



ADOS VACANCY ANNOUNCEMENT



JOINT COUNTERDRUG TASK FORCE		ANNOUNCEMENT NUMBER: CD #25-05	
19340 E. Sunlight Way Bldg. 1500, Stop 34 Buckley Space Force Base, CO 80011	DMOS/AFSC: <u>ALL MAY APPLY</u> Preferred: 3F0X1	OPENING DATE: 01 JUN 2025	CLOSING DATE: 21 JUN 2025
POSITION DESCRIPTION: Administrative NCO	GRADE: Minimum: E-4 Maximum: E-6	OPEN FOR FILL: <input checked="" type="checkbox"/> STATE <input type="checkbox"/> NATIONWIDE	
UNIT OF ACTIVITY: CONG JOINT COUNTERDRUG TASK FORCE AURORA, COLORADO 80011		TYPE OF POSITION: Full Time National Guard Duty- Counterdrug (FTNGD-CD) <input checked="" type="checkbox"/> COANG <input type="checkbox"/> COARNG	
MILITARY ASSIGNMENT: CONG JOINT COUNTERDRUG TASK FORCE AURORA, COLORADO 80011		EVALUATION FACTORS USED: Review of individual applications and Personal interviews.	

TOUR DESCRIPTION: Serve as an Administrative NCO for the Colorado National Guard Counterdrug Task Force. Primary duties will be providing staff support to the Colorado Counterdrug headquarters section. Service member will be responsible for maintaining personnel readiness for the program. This tour will be a 60-90 day TEMPORARY assignment ending on 30 September 2025.

AREA OF CONSIDERATION: Open statewide, however, **this position will be based at Buckley Space Force Base** with no allowance for PCS. Airmen must maintain good standing with their parent unit and attend all normally required training and mobilizations. FTNG Counterdrug ADOS Orders are exempt from the 1825-rule. Airmen must meet physical standards IAW AFI 48-123.

APPLICANT MUST, AT A MINIMUM, SUBMIT THE FOLLOWING DOCUMENTATION AND MEET ALL APPLICABLE CRITERIA:

- A resume describing military and civilian experience and education.
- Record Review pulled from vMPF.
- All previous DD214s. (Copy must include bottom portion identifying RE Codes).
- Copy of current and passing report of individual fitness from myFSS or AND personnel
- Security Clearance verification memorandum from your Personnel Security Manager (i.e. by the Unit Security Manager).
- AF 469 Duty Limiting Condition Report, if applicable. (NO TEMPORARY PROFILES)
- Last two Enlisted Performance Reports (EPR), if applicable
- Copy of current valid civilian driver's license with Real ID.
- Letter of recommendation for Counterdrug duty from unit commander stating Airman is in good standing, is not currently under any type of punitive action (to include ongoing investigations or under suspension of favorable actions or unfavorable information file) and is not on a temporary profile.

Selected candidate will be required to submit the following documentation prior to entry in the Counterdrug program:

- Urinalysis testing is required upon entry on active duty and is subject to testing while on active duty.
- Favorable criminal background check is a condition of employment in the CONG Counterdrug Program.

APPLICATION PROCEDURES: Qualified applicants must submit a resume describing military and civilian experience and education along with the required documentation via email to david.ceja.mil@army.mil and amanda.l.ern.mil@army.mil. The most qualified applicants will be contacted for interviews.

Application must be received at the Counterdrug Office not later than close of business (1700 hours) on the closing date.

The chairperson of the selection board will contact all applicants to notify them of successful selection or non-selection.

QUESTIONS?

SENIOR ENLISTED ADVISOR: CSM David Ceja (626) 622-5915 or email david.ceja.mil@army.mil

Primary Duties and Responsibilities (may not be all encompassing):

- Staff position for all administrative personnel matters
- Brief Counterdrug Coordinator (CDC) and Operations NCOIC daily on personnel status
- Review new hire and rehire packets and in-process and out-process personnel
- Input and publish orders via AF336 in AROWS
- Maintain personnel files, contact rosters, appointment letters and MFRs
- May require TDY and transportation by commercial or government aircraft for participation in job related conferences.
- Other duties and responsibilities may be assigned.

Additional Skills:

Requires good verbal and oral communication skills; proficiency in Excel, Word, and Adobe; familiarity with AR 25-50. This position will require travel for duties, conferences, and required training.

Minimum Eligibility Criteria:

Must be a member of the Air National Guard. Must meet medical standards prescribed by AFI 48-123, attachment 2. Must not be a candidate for an elective office, hold a civil office, or be engaged in partisan political activities. Must not be under a current suspension of favorable personnel actions. Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the Counterdrug program.

The Counterdrug program is NOT an AGR program. Service in the Counterdrug program is “year to year” and subject to the availability of funding. This is an Active Duty Operation Support (ADOS) position (Title 32 USC § 502(f)(1)(b)) and the selected individual will be required by law to attend all unit training assemblies and 15 days of annual training per year while on FTNGDCD. The selected individual must maintain good standing in a unit of the Colorado Air National Guard. Employment in the Counterdrug program is conditional on the continued favorable recommendation of the individual’s traditional unit commander.

PCS and Per Diem funds are not available, member will commute to duty location. Some exceptions may be considered on a case by case basis based on funds availability and regulatory requirements.

Favorable criminal background check is a condition of employment in the CONG Counterdrug Program. Submitting an application to this position implies consent to initiate DMV and criminal background checks on the applicant.

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 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.

Security Clearance required at SECRET.

THE COLORADO NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation.