

## ADOS VACANCY ANNOUNCEMENT

<b>MISSOURI NATIONAL GUARD HUMAN RESOURCES OFFICE</b> ATTN: JFMO-HRA 2302 MILITIA DRIVE JEFFERSON CITY, MO 65101-1203	<b>ANNOUNCEMENT: CD 17-09</b>  <b>OPENING DATE: 14 September 2017</b>  <b>CLOSING DATE: 17 October 2017</b>
<b>TELEPHONE NUMBERS:</b> Commercial (573) 638-9770 Fax (573) 638-9684	<input checked="" type="checkbox"/> <b>Permanent Change of Station (PCS) is not authorized for this position.</b> <input type="checkbox"/> <b>Permanent Change of Station (PCS) may be authorized if in the best interest of the government.</b>
<b>POSITION TITLE, MOS AND GRADE:</b> Counterdrug Criminal Analyst Grades of E-4 through E-6	<b>LOCATION:</b>  Springfield, Missouri 65802
<b>Individual selected will be ordered to Full Time National Guard Duty-Counterdrug Active Duty status under provisions of Section 502(f) Title 32, United States Code (32 USC 112 and 502(f)). The Missouri National Guard is an Equal Opportunity Employer.</b>	<b>FOR MORE INFORMATION:</b> MSG Shannon C. Wilde Office (573) 638-9770 Cell (573) 291-4468 Email: <a href="mailto:shannon.c.wilde.mil@mail.mil">shannon.c.wilde.mil@mail.mil</a>
<b>WHO MAY APPLY:</b>  <p style="text-align: center;"><b>APPLICATIONS WILL BE ACCEPTED ONLY FROM:</b></p> <ul style="list-style-type: none"> <li>All Sources Missouri Army National Guard currently having a valid Security Clearance.</li> </ul> <p><b>CURRENT MILITARY GRADE REQUIREMENTS:</b> E4 – E6 may apply.</p> <ul style="list-style-type: none"> <li><b>DUTIES AND RESPONSIBILITIES</b> Operational support to Law Enforcement Agencies is designed to enhance the effectiveness of the supported agency and release law enforcement officers for drug enforcement duties. Individual will assist the Greene County Sheriff's Office in the establishment of Counterdrug intelligence systems/databases and provide intelligence analysis support. All intelligence activities must be conducted in accordance with appropriate DoD Regulations. Provide assistance to Law Enforcement Agencies to develop investigations and cases for prosecution. Activities include, but are not limited to, input, review and analyze collected LEA information, provide legal, paralegal and auditing assistance. Enter data/queries into Fulltime Management Control System (FTSMCS); record and report data information, planning and programming. Enter data into the National Seizure System (NSS). Perform other duties as assigned. Develop association notices, link charts and commodity flow diagrams. Perform communications analysis of telephone records. Analyze investigative reports from law enforcement agencies to assist in furthering investigations. Experience with IBM I2 Analysts Notebook, Cellebrite or PenLink is preferred but not required.</li> </ul> <p style="text-align: center;"><input type="checkbox"/> <b>MISSOURI ARMY NATIONAL GUARD MEMBERSHIP IS REQUIRED</b> <input type="checkbox"/></p>	

**TOUR CONTINUATION:** This position is temporary and only funded until the end of the fiscal year (September 30<sup>th</sup> 2018). Applicants are advised that consideration for continuation of their tour beyond the initial period is dependent upon availability of funds, satisfactory performance, and continued compliance with weight standards of AR 600-9. Approval of initial tour as well as request for tour renewal is at the discretion of the Counterdrug Coordinator.

**SUPPLEMENTAL INFORMATION:**

1. **This Job Advertisement will be used to fill 1 position** within the Greene County Sheriff's Office. Placement within the agencies is as at the sole discretion of the Counterdrug Coordinator.
2. NO UNFAVORABLE PERSONNEL ACTION PENDING (FLAGGED). IAW AR 600-8-2 and AR 135-18.
3. Applicants will not make plans to enter into or move within the Full-Time National Guard Duty-Counterdrug Program until the Counterdrug Office formally notifies the applicant of a hire date.

4. All applicants must be aware that involuntary (early) separation could come from instances where conduct, degree of efficiency, or manner of performance is seriously deficient.

#### **REQUIREMENT FOR COUNTERDRUG DUTY:**

1. Must be qualified for initial entry into or continued service in the Joint Task Force Counterdrug Program IAW NGR 500-2, to include: being a deployable asset; have Unit Commander's recommendation for initial or continued service in the Counterdrug Program; not have any unfavorable actions of any kind; no record of moral turpitude or convictions of any kind; meet the medical standards of fitness IAW applicable Army or Air Regulations; and maintain physical fitness standards IAW applicable Army or Air Regulations.

2. 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.

3. Must have a current Standard Army Physical Fitness Test (APFT) or Air Force Fitness Management System II Member Individual Fitness Report.

**4. A valid/current SECRET security clearance is required prior to acceptance of application.**

5. Pregnancy test showing NEGATIVE results. Pregnancy testing is required within 15 days of start of orders IAW AR 40-501, chapter 10.

6. Favorable criminal records check and/or security screening. Selected individual will be required to undergo a Missouri State Highway Patrol background investigation.

7. Continued attendance at IDT/IAD and AT while on Full-Time National Guard Duty-Counterdrug orders.

8. 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. Outside employment will require written approval of CDC according to paragraph 8-25 of NGR 500-2.

9. Permanent Change of Station (PCS) is NOT authorized.

10. Status of funding is for the 2018 fiscal year only.

#### **INSTRUCTIONS FOR APPLYING**

##### **INDIVIDUALS MUST, AT A MINIMUM, SUBMIT THE FOLLOWING REQUIRED DOCUMENTS:**

**1. TOUR ANNOUNCEMENT** – ADOS tour announcement or memorandum from the unit offering the ADOS tour. This will include specific duty information to include point of contact info w/phone numbers and will be signed by the applicant that he/she understands the special requirements and conditions of CD Duty.

**2. DA FORM 1058-R** Soldier MUST sign blocks 21 and 23. Commander signs block 34e and records custodian must complete block 35a-d and ALL OF PART II.

**3. NGB FORM 1058-1R** – Checklist for determining the approval authority for Full-Time National Guard Duty.

**4. Orders Query** - This document is used to determine the last 31-day break in orders for purposes of determining separation pay. (AFCOS printout)

**5. Statement of Service (DA Form 1506)**

**6. NGB Form 23A** (Retirement Point Accounting Statement). Also include copies of all DD Form 214s and NGB Form 22s if applicable.

**7. Copy of updated ERB (Enlisted Record Brief) or ORB (Officer Record Brief).**

**8. Copies of the last (3) NCOERs or OERs** and/or a statement by a member of your chain of command attesting to your character of service.

**9. Copy of MEDPROS / ASIMS** Individual Medical Readiness Record displaying evidence of: Periodic Health Assessment completed with-in 12 months and HIV with-in last 2 years. Medical documentation other than MEDPROS / ASIMS will not be accepted, if over 40 years old, provide a copy of your cardiovascular screening.

**10. Copy of your DA Form 3349 (Physical Profile)** and MOS Medical Retention Board (MMRB) results (if applicable).

**11. Copy of DA Form 705-Army Physical Fitness Test Score Card / Air Force Fitness Management System II Member Individual Fitness Report;** the latest test must have been taken within the past 6 months.

**12. Copy of DA Form 5500/5501-R (Body Fat Worksheet)** if applicable. If non applicable then a height/weight memo from your unit showing you meet the height/weight standards.

**13. Commander's Recommendation Letter** - substantiating a good standing with the unit of assignment, unit admin clerk can get a template from SFC Evers

**14. DD369 (Police Records Check)** Fill out blocks 1-9, leave 10 blank and sign 11

**15. Favorable Entrance National Agency Check/National Agency Check (ENTNAC/NAC)** within past 10 years. Security Clearance Verification if applicable.

**16. Agreement and Understanding for ADOS**

**17. BDE Release Letter** - required by Human Resources

**18. Biographical Sketch** in narrative form covering Civilian and Military history.

**19. Three (3) letters of reference, to include contact information.** These references will be checked prior to the interview.

The required ADOS Application forms can be found on the [MOGuard.com](http://www.moguard.com) website under HR Forms at <http://www.moguard.com/Assets/Pages/86/HRForms.aspx?ID=86>.

If you are unable to provide any of the documents above, a memorandum must be submitted explaining why that document is not available.

**EQUAL OPPORTUNITY:** The Missouri National Guard is an Equal Opportunity Employer. Personnel on Title 32 Tours will be protected under Title VI of the Civil Rights Act of 1964 against discrimination based on race, color, religion, gender, or national origin, political affiliation, or any other non-merit factor.

**CAUTION:** If your application packet does not provide all the information requested on the forms and documents listed above, you will lose consideration for the ADOS position. ONLY complete applications will be considered. Applicants are responsible for maintaining a copy of their applications.

**MAILING APPLICATIONS:** Submit your application to:

Counterdrug Program  
Attn: SFC Amanda Evers  
2302 Militia Drive  
Jefferson City, MO 65101

Scan/Email completed packets to: [amanda.j.evers.mil@mail.mil](mailto:amanda.j.evers.mil@mail.mil).

**THIS ANNOUNCEMENT WILL BE CALLED TO THE ATTENTION OF ALL ASSIGNED PERSONNEL AND POSTED IN A TIMELY MANNER ON ALL BULLETIN BOARDS.**