

-----**FOR IMMEDIATE POSTING**-----
LANG COUNTERDRUG VACANCY ANNOUNCEMENT
#CD202505

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 #CD202405
OPERATIONS NON-COMMISSIONED OFFICER IN
CHARGE

OPEN TO: Louisiana Army National Guard Members	MIN / MAX GRADE: E7-E8
POSITION: Operations NCOIC	MOS: Any
LOCATION: Jackson Barracks, 6400 St. Claude Ave.	OPEN DATE: 21 Nov 24
AGENCY: Louisiana National Guard Counterdrug Program	CLOSE DATE: 10 Jan 25

1. The Louisiana National Guard Counterdrug Program (LANG-CDP) is seeking one Operations NCOIC for New Orleans, LA. The NCOIC will report directly to the Counterdrug Program Coordinator (CDC) on all missions and activities conducted in Louisiana IAW CNGBM 3100.01 National Guard Counterdrug Support. They serve as the focal point for all personnel and administrative tasks for the LANG-CDP operations office. Applicant must possess and maintain a Secret security clearance. Permanent Change of Station (PCS) is NOT authorized
2. **Duties and responsibilities include:** Provide personnel and administrative support; assist OIC/NCOICs within each assigned mission with administrative duties; perform 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 and NGB personnel utilizing Department of the Army Mobilization Processing System (DAMPS); Leave Administrator Support to track all leave earned, taken, and final balances; review leave submitted and ensure leave is utilized within regulatory guidance; LANG-CDP personnel accountability; plan, coordinate, complete all in and out processing for members that come on and off the LANG-CDP; create personnel files on all LANG-CDP members; assist with preparation and processing of LANG-CDP 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 of various Army and Air programs to include Air Force Reserve Order Writing System (AROWS), FTSMCS, Defense Travel System, Integrated Personnel and Pay System – Army (IPPS-A) Interactive Personnel Electronic Records Management System (IPERMS), Medical Protection System (MEDPROS), DAMPS, GFEBs, etc.

-----**FOR IMMEDIATE POSTING**-----
LANG COUNTERDRUG VACANCY ANNOUNCEMENT
#CD202505

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). 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, etc.
4. 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.

APPLICATION INSTRUCTIONS AND REQUIRED DOCUMENTATION

Submit documentation listed below to the following address:

*LANG Counterdrug Program
ATTN: TSgt Tara Leleaux, Operations
6400 St. Claude Ave.
New Orleans, LA 70117*

-----FOR IMMEDIATE POSTING-----
LANG COUNTERDRUG VACANCY ANNOUNCEMENT
#CD202505

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

Applications will not be returned. If you do not have a specific document or have any questions, contact TSgt Tara Leleaux at 504-278-8512(O) 225-315-4067(C) or CMSgt Edward Magri at 504-278-8565(O) 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
6. ___ 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.)