

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

### Position Details

Announcement Number: SAD VA 2021-062  
Opening Date: 20 September 2021  
Closing Date: 11 October 2021  
Position Title: Real Property Specialist (SAD E-6)  
Duty Location: 129 RQW, Moffatt, CA  
Selecting Official: Base Civil Engineer  
Projected Employment Date: 1 January 2022

### Vacancy Announcement Details

The Military Department is accepting applications for the State Active Duty position indicated above. This vacancy announcement expires **7 October 2021** unless sooner rescinded.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, dated 21 April 2020. 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

- Active members of the California Military Department (Air, Army, CSG) in the grades **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 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 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.)**
- Must be able to operate small computer and Microsoft office 2000 products, including spreadsheets, database, word processing, and graphic programs.
- Design implement and maintain computer programs.
- Must be able to effectively communicate orally and in writing. Applicant may be asked to produce a short, handwritten report during the interview process.
- Must possess strong administrative management skills and the ability to make timely, well-considered decisions; able to exercise independent judgment and use initiative in organization and supervision.
- Must be able to travel occasionally and remain overnight when necessary.
- Considerable knowledge of calculating machine, copy, and facsimile equipment.
- Knowledge of real estate rules, agency policies and procedures, and regulations.
- Knowledge of inventory control and public relations.
- Knowledge of federal, state, and local structure and processes.
- Ability to write professional level correspondence and effectively communicate orally.
- Ability to complete routine forms and maintain accurate records.
- Ability to define problems, collect data on people and things, collate and classify information about data, establish facts and draw valid conclusions.
- Ability to originate routine business letters reflecting standard procedures, prepare meaningful, concise and accurate reports.
- Understands and carry out oral and written directions which involve policy and procedural interpretation.
- Prepare deeds, leases, wills, mortgages and/or contracts.
- Handle sensitive inquiries from contacts with officials and general public.
- 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 reports directly to Base Civil Engineer and will serve as the Real Estate specialist, as consultant to the base on all realty matters.

- Acts as a liaison between the Base Civil Engineer and all resident/units at the base to include coordination with all civilian users and adjacent property owners.
- Represents the Base Civil Engineer at meetings and conferences and assumes responsibility in administrator's absence regarding Real Property issues.
- Acts for Base Civil Engineer in real property acquisition, inventory and appropriate lease or deed clause compliance.

- Responsible for explaining and interpreting existing policies and methods pertaining to real property appraisals, consults with and make recommendations to other state agencies concerning the acquisition, disposal, or leasing of real property.
- Develops and recommends program for acquisition of fee simple title, leasehold, easement, permit, land exchange, and license from both private owner and government agency in support of required mission.
- Research and interprets legal documents, such as deeds abstract of title to determine ownership to support the legality of acquisitions.
- Responsible for formulating and implementing programs of real property acquisition, utilization management, accounting, reporting and disposition and to provide a focal point for information, statistics and data regarding base real property
- Functions and responsibilities of this position are concerned with and include: investigative, fact-finding, recording, coordinating, and advisory work as appropriate acquisition of real property.
- Conversion, re- designation of and utilization of all buildings and Real Properties improvements.
- Reviews and analyzes proffer of gift effecting coordination with the Base Judge Advocate before formal processing to obtain approval.
- Assists in obtaining rights of entry and developing the legal document granting government use of land and/or facilities; is a non-voting member of the Facilities Board.
- Defends land acquisition proposal, excessing action, change in use of facilities, facilities disposal, as well as any other action affecting the installation real estate holding to the Facilities Board.
- Initiates environmental screening and ensures action is complete prior to acquisition or disposal.
- Conducts continuous space use study to ensure full and efficient use of all building space.
- Researches and analyzes the air base real property acquisition and inventory program (buildings and land) and related procedures and policies.
- Analyzes space for compatibility of use, allowable criteria, and cost of any change.
- Presents analysis to Facilities Board with recommendations.
- Develops project proposals for the purchase or lease of land (building sites, access roads, parking lots, aircraft parking ramps, taxiways, etc.); coordinates formal written agreements for joint use facilities such as roads, taxiways, runways, etc.
- Conducts survey of facilities out granted to tenant organization or private concern to determine that condition and terms under which the out grant was executed are being complied with and where discrepancies are found, ensures corrective action is taken.
- Conducts survey of installation boundary to ensure that encroachment act has not occurred.
- Prepares and processes Declaration of Excess and/or proposed facility disposal action or real estate action including land or buildings.
- Granting temporary use of real property.
- Disposal of real property including land
- Classification and land status of Air Force Inventory of real property.
- Retention and study of Government-owned and leased properties.
- Real property standard codes and nomenclatures G) Air Force real property accountable records.
- Engineer analysis of all completed construction.
- Represents the Wing/Group Commander and Base Civil Engineer in all real property matters, attends meetings and conference, and initiates management policies and correspondence as appropriate.

- Contacts and discusses with military, governmental, and civilian institutional management personnel, including corporate officers, property owners, legal advisors, and principals to occupancy agreements with the Air Force.
- Serves as the immediate source of information regarding legal interests held by the Air Force in all land under base control.
- Incumbent independently interprets and translates into practice the Air Force policies and principles contained in directives and select the appropriate course of action.
- Develops plans and programs and advises the Commander and appropriate staff agencies on all real property acquisition required in support of the present and programmed mission.
- Contacts other Government agencies regarding the availability of excess real properties that could be acquired.
- Makes preliminary land appraisal study to determine estimated fair market value; furnishes estimated value to the program planners for inclusion in the program document.
- Performs other duties as required.

### 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: Are required to submit documentation of COVID-19 vaccination.**
- **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 the attached Statement of Qualification's (SOQ) (please see below), 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.
- **All CAARNG Applicants:** Are required to submit Enlisted Record Brief (ERB).
- **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:** Are required to submit Report on Individual Person (RIP), and 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 Thursday, 7 October 2021**.

### 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.**

### Sample Questions

- 1. Describe your background, experience, education, and working knowledge of Real Property?**
- 2. Describe your experience in military aviation operations, aviation maintenance, command post or civil support operations.**
- 3. Describe your ability to develop, identify and/or evaluate critical HQ and Wing success factors in support of mission execution.**
- 4. Why do you feel that you would be the best qualified candidate for the position of Real Property Specialist?**
- 5. What can you offer to the program if hired?**