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

<table>
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<tr>
<th>Announcement Number</th>
<th>Opening Date</th>
<th>Closing Date</th>
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<tr>
<td>SAD VA 2019-51</td>
<td>6 June 2019</td>
<td>21 June 2019</td>
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<tr>
<th>Position Title</th>
<th>Duty Location</th>
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<td>Support NCO (SAD E-5)</td>
<td>California Military Institute, Perris, CA</td>
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<tr>
<th>Selecting Official</th>
<th>Projected Employment Date</th>
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<tr>
<td>Commandant, California Military Institute</td>
<td>22 July 2019</td>
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The Military Department is accepting applications for the State Active Duty position indicated above. This vacancy announcement expires 21 June 2019 unless sooner rescinded.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 w/ Change #1. 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 Military Reserve pay grade, not to exceed E-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

The California Military Institute (CMI) is a smoke-free environment; smoking is not authorized on duty or on CMI premises.

- Members of the active California National Guard or active members of the California State Military Reserve (CSMR) in the grades of E-4 through E-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 National Guard or CSMR may also apply, however, applicants must meet military affiliation requirements at the time of appointment. Qualifying service in the active militia must have been within 24 months of the closing date of this vacancy announcement. CSMR members who have no prior federal military experience must be a member of the CSMR for a minimum of two years. CSMR members must submit a copy of their CSMR orders with their application. Non-members of the California National Guard or CSMR 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.
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- Military assignments appropriate to the grade of the applicant are required.
- Training or education in human relations, equal opportunity, military operations and/or logistics is desired.
- Experience working with youth is highly desired.
- Information Technology skills are desired (Windows OS, Microsoft Office Suite).
- Must be able to complete First Aid/CPR training within the first six months of appointment.
- Must be willing to work a flexible work schedule, to include nights and weekends, when CMI missions dictate.
- Must be willing to fill in, when required, at other military academies.
- 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 CSMR recognized, rank will be worn in accordance with military regulation.
- 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

The Support NCO provides administrative, logistical and instructor support to CMI as directed by the Commandant and NCOIC. Works under the direct supervision of the TAC NCO, Logistics NCO and/or Operations NCO.

- Maintains records, prepares correspondence and assists TAC NCO, Operations NCO and/or Logistics NCO in the performance of their duties.
- Assists the Commandant or NCOIC with administrative tasks.
- Performs classroom instruction in Military Science and Physical Education in the absence of the TAC NCO.
- Possesses a strong understanding and ability to instruct Drill and Ceremonies as outlined in TC 3-21.5, Military History, Leadership, physical education and team development.
- Assists the TAC team with administration of field trip documentation.
- Trains cadets on the maintenance of cadet service records, unit files, strength reports and publishing of orders.
- Responsible for the good order and discipline of cadets while in the classroom environment.
- Is available for ESAD surge operations to assist State Personnel, Comptroller and the Joint Staff in the event of State emergencies.
- Performs other duties as assigned.

Instructions for Submitting Applications
**State of California, Military Department**  
**State Active Duty (SAD)**  
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Interested applicants must submit a completed and signed [State Active Duty Appointment Application.pdf](#) and all required supporting documentation, to the Director of State Personnel Programs. **Applications missing signatures and required documents will not be considered.**

- Documentation of your highest level of civilian education. (Legible copy of either diploma, degree, or transcripts).
- CAARNG Applicants: APFT (DA Form 705) and MEDPROS IMR, current within the past twelve months.
- CA ANG Applicants: ARCNet Individual Readiness Detail, current within the past twelve months.
- CSMR Applicants: Complete and submit the [CA-3024-1-Member AHA Form.pdf](#). Each CSMR service member will be required to complete and submit, in its entirety, their SAD Medical Readiness Standards requirements, not to exceed beyond one year after hire date.
- 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.
- CSMR Orders - CSMR Applicants only
- Title 10 OCONUS Orders - Currently deployed service members only

Complete applications and all supporting documents must 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 file to ng.ca.caarrng.mbx.sad-application@mail.mil. Applications mailed, or e-mailed, must be received by the State Personnel office no later than the close of business on Thursday, **21 June 2019**.

**Remarks**

Applicants unable to navigate to the above links for a State Active Duty Appointment Application or CSMR AHA form should contact Mrs. Cheryl Arbaugh at (916) 854-3816 or ng.ca.caarrng.mbx.sad-application@mail.mil for assistance.