

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

Position Details

Announcement Number: SAD VA 2021-103
Opening Date: 14 January 2022
Closing Date: 28 January 2022
Position Title: Civil Support/DSCA Planner (SAD O-3)
Duty Location: JFHQ – G3, Sacramento, CA
Selecting Official: Deputy Chief of Staff, G3
Projected Employment Date: 28 February 2022

Vacancy Announcement Details

The Military Department is accepting applications for the State Active-Duty position indicated above. This vacancy announcement expires **28 January 2022** unless sooner rescinded.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 O-3.** 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 **O-1 through O-4** 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 requirements commensurate with the grade of the applicant are required. **Attach documentation of your highest level of civilian education.**

- Must demonstrate proficiency in military operations with a thorough knowledge of federal/state emergency response procedures and requirements.
- Must possess excellent written and verbal communication skills and can effectively communicate with individuals at all levels in both the civilian and military community.
- Possess strong problem-solving skills and the ability to exercise independent judgment and initiative.
- Must have a thorough knowledge of the CMD/CAARNG organizational structure and capabilities.
- Military assignments appropriate to the grade of the applicant are required.
- Experience working with the California education system at a school or district level is desirable.
- 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).**
- 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

Under the direct supervision of the G3 Deputy incumbent is responsible for the planning and coordination of short-term, intermediate, and long-term objectives in support of the California Military Department's (CMD) Wildland Firefighting (WLFF) program. Directly supervises one or two personnel.

- Supervises and manages all aspects of WLFF future operations, functions, and activities for the CAARNG.
- Develops and maintains CAARNG WLFF OPORD; coordinates with CMD service components to ensure unit/capability sourcing in accordance with CMD WLFF OPORD; Responsible for annual updates and review of CAANG WLFF OPORD and coordination/production of FRAGOs to the CAARNG WLFF OPORD.
- Operates in a 24/7 environment during CMD WLFF mobilizations/operations.
- Tracks and reports to the G3 readiness levels for all CAARNG WLFF resources to include hand crews, rotary-wing. Coordinates with Division and Component staff to ensure personnel and equipment readiness for all units/resources tasked with WLFF missions.
- Participates on the annual update and five-year review of the interagency WLFF Cooperative Agreement; ensures Cooperative Agreement supporting exhibits align with all applicable CAARNG, policies, procedures, and regulations.
- 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 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).**
 - **All CAARNG Applicants:** Are required to submit a Record Brief (ORB).
 - **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. Applications mailed, or e-mailed, must be received by the State Personnel office no later than the **close of business on Friday, 28 January 2022.**

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.

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 Wild Land Firefighting, MDMP, National Response Framework and the Incident Command System.**
- **Describe your experience related long range plans, short range plans, and emergency operations pertaining to civil support.**
- **Please describe a situation where you were faced with multiple competing deadlines and how you overcame the situation. How do you organize tasks and methods and tools you use?**
- **Describe your experience and provide an example of what plans and SOPs you have directly worked on?**