



DEPARTMENT OF THE AIR FORCE  
JOINT FORCE HEADQUARTERS VIRGIN ISLANDS NATIONAL GUARD  
RR#1 BOX 9200 KINGSHILL VI 00850-9731

**VIRGIN ISLANDS AIR NATIONAL GUARD**  
**Full-Time Duty Operational Support (FTNGDOS) Job Announcement**  
**Job Announcement #: CD 001-16**

OPENING DATE: 5 OCTOBER 2015

CLOSING DATE: 30 OCTOBER 2015

**POSITION:** Counterdrug Criminal Analyst - 1 Position (AIR)

**DUTY MOS:** Immaterial

**MIN GRADE:** E-6

**MAX GRADE:** E-7

**ORGANIZATION:** Virgin Islands Counterdrug Joint Task Force

**LOCATION:** St. Croix, VI

**PROJECTED LENGTH OF DUTY:** Subject to the availability of funds

**PERSONNEL ELIGIBLE FOR CONSIDERATION:** This position is open service members of the Virgin Islands Army National Guard.

**THIS ASSIGNMENT, IF SELECTED, DOES NOT CONSTITUTE ENTRY INTO THE TITLE 32 AGR PROGRAM, NOR WILL YOU BE CATEGORIZED AS AN ON BOARD AGR.**

**JOB DESCRIPTION:**

Provide Law Enforcement Agencies (LEA) with intelligence analysis support. Duties may include, but are not limited to the development of graphs, charts, and maps; compilation, review, and input of raw data; preparation of analytical products necessary for narcotics investigations and prosecutions; performance of necessary case research; utilization of analyst specific software and hardware systems; and preparation of statistical information. Prepare written reports and visual presentations, summarizing significant activity for distribution to LEA and CDJTF leadership. Other duties and responsibilities may be assigned. This position may require TDY for participation in and or attendance to job related training and conferences or workshops.

**PERSONNEL ELIGIBLE FOR CONSIDERATION:** This position is open to members of the Virgin Islands Air National Guard. Applications will be screened against the criteria stated in NGR 500-2/ ANGI 10-801, National Guard Counterdrug Support and NGB-ARH Policy Memo #09-011, Guidance for Full-Time National Guard Duty Counter-Drug (FTNGD-CD) Program. Applicants must meet requirements as of the closing date of the announcement.

- a. This is a gender neutral position.
- b. Minimum grade to apply is E-6.
- c. Cannot be flagged for unfavorable action.
- d. Cannot have any outstanding medical issues that require follow-up.
- e. Must have completed IET (Initial Entry Training).
- f. Must have at least a 6 month service obligation.
- g. Must have minimum of a Secret Clearance, or higher.
- h. Must maintain appropriate level of physical readiness and pass the appropriate physical fitness test IAW service regulations.

**PLACEMENT FACTORS:**

- a. Professional, dedicated, impartial, and competent Soldier.
- b. Must be self- motivated and able to operate professionally with little or no supervision.
- c. Must be able to qualify for a Government Travel Card.
- d. Must have a valid driver's license.
- e. Excellent written and oral communication skills.
- f. Intermediate to advanced level of experience and training in Microsoft Office 2007/XP software, particularly PowerPoint and Excel.
- g. Must have excellent computer skills.
- h. Must be able to maintain confidentiality of analytical support.
- i. Completion of CD Criminal Analyst Phase I or equivalent and CD Threat Finance Course is mandatory.
- j. Must be able to multi-task and handle many projects at once.
- k. Experience with Federal, State, and local databases is desirable.

**UNIQUE REQUIREMENTS FOR COUNTER DRUG AND CONDITIONS OF ACCEPTING THE POSITION:**

- a. Drug testing (urinalysis) prior to entry on active duty, and periodic testing while on active duty. These requirements are in addition to testing by unit of assignment during IDT under the ANG Drug Abuse Testing Program. (Illicit drug use within the last 5 years will disqualify eligibility of service member)
- b. You may be subject to criminal records check and/or security screenings, to include polygraphs and interviews, by LEA of applicants serving in LEA officer or in positions where they are privy to operations information of LEA. 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 Counterdrug Program.
- c. Weapons and Law Enforcement Commissions: Law Enforcement Commissions must be entered into a Leave of Absence in order to be employed with CDJTF. CDJTF members may not perform any law enforcement duties or represent themselves as law enforcement officers or agents. CDJTF members may not carry weapons in the performance of CDJTF duties.
- d. You may be required to sign Statements of Understanding regarding Standards of Conduct and Rank Ceilings.
- e. A medical review by the state surgeon is required prior to issuance of initial orders; Pregnancy disqualifies a Guard member's initial entry on to the FTNGD-CD tours.

**APPLICATION WILL CONSIST OF THE FOLLOWING:**

- a. Unit Commander's Recommendation.
- b. DA Form 1058-R, Jul 2010 (FTNGDOS Application) Signed and Completed.
- c. DA Form 1058-1R, this form is required for all ARNG waiver requests.
- d. MEDPROS, Individual Medical Readiness (IMR) printout within the last 30 days (Army only).
- e. Enlisted Record Brief (ERB) or Records Review RIP.
- f. Copy of latest DA Form 705 (Within the last 6 months)
- g. Commander non Flagging memo. Must meet standards established in AR 600-9. If screening table weight is exceeded, a Body Fat Content Worksheet (DA Form 5500-R for males or DA Form 5501-R for females) must also be included with the application.
- h. Copy of Temporary Profile.
- i. NGB Form 23B, RPAM statement.
- j. CDJTF Application.
- k. Resume or Biographical Sketch to include level of education and detailed work experience.

- l. Please note any letters of recommendation, other than as required above, will NOT be forwarded with your packet.
- m. Security Clearance. The Soldier must provide written verification from the State Security Manager to indicate the Soldier possesses the necessary security clearance indicated for his or her job.
- n. A current (i.e., completed within the last 12 months) Periodic Health Assessment (PHA) and outstanding medical issues that require follow-up, to include a temporary profile.

**INSTRUCTIONS FOR SUBMITTING APPLICATION:**

Excess documentation will be removed. Incomplete or late application packets will not be forwarded to the Selecting Official. Application packets become the property of the VING and will not be returned. The point of contact for the application process is SMSgt Stephen Charles who can be reached at 340-712-7745 or by email at Stephen.charles3.mil@mail.mil.

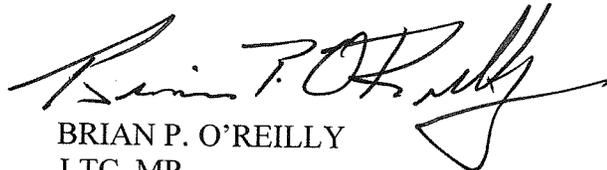
Application packets may be:

- a. **Hand-carried** and must be received by the Counterdrug office, no later than 1630 hrs on the closing date.
- b. **E-mailed** and must be in PDF format in no more than 2 attachments. Any other document format (ie TIFF, JPG, DOC, XFDL, etc) will not be processed. If you are unable to meet this requirement, submit in accordance with a. above. Emailed applications must be received prior to 2400 hrs Standard Time on the closing date. Email to Stephen.charles3.mil@mail.mil or amie.s.stlouis.mil@mail.mil

**CONDITIONS OF ACCEPTING THE POSITION:**

- a. Must be able to maintain IDT/AT requirements as deemed necessary by current traditional Chain of Command.
- c. *Females*, pregnancy testing is required within 15 days of initiation of orders.

**EQUAL OPPORTUNITY:** The Virgin Islands National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, or any other non-merit factor.



BRIAN P. O'REILLY  
LTC, MP  
Human Resources Officer