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

Position Details
Announcement Number: SAD VA 2019-96
Opening Date: 23 August 2019
Closing Date: 10 September 2019
Position Title: Deputy Chief of Staff, Air (SAD O-5)
Duty Location: HQ CA ANG, Sacramento, CA
Selecting Official: AAGA, Support
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 This vacancy announcement expires 10 September 2019 unless sooner rescinded.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 O-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
- Members of the active California Air National Guard or active members of the California State Guard (CSG) in the grades of O-4 through O-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 Air 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. Must have a minimum of a Baccalaureate Degree. **Attach documentation of your highest level of civilian education.**
• Must have completed Air War College or comparable Senior Military Education.
• Military assignments appropriate to the grade of the applicant are required.
• Must have, at minimum, ten years’ experience in USAF/ANG operations.
• Must be a federally recognized Lieutenant Colonel or immediately promotable.
• Must have, at minimum, three years’ military managerial experience in administration and/or personnel management or operations.
• Must possess, at minimum, a Secret security clearance.
• 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 incumbent functions under the general supervision of the Chief of Staff, Air. Task responsibilities are both managerial and supervisory in nature and are considered to be at the executive level. Incumbent is responsible for exercising sound judgment and initiative assisting in making managerial decisions and applying pertinent directives to assure the accomplishment of day-to-day operations within overall department policies.

• Responsible for assisting in the effective management of all day-to-day Air Division functions to assure compliance with Federal and State directives. Maintains a working knowledge of major functional areas within the CMD.
• Responsible for effective management and accomplishment of the tasks necessary to provide essential services and support for Air Division functions for the five wings within CMD. Coordinates with military unit commanders, senior wing personnel to bring about maximum utilization of personnel and resources. Assures a high degree of operational effectiveness through effective management to gain overall economic utilization of all resources. Evaluates systems and initiates methods for improvement. Recommends guidance and procedures to the Chief of Staff, Air, pertaining to functions and activities of the Air Division.
• Exercises overall direction of the Air Division staff and assigns primary responsibility for matters of interest to more than one staff agency. Reviews staff actions submitted by the staff to ensure the actions are consistent with policy and are properly coordinated prior to submission to the Chief of Staff, Air.
• Responsible for the management and execution of the State budget for the Air Division. Responsible for recommending organizational changes, general cost saving programs and recommendations for staff changes when applicable. Reviews all State budget change proposals for the Air Division prior to submission to the Chief of Staff, Air.
• Responsible for command and control of CA ANG field organizations during State emergencies. Provides guidance to the Air Staff for the utilization of out-of-state ANG assets during State emergencies.
• Plans, formulates, coordinates and implements programs for the effective utilization of CA ANG assets in response to State emergencies and the accomplishment of State missions. Acts in the absence of and for the Chief of Staff, Air in matters relating to the CA ANG.
• Manages and coordinates CA ANG unit conversions, new State and federal missions, and unit relocation within the State. Advises the Adjutant General, Army Joint and Air Division Staff officers and unit commanders on all matters pertaining to the Air Division and the Air National Guard.
• Serves as a member of the Command Section as needed for CA ANG assets to assist civil authorities during State emergencies.
• Initiates contacts and maintains liaison with public officials and civic groups, other reserve activities, unit advisors and staff representatives of the National Guard Bureau. Attends military and civilian functions and coordinates news releases relating to items of interest to Guardsmen and the community.
• Assists in running established Air National Guard programs for recruitment, assignment and development of officer and enlisted personnel to achieve their optimum utilization and meet service needs effectively for current requirements and in the event of mobilization. Serves as a member of, or advisor to, Federal Recognition Boards, Selective Retention Board, Unsatisfactory Participation Appeal Boards, E-8/E-9 Promotion Boards and other special boards as directed by The Adjutant General, or AAGA-A, Air.
• Provides recommendations for selection of supervisors of the various functions under his jurisdiction and prepares formal evaluations of their performance. Reviews, accepts, amends or rejects work of subordinates which does not meet quality and quantity standards established. Recommends personnel actions, approves leave, receives complaints and grievances and resolves those which can be informally resolved.
• Maintains information on current capability of the CA ANG. Collects operational data for presentation to the Commander and Air Staff. Compiles and submits operational information and reports as required by the National Guard Bureau and USAF gaining commands.
• Responsible for the preparation and deployment of the CA ANG and CMD’s State Strategic Plans.

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.