

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

Position Details

Announcement Number: SAD VA 2021-034
Opening Date: 14 July 2021
Closing Date: 27 July 2021
Position Title: Support NCO (SAD E-5)
Duty Location: Porterville Military Academy, Porterville, CA
Selecting Official: Commandant, Porterville Military Academy
Projected Employment Date: 1 September 2021

Vacancy Announcement Details

The Military Department is accepting applications for the State Active-Duty position indicated above. This vacancy announcement expires **27 July 2021** unless sooner rescinded.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, para 3-6. Continuation and subsequent extensions of service will be determined by the individual's performance of duty and continuation of funding. **The service members 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

Porterville Military Academy is a smoke-free environment; smoking is not authorized on duty or on Institute premises.

- Active members of the California Military Department (Air, Army, CSG) in the grades **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 Military Department may apply, however, **applicants must meet military affiliation requirements at the time of appointment.** CSG members who have no prior federal military experience must be a member of the CSG in good standing for a minimum of two years for eligibility for SAD vacancies. **CSG members must submit a copy of their CSG orders and DD 214 (if less than two years CSG)**

with their application. Non-members of the California Military Department (Air, Army, 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.
- 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.)**
- Military assignments appropriate to the grade of the applicant.
- Training or education in human relations, equal opportunity, military operations and or logistics is desirable.
- Experience working with youth is highly desirable.
- Complete First aid and CPR within 6 months of employment.
- Must be able to pass a DOJ/FBI background check.
- Must be able to fill in when required at other military academies.
- Must have the ability to communicate effectively, orally and in writing.
- Information Technology skills are desired (Windows OS, Microsoft Office Suite)
- Appropriate NCO military education or equivalent required.
- Flexible work schedule requirement including nights and weekends when the academy mission dictates.
- Must be proficient with Google platform.
- 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 CA 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

Provides administrative, logistical, and instructor support to the academy as directed by the Commandant and NCOIC. Under the direct supervision of the TAC NCO, Logistics NCO or Operations NCO.

- Maintains record, prepares correspondence, assists TAC NCO, Operations NCO and or Logistics NCO in the performance of their duties.
- Assists the commandant or NCOIC with administrative tasks.
- Performs classroom instruction in Military Science and Physical Education in the absence of the TAC NCO.
- Possess a strong understanding and ability to instruct Drill and Ceremonies as outlined in TC 3-21.5, Military History, Leadership, physical education, and team development.
- Assists the TAC team with administrative of field trip documentation.
- Trains cadets on the maintenance of cadet service record, unit files, strength reports and publishing of orders.
- Responsible for the good order and discipline of cadets while in the classroom environment.
- Be available for ESAD surge operations to assist State Personnel, Comptroller and J staff in the event of a state emergency.
- This position requires a wide variety of additional duties.

Instructions for Submitting Applications

To request a State Active-Duty Appointment Application or CSG AHA forms, please contact State Personnel Programs by email at sp.sadapplication@cmd.ca.gov for assistance.

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 required documents will not be considered.**

- **All Applicants:** Documentation of your highest level of civilian education listed on your application. (Legible copy of either diploma, degree, or transcripts).
- **All Applicants:** Are required to submit a current **Personnel Qualification Record (PQR), ENLISTED RECORD BRIEF (ERB), and Statement of Qualification (SOQ)**, and are strongly encouraged to submit a current Resume.
- **Readiness:** Include any documentation for current flagging actions. SM must include memo signed by commander indicating circumstances and disposition mitigation.
- **CA Army National Guard (CAARNG) Applicants:** Attach APFT (DA Form 705) and MEDPROS IMR, current within the past twelve months. **(Due to the CA NG inability to conduct APFT qualification during the current COVID -19 Restrictions, the 12-month APFT (DA Form 705) requirement has been extended to 31 March 2022 and must not be dated any later than 31 March 2019. Army Directive 2020-006 (Army Combat Fitness Test) allows Soldiers to continue to take and record an APFT to overcome a flag.**
- **CA Air National Guard (CA ANG) Applicants:** ARCNet Individual Readiness Detail, current within the past twelve months.
- **CA State Guard (CSG) Applicants:** Complete and submit the CA 3024-1 Member AHA Form. Once appointed, each CSG service member will be required to complete and submit, in its entirety, additional SAD Medical Readiness Standards requirements, not to exceed beyond one year after hire date.
- **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.
- **CSG Applicants:** **CSG Orders and DD 214 (if less than two years CSG) – CSG Applicants only**
- **Deployed Service Members:** Title 10 OCONUS Orders - Currently deployed service members only

Complete applications and all supporting documents may either 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 PDF file** to sp.sadapplication@cmd.ca.gov. Applications mailed, or e-mailed, must be received by the State Personnel office no later than the **close of business on Tuesday, 27 July 2021.**

(Please see Statement of Qualification (SOQ) Below)

***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.**

- 1. Describe your background, experience, and education, working with youth.**
- 2. What military training, education, and work experience do you have that would assist you in this position?**
- 3. What is your experience performing or assisting with the duties as a Support NCO, or equivalent element in the National Guard or Active-Duty components?**
- 4. Why do you feel that you would be the best qualified candidate for the position of Support NCO?**
- 5. What can you offer to the program if hired?**