

# IOWA COUNTERDRUG VACANCY ANNOUNCEMENT

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

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**Announcement Number: CD-26-05**

**Closing Date: When Filled**

**POSITION DESCRIPTION:**

**TITLE** Temp Course Support

**MOS/AFSC:** ANY **VICE:** Trevino, C

**Max:** E-5 **Min:** E-2

**SELECTING SUPERVISOR INFO:**

CPT Matthew Paulsen, 515-727-3610  
matthew.s.paulsen.mil@army.mil

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**ORGANIZATION:** IA-CDTF

Midwest Counterdrug Training Center  
CDJMTC Johnston, IA 50131

**PARA/Lin** 106/16

**Permanent Change of Station  
(PCS) will not be authorized.**

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**Who May Apply:** Current Iowa ANG members assigned to the 132nd Wing.

**TOUR OF DUTY:**

Orders will be through September 30th, 2026, funding dependent. No 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 as soon as possible.

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**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:**

Individual will be responsible for support in the logistical and administrative operations of the Midwest Counterdrug Training Center (MCTC), Iowa Counterdrug Task Force. Duties will include acting as the POC for students, instructors, and mobile training hosts, setup, additional instruction, and evaluation of tactical medical practical exercises, supervising classroom logistical requirements, telephone and written correspondence with course hosts and instructors, compilation of student evaluations and generation of Course After Action Reviews (AARs), setup and teardown of classrooms, maintaining fleet GSA vehicles, cleaning of common areas, assisting the Supply NCO as needed, and additional duties as assigned.

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**QUALIFICATIONS / REQUIREMENTS / INFORMATION:**

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

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**APPLICATION INFORMATION/RECEIPT:**

Obtain Counterdrug applications by contacting 1SG Sean Lewis at (515) 727-3602 or [sean.p.lewis.mil@army.mil](mailto: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](mailto: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.