

State of California, Military Department

State Active Duty (SAD)

Vacancy Announcement

1 Position Available

Position Details

Announcement Number: SAD VA 2025-112
Opening Date: 12 January 2026
Closing Date: 26 January 2026
Position Title: Logistics Specialist (SAD E-5)
Duty Location: Grizzly Youth ChalleNGe Academy (GYA), Camp San Luis Obispo
Selecting Official: Deputy Director, GYA
Projected Employment Date: 26 February 2026

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-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 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

Grizzly 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-4 through E-6** may apply. Applicants must have a militia affiliation per Para 5-2 of CMD Reg. 600-1. CSG members who have no prior federal militia experience must be a member of the CSG in good standing for a minimum of two years for eligibility for SAD vacancies.
- Successful completion of high school or equivalent.
- Possess civilian or military work experience.
- Flexible work schedule requirement including nights and weekends when the academy mission dictates.
- 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

Under the supervision of the Logistics NCOIC, the Logistics Specialist supports logistical efforts and performs duties involving receipt, storage, and issue of organizational supplies and equipment.

- Assists the Logistics NCOIC in administering the Command Supply Discipline Program.
- Performs supply room and warehouse functions pertaining to receipt, storage, distribution, and issue of supplies and equipment.
- Assists the Logistics NCOIC in maintaining property book records and conducting inventories of state and federal property.
- Maintains uniform stock for staff and Cadets and performs issue/ turn-in actions as needed.
- Assists Logistics NCOIC with facilities maintenance activities and processes work order requests.
- Performs key control management functions.
- Performs maintenance management and record keeping functions of all program GSA vehicles.
- Assists with the requisition and placement of all logistical support needs for program events.
- Ensures proper care and utilization of organizational supplies and equipment.
- Prepares and submits reports as directed.
- Maintains proficiency in state purchasing and contracting processes.
- Assists the Logistics NCOIC with purchasing and contracting tasks in the absence of the Associate Governmental Program Analyst.
- Performs 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 Monday, 26 January 2026**.

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:

- How many years of experience do you have performing duties as a logistics specialist? (Provide dates)
- Where was your most recent assignment involving logistics functions? Include the company/unit and location.