State of California, Military Department
State Active Duty (SAD)
Vacancy Announcement
3 Positions Available

Position Details
Announcement Number: SAD VA 2019-86
Opening Date: 8 August 2019
Closing Date: 28 August 2019
Position Title: Assistant Squad Leader (SAD E-4)
Duty Location: California Jobs Challenge, Los Alamitos, CA
Selecting Official: Director, Sunburst Youth Academy
Projected Employment Date: 27 September 2019

Vacancy Announcement Details
The Military Department is accepting applications for the State Active Duty position indicated above. This vacancy announcement expires 28 August 2019 unless sooner rescinded. 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 w/ Change #1. 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 Military Reserve 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 Service Member Assistance Programs, Group Legal Services, Long-Term Disability Insurance, Long-Term Care Insurance, Retirement Annuity, Supplemental Investment and the Military Service Buy Back Program. Reimbursement for moving and relocation expenses will not be paid.

Eligibility Requirements
California Jobs Challenge (CAJC) is a smoke-free environment; smoking is not authorized on duty or on CAJC premises.

- Members of the active California National Guard or active members of the California State Guard (CAGS) in the grades of E-2 through E-5 may apply. Applicants must have a military affiliation per Para 3-2 of CMD Reg 600-1. Applicants who are not current members of the California National Guard or CASG may also apply, however, applicants must meet military affiliation requirements at the time of appointment. Qualifying service in the active militia must have been within 24 months of the closing date of this vacancy announcement. CASG members who have no prior federal military experience must be a member of the CASG for a minimum of two years. CASG members must submit a copy of their CASG orders with their
application. Non-members of the California National Guard or CASG must submit a Letter of Intent to meet qualifying military affiliation at the time of appointment along with their application.

- Completion of military and civilian education requirements commensurate with the grade of the applicant are required. Attach documentation of your highest level of civilian education.
- Military assignments appropriate to the grade of the applicant are required.
- Must have experience performing the duties of a military Squad Leader, or equivalent, in the National Guard or on Active Duty.
- Must have experience conducting unit-level training.
- Must have experience instructing Drill and Ceremonies as outlined in TC 3-21.5 or AFMAN 36-2203.
- Must be willing to work a flexible work schedule to include nights and weekends when Academy missions dictate.
- Applicant must meet, and maintain, federally recognized medical fitness standards. Attach a current copy, within the past twelve months, of your military component’s verification of these requirements. (See instructions at the end of this announcement for required component-specific documents.)
- Must pass Live Scan upon hire date.
- Appropriate military uniform with federally recognized, or CSMR recognized, rank will be worn in accordance with military regulation.
- Must be able to pass both State and Federal background checks (Live Scan). Continuation of employment is contingent upon maintaining favorable State and Federal background checks.
- Must possess a valid state driver’s license. Attach a current copy, within the past six months, of your Department of Motor Vehicle’s printout.
- Must be able to obtain, and maintain, a valid military bus driver’s license.

Primary Duties and Responsibilities
The Assistant Squad Leader works under the supervision of a Squad Leader and a Platoon Sergeant at California Jobs Challenge.

- Responsible for assisting in unit-level training of associates.
- Assists in leadership, counseling, technical guidance and support to associates in educational, vocational, physical training, mentoring, computer technology, job placement, community service and leadership programs.
- Provides support to peers and superiors in the accomplishments of assigned duties and responsibilities.
- Assists in conducting associate inspections, coordinating garrison and field activities.
- Participates, and or instructs physical fitness activities.
- Conducts and oversees Drill and Ceremonies.
- Responsible for the transportation of associates via bus and/or GSA van.
- Is available for ESAD surge operations to assist State Personnel, Comptroller and the Joint Staff in the event of State emergencies.
- 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, to the Director of State Personnel Programs. Applications missing signatures and required documents will not be considered.
• Documentation of your highest level of civilian education. (Legible copy of either diploma, degree, or transcripts).
• CAARNG Applicants: APFT (DA Form 705) and MEDPROS IMR, current within the past twelve months.
• CA ANG Applicants: ARCNet Individual Readiness Detail, current within the past twelve months.
• CSMR Applicants: Complete and submit the CA 3024-1 Member AHA Form. Each CSMR service member will be required to complete and submit, in its entirety, their SAD Medical Readiness Standards requirements, not to exceed beyond one year after hire date.
• 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.
• CSMR Orders - CSMR Applicants only
• Title 10 OCONUS Orders - Currently deployed service members only

Complete applications and all supporting documents must be mailed to Joint Force Headquarters, Director of State Personnel Programs, Attn: NGCA-JSD-SP (Box #27), 9800 Goethe Road, Sacramento, CA 95827, or e-mailed as one file to ng.ca.caarng.mbx.sad-application@mail.mil. Applications mailed, or e-mailed, must be received by the State Personnel office no later than the close of business on Wednesday, 28 August 2019.

Remarks
To request the State Active Duty Appointment Application or CSMR AHA forms, please contact Mrs. Cheryl Arbaugh at (916) 854-3816 or ng.ca.caarng.mbx.sad-application@mail.mil for assistance.