

# State of California, Military Department

## State Active Duty (SAD)

### Vacancy Announcement

#### 1 Position Available

#### Position Details

Announcement Number: SAD VA 2026-080  
Opening Date: 24 August 2026  
Closing Date: 7 September 2026  
Position Title: Operation & Support Section Chief (SAD CW2/O-2)  
Duty Location: Oakland Military Institute (OMI), Oakland  
Selecting Official: Executive Officer, Youth and Community Programs Task Force, HQ  
Projected Employment Date: TBD

#### 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 CW2/O-2.** 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 the premises.**

- Active members of the California Military Department (Army, Air, CSG) in the grades **WO1 through CW3/O-1 through O-3** 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.
- Experience working with youth is highly desirable.
- Complete first aid and CPR within 6 months of employment.
- Have the ability to communicate effectively, orally, and in writing.
- Information Technology skills are required (Windows OS, Microsoft Office Suite).
- Familiarity with Aeries student information system desirable; willingness to be trained in AERIES is a requirement.

- Required to meet height/weight and physical fitness standards prescribed by their affiliated military branch.
- Basic Military Drill Credential, State of CA is desirable.
- Appropriate Officer military education or equivalent required.
- Flexible work schedule requirement including nights and weekends when the academy mission dictates.
- This position requires a flexible work schedule.
- Requires a wide variety of additional duties.
- Must successfully complete and maintain all required State and Federal Live Scan/background investigations.
- 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 California driver's license.

### Primary Duties and Responsibilities

Provides the Training, Assessment, and Counseling (TAC) to HQ Company, under the direct supervision of the Executive Officer of Youth & Community Programs Task Force. Provides oversight of OMI Military budget under the directions of the Superintendent.

- Performs classroom instruction in Military Science and Physical Education.
- Counsels cadets in academic, personal, behavior, college/career, social dimensions.
- Assesses cadet progress toward stated institute goals.
- Model a professional command team for the cadets.
- Trains and coaches the cadet chain of command to establish and sustain high unit standards and behavior essential to a cohesive, well-disciplined, and spirited company environment.
- TAC Warrant Officers serve as mentors and guides to the cadet commissioned officers and cadets entrusted to their care.
- Assist with the development of yearly CACC training calendars.
- Coordinate day-to-day academy administrative, logistic, and training operations.
- Develop marketing materials, presentations, mass mailings, and application documentation for recruitment of schools, cadets, and commandants.
- Manage and balance OMI Military budget under the direction of the Executive Officer (XO) and Superintendent.
- Oversees HQs staff under the guidance of the XO.
- Performs other duties 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 (not Security Clearance) letter or email. CAARNG/CAANG verification memos are valid for 6 months from the date of signature. California State Guard applicants will have the memorandum completed by CSG HQ. CSG verification memos are valid for 30 Days from the date of signature. 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 (ORB) or IPPS-A printout, current within the past six months.
- **CAARNG Applicants:** Are required to submit a Soldier Management Record printout (from Retirement Points Accounting System). (**Officer only**)
- **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](mailto:SP.SADApplication@cmd.ca.gov). Applications must be received by the State Personnel office no later than **midnight on Monday, 7 September 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:**

- **What military training and/or civilian education do you have that would assist you in performing the duties of this position?**

- **Describe your background, knowledge, education, and experience working with youth, including your experience mentoring, coaching, or providing guidance and support to youth?**
- **Why do you believe you are the best-qualified candidate for the Operations & Support Section Chief position?**
- **What skills, knowledge, or experience can you offer to the program if selected for this position?**
- **Please identify any additional languages you speak, read, or write. Describe your level of proficiency and explain how these language skills could support your ability to effectively communicate with and assist students, families, staff, or community members in this position.**