



**IDAHO NATIONAL GUARD  
JOINT FORCE HEADQUARTERS  
3882 W. ELLSWORTH ST., BLDG 440  
BOISE, IDAHO 83705-8037**



NGID-OPS-CD

3 May 2013

**1.** An announcement is made for the following position in the Idaho National Guard Counterdrug Support Office:

**POSITION TITLE:** COUNTERDRUG FIELD NCO

**OPENINGS AVAILABLE:** 1 POSITION

**MOS:** MOS IMMATERIAL

**DUTY LOCATION:** COEUR D'ALENE, IDAHO

**AREA OF CONSIDERATION:** ALL CURRENT MEMBERS OF THE ARMY IDAHO NATIONAL GUARD CURRENTLY LIVING WITH IN COMMUTING DISTANCE OF COEUR D'ALENE, IDAHO

**GRADE:** E4 – E5

**CLOSING DATE** 27 May 2013

**GENDER LIMITATION:** NONE

**2. EQUAL OPPORTUNITY:** The Idaho Army National Guard is an equal opportunity employer. Selection for positions will therefore be made on an equal opportunity basis, and not on non-merit factors.

**3. JOB DESCRIPTION:** This position is located in Coeur d'Alene, Idaho under the command and control of the Counterdrug Support Office located at Gowen Field. This position will provide counterdrug support to USDA Forest Service enforcement agency. This is a Temporary Full Time National Guard position based upon an annual appropriated Counterdrug budget, with an anticipated 4 month tour. Upon receipt of the FY 13 funding there is a possibility of a follow on tour based on Counterdrug mission requirements. Continuous orders past 4 years are not authorized without a 31 day break in orders.

**4. ANNOUNCEMENT INSTRUCTIONS:** The following is a complete list of documents required to accompany your application. Please read carefully and ensure that all necessary documentation is included in your application. Incomplete packets may be returned without further consideration.

- a. Applications will not be accepted in binders or document protectors.
  - b. Complete DA Form 1058-R, Part I Applicant (Application for Full Time National Guard Duty).
  - c. Print off most recent MEDPROS printout.
  - d. Certified Height/Weight statement or DA 5500/DA 5501 not older than 30 days.
  - e. Copy of Personnel Qualification Record (DA Form 2-1)
  - f. For E5, a copy of your last 5 NCOER's.
  - g. A letter of recommendation from the unit/squadron commander.
  - h. Physical Fitness Test Score Card (DA 705) with current test scores.
  - i. A resume and/or any other documents that support applicant's qualifications.
  - j. Provide documentation of Security Clearance.
  - k. RPAM (NGB Form 23A).
- 5.** Post this announcement to unit bulletin boards and provide widest possible dissemination.
- 6.** Application packets should be sent to:  
Idaho National Guard  
Counterdrug Support Program  
ATTN: 1SG Lewis  
3882 W Ellsworth St.  
Bldg. 440, Rm 252  
Boise, ID 83705-8037
- 7.** Packets must arrive no later than 1630 hours on the closing date specified in this announcement. Mailing of applications using military postage is prohibited.
- 8.** Point of contact for further information is 1SG Lewis at 272-3530.

//Original Signed//  
SCOTT B. WHITE  
1SG, IDARNG  
Counterdrug Coordinator

**IDAHO NATIONAL GUARD  
COUNTERDRUG FIELD NCO**

**1. DUTIES AND RESPONSIBILITIES**

- a. Become familiar with the policies and procedures of the Counterdrug Support Office and the supported Law Enforcement Agency (LEA).
- b. Support Law Enforcement Officers by performing investigative support duties in relation to information received pertaining to drug cases.
- c. Assist in the development of operational plans for investigations by working with the LEA Officer in determining the best method to bring cases to conclusion.
- d. Utilize computer systems to perform word processing functions, analytical procedures, and property inventories.
- e. Assist LEA Officers in analyzing criminal intelligence information.
- f. Prepare briefing packets as needed or requested.
- g. Assist LEA Officers by compiling appropriate reports.
- h. Review reports for accuracy and possible additional investigative leads.
- i. Gather and organize statistical information.
- j. Perform other duties as assigned IAW Counterdrug Regulation NGR 500-2/ANGI 10-801.
- k. Provide input and advice pertaining to the use and integration of military equipment and manpower to LEA narcotics operations.
- l. Screen all agency requests for National Guard counterdrug support.
- m. Develop and maintain an equipment tracking system for military items received from various sources.
- n. Maintain/provide certain statistical information of specialized programs within the supported agency and Counterdrug headquarters.
- o. Reviews, processes, maintain, and transfers property. Prepare the appropriate paperwork for that property.
- p. Perform liaison duties with other Law Enforcement Agencies.

- q. Input required data into the Full-Time Support Management Control System (FTSMCS).

## **2. SKILLS AND ATTRIBUTES:**

- a. Must be able to pass an agency background investigation and polygraph for both initial and subsequent Full Time National Guard Duty Counterdrug employment.
- b. Ability to work without direct supervision.
- c. Effective interpersonal skills, i.e., listening, teamwork, negotiation, etc.
- d. Ability to work independently of the Counterdrug Headquarters on a day to day basis.
- e. Willingness and ability to work non-routine hours, weekends, and if required holidays.
- f. Ability to make formal and informal presentations or briefings.
- g. Ability to make sound decisions.
- h. Ability to use computers, copiers, fax machines and other basic office equipment.
- i. Must be able to conduct routine in state and out of state travel for Counterdrug functions and training.
- j. Must have the ability and willingness to work with a joint Army/Air Guard staff.
- k. A favorable background records check and urinalysis screening is required for both initial and subsequent Full Time National Guard Duty Counterdrug employment.
- l. Must be able to pass a Chapter 3 physical screening to be eligible for Full Time National Guard Duty Counterdrug employment.
- m. Probability of criminal records checks, and/or security screening by LEAs of applicants serving in LEA offices or in positions where they are privy to operational information of LEAs. Applicants will be informed that such inquiries are likely to be completed after entry on duty and that rejection by LEAs could result in their removal from the CD program.

## **3. IDT/IAD AND AT REQUIREMENTS**

- a. All Counterdrug personnel are required to attend all IDT/IAD and AT while on Counterdrug duty.

#### **4. STANDARDS OF CONDUCT:**

a. Members 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.

b. National Guard members participating in the Counterdrug Support Program are required to comply with state law and with DoD 5500.7-R.

c. 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.