

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

### Position Details

Announcement Number: SAD VA 2021-056  
Opening Date: 6 October 2021  
Closing Date: 4 November 2021  
Position Title: CA ANG Chief of Operations (SAD O-5)  
Duty Location: JFHQ Sacramento, CA  
Selecting Official: Director A3  
Projected Employment Date: 3 December 2021

### Vacancy Announcement Details

The Military Department is accepting applications for the State Active Duty position indicated above. This vacancy announcement expires **4 November 2021** unless sooner rescinded.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 O-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 (Air) in the grades **O-4 through O-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.**
- 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 well versed in military aviation operations, aviation maintenance, command post or civil support operations.
- Must possess a working knowledge of both Federal and State Mission requirements, organization and administration of the Air Force and Air National Guard.
- Must have demonstrated ability to make routine managerial decisions, exercise independent judgment and effectively prioritize a diversified workload.
- Must have demonstrated ability to develop, identify and/or evaluate critical HQ and Wing success factors in support of mission execution.
- Must possess sound verbal and written skills in order to effectively communicate across a broad spectrum of military, federal and state government agencies. Prepares operational publications and drafts executive correspondence.
- Must possess the ability to interpret, apply and enforce a wide variety of DOD, Air Force and Air National Guard publications in a regulatory environment.
- Must have working knowledge of Microsoft Office suite of applications: Word, Excel, PowerPoint and Outlook.
- Must possess the minimum of a Secret clearance. **Provide documentation of secret clearance.**
- Joint Operations experience is recommended but not required.
- Must pass Live Scan upon hire date.
- Appropriate military uniform with federally recognized rank will be worn in accordance with AFI.
- Must be able to pass a background check, drug test and TB test per school district guidelines.
- 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

Incumbent functions under the general supervision of the HQ CA ANG/A3. Additional supervision is of a general nature, normally provided only when broad policy or procedural changes are developed or implemented by Senior Leadership. The A3 and Deputy A3 accomplish review of work. Incumbent exercises considerable independent judgment in performance of duties.

- Functions as the primary ANG Operations liaison between five CA ANG Wings and the California National Guard (CNG) Joint Operations Center (JOC) / Joint Staff Sections during Civil Support Operations, training and exercises. Manages Current Operations for the HQ CA ANG Director of Operations (A3).
- Supervises the Operations and Logistics NCOs (SAD) and manages the Air Division enlisted workforce when activated during Emergency Operations and Training.
- Coordinates with JFHQ/J3 and JFHQ/G3 to facilitate interdepartmental Emergency Operations activities and to source requirements.
- Coordinates with both CA ANG Chief of Plans (A3X) and the Joint Plans Directorate (J35) on mission tasking coordination, accomplishes aviation resource checks and routes mission requests through Wing and Air Staff for approvals. Manages the collection and processing of CA ANG aviation and mission forms/data submitted by field organizations during civil support operations and disseminates critical mission information to both Air Staff / Joint Staff Offices.
- Maintains the CA ANG Civil Support Capability Matrix and monitors daily changes to status.

- Assists A3 in maintaining the State Plans Index, State Designed Operational Capabilities (SDOC) and CA ANG Civil Support Capability Briefings / Products as required.
- Assists A3 with maintaining the Emergency Augmentation Plan and preparation for Air Operations Center (AOC) activation during large scale emergencies and civil support exercises.
- Responsible for the training and supervising of CA State Guard (CSG) personnel when assigned to the Air Division during Civil Support Operations.
- Coordinates with JOC, NGB JOC, ANG CAT and Wings on Joint Information Exchange Environment (JIEE) system RFI's / RFA's for CA ANG forces.
- Assists with oversight/coordination of CA ANG support to the State Partnership Program (SPP) and maintains situational awareness of program events/activities for the A3.
- Responsible for the oversight and management of the California Air National Guard OCONUS Deployment and Governor's Consent Program. Tracks state emergencies and federal exercise schedules for the five major CA ANG organizations. Manages, prepares and receives written and electronic correspondence from field units and the National Guard Bureau. Prepares and manages information and supporting materials for the A3. Reports directly to the Deputy Commander of the California Air National Guard and Chief of Staff regarding critical and emergency operations when A3 is unavailable.
- Assists A3X with preparation and support for the annual State Plans Conference.
- Responsible for message traffic preparation and information management for the A3 to include Safe Skies Treaty Program notifications to Wings.
- Manages the CA ANG Aerial Events program for the A3 Directorate to include aircraft flyovers, static displays, aerial demonstrations, media flights and associated SAF/PA database requirements. Coordinates event approvals, endorsements, exceptions to policy, concept of operation and all applicable documentation with CA ANG Senior Leadership, Public Affairs, Wings, Federal Aviation Administration, MAJCOM (ANG Aerial Events), SAF/PA and event requesters. Schedules and coordinates state-directed airlift missions, Army Mission Readiness Airlift (MRA), orientation flights, Employer Support of Guard and Reserve (ESGR) flights and Operational Support Airlift (OSA) within the state. Provides the JOC, External (Governmental Affairs) and Public Affairs offices with personnel/aircraft deployment data, miscellaneous Wing information and significant event reporting when requested. Provides unit deployment, mission and significant event data to JFHQ/PA Office for inclusion in the California National Guard Year in Review and monthly Grizzly publications
- Assists with collection of A3 related data/information and briefings for Air Division Staff Calls, Headquarters Update Brief (HUB) and Battle Update Brief (BUB) to the Adjutant General and state emergency briefings.
- Prepares correspondence and accomplishes recurring suspense's such as ANG situation reports, weekly flying schedules, aircraft status reports, wildland fire fighting asset reports, CA ANG assigned aircraft briefs and flying hour reimbursement charts.
- Performs other duties as assigned by the CA ANG Senior Leadership.

### 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.
  - **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.
  - **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.
  - **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, 4 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.**

- Describe your background, experience, education, and working knowledge of both Federal and State Mission requirements, organization and administration of the Air Force and Air National Guard.
- Describe your experience in military aviation operations, aviation maintenance, command post or civil support operations.
- Describe your ability to develop, identify and/or evaluate critical HQ and Wing success factors in support of mission execution.
- Why do you feel that you would be the best qualified candidate for the position of Chief, Plans & Operations?
- What can you offer to the program if hired?