

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

Position Details

Announcement Number: SAD VA 2026-070
Opening Date: 14 September 2026
Closing Date: 13 October 2026
Position Title: Administrative NCO (SAD E-6)
Duty Location: 1106th TASMG, Fresno
Selecting Official: UH-60 Project Manager
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 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, 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 have knowledge of Federal Dual Status, Technician Title 5, Active Guard Reserve, State Active Duty, California Guard and TASMG administrative policies and procedures.
- Must be able to perform duty during irregular hours and on weekends, traveling overnight when necessary to attend training or meetings.
- Must have a general knowledge of the California National Guard and in-depth knowledge of the 1106th TASMG organizational structure.
- Must be knowledgeable in MS Word and MS Excel.
- Must be able to occasionally travel.

- 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

Guidance and supervision is received from the Commander and Deputy Commander of the TASMG. The incumbent plans, organizes and tracks the work methods and techniques required to achieve the goals of the organization. Incumbent independently carries out all assignments to include making necessary contacts and providing explanations of rules, regulations and procedures.

- Incumbent reviews, screens, and edits internal/external Command correspondence prior to distribution and submission for signature and other dispositions.
- Plans, organizes, and manages office operations to include publications, forms/records, files, and the administration of military office procedures.
- Coordinates, creates, processes, tracks, and completes travel arrangements for leadership, State Active Duty (SAD) service members and Federal Technicians, and reviews travel vouchers and travel expense claims upon completion of travel. Processes Government Travel Card applications for all TASMG Federal employees.
- Tracks travel expenditures and budget reports and works with the TASMG Budget Officer to ensure adequate funding is available for Federal and State travel.
- Prepares and submits annual Out-of-State SAD blanket travel requests.
- Processes SAD In State travel requests.
- Trainer for TASMG regarding proper writing, formatting, processing, and protocol of military memorandums, SAD position descriptions, command directives, and SAD evaluation reports.
- Requisitions, receives, inventories, and signs hand receipts for office equipment and supplies.
- Coordinates directly with other Federal/State higher level/lateral organizational elements, staff section NCOs and Officers.
- Coordinates directly with the State Security NCO for the processing of TASMG SAD background investigations and security clearances.
- Reviews a wide range of subjects which require a thorough working knowledge of Federal Technician, SAD, and military procedures and policies. Ensures proper accountability of documents based upon degree of classification.
- Assigned as the HRO Liaison to process all SAD personnel actions to include new hires, separations, vacancy requests, and payroll issues.

- Screens a variety of visitors and telephone calls where appropriate, personally provides authoritative information on established organization programs and policies.
- During State emergencies, incumbent may be required to work extended hours without days off.
- Perform 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:** Personnel Status Verification for State-Active Duty (SAD) (CMD 901-13). California State Guard applicants will have the form completed by their CSG Unit. To view Personnel Status Verification for State Active-Duty (SAD) (CMD 901-13), please click <https://calguard.ca.gov/wp-content/uploads/sites/62/2026/09/Personnel-Status-Verification-Form-for-State-Active-Duty-901-13.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.
- **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 Tuesday, 13 October 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:

- Describe your experience and knowledge of the 1106th TASMG.

- **Describe your administrative training and experience.**