

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

NGCA-JSD-SP

22 January 2013

MEMORANDUM FOR Members of the Active California National Guard and Active Members of the California State Military Reserve

SUBJECT: State Active Duty Vacancy Announcement 2013-06 – Expires 21 February 2013

1. The Military Department is accepting applications for the State Active Duty position indicated below. This vacancy announcement expires 21 February 2013 unless sooner rescinded.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 Soldier/Airman selected for this position will be paid at the SAD grade of E-4.*

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: | Assistant Medical NCO (SAD E-4) |
| b. EMPLOYMENT LOCATION: | Grizzly Youth Academy, Camp San Luis Obispo, CA |
| c. PROJECTED EMPLOYMENT DATE: | 11 March 2013 |
| d. SELECTING SUPERVISOR: | Commandant, Grizzly Youth Academy |

Grizzly Youth Academy 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 California National Guard or active members of the California State Military Reserve (CSMR) in the grades of E-3 through E-5 may apply. CSMR members who have no prior federal military experience must be a member of the CSMR for a minimum of two years. Qualifying service in the active militia must have been within 24 months of the closing date of this vacancy announcement. Applicants must have a military affiliation per Para 4-2a of CA ARNG 600-1/ANGI 36-2601. *CSMR members must submit a copy of their CSMR orders with their application.*

b. Education/Experience: Completion of military education and civilian requirements commensurate with the grade of the applicant is required. Successful completion of high school or GED equivalent. *Attach documentation of your highest level of civilian education. High school diploma, or GED equivalent, minimum.*

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

d. Communication Skills: Must be able to communicate orally and in writing, with tact and courtesy in all contacts with visitors, military personnel, and the general public.

e. Must have knowledge of medical operations and procedures.

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- f. Possess working experience as a medic at the Company/Battalion/Squadron level or higher.
- g. Must have civilian or military education as a medic, medical specialist, or medical technician.
- h. Minimum of two years experience as a combat medic, medical specialist, or medical technician.
- i. 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; CSMR: 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.)*
- j. Appropriate military uniform with federally recognized, or CSMR recognized, rank will be worn in accordance with military regulation.
- k. Must possess a valid state driver's license. *Attach a copy of your current, within the last six months, 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>.
- l. Must be willing to work a flexible schedule, including nights and weekends, when the Academy mission dictates.

4. Principal duty functions:

The Assistant Medical NCO works under the direction of the Medical Services Supervisor and provides medical support to the Grizzly Youth Academy. The incumbent provides additional duties such as:

- a. Provides medical treatment to Grizzly Youth Academy students within the limits established for Youth Programs Clinic.
- b. Assists the Medical Services Supervisor and Medical NCO in conducting sick call for students.
- c. Administers medication and inoculations as directed by the Medical Services Supervisor and/or Medical NCO.
- d. Performs first aid when necessary, or assists the academy cadre in providing initial treatment to injured students.
- e. Assists with presenting professional training to academy staff.
- f. Provides general guidance in personal hygiene and healthy lifestyle practices to cadets.
- g. Transports and provides supervision for cadets at medical appointments in the local area.
- h. Is available for Emergency State Active Duty surge operations to assist State Personnel, Comptroller, and the Joint Staff in response to State emergencies.
- i. 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.

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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: NGCA-JSD-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 Thursday, 21 February 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 (22 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 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 current DMV printout?	
Have you, as a CSMR member , attached a copy of your CSMR orders?	
Have you, as a Deployed soldier , attached a copy of your Title 10 OCONUS orders?	