

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

Position Details

Announcement Number: SAD VA 2026-025
Opening Date: 26 February 2026
Closing Date: 5 March 2026
Position Title: Emergency Finance Contracting & Travel NCO (SAD E-6)
Duty Location: J8 Emergency Finance Section, Rancho Cordova, CA
Selecting Official: Interagency Finance Current OPS Manager, J8 Emergency Finance Section
Projected Employment Date: 5 April 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-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 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

- Active members of the California Military Department (Army, Air, CSG) in the grades **E-5 through E-7** 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.
- Must be available 24/7 to stay in contact with vendors. handle contract management, and assist with operations during emergencies.
- Minimum of one year experience in State government procurement Fi\$Cal, and or ARRO.
- Familiarity with Fi\$Cal procedures, Microsoft Windows operating systems, and suite of Microsoft Office products to include Outlook, Exce, Access, TEAMS and PowerPoint.
- Must be knowledgeable in and have operational knowledge of CalATERS Global, CalHR and the State Administrative Manual (SAM).

- Knowledge of basic accounting procedures to upload journals from TEC's and Citibank charges into FiSCal General Ledgers to manually allocate expenses to the ultimate funding sources.
- 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

- Works with the J4 and the J8 Procurement and Contracting to develop and write scopes of work for contracts during emergencies.
- Maintains 24/7 communication with vendors and ensures proper contract execution.
- Writes and executes task orders to contracts.
- Tracks weekly burn rates of contracting and purchase card expenditures.
- Write and issue MFR's to units in the field when food is purchased.
- Assists with mission and incident creation in ARRO.
- Collects administrative documents required for invoice packets.
- Receives, validates and possesses all Emergency and Special pay for all ESAD and special program travel expense claims for the CMD.
- Assists in maintaining office files, and procedures for payroll processes and travel tracking.
- Works as one of the department's subject matter experts for ARRO travel and personnel tracking during emergency activation personnel in processing and staging operations during state declared emergencies, on call 24/7.
- Research and investigate all Emergency State Active Duty and Special Program Travel Claims to ensure accuracy and compliance.
- Responsible for processing and maintaining records using CalATERS Global and reconciling airline, commercial vehicle rental, and hotel invoices with contract vendors, ARRO and credit card companies.
- Assist in approving PO and vouchers.
- Research budget check errors.
- Align SCO transactions into different Fi\$Cal modules.
- Assist in implementing all new Fi\$Cal developments.
- Utilizes Fi\$Cal requisition, purchase order and receipt functions.
- Chart of Accounts maintenance.
- Assists the Accounting Administrator II in month end close and year end close.
- Proves training and support for all accounting units.
- Serves as a technical advisor with the military department in advising service members on state travel rules.
- Assist in the development and training of Emergency Travel SOP's and policies.

- Responsible for publishing and updating all emergency travel guidance on SharePoint, ARRO, and the Emergency Preparedness Manual.
- Books travel for activated ESAD personnel in accordance with SAM and state guidelines with EFS surges for emergencies.

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 Thursday, 5 March 2026**.