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

CAAG-SP

10 May 2010

MEMORANDUM FOR See Distribution

SUBJECT: State Active Duty Vacancy Announcement 2010-36 24 May 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. This position is a temporary backfill for a service member currently on an extended leave of absence. The period of appointment will be from 60 days up to 12 months 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, retired or California State Military Reserve pay grade, not to exceed E-6.*** This vacancy announcement will expire on 24 May 2010 unless sooner rescinded.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 the suggested checklist at the end of this announcement.

a. TITLE AND PAY GRADE:	**Assistant Operations NCO (SAD E-6)**
b. EMPLOYMENT LOCATION:	**Joint Force Headquarters, Sacramento, CA**
c. PROJECTED EMPLOYMENT DATE:	**14 June 2010**
d. SELECTING SUPERVISOR:	**J-33, Operations Branch Chief**

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-5 through E-7 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 qualify for security clearance at Secret level.

f. Must possess basic computer skills and knowledge of Microsoft Office suite of applications, to include Word, Excel and Power Point.

g. 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.*** If a current member of the California State Military Reserve or a Retired California Army/Air National Guard service member, 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. Appropriate military uniform with federally recognized, or CSMR recognized, rank will be worn in accordance with military regulation.

4. Desirable qualifications include:

a. Ability to work with little or no supervision.
b. Ability to effectively problem solve and communicate with the utmost professionalism.

5. Principal duty functions:

The incumbent works under the supervision of the Operations NCOIC and Battle Captain and performs the following duties:

a. Reviews, monitors, replies to, forwards and distributes incoming e-mails, telephone calls, faxes and written requests.
b. Monitors and provides responses on both Federal and State emergency operations.
c. Provides data updates to both subordinate units and higher echelons using spreadsheets, faxes, e-mails, forms and reports.
d. Retrieves data from different sources such as regulations, SOPs, Internet and multi-hazard plans for mission support.
e. Creates briefing slides using Powerpoint, conducts slideshows.
f. Assists in personnel management which includes mobilization of equipment and personnel.
g. Creates brief reports to personnel coming on and off, and during shifts.
h. Reviews and analyzes information to determine level of importance, accuracy and content and forwards to proper division personnel. Communicates with others to ensure information is current and answers questions concerning information/content.
i. Performs specialized tasks and duties for the Operations NCOIC and Battle Captain and other duties as assigned.

6. 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.

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 24 May 2010. Applications will not be accepted via fax or e-mail. Only applicants currently serving 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 (10 May 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?	