

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

### Position Details

Announcement Number: SAD VA 2021-080  
Opening Date: 17 November 2021  
Closing Date: 1 December 2021  
Position Title: Accounting Specialist Area V (SAD E-5)  
Duty Location: Escondido, CA  
Selecting Official: Area V Coordinator  
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 This vacancy announcement expires **1 December 2021** unless sooner rescinded.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-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

- Active members of the California Military Department (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 with their application.** Non-members of the California Military Department (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 (High School diploma or equivalent) requirements commensurate with the grade of the applicant are required. **Attach documentation of your highest level of civilian education.**

- Must be able to effectively communicate orally and in writing.
- Required to meet height/weight and physical fitness standards prescribed by their military branch of membership.
- Must be able to operate computer/word processing workstation.
- Must be able to travel occasionally and remain overnight when necessary.
- Must have an operational knowledge of the National Guard organization and the chain of command.
- 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 Accounting Specialist is responsible for maintaining records for receipt and issuance of funds pertaining to Logistical Facilities and Federal/State Readiness Centers. This position receives and processes requests for maintenance and repair activities; obtains verbal and written estimates for supplies, services, and commodities; prepares procurement, service, and contract documents; issues repair orders; and manages local purchase authority for Area Coordinators, maintenance and repair teams, accounting reconciliation, and manages Area budget in conjunction with Facilities Resource Managers.

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- Works with vendors, contractors, public, and private entities in the administration of purchasing and contracting activities. Acts as liaison between the Area Coordinators, maintenance and repair personnel, the Construction and Facilities management Office, and the comptroller Office on areas pertaining to above activities.
- Maintains record of maintenance, repair, local purchase authorities, and commodities for activities supporting Logistical Facilities and Federal/State Readiness Centers.
- Ensures that Federal and state purchasing and contracting regulations and requirements are met. Assists the Area Coordinators and maintenance and repair personnel in the resolution of purchasing, contracting, and account discrepancies.
- Provides support when activated to respond to state and federal missions, including emergencies and disaster response. Must be able to respond on short notice with a 24/7 requirement.
- Performs other duties as assigned.

## 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).
- **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:** Are required to submit Personnel Qualification Record (PQR), 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 earlier 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 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 – 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 Wednesday, 1 December 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.**

**Accounting Specialist, Area 5 (SAD) Candidate must clearly and concisely identify experience in categories listed below and must be in the following order:**

- **Describe your background, experience, and education, and/or training in administration of purchasing and contracting activities.**

- Describe your experience related to federal and/or state acquisition processes, contracts, and procurement. Please also describe your relevant experience in accounting, to include reconciliation, and/or management of a budget.
- Please describe a situation where you were faced with multiple competing deadlines and how you overcame the situation. How do you organize tasks, methods, and tools you use?
- Please explain your knowledge and experience with using Army programs and databases, such as PRIDE; ISR-1; Azzier ; GCSS-Army; IPPS-A; or other systems of record. What were your assigned roles while working within those types of programs (i.e.: approver, initiator, etc.)?
- Describe your experience and provide an example of what customer service means to you.