

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

Announcement CD 25-22 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:** 26 February 2025      **CLOSING DATE:** 30 April 2025

**POSITION:** Regional Administrative Officer (AO)

**LENGTH OF TOUR:** Start date contingent on funding and not to exceed 30 September 2026. (Orders may be renewed upon funding availability, support needed, and/or exemplary performance.)

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

**LOCATION:** Buffalo, NY

**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.

**BRIEF DESCRIPTION OF DUTIES:** The administrative officer will be responsible for all personnel and administrative functions within their area of operations and serve as liaison between service members (SM), in their area of operation and Counterdrug Headquarters. Those activities include, but are not limited to, maintaining accountability, tracking SM duty status, communicating promotions, reenlistments, resignations and retirements. The AO will receive, validate and submit travel and training requests, act as Equipment Custodian and GSA Fleet Manager. Provide briefings at bi-weekly HQ sync, represent and attend monthly Counterdrug Coordinator briefings and quarterly senior leaders meeting. Assist with, and conduct site visits within their region to identify vacancies and mission effectiveness, and facilitate hiring board of personnel resulting from. Will perform all other duties associated with the Administrative officer position.

**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.
- Medical Protection System (MEDPROS) printout or Individual Medical Readiness Status printout from the AF Portal (HIV within two years of start of orders).
- Two (2) most recent NCOERs/EPRs (if applicable).
- NGB FORM 23B (RPAS) or complete vMPF printout **WITH** point summary (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 interest in the Case Analyst Support 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 25-22” in subject line of email. Send to the indicated email address below NLT the closing date specified in order to receive consideration. Applicants with incomplete packets must communicate this via e-mail or phone with justification. Applicants who fail to do so may result in not being scheduled to interview.**

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

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

- Required skills: Individual must possess excellent communication and inter-personal 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; a dedication to duty and a habit of going the extra mile.
- Strongly-preferred skills: proven leadership; presentation/briefing experience; strong writing skills; an ability to learn quickly; good research skills; innate curiosity.

#### **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 CDC.

Announcement suspense date MAY be extended until filled if inadequate applicant pool presents.

**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.