

ADOS VACANCY ANNOUNCEMENT

| | |
|--|---|
| MISSOURI NATIONAL GUARD COUNTERDRUG PROGRAM ATTN: MSG SHANNON WILDE 2302 MILITIA DRIVE JEFFERSON CITY, MO 65101-1203 | ANNOUNCEMENT: CD 17-07 OPENING DATE: 13 May 2017 CLOSING DATE: 09 Jun 2017 |
| TELEPHONE NUMBERS: Commercial (573) 638-9782 Fax (573) 638-9684 | <input checked="" type="checkbox"/> Permanent Change of Station (PCS) is not authorized for this position. <input type="checkbox"/> Permanent Change of Station (PCS) may be authorized if in the best interest of the government. |
| POSITION TITLE, MOS AND GRADE: Counterdrug Criminal Analyst Grades of E-3 through E-6 | LOCATION: Saint Louis County Drug Task Force Maryland Heights, Missouri |
| 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. | FOR MORE INFORMATION: MSG Shannon C. Wilde Office (573) 638-9770 Cell (573) 291-4468 Email: shannon.c.wilde.mil@mail.mil |
| WHO MAY APPLY: | |
| APPLICATIONS WILL BE ACCEPTED ONLY FROM: | |
| <ul style="list-style-type: none"> • All Sources Missouri Army National Guard currently having a valid/current Security Clearance. | |
| <u>CURRENT MILITARY GRADE REQUIREMENTS:</u> E3 – E6 may apply. | |
| <p><u>DUTIES AND RESPONSIBILITIES</u> Operational support to this Law Enforcement Agency (LEA) is designed to enhance the effectiveness and release law enforcement officers for drug enforcement duties. The individual assigned to the Saint Louis County Drug Task Force will assist the LEA in narcotics related investigations by providing intelligence analysis support. The selected applicant must have the ability to work effectively with local, state and federal partners supported by this task force. Applicant must be able to clearly communicate information over the phone and possess exceptional writing skills. Applicant must also possess the self-initiative to complete high tempo research requests in a timely manner. All intelligence activities must be conducted in accordance with appropriate DoD Regulations. Activities include, but are not limited to, inputting, reviewing and analyzing collected LEA information, providing legal, paralegal and auditing assistance. Entering data/queries into Fulltime Management Control System (FTMCS); record and report data information, planning, programming and other duties as assigned. Applicant needs to be familiar with the development of association notices, link charts and commodity flow diagrams.</p> | |
| <input type="checkbox"/> MISSOURI ARMY NATIONAL GUARD MEMBERSHIP IS REQUIRED <input type="checkbox"/> | |

TOUR CONTINUATION: This position is temporary and offered as a backfill for a deploying Soldier. The tour length is from 1 July 2017 through 30 September 2018, but is subject to funds availability. 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 Saint Louis County Drug Task Force.** Final selection is at the sole discretion of the Counterdrug Coordinator.

2. NO UNFAVORABLE PERSONNEL ACTION PENDING (FLAGGED). IAW AR 600-8-2 and AR 135-18/IAW Chapter 7, ANGI 36-101, AFI 48-123. Member must also meet the requirements of AFI 36-2905, and other regulations as required.
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. Pregnancy test showing NEGATIVE results. Pregnancy testing is required within 15 days of start of orders IAW AR 40-501, chapter 10 / AFI 48-123.

REQUIREMENT FOR COUNTERDRUG DUTY:

1. Must be qualified for initial entry into or continued service in the 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 Regulations; and maintain physical fitness standards IAW applicable Army 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).
4. **A valid/current SECRET security clearance is required prior to acceptance of application.**
5. Favorable criminal records check and/or security screening. Selected individual will be required to undergo a Missouri State Highway Patrol background investigation.
6. Continued attendance at IDT/IAD and AT while on Full-Time National Guard Duty-Counterdrug orders is required.
7. 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.
8. Permanent Change of Station (PCS) is **NOT** authorized.
9. Status of funding is for the current 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. **NGB Form 23A** (Retirement Point Accounting Statement)
5. **Orders Query** - This document is used to determine the last 31-day break in orders for purposes of determining separation pay. (AFCOS printout)
6. **DA Form 1506** (Statement of Service)

7. **DD214s and NGB Form 22s** (if applicable)

8. **Copy of updated ERB** (Enlisted Record Brief)

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

10. **Copy of MEDPROS** 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 will not be accepted, if over 40 years old, provide a copy of your cardiovascular screening.

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

12. **Copy of DA Form 705-Army Physical Fitness Test Score Card** the latest test must have been taken within the past 6 months of the start date of the new tour.

13. **Copy of DA Form 5500/5501-R (Body Fat Worksheet)** if applicable. If non applicable then an RCAS printout or memo from unit showing you meet the height/weight standards.

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

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

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

17. **Agreement and Understanding for ADOS**

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

If you are unable to provide any of the documents above, a memorandum must be submitted explaining why that document is not available. Forms can be found on the MOGUARD website under Human Resources/HR Forms/Additional Forms/ADOS/ADSW Application Forms.

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.

EMAILING 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.

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