

State of California, Military Department  
State Active Duty (SAD)  
Vacancy Announcement  
1 Position Available

### Position Details

Announcement Number: SAD VA 2024-038  
Opening Date: 25 April 2024  
Closing Date: 9 May 2024  
Position Title: Assistant Squad Leader (SAD E-4)  
Duty Location: California Job Challenge (CAJC), Los Alamitos, CA  
Selecting Official: Executive Officer, California Job Challenge  
Projected Employment Date: 30 May 2024

### Vacancy Announcement Details

The California Military Department is accepting applications for the State Active-Duty position indicated above. An appointment to this position provides full benefit status for the appointee and their beneficiaries. The incumbent will be appointed on annually renewable State Active-Duty orders through year six, at which time the incumbent may be eligible for career status IAW CMD Reg 600-1, dated 21 April 2020. Continuation and subsequent extensions of service will be determined by the individual's performance of duty and continuation of funding. **The Service Member selected for this position will be paid at their federal or California State Guard pay grade, not to exceed E-4.** This announcement has minimum requirements. Failure to meet these requirements will cause your application to be rejected from consideration. While it is important for you to read the entire announcement closely, please pay particular attention to the instructions at the end of this announcement for documents required to submit a complete application. **Applications missing signatures and required documents will not be considered.** The Service Member selected for this position may be eligible for health, dental, vision and life insurance benefits. Other benefits may also be available to those who qualify such as Service Member Assistance Programs, Group Legal Services, Long-Term Disability Insurance, Long-Term Care Insurance, Retirement Annuity, Supplemental Investment, and the Military Service Buy Back Program. **Reimbursement for moving and relocation expenses will not be paid.**

### Eligibility Requirements

**California Job Challenge is a tobacco and smoke-free environment; smoking or use of tobacco products is not authorized on duty or on the premises.**

- Active members of the California Military Department (Army, Air, CSG) in the grades **E-2 through E-5** may apply. Applicants must have a military affiliation per Para 3-2 of CMD Reg. 600-1. CSG members who have no prior federal military experience must be a member of the CSG in good standing for a minimum of two years for eligibility for SAD vacancies. **CSG members must submit a copy of their CSG orders with their application.**
- Experience in performing or assisting with the duties of a military Squad Leader, or equivalent element in the National Guard or Active Duty components.
- Experience with conducting unit-level training.
- Experience with instructing Drill and Ceremonies as outlined in TC 3-21.5 or AFMAN 36-2203.
- Flexible work schedule required to include nights, weekends and when the mission dictates.

- Valid California Drivers License required in order to maintain a valid military bus driver's license.
- Completion of military and civilian education (high school or equivalent) requirements commensurate with the grade of the applicant are required. **Attach documentation of your highest level of civilian education.**
- Military assignments appropriate to the grade of the applicant are required.
- Required to meet height/weight and physical fitness standards prescribed by their military branch of membership.
- Applicant must meet, and maintain, federally recognized medical fitness standards or CSG equivalent. **Attach a current copy, within the past twelve months of your military component's verification of these requirements. (See instructions at the end of this announcement for required component-specific documents).**
- Appropriate military uniform with federally recognized, or CSG recognized, rank will be worn in accordance with military regulation.
- Must be able to pass both State and Federal background checks (Live Scan). Continuation of employment is contingent upon maintaining favorable State and Federal background checks.
- Must possess a valid state driver's license. **Attach a current copy, within the past six months of your Department of Motor Vehicle's printout.**

### Primary Duties and Responsibilities

Works under the supervision of a Squad Leader and Platoon Sergeant.

- Responsible for assisting and supervising unit-level training of students attending the program.
- Assists in leadership, mentoring, technical guidance, and support of students in educational settings. (Educational settings include, but may not be limited to physical training, vocational training, computer technology, job placement, community service, leadership, high school, and college level coursework).
- Must be able to communicate effectively orally and in writing.
- Provides professional support to peers and superiors in the accomplishments of assigned duties and responsibilities in alignment with the mission.
- Assists in conducting student inspections and coordinating garrison and field activities.
- Participates in and instructs moderate to strenuous physical fitness activities.
- Conducts, instructs, and oversees Drill and Ceremonies as outlined in TC 3-21.5/AFMAN 36-2203.
- Remains available for Emergency State Active Duty (ESAD) operations to assist State Personnel, Comptroller, and J-Staff in support of State emergencies.
- Responsible for the transportation of students and coworkers via bus and/or GSA van. Bus driver's license and training is provided upon hire.
- Other additional duties assigned by the program manager.

### Instructions for Submitting Applications

To view the State Active Duty Appointment Application, please click [State Active Duty Appointment Application \(.pdf\)](#). To view California State Guard AHA Form, please click [California State Guard AHA Form \(.pdf\)](#).

Interested applicants must submit a completed and signed State Active-Duty Appointment Application and all required supporting documentation (listed below), to the Director of State Personnel Programs. **Applications missing signatures and required documents will not be considered.**

- **All Applicants:** Documentation of your highest level of civilian education listed on your application. (Legible copy of either diploma, degree, transcripts, record brief, RIP, etc.).

- **All Applicants:** Are **required** to submit a Resume.
- **All Applicants:** Include any documentation for current flagging actions. SM must include a memo signed by commander indicating circumstances and disposition mitigation.
- **All Applicants:** [DMV Printout](#) current within the past six months. California residents may obtain, at cost, a copy of their DMV printout. Unit DMV reports are not accepted.
- **CA Army National Guard (CAARNG) Applicants:** Attach most recent APFT/ACFT (DA Form 705) and MEDPROS IMR.
- **CAARNG Applicants:** Are required to submit a Record Brief (ERB), current within the past six months.
- **CA Air National Guard (CAANG) Applicants:** Are required to submit Report on Individual Person (RIP), and ARCNet Individual Readiness Detail, current within the past six months.
- **CA State Guard (CSG) Applicants:** Complete and submit the CA 3024-1 Member AHA Form. Once appointed, each CSG service member will be required to complete and submit, in its entirety, additional SAD Medical Readiness Standards requirements, not to exceed beyond one year after hire date.
- **CSG Applicants:** CSG Accession Orders and Current Assignment Orders – CSG Applicants only.
- **Deployed Service Members:** Title 10 OCONUS Orders - Currently deployed service members only.

Complete applications and all supporting documents may either be mailed to California Military Department, Director of State Personnel Programs, Attn: NGCA-JSD-SP (Box #27), 10601 Bear Hollow Drive, Rancho Cordova, CA 95670, Or e-mailed as **One PDF file** to [SP.SADApplication@cmd.ca.gov](mailto:SP.SADApplication@cmd.ca.gov). Applications mailed, or e-mailed, must be received by the State Personnel office no later than **midnight on Thursday, 9 May 2024**.