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

**Position Details**

- **Announcement Number:** SAD VA 2019-95
- **Opening Date:** 26 August 2019
- **Closing Date:** 16 September 2019
- **Position Title:** State Property Accountability NCO (SAD E-6)
- **Duty Location:** Camp San Luis Obispo, CA
- **Selecting Official:** Supply and Services NCOIC
- **Projected Employment Date:** 14 October 2019

**Vacancy Announcement Details**

The Military Department is accepting applications for the State Active Duty position indicated above. This vacancy announcement expires **16 September 2019** unless sooner rescinded.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-6.**

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**

- **Members of the active California National Guard or active members of the California State Guard (CSG) in the grades of E-5 through E-7** 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.

• Must have knowledge of methods, practices and equipment used in the packing and unpacking of materials used in warehousing.

• Must have knowledge of forms and documents, inventory methods and operations of material handling equipment.

• Must be able to communicate effectively verbally and in writing and follow instructions.

• 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 State Property Accountability NCO works at the discretion of the Supply and Services NCOIC and will supervise other warehouse and supply clerks as required.

• Warehouse Manager. Responsible for assisting in a variety of warehouse duties, including maintaining records of all activities and processes pertaining to the warehouse. Sorts materials according to size, type, style, color and/or product code. Stocks merchandise on racks, identifies damages, loss or surplus of goods and materials stored in the warehouse. Records amounts of materials or items received, compiles inventory balances and price lists, checks in merchandise and affixes labels, matches purchase orders to sales orders and distributes to sales associates for processing. Fulfills purchase orders, keeping warehouse stocked with essential equipment, receives trucks and unloads merchandise, fills requisitions, work orders or requests for materials, tools or other stock items to customers. Obtains requirements by verifying, preparing and forwarding purchase orders. Verifies receipt of items by comparing items received to items ordered, resolves shipments in error with suppliers. Carries out tasks as assigned by the warehouse supervisor/manager. Supervises other warehouse clerks.

• State Property Manager. Ensures all property requisitions for the purchase of equipment, personal property and supplies are properly reviewed for authorization and processed according to all applicable State regulations. Reviews records, system documentation and operations to ensure accountability is maintained in accordance with CMD Regulation 735-5 and other pertinent regulations and directives. Interprets, supplements and implements regulations and directives of higher headquarters. Develops and implements special operating procedures. Reviews, prioritizes and processes customer requisitions to ensure accuracy, authenticity and compliance with established regulations. Reviews and approves all reports concerning supply accountability and supply management. Reviews all reports of discrepancies, quality deficiencies reports and reports of survey and forwards to supervisor for signature. Approves inventory plans and schedules. Initiates investigations to resolve significant or unusual inventory adjustments. Plans and directs the facility property management program. Manages inventory scheduling of Hand Receipt Holder
Accounts, and proper and timely up-keep of all account property records. Manages records for all leased, loaned and borrowed equipment and all equipment transferred into and out of the Property Book. Requests, receives and issues non-expendable property items to Hand Receipt Holders or designated representatives. Manages the Command Supply Discipline Program (SCSDP). Ensures proper synchronization of SCSDP efforts.

- Tool Room Clerk. Maintains and manages tool room. Updates records of tool room equipment, tools and kits, issues tools, kits and equipment to concerned departments, ensuring return of issued tools, kits and equipment back to the tool room after use. Checks for damages or unstable condition of tools, kits and equipment. Organizes tools and equipment on shelves and racks for easy access. Keeps abreast of advance technologies in tools and equipment designs. Maintains tool room equipment manuals, processes and operational guidelines. Operates fork-lift, pallet jack and other heavy equipment when necessary. Transfers equipment, tools and kits from tool room to sales department upon order requests.

- Fleet Manager. Responsible for maintaining detailed records of vehicle services. Inspects and schedules regular vehicle maintenance to ensure operational efficiency while adhering to strict service and maintenance times to minimize downtime and maintain schedules. Responsible for registering and licensing all vehicles under their management. Complies with U.S. Department of Transportation laws and regulations.

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.
- 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.