State of California, Military Department

State Active Duty (SAD)

Vacancy Announcement

1 Position Available

Position Details

Announcement Number:	SAD VA 2026-099
Opening Date:	3 November 2026
Closing Date:	17 November 2026
Position Title:	Operations OIC (SAD O-3)
Duty Location:	J3-Joint Task Force (JTF) Rattlesnake, Sacramento
Selecting Official:	Commander, JTF Rattlesnake
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 O-3.** 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 **O-1 through O-4** 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.
- Cal Fire FF1C Training Certificate.
- Direct fire experience on a JTFR Hand Crew and or Crew OIC.
- ARRO access, training, and experience.
- Valid CAARNG Access.
- Knowledge of CMD SCIF process.
- Knowledge of State administration systems.
- Knowledge of CMD regulations and policies.
- Completion of State Defensive Driver's Training.

- Completion of State SHARP Training.
- Must possess a minimum of a Secret clearance.
- Experience with recruiting and hiring process and procedures.
- Must possess excellent written/verbal communication skills and can effectively communicate with individuals at all levels both civilian and military.
- Possess strong supervision and management skills and the ability to make timely, well considered decisions.
- Possess strong problem-solving skills and the ability to exercise independent judgment and initiative.
- Completion of FEMA ICS-100, FEMA ICS-200, FEMA IS-800, NWCG S-130, NWCG S-190, NWCG L-180, and FEMA IS-700.
- Must have a thorough knowledge of the CNG, JTFR, and CAL FIRE organizational structure and capabilities.
- Extensive knowledge and experience in Google Applications to include Google Sheets, Google Slides, Google Docs, and Google Forms.
- Extensive knowledge and experience with coding and application development using Google Script and Java Script in order to integrate, automate, and maximize usage of Google Applications and Adobe Acrobat.
- Incumbent should have a working knowledge of the Microsoft Office Suite of applications, to include Word, Excel, Outlook, and PowerPoint.
- 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

Directly supervises 3 Service-members in the headquarters element.

- Under direct supervision of the JTFR Deputy Commander, responsible for dictating the operational rhythm of the Task Force to include subordinate reporting on operations, logistics, and coordination between subordinate hand crew teams, Command Staff, and the Mission Support Team. This drives the administrative workflow for the required documentation to support operational and mission support constructs.
- Responsible for determining the operational needs and training requirements of the Task Force to always ensure compliance with both CMD and CAL FIRE policies at all times.
- Must be able to anticipate current and future operational needs and tasks from the JTFR Deputy Commander and/or higher headquarters. Required to create and maintain all Task Force Standard Operating Procedures (SOPs) ensuring efficiency and standardization of policy across the Task Force.
- Must maintain a strong physical and digital organizational system/process to include the proficiency to master databases and spreadsheets to optimize the Task Force's workflow and increase productivity across the crews.

- Expected to coordinate crew schedules, create spreadsheets/reports for internal and external communication, anticipate personnel shortages, oversee hiring/recruiting, and help facilitate all CAL FIRE Basic Fire Trainings.
- Must have extensive knowledge and direct experience of a hand crew in order to completely understand the duties and responsibilities of JTFR Hand Crew NCOICs and OICs.
- Must have knowledge of the following areas: PERSTAT, CAL FIRE & JTFR rank structure, Wild land Firefighting (WLFF) program, Basic Fire Training requirements, Microsoft Office, Adobe Suite platforms, and Google Applications.

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 (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. Applications must be received by the State Personnel office no later than **midnight on Tuesday, 17 November 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 background, experience, education, and training in Wildland Firefighting, the Military Decision-Making Process (MDMP), the National Response Framework (NRF), and the Incident Command System (ICS).**
- **Describe your experience developing and executing long-range plans, short-range plans, and emergency operations in support of civil authorities. Provide specific examples of plans you built or executed and the results achieved.**
- **Describe the leadership experiences and assignments you possess related to Emergency State responses (Force Packages, Civil Unrest, National Disasters, etc.) in a joint, interagency environment, and explain how they make you the best candidate for this position.**
- **Describe your proficiency building and managing organizational systems and tools, databases, spreadsheets, and reporting products (Microsoft Office, Adobe) and give an example of how you used them to improve/automate workflow and/or productivity.**
- **Describe your experience coordinating and synchronizing daily operations (civilian or military). Detail how you have managed schedules, subordinate reporting, and the flow of information between subordinate teams and higher headquarters to maintain organizational mission readiness.**