

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

Announcement CD26-04, Statewide, Air National Guard Members or personnel eligible for membership in the New York Air National Guard. FULL TIME NATIONAL GUARD DUTY - COUNTERDRUG WORK (FTNGDCD)

OPENING DATE: 18 March 2026 **CLOSING DATE:** 17 April 2026

POSITION: Counterdrug Headquarters Support - AIR ONLY - (CSS or FSS experience is preferred)

LENGTH OF TOUR: Start date contingent on funding, hiring and not to exceed 30 September 2026. (Temporary Tour)

MINIMUM GRADE: E-1 **MAXIMUM GRADE:** E-4

LOCATION: Scotia, NY

MILITARY REQUIREMENTS AND OTHER SELECTIVE PLACEMENT FACTORS: This vacancy announcement is for Full Time National Guard Duty - Counterdrug Work (FTNGD-CD) under Title 32 USC 112 Sec 502 (f) Length of tour is dependent upon funding and performance but may not exceed 30 September 2026.

BRIEF DESCRIPTION OF Counterdrug Headquarters Support position will include duties and responsibilities within the Program Support Branch. To include: Personnel and Administration, AROWS and DAMPS order writing and tracking, DD214, SGLI reimbursements, processing HOR and Duty Location changes, leave tracking, and power point presentations.

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 Individual Medical Readiness (IMR) Status printout from the AF Portal (HIV within two years of start of orders).
- Complete vMPF printout **WITH** point summary
- Resume of civilian and military skills.
- Last two physical fitness scores (one within last six months of start of orders).
- Verification of security clearance (if applicable).
- Letter of Interest (LOI) explaining why you are interested in the position. (Articulate in your LOI if your unit of assignment's scheduled to deploy within the next 6 months, whether you are promoting within 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 CD26-04](#)” in subject line of email**. Send to the indicated email address below NLT the closing date specified in order to receive consideration.

Incomplete packets will not be accepted. **Multiple scans and attachments will not be accepted.**

Email applications to: **nycdpsb@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, Microsoft Excel .
- A willingness to relocate to another part of New York State is a plus.

ADDITIONAL INFORMATION:

- Personnel must be eligible for FTNGDCD IAW ANG requirements.
- Personnel must receive a written recommendation from their unit representative or commander. (on page 2 of 10-8 application.)
- 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 and 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.