

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

### Position Details

Announcement Number: SAD VA 2024-077  
Opening Date: 29 July 2024  
Closing Date: 12 August 2024  
Position Title: RPM Assistant (Admissions) (SAD E-5)  
Duty Location: Discovery Youth ChalleNGe Academy, Lathrop  
Selecting Official: Director, Discovery Youth ChalleNGe Academy  
Projected Employment Date: 15 September 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-5.** 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

**Discovery Youth ChalleNGe Academy is a tobacco and smoke-free environment; smoking or use of tobacco products is not authorized on duty or on Academy premises.**

- Active members of the California Military Department (Army, Air, CSG) in the grades **E-4 through E-6** 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.**
- Flexible work schedule requirement including nights and weekends when the academy mission dictates.
- Public speaking skills are required.
- Ability to communicate effectively, orally and in writing.
- Experience supervising and/or counseling youth.
- Possess at least two years of managerial, administrative or leadership experience.

- Experience as a youth mentor.
- Experience in recruiting youth, to include experience conducting presentations for recruiting purposes.
- Training or experience in human relations, equal opportunity or human awareness.
- Strong computer skills with Windows Operating System and Office Suite experience.
- Experience with recruiting, advertising, marketing, public relations, or other related fields and knowledge of the NGB Post-Residential Action Plan guidelines.
- 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 CA driver's license.

### Primary Duties and Responsibilities

Works under the supervision of the Mentor Coordinator/Recruiter and the Deputy Director.

- Process and maintain admissions documents for the academy.
- Provide professional presentations to community organizations and agencies, as requested.
- Participates in academy recruiting, activities and events.
- Assists the Outreach, Admissions and Recruiting Coordinator with mentee and mentor training, as directed.
- Serves as a member of a platoon support team, as directed each cycle and participates in support team activities, including individual cadet assessments and community service projects.
- Maintains and monitors cadet's case files during the residential and post-residential phases of the academy and submits reports to the National Guard Bureau, when required.
- Promotes positive relationships in the community through involvement with community organizations and community service projects.
- Be available for ESAD surge operations to assist State Personnel, Comptroller, J-Staff response in the event of sad emergency

### 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 Template, 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) 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](mailto:SP.SADApplication@cmd.ca.gov). Applications mailed, or e-mailed, must be received by the State Personnel office no later than **midnight on Monday, 12 August 2024**.

### Statement of Qualifications

**A Statement of Qualifications is REQUIRED and must be submitted with your Employment Application. Applications received without an appropriate Statement of Qualifications based on the instructions below will be rejected for being incomplete and will not be considered. Resumes, cover letters, and other documents will not be considered as a response to the Statement of Qualifications. Please limit your SOQ to a maximum of two (2) pages, single-spaced, no less than twelve-point Arial font.**

**Candidate must clearly and concisely identify experience in categories listed below and must be in the following order:**

- **How would you best describe your abilities to communicate effectively and persuasively with candidates, clients, and colleagues? (This includes active listening, clear writing, and verbal skills).**
- **In your own words, please depict your understanding of the Discovery Challenge Academy, as an organization, specifically who you are recruiting for, and the specific skills, qualifications, and experience required to be in an outreach department.**
- **What is your prior experience and/or history with networking skills and building relationships within the California Military Department and/or other organizations from an outreach and case management perspective?**
- **Accurately depict your time management skills within a robust / cumbersome work environment to effectively and efficiently meet needs / deadlines of a given organization.**
- **How would you best describe your leadership traits that allow you to be adaptable and make you the best fit for the Outreach, Recruiting and Admissions department within the Discovery Challenge Academy?**