

**STATE OF HAWAII
DEPARTMENT OF DEFENSE
OFFICE OF THE ADJUTANT GENERAL
3949 DIAMOND HEAD ROAD, HONOLULU, HAWAII 96816-4495**

22 January 2018

**ACTIVE DUTY OPERATIONAL SUPPORT (ADOS) JOINT FORCES POSITION
VACANCY ANNOUNCEMENT FY2018– 01**

Criminal Analyst
List of Eligibles

The following **Enlisted ADOS** position vacancy in the Hawaii National Guard is announced. This vacancy is to be filled under the provisions of Title 32, USC 502(f) and will be funded using FTNGD-CD funds. This vacancy is to be filled through a competitive selection panel process with approval by the Chain of Command.

POSITION AND LOCATION:

HING Counterdrug Coordinator, Counterdrug Office, Hawaii National Guard, Honolulu, Hawaii.

LENGTH OF TOUR: Start and end date is based Counterdrug Coordinator discretion. Length of tour will be dependent on availability of funds on a fiscal year basis.

CLOSING TIME/DATE: Applications must be received by the HING Counterdrug Office (NGHI-CSO), **NLT COB 30 March 2018.**

AREA OF CONSIDERATION: **Open to Present, Enlisted** service member of the Hawaii Army/Air National Guard, in the grade of E5-E6; with MOS 25, 29, 35 series; or AFSC 1N, or 3C series.

POSITION DESCRIPTION: The Criminal Analyst assists State and Federal narcotics agents in disseminating information among various counterdrug agencies. Analyst works under general supervision of a state narcotic agent. The Law Enforcement Agency (LEA) designates policies, goals and objectives pertaining to this position. The analyst is relied upon to independently plan, organize, and accomplish the tasks assigned. The analyst will administratively perform tasks normally associated with office operations to include, but not limited to filing, sorting, and routing correspondence as required. Additional requirements may include receiving receipts for registers and establishing controls for incoming and outgoing classified correspondence and prepares correspondence as required by state agents. The analyst will disseminate information received to various state and local agencies, DEA agents, and FBI agents as required; serve as a liaison person to coordinate an information sharing program; performs intelligence operations; may be required to collect, analyze, evaluate and interpret intelligence data. The analyst may be required to recommend threat scenarios, recommend target objective areas, and defensive courses of action. The analyst will provide reports and intelligence summaries as required; follows established intelligence practices for solving problems and disseminating finished intelligence data to users. Analyst performs other miscellaneous duties as assigned.

SALARY: Military Pay and Allowances.

PROJECTED ADOS START DATE: Open.

EQUAL EMPLOYMENT OPPORTUNITY: All applicants will receive equal consideration for appointment without regards to race, religion, color, sex, national origin, public affiliation, or any other non-merit factor(s).

QUALIFICATIONS AND REQUIREMENTS

a. Minimum Qualifications

- 1) Able to maintain good drill status/ standing with M-Day Unit.
- 2) Good Operational Security (OPSEC).
- 3) Good interpersonal skills such as the ability to build a strong sense of teamwork and purpose with staff members.
- 4) Good conceptual skills such as the ability to analyze, extract information, and formulate ideas.
- 5) Excellent time management skills.
- 6) Excellent attention to detail and organization.
- 7) Exceptional communication skills.

b. Specific position requirements include but are not limited to:

1. Positions available on the island of Oahu, Kauai, Maui or Hawaii County.
2. Must be available through the end of September 2018 with possibility to be extended the following FY but subject to availability of funds.
3. Attend annual conferences, meetings, certification courses and training as required.
4. Be of unimpeachable morale character, must be free of suspicion due to legal or administrative proceedings, and must not have had a drug or alcohol-related incident within the last 3 years.
5. Immediate family members must not have had a drug related incident within the last 3 years to include any cases involving LEAs.
6. Possess a valid state driver's license.
7. Possess good oral/written skills
8. Proficiency in Microsoft Office and other applicable administrative skills.

c. Unique Requirement for Counterdrug Tours:

1. Urinalysis testing is required within 15 days upon entry of active duty and periodic testing during active duty.
2. Requirement to continue attendance of IDT/IAD and Annual Training while on ADOS orders.
3. Status of employment is year to year and subject to the availability of funding from fiscal year to fiscal year.
4. Background check will be performed prior to entry on duty. Note: Derogatory reports may result in application denial.
5. Standards of Conduct.
 - a. National Guard members participating in the Counterdrug Support 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.
 - b. 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 from the Counterdrug Coordinator in accordance with NGR 500-2/ANGI 10-801, Chapter 8, paragraph 8-25.

6. Maintain height/weight standards IAW applicable regulations/instructions.
7. Accomplish yearly training requirements to include passing the Army or Air Physical Fitness Test, weapons qualification, and doctrinal training.

APPLICATION PROCEDURES: Each applicant is responsible for ensuring that the application and all other forms and supporting documents below are submitted by the closing date to NGH-OSO (ATTN: Counterdrug), 3949 Diamond Head Road, Honolulu, HI 96816-4495. Errors, omissions of information, applications completed in pencil or unsigned and those that are late due to the mail system will not be considered. Applications will not be accepted in a binder or document protectors. **SUBMIT COMPLETED APPLICATIONS** (with all required documentation/certificates) by the closing date. Questions may be directed to CPT Lora-Jan Kaonohi at 808-672-1520.

- a. **APPLICANT MUST**, at a minimum, submit the following documents and meet all applicable criteria:
 1. Signed Cover Letter stating why you are interested in the position and how you will add value to the program
 2. Resume
 3. Army/Air Unit Verification Report
 4. DA form 1058-R, Application for Active Duty Special Work
 5. Letter of Recommendation
 6. Army/Air Duty for Consideration
 7. DoD Authority for Release of Information
 8. Personal Information Sheet
 9. MEDPROS Printout/Air Force Medical Clearance
 10. Composite Risk Management Course Certificate
 11. Accident Avoidance Course Certificate
 12. Employee's Safety Course Certificate
 13. Government Travel Card; no need to submit but will need to have one.
 14. DD form 369 (Police Record Check); complete blocks 1-9 & 11 but leave all others blank.
 15. Enlisted Record Brief (ERB)
 16. Last three NCOER
 17. Retirement Point Accounting Management (RPAM), or NGB Form 23A. Note: Note Failure to disclose pertinent information that is not coded on this form may be grounds for release from the program.
 18. Copy of Army/Air Physical Fitness Test Score Card (DA705/AFFMS & DA5500 height/ weight if applicable) APFT, passing record within 6 months of closing of this Tour Announcement.
 19. Applicant must complete and pass urinalysis testing within first 15 days upon hire.

20. Security manager's verification of individual holding a Top Secret or Secret Security Clearance.
- b. Applicants must meet Army/Air medical retention standards IAW applicable regulations/instructions. Additionally, if selected must complete and submit Periodic Health Assessment within the current fiscal year of start date.
 - c. Army/Air National Guard personnel must meet the HIV testing requirements of AR 600-110, Identification, Surveillance, and administration of Personnel Infected with Human Immunodeficiency Virus (HIV).
 - d. Over 40 years of age members must have DA Form 4970 Cardiovascular screening and/or RISK index if applicable.
 - e. Applicants must possess a Favorable Entrance National Agency Check/National Agency Check (ENTNAC/NAC) within the past 10 years.
 - f. **Applicants meeting any of the following are INELIGIBLE to apply:**
 - 1. Not a member of the Hawaii Army/Air National Guard.
 - 2. Does not meet medical retention standards.
 - 3. Does not meet body composition/weight control standards prescribed by AR 600-9.
 - 4. Involuntarily removed from AD or ADOS for cause, non-selection for promotion, or resignation in lieu of adverse personnel action.
 - 5. Non-selection for retention.

NOTES TO APPLICANTS:

1. Each applicant is personally responsible for submitting his or her application package on or before the closing date stated on this JVA. Applications postmarked (U.S. Postal Service) on or before the closing date of this JVA will be accepted. Postmarks by private letter carriers (Federal Express, UPS) will NOT be accepted. Sending application/other supporting forms by e-mail/fax is not allowed. **Federal law prohibits the use of government envelopes, postage, or facsimile to submit the application. Applications received in such manner will NOT be accepted and will be returned.**
2. Each applicant will ensure that all required documents are submitted. **Failure to do so may result in a finding of ineligibility and may cause the applicant to lose consideration for this position.**
3. This announcement does not constitute a commitment to fill the position.
4. **FULL TIME EMPLOYEES OF THE HAWAII NATIONAL GUARD:** Applicants will notify their full-time supervisor and respective Directorate/MACOM Administrative Officer of their decision to apply for this position.
5. Individual will be required to participate in IDT, AT, Special Projects or other activities requiring their presence.