

-----**FOR IMMEDIATE POSTING**-----  
**LANG COUNTERDRUG VACANCY ANNOUNCEMENT**  
**#CD202510**

**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) 278-8565

**LANG COUNTERDRUG PROGRAM VACANCY ANNOUNCEMENT #CD202510**

OPEN TO: Louisiana Army/Air National Guard Members                      MIN/MAX GRADE: E4

POSITION: Administrative/Case Management Support                      MOS/AFSC: Any  
LOCATION: New Orleans, LA (One Vacancy)                                      OPEN DATE: 27 Feb 25  
AGENCY: Louisiana National Guard Counterdrug Program                      CLOSE DATE: 3 Apr 25

1. The Louisiana National Guard Counterdrug Program (LANG-CDP) is seeking to fill one Administrative/Case Management vacancy in New Orleans, LA through FY25. This is a “high visibility” assignment. Applicant must possess and maintain a Secret security clearance. Permanent Change of Station (PCS) is NOT authorized.

2. *Administrative responsibilities:* Inputs and maintains all Case Management entries for the Louisiana National Guard Counterdrug Program as determined by local policies and procedures, including but not limited to mission status, mission notes, contact information, and mission seizure data. Processes awards, position announcements, retirement actions, and gains and losses. Assists with hiring actions, approving submission packages, selection panel coordination and final selection results. Manages Memorandum of Agreements and mission related documents. Assists with requests for travel orders, tour orders and amendments as required. Maintains and manages personnel files and in system of record. Maintains filing for all areas of responsibility. Assists coordination with in-processing/train-up coordination for new personnel. Prepares and makes presentations. Prepares reports for timely dissemination. Maintains document files and information. Attends and participates in weekly meetings and other duties as assigned by OIC/NCOIC.

3. *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.

**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). Continued 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.

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2. The Louisiana National Guard is an Equal Opportunity Employer. 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. 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/UTA 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.
  - Personnel voluntarily released from Active Guard/Reserve (AGR) who desire to enter the LANG-CDP may be required to first return to inactive duty status for at least 31 consecutive days.

## **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*

**OR** email [tara.leleaux@us.af.mil](mailto:tara.leleaux@us.af.mil). Email Subject Line will include **LANG-CD #202510 Last Name First Initial**". Digital files (.pdf only) will be accepted and labeled as **"LANG-CD #202510 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) or 225-315-4067(C) or CMSgt Magri at 504-278-8565 prior to submitting your packet. Incomplete applications or applications received after the closing date will not be considered.*

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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.
3. Resume or Military Bio outlining civilian/military experience and education.
4. Soldier's Record Brief (SRB, Army Members)/Report on Individual Personnel (RIP, Air Members).
5. Individual Medical Readiness Printout (IMR).  
Members 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/AFFMS Scorecard (Air Members), last two physical fitness scores. (If selected, a current APFT/AFFMS will be required within 6 months of FTNGDCD orders start date.)
8. DA Form 5500/5501, Body Fat Content worksheet (Army members, if applicable).
9. Copies of last three NCOERs (Army Members)/EPRs (Air Members) (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.).