

-----**FOR IMMEDIATE POSTING**-----
LANG COUNTERDRUG VACANCY ANNOUNCEMENT
#CD202414

DEPARTMENTS OF THE ARMY AND THE AIR FORCE
LOUISIANA NATIONAL GUARD COUNTERDRUG
PROGRAM

Jackson Barracks, 6400 St. Claude Ave.
New Orleans, LA 70117
TELEPHONE: (504) 278-8512

LANG COUNTERDRUG PROGRAM VACANCY ANNOUNCEMENT #CD202414

OPEN TO: Louisiana Air National Guard Members

MIN / MAX GRADE: E1-E6
1 vacancy E1-E6

POSITION: Budget/Administrative

AFSC: Immaterial

LOCATION: New Orleans, LA (One Vacancy)

OPEN DATE: 02 Apr 24

AGENCY: Louisiana National Guard Counterdrug Program

CLOSE DATE: 25 Apr 24

1. The Louisiana National Guard Counterdrug Program (LANG-CDP) is seeking to fill one Budget/Admin position vacancy in the New Orleans, LA area, through FY 24. This is a “high visibility” assignment and requires a Secret clearance. Applicant must possess and maintain a Secret security clearance. Permanent Change of Station (PCS) is NOT authorized.
2. *Budget Administrative and responsibilities include:* Possess knowledge in financial and budget management in both Army and Air. Familiarization with DTS, GPC, AROWS and DAMPS programs. Managing ARMY and AIR days. Assist members with DTS for travel projections. Manage and track Operations and Management funds to ensure funds are spent according to applicable regulation and initiate routine internal audits.
Prepare and make presentations. Prepare reports for timely dissemination. Maintain document files and information. Attend and participate in weekly meetings.
3. *Administrative responsibilities:* Process awards, position announcements, retirement actions and manages gains and losses. Assists with writing position announcements, approving submission packages, selection panel coordination and final selection results. Manages Memorandum of Agreements and mission related documents. Assist with requests for travel orders, tour orders and tour order amendments. Maintains and manages personnel files and FTSMCS. Maintain filing for all areas of responsibility. Assists coordination with in-processing/train-up coordination for new personnel. Other duties as assigned by NCOIC/OIC.
4. *Applicant must possess knowledge, skills, and abilities in the following:* Organizational skills; ability to multi-task and prioritize; attention to detail; research and writing skills; problem solving; verbal communication skills; Microsoft Office suite and presentation abilities; critical thinking; data and information analysis. Ability to lead and manage small teams. Ability to operate in a joint and/or interagency environment.

-----**FOR IMMEDIATE POSTING**-----
LANG COUNTERDRUG VACANCY ANNOUNCEMENT
#CD202414

LANG-CDP QUALIFICATION REQUIREMENTS AND INFORMATION

1. Employment with the LANG-CDP for all Full-Time National Guard Duty Counterdrug (FTNGDCD) orders are contingent upon Congressional funding each fiscal year (1 Oct – 30 Sep). Continuation employment with the LANG-CDP in future fiscal years is dependent on program requirements, performance, and funding. FTNGDCD orders are not guaranteed to continue at the beginning of each fiscal year.
2. The Louisiana 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, meet medical readiness requirements, etc.
4. **Selectee will be required to complete and pass a background investigation for Counterdrug employment. Orders are contingent upon successful completion of the background check.**
5. Early Notice of Special Requirements for FTNGDCD IAW CNGBM 3100.01, Enclosure L:
 - 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 Army National Guard Substance Abuse Program (ARNGSAP).
 - Requirement to continue attendance of IDT/IAD and AT while on FTNGDCD.
 - Outside employment while on CD orders requires prior written approval of the CD Coordinator.
 - 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 LANG-CDP.
 - Standards of Conduct: National Guard members participating in the LANG-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:

*LANG Counterdrug Program
ATTN: CMSgt Edward Magri, Operations
6400 St. Claude Ave.
New Orleans, LA 70117*

-----FOR IMMEDIATE POSTING-----
LANG COUNTERDRUG VACANCY ANNOUNCEMENT
#CD202414

OR email edward.magri@us.af.mil. Email Subject Line will include **LANG-CD #.... Last Name First Initial**". Digital files (.pdf only) will be accepted and labeled as "**LANG-CD #... Last Name First Initial**".

Applications will not be returned. If you do not have a specific document or have any questions, contact CMSgt Magri at 504-278-8565 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 email address and contact information.
Official correspondence will be conducted via your military email address.
2. ___ Letter of introduction stating your interest in the position, how you will add value to the LANG-CDP and what regions you would like to be considered for.
3. ___ Resume or Military Bio outlining civilian/military experience and education.
4. ___ Certified/validated ERB (Enlisted Record Brief).
5. ___ Individual Medical Readiness (IMR).
Soldiers must have a favorable Periodic Health Assessment (PHA) current within 12 months IAW NGB-HRH Policy Memo #16-020 and NGR 500-2, Para 8-12c.
6. ___ CD Form 7 (Commander Letter of Recommendation) Signed that includes your current MOSQ status and verifies that you currently meet physical fitness/height/weight/medical standards.
7. ___ DA Form 705, Army Physical Fitness Test Score Card.
Last two physical fitness scores. (If selected, a current APFT will be required within 6 months of FTNGDCD orders start date.)
8. ___ DA Form 5500/5501, Body Fat Content worksheet (if applicable).
9. ___ Copies of last three NCOERs (if applicable).
10. ___ Security Clearance Verification Memorandum for Record (MFR).
11. ___ Copies of any law enforcement or investigative case analyst certifications.
12. ___ (If necessary) Explanatory MFR to the President of the Board (missing documents, situations which require amplification, pending action, etc.).