

VERMONT NATIONAL GUARD FTNGD-CD VACANCY

Announcement Number:	CDP 25-01
Position Title:	Counterdrug Coordinator
Date of Announcement:	25 Feb 2025
Closing Date:	6 Apr 2025
Duty Location & Unit:	South Burlington, VT
Grade, MOS/AFSC:	W3-W5 and O1-O3, MOS / AFSC NON-SPECIFIC** (see preferred experience below)
Period of Tour:	1 August 2025 – 30 Sept 2029, Subject to availability of funds
Selecting Official:	COL Roger B. Zeigler, 802-338-3156, roger.b.zeigler.mil@army.mil
Counterdrug Office Point of Contact and Address:	CMSgt Jillian Rolla, 802-338-3412, jillian.m.rolla.mil@army.mil 141 Shamrock Road Army Aviation Support Facility, Room 304 South Burlington, Vermont 05403
Area of Consideration:	*Current Soldier / Airmen within the VTNG* Applicants must currently hold the grade of W3-W5 or O1-O3
PCS Authorized:	YES (As determined advantageous to the government IAW applicable regulations)

Minimum Qualification Requirements:

- Must have passing ACFT / PFT (ARNG -Height and Weight) within 6 months of ad closing date.
- Must not be a MRC3 or MRC4/ Must have a current PHA and not be on a temporary profile.
- Must undergo favorable drug testing upon entry into the VTNG Counterdrug Program.
- Must have a Secret Security Clearance.
- Must be able to obtain favorable investigation/security check by LEA (Law Enforcement Agency).
- Must be able to obtain fiscal certifications required to manage funds.

Other Requirements:

- While on FTNGD-CD orders, individual must maintain satisfactory physical fitness & military membership (i.e. attend (IDT/RSD) and annual training (AT)) with unit of assignment.
- Expert in MS Office programs including Microsoft Excel.
- Exceptional organizational, computer and time management skills (able to work independently).
- Associations and off-duty conduct/activities must be consistent with state and federal directives on ethics and conflict of interest policies.
- Must be willing to relocate to local commuting area, be able to work weekends or evenings on short notice, travel TDY within the boundaries of the State for several days, travel TDY within the Northeast region for coordination with NGB and other state CD programs.
- Urinalysis testing is required upon entry to 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/ RSD / AT under the Army Substance Abuse Program / Air Force Alcohol and Drug Abuse Prevention and Treatment (ADAPT) Program.
- National Guard members participating in the Counterdrug Program are required to comply with state law and DOD 55000.7-R. Counterdrug personnel are required to uphold the highest standards of conduct and personal appearance.
- Must possess a valid state driver's license and must be able to operate military vehicles, equipment, and office machines within the unit of assignment.
- Demonstrate initiative, leadership skills, and ability to brief law enforcement officers, senior leaders of the Vermont National Guard, and government officials.
- **Applicant must be in good standing, have no flags, or any other existing/pending unfavorable actions for any reason.**

Preferred Experience:

- Health Services or Law Enforcement background
- Top Secret Clearance
- Aviator qualified and current in the UH-72, Lakota Helicopter

Duties and Responsibilities:

The Counterdrug Coordinator for the Vermont National Guard Counterdrug Program (VTNG CDP) will act as The Adjutant General's primary expert on countering illicit drug use, distribution, and the related violent crimes that erode Vermont's communities.

- Annually prepare governor's state strategy for utilizing Counterdrug resources to counter illicit drug use by affecting supply networks and reducing demand for drugs.
- Continually review program regulatory compliance and submit annual attestation report to NGB.
- Meet weekly with G3 to brief on current and upcoming issues.
- Prepare budgets, monitor responsible disbursement of funds. Work closely with HRO, USPFO, 158th FW Finance, and CSS to ensure compliance with applicable personnel and financial regulations.
- Assess statewide threats, trends, and capability gaps in law enforcement agencies. Assess the ability of an agency to appropriately supervise and train National Guard staff on their policies and procedures.
- Evaluate prospective candidates to serve as Counterdrug Intelligence Analysts, Drug Demand Reduction Specialists, and associated support staff.
- Collaboratively supervise and evaluate office staff; oversee the evaluation of field staff.
- Prepare presentations highlighting the program, its challenges, and its accomplishments.
- Ensure the program is run in accordance with all applicable regulations.
- Advocate for the program in the state, within the region, and at the national level.
- Analyze crime and health department data to forecast resource needs throughout the state.
- **PERFORM OTHER DUTIES AS ASSIGNED.**

Instructions for Applying:

Interested Soldiers/Airmen will submit the following information:

- Letter of Interest
- Resume
- Last 3 OERs (Army) / OPRs (Air). For those officers with less than 3 officer evaluations, letters of recommendation from supervisors indicating applicant's work ethic, adherence to the military values and future career potential will be included for each missing evaluation.
- Officer Record Brief (Army) / Career Data Brief (Air)
- NGB Form 23B (Retirement Points History Statement) / Points Summary
- Current ACFT (DA 705) or ITR (Army) / Current PFT (AF Form 4446) (Air)
- Current Military Record of Body Composition as required by service
- Report of Individual Medical Readiness (IMR)

Submit Applications NLT 6 Apr 25 to:

**CMSgt Jillian Rolla
141 Shamrock Road
South Burlington, Vermont 05403
OR
email: jillian.m.rolla.mil@army.mil**

Miscellaneous:

This is a FTNGD-CD position. Position currently funded until **30 Sept 2025** with expected opportunity for continuation. Continued employment is contingent upon successful completion of probationary period and federal funding each fiscal year.

Equal Employment Opportunity: The policy of the National Guard is to treat all applicants equally without regard to race, color, gender, religion, national origin, age, or non-disqualifying handicap. The National Guard is committed to develop and implement a diversity program that is consistent with equal employment opportunity and with the “Human Goals” of the Department of Defense.