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

Position Details
Announcement Number: SAD VA 2022-029
Opening Date: 13 April 2022
Closing Date: 16 May 2022
Position Title: J1 Plans and Operations OIC (SAD O-3)
Duty Location: J1 Manpower and Personnel, Sacramento, CA
Selecting Official: Operations Officer, J1 Manpower and Personnel
Projected Employment Date: 13 June 2022

Vacancy Announcement Details
The Military Department is accepting applications for the State Active-Duty position indicated above. This vacancy announcement expires 16 May 2022 unless sooner rescinded.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.**

Eligibility Requirements
- Active members of the California Military Department (Air, 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 (Air, Army, CSG) must submit a Letter of Intent to meet qualifying military affiliation at the time of appointment along with their application.
- Must demonstrate proficiency in military operations with a thorough knowledge of federal/state emergency response procedure and requirements.
• Must possess excellent written/verbal communication skills and can effectively communicate with individuals at all levels both civilian and military.
• Possess strong supervision and management skills and the ability to make timely, well considered decisions.
• Possess strong problem-solving skills and the ability to exercise independent judgment and initiative.
• Must have a thorough knowledge of the CNG organizational structure and capabilities.
• Must possess a detailed knowledge in statewide emergency response activities with a strong understanding of SEMS and ICS.
• Must have experience in Geospatial software and other information sharing systems.
• Must possess a minimum of a Secret clearance.
• 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.
• 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 Operations Officer, J1 Manpower and Personnel, the incumbent is responsible for the development of planning objectives, resource requirements, and other factors relative to the California National Guard (CNG) response to assigned and potential Civil Support operations during emergencies and disasters. Incumbent must demonstrate strong organizational, planning, coordination, and supervisory skills from broad mission guidance and minimal day-to-day direct supervision.
• Supervises and manages all aspects of the Joint Personnel Operation Center (JPOC).
• Maintains in a 24/7 environment situational awareness, reporting procedures, and daily administrative requirements for the J1.
• Directs all activities of personnel performing operations in JPOC during state emergencies.
• Prepares work schedules and assigns duties to operations personnel to ensure efficient operation of the JPOC.
• Develops policies, and procedures for the J1 to maintain the Common Operating Picture and facilitate Command and Control of forces during Civil Support Operations.
• Executes programs and develops budget recommendations to ensure resource availability for operational requirements.
• Plans and conducts exercises to evaluate and enhance operational readiness and command and control.
• Establishes procedures and monitors implementation of programs, policies, and plans. Coordinates and synchronizes operational procedures with DOD services, allied forces, and civil authorities to ensure effective interoperability and support to civil authorities.
• Directs employee training to improve efficiency and ensure conformance with standard procedures and practices.
• Interviews and selects new employees.
• Prepares, reviews, and disseminates operational reports, request for information and request for action.
• Establish relevant working groups to improve processes and develop policy.
• Plans and coordinates other administrative actions for the CMD Staff Call, Joint HUB, and Commander's Ready and Resilient Council
• 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.SADAApplication@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/ACFT (DA Form 705) and MEDPROS IMR, current within the past twelve months.
• **All CAARNG Applicants:** Are required to submit a Record Brief (ORB).
• **CA Air National Guard (CA ANG) Applicants:** Are required to submit Report on Individual Person (RIP), and ARCNnet Individual Readiness Detail, current within the past twelve months
• **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.SADAApplication@cmd.ca.gov. Applications mailed, or e-mailed, must be received by the State Personnel office no later than the **close of business on Monday, 16 May 2022.**