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

****** Amended Qualifying Grades ******

CAJS-J1-SP 27 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 2012-82 – Expires 16 November 2012

1. The Military Department is accepting applications for the State Active Duty position indicated below. This vacancy announcement expires ***16 November 2012*** unless sooner rescinded.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 officer for this position will be paid at the SAD grade of 0-1.***

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:	**Director, STARBASE (SAD 0-1)**
b. EMPLOYMENT LOCATION:	**JFTB, STARBASE, Los Alamitos, CA**
c. PROJECTED EMPLOYMENT DATE:	**15 December 2012**
d. SELECTING SUPERVISOR:	**Executive Officer, Youth and Community Programs Task Force**

STARBASE 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 0C through 0-2 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. Baccalaureate degree with strong management experience is required. ***Attach documentation of your highest level of civilian <u>and</u> military education.***

c. Must have current California State Teaching Credential. ***Attach documentation to support this requirement.***

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

e. Communication Skills: Must be able to communicate effectively 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 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 both State and Federal background checks.

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

4. ADDITIONAL QUALIFICATIONS:

a. Aerospace knowledge desirable.
b. Experience working with youth or youth organizations preferred.
c. Computer skills with IBM compatible, MS Office experience.

5. PRINCIPAL DUTY FUNCTIONS:

Works under the direct supervision of the Executive Officer, Youth and Community Programs Task Force.

a. Manages and administers the JFTB Los Alamitos STARBASE Program, achieving STARBASE goals and objectives set forth by the National Guard Bureau and the Youth and Community Programs Task Force Commander.

b. Acts as military, industry, community and educational liaison.

c. Budget and Purchasing management.

d. Supervision of STARBASE Headquarters staff and cadre, overseeing the activities of teachers and supporting staff at Los Alamitos.

e. Responsible for the accurate reporting of student data and other statistical data required by DoD and NGB.

f. Instructs classes for students.

g. Coordinates class schedules with supporting school districts.

h. Develops partnerships for further funding and secures grants for program continuation and expansion.

i. Responsible for the safety, health, morale and well-being of all academy personnel and participants, and establishes effective working relationships with participating school districts.

j. Responsible for monitoring and evaluating the quantity and quality of academy activities, ensuring that they meet the standards prescribed in the Master Cooperative Agreement and SOP.

k. Available for ESAD surge operations to assist State Personnel, Comptroller, and Joint Staff in the event of the State emergencies.

l. Works flexible work schedule to include nights and weekends when the academy mission dictates.
m. Performs a wide variety of additional duties.

6. The officer 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 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, 16 November 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 (27 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, to include documentation to support current California State Teaching Credential?	
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 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?	