

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

CAJS-J1-SP

28 September 2012

MEMORANDUM FOR Active Members of the California Air National Guard

SUBJECT: State Active Duty Vacancy Announcement 2012-81 - Expires 26 October 2012

1. The Military Department is accepting applications for the State Active Duty position indicated below. This vacancy announcement expires **26 October 2012** unless sooner rescinded.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 service member selected for this position will be paid at the SAD grade of E-7.*

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 checklist at the end of this announcement.

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|-------------------------------|------------------------------------------------|
| a. TITLE AND PAY GRADE: | Operations and Logistics Support NCO (SAD E-7) |
| b. EMPLOYMENT LOCATION: | HQ CA ANG, Sacramento CA |
| c. PROJECTED EMPLOYMENT DATE: | 26 November 2012 |
| d. SELECTING SUPERVISOR: | Director of Operations |

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. Applicants must have a military affiliation per Para 4-2a of CA ARNG 600-1/ANGI 36-2601.
- 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.*
- c. Military Assignments: Assignments appropriate to the grade of the applicant.
- d. Communication Skills: Must possess sound verbal and written skills in order to effectively communicate across a broad spectrum of both military and government agencies, prepare operational publications and draft executive correspondence.
- e. Ability to interpret, apply and enforce a wide variety of DoD, Air Force, Air National Guard and Joint publications in a regulatory environment.
- 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 computer generated Report of Individual Fitness.*
- g. Appropriate military uniform with federally recognized rank will be worn in accordance with military regulation.
- h. Must possess a working knowledge of both Federal and State Mission requirements, organization and administration of the Air Force and Air National Guard.
- i. Must have working knowledge of Microsoft Office suite of applications and web based publishing systems and requirements.

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j. Possess an operations, logistics, command and control or maintenance background. Possess a basic understanding of Joint Operations.

k. Have a demonstrated ability to make routine managerial decisions, exercise independent judgment and effectively prioritize a diversified workload.

l. Possess the minimum of a Secret clearance.

4. PRINCIPAL DUTY FUNCTIONS:

Incumbent functions under the general supervision of the Operations NCOIC. Additional supervision by the Director of Operations is of a general nature, normally provided only when broad policy or procedural changes are developed or implemented. The Director of Operations or Director of Logistics accomplishes review of work as applicable. Incumbent exercises considerable independent judgment in performance of duties.

a. Responsible for the utilization and oversight of computer programs and data used for the effective management of the California Air National Guard (CA ANG) OCONUS Deployment and Governor's Consent Program, inspection, and major state emergency and federal exercise schedules for the five major CA ANG organizations.

b. Manages, prepares and receives written and electronic correspondence from field units and the National Guard Bureau. Prepares and manages information and supporting materials for the Director of Operations and Operations NCOIC, Air.

c. Coordinates with ANG units and the Joint Operations Center (JOC) in order to track/report all CA ANG Title 10/32 and State Active Duty (SAD) deployments in support of Civil Authorities, generates summary reports (weekly, monthly, quarterly, and annually) on force structure, location, duration, and mission requests. Builds and manages State Mission Folders. Supports Joint Operations Center (JOC) and Air Operations Center (AOC) as required. Manages accessibility of state and federal emergency response architecture, concept of operations, standard operating procedures, and briefings to ensure rapid and reliable access during state and federal emergencies.

d. Performs duties as Air Guard liaison NCO to the California National Guard Joint Operations Center (JOC) or Air Operations Center (AOC) Operations NCO during state emergencies. Ensures the collection and processing of CA ANG State Forms/Data submitted by field organizations during state missions and disseminates applicable mission information to the JOC. Maintains State plans index, State Designed Operational Capabilities as well as Federal Designed Operational Capabilities information. Maintains and distributes CA ANG Emergency Notification Roster. Manages the maintenance and filing of Governor's Office of Emergency Services (OES) mission folders and updates OES mission tracking spreadsheets for the Chief of Plans. Provides education and assistance to the field on reporting and documentation requirements during state emergencies. Assists in the preparation and support of State Headquarters annual State Plans Conference.

e. Assists with Joint Information Exchange Environment (JIEE) and Requests for Information (RFI) and responses to the Joint Operations Center, National Guard Bureau, and ANG/CAT.

f. Supervises T10/T32/SAD enlisted personnel activated and deployed to JFHQ/Air Division for State emergency operations support. Incumbent must possess military grade of E-6 or higher for these duties.

g. Manages suspense system for field organization responses to all major inspection discrepancies. Assists Director of Operations and Director of Logistics with coordination of discrepant item review with Headquarters offices to ensure positive, corrective action has been accomplished by the subordinate organization. Tracks forecasted inspections/official visits through MAJCOM, NGB and field organizations. Posts inspection results and files inspection reports as required.

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h. Coordinates with CA ANG units and Joint and Army components to perform federal and state equipment inventories. Maintains accountability of Federal and State equipment inventories. Assists in answering Requests for Information (RFI).

i. Serves as federal and state equipment custodian and State Historical Property Custodian. Responsible for the safeguarding, acquisition and disposition of Air Division equipment, to include federal Custodian Authorization Custody Receipt Listing (CA/CRL) items, and state property.

j. Serves as personal wireless communications systems manager, ensuring acquisition, distribution, accountability, and disposition of Information Technology (IT) equipment for Air Division personnel.

k. Builds and maintains statewide equipment readiness and availability tracking system and coordinates with A4 and J4 on logistics readiness requirements. Assists in answering Requests for Information (RFI).

l. Maintains personnel status and deployment tracking for Air Division personnel TCO. (Ensures compliance with CFI 10-106.)

m. Compiles information for state emergency A4 resources continuity binder.

n. Serves as HQ CA ANG Unit Deployment Manager (UDM) for JFHQ assigned airmen deploying to federal missions. Ensures all training, equipping and preparation are completed prior to deployment.

o. Serves as statewide equipment accountability manager. Coordinates with ANG field units J4 and state property book holder. Compiles statewide vehicle and property accountability reports to include monthly vehicle usage. Coordinates vehicle/trailer registration and licensing.

p. Orders supplies and develops supply requests as required.

q. Performs other duties as assigned by the A3 or A4.

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: 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, 26 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**

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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 (28 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 highest level of civilian and military education?	
Have you attached a copy of your height, weight & physical fitness verification?	
Have you, as a Deployed soldier, attached a copy of your Title 10 OCONUS orders?	