

**DIVISION OF MILITARY and NAVAL AFFAIRS  
JOINT FORCES HEADQUARTERS  
NEW YORK NATIONAL GUARD  
330 Old Niskayuna Road, Latham, New York 12110**

Announcement CD 24-12, Statewide, New York Army and Air National Guard Members or personnel eligible for membership in the New York Army or Air National Guard. FULL TIME NATIONAL GUARD DUTY - COUNTERDRUG (FTNGDCD)

**OPENING DATE:** 29 August 2024

**CLOSING DATE:** 29 September 2024

**POSITION:** Project Management Officer

**LENGTH OF TOUR:** Start date contingent on funding, hiring and not to exceed 30 September 2025. (Orders may be renewed upon funding availability, support needed, and/or exemplary performance.)

**MINIMUM GRADE:** O-1 **MAXIMUM GRADE:** O-2

**LOCATION:** Scotia, NY (NYNG Counterdrug Headquarters)

**MILITARY REQUIREMENTS AND OTHER SELECTIVE PLACEMENT FACTORS:** This vacancy announcement is for Full Time National Guard Duty - Counterdrug (FTNGDCD) under Title 32 USC 112 Sec 502 (f). Length of tour is dependent upon funding and performance, but will not exceed 30 September 2025.

**BRIEF DESCRIPTION OF DUTIES** The primary role of the Project Management Officer is to establish and maintain project management standards, processes, and best practices, ensuring projects are executed efficiently. Further, they ensure optimal utilization of resources to achieve strategic objectives and are provide oversight of all equipment, standard operating procedures, and purchasing is contracted in accordance with policy and law. Facilitates communication between different the sections within the Program Support Branch; enhancing operational efficiency, and supporting logistics and procurement processes. Furthermore, responsible for policy development, analysis, and implementation, while providing oversight for existing policies. This includes documentation and reporting, training and education, and strategic planning, contributing to long-term planning of the CD program by aligning policies with future needs and objectives.

**ADDITIONAL POSITION INFORMATION:** Duties may require additional nights and weekends aside from unit training assemblies. Duty start date is dependent upon results of physical exam in accordance with AR 40-501, Chapter 3 and Chapter 10 and AFI 48-123, Chapter 3 and Attachments 2, 9 and 19.

**APPLICATION PROCEDURES:** Individuals meeting qualification requirements may apply by submitting the following documents as a complete package:

- Full Time National Guard Duty - Counterdrug Position Application ([CDTF Form 10-8](#)) Announcement number and position title must be annotated on this form.
- Copy of Soldier's Periodic Health Assessment (PHA) and Medical Protection System (MEDPROS) printout or Airman's Preventative Health Assessment and Individual Medical Readiness Status printout from the AF Portal.
- Three (3) most recent NCOERs/EPRs (if applicable).
- NGB FORM 23B (RPAS Army) or complete vMPF printout with point summary PCARS (Air).

- Resume of civilian and military skills.
- Last two physical fitness scores (one within last six months of start of orders).
- Verification of security clearance.
- Letter of Interest (LOI) explaining why you are interested in the Project Management Officer position. (Articulate in your LOI if your unit of assignment is scheduled to deploy within the next 6 months, whether you are promoting with the next 6 months AND if you are attending any schools for longer than 30 days)

Application **MUST be emailed in one complete PDF and reference “Announcement CD 24-12” in subject line of email.** Send to the indicated email address below NLT than the closing date specified in order to receive consideration. Applicants with incomplete packets will not be interviewed. **Multiple scans and attachments will not be accepted.**

Email applications to: [Ng.ny.nyarnng.list.cdtf-hro@army.mil](mailto:Ng.ny.nyarnng.list.cdtf-hro@army.mil)

#### **QUALIFICATIONS & REQUIREMENTS:**

- Individual must possess excellent communication and interpersonal skills; a strong sense of initiative; an ability to analyze vast amounts of information; an ability to think creatively, tactically and strategically; an ability to work independently; dedication to duty.
- Presentation/briefing experience; strong writing skills; an ability to learn quickly; good research skills; innate curiosity.
- Individual must meet pre-requisites to qualify for Project Management Professional Certification and obtain within first year of employment.

#### **ADDITIONAL INFORMATION:**

- Personnel must be eligible for FTNGDCD IAW ARNG or ANG requirements.
- Personnel must receive a written recommendation from their unit representative or commander. (on page 2 of 10-8 application.)
- ARNG Personnel must meet medical retention standards as set forth in AR 40-501 Chapter 3 and Chapter 10.
- ANG personnel must meet the medical retention standards as set forth in AFI 48-123 Chapter 3 and Attachments 2, 9, and 19.
- 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.
- Requirement to continue attendance at IDT/IAD and AT while on FTNGDCD.
- Probability of criminal records check, and/or security screening will be conducted. Applicants will be informed that such inquiries are likely to be completed after entry on duty and that negative or unfavorable information received 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, with DoD 5500.7-R and CNGBM 3100.01. 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 Counterdrug Coordinator.

**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.