted and labeled as **"FLNG-CDP #20-25 Last Name First Initial"**.

Applications will not be returned. If you do not have a specific document or have any questions, please call SSG Piscoya at 904-827-8612 prior to submitting your packet. Incomplete applications or applications received after the closing date will not be considered.

1. ___ Cover page which includes your official (.mil) email address and contact information. Official correspondence will be conducted via your .mil email address.
2. ___ Letter of Introduction stating your interest in the position and how you will add value to the program.
3. ___ Resume or Military Bio outlining civilian/military experience and education.
4. ___ **Certified/Validated Enlisted Record Brief (ERB) // vMPF RIP**
5. ___ **Individual Medical Readiness (IMR) // ARCNET Individual Readiness Report**
 Soldiers must have a favorable Periodic Health Assessment (PHA) current within 12 months IAW NGB-HRH Policy Memo #16-020. Include copy of any active permanent profile, temporary profile or LODs.
6. ___ **Last two record DA Form 705's, Army Physical Fitness Test Score Card // AFMSII Fitness Report.**
7. ___ DA Form 5500-R, Body Fat Content worksheet, if applicable.(**Army Only, Not Applicable for Air Force**).
8. ___ CD Form 7, Commander's Letter of Recommendation, signed.
9. ___ Last three **NCOERs // EPRs**
10. ___ Security Clearance Verification Memorandum for Record (MFR).
11. ___ Explanatory MFR to the President of the Board for missing documents, situations which require amplification, pending action, etc. (If necessary)
12. ___ **NGB Form 23A, Retirement Point Accounting Statement. // AF-ANG / USAF R Point Credit Summary Inquiry (PCARS)**