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

CAAG-SP 31 December 2009

MEMORANDUM FOR See Distribution

SUBJECT: State Active Duty (SAD) Vacancy Announcement 2009-72 - Expires: 30 June 2010

1. The Military Department is accepting applications for the temporary position indicated below. This appointment will be at least six months and provides full benefit status for the appointee and their beneficiaries. Continuation and subsequent extension of service of the selected applicants will be determined by their individual performance of duty and continuation of the funding. These positions require the incumbent to control entry and provide internal control within restricted areas. This announcement will expire **30 June 2010** unless sooner rescinded. **Soldiers/Airmen selected for this position will be paid at their federal or California State Military Reserve pay grade, not to exceed E-4.**

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, 5 and the submission requirements detailed on the last page of this vacancy announcement.

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|---|---|
| a. **Title and Pay Grade:** | **Security Guard (SAD E-4)** |
| b. **Employment Location:** | **Various California Army Guard Bases**[1] |
| c. **Projected Employment Date:** | **Open Announcement** |
| d. **Selecting Supervisor:** | **Director, Organization and Training (Army G3)** |

3. The basic qualification requirements are:

a. Military: Members of the active or retired California National Guard or an active member of the California State Military Reserve in the grades of E-3 through E-5 may apply.

b. Education/Experience: Must be a high school graduate, or its equivalent, and have completed your military component's military education requirements for your rank.

c. Applicants must possess a valid State driver's license. **Submit a copy of your current Department of Motor Vehicle driver's license.**

d. Applicants must have knowledge of basic principles of first aid, fire prevention, safety, and human relations. **Attach appropriate documentation/certificates to support each knowledgeable area, or provide written background information regarding each knowledgeable area.**

e. Applicants must be capable of taking prompt efficient action in cases of fire, attempted theft, espionage, sabotage and other acts detrimental to safeguarding property and the National Guard resources.

f. Applicants must never have been convicted by civilian or military court, except for minor traffic violations and similar infractions. Applicants must not have a history of juvenile delinquency in two years preceding proposed employment.

g. Applicants must be qualified, or become capable of becoming qualified, to bear firearms.

h. 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**[2]**.**

i. Completion of basic Security Police course or Army military police technical school or equivalent of law enforcement course is desirable.

j. Must be 21 years of age unless already assigned within the ARNG/ANG.

k. Individuals must be able to obtain a security clearance.

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[1] Mather Field AASF; Sacramento; Stockton AASF; Fresno AASF; Camp Roberts; Camp San Luis Obispo and Los Alamitos AASF

[2] If a current member of the State Military Reserve or a Retired California Army /Air National Guardsperson, complete and sig our height, weight and military appearance verification form (available by request) that indicates your current medical fitness.

4. **PRINCIPAL FUNCTIONS**. Duty will be performed under the direct supervision of the Security Forces OIC/NCOIC.

a. Performs roving guard duties.

b. Controls entry to restricted areas.

c. Handles emergencies until appropriate key personnel are contacted and assume responsibility for the situation.

d. Must qualify annually with service weapons and meet standard evaluation requirements.

e. May perform duties as intrusion detection monitor and maintain communications with the base patrol and other law enforcement agencies.

f. Other duties as assigned.

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

6. Individuals 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 Program,Group Legal Services, Long-Term Disability Insurance, Long-Term Care Insurance, Retirement Annuity, Supplemental Investment and the Military Service Buy Back Program.

7. Interested applicants should submit a completed OTAG Form 900-8 (SAD Appointment Application), along with all required supporting documentation, to Joint Force Headquarters, Director of State Personnel Programs, ATTN: CAAG-SP, #27, P.O. Box 269101, Sacramento, CA 95826-9101. Blank application forms may be obtained from the CAJS-J1-SP Web Site at http://www.calguard.ca.gov/casp/jobs/sad/ or by contacting Ms. Cheryl Arbaugh, at (916) 854-3311 or DSN 466-3311. **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 (31 Dec 09)*
JEFFREY W. MAGRAM
Lieutenant Colonel, CA ANG
Director, State Personnel Programs

The following is a suggested check sheet to assist applicant with submission of a complete and accurate application. Explain negative responses.

| Submission Requirements | Self Check |
|---|---|
| Have you completed and signed your application form? | |
| Have you attached a copy of your height, weight & physical test verifications? | |
| Have you attached copies of certificates/documentation in areas of first aid, fire prevention, safety and human relations? | |
| Have you attached a copy of your current driver's license? | |