

VERMONT NATIONAL GUARD FTNGD-CD VACANCY

Announcement Number:	CDP 25-03
Position Title:	Counterdrug Drug Demand Reduction Civil Operations Specialist (NOT a Law Enforcement Analyst position)
Date of Announcement:	22 July 2025
Closing Date:	22 August 2025
Duty Location & Unit:	Londonderry, VT
Grade, AFSC:	E4 – E5, MOS NON-SPECIFIC** (see preferred experience below)
Period of Tour:	1 September 2025 – 30 September 2028, Subject to availability of funds
Selecting Official:	Major J. Daniel Davis, 802-338-3518, joseph.d.davis14.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 E4 – E-5 (E6 may be considered)
PCS Authorized:	YES (As determined advantageous to the government IAW applicable regulations)

Minimum Qualification Requirements:

- Must have passing ACFT/AFT / PFT (ARNG -Height and Weight) within 6 months of ad closing date.
- Must not be a current MRC3 or 4, have a current PHA, and must not be on a temporary profile.
- Must undergo favorable drug testing upon entry on FTNGDCD.
- Must have a Secret Security Clearance or be able to obtain one if selected.
- Must be able to obtain a favorable investigation/security check by LEA (Law Enforcement Agency).

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.
- **Willing to relocate to live within one hour of the duty location.**
- **Willing to travel regularly throughout region (Bennington, Windham, Windsor and Southern Orange Counties).**
- 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.
- Associations and off-duty conduct/activities must be consistent with state and federal directives on ethics and conflict of interest policies. Outside employment requires written approval of the CDC.
- 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.
- **Applicant must be in good standing, have no flags, or any other existing/pending unfavorable actions for any reason in order to be considered for FTNGD-CD.**

Preferred Experience:

- Good organizational, computer and time management skills.
- Able to work independently, collaborate with others, foster open, inclusive communication that builds trust and shared purpose.
- Comfortable using MS Office, Google Workspace, and Apple based tools to support collaboration, and data management systems.

- Drug prevention knowledge
- Social work and/or educator experience
- Project Management Training or Experience

Duties and Responsibilities:

A Drug Demand Reduction Civil Operator with the Vermont National Guard Counterdrug Program (VTNG CDP) will assist assigned State agency and State appointed Chief Prevention Officer in efforts to reduce the size of the population misusing drugs by providing support to prevention and anti-drug awareness initiatives.

- Coordinate:
 - Assist prevention efforts -planning, implementing, and evaluating activities associated with Community Based Organizations (CBO)
 - Action Planning, analyze problems and goals, community assessment, cultural competency, working models for change, grant writing
- Facilitate: Lead working groups to promote drug prevention
- Intermediate: Serve as a support conduit from the state drug prevention agencies to the community
- Leadership: Actively participate in agency's prevention efforts though work with CBOs to address community level problems
- Participate: Actively work as a member in CBOs if requested to attend. Give input and feedback to the group if requested and able
- Support: Provide support such as: logistics, event coordination, implementation
- Training: Facilitate specific aspects of the Strategic Prevention Framework or community strategies to increase knowledge and skills.
- Possesses instructor skills, leadership skills, public speaking and presentation abilities, ability to brief senior leaders.
- Attend training as assigned
- **PERFORM OTHER DUTIES AS ASSIGNED**

Instructions for Applying:

Interested Soldiers/Airmen will submit the following information:

- Letter of interest
- Resume
- Last 2 NCOERS/ EPRS and or EPBs (if applicable), newly promoted E-5's and below: letters of recommendations are encouraged but not required
- Enlisted Record Brief / Report on Individual Personnel (RIP)
- NGB Form 23B (Retirement Points History Statement) / Points Summary
- Current ACFT (DA 705) / PFT (AF Form 4446)
- DA 5500-r or DA 5501-R (as required)

Submit Applications NLT 22 August 2025 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 funded until **30 Sept 2025** with expected opportunity for continuation. Continued employment is contingent upon successful completion of probationary period, request from the supported agency, and federal funding each fiscal year.

<p><u>Equal Employment Opportunity:</u> 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.</p>
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