



**PUERTO RICO NATIONAL GUARD
HUMAN RESOURCES OFFICE
PRARNG Readiness Center, Building 545
Fort Buchanan, Puerto Rico
COUNTERDRUG
(AMENDMENT)**



VACANCY ANNOUNCEMENT

POSITION WILL BE HIRED BASED ON AVAILABILITY OF RESOURCES

**ANNOUNCEMENT NUMBER: 23-29 OPENING DATE: 22-MAR-23
CLOSING DATE: 7-APR-23**

STATE-WIDE NATION-WIDE

POSITION TITLE, POSITION NUMBER, DAFSC, AUTH GRADE, OSC

CRIMINAL ANALYST, ANY AFSC, SSGT/E-5

POSITION WILL BE FILLED UPON AVAILABILITY OF RESOURCES.

APPOINTMENT FACTORS: OFFICER ENLISTED

LOCATION OF POSITION:

This Puerto Rico Air National Guard (PRANG) positions are within the **PRNG Counterdrug**.

DESCRIPTION OF DUTIES:

THIS IS A NATIONAL GUARD ACTIVE DUTY FOR OPERATIONAL SUPPORT (ADOS) TITLE 32 POSITION

ADOS TOUR WILL NOT EXCEED 30 SEPTEMBER 2023

As a **CRIMINAL ANALYST**, you will be required to:

PRNG Counterdrug personnel provides support through highly skilled personnel, specialized equipment, and facilities to Law Enforcement Agencies (LEAs) in order to enhance their efforts in response to the changing drug threat. Enhance law enforcement agencies drug trafficking investigative efforts. Provide drug trafficking related criminal reports, charts, graphs and compile investigative reports from different sources.

Perform other duties as assigned with Fiscal Year 2023 State Plan. Applicants must be knowledgeable in Microsoft Office applications, database management and dissemination methods with the ability to utilize them for research analysis. Be able to create graphs, charts and maps for analytical purposes.

Serve as a liaison with LEAs and relevant agencies. Excellent verbal and written communication skills required in English and Spanish. Applicants may be subject to uncommon tours of duty, recall to the workplace and irregular hours. All additional duties as assigned.

Performs other duties as assigned.

AREA OF CONSIDERATION:

Open to all service members of the PRANG within the military ranks of SrA/E-4–SSgt/E-5.

Minimum / Maximum Military Rank: Enlisted (SrA/E-4–SSgt/E-5)

Medical Requirements: IAW ANGI 36-10, Dated 21 Apr 2022, 12.2.1.2. Individuals may apply for AGR tours provided they meet the requirements in **paragraph 12.2.1** and are medically cleared of the mobility restricting DLC prior to starting a new AGR tour in accordance with AFI 48-133. See **paragraph 5.1.1** regarding the accession of pregnant Airmen.

APPLICATIONS MUST INCLUDE THE FOLLOWING:

1. Signed AGR VA Checklist (**Attach. 1**) (**Required**)
2. NGB Form 34-1 must be complete with original signature.
3. AF Form 422, (Notification of Air Force Member's Qualification Status)
4. Current Individual Medical Readiness (IMR) – Must be no more than 30 days old. All statuses must be current/ready. Official copy must have applicant system generated name/date and reflect a PHA within 12 months of announcement closing date. (Once logged into your IMR – Right Click in home page, select print, and convert to Adobe PDF). Screen prints will not be accepted.
5. Report of Individual Personnel (RIP) within six (6) months.
6. Copy of latest Fitness Standards Certification reflecting a score of 75 or above within the last 12 months.
Note: Effective 1 January 2022, All applicants must have a passing physical fitness. If you do not have a passing physical fitness, it means that you are on-schedule and proof must be submitted with your application. Also, if your fail to attend your fitness test and apply with an expired schedule, you will not be considered as qualifying applicant for the advertisement.
7. AF Form 526 (ANG/USAFR Point Credit Summary).
8. Copy of current Driver's License.
9. Copy of last (3) EPR Evaluation Reports (**Required**)
10. Puerto Rico Counter Drug (PRCD) Form 2 (**Required**)
11. Puerto Rico Counter Drug (PRCD) Form 3 (**Required**)
12. Puerto Rico Counter Drug (PRCD) Form 4 (**Required**)
13. Recommendation Memorandum from the Commander (**Required**)
14. DD Form 369 (Police Record Check) stamped by Puerto Rico Police Department of Fort Buchanan Military Police Station (Form must be stamped within the last 30 days). (**Required**)

CONDITIONS OF EMPLOYMENT:

1. Individuals must not have resigned from the AGR Program or other military service in lieu of Adverse Action.
2. Applicant must possess and maintain government travel card.
3. Must not be under a current (or have circumstance) Suspension of Favorable Personnel Actions (FLAG).
4. Counterdrug Members must comply with military standards of personal appearance and are required to maintain 24/7/365 availability to respond to a no-notice alert IAW State and National response requirements.
5. No PCS is authorized unless specifically granted in writing by Counterdrug Coordinator (CDC).
6. Must not be within six (6) months of mandatory removal or Expiration Term of Service (ETS).

INSTRUCTIONS FOR APPLYING:

Applications must be submitted by COB (1600hrs) on the closing date to the **AGR-Air distribution box:** ng.pr.prarnng.mbx.hro-agr-air@army.mil with the subject stating the **AGR VA** and applicants **rank and name (example below)**. Incomplete applications will not be accepted or considered. Packages must be sent in two separate PDF Portfolio's – Medical (AF Form 422 and IMR) and Application (all other documents). If you do not receive a confirmation e-mail that your package is **received** then call to confirm.

***Please note that failure to send the package as **two separate PDF Portfolio's** this will automatically **disqualify your package** – one continuous PDF will **not be accepted**.

CREATING A PDF PORTFOLIO:

1. Sign and organize the documents required for the announcement in a folder on your computer
2. Open the PDF program. On the toolbar, select "File" (top left)
3. Select "Create" option, next step click "PDF Portfolio"
4. Click "Add files" and select the required documents
5. Arrange the documents as requested by the announcement (attachment 1)
6. Click "Create" and save the PDF folder in the format requested by the announcement (AGR VA 23-29, Rank Last name, First name)

Example: (1) AGR VA 23-29, Rank Last name, First name

(a) Application, Rank Last name, First name

(b) Medical, Rank Last name, First name

IMPORTANT NOTICE:

1. It is the applicant's responsibility to ensure the NGB 34-1 and supporting documents are completed and submitted prior closing date. Incomplete packages will be rejected, and the applicant will be determined UNQUALIFIED.

AGR SECTION STAFFER CONTACT INFO:

Mr. David Morales, 787-289-1400, Ext.1476, david.morales21.mil@army.mil

SrA Bryan Miranda, 787-289-1400, Ext. 1488, bryan.a.mirandaberrios.mil@army.mil

SSG Odalis Lopez, 787-289-1400, Ext 1492, odalis.f.lopezramos.mil@army.mil

New HRO AGR Air Branch Email: ng.pr.prang.mbx.hro-agr-air@army.mil

EQUAL OPPORTUNITY:

The Puerto Rico National Guard is an Equal Employment Opportunity Employer. All qualified applicants will be consider regardless of their race, color, religion, national origin, gender, reprisal, or politics, or membership/non-membership in an employee organization.

(Required)

Attachment 1

COUNTERDRUG VA Checklist

APPLICANT NAME: _____

PUERTO RICO NATIONAL GUARD

ANNOUNCEMENT NUMBER: 23-29

POSITION TITLE: CRIMINAL ANALYST

TABLE OF CONTENTS

- _____ 1. (Initials) E-signed AGR VA Checklist (**Attach. 1**)
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- _____ 3. (Initials) AF Form 422, (Notification of Air Force Member's Qualification Status)
- _____ 4. (Initials) Individual Medical Readiness (IMR) in PDF.
- _____ 5. (Initials) Report of Individual Personnel (RIP) within six (6) months.
- _____ 6. (Initials) Copy of latest Fitness Standards Certification reflecting a score of 75 or above within the last 12 months. **Note: Effective 1 January 2022, All applicants must have a passing physical fitness. If you do not have a passing physical fitness, it means that you are on-schedule and proof must be submitted with your application. Also, if your fail to attend your fitness test and apply with an expired schedule, you will not be considered as qualifying applicant for the advertisement.**
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I have completed signed and initialed this application with the knowledge and understanding that any or all items contained herein may be subject to investigation. **I certify that all required documents are present in the application package; if the application is incomplete, I understand that my application will not be considered.**

Applicant Signature: _____ Date: _____