

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

CAJS-J1-SP

4 September 2012

MEMORANDUM FOR Members of the Active and Retired California National Guard and Active Members of the California State Military Reserve

SUBJECT: State Active Duty Vacancy Announcement 2012-71 – Expires 19 October 2012

1. The Military Department is accepting applications for the State Active Duty position indicated below. This vacancy announcement expires **19 October 2012** unless sooner rescinded. An appointment to this position provides full benefit status for the appointee and their beneficiaries. Continuation and subsequent extensions of service of the selected applicant will be determined by the individual's performance of duty and continuation of funding. ***The Soldier/Airman selected for this position will be paid at the SAD grade of 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 the suggested checklist at the end of this announcement.

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|-------------------------------|---|
| a. TITLE AND PAY GRADE: | Assistant Support NCO (SAD E-4) |
| b. EMPLOYMENT LOCATION: | Oakland Military Institute, Oakland, CA |
| c. PROJECTED EMPLOYMENT DATE: | 19 November 2012 |
| d. SELECTING SUPERVISOR: | Commandant, OMI |

The Oakland Military Institute is a smoke-free environment; smoking is not authorized on duty or on Academy premises.

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-3 through E-5 may apply. Applicants must have a military affiliation per Para 4-2a of CA ARNG 600-1/ANGI 36-2601. ***Retired members must submit a copy of their retirement orders, DD Form 214 or NGB Form 22. All others must submit written verification from their unit verifying their military status.***

b. Education/Experience: Completion of military education and civilian requirements commensurate with the grade of the applicant is required. ***Attach documentation of your highest level of civilian and military education. High school diploma, or equivalent, minimum.***

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

d. Must be First Aid and CPR certified. ***Attach documentation/certification in First Aid and CPR.***

e. Communication Skills: Must be able to communicate orally and in writing.

f. Applicant must meet and maintain physical fitness and height/weight requirements in accordance with published standards. ***Attach a current copy, within the last 12 months, of your military component's verification of these requirements (Army: DA Form 705; Air: computer generated Report of Individual Fitness).*** If a current member of the California State Military Reserve or a Retired

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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.

g. Appropriate military uniform with federally recognized, or CSMR recognized, rank will be worn in accordance with military regulation.

h. Must possess a valid state driver's license. ***Attach a copy of your current driver's license and Department of Motor Vehicle's printout. Unit DMV reports are not accepted.*** California residents may obtain, at cost, a copy of their DMV printout at the following website:

<https://www.dmv.ca.gov/wasapp/dr/vieworprintreport.do?method=Continue>.

i. Must be able to pass a DOJ/FBI background check.

j. Must have an operational knowledge of the California National Guard organization and the chain of command.

4. ADDITIONAL QUALIFICATIONS:

a. Training or education in human relations, equal opportunity or human awareness is desirable.

b. Experience working with youth is highly desirable.

c. Information Technology skills are required (Windows OS, Microsoft Office Suite).

d. Familiarity with AERIES student information system desirable; willingness to be trained in AERIES a requirement.

e. Must be able to work a flexible work schedule. Be able to fill in when needed at all military academies.

5. PRINCIPAL DUTY FUNCTIONS:

Under the direct supervision of the OMI NCOIC, provides administrative, logistical, and instructor support to the Training, Assessment, and Counseling (TAC) Team.

a. Assists with records of cadet merits/demerits, prepares correspondence, discusses cadet disciplinary issues with parents/guardians, and schedules parent/guardian appointments.

b. Assists with managing OMI cadet disciplinary detention system.

c. Assists with cadet disciplinary hearings.

d. Assists the school dean with administrative tasks relative to student discipline.

e. Assist with classroom instruction in Military Science and Physical Education in the absence of the TAC NCO.

f. Understand and be able to assist with instructing Drill and Ceremonies as outlined in FM 22-5, Military History, Leadership, physical education, and team development.

g. Assists the TAC team with administration of field trip documentation.

h. Assists with maintaining cadet service records, unit files, prepares strength reports and publishes orders.

i. Assists with order and discipline of cadets while in the classroom environment.

j. Available for Emergency State Active Duty surge operations to assist State Personnel, Comptroller, and Joint Staff in the event of a State emergency.

k. 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

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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 required 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 <http://www.calguard.ca.gov/casp/Pages/sad/aspx> or by contacting Ms. Cheryl Arbaugh at (916) 854-3816 or DSN 466-3816. ***Original applications, with original signatures, and all required documentation, must be received in the State Personnel office no later than the close of business on Friday, 19 October 2012. USPS postmarks or delivery confirmation from UPS/FEDEX will not be accepted. If you want to confirm that your application has arrived at the State Personnel office, you must call prior to COB on the closing date to confirm receipt. Calls after the closing date will not be accepted. Applications will not be accepted via fax or e-mail, except applicants currently serving on active duty Title 10 OCONUS orders who may submit their applications, along with all required documentation, via e-mail to StateJobsCA@ng.army.mil Submit Title 10 orders with e-mailed documents.***

FOR THE ADJUTANT GENERAL:

Andreas O. Garza (4 September 2012)
ANDREAS O. GARZA
LTC, JA, CA ARNG
Director, State Personnel Programs

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

Have you completed your application form and provided an original signature?	
Have you attached a copy of your height, weight & physical fitness verification? DA Form 705; computer generated Individual Readiness Fitness; or HT/WT/Military Appearance Memorandum	
Have you attached a copy of your highest level of civilian and military education?	
Have you attached documentation/certification in First Aid and CPR?	
Have you attached a copy of your valid state driver's license and DMV printout?	
Have you, as a Retiree , attached a copy of your retirement orders, DD 214, or NGB 22?	
Have you, as a CSMR member , attached a copy of your orders or other validating documentations?	
Have you, as a Deployed soldier, attached a copy of your Title 10 OCONUS orders?	