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

CAAG-SP 22 April 2010

MEMORANDUM FOR See Distribution

SUBJECT: State Active Duty (SAD) Vacancy Announcement 2010-33 - Expires 12 May 2010

1. The Military Department is accepting applications for the temporary State Active Duty position indicated below. This position is a temporary backfill up to 30 September 2010 for a service member currently attending Technical School. The period of employment may be curtailed earlier in the event the incumbent returns sooner than 30 September 2010. 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 the mission requirements of Air Division. This vacancy announcement will expire on ***12 May 2010*** unless sooner rescinded.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, 5 and the suggested checklist at the end of this announcement.

a. TITLE AND PAY GRADE:	**Awards and Decorations Specialist (SAD E-5)**
b. EMPLOYMENT LOCATION:	**JFHQ, Air Division, Sacramento, CA**
c. PROJECTED EMPLOYMENT DATE:	**26 May 2010**
d. SELECTING SUPERVISOR:	**Chief, Information Management, Support Division**

3. The basic qualification requirements are:

a. Military Service: Members of the active California Air National Guard in the grades of E-4 through E-6 may apply.

b. Education/Experience: Completion of military education and civilian requirements commensurate with the grade of the applicant is required. ***Attach documentation to support this requirement***.

c. Military Assignments: Assignments appropriate to the grade of the applicant.

d. Communication Skills: Must possess excellent written and verbal communication skills; the ability to communicate effectively with individuals at all levels in both civilian and military organizations.

e. 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***.

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

g. Applicant must have a Secret security clearance, or be eligible and apply and qualify for a Secret security clearance, upon appointment.

h. Possess a 5 skill-level Air Force Specialty Code, preferably in Personnel or Knowledge Operations career field.

i. Knowledge of mission, objectives, terminology and management practices in the activity, the agency and the department to recognize probable areas of interaction and overlap between proposed and existing systems.

j. Knowledge of computer systems, and system software such as Automated Reserve Order Writing System (AROWS), and electronic mail system with the ability to manage, plan and organize those systems.

4. Principal duties and responsibilities:

The incumbent functions under the general supervision of the Knowledge Operations Supervisor, Support Directorate and performs the following duties:

a. Receives requests for various Federal awards and decorations, special trophies and awards, and State decorations from units and performs all necessary research, data analysis, quality review, and processing.

b. Responsible for writing endorsements for TAG and CA ANG Commander.

c. Provides guidance to base level awards and decoration monitors, serving as Air Division liaison on all matters relating to awards and decoration programs and performs necessary administrative tasks associated with processing awards and decorations at the State Headquarters level.

d. Assists in managing the California Air National Guard Selective Retention Program, ensuring compliance with policies, procedures, and deadlines established in governing directives and local checklists.

e. Performs duties with the California National Guard, Joint Operations Center (JOC) during state emergencies.

f. Ensures all required reports are timely and accurate and distributed during State emergencies.

g. Monitors completion of payroll documents for CA ANG members ordered to State Active Duty during and immediately after State emergencies.

5. 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.

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

7. Interested applicants must submit a completed OTAG Form 900-8 (SAD Appointment Application) and 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 CAAG-SP website 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 12 May 2010. Applications will not be accepted via fax or email Only applicants currently serving***

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on active duty Title 10 OCONUS orders may submit their applications, along with all required documentation, via e-mail to cheryl.arbaugh@ng.army.mil. Submit T10 orders with e-mailed documents.

FOR THE ADJUTANT GENERAL:

Jeffrey W. Magram (22 Apr 10)
JEFFREY W. MAGRAM
Lieutenant Colonel, CA ANG
Director, State Personnel Programs

The following is a suggested check sheet for each individual applicant to review to provide the most complete and accurate application up front. 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?	