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

Position Details
Announcement Number: SAD VA 2019-94  
Opening Date: 15 August 2019  
Closing Date: 3 September 2019  
Position Title: RPM Assistant/IT NCO (SAD E-5)  
Duty Location: Discovery Challenge Academy  
Selecting Official: Director, Discovery Challenge Academy  
Projected Employment Date: 1 October 2019

Vacancy Announcement Details
The Military Department is accepting applications for the State Active Duty position indicated above. This vacancy announcement expires 3 September 2019 unless sooner rescinded.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 Guard 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 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
Discovery Challenge Academy is a smoke-free environment; smoking is not authorized on duty or on Academy premises.

- Members of the active California National Guard or active members of the California State Guard (CSG) in the grades of E-4 through E-6 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 CSG 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. CSG members who have no prior federal military experience must be a member of the CSG for a minimum of two years. CSG members must submit a copy of their CSG orders with their application.
Non-members of the California National Guard or CSG 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.
- Experience supervising and/or counseling youth is desired.
- Experience as a youth mentor is desired.
- Experience in recruiting youth, to include experience conducting presentations for recruiting purposes is desired.
- Possess, at minimum, two years’ managerial, administrative or leadership experience.
- Training or experience in human relations, equal opportunity or human awareness.
- 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 CSG 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.

Primary Duties and Responsibilities
The RPM Assistant/IT NCO works under the supervision of the Discovery Challenge Academy Mentor Coordinator/Recruiter.

- Processes and maintains admissions documents for the Academy.
- Provides professional presentations to community organizations and agencies, as requested.
- Participates in Academy recruiting, activities and events.
- Promotes positive relationships in the community through involvement with community organizations and community service projects.
- Serves as the IT NCO for the Academy.
- Troubleshoots and corrects simple software problems to include resolving conflicts between applications, hardware and/or device conflicts and operating system faults.
- Maintains the database, programs’ e-mail account(s), website and social media outlets.
- Provides familiarization training for users of new equipment software.
- Available for ESAD surge operations to assist State Personnel, Comptroller and 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: ARCN net Individual Readiness Detail, current within the past twelve months.
• CSG Applicants: Complete and submit the CA 3024-1 Member AHA Form. Each CSG 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.
• CSG Orders – CSG 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 Tuesday, 3 September 2019.

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