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

NGCA-JSD-SP 14 January 2013

MEMORANDUM FOR Members of the Active California Air National Guard

SUBJECT: State Active Duty Vacancy Announcement 2013-03 - Expires 11 March 2013

1. The Military Department is accepting applications for the State Active Duty positions indicated below. This vacancy announcement expires ***11 March 2013*** unless sooner rescinded. An appointment to these positions provide full benefit status for the appointees and their beneficiaries. Continuation and subsequent extensions of service of the selected applicants will be determined by the individuals' performance of duty and continuation of funding. ***The Airmen selected for these positions will be paid at the SAD grade of E-5, with up to four years.***

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.

a. TITLE AND PAY GRADE:	**Security Guard (SAD E-5, Capped at 4 Years)** **Three Positions Open**
b. EMPLOYMENT LOCATION:	**Southern California Logistics Airport, CA**
c. PROJECTED EMPLOYMENT DATE:	**1 April 2013**
d. SELECTING SUPERVISOR:	**Security Forces Manager**

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. 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. 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 be willing to be reassigned to the 163rd RW if selected.

d. 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 military police school.

e. Must possess a valid state driver's license. ***Attach a current copy, within the past six months, of your 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.

h. Must qualify for security clearance at Secret level.

i. Must be qualified to bear firearms during the course of employment.
j. 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.
k. 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 Report of Individual Fitness.***
l. 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 the March Air Reserve Base and is responsible for the following duties:

a. Performs security and resource protection duties within the ANG area of responsibility to include March Air Reserve Base. Patrols installation to insure federal property and ANG resources are properly secured.
b. Controls entry to the Southern California Logistics Airport (SCLA) as certified Installation Entry Controller to include March Air Reserve Base.
c. Supports the mission as a member of the Security Response Team.
d. Responds to all installation emergencies, i.e. aircraft mishaps/accidents, personnel injuries, vehicle accidents and fire.
e. Conducts physical security checks of installation property.
f. Writes reports and takes statements.
g. Performs duties as the Central Security Control (CSC) Controller, operates and monitors all security communication systems, phones & radios, to include Intrusion Detection System and duress alarms.
h. Performs duties as Intrusion Detection Monitor and maintains communications with the base patrol and other law enforcement agencies.
i. Operates and monitors security surveillance camera system that provides surveillance to the entire installation.
j. Dispatches and coordinates field units when tactically responding to emergencies or incidents.
k. Contacts local, federal or civil law enforcement officials to obtain assistance when ANG resources are threatened.
l. Handles emergencies until appropriate key personnel are contacted and they assume responsibility for the situation.
m. Performs other similar duties as assigned.

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 NGCA-JSD-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 Monday, 11 March 2013. 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:

Mirtha Villarreal-Younger (14 January 2013)
MIRTHA VILLARREAL-YOUNGER
MAJ (CA), CSMR
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 education?	
Have you attached a copy of your current DMV printout?	
Have you attached a copy of your current Report of Individual Fitness?	
Have you, as a **Deployed** airman, attached a copy of your Title 10 OCONUS orders?	