



**Ohio National Guard**  
**Counterdrug Task Force**  
8302 South Perimeter Road  
Columbus, OH 43217-5943



Full-Time National Guard Duty-Counterdrug(FTNGD-CD)  
MILITARY VACANCY ANNOUNCEMENT # 14-001

**Open To: Ohio Air National Guard Member**

**Position Title:** Counterdrug Administrative Specialist

**Unit/Duty Location:** HQ CDTF, Rickenbacker ANGB, OH

**Open Date:** 19 November 2013

**Min/Max Grade Authorized/Required:** E4-E7

**Required AFSC:** None

**Number of Positions:** 1

**Close Date:** 31 Dec 2013

**Security Clearance:** SECRET

**Counterdrug NCOIC:** 1SG Dorie Miracle DSN 346-7612 Commercial: 614-336-6000 Ext 7612

**Position Description:** Assists the CDC and Counterdrug Staff in HQ Administrative duties, with specific emphasis on personnel accountability, position management, in-processing and out-processing of personnel, and general continuity of the office. Coordinates administrative communication between the HQ and supported agencies. Primary Duties include, but are not limited to: Orders, Inprocessing/Outprocessing, Leave management, FTSMCS, Army and Air National Guard Awards, preparing DD214 requests for FTNGDCD personnel. Computer skills in Microsoft programs are required and an ability to generate military correspondence. Perform other duties as required/assigned.

**Length of Tour:** Time of hire through 30 Sep 14, with a possibility of a Tour renewal based on fund availability.

**MINIMUM QUALIFICATION REQUIREMENTS**

- Individual must have communication and organizational skills
  - Personnel must be eligible for FTNGDCD IAW ANG Requirements
  - Personnel must receive a written recommendation from their Unit Commander on OH CDTF Form 10-8
  - Personnel must meet the medical retention standards as set forth in AFI 48-123
  - Urinalysis Testing is required upon entry to FTNGDCD and personnel are subject to periodic testing while on the Counterdrug Task Force. These testing requirements are in addition to the testing requirements by units of assignment during IDT/IAD under the Substance Abuse Program
  - Personnel status on the Counterdrug Program is subject to year to year funding
  - Counterdrug personnel must attend IDT/IAD and 15 days of AT while on FTNGDCD
  - Personnel are subject to criminal records checks, and/or security screening by Law Enforcement Agencies when serving on Counterdrug or while serving 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 Counterdrug Orders and that rejection by LEAs could result in their removal from the CD Program
- STANDARDS of CONDUCT:
- National Guard members participating in the Counterdrug Support Program are required to comply with State Laws and with DoD 5500.7-R
  - Personnel 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 requires CDC approval
  - Police Record checks will be conducted on all Counterdrug members before they receive orders
- EQUAL OPPORTUNITY: Consideration for placement and evaluation of qualifications will be made on a fair and Equitable basis without regard to race, religion, color, lawful political affiliation, marital status, sex, or national origin

## APPLICATION PROCEDURES

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Individuals meeting the Minimum Qualification Requirements may apply by submitting the following:

- Application for Full-Time National Guard Duty-Counterdrug CDTF Form 10-8
- Copy of Airman's Preventive Health Assessment (PHA) and Individual Medical Readiness Status printout from the AF Portal (HIV within six months of orders start date). Must meet the physical standards for retention without temporary profiles at the time of selection IAW AFI 48-123
- Three most recent OPRs/EPRs (as applicable)
- Complete vMPF printout with point summary
- Resume of civilian and military skills
- Last two physical fitness scores (one within 3 months of orders start date)
- Verification of Security Clearance (if applicable)
- Recommendation letter from Unit Commander

Application MUST be received by the Counterdrug Task Force NLT the closing date of the announcement in order to be considered. Incomplete packets will not be considered.

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Mail to:  
Ohio Counterdrug Task Force  
ATTN: 1SG Dorie Miracle  
8302 South Perimeter Road  
Columbus, OH 43217-5498

Or EMail:  
dorie.a.miracle.mil@mail.mil

