



**STATE OF DELAWARE
DELAWARE NATIONAL GUARD
COUNTERDRUG TASK FORCE
1150 POWERS LANE
DELAWARE CITY, DELAWARE 19706**



NGDE-MSD-CD

01 February 2023

~~MEMORANDUM FOR Assistant Chief of Staff, DEARNG~~WOLHAR.JAIME.LEE.1045077965 Digitally signed by WOLHAR.JAIME.LEE.1045077965
Date: 2023.02.07 12:04:18 -05'00'

SUBJECT: Full-Time National Guard Duty for Operational Support (FTNGD-OS) Tour Request for Counterdrug Coordinator

1. Reference AR 135-200, Chapter 6, and DEARNG Policy Memorandum 25
2. Request Full-Time National Guard Duty Operational Support (FTNGD-OS) tour for one DEARNG Soldier or DEANG Airman (Min: O3 CPT Max: O4 MAJ) branch immaterial for this posting with qualifying civilian experience, see qualifications and requirements.
 - a. Unit: Counterdrug Task Force
 - b. Duty Locations: 1150 Powers Ln, Scannell Armory, Delaware City DE 19706
 - c. Immediate Supervisor – COL Garland Pennington 302-326-7085
 - d. Tour Dates: 01 March 2023 – 30 September 2023
 - e. Length of Tour: Estimated 214 days (Contingent upon funding)
 - f. Field Conditions: No
 - g. Per Diem: No
 - h. Billeting: No
 - i. BAH: Yes
 - j. Rations: No
 - k. Travel: Command to pay travel, as required.
 - l. Dependent Travel Authorization: No
 - m. Rental Car Authorized: No
 - n. COLA: Based on Soldier HOR for duty over 140 days; Reference JFTR, Vol 1 Chapter 8 paragraph U8038

3. BRIEF DESCRIPTION OF DUTIES:

The Delaware Counterdrug Task Force is seeking to fill one position with a highly qualified individual. This individual will be providing oversight to the Counterdrug (CD) Program. Reference: CNGBM 3200_01 DTD20210730

- a. Direct, administer, organize, and manage the State's CDP; ensure all NG Service members perform only those CD activities approved IAW current DASD(CN>) guidance by the SecDef within the State Plan.
- b. Coordinate with the appropriate offices to develop the State Plan and submit for approval through the NG Joint Force Headquarters- State (NG JFHQs-State) and TAG; validate, prioritize, and execute all appropriately approved CD activities supporting

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LEAs and Community Based Organizations IAW reference a, DoD CD publications, reference b, and this manual.

c. Develop appropriate manager's internal control processes and ensure management of the State's CD activities.

d. Manage and oversee all State CD funds IAW Enclosure M of this manual; and coordinate with the State United States Property and Fiscal Officer (USPFO), Wing Comptroller, and NGB-J32 as needed.

e. Coordinate with unit of assignment all personnel actions for State NG personnel on full-time NG duty CD (FTNGD-CD) orders.

f. Communicate to the Chief of the NGB-J32 Serious Information Notification Requirements on State CD activities through the NG JFHQs-State to the NGB-J32 Operations Branch using the Joint Information Exchange Environment.

g. Ensure timely and accurate entry of all CD administrative and mission related data into Full Time Support Management Control System (FTSMCS) or other information system as directed by NGB-J32.

4. QUALIFICATIONS AND REQUIREMENTS:

a. The individual should be highly motivated Soldier who possess the following:

- 1) Qualifying civilian experience: post-secondary education in criminal justice, criminology, data analytics or related field. Previous law enforcement employment or professional internship in public safety.
- 2) Experience working with Law Enforcement Agencies/Offices strongly desired.
- 3) Previous experience working with youth/adults in a training environment and/or Instructor Qualified desired.
- 4) Strong computer skills, to include data analysis and experience in administrative duties.
- 5) Excellent oral and written communication skills.
- 6) Branch qualified and must possess a military driver's license and current civilian driver's license.
- 7) Security Clearance: Top Secret preferred. Secret and NALC required.
- 8) Must demonstrate enthusiasm for new learning situations.
- 9) Must maintain professional military bearing and display a positive attitude.
- 10) Prior Counterdrug experience.
- 11) Command experience
- 12) Familiarization with Budget planning and execution

b. Interested Soldiers must write an expository essay on why you will make a successful Counterdrug Coordinator and what unique skill set you will bring to the Delaware National Guard Counterdrug Taskforce. The essay will be in Times New Roman, 12pt font, APA 6th edition format with no abstract, and must be two to three pages in length not including your title and reference page.

c. Personnel must receive a written recommendation from their military superior.

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- d. Personnel must meet medical retention standards as set forth in AR 40-501 Chapter 3 and Chapter 10.
- e. Must be available to work a flexible schedule, including weekends and overnight missions.
- f. 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 ARNG/ANG Substance Abuse Programs.
- g. Requirement to continue attendance at IDT/IAD/AT for ARNG ANG while on FTNGD CD.
- h. Criminal records check and/or security screening must be completed by all selected for hire before coming on Counterdrug orders.
- i. 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. They are required to uphold the highest standards of conduct and personal appearance.
- j. 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 from immediate supervisor.

5..Equal Employment Opportunity: All applicants will be given consideration without regard to race, religion, sex, marital status, national origin, age, lawful political or other affiliations, membership or non-membership in an employee organization, physical handicap which does not prevent performance of duties, or other non-merit factors; except when the applicant involved is ineligible for selection because of regulatory restrictions on age, marital status or sex.

6. Incomplete packets will be returned without action. POC for the memo is the undersigned at (302) 326-7755 or michael.p.murphy74.mil@mail.mil.

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MICHAEL P. MURPHY
LTC, LG, DEARNG
DE Counterdrug Coordinator