

IOWA COUNTERDRUG VACANCY ANNOUNCEMENT

IOWA NATIONAL GUARD
NGIA-DJS-CDO
7105 NW 70TH AVENUE
JOHNSTON, IOWA 50131-1824

Announcement Number: CD-26-04

Closing Date: 13-Mar-26

POSITION DESCRIPTION:

TITLE Program Management NCOIC

MOS/AFSC: ANY **VICE:** Lewis, S

Max: E-8 **Min:** E-7

SELECTING SUPERVISOR INFO:

LTC Thomas Karpuk, 515-252-4606
thomas.l.karpuk.mil@army.mil

ORGANIZATION: IA-CDTF

PARA/Lin 102/01

Program Management Section
CDJMTC Johnston, IA 50131

Permanent Change of Station (PCS)
may be authorized.

Who May Apply: Current Iowa ARNG and ANG members.

TOUR OF DUTY:

Initial orders will be through September 30th, 2026, funding dependent. Anticipated follow-on orders for FY2027. Counterdrug is a Full Time National Guard Duty - Counterdrug (FTNGD-CD) program authorized under 32 USC 112. Service members are exempt from end strength reporting under 10 USC 115 while serving on Counterdrug Orders and must participate in IDT/AT with unit of assignment. Targeted start date is 01-Apr-2026.

INITIAL

I, _____, am requesting consideration for the above listed vacancy announcement. I understand prior to being placed on Counterdrug orders I will be interviewed and must pass all screening requirements as outlined in CNGBM 3100.01 and submit all documents listed below. All accepted packets will be submitted to the selecting supervisor, but not all applicants may be boarded:

- 1. Completed FTNGD-CD Vacancy Announcement Checklist
- 2. Completed Counterdrug Application
- 3. Last 3 Military Evaluations if applicable.
- 4. Statement of Good Standing signed by Unit Commander
- 5. ATIS AFT and Ht/Wt Report or AFFMS Fitness Report (ANG)
- 6. IPPSA Retirement Points Report or PCARS Report (ANG)
- 7. Copy of individual Soldier Talent Profile from IPPS-A or Career Data Brief (ANG)
- 8. Individual Medical Report from MEDPROS or my.af.mil (ANG)
- 9. Most recent DD214 (if applicable)
- 10. I have completed all requirements for my current position to include AFT, HT/WT, PHA, PEC, MOSQ and do not have pending adverse actions
- 11. I understand it is my responsibility to ensure all documents are included, signed and received prior to 1530 on the closing date

I hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized agent of the State of Iowa, Department of Public Safety, Department of Personnel, or the Iowa Counterdrug Task Force, whether the said records are of a public, private or confidential nature, including criminal histories. I have completed this application with the knowledge and understanding that any and all items contained within my Official Military Personnel File (OMPF) may be subject to investigation. I consent to the release of information provided to personnel specialists for the purpose of employment.

Applicant's signature

**** Submit entire packet as one document. PDF Portfolios will not be accepted. ****

CAUTION:

If your application packet does not provide all the information requested on the checklist above, you will not be considered for the position. ONLY complete applications will be considered. Applicants are responsible for maintaining a copy of their application.

DESCRIPTION OF DUTIES:

The Counterdrug Program Management NCOIC exercises primary staff responsibility for all personnel (J1), logistics (J4), and resource management (J8) functions of the Iowa Counterdrug Taskforce. In this critical leadership position, the NCOIC supervises a team of three NCOs, including the Admin/Budget, Logistics/Purchasing, and Contracting NCOs, while ensuring the task force has the personnel, equipment, and funding required to execute its mission in compliance with all statutory, regulatory, and policy requirements. Key responsibilities include managing the complete personnel lifecycle from hiring and awards to orders production and military pay actions. The NCOIC also directs all logistics, managing equipment accountability, expendable items, and the program's vehicle fleet. Furthermore, this position oversees financial aspects as a Fund Holder for Fund Center A18IV. A crucial part of this role is acting as the primary conduit to NGB-Counterdrug Division and the main liaison to key state partners, including USPFO-IA, CFMO, HRO, G1/G4, JFHQ, the 132nd and 185th Wings, and the State Comptroller, to ensure seamless mission integration.

Experience and training in Army and Air personnel and financial systems such as IPPS-A, GFEBS, DTS, AROWS, iPerms DAMPS, SharePoint, and others is desired.

QUALIFICATIONS / REQUIREMENTS / INFORMATION:

1. Must be able to attend Counterdrug Program Management courses within one year of hiring date.
2. Must meet medical standards IAW service regulations, as appropriate.
3. Periodic Health Assessment (PHA) or date of physical must be within 12 months of closing date of announcement.
4. Must have a passing Height and Weight on record within 6 months of closing date.
5. Soldiers will participate in physical fitness training and take the Army Fitness Test or Air Fitness Test semi-annually.
6. Must not have any unfavorable actions of any kind and not be flagged.
7. Must attend all Inactive Duty Training (IDT) and Annual Training (AT) periods and perform duties with assigned unit.
8. Funding is year to year; therefore orders will be produced annually and can be amended at any time due to budget or performance.
9. Promotion eligibility based on M-Day unit of assignment, but SM grade must align with CD position IAW IA-CDTF Personnel Management Policy.

APPLICATION INFORMATION/RECEIPT:

Obtain Counterdrug applications by contacting 1SG Sean Lewis at (515) 727-3602 or sean.p.lewis.mil@army.mil. All applications must be received by the closing date of the announcement. Applications received after 1530 on the closing date will not be considered. It is the responsibility of the applicant to ensure all documents are included, signed and received prior to the closing date and time.

Completed packets can be emailed to sean.p.lewis.mil@army.mil. When submitting an application, submit entire packet as one document. PDF Portfolios will not be accepted.

THE IOWA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, religion, national origin, political affiliation, marital status, age, or sex.