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

CAJS-J1-SP 26 September 2012

MEMORANDUM FOR Members of the Active California Air National Guard

SUBJECT: State Active Duty Vacancy Announcement 2012-80 – Expires 11 October 2012

1. The Military Department is accepting applications for the permanent State Active Duty position indicated below. Continuation and subsequent extension of service of the selected applicant will be determined by the individual's performance of duty and continuation of funding. This vacancy announcement will expire on ***11 October 2012*** unless sooner rescinded.

2. This announcement has minimum requirements. Failure to comply with any of 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. ***The Airmen selected for this position will be paid at the pay grade of E-5, with up to four years.***

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| **a. TITLE AND PAY GRADE:** | **Security Specialist (SAD E-5 Capped at 4 Years)** |
| **b. EMPLOYMENT LOCATION:** | **Moffett Federal Airfield, Moffett, CA** |
| **c. PROJECTED EMPLOYMENT DATE:** | **11 November 2012** |
| **d. SELECTING SUPERVISOR:** | **Security Forces Superintendent** |

3. The basic qualification requirements are:

a. Military: 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 educational and civilian requirements commensurate with the grade of the applicant. Must be a High School graduate or GED equivalent. ***Attach a copy of your highest level of civilian education, high school diploma, or equivalent, at minimum.***

c. Must have a minimum of two years experience in civilian or military law enforcement or security experience equivalent to 3P031 or 3P0X1 AFSC skill level, or compatible military police identifier. Completion of basic security forces course or military police school or equivalent law enforcement course.

d. Knowledge of basic principles of first aid, fire prevention, safety, and human relations. ***Attach appropriate copies to support each knowledgeable area, or provide written background regarding each knowledgeable area.***

e. 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.

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

g. 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.

h. Must qualify for security clearance at Secret level.

i. Must be qualified, and remain qualified, to bear firearms during the course of employment. Additionally, members must be capable of passing Use of Force training and complete DD Form 2760 Qualification to Possess Fire Arms or ammunition annually.

j. Must qualify, as required, on all authorized equipment and use of force options.

k. Must be capable of taking prompt and efficient action in cases of fire, attempted theft, espionage, sabotage and other acts detrimental to safeguarding property and ANG resources.

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

m. 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. (Computer generated Report of Individual Fitness).***

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

4. Principal duty functions:

Works under the direct supervision of the Security Forces Manager at Moffett Federal Airfield and is responsible for the following duties:

a. Performs security and resource protection duties within the ANG area of responsibility. Patrols installation to insure federal property and ANG resources are properly secured.

b. Controls entry to the 129th RQW Installation as certified Installation Entry Controller.

c. Responds to all installation emergencies, i.e. aircraft mishaps/accidents, personnel injuries, vehicle accidents and fire or hazardous materials incidents.

d. Conducts physical security checks of installation property.

e. Writes reports and takes statements.

f. Performs duties as the Base Defense Operations Center (BDOC), operates and monitors all security communication systems, phones & radios, to include Intrusion Detection System and duress alarms. Maintains communications with the base patrol and other law enforcement agencies.

g. Performs duties as Intrusion Detection Monitor and maintains communications with the base patrol and other law enforcement agencies.

h. Dispatches and coordinates field units when tactically responding to emergencies or incidents.

i. Contacts local, federal or civil law enforcement officials to obtain assistance when ANG resources are threatened.

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

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

l. Performs other similar duties as assigned.

5. The airman 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: CAJS-J1-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) 854-3816 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 Thursday, 11 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 (26 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.

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| Have you completed your application form and provided an **original** signature? | |
| Have you attached a copy of your highest level of civilian education? | |
| Have you attached documentation to support your knowledge of basic principles of first aid, fire prevention, safety, and human relations? | |
| Have you attached a copy of your height, weight & physical fitness verification? | |
| Have you attached a copy of your current driver's license **and** DMV printout? | |
| Have you, as a **Deployed** airman, attached a copy of your Title 10 OCONUS orders? | |