



**Ohio National Guard**  
**Counterdrug Task Force**  
8302 South Perimeter Road  
Bldg. 931  
Columbus, OH 43217-5943



Full-Time National Guard Duty-Counterdrug (FTNGD-CD)  
MILITARY VACANCY ANNOUNCEMENT # 16-002

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

**Position Title:** Counterdrug Civil Operator

**Unit/Duty Location:** Multiple Locations in Ohio-TBD

**Open Date:** 15 December 2015

**Min/Max Grade Authorized/Required:** E4-O4

**Required MOS:** None

**Number of Positions:** Multiple

**Close Date:** 31 January 2016

**Clearance:** SECRET

**Counterdrug Point of Contact: SrA Sarah C. Florence Commercial 614-336-6431**

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**Position Description:** In an effort to help reduce substance abuse and the demand for illegal drugs, Civil Operators work as advisers to coach communities and anti-drug coalitions in delivering collaborative and effective strategies that create healthy citizens. Civil Operators are a well-trained and adaptable force capable of developing coalitions and implementing effective prevention practices, while maintaining the flexibility to apply these skills to other missions. Through the National Guard Bureau Counterdrug Civil Operations Standard Operating Procedures and the use of the unique tools developed for the National Guard, Civil Operators are able to use their training and experience by applying military process to a community setting. By providing tools through the Kaizen Assessment, and encouraging partnerships and participation within local community based organizations and law enforcement agencies, Civil Operators are able to assist in the planning and support of drug prevention efforts. As a Civil Operator, your focus must always be on our future; our youth of America and engaging them to live and make healthy life decisions and remain Drug Free.

**Length of Tour:** Time of hire through 30 Sep 16, with a possibility of a Tour renewal based on fund availability.

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**MINIMUM QUALIFICATION REQUIREMENTS**

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- Personnel must have communication and organizational skills
- Personnel must be eligible for FTNGD CD IAW ARNG 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 AR 40-501
- Urinalysis Testing is required upon entry to FTNGD CD 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 availability
- Counterdrug personnel must attend IDT/IAD and 15 days of AT while on FTNGD CD
- Personnel are subject to criminal records checks, and/or security screening by Law Enforcement Agencies (LEA) 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 written approval from Counterdrug Coordinator
- Police Record checks will be conducted on all selected members prior to receiving 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 Soldier's Periodic Health Assessment (PHA) and Medical Protection System (MEDPROS) printout is required
- Must meet the physical standards for retention without temporary profiles at the time of selection IAW AR 40-501, Chapter 3 and 10
- NGB Form 23 (RPAS) and PQR
- Resume of civilian and military skills
- Last two physical fitness scores
- DD369 Police Record Check (*Included in Announcement*)
- Verification of Security Clearance (if applicable)
- Signed requirements for FTNGD CD Employment (*Included in Announcement*)
- Applicant Checklist (*Included in Announcement*)
- All females must submit a negative pregnancy test within 15 days of orders start date

Application MUST be received by the Counterdrug Task Force NLT close of business 31 January 2016 to be considered for positions. Incomplete and/or late packets will not be accepted.

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Mail to:  
Ohio Counterdrug Task Force  
ATTN: SrA Sarah C. Florence  
8302 South Perimeter Road  
Bldg. 931 Columbus, OH  
43217-5498

Or E-Mail:  
[sarah.c.florence.mil@mail.mil](mailto:sarah.c.florence.mil@mail.mil)



# OHIO COUNTERDRUG TASK FORCE

## Application for Full Time National Guard Duty - Counterdrug

Announcement Number	<input style="width: 95%;" type="text"/>	Position	<input style="width: 95%;" type="text"/>		
Last Name	<input style="width: 95%;" type="text"/>	First Name	<input style="width: 95%;" type="text"/>	MI	<input style="width: 95%;" type="text"/>
Present Address	<input style="width: 95%;" type="text"/>				
City	<input style="width: 95%;" type="text"/>	State	<input style="width: 95%;" type="text"/>	Zip Code	<input style="width: 95%;" type="text"/>
Home Phone	<input style="width: 95%;" type="text"/>	Work Phone	<input style="width: 95%;" type="text"/>	DOB	<input style="width: 95%;" type="text"/>

Rank	<input style="width: 95%;" type="text"/>	Army/Air Force	<input style="width: 95%;" type="text"/>	SSN	<input style="width: 95%;" type="text"/>
Unit of Assignment	<input style="width: 95%;" type="text"/>	Section	<input style="width: 95%;" type="text"/>		
Unit Location (City)	<input style="width: 95%;" type="text"/>	Unit Phone	<input style="width: 95%;" type="text"/>		
Primary MOS/AFSC	<input style="width: 95%;" type="text"/>	MOS/AFSC Description	<input style="width: 95%;" type="text"/>		
Security Clearance Type	<input style="width: 95%;" type="text"/>	PEBD	<input style="width: 95%;" type="text"/>	ETS Date	<input style="width: 95%;" type="text"/>
Receiving VA Disability: YES    NO		Open LOD: YES    NO			
Date and Location of Most Recent Military Physical Examination <input style="width: 95%;" type="text"/>					
Total Years of Active Federal Service	<input style="width: 95%;" type="text"/>	Current Status:	<input type="checkbox"/> AGR <input type="checkbox"/> Tech <input type="checkbox"/> ADOS <input type="checkbox"/> M-day		
Have you ever worked for CD before? YES    NO    If Yes, When: <input style="width: 95%;" type="text"/>					

**You must sign this application. Read the following carefully before you sign.**

Personnel Data Privacy Act of 1974 (5 USC 552). This information is used to determine the qualification of persons applying to voluntarily participate on the Counterdrug Task Force (CDTF). Disclosure is voluntary, however, failure to disclose the requested information may result in the application being rejected.

Full Time National Guard Duty – Counterdrug (FTNGD-CD) personnel are required to attend unit scheduled IDT's/UTA's and 15 days of Annual Training with their assigned National Guard unit. (Applicants initials \_\_\_\_\_ )

*I understand and agree that any information provided by me may be investigated as allowed by law. I certify by my signature that to the best of my knowledge and belief, all of the information on this application is true and complete. I understand that if selected for employment with the CDTF, I will participate in a drug testing program and undergo a background investigation. Some assignments also require additional background checks. I understand any false statements made on this application could lead to non-selection or dismissal from the CDTF.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

High School Graduate or GED/Diploma received Y N Year \_\_\_\_\_

Highest Military Education/School Completed \_\_\_\_\_ Year \_\_\_\_\_

Names of Colleges or Technical Schools: \_\_\_\_\_

1. \_\_\_\_\_ Year \_\_\_\_\_ Graduate Y N

Course/Subjects of Study \_\_\_\_\_

2. \_\_\_\_\_ Year \_\_\_\_\_ Graduate Y N

Course/Subjects of Study \_\_\_\_\_

1. Are you available to work flexible schedules/hours (to include weekends, nights, and TDY travel) Y N

If no, explain \_\_\_\_\_

2. Fluent in other languages? Y N If yes, which one(s): \_\_\_\_\_

3. Have you ever been convicted of, or plea bargained any crime, offense or violation? Y N If yes, please

explain \_\_\_\_\_

4. Are you now facing legal action for any offense or violation? Y N If yes, please explain \_\_\_\_\_

\_\_\_\_\_

Are you a US Citizen Y N If you are not a US Citizen, please provide the following.

Place you entered the United States \_\_\_\_\_

Country of Citizenship \_\_\_\_\_

Alien Registration Number \_\_\_\_\_

## EMPLOYMENT HISTORY (List most recent employer first)

Employer: \_\_\_\_\_ May we contact? \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Dates of Employment \_\_\_\_\_ to \_\_\_\_\_ Job Title: \_\_\_\_\_

Duties Performed: \_\_\_\_\_

Employer: \_\_\_\_\_ May we contact? \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Dates of Employment \_\_\_\_\_ to \_\_\_\_\_ Job Title: \_\_\_\_\_

Duties Performed: \_\_\_\_\_

**EMPLOYMENT HISTORY** (List most recent employer first)

Employer: \_\_\_\_\_ May we contact? \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Dates of Employment \_\_\_\_\_ to \_\_\_\_\_ Job Title: \_\_\_\_\_

Duties Performed: \_\_\_\_\_

\_\_\_\_\_

Employer: \_\_\_\_\_ May we contact? \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Dates of Employment \_\_\_\_\_ to \_\_\_\_\_ Job Title: \_\_\_\_\_

Duties Performed: \_\_\_\_\_

\_\_\_\_\_

Employer: \_\_\_\_\_ May we contact? \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Dates of Employment \_\_\_\_\_ to \_\_\_\_\_ Job Title: \_\_\_\_\_

Duties Performed: \_\_\_\_\_

\_\_\_\_\_

Employer: \_\_\_\_\_ May we contact? \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Dates of Employment \_\_\_\_\_ to \_\_\_\_\_ Job Title: \_\_\_\_\_

Duties Performed: \_\_\_\_\_

\_\_\_\_\_

Employer: \_\_\_\_\_ May we contact? \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Dates of Employment \_\_\_\_\_ to \_\_\_\_\_ Job Title: \_\_\_\_\_

Duties Performed: \_\_\_\_\_

\_\_\_\_\_

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Describe any experience with law enforcement, schools, communities, and/or other organizations.

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2. Describe your administrative skills (typing, computers, software used, etc.).

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3. Describe your technical skills (mechanical, electronic, etc.) Include any certificates and/or licenses.

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4. Describe any other knowledge, skills, and abilities which would be of benefit to the CDTF .

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**Commander's Recommendation for Employment with the Ohio Counterdrug Task Force (CDTF)**

1. Please take the time to thoroughly evaluate the following individual for entry on Full Time National Guard Duty Counterdrug, Title 32 service or continued service with the Counterdrug Task Force.

Name	Rank	Unit	Unit Phone #
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2. Personnel on duty with the CDTF are held to high standards based on program requirements and internal policies. Service members must meet physical fitness and weight control standards, have no disciplinary flags (or unfavorable information file) and receive the unreserved recommendation of their unit commander. Please personally certify the following requirements individually:

a. Fitness Test in the past 12 months - Fitness Test Date: \_\_\_\_\_ Score: \_\_\_\_\_ Circle: Pass      Fail

If test not accomplished, provide an explanation: \_\_\_\_\_

\_\_\_\_\_

Certifying Initials \_\_\_\_\_

b. Service member does / does not (circle one) have negative disciplinary actions pending. Certifying Initials \_\_\_\_\_

c. Service member's current ETS date is \_\_\_\_\_.

3. Personnel employed by the CDTF are **required** to attend 15 days of annual training and all unit training assemblies each year. Personnel who fail to maintain satisfactory attendance should be immediately reported to the CDTF. Only the individual's **commander or higher authority** is authorized to endorse this form.

4. Requests for additional annual training days are not automatic and are limited to exceptional cases. Detailed coordination between the unit commander and the CDTF must be done well in advance.

5. Extended active duty (EAD) is a privilege not a right. By endorsing below, you are verifying that the individual is a member in good standing of your unit and consistently participates in drills and annual training. You are giving the member your personal recommendation for extended active duty. Due to the high visibility and the unique mission of the CDTF we strive to ensure the highest caliber of Soldiers and Airmen are employed to represent the Ohio National Guard.

\_\_\_ I recommend this member for CDTF

\_\_\_ I do not recommend this member for CDTF

5. The point of contact regarding this issue is the CDTF Personnel Office.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name, Title and Rank

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone number

## REQUIREMENTS FOR FTNGDCD EMPLOYEMENT

1. As an applicant for the Ohio National Guard Counterdrug Program, there are certain requirements that you must adhere to. The list includes:
  - A. **Commander's Recommendation-** You will need to provide a letter/memo of favorable recommendation from your unit commander. This must be completed before orders will be issued and also before orders will be renewed.
  - B. **Urinalysis Testing-** 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 under the JNGSAP.
  - C. **Drill Attendance-** While working on FTNGDCD you are required to continue attending all IDT/IAT and AT functions. Any TDY, Leave, or activities for the Counterdrug Program that conflict with the unit drills require the unit commander's release before the project will allow the activity.
  - D. **Police Record Check-** A police record check may be conducted at any time. Negative information may be used to remove you from Counterdrug orders.
  - E. **Medical Requirements-** ARNG Personnel must meet medical retention standards as set forth in AR 40-501 Chapter 3 and Chapter 10.-ANG Personnel must meet medical retention standards as set forth in AFI 48-123 Chapter 3 and Attachments 2.9, and 19.
  - F. **Background-** Probability of criminal records checks, and/or security screening by LEAs 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 CD program.
  - G. **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. They are required to uphold the highest standards of conduct and personal appearance.

Outside employment, associations and off-duty conduct/activities 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 CDC according to para 8-25 of this regulation.
  - H. **Status of Funding-**

Year to year funding cycle.
2. I have read and understand the above requirements.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

POLICE RECORD CHECK		1. DATE OF REQUEST (YYYYMMDD)	OMB No. 0704-0007 OMB approval expires Dec 31, 2017		
<p>The public reporting burden for this collection of information is estimated to average 27 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Directives Division, 4800 Mark Center Drive, Alexandria, VA 22350-3100 (0704-0007). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p> <p><b>PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO ADDRESS SHOWN AT BOTTOM OF FORM.</b></p>					
<b>SECTION I - (To be completed by Recruiting Service)</b>					
2. NAME OF APPLICANT (Last, First, Middle Name(s), Alias)		3. SEX		4. PLACE OF BIRTH	
		<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		a. CITY b. COUNTY c. STATE	
5. DATE OF BIRTH (YYYYMMDD)	6.a. ETHNIC CATEGORY		b. RACIAL CATEGORY (X one or more)		7. SOCIAL SECURITY NUMBER
	<input type="checkbox"/> (1) HISPANIC OR LATINO <input type="checkbox"/> (2) NOT HISPANIC OR LATINO		<input type="checkbox"/> (1) AMERICAN INDIAN/ALASKA NATIVE <input type="checkbox"/> (2) ASIAN <input type="checkbox"/> (3) BLACK OR AFRICAN AMERICAN <input type="checkbox"/> (4) NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER <input type="checkbox"/> (5) WHITE		
8. ADDRESS IN ADDRESSEE'S JURISDICTION (See "MAIL TO" block)				9. DATES RESIDED AT THIS ADDRESS	
a. NUMBER AND STREET (Include apartment no.)		b. CITY	c. STATE	d. ZIP CODE	a. FROM (YYYYMMDD) b. TO (YYYYMMDD)
<b>10. PERSON MAKING THIS REQUEST</b>					
a. NAME (Last, First, Middle Name(s))		b. RANK	c. SIGNATURE		d. TITLE
<b>SECTION II - (To be completed by Applicant)</b>					
<b>PRIVACY ACT STATEMENT</b>					
<p><b>AUTHORITY:</b> 10 U.S.C. Sections 136, 504, 505, 12102; 14 U.S.C. Sections 351 and 632; DoDI 1304.2; DoDI 1304.26; AR 601-270; OPNAVINST 1100.4C Ch-1; AFI 36-2003_IP; MCO 1100.75E; COMDTINST M 1100.2E; AR 601-210; and E.O. 9397, as amended (SSN).</p> <p><b>PRINCIPAL PURPOSE(S):</b> The information collected on this form is used to screen and identify applicants to the Armed Forces who may have discreditable involvement with the police or other law enforcement agencies. Completed forms are used to conduct background records checks used to determine eligibility of applicants for accession into the Armed Forces. Completed forms are covered by recruiting and official military personnel SORNs maintained by each of the Services.</p> <p><b>ROUTINE USE(S):</b> DoD "Blanket Routine Use" 2, Disclosure When Requesting Information Routine Use, specifically applies: A record from a system of records maintained by a DoD Component may be disclosed as a routine use to a Federal, State, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a DoD Component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit. The DoD Blanket Routine Uses at <a href="https://dpclo.defense.gov/Privacy/SORNs/Index/BlanketRoutineUses.aspx">https://dpclo.defense.gov/Privacy/SORNs/Index/BlanketRoutineUses.aspx</a> apply.</p> <p><b>DISCLOSURE:</b> Voluntary. However, failure of the applicant to complete Section II may result in refusal of enlistment in the Armed Forces of the United States. An applicant's SSN is used to conduct the police records check and keep all records together during the enlistment process.</p>					
<p>The data are for OFFICIAL USE ONLY and will be maintained and used in strict confidence in accordance with Federal law and regulations. Making a knowing and willful false statement on this DD Form 369 may be punishable by fine or imprisonment or both. All information provided by you, which possibly may reflect adversely on your past conduct and performance, may have an adverse impact on you in your military career in situations such as consideration for special assignment, security clearances, court martial and administrative proceedings, etc.</p>					
11. I HEREBY CONSENT TO RELEASE FROM YOUR FILES THE INFORMATION REQUESTED BELOW.				SIGNATURE	
<b>SECTION III - (To be completed by Police or Juvenile Agency)</b>					
<p>The person described above, who claims to have resided at the address shown above, has applied for enlistment in the Armed Forces of the United States. Please furnish from your files the information relative to Section III below. A return envelope is provided for your convenience.</p>					
12. DOES THE APPLICANT HAVE A POLICE OR JUVENILE RECORD, TO INCLUDE MINOR TRAFFIC VIOLATIONS? <input type="checkbox"/> YES <input type="checkbox"/> NO (If YES, what was the offense or charge, date, disposition and sentence?)					
13. IS APPLICANT NOW UNDERGOING COURT ACTION OF ANY KIND? (If YES, give details.) <input type="checkbox"/> YES <input type="checkbox"/> NO					
THIS IS TO CERTIFY THAT THE ABOVE DATA, AS CORRECTED, ARE TRUE AND CORRECT ACCORDING TO THE RECORD ON FILE IN THIS OFFICE. THIS INFORMATION IS CONFIDENTIAL AND CANNOT BE USED IN ANY OTHER MANNER EXCEPT FOR OFFICIAL PURPOSES.					
14. DATE (YYYYMMDD)		15. TITLE		16. VERIFIED BY (Signature)	
LAW ENFORCEMENT AGENCY MAIL TO:			RECRUITING AGENCY MAIL FROM:		