

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

### Position Details

Announcement Number: SAD VA 204-109  
Opening Date: 26 December 2024  
Closing Date: 24 January 2025  
Position Title: Support NCO (SAD E-5)  
Duty Location: Porterville Military Academy, Porterville  
Selecting Official: NCOIC, Porterville Military Academy  
Projected Employment Date: 15 February 2025

### 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-5.** 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

**Porterville Military 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-4 through E-6** 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 be able to fill in when required at other military academies.
- Have the ability to communicate effectively, orally and in writing.
- Apply for a CA Designated Subject Special Subjects Basic Military Drill Credential within 6 months of initial employment, and complete within 3 years.
- Complete First aid/CPR training within the first 6 months and Live Scan upon employment.

- Flexible work schedule requirement including nights and weekends when the academy mission dictates.
- 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

Provides administrative, logistical, and instructor duties as directed by the Non-commissioned Officer in Charge. Works under the direct supervision of the Non-commissioned Officer in Charge.

- Maintains record, prepares correspondence, assists department chair, Operations NCO and or Logistics NCO in the performance of their duties.
- Assists the Commandant or NCOIC with administrative tasks.
- Performs classroom instruction in Military Science and Physical Fitness in the absence of the TAC NCO.
- Possess a strong understanding and ability to instruct Drill and Ceremonies as outlined in TC 3-21.5, Military History, Leadership, physical fitness, team development, and study skills.
- Conducts administration of field trip documentation.
- Responsible for the good order and discipline of cadets while in the classroom environment.
- Be available for ESAD surge operations to assist State Personnel, Comptroller and J staff in the event of a state emergency.
- Assist with campus supervision and perform additional 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](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, 24 January 2025**.

### 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 your background, experience, and education working with youth and areas that would assist you with duties as a Military Science Instructor?**
- **As a Military Science Instructor in the state of California, this position will require you to obtain a teaching credential, fulfilling some of the requirements on your off-duty time. What are your thoughts about this and your goals as a teacher?**
- **Describe your experience working with difficult and complex people or groups, especially parents of youth.**
- **Scenario: You are teaching a lesson when a student continues to disrupt your lesson and the learning of others by having side conversations with other students. How do you respond to his situation?**