



DEPARTMENTS OF THE ARMY & AIR FORCE  
CONNECTICUT ARMY AND AIR NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
375 SMITH STREET  
MIDDLETOWN, CONNECTICUT 06457

NGCT-HRO

04 Feb 2025

MEMORANDUM FOR Current Members of the Connecticut Army National Guard

SUBJECT: Military Vacancy Announcement for Full-Time National Guard Counterdrug Duty (FTNGCD) Tour

1. The Connecticut National Guard Counterdrug Office is seeking Service Members E-4 to E-5 with **SECRET CLEARANCE** to assist a Counterdrug Task Force Law Enforcement Agency (LEA) in the establishment of counterdrug intelligence systems/databases and provide analysis support. The purpose of this position is to support a local law enforcement agency as a counterdrug analyst. Main duties include, but are not limited to: database searches, analysis, report preparation, and processing large amounts of data. Must be able to work autonomously in a law enforcement environment. **Applications for this position must be submitted to MSG Joao M. Polonio ([joao.m.polonio.mil@army.mil](mailto:joao.m.polonio.mil@army.mil)) NLT 1600 hours on 1 Mar 2025.** This position is located in the New Haven, CT area but subject to change based on operational requirements.

2. This is an active-duty tour subject to the availability of funding through 30 September 2025, and likely to be extended but subject to availability and individual performance. Tour renewals may occur each fiscal year at the discretion of the Counterdrug Coordinator and subject to the availability of funding.

3. **Qualification Requirements:** The applicant must be able to demonstrate knowledge, skills, and abilities in the following:

- a. Must be a current member of the Connecticut Army National Guard with a **SECRET** clearance.
- b. Previous law enforcement experience is preferred but not required.
- c. College degree is preferred but not required.
- d. Proven ability to communicate both orally and in writing.
- e. Proven database management skills.
- f. Strong computer skills required.
- g. Must be able to demonstrate experience in gathering information, data management, and preparing reports.
- h. Second language preferred but not required.

4. **Application Standards.**

a. The initial tour will be subject to the availability of funds through 30 September 2025 and could be extended.

b. Applicants are subject to Urinalysis Testing upon entry to the program. National Guard members are also subject to unannounced drug testing while on duty. Personnel on extended orders will be tested at least annually. These requirements are in addition to testing by unit of assignment during IDT/ADT.

c. Applicants will undergo criminal screening prior to entry into the program. Any convictions or arrests will eliminate you from consideration or continuation in the program. Personnel on extended orders will be subject to criminal screening at least annually and subject to removal from the program.

d. Applicants must have a current Physical Health Assessment, current within 12 months of the closing date, HIV test (within 2 years) \*Must be coded MRC1 or MRC2 (Pregnant Soldiers are eligible to apply)\* \*\*Permanent 3 or 4 PULHES - must have completed MMRB\*

e. Selected individual will be responsible to perform IDT and Annual Training with unit of assignment while on FTNGCD orders.

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- f. Personnel currently flagged for **any** reason are not eligible to apply. Must not have received any adverse action such as a letter of reprimand, reduction in rank, non-judicial punishment, court martial, etc. within two years
- g. Must meet grade and skill requirements (valid MOS / Branch - completed IADT, MOS school)


5. **Application package must contain the following documents:**

- a. Signed **original** NGB Form 34-1 (Application for Active Guard/Reserve Position).
- b. Army - **Validated** Copy of ERB.
- c. Army - Copy of most recent Individual Medical Readiness Record (IMR).
- d. **Statement of all active** service performed. Any of the following documents may be used: NGB Form 23 or 23b, DD Form 214, or DD Form 1506 (Statement of Service).
- e. Army - Copy of last three NCOERs or E-4 Evaluations.
- f. Army - Copy of most recent ACFT Scorecard (DA Form 705) or DTMS screenshot and Body Content Worksheet DD 5500/DD 5501) if applicable, both current within 6 months of closing date.
- g. DA Form 1058
- h. Security clearance memo
- i. Professional resume citing relevant experience
- j. Commanders' recommendation letter stating good standing
- k. Letters of Recommendation are encouraged
- k. **All applications must be emailed to MSG Joao m. Polonio NLT 1600 hours on 1 Mar 2025.**

Applications received after this time will be considered ineligible.

6. Selection for this position will be based without discrimination because of race, religion, color, national origin, sex, political affiliation, or any other non-merit factor.

7. Questions concerning this position should be directed to MSG Polonio at Counterdrug (860) 524-4960.

  
JOAO M. POLONIO  
MSG, USA  
HR, CT Counterdrug Program