

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

Position Details

Announcement Number: SAD VA 2025-005
Opening Date: 31 January 2025
Closing Date: 2 March 2025
Position Title: Assistant Support NCO (SAD E-4)
Duty Location: Oakland Military Institute (OMI), Oakland, CA
Selecting Official: Cadre Supervisor, OMI
Projected Employment Date: 1 April 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 15 November 2024. 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 (CSG) pay grade, not to exceed E-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 Employee Assistance Programs, Group Legal Services, Long-Term Disability Insurance, Long-Term Care Insurance, Retirement Annuity, Savings Plus, and the Military Service Buy Back Program. **Reimbursement for moving and relocation expenses will not be paid.**

Eligibility Requirements

Oakland Military Institute is a tobacco and smoke-free environment; smoking or use of tobacco products is not authorized on duty or on institute premises.

- Active members of the California Military Department (Army, Air, CSG) in the grades **E-2 through E-5** may apply. Applicants must have a military affiliation per Para 5-2 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.
- Experience working with youth is highly desirable.
- Experience working in Army or Air Logistic and unit supply operation.
- Experience working with state property and state supply accounting procedures.
- Demonstrated ability to make accurate decisions, exercise sound judgment, organize and supervise others.
- Can communicate effectively, orally and in writing.

- Information Technology skills are required (Windows OS, Microsoft Office Suite). Familiarity with AERIES student information system is desirable; willingness to be trained in AERIES is a requirement.
- This position requires a flexible work schedule. It also requires a wide variety of additional duties.
- Applicants must maintain good standing with militia component.
- Completion of militia and civilian education requirements commensurate with the grade of the applicant are required.
- Militia assignments appropriate to the grade of the applicant are required.
- Applicants must meet, and maintain, militia component medical and physical fitness standards.
- Appropriate militia uniform with federal or state recognized rank will be worn in accordance with militia 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 direct support to the Training, Assessment, and Counseling (TAC) companies, under the direct supervision of the OMI NCOIC.

- Assist with record keeping of cadets, prepares correspondence, discuss cadet disciplinary Issues with parents/guardians, and schedules parent/guardian appointments.
- Assist with managing OMI cadet disciplinary detention system.
- Assists with cadet disciplinary hearings.
- Assists the school dean with administrative tasks related to student discipline.
- Assist with classroom Instruction in Military Science and Physical Education in the absence of the TAC NCO.
- Understand and able to assist with instructing Drill and Ceremonies as outlined in TC 3-21.5, Military History, Leadership, physical education, and team development.
- Assists the TAC team with administration of field trip documentation.
- Assist with maintaining cadet service records and unit files and prepares strength reports and publishes orders.
- Assist with 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.
- Other duties as assigned.

Instructions for Submitting Applications

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:** State Active-Duty Appointment Application. To view the State Active Duty Appointment Application, please click [State Active Duty Appointment Application \(.pdf\)](#).
- **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:** Authorization for Release of Information Form. To view Authorization for Release Form, please click [Authorization to Release Information Form \(.pdf\)](#).
- **All Applicants:** Are **required** to submit a Resume.
- **All Applicants:** Unit Verification Memorandum with Unit/BDE Legal clearance letter or email. California State Guard applicants will have the memorandum completed by CSG HQ. To view Unit Verification Memorandum Template, please click [Unit Verification Memorandum Template \(.pdf\)](#).
- **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.
- **California State Guard (CSG) Applicants:** CSG Accession Orders and Current Promotion Orders.
- **Deployed Service Members:** Title 10 OCONUS Orders - Currently deployed Service Members only.

Complete applications and all supporting documents may be e-mailed to the California Military Department as **One PDF file** to SP.SADApplication@cmd.ca.gov. Applications must be received by the State Personnel office no later than **midnight on Sunday, 2 March 2025**.