

## **ADOS VACANCY ANNOUNCEMENT**

MISSOURI NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
ATTN: JFMO-HRA  
2302 MILITIA DRIVE  
JEFFERSON CITY, MO 65101-1203

### **JOB ANNOUNCEMENT INFORMATION:**

JOB NUMBER: **CD 24-08**

OPENING DATE: **22 April 2024**

CLOSING DATE: **10 June 2024**

### **POSITION TITLE:**

Missouri National Guard Counterdrug Case Analyst

### **CURRENT MILITARY GRADE REQUIREMENTS:**

All applicants must be E3 to E6 at the time of acceptance (unless otherwise noted).

### **DUTY STATION LOCATION:**

U.S. Postal Inspection Service - Springfield, Missouri 65807

### **WHO MAY APPLY:**

All Sources Army National Guard currently having a valid/current Security Clearance.

### **DUTIES AND RESPONSIBILITIES:**

Operational support to Law Enforcement Agencies (LEA) is designed to enhance the effectiveness of the supported agency and release law enforcement officers for drug enforcement duties. The analyst will offer analytical support to help in the day-to-day operations of the agency by taking care of investigative requests from field agents, helping agents with case preparation, assistance in compiling intelligence information on suspects and general assistance in developing an investigation based on criminal history and other record checks. An analyst allows the agents to spend more time in the field investigating illegal narcotics activities and would allow the agency to produce more prosecutable cases. Experience with TruNarc, I2 Analyst Notebook, Cellebrite, and PenLink is preferred but not required.

## **MISSOURI ARMY NATIONAL GUARD MEMBERSHIP IS REQUIRED**

### **TOUR CONTINUATION:**

This position is currently funded until the end of the current fiscal year (September 30th, 2024) with expectations of continuation beyond the initial tour. Applicants are advised that consideration for continuation of their tour beyond the initial period is dependent upon satisfactory performance, continued compliance with Counterdrug and M-day Unit requirements, and subject to availability of funds. Approval of initial tour as well as request for tour renewal is at the discretion of the Counterdrug Coordinator.

**SUPPLEMENTAL INFORMATION:**

This Job Announcement will be used to fill **1** position with the **Springfield U.S. Postal Inspection Service**, with a tentative start date of **1 July 2024**. Interviews are tentatively planned for the week of **17 June 2024**.

No unfavorable personnel action pending. (IAW CNGBM 3100.01 and AR 135-18).

In addition, all applicants will not make plans to geographically move or re-locate within the Full-Time National Guard Duty-Counterdrug Program until the Counterdrug Office formally notifies the applicant of a hire or start date.

All applicants must be aware and understand that Involuntary (early) separation could come from instances where conduct, degree of efficiency, or manner of performance is seriously deficient. Processing individuals for involuntary separation is at the sole discretion of recommendations by the Counterdrug Coordinator, and the decision of the Adjutant General.

**REQUIREMENTS FOR COUNTERDRUG DUTY:**

All applicants must be qualified for initial entry or continued service in the Counterdrug Program IAW CNGBM 3100.01B, 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.

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. NG personnel who test positive for illegal drug use are barred from CD duty of any type after completion of the final review.

Members must have a current passing Army Combat Fitness Test (ACFT).

A valid Security Clearance is required prior to acceptance of application.

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)

Continued attendance at all Individual Duty Training (IDT/IAD) and Annual Training (AT) while on FTNGD-CD Orders. All must attend at least 48 MUTA's and at least 15 days of Annual Training per year.

National Guard members participating in the Counterdrug 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 in accordance with enclosure L, paragraph 5 of CNGBM 3100.01, to the Counterdrug Coordinator.

Permanent Change of Station (PCS) **is not** authorized.

Status of funding is for the **FY24** fiscal year only.

## INSTRUCTIONS FOR APPLYING ARMY

All applicant packets must contain the following documents:

1. **Tour Announcement:** The ADOS tour announcement you're applying for.
2. **DA FORM 1058:** Soldier MUST sign block 20. Commander signs block 32b and records custodian must complete blocks 21-33c and sign block 33b.
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) from iPERMS.
5. **DD214's and NGB Form 22's** (if applicable)
6. **DA Form 1506** (Statement of Service)
7. **Enlisted Record Brief:** Copy of your updated/validated ERB from iPERMS.
8. **NCOER's:** Provide the last three (3) (if applicable based on rank).
9. **MEDPROS IMRR:** (Individual Medical Readiness Record) displaying evidence of: Periodic Health Assessment completed with-in 12 months and HIV with-in last 2 years. If over 40 years old, provide a copy of your cardiovascular screening.
10. **DA Form 3349** (Physical Profile) and MOS Medical Retention Board (MMRB) results if applicable.
11. **Unit Height/Weight Memo** (current within 6 months)
12. **Commander's Recommendation Letter** (Army) – must be in good standing with assigned unit.
13. **DD369** (Police Records Check): Fill out blocks 1-9, leave 10 blank, and sign 11.
14. **Agreement and Understanding for ADOS:** required by Human Resources.
15. **DA Form 705 (ACFT):** Must have a valid ACFT within the year.
16. **State Technician Memo:** If coming off technician status to ADOS.
17. **Security Clearance Memo:** Must be valid and current.
18. **Biographical Sketch:** Narrative covering Civilian and Military history to include a primary contact number and email address.
19. **Three (3) letters of reference,** to include contact information. These references will be checked prior to offering employment. If you are unable to provide any of the

documents above, a memorandum must be submitted explaining why that document is not available.

**NOTE:** All military forms can be found on the MO Counterdrug GKN SharePoint site under CD Documents / New Hire Documents @ <https://armyeitaas.sharepoint-mil.us/sites/NGMO-JFHQ-G3-CD>

Only complete applications will be considered.

Submit your completed application by email (in PDF format) by midnight of the closing date to:

SFC David E. Johnson  
Counterdrug Administrative NCOIC  
[david.e.johnson6.mil@army.mil](mailto:david.e.johnson6.mil@army.mil)  
Office Phone: 573-556-8951

**This announcement will be called to the attention of all assigned personnel and posted in a timely manner on all bulletin boards.**

**The Missouri National Guard is an Equal Opportunity Employer.**