

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

### Position Details

Announcement Number: SAD VA 2024-101  
Opening Date: 4 October 2024  
Closing Date: 1 November 2024  
Position Title: Assistant Deputy General Counsel (SAD O-4)  
Duty Location: Office of the Staff Judge Advocate, Rancho Cordova  
Selecting Official: General Counsel, Staff Judge Advocate  
Projected Employment Date: 1 December 2024

### Vacancy Announcement Details

The California Military Department is accepting applications for the State Active-Duty position indicated above. **Current SAD employees will have priority for hire.** 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-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

- Active members of the California Military Department (Army, Air) in the grades **O-3 through O-5** may apply. Applicants must have a military affiliation per Para 3-2 of CMD Reg. 600-1.
- Optimal candidate would have some experience or knowledge of matters pertaining to Air Force/Air National Guard regulations, policies and actions.
- Military and civilian education requirements commensurate with the grade of the applicant are required.
- Must possess a Juris Doctor Degree from an ABA accredited law school.
- Must remain current with licensure from California Bar Association during course of employment.
- Military assignments appropriate to the grade of the applicant are required.
- No court-martial conviction or punishment under formal Article 15 proceedings.

- No record of civil conviction other than minor traffic offenses; no record of lost time under 10 U.S.C. 972 (App. 3, MCM).
- No pattern of undesirable behavior as evidenced by civilian or military record of conviction by Special or General Courts Martial or civilian courts or otherwise required to register as a sexual offender as enumerated in AR 27-10.
- Must be able to communicate effectively both verbally and in writing.
- 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. Attach a current copy, within the past twelve months, of your military component's verification of these requirements.
- 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

Incumbent functions under the general supervision of the General Counsel. The Office of the Staff Judge Advocate/ General Counsel is located in the California Military Department (CMD). The purpose of this position is to serve as the primary legal and ethics advisor on Air National Guard matters to the State Staff Judge Advocate and the Commander, California Air National Guard. These matters will include, but are not limited to, State and Federal Administrative/Personnel issues, providing legal opinions, analysis and counsel on State and Federal Regulatory and Statutory Guidance, CMVC/UCMJ issues, Operational Law, legal coordination in sexual assault cases, coordination with NGB-JA and other legal counsel, and general legal support.

- Serves as the primary full-time legal advisor to the General Counsel/SSJA and CA ANG/CC on Air National Guard matters.
- Responsible for the formulation of legal guidance as related to constitutional, civil, criminal, labor, fiscal/contract, non-military employment and environmental law. Provides legal advice/counsel on emergency response and homeland security issues and other matters relevant to the CA ANG/California Military Department.
- Responsible for advising on the legal, factual and facets impacting the drafting, interpretation and application of legislation, regulations, tasking orders, command decisions, investigations and Wing legal opinions.
- Represents the Air National Guard and CMD on legal matters.
- Works ANG cases with investigators, administrative judges and arbitrators from various appellate bodies, including, but not limited to, the Equal Employment Opportunity Commission, the Federal Labor Relations Authorities, the Federal Services Impasses Panel and State and Federal Authorities.
- Prepares for and conducts litigation for administrative boards and CMVC/UCMJ command actions.

- Serves as an Ethics Advisor.
- Reviews sensitive personal financial disclosure statements for General Officers and other key personnel.
- 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 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.
- **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). **(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.
- **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 Friday, 1 November 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:**

- **Explain how your previous legal experience will help you perform the Primary Duties and Responsibilities listed above.**
- **How do you maintain your professional legal competency? (example: attending CLE, professional reading, LLM, classes, etc.)**

- **Describe your primary legal practice areas and give some examples of cases that you have handled over your career.**
- **Describe a challenging experience you have had with a subordinate or supervisor, and how you resolved it.**