

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

Position Details

Announcement Number: SAD VA 2024-113
Opening Date: 28 October 2024
Closing Date: 3 November 2024
Position Title: Support Operations Officer (SAD O-3)
Duty Location: J-4, Consolidated Headquarters Complex (CHQC), Rancho Cordova, CA
Selecting Official: Sustainment Branch Chief, J-4
Projected Employment Date: 1 December 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 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 **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.
- Must have thorough knowledge of the organizational structure of the CMD.
- Must have demonstrated understanding of methodologies and processes working with Units, Components and Joint Staff of the CMD.
- Must have demonstrated experience participating in emergency response activities.
- Must have demonstrated experience reviewing, writing, and developing plans and SOPs.
- Must possess excellent written and verbal communications skills, ability to communicate effectively.
- Must be highly effective at working in a team environment, comfortable with collaborating with multiple stakeholders to achieve unified outcomes.

- Demonstrated leadership building teams, developing and protecting a positive culture.
- Proficient with Microsoft Office software including Word, Excel, and Power Point.
- 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 Logistics Support Officer (SPO) serves as an operations planner, emergency operations Battle Captain, and first line supervisor in the J-4. The SPO is responsible for setting the conditions, preparing the Directorate, and executing missions that accomplish the organizations mission requirements for full-time, M-day and surge staff personnel. Initiative and judgment are used in accomplishing a variety of situations and assigned tasks, which range from routine, non-routine, and emergency operations and require independent decisions in reaction to emergency situations. Effective communication, team building skills, and exceptional leadership are critical attributes. Review of work is made through spot checks, 1 on 1 check-ins, and annual reviews to ensure accuracy, productivity, ability to meet time schedules, and contribute to a positive work environment.

- Serves as a primary logistical operations and plans officer in the J-4.
- Supervises or coordinates routine logistics requests to the J-4.
- Prepares detailed plans which support execution of policies, strategies, and activations.
- The J-4's representative in the JOC for all logistical matters for state and federal emergencies, interfaces with joint staff and components to coordinate logistics activities.
- Serves as Battle Captain for emergency activations, responsible for the activation and conduct of the Joint Logistics Operation Center (JLOC). Coordinates and leads Joint Logistics Sync meeting.
- Manages J-4 full time and M-Day staff during emergency operations and is responsible to know every aspect of logistics activities during emergency activations.
- Maintains relationships with Components and Commands to provide timely response.
- Supervises Future Operations and Current Operations full time staff within the J-4.
- Maintains persistent vigilance of the moral and culture of the J-4. Takes appropriate action or communicates timely with senior leadership to protect moral and culture.

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 (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).
- **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 Sunday, 3 November 2024**.