

**STATE OF NORTH CAROLINA
FULL TIME NATIONAL GUARD DUTY COUNTERDRUG**

AGENCY, ADDRESS, AND POC:

North Carolina Counterdrug Program
Attn: Counterdrug Personnel
4105 Reedy Creek Road
Raleigh, NC 27607-6410
Phone: 984-664-8505
Email: jonathan.w.hadden.mil@army.mil

JOB ANNOUNCEMENT NO.
NGNC-OPJ-CDP 2024-Analyst

CLOSING PERIOD
Open Until Filled (FY24)

POSITION TITLE: Investigative Case Analyst

POSITION INFORMATION: Full-Time National Guard Duty – Counterdrug (FTNGD-CD)

DUTY LOCATION: Multiple Locations (Charlotte, Wilmington, Greenville, and Fayetteville, NC)

GRADE: E1 – E5 STATE WIDE ARNG STATE WIDE ANG

AGENCY INFORMATION:

The North Carolina National Guard Counterdrug Program (CDP) is a joint (Army/Air National Guard) program that provides military specific skilled personnel, advanced technology, and superior facilities that supports federal, state, local law enforcement agencies (LEA) and community-based organizations to thwart the supply and demand for illicit drugs. For additional information please contact listed POC.

POSITION DESCRIPTION:

1. Investigative Case and Analyst Support. Focus on four core competencies: Link Analysis, document exploitation, commodity-financial analysis, and case construction.
2. Preparing all-source intelligence products to support the drug-law enforcement agency.
3. Assist in establishing and maintaining systematic, cross-referenced intelligence records and files.
4. Process incoming reports and messages.
5. Assisting in determining the significance and reliability of incoming information.
6. Assist in the analysis and evaluation of intelligence holdings to determine changes in narcotics distributor's capabilities, vulnerabilities and probable courses of action.
7. Assist in assembling, proofreading, and consolidating all intelligence reports.
8. Store and retrieve intelligence data using all available data base programs and computers.
9. Produce descriptive narcotic distribution maps and chart diagrams.
10. Additional analyst duties may be assigned by the supported agency.

ADDITIONAL POSITION REQUIREMENTS:

1. This position is not AFSC/MOS specific; however, intel related is preferred.
2. This position requires travel.
3. Applicants must have strong oral and written communication skills, be able to speak to groups of individuals with diverse backgrounds and can develop extensive written documents.
4. Applicants must have a working knowledge of Microsoft Office software including Word, Excel, and PowerPoint.
5. Applicants must be flexible and work within established guidelines, policies, and procedures. Individuals selected will uphold the highest standards of conduct and personal appearance.
6. Applicants must pass all required background investigations.
7. Applicants must be willing to undergo a Permanent Change of Station (PCS) within the state.
8. Applicants must pass required training for position.

QUALIFICATIONS FOR FTNGD-CD TOURS: (ARNG-HRH Policy Memo (PPOM 22-050) and CNGBM 3100.01 dated July 30, 2021).

1. Applicants must be a current member of the North Carolina National Guard.
2. Applicants must meet Service medical retention standards.
3. Applicants must not be within 6 months of mandatory removal or expiration term of service (ETS) on the report date of tour unless waived by the AG.
4. Applicants must not be under a suspension of favorable personnel actions per current Service regulation.
5. Applicants must have a passing for record fitness test (ACFT/PFA) within last 6 months in accordance with current Service regulation/guidance.
6. Applicants must meet the current Service Height and Weight Standards.
7. Applicants must complete a urinalysis upon entry and CDP must confirm negative results.
8. Applicants must have a valid Government Travel Card.

SPECIAL REQUIREMENTS FOR COUNTERDRUG DUTY: (CNGBM 3100.01 Enclosure L, paragraph 3)

1. Selected individuals will take a urinalysis test prior to entry to active duty and will be subject to periodic testing. These requirements are in addition to testing by units of assignment during Inactive Duty for Training (IDT).
2. Selected individuals will continue to attend IDT and Annual Training (AT) with their unit while on FTNGD-CD.
3. Funding for the NCNG-CDP is year to year and is subject to funding levels determined by Congress.
4. The position requires access to operational information of LEAs. Selected individuals are subject to periodic, unannounced background investigations and criminal records checks throughout the period of service. Any unfavorable results of such investigations will be grounds for dismissal from the program.
5. Standards of Conduct:
 - a. Comply with military service branch standards of personal appearance and conduct while on FTNGD-CD and with DoD 5500.7-R; Joint Ethics Regulation.
 - b. NG Service members on FTNGD-CD are not authorized to engage in work as auxiliary, or sworn officers of the law, or any law enforcement duties during normal duty hours. NG Service members are authorized to perform the minimum hours necessary to maintain existing law enforcement credentialing only during non-duty hours and not within the scope of Counterdrug duties (CNGBM 3100.01 Enclosure L, paragraph 5a.).
 - c. Personnel voluntarily released from Active Guard/Reserve (AGR) who desire to enter the NG CD Program may be required to first return to inactive duty status for at least 31 consecutive days.

APPLICATION PROCEDURES: (Submit a resume with cover letter, and listed supporting documents to the above POC)

1. Counterdrug Application Package Checklist.
2. DA 1058-R, SEP 2017 (Application for ADOS Orders)
3. Commander's Letter of Recommendation
4. DD 369, APR 2019 (Police Record Check)
 - a. Complete blocks 1-9 and sign block 11. Block 10a-d will be completed by Counterdrug.
5. Army
 - a. Individual Medical Readiness (IMR)
 - i. PHA must be within 12 months of the FTNGD-CD order's start date.
 - ii. HIV test must be within 2 years of the FTNGD-CD order's start date.
 - b. DA 705 (ACFT Scorecard)
 - i. Must have a for record passing score on latest ACFT (within 6 months of the FTNGD-CD order's start date).
 - c. DA 5500/5501 (Body Fat Content Worksheet Male/Female), if applicable
 - i. Must be included if not in compliance with screening table weight.
 - ii. Memorandum for Record from unit stating compliance with height and weight standards within 6 months of the FTNGD-CD order's start date.
 - d. NGB Form 23A (Retirement Point Accounting System)
 - i. Must be within 3 months of the FTNGD-CD order's start date.
6. Air Force
 - a. Preventive Health Assessment and Individual Medical Readiness.
 - i. Must be within 12 months of the FTNGD-CD order's start date.
 - b. Air Force Fitness Management Printout
 - i. Must show a passing score within 6 months of the FTNGD-CD order's start date.
 - ii. Body Composition Assessment Report, or memorandum for Record (within 6 months of the FTNGD-CD order's start date).
 - c. Point Credit Summary must be turned in within 3 months of the FTNGD-CD order's start date.

EVALUATION FACTORS:

Individual application packet and personal interview.

COMMANDERS/ SUPERVISORS:

This position vacancy announcement will be given the broadest possible dissemination. A copy of this job announcement will be posted to your unit/ activity bulletin board.

The North Carolina National Guard is an equal opportunity employer. Selection for this position will be made without regard to race, religion, age, national origin, gender, political affiliation, marital status, or any other non-merit factor.

Application Package Checklist

Name:
DoD ID:

Rank:
Unit:

UIC:

- Resume
- DA Form 1058-R (dated OCT 2020)** (Template can be provided upon request)
 - Application for ADOS Orders (see “HOW TO” for additional instruction)
 - Approve and sign by unit Commander
 - Readiness NCO verify all information, sign and date by “records custodian”
 - Form accepted by Air Force members as well
- Commander’s Letter of Recommendation**
 - Signed by current unit Commander
 - Units will carry these individuals as “Constructive Attendance” on the DA Form 1379 for purposes of accountability
- Security Clearance Verification Statement Memo** (from unit security manager)
 - Must clearly state:
 - Clearance type
 - Type of investigation
 - Date clearance granted
 - Date investigation completed
 - Date clearance will expire
- Police Record Check DD Form 369 (APR 2019)** will be conducted by **COUNTERDRUG PROGRAM**
 - Fill and sign SECTION I & II (Blocks 1-9, sign block 11)
 - Submit the signed copy to the Counterdrug Program
- Army National Guard**
 - Individual Medical Readiness (IMR) with PHA taken within 12 months
 - ACFT – DA Form 705 (within 6 months of the FTNGD-CD order’s start date)
 - HT/WT - DA Form 5500/5501, or memo for record (within 6 months of the FTNGD-CD order’s start date)
 - Retirement Points Accounting Management (RPAM) 23A within 30 days of packet submission
- Air National Guard**
 - Preventive Health Assessment and Individual Medical Readiness (PIMR)
 - Air Force Fitness Management Printout (within 12 months of the FTNGD-CD order’s start date)
 - Point Credit Summary (PCARS)
- HIV Test** (within 2 years of the FTNGD-CD order’s start date)
- Pregnancy Test** (Female only)
 - Must be conducted 15 days prior to duty
- NO pre-existing or outstanding medical issues that require follow-up, to include a temporary profile**
- Permanent/Temporary Profile**, if applicable
 - DA Form 3349 (Army NG)
 - AF Form 422 (Air NG)
- Yearly training calendar from the SM Unit of assignment.**

HOW TO:

❖ **DA Form 1058-R (dated OCT 2020) - Application for ADOS Orders**

a. **PART I - APPLICANT:**

- Block 1: Counterdrug Program HQ @ 4105 Reedy Creek Road, Raleigh, NC 27607
- Block 2b: If Air Force, leave blank and add "ANG" to remarks in block 31
- Block 19a: In the "NUMBER OF DAYS" block add from date the form is signed by you to end of fiscal year. "BEGINNING DATE/TIME" is the date you signed the form. Find the "LOCATION" from job announcement.

b. **PART II – RECORDS CUSTODIAN:** (Unit can assist)

- Complete blocks 21-33c
- Sign by commander or designated equivalent and records custodian.

c. ****IMPORTANT** Block 31 REMARKS** – the **highlighted** writing must be added in the block 31, filled out and signed by applicant. It is used to identify if any break is needed prior to start of duty.

(THIS ACTION WILL NOT BE APPROVED WITHOUT THE SOLDIER'S SIGNATURE IN THIS BLOCK)

ADDITIONAL REMARKS:

Identify Break in Service. Used to verify last 31-Day Break in Active Federal Service (AFS)

- (a) Beginning Date of the most recent break in AFS of 31 days or more: _____
- (b) Ending Date of the most recent break in AFS of 31 days or more: _____
- (c) Numbers of Days _____

Type of Duty Code (TDC) to be used in fund site: _____

❖ **DD Form 369 (dated APR 2019)**

a. **SECTION I**

- Complete blocks 1-9
 - Ensure to input the date (block 1 at the top of the form)
 - Ensure to spell out all names in block 2, **no initials.**
 - If married, include your maiden name in block 2.
 - Ensure to mark both 6a (Ethnic Category) and 6b (Racial Category)
 - For block 9, if you've lived at the residence for **less than 6 months**, complete a second DD 369 to its entirety with the previous residence.
 - Leave block 10a-d blank.

b. **SECTION II**

- Sign block 11.

❖ **Medical Protection System (MEDPROS) - Individual Medical Readiness (IMR)**

- a. Log into medpros.mods.army.mil/portal/#/
- b. Under forms "IMR Record" and print (print out needs to be within 90 days of job closing date)