

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

CAJS-J1-SP

18 October 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 2012-84 – Expires 8 November 2012

1. The Military Department is accepting applications for the State Active Duty position indicated below. This vacancy announcement expires **8 November 2012** unless sooner rescinded.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 selected for this position will be paid at the SAD grade of 0-3.***

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:	Strategic Planner (SAD 0-3)
b. EMPLOYMENT LOCATION:	JFHQ, Sacramento CA
c. PROJECTED EMPLOYMENT DATE:	10 December 2012
d. SELECTING SUPERVISOR:	Director, J5

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 0-2 through 0-4 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. Masters Degree is desirable. ***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 be able to communicate orally and in writing. Must have demonstrated ability to write clearly and concisely in accordance with Army, Air Force and/or Joint Regulations.

e. Must be knowledgeable in Military Planning Procedures including MDMP or equivalent.

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

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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 have thorough knowledge of the organizational structure of the California Army National Guard and California Air National Guard and their chains of command.

4. PRINCIPAL DUTY FUNCTIONS:

General supervision and guidance will be received from the Director, J-5. Daily supervision will be provided by the Deputy J5 or Chief of Plans. Completed work is evaluated on the basis of the individual's effectiveness in developing, coordinating, and writing operational and concept plans for Defense Support to Civil Authorities in accordance with State and Federal Army, Air Force, and Joint guidance and doctrine.

a. From broad mission guidance published by the Director, J5, or other designated authority, the incumbent develops and implements actions individually or in concert with a Joint Planning Group to prepare concept plans, exercise plans and operations plans.

b. Incumbent will recommend priorities, planning objectives, resource requirements, and other factors relative to the ability of the command to plan for assigned and potential missions.

c. Plans, coordinates, and facilitates the operational planning efforts of the department as either an individual task or as part of a Joint Planning Group in accordance with applicable federal and state regulations, laws, and policies.

d. Facilitates efforts of Joint Planning Groups (JPG) to include establishing work plans, conducting the efforts necessary to develop products, deconflicting efforts to ensure cohesive plans.

e. Coordinates with state and federal planners from supporting and supported organizations to ensure continuity of planning efforts.

f. Develops training tools and programs to properly prepare selected members within the organization to function in a doctrinally accurate military planning environment.

g. Supports the planning efforts of subordinate elements by providing facilitation, training, evaluation, and review of products developed.

h. Serves as a member of Operational Planning Group in support of Defense Support to Civil Authorities (DSCA) and other operational activities.

5. 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.

6. Reimbursement for moving and relocation expenses ***will not*** be paid.

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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/asp> 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, 8 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 (18 October 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? 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?	