

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

1 Position Available

### Position Details

Announcement Number: SAD VA 2021-036  
Opening Date: 12 July 2021  
Closing Date: 11 August 2021  
Position Title: Director (CW2/O-2)  
Duty Location: STARBASE, Sacramento, CA  
Selecting Official: Commandant, STARBASE Sacramento  
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 This vacancy announcement expires **11 August 2021** unless sooner rescinded.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 CW2/O-2.**

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

**STARBASE Sacramento 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 **WOC through CW3/ O-1 through O-3** 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.

- BA degree with strong management experience is required. MA Degree in Education is preferred. **Attach documentation of your highest level of civilian education**
- Teaching Credential is highly desired. Specifically (Science, Technology, Engineering, or Mathematics) math or science credential. Aerospace knowledge is beneficial.
- Must be able to effectively communicate verbally and in writing.
- Must have Computer skills with IBM compatible, MS Office Suite experience.
- Experience working with youth or youth organizations highly desired.
- Must be willing to work a flexible work schedule, including nights and weekends, when academy mission dictates.
- Completion of military and civilian education requirements commensurate with the grade of the applicant are required.
- 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 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 Director, STARBASE works under the direct supervision of the Executive Officer, Youth and Community Programs Task Force (YCPTF).

- Manages and administers the Sacramento STARBASE Program, responsible for achieving STARBASE goals and objectives set forth by the National Guard Bureau, DoD and YCPTF Commander.
- Military, industry, community and educational liaison.
- Develops and maintains positive relationship with Board of Directors and ensures compliance or 501(c)(3) activities.
- Budget, purchasing, and contracting management. Must understand and comply with the State of California purchasing and contracting policy, regulation, and procedures.
- Supervision of STARBASE headquarters staff and cadre, and overseeing the activities of teachers and supporting staff at Moffett FAF.
- Responsible for the accurate reporting of student data and other statistical data required by DoD and NGB.
- Coordinates and collaborates class schedules with supported school administration and districts.
- Must have the ability to instruct classes for students and be highly involved with daily activities to build and maintain (positive) relationships with students and visiting teachers
- Develops partnerships for further funding and secures grants for program continuation and expansion.
- Responsible for the safety, health, morale and well-being of all STARBASE personnel and participants and for establishing effective working relationships with participating school districts.
- Responsible for monitoring and evaluating the quantity and quality of STARBASE activities, ensuring that they meet the standards prescribed in the Master Cooperative Agreement and SOP.

- Available for surge operations to assist State Personnel, Comptroller and the Joint Staff in the event of State emergencies.
- Performs a wide variety of additional duties.
- Develops and maintains positive relationships with schools and districts
- Ability to collaborate with STARBASE Directors and staff throughout DoD STARBASE and Spectrum Group
- Ability to manage, coach, and support staff
- Available to travel for required DoD Directors Conferences, DoD Program Meetings, and any DoD authorized and approved training.

### 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), 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 **(Due to the CA ANG inability to conduct APFT qualification during the current COVID -19 Restrictions, the 12 month APFT (ARCNET) requirement has been extended to 1 July 2021 and must not be dated any later than 31 March 2019).**
- **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 Wednesday, 11 August 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.**

- 1. Have you ever worked with any public schools? If so, in what capacity? What were your experiences there?**
- 2. Why do you believe it is important to expose students to STEM instruction in elementary school?**
- 3. In your opinion, what is the best way to improve math and science test scores in under performing schools?**
- 4. What is the best way to get students excited about learning STEM subjects?**
- 5. What is the best way to incorporate Next Generation standards into a classroom?**