

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

Position Details

Announcement Number: SAD VA 2024-052
Opening Date: 20 May 2024
Closing Date: 3 June 2024
Position Title: Operations and Training NCO (SAD E-6)
Duty Location: California Military Institute, Perris
Selecting Official: Cadre Supervisor, California Military Institute
Projected Employment Date: 15 June 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-6.** 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 Military Institute 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 of **E-5 through E-7** 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.**
- Military training and operations experienced desired.
- Experience working with youth is highly desirable.
- Complete First aid and CPR within 6 months of employment.
- Must be able to fill in when required at other military academies.
- Have the ability to communicate effectively, orally and in writing.

- Information technology skills are desired (Windows OS, Microsoft Office Teams)
- Flexible work schedule requirement including nights and weekends when the academy mission dictates.
- This position may require a wide variety of additional duties.
- Completion of military and civilian education requirements commensurate with the grade of the applicant are required.
- 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.
- Applicants must meet, and maintain, federally recognized medical fitness standards or CSG equivalent.
- Appropriate military uniform with federally recognized, or CSG recognized, rank will be worn in accordance with military regulation.
- Must be able to pass State and Federal background checks (Live Scan), and California Military Department status verification. Continuation of employment is contingent upon maintaining favorable background checks.
- Must possess a valid state driver's license.

Primary Duties and Responsibilities

Provides operational and training support under direct supervision of the Commandant and Cadre Supervisor from California Military Institute (CMI).

- Works under the supervision of the Cadre Supervisor of California Military Institute (CMI) and is reviewed in terms of adequacy, effectiveness, and conformance with program policies and directives.
- Responsible for coordinating operations and training for the personnel associated with CMI.
- Assists and mentors Cadets in developing curriculum and training schedules for CMI and California Cadet Corps (CACC) activities.
- Provides leadership, mentoring, technical guidance, and professional support to CMI military staff and CACC cadets.
- Maintains all personnel training records within the CACC and Youth Community Program Task Force (YCPTF) master training rosters.
- Responsible for assisting with cadet events and coordinating garrison and field activities.
- Assists the Military Department Staff in daily operations.
- Be available for emergency surge operations to assist State Personnel, Comptroller, J-staff response in the event of SAD emergency. Duties are assigned based on emergency needs.
- Perform other duties as assigned.

Instructions for Submitting Applications

To view the State Active Duty Appointment Application, please click [State Active Duty Appointment Application \(.pdf\)](#). To view Unit Verification Memorandum, please click [Unit Verification Memorandum Template \(.pdf\)](#).

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/or 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:** Unit Verification Memorandum with Judge Advocate General (JAG) clearance letter or email. California State Guard applicants will have the memorandum completed by CSG HQ.
- **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:** Are required to submit a Record Brief (ERB/ORB) or IPPS-A printout, 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.
- **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. Applications mailed, or e-mailed, must be received by the State Personnel office no later than **midnight on Monday, 3 June 2024**.