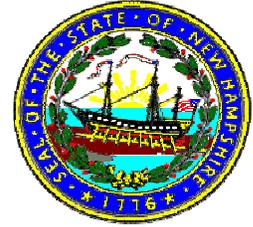




**NEW HAMPSHIRE NATIONAL GUARD
ADSW COUNTERDRUG VACANCY ANNOUNCEMENT
Human Resource Office (NHAG-HR)
State Military Reservation
4 Pembroke Road
Concord, NH 03301-5652**



DATE 6 OCTOBER 2004

ANNOUNCEMENT NUMBER: NH04-517

POSITION TITLE, SERIES/GRADE

CMIS (Counterdrug Management Information System) Administrator
FULL PAY AND ALLOWANCES BASED ON RANK AND LONGEVITY

MAXIMUM MILITARY GRADE SSG/E6

OPEN All NHNG Enlisted soldiers in the rank of E-4 through E-7.

CLOSING DATES

OPEN 21 October 2004

TYPE OF APPOINTMENT

ACTIVE DUTY SPECIAL WORK

DUTY LOCATION

New Hampshire National Guard Counterdrug Task Force
Concord Armory
Concord, NH 03301

FOR ADDITIONAL INFORMATION

COUNTERDRUG: SFC Gail Rynex, at DSN: 684-9571, commercial (603) 227-1571,
E-mail: gail.rynex@nh.ngb.army.mil
Other job postings are available at www.nhpeas.ang.af.mil/jobs

INSTRUCTIONS FOR APPLYING

OPEN: Applications must include the following as a minimum.

- Title of position
- A short written request that you are interested in the position
- Personnel Qualification Record (PQR)
- Last five NCOERs, if applicable
- Current status with the New Hampshire National Guard i.e. current permanent technician, AGR, temporary technician, ADSW
- Most recent copy of DD 2808 (Report of Medical Examination stating PULHES/physical rating) NOTE: A complete Chapter 2 physical must be completed and approved prior to starting an ADSW tour
- DD Form 214 or other verification of active service
- Copy of DA Form 2-1 (ARNG) or Records Review RIP (ANG)

FAILURE TO SUBMIT THE ABOVE DOCUMENTS WILL CAUSE YOUR APPLICATION TO NOT BE CONSIDERED.

Applications must be received in the Human Resource Office (NHAG-HR) NO LATER THAN 1600 hours (4:00 PM) on the closing date indicated above.

MAIL RESTRICTION

Applications submitted at the government's expense will not be considered. This includes those submitted in government envelopes or postage and those submitted by way of a government fax machine. Applications may be *received* at NHAG-HR by government fax but sent by commercial fax at sender's expense.

EQUAL EMPLOYMENT OPPORTUNITY

The NH National Guard is an equal opportunity employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.

ELIGIBILITY REQUIREMENTS FOR COUNTERDRUG TOUR:

1. Must possess favorable National Agency Check (NAC) or Entrance National Agency Check (ENTNAC) or higher investigation.
2. Must be computer literate in word processing and data entry.
3. Must meet medical standards as outlined by NGR 500-2.
4. Must meet physical standards as outlined by NGR 500-2.
5. Must not be under a current suspension of favorable personnel actions.
6. Individual will be responsible for attending unit Drill weekends and annual training.
7. Prior to being placed on Counterdrug orders, individual will be interviewed and must successfully pass the screening requirements outlined in NGR 500-2 to include:
 - a. Personal interview in accordance with NGR 500-2.
 - b. Integrity checks, to include but not limited to: Military personnel records check, local criminal records check, and a National Crime Information Center (NCI) records check.
 - c. Review of physical exam to reveal preexisting or possible disqualifying medical conditions.
 - d. Unit commander's recommendation for applicant's character and suitability.
 - e. Urinalysis test.
 - f. Final interview with the hiring agency, if applicable.

DUTIES AND RESPONSIBILITIES

1. Under the direction of the Operations NCO.
2. Acts as an assistant to the Operations NCO.
3. Responsible for CMIS data entry.
4. Responsible for filing and record keeping.
5. Assists in reviewing and evaluation of mission folders and data submitted for input.
6. Develops short and long range plans to comply with the NGB reporting requirements.
7. Responsible for compiling data for briefings, papers public presentations.
8. Responsible for cutting orders and submitting payroll to the USPFO.

KNOWLEDGE, SKILLS AND ABILITIES

1. Ability to communicate effectively both orally and in writing.
2. Ability to establish satisfactory working relationships with individuals and groups.
3. Ability to offer solutions for improvements.
4. Ability to prepare comprehensive reports.
5. Ability to recognize program deficiencies.
6. Ability to be multitasked.
7. Knowledge of military writing style.
8. Skills: Computer experience including Microsoft Office Programs (Word, Excel, Access, and PowerPoint), Internet and email.
9. Skills: Type 35 words per minute.

FOR THE ADJUTANT GENERAL

DEBORAH L. CARTER, LTC, NHANG
Director of Human Resources