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**DEPARTMENTS OF THE ARMY AND AIR FORCE
JOINT FORCE HEADQUARTERS - MONTANA**
P.O. Box 4789 (1956 Mt Majo Street)
Fort Harrison, Montana 59636-4789

**MONTANA ARMY NATIONAL GUARD
Full-Time Duty Operational Support (FTNGDOS) Job Announcement
Job Announcement #: CD 16-02**

OPENING DATE: 30 August 2016

CLOSING DATE: 28 September 2016

POSITION: Criminal Analyst *2 Positions*

DUTY MOS: Immaterial

MIN GRADE: SPC/E-4

MAX GRADE: SGT/E-5

ORGANIZATION: Montana Counterdrug Joint Task Force

LOCATION: Billings, MT

SELECTING OFFICIAL: MAJ Daniela Ragen

POINT OF CONTACT FOR DUTY DESCRIPTION: SFC Robert Clark, 406-324-3179 or
robert.l.clark204.mil@mail.mil.

PROJECTED LENGTH OF DUTY: Indefinite, orders FY to FY, dependent upon availability of funds.

PERSONNEL ELIGIBLE FOR CONSIDERATION: This position is open service members of the Montana Army National Guard.

THIS ASSIGNMENT, IF SELECTED, DOES NOT CONSTITUTE ENTRY INTO THE TITLE 32 AGR PROGRAM, NOR WILL YOU BE CATEGORIZED AS AN ON BOARD AGR.

JOB DESCRIPTION:

Provide law enforcement agencies (LEAs) with intelligence case analysis support. Duties may include, but are not limited to the development of graphs, charts, and maps necessary for narcotics investigations and prosecutions. Analyzes large volume of data from various sources. Create and maintain analytical case files, and pattern and trend analysis in support of narcotics investigations. Perform necessary case research from specific analytical request from law enforcement to support drug investigations. Utilize analyst specific software and hardware systems and report statistical information. Prepare detailed written reports and visual presentations summarizing analysis of significant activity for distribution to LEAs and CDJTF leadership. Other duties and responsibilities may be assigned to support CDJTF. May be subject to TDY for participation and attendance to specific related job trainings, conferences, and/or workshops.

SPECIFIC EXPERIENCE REQUIRED:

Initial medical procurement standards for active duty are more demanding than retention standards under which National Guard members serve. A medical review by the state surgeon is required prior to issuance of initial orders. Pregnancy disqualifies a Guard member's initial entry on to the FTNGD-CD tours.

1. Drug testing (urinalysis) prior to entry on active duty, and periodic testing while on active duty. These requirements are in addition to testing by units of assignments during IDT/UTA under the UPL or the ANG Drug Abuse Testing Program.
2. Probability of criminal records check and/or security screenings (to include polygraphs and interviews) by LEAs of applicants serving in LEA officer or in positions where they are privy to operations 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 Counterdrug Program.

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3. Weapons and Law Enforcement Commissions: Law Enforcement Commissions must be entered into a Leave of Absence in order to be employed with CDJTF. CDJTF member cannot perform any law enforcement duties or represent themselves as a law enforcement officer or agent. CDJTF members may not carry a weapon in the performance of CDJTF duties.
4. Standards of Conduct.
 - a. Members of NG participating in CDJTF are required to comply with state laws and with DoD 5500-7R. 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 from the CDJTF Commander.
5. Requirement to continue attendance at IDT/UTA and AT while on FTNGD-CD orders.
6. Valid Montana Drivers License.
7. Must have minimum of 2 years retainability in the MTNG and less than 17 years total active federal service.
8. Must live within 50 miles of Duty Station, MT. PCS is NOT authorized.
9. Must not be under a current Suspension of Favorable Personnel Actions (FLAGS).
10. Must be eligible for FTNGD-CD IAW ARNG or ANG Requirements.
- 11. Length of tour is dependent upon mission funding but will not exceed 30 September 2017, with continuance of orders into next fiscal year dependent on subsequent FY funding.**

PERSONNEL ELIGIBLE FOR CONSIDERATION:

This position is open to members of the Montana Army National Guard. Applications will be screened against the criteria stated in NGR 500-2/ ANGI 10-801, National Guard Counterdrug Support and NGB-ARH Policy Memo #09-011, Guidance for Full-Time National Guard Duty Counter-Drug (FTNGD-CD) Program. Applicants must meet requirements as of the closing date of the announcement.

- a. This is a gender neutral position.
- b. Minimum grade to apply is E-4.
- c. Cannot be flagged for favorable action.
- d. Cannot have any outstanding medical issues that require follow-up, to include temporary profiles.
- e. Must have completed IET (Initial Entry Training).
- f. Must have at least a 6 month service obligation.
- g. Must have minimum of a Secret Clearance, or higher.
- h. Service Members must not have more than 17 years of Active Duty service in any branch in order to apply.
- i. Must maintain appropriate level of physical readiness and pass the appropriate physical fitness test IAW service regulations.
- j. Illicit drug use within the last 5 years will disqualify eligibility of service member.

PLACEMENT FACTORS:

- a. Professional, dedicated, impartial, and competent Soldier.
- b. Must be self- motivated and able to operate professionally with little or no supervision.
- c. Must be able to qualify for a Government Travel Card.
- d. Must have a valid driver's license.
- e. Excellent written and oral communication skills.
- f. Intermediate to advanced level of experience and training in Microsoft Office 2007/XP software, particularly PowerPoint and Excel.
- g. Must have excellent computer skills.
- h. Must be able to maintain confidentiality of analytical support.
- i. Experience in military police and/or intelligence is highly desirable.
- j. Must be able to multi-task and handle many projects at once.
- k. Experience with Federal, State, and local databases is desirable.
- l. Familiar with NGR 500-2/ANGI 10-801. (Counterdrug Support)

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UNIQUE REQUIREMENTS FOR COUNTER DRUG AND CONDITIONS OF ACCEPTING THE POSITION:

- a. All new hires are subject to the conditions of a one-year probation policy.
- b. Preference may be given to applicants who live within the local commuting area of the duty location.
- c. Drug testing (urinalysis) prior to entry on active duty, and periodic testing while on active duty. These requirements are in addition to testing by unit of assignment during IDT under the ANG Drug Abuse Testing Program.
- d. You may be subject to criminal records check and/or security screenings, to include polygraphs and interviews, by LEA of applicants serving in LEA officer or in positions where they are privy to operations information of LEA. 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 Counterdrug Program.
- e. Weapons and Law Enforcement Commissions: Law Enforcement Commissions must be entered into a Leave of Absence in order to be employed with CDJTF. CDJTF members may not perform any law enforcement duties or represent themselves as law enforcement officers or agents. CDJTF members may not carry weapons in the performance of CDJTF duties.
- f. Must be able to qualify for a Government Travel Card.
- g. Must have a valid MT Drivers License.
- h. You may be required to sign Statements of Understanding regarding Standards of Conduct and Rank Ceilings.
- i. Must be willing to live within 50 miles of duty location. PCS is NOT authorized.
- j. Must be willing to extend to meet 2 year service obligation in the MTARNG, as applicable.
- k. A medical review by the state surgeon is required prior to issuance of initial orders Pregnancy disqualifies a Guard member's initial entry on to the FTNGD-CD tours.
- l. A favorable Entrance National Agency Check (ENTNAC) in the past fifteen years is required.

APPLICATION WILL CONSIST OF THE FOLLOWING:

- a. Letter of intent indicating the Job Vacancy Announcement and why you are the best qualified for the position. (See example at the bottom)
- b. Unit Commander's Recommendation.
- c. DA Form 1058-R, Jul 2010 (FTNGDOS Application) Signed and Completed.
- d. MEDPROS, Individual Medical Readiness (IMR) printout within the last 30 days. (You can find this through your AKO, My Medical, MEDPROS, IMR Record)
- e. Enlisted Record Brief (ERB).
- f. Copy of latest DA Form 705 (Within the last 6 months) or Record of Individual Fitness.
- g. Current Height and Weight statement. Must meet standards established in AR 600-9. If screening table weight is exceeded, a Body Fat Content Worksheet (DA Form 5500-R for males or DA Form 5501-R for females) must also be included with the application.
- h. Copy of Temporary Profile.
- i. NGB Form 23B, RPAM statement.
- j. CDJTF Application.
- k. Resume or Biographical Sketch to include level of education and detailed work experience.
- l. Last three (3) NCOER (NCO Evaluation Reports).
- m. Please note any letters of recommendation, other than as required above, will NOT be forwarded with your packet.

INSTRUCTIONS FOR SUBMITTING APPLICATION:

Excess documentation will be removed. Service Members who fail to comply with these procedures will be notified in memorandum format. Incomplete or late application packets will not be forwarded to the Selecting Official. Application packets become the property of the MTARNG and will not be returned. The point of contact for the application process is CW2 Birkholz who can be reached at 406-324-3248 or by email at Shad.E.Birkholz.mil@mail.mil Application packets may be:

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- a. **Hand-carried** and must be received by the HRO, AGR Branch no later than 1630 hrs on the closing date;
- b. **Mailed** and must be received by HRO-A no later than 1630 hrs on the closing date. Mail to JFHQ-MT, ATTN: NGMT-HRO-AGR, 1956 Mt Majo Street, P.O. Box 4789, Fort Harrison, MT 59636-4789; or
- c. **E-mailed** and must be in PDF format in no more than 2 attachments. Any other document format (ie TIFF, JPG, DOC, XFDL, etc) will not be processed. If you are unable to meet this requirement, submit in accordance with a. or b. above. Emailed applications must be received prior to 2400 hrs Mountain Standard Time on the closing date. Email to ng.mt.mtarng.list.j1-agr-applications@mail.mil.

SELECTION PROCESS: After interviews are conducted, the Selecting Official rates applicants in order of precedence and forwards the rating chart to HRO-A. Upon approval, official notification selection or non-selection will be made by HRO-A.

CONDITIONS OF ACCEPTING THE POSITION:

- a. Must be able to maintain IDT/AT requirements as deemed necessary by current traditional Chain of Command.
- b. Soldier must be willing to live within established commuting distance and work at specified location.
- c. *Females*, pregnancy testing is required within 15 days of orders.

EQUAL OPPORTUNITY: The Montana 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, or any other non-merit factor.

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 // HQ MTNG //
 // OFFICIAL //
 //////////////////////////////////////
 LONNIE D. COOK
 COL, IN, MTNG
 Human Resources Officer

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SAMPLE LETTER OF INTENT

(Insert your unit letterhead)

Date:

MEMORANDUM FOR SELECTING OFFICIAL, JOB ANNOUNCEMENT # _____

SUBJECT: Application for Position Vacancy

1. Request consideration for the position _____, Job Vacancy Announcement # _____.
2. [Address specific qualifications you have for the position applied for. Highlight any pertinent information not evident in your application packet. Include applicable civilian experience that may enhance your ability to perform this mission. Be sure to identify anything that you are missing in your packet (i.e. current APFT, NCOERs, OERs, etc.) with an explanation as to why].
3. Provide the best day time phone number to reach you with in order for the Selecting Official to set up an interview.]

JOHN E. DOE
1LT, IN MTARNG
Co D, 1/111th Cav