

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

Position Details

Announcement Number: SAD VA 2024-105
Opening Date: 16 October 2024
Closing Date: 1 November 2024
Position Title: Platoon Sergeant (SAD E-6)
Duty Location: Discovery ChalleNGe Academy (DCA), Lathrop, CA
Selecting Official: Director, DCA
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 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

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-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.**
- Completion of high school diploma or equivalent.
- Experience performing the duties of a military Squad Leader to Platoon Sergeant, or equivalent element in the National Guard or Active Duty.
- Experience in conducting unit-level training.
- Experience instructing Drill and Ceremonies as outlined in FM 22-5 or AFMAN 36-2203.

- Flexible work schedule requirement including nights and weekends when the academy mission dictates.
- Must be able to pass both State and Federal, as well as a NACI background checks.
- Experience working with youth is desired.
- Ability to communicate effectively, orally and in writing.
- Experience in vocational training programs desirable.
- 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

Works under the supervision of the Cadre Supervisor and/or Commandant, Discovery ChalleNGe Academy. Work is reviewed in terms of adequacy, effectiveness and conformance with program and departmental policies and directives.

- Provides leadership, mentorship, technical guidance, and support to cadets in educational, vocational, physical training, job placement, community service, and leadership programs.
- Provides professional support to peers, superiors and subordinates in the accomplishments of assigned duties and responsibilities.
- Responsible for assigning duties, evaluating job performances, conducting cadet inspections, coordinating garrison and field activities.
- Maintains a high level of physical training activities and other strenuous training activities.
- Possesses a strong understanding and ability to oversee Drill and Ceremonies as outlined in FM 22-5 or AFMAN 36-2203.
- Be available for ESAD surge operations to assist State Personnel, Comptroller, J-Staff response in the event of SAD emergency.
- 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 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. 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:

- **Provide an explanation of the various types of leadership roles you have held in your military or civilian career, and your experience with mentoring youth ages 16-18.**
- **How do you envision contributing to the personal and character development of youth that are considered at-risk? Please provide examples.**
- **Describe the strategies you employ to foster collaboration and cohesion among team members.**
- **Describe your role and experience with vocational training programs.**
- **Provide an example of a time when you had to adjust to changing circumstances and still achieve successful outcomes.**