

PLEASE SUBMIT THE FOLLOWING DOCUMENTS WITH THIS APPLICATION PACKET. **THIS IS A REQUIREMENT TO START ORDERS WITH CDP.**

- RESUME
- COVER LETTER (OPTIONAL)
- PROFESSIONAL REFERENCES (OPTIONAL)
- RESPONSE TO THE ELEMENTS LISTED WITHIN THE JOB ANNOUNCEMENT
- COPY OF CURRENT MEDICAL READINESS STATUS
- COPY OF CURRENT PT CARD
- COPY OF CURRENT 5500(MALES)/5501(FEMALES) OR MEMO STATING MEMBER IS WITHIN HT/WT STANDARDS - **ARMY PERSONNEL ONLY**
- RETIREMENT POINTS SUMMARY [RPAS] – **ARMY PERSONNEL ONLY**
- PERSONNEL QUALIFICATION RECORD [PQR] – **ARMY PERSONNEL ONLY**
- POINTS SUMMARY CREDIT STATEMENT [526] – **AIR PERSONNEL ONLY**
- COPY OF RECORDS REVIEW [RIP] – **AIR PERSONNEL ONLY**
- COMPLETED DA FORM 5960, JUL 2021 – **ARMY PERSONNEL ONLY**
- COPY OF MARRIAGE CERTIFICATE - **ARMY PERSONNEL ONLY**
- COPY OF CHILDREN'S BIRTH CERTIFICATE(S) - **ARMY PERSONNEL ONLY**
- COMMANDERS RECOMMENDATION FOR FULL TIME NGD (ATTACHED)
- SPECIAL REQUIREMENTS FOR CDP DUTY FORM (ATTACHED)
- PRE-COMMITMENT BRIEF (ATTACHED)
- EMERGENCY STATEMENT (ATTACHED)
- THE FOLLOWING COMPUTER BASED TRAINING CERTIFICATES:
 - DOD Information Assurance Awareness/Cyber Awareness (Current within the year)
 - Travel Card 101 (Current within three years)

DOD CYBER/ INFORMATION ASSURANCE AWARENESS: <https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf>

1. Select Course Catalog
2. Type "Cyber" in the "Title" area and click on search. Course ID: "DOD-US1364-19" and course title: "Department of Defense (DOD) Cyber Awareness Challenge 2019 (1hr)" will appear.
3. Select "enroll" and then select "launch".

TRAVEL CARD 101 - REQUIRED EVERY 3 YEARS:

<https://www.defensetravel.dod.mil/neoaccess/login.php>

1. Select "Trax" (the far right tab)
2. Select Training
3. From the Available Training screen, select the "Show all" box located under keyword search
4. You can scroll through the training or use the search box to search Travel Card 101
5. Launch Program & Policies – Travel Card Program (Travel Card 101)[Mandatory]

COUNTERDRUG PROGRAM EMPLOYMENT APPLICATION

PRIVACY ACT STATEMENT

Authority:	Title 10 USC Sections 504, 505, 508, 510, and 520a, Title 14 USC Sections 351 and 632, Title 50 USC Appendix 451 and following section, and EO 9397, November 1943 (SSN).
Principal Purposes(s):	Application for Full Time National Guard is the basic form used by Counterdrug Program for obtaining data used in determining eligibility of applicants and for establishing records for those applicants who are accepted.
Routine Uses(s):	None
Disclosure:	Voluntary; however, failure to answer all items on this form except questions labeled as "Optional," may result in denial of your application for Full Time National Guard Counterdrug.

1. NAME: (Last, First MI):	2. RANK:
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3. LAST FOUR DIGITS OF SSN:	4. GENDER: ☐ M ☐ F
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5. BIRTHDATE:	6. BIRTHPLACE (COUNTY, CITY, STATE):
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7. ALIAS (nicknames, include maiden name):

8. PRESENT RESIDENCE ADDRESS (street, city, state, zip code):

9. HOME PHONE:	10. CELL PHONE:
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11. MOS/AFSC:	12. SECONDARY MOS/AFSC:
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13. CURRENT UNIT OF ASSIGNMENT:	14. SECTION AND TITLE:
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15. CURRENT UNIT PHONE NUMBER:

16. PAY ENTRY BASE DATE:

17. CURRENT SECURITY CLEARANCE:

18. INDICATE ANY FOREIGN LANGUAGE SKILLS:

LANGUAGE	# YRS STUDIED	READ	WRITE	SPEAK	RECEIVING FLFR
		☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N
		☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N
		☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N

19. SPECIAL QUALIFICATIONS AND SKILLS:

A. INDICATE TYPE OF SPECIAL LICENSE SUCH AS PILOT, RADIO OPERATOR, ETC., AND THE DATE LICENSE EXPIRES.

B. INDICATE COMPUTER KNOWLEDGE SUCH AS PROGRAMMING, SYSTEMS, RETREIVAL, AND ENTRY KNOWLEDGE.

C. SPECIAL SKILLS YOU POSSESS, MACHINES, AND EQUIPMENT YOU CAN USE	
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20. EMPLOYMENT HISTORY: BEGIN WITH YOUR MOST RECENT POSITION AND LIST YOUR EMPLOYMENT HISTORY FOR THE PAST SEVEN YEARS, INCLUDING PART-TIME, TEMPORARY, OR SEASONAL EMPLOYMENT, AND ALL PERIODS OF UNEMPLOYMENT (ATTACH ADDITIONAL SHEETS IF NECESSARY).

NAME OF EMPLOYER:	EMPLOYER ADDRESS:	FROM:
NAME OF SUPERVISOR:	TELEPHONE NUMBER:	JOB TITLE:
		TO:

SPECIFIC DUTIES:

REASON FOR LEAVING:

NAME OF EMPLOYER:	EMPLOYER ADDRESS:	FROM:
NAME OF SUPERVISOR:	TELEPHONE NUMBER:	JOB TITLE:
		TO:

SPECIFIC DUTIES:

REASON FOR LEAVING:

NAME OF EMPLOYER:	EMPLOYER ADDRESS:	FROM:
NAME OF SUPERVISOR:	TELEPHONE NUMBER:	JOB TITLE:
		TO:

SPECIFIC DUTIES:

REASON FOR LEAVING:

NAME OF EMPLOYER:	EMPLOYER ADDRESS:	FROM:
NAME OF SUPERVISOR:	TELEPHONE NUMBER:	JOB TITLE:
		TO:

SPECIFIC DUTIES:

REASON FOR LEAVING:

21. ARE YOU NOW, OR HAVE YOU EVER BEEN, A MEMBER OF ANY ORGANIZATION, ASSOCIATION, MOVEMENT, GROUP OR ANY COMBINATION OF PERSONS WHICH ADVOCATES THE OVERTHROW OF OUR CONSTITUTIONAL FORM OF GOVERNMENT, OR WHICH HAS ADOPTED THE POLICY OF ADVOCATION OR APPROVING THE COMMISSION OF ACTS OF FORCE VIOLENCE TO DENY OTHER PERSONS THEIR CONSTITUTIONAL RIGHTS UNDER THE CONSTITUTION OF THE UNITED STATES?
☐ YES ☐ NO. IF YES, PLEASE EXPLAIN.

22. ARE YOU NOW OR HAVE YOU EVER BEEN AFFILIATED OR ASSOCIATED WITH ANY ORGANIZATION OF THE TYPE DESCRIBED ABOVE, AS AN AGENT, OFFICIAL, OR EMPLOYEE?
☐ YES ☐ NO. IF YES, DESCRIBE THE CIRCUMSTANCES:

23. HAVE YOU EVER BEEN GIVEN A PRE-EMPLOYMENT POLYGRAPH EXAMINATION?
☐ YES ☐ NO. IF YES, LIST DATE, AGENCY AND RESULTS:

24. DURING THE LAST SEVEN YEARS WERE YOU FIRED FROM ANY JOB FOR ANY REASON, DID YOU QUIT AFTER BEING TOLD THAT YOU WOULD BE FIRED, OR DID YOU LEAVE BY MUTUAL AGREEMENT BECAUSE OF SPECIFIED PROBLEMS?
☐ YES ☐ NO. IF YES, PLEASE GIVE CIRCUMSTANCES:

25. HAVE YOU EVER BEEN CONVICTED OF, OR FORFEITED COLLATERAL FOR ANY FELONY VIOLATION?
☐ YES ☐ NO. IF YES, PLEASE GIVE CIRCUMSTANCES:

26. HAVE YOU EVER BEEN CONVICTED, CHARGED OR CITED FOR VIOLATION OF LAW (To include all traffic and parking violations or accidents)?
☐ YES ☐ NO. IF YES, PLEASE EXPLAIN:

27. HAVE YOU EVER BEEN TRIED AND/OR CONVICTED BY A MILITARY COURT-MARTIAL?

☐ YES ☐ NO. IF YES, PLEASE EXPLAIN:

28. ARE YOU DELINQUENT ON ANY FEDERAL DEBT OR UNDER BANKRUPTCY PROCEEDINGS?

☐ YES ☐ NO. IF YES, PLEASE LIST AND EXPLAIN ACTION:

I CERTIFY THAT THERE ARE NO MISREPRESENTATIONS, OMISSIONS OR FALSIFICATIONS IN FOREGOING STATEMENTS AND ANSWERS, AND THAT THE ENTRIES MADE BY ME ABOVE ARE TRUE, COMPLETE, AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND ARE MADE IN GOOD FAITH.

I UNDERSTAND THAT FALSE OR MISLEADING INFORMATION GIVEN IN THIS APPLICATION MAY BE CAUSE FOR REJECTION.

I UNDERSTAND THAT ANY INFORMATION I GIVE MAY BE INVESTIGATED AS ALLOWED BY LAW OR PRESIDENTIAL ORDER.

I CONSENT TO RELEASE OF INFORMATION ABOUT MY ABILITY FOR EMPLOYMENT IN THIS AGENCY.

SIGNATURE OF APPLICANT

DATE

EXEMPT FROM MANDATORY DISCLOSURE
FOR OFFICIAL USE ONLY

SPECIAL REQUIREMENTS FOR COUNTERDRUG DUTY

NGR 500-2, para 8-11b (1-5)

(1) Urinalysis testing is required upon entry on 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/IAD under the JNGSAP.

(2) Requirement to continue attendance at IDT/IAD and AT while on FTNGDCD.

(3) Status of funding from year to year.

(4) Probability of criminal records checks, and/or security screening by LEAs of applicants serving in LEA offices or in positions where they are privy to operational information of LEAs. Applicants will be informed that such inquiries are likely to be completed after entry on duty and that rejection by LEAs could result in their removal from the CD program.

(5) Standards of Conduct.

(a) National Guard members participating in the Counterdrug Support Program are required to comply with state laws and with DoD 5500.7-R. They are required to uphold the highest standards of conduct and personal appearance.

(b) Outside employment, associations and off-duty conduct/activities must be consistent with federal directives on ethics and with state and federal conflict of interest policies. Outside employment will require written approval of CDC according to para 8-25 of this regulation.

c. The above conditions of service will be clearly stated in announcements and advertisements for CD positions

My signature certifies I have read and understand the Special Requirements for Counterdrug Duty.

Print/Signature

Date

COUNTERDRUG PROGRAM
300 East Eaker Ave, Bldg 4400
Fairchild AFB, Spokane, WA 99011

NGWA-CDT

01 September 2018

MEMORANDUM FOR All Counterdrug Program (CDP) Personnel

SUBJECT: Pre-commitment Briefing

1. Purpose: To inform each soldier/airman of his/her rights and responsibilities while participating in the Drug Interdiction and Eradication Program. To emphasize the importance of OPSEC, safety and to alert each soldier to applicable areas of police and law.
2. OPSEC: Soldiers/Airmen will have access to or knowledge of very sensitive information, which may be of high value to individuals conducting or planning illegal activities. Proprietary information will only be discussed on a need to know basis, and then not in public. Names of soldiers/airmen participating in the program, assigned units, and unit locations are not authorized to be released. Markings on aircraft and surface vehicles should be covered so that units cannot be recognized. Law Enforcement Agency (LEA) procedures, intelligence data, past, present, or future operations are considered confidential and will only be released to the public by the LEA. These OPSEC restrictions apply while participating in the program **and after** the individual's departure.
3. Threat Analysis: Due to the sensitivity of the CDP, soldiers/airmen who are involved should be aware of the potential threat to themselves, their family, and unit. Threat Analysis can be done by knowing the nature of the threat (Drug Traffickers) and by using precautions enhancing security at home and while traveling. Listed below are some of these precautions:
 - a. Attitude: Your attitude toward security is most important. By taking certain actions and changing certain habits, you can lessen your chances of becoming a target.
 1. Encourage security awareness in your family and discuss what to do if there is a security threat.
 2. Be alert for surveillance attempts, suspicious persons or activities and report them to the proper authorities.
 3. Vary personal routines whenever possible.
 4. Get in the habit of checking in, both your family and you.
 5. Always carry telephone "change", and know emergency phone numbers.
 6. Set up simple alert systems to alert family or associates that there is a danger.
 7. Keep a low profile **shun publicity**.
 8. Do not unnecessarily divulge your home address, phone number, or family information.
 - b. At home:
 1. Have a clear view of approaches to your home. Have strong doors and locks.
 2. Have adequate lighting outside your house.
 3. Install one way viewing devices in doors.
 4. Never leave young children home alone.
 5. Never admit strangers into your house without proper identifications.
 - c. While traveling:
 1. Vary times and routes.
 2. Be alert for suspicious looking vehicles.
 3. Check for suspicious activity around your car. Check before getting in or out.
 4. Drive with the windows closed and the doors locked.
 5. Travel on busy, well-lit routes. Avoid isolated areas.
 6. Park in well-lit areas and lock your car.

7. If you think you are being followed, drive to the nearest police station.
8. Do not pick up hitchhikers.
9. Keep your gas tank at least half full

d. Hotels:

1. Keep your room key with you at all times.
 2. Observe suspicious looking persons.
 3. Keep your room and personal effects in neat order so you can detect tampering.
 4. Know the location of emergency exits and fire extinguishers.
4. Air Safety: The operation of aircraft constitutes a significant hazard. Pilots in Command (PIC) are responsible for the aircraft and the lives of passengers and crew. In addition to other guidance on aircraft, PIC's must instruct passengers in the principles of aircraft safety. Aircraft will maintain a minimum safe distance (no less than 200 meters) from any known hostile elements. When initially inserting, law enforcement personnel will be responsible to ensure and establish landing zones for further operations.
5. Support Role: The role of the National Guard is to support law enforcement agencies. Generally, soldiers/airmen are not trained in law enforcement and are ill-prepared to serve as a police officer. The soldier/airmen will inform the person in charge of the operation that he/she may not be put into a situation that is likely to bring him/her into direct contact with suspects or the general public. This includes not being directly involved in interviews or in the room where an interview is being conducted.
6. Arming of soldiers/airmen: Since soldiers/airmen are in a support role and not directly engaged in law enforcement, they occasionally will be armed. Weapons will be issued only at the supported LEA's request and specifically for personal protection. Arms and ammunition will be secured until issued. Rounds will be chambered only on order of the senior military member present. Firearms will not be discharged from aircraft or moving vehicles.
7. Use of Force: I have the right to defend myself, other members of my team, law enforcement officers, or innocent bystanders. I will use the minimum force necessary for that purpose. Deadly force (any force likely to cause serious injury or death) may be used only under following circumstances:
- (a) Lesser means have been exhausted or are unavailable.
 - (b) Risk of injury to other persons is not increased by the use of deadly force.
 - (c) It is the minimum force necessary to prevent death or serious injury.
8. Arrest Powers: I realize that I am not a law enforcement officer and that I do not have any powers of arrest other than those of an ordinary citizen. I should not be placed in situations where arrest powers should be utilized.
9. Rules of Evidence: Rules of court provide that certain exhibits cannot be offered into evidence in legal proceedings unless a chain-of-custody can be shown. This is especially true for items subject to alteration. To ensure admissibility of evidence, only law enforcement officers should seize or possess any items that are, or may become, evidence.
10. Tort Liability: When I am engaged in drug support operations in either Title 32 status or a state of active duty status and I am sued because of my performance of duty, I understand that I will be defended by either the U.S. Government or the State of Washington. However, I may be found personally liable, regardless of my status, in cases of personal negligence.
11. Drug Testing: I understand that I will be required to be tested for drug usage prior to being placed on orders (as per NGR 500-2/ANGI 10-801).
12. Unit Attendance: I understand that I will be required to continue my attendance with my drill unit both IDT/IAD and AT with on FTNGDCD orders.
13. Local/State Law Enforcement Check: I understand that the law enforcement agency I am supporting may run a local/state records check on my background prior to mission execution.
14. Standards: Members are required to uphold the highest standards of conduct and personal appearance. Outside employment, associations and off-duty conduct/activities must be consistent with federal directives on ethics and with state and federal conflict of interest's personal appearance.

Signature of Soldier/Airman

Date

Printed Name of Soldier/Airman

EMERGENCY STATEMENT

THE COUNTERDRUG PROGRAM IS REQUESTING THAT ALL PERSONNEL ANNUALLY UPDATE ADDRESSES AND EMERGENCY CONTACT INFORMATION IN THE EVENT THERE IS AN EMERGENCY THAT OCCURS WHILE IN A COUNTERDRUG STATUS. THIS INFORMATION WILL BE MAINTAINED IN YOUR PERSONNEL FILE THAT IS STORED UNDER LOCK/KEY CONTROLLED ACCESS. THIS INFORMATION IS SUBJECT TO THE PRIVACY ACT OF 1974.

NAME: _____

HOME: _____

ADDRESS: _____

WORK: _____

CITY, ST, ZIP: _____

CELL: _____

EMAIL _____

EMERGENCY CONTACT NAME: _____

EMERGENCY CONTACT CELL: _____

PRINT/SIGN

DATE

Response to Job Elements

Name _____

Job Title _____ Announcement # _____

Instructions: Please indicate below how you gained the experience for each element listed on the vacancy announcement. Experience may have been paid or unpaid, part-time, or full-time, civilian/military schools. Use blank sheets if you need additional space.

Element I -

Element II -

Element III -

Element IV -

Element V -

