STATE OF CALIFORNIA
OFFICE OF THE ADJUTANT GENERAL
9800 Goethe Road, P.O. Box 269101
Sacramento, California 95826-9101

CAJS-J1-SP 21 October 2009

MEMORANDUM FOR See Distribution

SUBJECT: State Active Duty Vacancy Announcement 2009-56 – Expires 30 June 2010

1. The Military Department is accepting applications for the Term State Active Duty position indicated below. A Term appointment is greater than six months and provides full benefit status for the appointee and his/her beneficiaries. Interested applicants should submit their application as soon as possible. Periodic Merit Selection Board processing will occur throughout the year in 45-60 day increments. ***Soldiers/Airmen selected for this position will be paid at their federal or California State Military Reserve pay grade, not to exceed E-5 capped at 8 years of service. This position may be either a day or night shift position, depending upon the Academy's requirements at the time of selection.*** Subsequent extensions of State Active Duty service are contingent upon individual performance, budgetary funding and legislative continuation of the Program. This vacancy announcement will expire on 30 June 2010 unless sooner rescinded.

2. This announcement has minimum requirements. Failure to comply with 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 paragraphs 3, 4, and 5 and the suggested checklist at the end of this announcement.

a. **TITLE AND PAY GRADE**: Squad Leader (SAD E-5 Capped at 8 Years)
b. **EMPLOYMENT LOCATION**: Grizzly Youth Academy, Camp San Luis Obispo, CA
c. **PROJECTED EMPLOYMENT DATE**: Open Announcement *
d. **SELECTING SUPERVISOR**: Commandant, Grizzly Youth Academy

** Pending Availability of Funds and Continuation of Program*

3. The basic qualification requirements are:

a. Military: Members of the active or retired California National Guard or active members of the California State Military Reserve in the grades of E-4 through E-6 may apply. An individual in a civilian status who is eligible to become an active member of the California State Military Reserve in the military grades of E-4 through E-6 must submit an application under these criteria and be accepted by the California State Military Reserve ***prior*** to appointment to State Active Duty.

b. Education/Experience: Completion of military educational and civilian requirements commensurate with the grade of the applicant. High School graduate or equivalent. ***Attach certification***.

c. Military Assignments: Assignments appropriate to the grade of the applicant. Duty assignments that demonstrate experience with Squad Leader assignments is desired.

d. Communication Skills: Ability to effectively communicate orally and in writing. Applicants may be asked to produce a short, handwritten report during the interview process.

e. Must be able to pass both State and Federal background checks. Continuation of employment is contingent upon maintaining favorable State and Federal background checks.

f. Applicants must ***submit a letter of recommendation from their current Supervisor and/or First Sergeant.***

g. Applicants must meet and maintain physical fitness and height/weight requirements in accordance with published standards. **Attach a copy of your military component's verification of these requirements**. If a current member of the California State Military Reserve or a Retired California Army/Air National Guardsperson, complete and sign our height, weight and military appearance verification form available at http://www.calguard.ca.gov/casp/Pages/sad.aspx that indicates your current medical fitness.

h. Applicants must possess a valid state driver's license. ***Submit a copy of your current driver's license and Department of Motor Vehicles printout.***

i. Appropriate military uniforms are required (with federally or CSMR recognized rank) and grooming standards will be maintained in accordance with military regulation.

j. ***The Grizzly Youth Academy is a smoke-free environment; smoking is not authorized on duty or on Academy premises.***

4. Desirable qualifications include:

a. Possess or be willing to apply for the California Special Subject Teaching Credential for Basic Military Drill.

b. Experience performing the duties of a military Squad Leader in charge of a Squad, or equivalent element, either in the National Guard or on active duty.

c. Experience working with youth.

d. Training or education in human relations, equal opportunity or human awareness.

5. Principal duty functions:

The Grizzly Youth Academy Squad Leader performs the following duties:

a. Supervises and serves as mentor for up to 50 cadets per Platoon.

b. Provides leadership, counseling, technical guidance and support to cadets in educational, vocational, physical training, mentoring, computer technology, job placement, community service, and leadership programs.

c. Provides professional support to peers, superiors and subordinates in the accomplishment of assigned duties and responsibilities.

d. Maintains a high level of physical training activities and other strenuous training activities. Possesses a strong understanding and ability to instruct Drill and Ceremonies as outlined in FM 22-5.

e. Performs other duties as assigned.

6. Service Members 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.

7. Reimbursement for moving and relocation expenses ***will not*** be paid.

8. Interested applicants must submit a completed OTAG Form 900-8 (SAD Appointment Application), and all requested supporting documentation, to Joint Force Headquarters, Director of State Personnel Programs, ATTN: CAJS-J1-SP, Box #27, P.O. Box 269101, Sacramento, CA 95826-9101. Blank application forms may be obtained from the CAJS-J1-SP website at

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http://www.calguard.ca.gov/casp/Pages/sad/aspx or by contacting Ms. Cheryl Arbaugh at (916) 854-3311 or DSN 466-3311. **Original applications must be received in the State Personnel office no later than the close of business on 30 June 2010. Applications will not be accepted via fax or email.**

FOR THE ADJUTANT GENERAL:

Jeffrey W. Magram (21 Oct 09)
JEFFREY W. MAGRAM
Lieutenant Colonel, CA ANG
Director, State Personnel Programs

The following is a suggested checklist to assist with the submission of a complete and accurate application. Explain negative responses.

Have you completed and signed the application form?	
Have you attached documentation to support your military and civilian education?	
Have you attached a copy of your height, weight & physical fitness verification?	
Have you attached a copy of your current driver's license and DMV printout?	
Have you attached a letter of recommendation from your current Supervisor and/or First Sergeant?	