



**DEPARTMENTS OF THE ARMY AND AIR FORCE  
JOINT FORCE HEADQUARTERS - MONTANA**

P.O. Box 4789 (1956 Mt Majo Street)  
Fort Harrison, Montana 59636-4789

**MONTANA NATIONAL GUARD  
Full-Time Duty Operational Support  
(FTNGDOS) Job Announcement Job Announcement #: CD 25-02**

OPENING DATE: 22 January 2025

CLOSING DATE: 21 February 2025

POSITION: Investigative Case Analyst

DUTY MOS: Immaterial

MIN GRADE: E4

MAX GRADE: E6

ORGANIZATION: Montana Counterdrug Joint Task Force

LOCATION: Billings, MT

SELECTING OFFICIAL: MAJ Alisha Butler

POINT OF CONTACT FOR DUTY DESCRIPTION: SSG Delyssia Tromblee at 406-324-3178 or  
[delyssia.m.tromblee2.mil@army.mil](mailto:delyssia.m.tromblee2.mil@army.mil).

PROJECTED LENGTH OF DUTY: Indefinite. Orders FY-to-FY, dependent upon availability of funds.

**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 assigned law enforcement agencies (LEAs) with intelligence analysis case support. Duties may include but are not limited to the following core competencies: document and digital media exploitation analysis, link analysis, and financial analysis. Analyst support and products include the development of graphs, charts, maps, and communications (toll) analysis of subjects of ongoing CD investigations. Counterdrug Program positions require some TDY for participation and attendance of specific job-related trainings, conferences, and/or workshops.

**PERSONNEL ELIGIBLE FOR CONSIDERATION:**

This position is open to members of the Montana National Guard. Applications will be screened against the criteria stated in the CNGBM 3100.01, National Guard Counterdrug Support and NGB-ARH Policy Memo #16-020 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. Must have completed IET (Initial Entry Training).
- b. Cannot be flagged for favorable action.
- c. Must have at least a 6-month service obligation.
- d. Service Members must not have more than 17 years of Active-Duty service in any branch to apply.
- e. Must live in MT within 30 miles of Duty Station. PCS may be authorized.
- f. Must have a valid driver's license.
- g. Must be able to qualify for a Government Travel Card.
- h. Mandatory attendance at all IDT, UTA, and Annual Training.
- i. Mandatory criminal records checks.
- j. Weapons and Law Enforcement Commissions: Law Enforcement Commissions must be entered into a Leave of Absence 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.

**PLACEMENT FACTORS:**

- a. Understanding of Counterdrug authorized "Activities" and familiarity with PPOM #16-020 and CNGBI 3100.01 (National Guard Counterdrug Support).
- b. Must be self-motivated and able to operate professionally with little to no supervision.
- c. Intermediate to advanced level of experience and training with Windows, PowerPoint, Excel, Word, Databases etc.
- d. Must be able to maintain confidentiality of analytical support.

- e. Excellent written and oral communication skills.
- f. Leadership experience/qualities

**APPLICATION WILL CONSIST OF THE FOLLOWING:**

- a. Letter of interest indicating the Job Vacancy Announcement #.
- b. DA Form 1058 completed and signed
- c. Commander's Recommendation (use format provided by HRO)
- d. Signed DD Form 369 - Police Records Check, APR 2019
- e. MEDPROS, Individual Medical Readiness (IMR) Print Out
- f. Selection Board Record Brief (ERB/SRB)
- g. Security Clearance Verification memo from G2
- h. Copy of most recent DA Form 705, ACFT card, or Individual Fitness Report
- i. Current height and weight statement (Army only); 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.
- j. Copy of temporary profile if applicable.
- k. NGB Form 23B, RPAM statement, PCARS, or complete MPF printout with point summary
- l. Most recent three NCOERs, OERs, EPRs, OPRs
- m. Missing and/or expired documents should be addressed in a brief detailed statement on a Memorandum for Record (MFR). Incomplete packets without MFR may not move forward in hiring process.**
- n. Unsolicited documentation, to include Letters of Recommendation, will not be forwarded with your packet.

**INSTRUCTIONS FOR SUBMITTING APPLICATION:**

Emailed packets are preferred. Excess documentation will be removed. Soldiers who fail to comply with the following procedures will be notified in memorandum format. Incomplete or late application packets will not be forwarded to the Selecting Official. Application packets become the property of the MTARNG and will not be returned. The point of contact for the application process is CW3 Benson who can be reached at 406-324-3248 or by email at [david.l.benson40.mil@army.mil](mailto:david.l.benson40.mil@army.mil). Application packets may be:

- a. **Hand-carried** must be received by the HRO, AGR Branch no later than 1630 hrs. on the closing date.
- b. **E-mailed** must be in PDF format in no more than 2 attachments. Emailed packets should not exceed 12MB. All emails received will get a response from HRO stating packet has been received. Any other document format (i.e. TIFF, JPG, DOC, XFDL, ZIP, etc.) will not be processed. If you are unable to meet this requirement, submit in accordance with a. above or reach out to CW3 Benson for alternate means of submission. Emailed applications must be received prior to 2400 hrs. Mountain Standard Time on the closing date. Email to [nq.mt.mtarng.list.j1-agr-applications@army.mil](mailto:nq.mt.mtarng.list.j1-agr-applications@army.mil).

**SELECTION PROCESS:** After interviews are conducted, the Selecting Official rates applicants in order of precedence and forwards the rating chart to HRO. Upon approval, official notification of selection or non-selection will be made by HRO.

**CONDITIONS OF ACCEPTING THE POSITION:**

- a. Soldier must be willing to live within established commuting distance and work at specified location. Permanent Change of Station (PCS) expenses may be authorized for this position.
- b. Cannot have any outstanding medical issues that require follow-up which may include temporary profiles.
- c. In accordance with Army Directive 2018-16, the selected applicant may undergo in-depth background investigations and a behavior health interview.

