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

CAAG-SP 15 March 2010

MEMORANDUM FOR See Distribution

SUBJECT: State Active Duty Vacancy Announcement 2010-19 - Expires 14 April 2010

1. The Military Department is accepting applications for the temporary State Active Duty position indicated below. A temporary appointment is greater than 30 days and provides full benefit status for the appointee and his/her beneficiaries. Continuation and subsequent extension of service of the selected applicant 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at their federal pay grade, not to exceed E-7.*** This vacancy announcement will expire on 14 April 2010 unless sooner rescinded.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 the suggested checklist at the end of this announcement.

a. **TITLE AND PAY GRADE**: Plans NCOIC, Air (SAD E-7)
b. **EMPLOYMENT LOCATION**: Joint Force Headquarters, Sacramento, CA
c. **PROJECTED EMPLOYMENT DATE**: 1 May 2010
d. **SELECTING SUPERVISOR**: Director of Operations, Air

3. The basic qualification requirements are:

a. Military: Members of the active California Air National Guard in the grades of E-6 through E-8 may apply.
b. Education/Experience: Completion of military education and civilian requirements commensurate with the grade of the applicant is required.
c. Military Assignments: Assignments appropriate to the grade of the applicant.
d. Communication Skills: Must possess excellent written and verbal communication skills and have the ability to communicate effectively with individuals at all levels in both civilian and military organizations.
e. Must have demonstrated ability to make accurate decisions, exercise independent judgment, use initiative in all areas of work, planning, organizing, corresponding and supervising.
f. Must have demonstrated ability to efficiently operate office computer information systems to include electronic mail, word processing, and graphics.
g. Must have relevant experience in operations, logistics, plans, or civil support at the ANG Headquarters/Wing/Group/Squadron level.
h. Must possess at least a Secret Clearance.
i. Applicant 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**.

j. Appropriate military uniform with federally recognized rank and will be worn in accordance with military regulation.

4. Desirable qualifications include:

Completion of Professional courses in Military Support to Civil Authorities and Anti-Terrorism is desired.

5. Principal duty functions:

The incumbent of this position functions under the general supervisor of the Director of Operations, Air. Tasked responsibilities are primarily functional and technical in nature at the Air Staff level.

a. Coordinates and assists with writing Air National Guard, Joint Services, and combined MSCA operational plans. Executes MSCA operations planning process based on defense guidance, HQ USAF, National Guard, Joint Service, or civil authority organizational policies, directives, and procedures.
b. Implements and manages California ANG MSCA operations and reporting and records management procedures.
c. Coordinates and assists with writing ANG, Joint Services, and combined MSCA exercise plans.
d. Serves when directed as California ANG member on the Headquarters CA ANG Anti-Terrorism Working Group.
e. Serves as a liaison to the Joint Operations Center Staff in the JFHQ Joint Operations Center with responsibility of coordinating ANG resources to assist civil authorities during state emergencies.
f. Participates in Joint Planning Groups (JPG) special studies, projects, and evaluations relating to organization, readiness training, activation, redesignation, conversion, and discountenance of units, and problems relating to training, logistics support, funding and personnel.
g. Assists in the preparation of the CA ANG and Military Department's State Strategic Plans.
h. Performs other duties as assigned by the DAG Air, COS Air, and Director of Operations Air, and Chief of Plans Air.

6. The individual 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: CAAG-SP, Box #27, P.O. Box 269101, Sacramento, CA 95826-9101. Blank application forms may be obtained from the CAAG-SP website at 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, with original signatures, must be received in the State Personnel office no later than the close of business on 14 April 2010. Applications will not be accepted via fax or email.**

FOR THE ADJUTANT GENERAL:

Jeffrey W. Magram (15 Mar 10)
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 a copy of your height, weight & physical fitness verification?	