

**Idaho Army National Guard
Human Resource Office
4794 General Manning Ave, Bldg 442
Boise, Idaho 83705-8112**

NGID-HRO-AGR

2 October 2020

SUBJECT: FTNGD ANNOUNCEMENT NUMBER #21-002

1. Full Time National Guard Duty (FTNGD) Position Vacancy Announcement in the Idaho Army National Guard. This announcement will be posted to unit bulletin boards.

POSITION TITLE: Counterdrug Field Analyst
MOS/AFSC: MOS Immaterial (35CMF Preferred)
DUTY LOCATION: Boise, Idaho
AUTHORIZED GRADE: SGT / E5
ELIGIBILITY: Open to current Service members in the Idaho Army National Guard who hold the grade of E3 to E5. Currently living within commuting distance of Boise, Idaho
CLEARANCE REQUIRED: Top Secret (or ability to obtain)
CLOSING DATE: 30 October 2020

2. **EQUAL OPPORTUNITY:** The Idaho 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. **EMPLOYMENT:** Employment is temporary and is based on the availability of funds. This position is located in Boise, Idaho under the command and control of the Counterdrug Support Office located in Wilder, Idaho. This position will provide counterdrug support to Treasure Valley law enforcement agencies.

4. **ANNOUNCEMENT INSTRUCTIONS:** The following is a complete list of documents required to accompany your application. Read carefully; provide all necessary documentation to support qualifications for this position. Perishable documentation should not be more than 30 days old as of the closing date this announcement, i.e. DTMS, IMR, RPAM, SRB.

a. FTNGD Application Checklist dated September 2020. Documents must be organized in this manner. This can be found attached to this announcement or on the Idaho National Guard Human Resource website at:

<https://inghro.idaho.gov/hr/forms/forms.htm#formsArmyAgrJobs>

b. DA Form 4187 (Signed and dated by hiring supervisor and funding manager)

c. Complete DA Form 1058-R (Sep 17)(Signed and dated by unit commander).

d. MEDPROS Individual Medical Readiness Record displaying evidence of: current Chapter 3 physical examination within last 5 years or PHA within one year and HIV testing within last 2 years. MEDPROS IMR Record can be obtained by accessing your AKO / Health Resources Dropdown / My MEDPROS (view my record) / Forms / IMR Record. Medical documentation other than MEDPROS Individual Medical Readiness Record will not be accepted.

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e. Negative pregnancy test results (if applicable), must be completed once selected for the position (dated within 30 days of the proposed start date).

f. Digital Training Management System (DTMS) APFT and Height/Weight Report. Must be signed and dated by unit Training or Readiness NCO. A letter of explanation is required for any absence of record APFT or Ht/Wt entries. ***“Due to ongoing restrictions surrounding COVID-19, most recent tests will be accepted by this office”***

g. Retirement Point Accounting Management (RPAM).

h. Counseling Form DA 4856. (Signed and dated by Soldier and supervisor)

i. PM-66 FTNG Code of Conduct (if selected)

j. Completion and turn in of DD Form 2807-1 is not required unless selected

k. Resume and letters of recommendation. (Optional)

l. All applicants must have or be able to obtain a Top Secret security clearance (this is a condition of employment). A security clearance memorandum is only required when the security clearance has surpassed without renewal, or if there are any other security clearance issues that require explanation.

5. If selected, the hiring program manager will complete the DA 4187.

6. Application packets must arrive **no later than 1500 hours** on the closing date specified in this announcement to the address below. Packets may be delivered in person, by mail, or by email. Mailing of application packets using military postage is prohibited. **Incomplete applicant packets will be returned to the Soldier without action.**

7. When submitting via email, Soldiers will send completed packets as one (1) PDF File (PDF Portfolios are not acceptable for emailed submissions) to benjamin.d.fairchild.mil@mail.mil. Email subject lines must be formatted as follows: Announcement Number, Title of Position, and Applicant's Name. All emailed packets will be printed prior to the board and will have no guarantee of print quality.

**Human Resources Office
ATTN: Army AGR Branch
4794 General Manning Ave, Bldg 442
Boise, Idaho 83705-8112**

8. The point of contact for further information is SSG Benjamin Fairchild at 208-272-4214 or benjamin.d.fairchild.mil@mail.mil.

BENJAMIN D. FAIRCHILD
SSG, IDARNG
Assistant AGR Manager

COUNTERDRUG FIELD NCO

Duties and Responsibilities for IDNG Counterdrug Field NCO

1. Responsible for becoming familiar with policies and procedures for the supported law enforcement agency.
2. Supports law enforcement officers (LEOs) by performing preliminary follow-up on information received by the officer.
3. Assists in developing operations plans for investigations by working with the LEO in determining the best method to bring cases to conclusion.
4. Utilizes computer systems to perform word processing functions, analytical procedures and property inventories.
5. Assists LEO's in analyzing intelligence information.
6. Prepares briefing packets as required and requested.
7. Assists in the preparation of case information by compiling the appropriate documents.
8. Reviews reports for further potential information and accuracy
9. Gathers and organizes statistical information and data
10. Provides input and advice pertaining to the use and integration of military equipment and manpower support to LEA narcotics operations
11. Maintains accountability and security of all hand receipted National Guard equipment
12. Maintains/provides certain statistical information of specialized programs within the supported LEA and the Counterdrug headquarters
13. Maintain physical fitness in compliance with Army and Counterdrug physical fitness and weight control standards policy
14. Manage and effective utilize accrued leave in compliance with CD leave policy

Skills and Attributes of an IDNG Counterdrug Field Analyst

1. Must be able to pass an agency background investigation and polygraph for Full Time National Guard Duty Counterdrug employment.
2. Ability to work without direct supervision.
3. Effective interpersonal skills, i.e., listening, teamwork, negotiation, etc.

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4. Ability to work independently of the Counterdrug Headquarters on a day to day basis.
5. Willingness and ability to work non-routine hours, weekends, and if required holidays.
6. Ability to make formal and informal presentations or briefings.
7. Ability to make sound decisions.
8. Ability to use computers, copiers, and other basic office equipment.
9. Must be able to conduct routine in state and out of state travel for Counterdrug functions and training.
10. Must have the ability and willingness to work with a joint Army/Air Guard staff.
11. A favorable background records check and urinalysis screening is required for both initial and subsequent Full Time National Guard Duty Counterdrug employment.
12. Must be able to pass a Chapter 3 physical screening to be eligible for Full Time National Guard Duty Counterdrug employment.
13. 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.

IDT/IAD and AT Requirements

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

Standards of Conduct

1. 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.
2. National Guard members participating in the Counterdrug Support Program are required to comply with state law and with DoD 5500.7-R.
3. 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.