State of California, Military Department

State Active Duty (SAD)

Vacancy Announcement

Multiple Positions Available

Position Details

Announcement Number:	SAD VA 2026-104
Opening Date:	4 November 2026
Closing Date:	17 November 2026
Position Title:	Assistant Squad Leader (SAD E-4)
Duty Location:	Discovery Youth Challenge Academy (DCA), Lathrop, CA
Selecting Official:	Director, DCA
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-4.** 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

Discovery Youth Challenge Academy is a tobacco and smoke-free environment; smoking or use of tobacco products is not authorized on duty or on Academy premises.

- Active members of the California Military Department (Army, Air, CSG) in the grades **E-2 through E-5** 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 (Preferred).
- Experience performing the duties of a military Assistant Squad Leader, or equivalent element in the National Guard or Active Duty.
- Experience in conducting unit-level training.
- Must be able to communicate effectively, orally and in writing.
- Experience instructing Physical Readiness Training as outlined in U.S. Army FM 7-22.

- Experience instructing Drill and Ceremonies as outlined in U.S. Army TC 3-21.5 or AFMAN 36-2203.
- Flexible work schedule requirement including nights and weekends when the academy mission dictates.
- 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 as well as NACI 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 under the supervision of the Platoon Sergeant and Cadre Supervisor of Discovery Challenge Academy.

- Responsible for supervising unit-level training for DCA Cadets.
- Assist in leadership development, on the spot counseling, technical guidance, and support to Cadets in educational, vocational, physical training, mentoring, computer technology, job placement, community service, and leadership programs.
- Provides professional support to peers and superiors in the accomplishments of assigned duties and responsibilities.
- Assists in conducting Cadet inspections and coordinating garrison and field activities.
- Maintains a high level of physical fitness and participates in other strenuous training activities.
- Possesses a strong understanding and ability to oversee Physical Readiness Training as outlines in U.S. Army FM 7-22.
- Possesses a strong understanding and ability to oversee Drill Ceremonies as outlined in U.S. Army TC 3-21.5 or AFMAN 36-2203.
- Supports the medication administration process by assisting in the distribution of medications to cadets, and serves as required program staff in the medication distribution process in accordance with established protocols.
- 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:** 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.
- **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.**