

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

Position Details

Announcement Number: SAD VA 2024-111
Opening Date: 24 October 2024
Closing Date: 7 November 2024
Position Title: Administrative Protocol NCO (SAD E-6)
Duty Location: Protocol/Command, Rancho Cordova
Selecting Official: Chief of Staff, Joint Staff
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

- 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.**
- Must possess excellent grammatical and writing skills; post high school education desirable.
- Be able to keep military bearing and composure while working with General Officers.
- Must demonstrate military administrative support experience.
- Possess a valid and current security clearance.
- Must be proficient using Microsoft Windows and Office Suite of applications.
- Proficient with military forms and filing systems.
- Required or eligible for a valid state and military driver's license.

- Must be eligible to complete Emergency Vehicle Operator Course.
- Must be eligible to complete the PC 832, Arrest & Firearms Course and carry a sidearm.
- Must be proficient in Defense Travel System.
- Must have access in Fi\$Cal and be knowledgeable in P&C and P-Card Requisitions.
- Must be a GPC holder, have Fiscal Law certification and GFEBS access.
- 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 Military Department Administrative Assistant functions under the general supervision of the Chief of Protocol, the Joint Staff, Secretary, and General Staff. The incumbent will be responsible for administrative, logistical, and protocol support of military nature for the California Military Department Staff and Command Section which includes: The Adjutant General, Deputy Adjutant General, Director of Staff, Military Department Chief of Staff, Military Department Vice Chief of Staff, Senior Enlisted Advisor to The Adjutant General, Executive Officer, and other members of the Joint and Personal Senior Staff. The incumbent will assist in supporting the effective accomplishment of daily operations and military programs essential to the Military Department. The incumbent is expected to work with minimal direct supervision and exercise a high degree of discretion.

- As required, acts as Enlisted Aide for the Adjutant General, Deputy Adjutant General, Director of Staff, and Chief of Staff.
- Serves as a qualified protocol assistant during dignitary visits and military events.
- Assists with the processing of monthly time and attendance for Federal technicians and State Active-Duty personnel.
- Screens visitors and telephone calls.
- Places calls and sets up conference calls.
- Responsible for utilizing and maintaining an effective office administrative suspense system.
- Performs demanding clerical work utilizing computer technology.
- Takes specific administrative tasking and coordinates actions with Departmental staff members.
- Monitors task completion in accordance with an established suspense system.
- Collects, screens, and distributes incoming mail, publications, and professional journals
- Prepares and replies to invitations, and groups staff work in order of command priority.
- Assists with special projects and staff initiatives as required by the Director of Staff, Vice Chief of Staff, Senior Enlisted Leader to The Adjutant General, Secretary, and Joint Staff.

- Assists with the preparation and military protocol matters in support of formal staff visits, conferences, ceremonies, and special functions.
- Inputs, and monitors the Military Department and Command Section Operations calendar.
- Refers correspondence to appropriate staff section for reply and follows-up to ensure deadlines are met.
- Arranges correspondence for administrator's personal reply in order of priority with appropriate correspondence on a wide range of subjects requiring a thorough knowledge of military procedures and policies.
- Inputs, monitors, approves and maintains the Military Department Staff and Command Section Defense Travel System at a State and Military Department level.
- Inputs, monitors, and maintains the Military Department Staff and Command Section Request for Orders.
- Inputs, monitors, approves, and maintains the Military Department Staff State Travel System.
- Tracks, records and maintains budgets in GFEBs, DTS, and Fi\$Cal.
- In addition to inputting into Fi\$Cal, tracks, receives, processes for payments, and manages Command, Protocol, Joint staff, and CHQC procurement in Fi\$Cal or over \$100,000.00.
- Obtains appropriate suppliers documents, waivers and approvals and processes in Fi\$Cal for P-Card purchases, purchase orders and service contracts, requisitions, and receipts for timely payments.
- Assists Chief of Protocol with the yearly Navy Spiral contract over \$24,000.00.
- Creating all appropriate documentation to include ITAS Waivers, SOAs, price calculators, obtaining RSCAF approvals, MRATs, and creating GFEBs PRs with the appropriate accounting codes, and tracking all 4 levels of approval to ensure completion with no delays in service.
- Tracks current AT&T devices equipment, new devices, and upgradeable devices, maintaining records of which phones are with which positions/personnel to include over 39 devices in total.
- Activating phones from start to finish, to include Purebred, PIV-D Manager, Email+ and Teams.
- Submitting old phones to be cleared with J6 representative.
- Trouble shooting any issues with the phones and iPads such as CAC credentials, @army.mil certificates and ABM.
- Assisting the Chief of Protocol with managing ABM accounts for all electronic devices.
- Ensures international services are turned off and on with the AT&T representative.
- Orders all appropriate items to protect phones, charging equipment and managing inventory.

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 Thursday, 7 November 2024**.