

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

### Position Details

Announcement Number: SAD VA 2021-082  
Opening Date: 16 November 2021  
Closing Date: 30 November 2021  
Position Title: Production Control NCO (SAD E-6)  
Duty Location: Fresno, CA  
Selecting Official: UH-60 Projects Manager  
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 This vacancy announcement expires **30 November 2021** unless sooner rescinded.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 (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 (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 have training and minimum 6-months experience with GCSS-A and ACN.
- Must have minimum of 3 years' experience in Army Aviation Maintenance.
- Must have experience in clerical work such as maintaining records, screening, reviewing, and verifying documents, researching, and compiling information and data and physical handling of electronic equipment.
- Must be able to communicate effectively and work well with others to include internal personnel as well as customers within the 1106th TASMG's 12 western state region.
- Must be familiar with Army Aviation Publications to include Electronic Technical Manuals (ETM), Army Regulations (AR), Army Technique Publications (ATP) and DA Pamphlets (DA PAM).
- Prior 1106th TASMG experience preferred.
- Must have an operational knowledge of the California National Guard organization and the chain of command.
- Required to meet height/weight and physical fitness standards prescribed by their military branch of membership.
- 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

Work is performed under general supervision of the Aircraft Maintenance Supervisor. In absence of the Aircraft Maintenance Supervisor, the incumbent will perform duties under the supervision of the Assistant Aircraft Maintenance Supervisor WS-8801-13. Incumbent independently plans and carries out work assignments, researches problems, and locates applicable guidelines or precedent cases. Incumbent has recourse to supervisory assistance when problems arise which deviate from standard policies and procedures. Performs work independently in accordance with previously issued instructions. Incumbent makes determinations and recommendations and informs supervisor regarding work progress, major trends, and decisions.

- Carries out daily duties as assigned by the Aircraft Maintenance Supervisor.
- Assists the Aircraft Maintenance Supervisor and Assistant Aircraft Maintenance Supervisor with analyzing, planning, and coordinating required support for maintenance activities in the conduct of electronic systems repairs.
- Provides oversight and recommendation to junior electronic systems mechanics ensuring aircraft electronic systems repairs remain consistent.
- Works with shop supervisors and aircraft maintenance lead mechanics to address any potential delays in production.
- Works with all available internal and external resources to ensure all production goals are met.
- Applies a knowledge of electronic theory and design to implement troubleshooting repair and alignment procedures to maintain complex new systems.

- Assists in coordination of installation, modification, repair, and/or maintenance of equipment/systems attains very critical tolerances through cross comparison of numerous steps and tests, all of which are interrelated or interact to some extent.
- Assists and tracks inventory, requests and issuance of Production Control tracked Modification Work Order (MWO) and inspection component kits.
- Perform 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:** 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 CAARNG Applicants:** Are required to submit Personnel Qualification Record (PQR), Enlisted Record Brief (ERB).
- **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 Tuesday, 30 November 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.**

**Production Control NCO (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 Maintenance Management.**
- **Describe your experience related to federal and/or state acquisition processes, and procurement. Please also describe your experience as a Contracting Officer's Representative (COR) or Government Flight Representative (GFR).**
- **Please explain your knowledge and experience with using Army programs and databases, such as Aircraft Notebook (ACN); GCSS-Army; IPPS-A; Maintenance Consolidation Database System (MCDS) or other systems of record. What were your assigned roles while working within those types of programs (i.e.: approver, initiator, etc.)?**
- **Please describe your background, experience, and education, and/or training in the supervision of personnel in the performance of Army Aviation Maintenance.**