

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

### Position Details

Announcement Number: SAD VA 2021-054  
Opening Date: 19 July 2021  
Closing Date: 3 August 2021  
Position Title: Support Specialist (SAD E-4)  
Duty Location: Oakland Military Academy, Oakland, CA  
Selecting Official: Commandant, Oakland 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 This vacancy announcement expires **3 August 2021** unless sooner rescinded.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-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

**Oakland 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-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 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 or human awareness is desirable.
- Must have excellent written and verbal communication skills.
- Experience working with youth is desired.
- Successful completion in First Aid/CPR within one year of initial employment or receive a waiver of this requirement until the next scheduled certified training.
- Must be willing to work a flexible work schedule, to include nights and weekends when academy missions dictate. This position requires a wide variety of additional duties. Must be able to fill in when required at all military academies.
- Information technology skills are required (Windows OS, Microsoft Office Suite). Familiarity with AERIES student information system desirable; willingness to be trained in AERIES is a requirement.
- 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 Training, Assessment, and Counseling (TAC) Team, under the direct supervision of the OMI NCOIC.

- Assist with record keeping of cadets, prepares correspondence, discuss cadet disciplinary issues with parents/guardians, and schedules Parental /Gradian appointments.
- Assist with managing OMI cadet disciplinary detention system.
- Assists with cadet disciplinary hearings.
- Assists the school dean with administrative tasks relative to student discipline.
- Assist with classroom instruction in Military Science and Physical Education in the absence of the TAC NCO.
- Understand and able to assist with instructing Drill and Ceremonies as outlined in FM 22-5, Military History. Leadership. physical education. and team development.
- Assists the TAC team with administration of field trip documentation.
- Assist with maintaining cadet service records and unit files and prepares strength reports and publishes orders.
- Assist with 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](mailto: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](mailto: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, 3 August 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 Specialist, 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 Specialist?**
- 5. What can you offer to the program if hired?**