

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

Position Details

Announcement Number: SAD VA 2024-089
Opening Date: 4 September 2024
Closing Date: 17 September 2024
Position Title: ISR Manager (SAD E-8/CW3/O-3)
Duty Location: Facilities and Infrastructure, Sacramento
Selecting Official: Programming Manager, Planning & Program Branch
Projected Employment Date: 15 October 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-8/CW3/O-3.** 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

- Active members of the California Military Department (Army, Air, CSG) in the grades **E-7 through E-9, WO1 through CW4, O-1 through O-4** 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.**
- Education/Experience: Commensurate with the grade of the applicant is required. Special consideration will be given to applicants who have a knowledge of techniques used in computer science, automation, and construction of engineering activities.
- Must have experience performing software installation and managing subject matter automated programs.
- Communication Skill: Must be able to effectively communicate orally and in writing.

- Must be able to exercise independent judgment and use initiative in organization.
- Must have an operational knowledge of the National Guard organization and the chain of command.
- Must be eligible for EPC/GOEPC Consideration.
- 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

The state Installation Status Report/BUILDER FMS Manager is directly responsible to the Planning and Programming Chief, Construction and Facilities Management Office (CFMO). Supervision is general and required only when administering the most complex functions of ISR and BUILDER Systems. Primary work assignments are performed independently within established guidelines. Incumbent serves as the manager and principal advisor of the CA ARNG ISR Program. Duties are to manage and ensure the accuracy, quality, and timeliness of all ISR reporting and manage all BUILDER FMS functions. Supervises the ISR-I Specialist and the BUILDER Program Specialist.

- The State Installations Status Report/ BUILDER Program Manager is responsible for statewide CA ARNG ISR and BUILDER Program Management. This includes ISR-Infrastructure, ISR- Services Cost, ISR- Mission Capacity, and all BUILDER FMS Program requirements.
- Coordination is conducted with the Planning and Programming Chief, CFMO, CHQC Staff, and USPFO for CA, National Guard Bureau, all Training Sites, and Civilian Contractors who perform BUILDER FMS inspections.
- Manages and develops both the ISR and BUILDER systems for data collection, data capture, quality control compliance, and follow-up actions.
- Analyzes and converts ISR information from designated sources into databases and other reporting programs.
- Oversees and modifies existing or new policies for the management and accountability of ISR and BUILDER information.
- Provides technical and procedural guidance to the CFMO, Master Planner, ARNG Staff, and field organizations in the use of ISR and BUILDER processes, including PRIDE, ASIP, and other associated systems and programs.
- Manages ISR and BUILDER functions for consistency and completeness.
- Supervises the ISR-I lead and the BUILDER Specialist.

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/ORB) or IPPS-A printout, current within the past six months.
- **CAARNG Applicants:** Are required to submit a Soldier Management Record printout (from Retirement Points Accounting System). **(Officer only)**
- **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 Tuesday, 17 September 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:

- **Describe the process on how you frame a problem, identify and collect data, and make recommendations for solving the problem. Provide an example of a situation where you applied this process and the results.**
- **Describe how you develop and monitor a project work plan. What types of control measures do you put in place to ensure that the project is on track?**

- **Provide an example of how you anticipate potential problems that are significant to your overall responsibilities and how you develop preventative measures.**