

**-FULL TIME NATIONAL GUARD DUTY COUNTERDRUG (FTNGDCD)
MILITARY TOUR ANNOUNCEMENT
(North Dakota National Guard Members)**

**THIS ANNOUNCEMENT IS FOR A TOUR WITH NGND-J3-CD, COUNTERDRUG DIVISION,
NORTH DAKOTA**

ANNOUNCEMENT NUMBER: FTNGDCD-13-01 **CLOSING DATE:** 22 FEB 13

START DATE: **TBD Subject to Availability of Funds**

POSITION TITLE: Criminal Analyst

SELECTING OFFICIAL: LTC David Hall, Counterdrug Coordinator

GRADE: Not to exceed E-6

MOS/AFSC: NA – Non-specific (Specific training will be accomplished by Counterdrug Office)

LOCATION: Grand Forks, ND

AREA OF CONSIDERATION: All current North Dakota Army and Air National Guard members in the grades of E4 – E6, and E7's willing to take an administrative reduction to E6

Questions concerning the contents of this notice may be directed to the Counterdrug Support Office, telephone: (701) 333-2033

SPECIALIZED EXPERIENCE: Credit for experience is based on minimum time requirements for EACH Knowledge, Skill or Ability (KSA) detailed below. The time frames (identified in months) have been determined by the Counterdrug Coordinator and reflect the basic amount of experience necessary to qualify for the position. KSA's are defined as:

Knowledge- An understanding of the subject matter obtained through specific academic study and /or specific practical application of the task.

Skill- A demonstrated capability to perform the task described (e.g.type 35 or more words per minute).

Ability- Based on education, work experience, life experience, or a combination of all three, it is reasonable the applicant could perform the task described.

6 months experience as determined by the following KSA's:

1. Ability to research and interpret regulations and policies.
2. Skilled in the use of computers and computer software used to produce correspondence, track information, and maintain data.
3. Ability to communicate both orally and in writing in a clear and concise manner.
4. Ability to process law enforcement sensitive information.

DUTY DESCRIPTION:

- Conduct criminal analysis to support the Narcotics Task Force, including:
- Pen toll analysis
- Link analysis
- Threat analysis
- Data Input of analysis data
- Intelligence training and area briefings to law enforcement agencies
- Misc. case support
- Gather and distribute information from and to local LEA / Public Safety Officers / First Responders / Infrastructure Personal / Community Based Organization
- Remain updated on local activities involving drug arrests / activities and homeland security issues
- Provide gathered information on drug arrests / activities and homeland security issues to the Task Force

SPECIAL INFORMATION:

- This position is located in Grand Forks, ND with the local Narcotics Task Force.
- Individual must be willing to relocate to a local commuting area.
- Individual must be willing to perform all duties and complete required training at earliest training opportunity.
- Applicants are subject to criminal records checks, and or security screening by law enforcement agencies prior to being selected. In addition the individual selected will be subject to random checks and screenings while working in the LEA Office.
- Applicants will be subject to urinalysis testing prior to entry on to active duty and subject to random testing while on active duty.
- Subject to program continuance, members satisfactorily completing initial tour may be afforded priority for tour extension renewal. Status of funding from year to year.
- Individual must have or be able to attain a Secret Clearance.

GENERAL ELIGIBILITY REQUIREMENTS:

- Applicant must be an active member of the North Dakota National Guard (Army or Air).
- Position requires regular attendance at unit IDT/IAD and AT while in FTNGDCD.
- Army National Guard members must meet physical qualifications outlined in AR 40-501. Air National Guard members must meet the physical qualifications outlined in AFI 48-123.
- Army & Air individuals must meet respective Army or Air Force Physical Fitness Standards and Height Weight Standards within the past 6 months.
- 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.
- 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.

APPLICATION AND SELECTION:

- a. See attached "Applying for Full-Time National Guard Duty Counterdrug Positions with the North Dakota National Guard"
- b. Ensure that all work experience, both Civilian and Military, related to the job you are applying for is described in full to include dates of employment.
- c. Applications can be mailed to the Human Resource Office (HRO), PO Box 5511, Bismarck, ND 58506-5511 or hand delivered to RJB Armory, 4200 E Divide Ave, Rm 424, Bismarck. HRO Commercial Telephone: (701) 333-3369 or DSN: 373-3369.
- d. Only applications from deployed Soldiers may be scanned or faxed.
- e. Applications must be at the HRO by 1600 on the closing date of the announcement. **NO EXCEPTIONS!**
- f. Position Announcement Number and Position Title must be on each application.
- g. Applicants are subject to personal interview, upon notification of time and location.
- h. Necessary travel expenses are the applicant's own responsibility.

APPLYING FOR FULL-TIME NATIONAL GUARD DUTY COUNTERDRUG POSITIONS WITH THE NORTH DAKOTA NATIONAL GUARD

IMPORTANT: Please read this page before you submit your application!
YOU MUST BE AWARE OF THE CONTENTS OF THIS INSTRUCTION SHEET TO COMPLETE YOUR APPLICATION PROPERLY.

You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. The HRO is not responsible to inform you that your packet is incomplete. However, the Human Resource Office is available during normal working hours to review your application. Call (701) 333-3369 to set up an appointment. Once the vacancy announcement has closed, no further amendments or attachments may be added to the application.

APPLICATION PACKETS THAT DO NOT INCLUDE ALL REQUIRED ITEMS LISTED BELOW AND/OR CONTAIN AN NGB 34-1 WHICH IS NOT CURRENT OR NOT SIGNED WILL NOT BE CONSIDERED AND NOT RETURNED.

- **NGB 34-1 dtd 05 Nov 2010** A completed "Application for Active Guard/Reserve (AGR) Position". PureEdge is preferred. This form must include an **original** signature (digital signatures will be accepted) and date on all applications. **Contact your unit if you need assistance in obtaining the current form.**
- **KSA Narrative:** A typed or neatly printed narrative that lists and then addresses each Knowledge, Skill or Ability (KSA) on the announcement. In addressing each KSA you should describe, accurately and completely, the tasks, activities, education, and experience which demonstrate the KSA. Include all military experience (Active Duty and Reserve Component), qualifications or training in an MOS/AFSC. You may also include civilian work experiences (paid or unpaid), training, education, and/or other information that relates to the position advertised. Use complete dates to indicate the amount of your experience. A complete date consists of MM/DD/YY. Education may be combined with experience as defined in the Education section of the announcement. The qualification process will grant credit only for sufficient information. Candidates are evaluated on the KSAs and failure to address them may deem the applicant not qualified for the position.
- **ARMY** - A copy of your DA Form 705 indicating successful completion of the APFT within the past **6 months**. If height/weight is not included on the DA Form 705, then submit a current height/weight statement from your Commander.
- **ARMY** - If applicable, a copy of DA Form 5500/5501, Body Fat Content Worksheet.
- **AIR** – A copy of your Fitness Assessment Results.
- **ARMY** - MEDPROS Individual Medical Readiness (IMR) printout. Current.
- **AIR** – A copy of your AF Form 422, Medical Service Profile.
- **ARMY** – A copy of DA Form 2-1.
- **AIR** – A copy of your Virtual MPF.
- **NCOERS/OERS:** Include five most recent - A letter of recommendation or performance evaluation must be submitted on Soldiers not requiring an NCOER/OER (or not having recent NCOER/OER within the past 12 months).
- **DA Form 2-1:** Copy.
- **NGB Form 23A or 23B:** Retirement Points History Statement
- If you have completed any college courses and you feel that it will help you qualify, you may include copies of your college transcripts with the application. If a transcript is required it will be stated on the position vacancy announcement.
- Letters of recommendation are optional unless they are in lieu of a recent NCOER/OER.
- **DO NOT** use Appraisals or Appraisal Standards as proof of your experience.
- **DO NOT** use binders, folders, or notebooks when you turn in your application.
- **DO NOT** use staples.

Applications on non-selected applicants will not be returned, and will not be transferred to another vacancy file. A new application must be submitted for each vacancy.

DO NOT FORGET TO KEEP A COPY OF YOUR APPLICATION.

EQUAL OPPORTUNITY: The North Dakota National Guard is an Equal Opportunity Employer. All qualified applicants will receive consideration for this position irrespective of race, color, religion, age, national origin, sex, political affiliation, or marital status.