

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

Position Details

Announcement Number: SAD VA 2026-085
Opening Date: 3 September 2026
Closing Date: 13 September 2026
Position Title: Real Property Specialist (SAD E-6)
Duty Location: Facilities and Infrastructure (F&I)-Plans and Programs, Los Alamitos
Selecting Official: Real Property Management Supervisor, F&I-Planning & Programs Branch
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, 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 possess and maintain a valid Common Access Card (CAC) for access to federal networks, installation facilities, secured database systems, and the PRIDE database program.
- Must possess demonstrated knowledge of the federal PRIDE (Planning, Resource, and Infrastructure Development and Evaluation) system.
- Must possess and maintain a valid State of California Driver's License and be capable of operating state/military vehicles.
- Must demonstrate excellent written and verbal communication skills, with a proven ability to communicate effectively with personnel at all levels of both civilian and military organizations.

- Ability to exercise independent judgment and use initiative to organize workloads.
- Proficiency in making mathematical computations.
- Ability to follow complex oral and written directions, evaluate situations accurately, and execute decisive, effective action.
- 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.

Primary Duties and Responsibilities

The incumbent operates under the direct supervision of the Facilities and Infrastructure (F&I) Real Property Supervisor. The supervisor provides general instructions, establishes overall objectives, and outlines policy boundaries. The incumbent is expected to plan and carry out day-to-day assignments independently, resolving standard operational problems using initiative and professional judgment. Completed work, technical reports, and database updates are reviewed for technical accuracy, regulatory compliance, and alignment with organizational goals. The supervisor conducts formal performance evaluations, manages time and attendance records, and approves travel authorizations.

- Conducts detailed survey analysis of Real Property facilities for the Virtual Sites (CA(-)) in the Southern California region (Areas 4 and 5 - Armories from Ventura to San Diego), JFTB, and CAARNG's two Enclave sites (Fort Irwin and Moreno Valley).
- Serves as a primary operator for the federal PRIDE database program, ensuring all physical assets, real property transactions, and facility footprints are accurately reflected and maintained.
- Maintains and audits physical and digital Facility Information Folders (FIF) for all assigned regional assets to ensure complete documentation and audit readiness.
- Tracks, records, and prepares technical documentation for all regional real property actions, including construction, restoration, modernization, and sustainment/maintenance projects.
- Prepares comprehensive project cost analyses and gathers, organizes, and submits all required documentation (such as transfer and acceptance forms) to support database updates in PRIDE and HQIIS.
- Coordinates with the Facilities & Infrastructure (F&I) Real Property Supervisor, staff, Project Managers, and department officials to ensure absolute inventory integrity; collaborates with stakeholders to cross-reference data and resolve discrepancies.
- Provides professional feedback, reports findings from inspections, and recommends corrective actions for inventory discrepancies to leadership.
- Researches, analyzes, and tabulates data of average complexity to support special studies and infrastructure projects.
- Develops spreadsheets, generates database queries, and drafts reports to assist command decision-making regarding regional facility footprints.

- Assists and provides support to the Real Property Supervisor as needed.
- Assists the Real Property Supervisor with training new staff and regional personnel on real property processes, database operations, and facility survey procedures.
- Assists and works with the BUILDER Sustainment Management System (SMS) and Installation Status Report (ISR) team during facility condition assessments and inspections.
- Assists and works with the Geographic Information Systems (GIS) team to ensure spatial data and database mapping aligned with PRIDE records.
- 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 (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 (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, 13 September 2026**.