# State of California, Military Department

## State Active Duty (SAD)

## Vacancy Announcement

1 Position Available

### Position Details

| | |
|---|---|
| Announcement Number: | SAD VA 2026-105 |
| Opening Date: | 25 November 2026 |
| Closing Date: | 8 December 2026 |
| Position Title: | Admin NCO (SAD E-5) |
| Duty Location: | 144th Civil Engineer Squadron - Fighter Wing, Fresno |
| Selecting Official: | Civil Engineering Commander, 144th Civil Engineer Squadron - Fighter Wing |
| 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-5.** 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-4 through E-6** 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.
- Required AFSC, duty-history, or administrative experience.
- State Active Duty eligibility and ability to maintain required military status.
- Experience with personnel, readiness, records, and correspondence programs.
- Proficiency with required personnel and administrative systems, as applicable.
- Ability to obtain and maintain system access and any required background/suitability eligibility.
- Knowledge of applicable Air Force, State, and DoW administrative guidance.
- Written and verbal communication skills, including official correspondence.

- Ability to manage sensitive personnel information and comply with privacy, records-management, and information-protection requirements.
- Ability to meet any position-specific physical, medical, travel, or work-schedule requirements.
- 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

The incumbent works under the general supervision of the Squadron Commander and/or Base Civil Engineer (BCE), who establish overall mission requirements, administrative priorities, and desired outcomes. As the Commander's Support Staff (CSS) Administrative Noncommissioned Officer (NCO), the incumbent independently plans, prioritizes, and carries out day-to-day administrative and personnel-support functions for the unit. The incumbent applies sound judgment in interpreting and applying applicable Air Force Instructions (AFIs), State Active Duty (SAD) regulations, and Department of War (DoW) policies to routine and recurring personnel actions, administrative programs, and unit readiness requirements. The supervisor provides direction on new, unusually complex, highly sensitive, or precedent-setting issues; matters involving significant policy interpretation; and situations requiring command decision or coordination outside the incumbent's delegated responsibilities. The incumbent keeps the supervisor informed of significant issues, emerging trends, and matters that may affect personnel accountability, administrative compliance, or unit readiness. Completed work is reviewed for overall effectiveness, accuracy, timeliness, compliance with governing guidance, and contribution to the administrative readiness of the unit, rather than through detailed or step-by-step oversigh**t.**

- Serves as the primary administrative manager for squadron military and State Civil Servant (SCS) personnel actions and records.
- Independently initiates, processes, tracks, and reconciles personnel actions, including performance evaluations, decorations, awards, duty-status changes, and other required administrative documentation.
- Ensures submissions are complete, accurate, timely, and compliant with applicable Air Force, State Active Duty (SAD), State Civil Service, and Department of War (DoW) guidance.
- Monitors and reports unit administrative readiness.
- Maintains visibility of personnel accountability and readiness requirements, including individual medical readiness (IMR), fitness assessments, mandatory training, personnel records, and administrative suspense items.
- Identifies discrepancies, coordinates corrective actions with members and supervisors, and provides routine and ad hoc readiness updates to the Squadron Commander and Base Civil Engineer (BCE).

- Administers access to and maintains data integrity within authorized federal and state personnel and administrative systems, such as MilPDS, vPC-GR, ARROW, and the Defense Travel System (DTS), as applicable.
- Ensures personnel data is current, accurate, and safeguarded in accordance with established access-control, privacy, records-management, and information-protection requirements.
- Coordinates access requests and resolves routine system or records discrepancies within assigned authority.
- Manages official correspondence, records, and administrative workflow for the Squadron Commander and BCE.
- Prepares, reviews, routes, tracks, and maintains official memorandums, letters, staff packages, taskers, and other administrative products.
- Establishes and maintains organized electronic and hard-copy filing systems, as required, ensuring records are retained and disposed of in accordance with applicable records-management guidance. Ensures official correspondence conforms to Tongue and Quill standards, command direction, and military protocol.
- Serves as the squadron's Commander's Support Staff (CSS) subject-matter resource for personnel programs and administrative requirements.
- Advises squadron members and leadership on applicable personnel policies, leave and pass programs, administrative entitlements and benefits, suspense requirements, and routine administrative procedures.
- Researches complex or non-routine issues; coordinates with installation, wing, state, or higher-headquarters agencies as necessary; and elevates matters requiring command or functional-level determination.
- Coordinates unit in-processing, out-processing, and duty-status accountability, as applicable.
- Ensures newly assigned, departing, activated, or transitioning personnel complete required administrative actions and that applicable personnel systems, rosters, recall information, and unit records are updated accurately and promptly.
- Supports command programs and inspections.
- Maintains required documentation and administrative continuity files; prepares status reports, trackers, and briefing materials; responds to data calls; and assists leadership in preparing for inspections, staff assistance visits, exercises, mobilizations, and other readiness events.
- Maintains continuity of administrative operations. Develops, updates, and uses local procedures, checklists, trackers, and continuity materials to ensure consistent execution of CSS functions and uninterrupted administrative support during absences, exercises, contingency operations, or changes in personnel.

## 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, 8 December 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:**

- **Military & State Civil Servant Personnel Actions and Records Management. Describe your experience initiating, processing, tracking, and reconciling military and/or State Civil Servant (SCS) personnel actions, including performance evaluations, decorations, awards, and duty-status changes.**
- **Unit Administrative Readiness Tracking and Accountability Reporting. Describe your experience monitoring, tracking, and reporting unit administrative readiness metrics (such as Individual Medical Readiness [IMR], fitness assessments, mandatory training, and suspense management) to leadership.**
- **Database Administration and System Access Management. Describe in detail your technical proficiency and hands-on experience utilizing authorized military personnel and administrative databases (e.g., MilPDS, vPC-GR, DTS, ARROW) to maintain data integrity and manage system access.**
- **Official Correspondence, Records Management, and Information Protection. Explain your experience managing official correspondence in accordance with military standards (e.g., Tongue and Quill), maintaining electronic/physical filing systems, and safeguarding sensitive Personally Identifiable Information (PII).**