

**DIVISION OF MILITARY and NAVAL AFFAIRS  
JOINT FORCES HEADQUARTERS  
NEW YORK NATIONAL GUARD  
330 Old Niskayuna Road, Latham, New York 12110**

Announcement CD 25-28, Statewide, New York Army and Air National Guard Members or personnel eligible for membership in the New York Army or Air National Guard. FULL TIME NATIONAL GUARD DUTY - COUNTERDRUG (FTNGDCD)

**OPENING DATE:** 08 August 2025

**CLOSING DATE:** 08 September 2025

**POSITION:** Investigative Analyst

**LENGTH OF TOUR:** Start date contingent on funding, hiring and not to exceed 30 September 2026. (Orders may be renewed upon funding availability, support needed, and/or exemplary performance.)

**MINIMUM GRADE:** E-1 **MAXIMUM GRADE:** E-4

**LOCATION:** Rochester, NY

**MILITARY REQUIREMENTS AND OTHER SELECTIVE PLACEMENT FACTORS:** This vacancy announcement is for Full Time National Guard Duty - Counterdrug (FTNGDCD) under Title 32 USC 112 Sec 502 (f). Length of tour is dependent upon funding and performance, but will not exceed 30 September 2026.

**BRIEF DESCRIPTION OF DUTIES** Investigative case and analyst support focusing on criminal analyst skill set: link analysis, document exploitation, commodity-financial analysis, and case construction. Other duties include: creation of graphs, charts, maps, and toll analysis of suspected individuals or organizations; assistance in the design, development, and daily maintenance of operational intelligence databases; compilation, review, and input of raw data; preparation of reports necessary for successful investigatory and prosecutor purposes; performance of necessary case research; mastery and daily use of analyst specific software and hardware systems; appropriate or coordinated dissemination of criminal information; and strategic and tactical analysis of case information. Additional analyst duties may include, but are not limited to, the establishment and conduct of liaison tasks with other analysts or relevant agencies; preparation of statistical information; development and presentation of oral and written briefings; as well as any other analytical duties deemed necessary by the supported agency. Support may also include operational/investigative case support and assistance to Law Enforcement Agencies (LEAs) in developing investigations and cases for prosecution. Those activities include, but are not limited to, inputting, reviewing, and analyzing collected LEA information, and providing legal, paralegal, and auditing assistance. Operational support to LEAs is designed to enhance the effectiveness of the supported agency and release law enforcement officers for drug enforcement duties. This category of support excludes such tasks as secretarial, janitorial, or receptionist duties.

**ADDITIONAL POSITION INFORMATION:** Duties may require additional nights and weekends aside from unit training assemblies. Duty start date is dependent upon results of physical exam in accordance with AR 40-501, Chapter 3 and Chapter 10 and AFI 48-123, Chapter 3 and Attachments 2, 9 and 19.

**APPLICATION PROCEDURES:** Individuals meeting qualification requirements may apply by submitting the following documents as a complete package:

- Full Time National Guard Duty- Counterdrug Position Applications ([CDTF Form 10-8](#)) Announcement number and position title must be annotated on this form.
- Individual Medical Readiness (IMR) Record from MEDPROS or AF Portal (HIV within two years of start of orders).
- Two (2) most recent NCOERs/EPRs (if applicable). If SM does not have an NCOER/EPR then they must provide at least two (2) Letters of Recommendations in MFR format from an E7 or above from their Unit.
- NGB FORM 23B (RPAS) or complete vMPF printout **WITH** point summary (Air).

- Resume of civilian and military skills.
- Last two physical fitness scorecards (one within last six months of start of orders).
- Verification of security clearance.
- Letter of Interest (LOI) explaining why you are interested in the Case Analyst Support position. (Articulate in your LOI if your unit of assignment is scheduled to deploy within the next 6 months, whether you are promoting within the next 6 months AND if you are attending any schools for longer than 30 days)

**Application MUST be emailed in one complete PDF and reference “Announcement CD 25-28” in subject line of email. Send to the indicated email address below NLT the closing date specified in order to receive consideration. Applicants with incomplete packets will not be interviewed. Multiple scans and attachments will not be accepted.**

Email applications to: **Ng.ny.nyarnng.list.cdtf-hro@army.mil**

### **QUALIFICATIONS & REQUIREMENTS:**

- Required skills: Individual must possess excellent communication and inter-personal skills; a strong sense of initiative; an ability to analyze vast amounts of information; an ability to think creatively, tactically and strategically; an ability to work independently; a dedication to duty and a habit of going the extra mile.
- Strongly-preferred skills: proven leadership; presentation/briefing experience; strong writing skills; an ability to learn quickly; good research skills; innate curiosity; ability to navigate Microsoft Word, PowerPoint, & Excel.
- A willingness to relocate to another part of New York State is a plus.

### **ADDITIONAL INFORMATION:**

- Personnel must be eligible for FTNGDCD IAW ARNG or ANG requirements.
- Personnel must receive a written recommendation from their unit representative or commander. (on page 2 of 10-8 application.)
- ARNG Personnel must meet medical retention standards as set forth in AR 40-501 Chapter 3 and Chapter 10.
- ANG personnel must meet the medical retention standards as set forth in AFI 48-123 Chapter 3 and Attachments 2, 9, and 19.
- Urinalysis testing is required upon entry on active duty, and personnel are subject to periodic testing while on active duty. These requirements are in addition to testing by units of assignment during IDT/IAD under the JNGSAP.
- Requirement to continue attendance at IDT/IAD and AT while on FTNGDCD.
- Probability of criminal records check, and/or security screening will be conducted. Applicants will be informed that such inquiries are likely to be completed after entry on duty and that negative or unfavorable information received could result in their removal from the CD program.
- Standards of Conduct:
  - National Guard members participating in the Counterdrug Support Program are required to comply with state laws, with DoD 5500.7-R and CNGBM 3100.01. They 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. Outside employment will require written approval of CDC.

**EQUAL OPPORTUNITY:** Consideration for placement and evaluation of qualifications will be made on a fair and equitable basis without regard to race, religion, color, lawful political affiliation, marital status, sex or national origin.