

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

Amended Checklist

NGCA-JSD-SP

30 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 2013-07 - Expires 28 February 2013

1. The Military Department is accepting applications for the State Active Duty position indicated below. This vacancy announcement expires ***28 February 2013*** unless sooner rescinded.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 officer selected for this position will be paid at the SAD grade of 0-4.***

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: | MSCA MSO Officer (SAD 0-4) |
| b. EMPLOYMENT LOCATION: | JFHQ, Sacramento CA |
| c. PROJECTED EMPLOYMENT DATE: | 1 April 2013 |
| d. SELECTING SUPERVISOR: | Director, J3 |

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 0-3 through 0-5 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.***

b. Education/Experience: Completion of military education and civilian requirements commensurate with the grade of the applicant is required. Must possess a Bachelor of Arts or Science degree from an accredited college or university. ***Attach documentation of your highest level of civilian and military education.***

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

d. Must have, at a minimum, three years of continuous experience in the management of planning, coordination and execution of military support operations at Wing/Brigade or higher operations level.

e. Must have experience with interagency coordination and strategic planning.

f. Possess strong supervisory and management skills and be able to make timely, well considered decisions. Possess strong problem solving skills and the ability to exercise independent judgment and initiative.

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g. Must demonstrate proficiency in military operations with a thorough knowledge of Federal and State emergency response procedures and requirements.

h. Must possess a detailed knowledge in statewide emergency response activities with a strong understanding of the SEMS and ICS.

i. Communication Skills: Possess excellent written and verbal communications skills and have the ability to effectively communicate with individuals at all levels in both the civilian and military community.

j. Must have a thorough knowledge of the CNG organizational structure and capabilities.

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 military component's verification of these requirements (Army: DA Form 705; Air: computer generated Report of Individual Fitness; CSMR: complete and sign the Height, Weight and Military Appearance Verification form available at <http://www.calguard.ca.gov/casp/Pages/sad.aspx> that indicates your current medical fitness.)*

l. Must be able to pass both State and Federal background checks. Continuation of employment is contingent upon maintaining favorable State and Federal background checks.

m. Appropriate military uniform with federally recognized, or CSMR recognized, rank will be worn in accordance with military regulations.

4. Principal Duty Functions:

Under the direct supervision of the J3, incumbent is responsible for the planning of short-term, immediate and long-term objectives, as well as:

a. Supervises and manages all aspects of future operations functions and activities for the department.
b. Develops OPLANS, OPORDS and FRAGOS outside long-term planning threshold.
c. Responsible for preparing the CNGs MSCA contingency/crisis action response plan and operational procedures.

d. Operates in a 24/7 environment to provide planning for the CNG.

e. Manages all activities of personnel performing operations in section.

f. Prepares work schedules and assigns duties to operations personnel to ensure efficient operation of the section.

g. Plans exercises to evaluate and enhance operational readiness and command and control.

h. Establishes procedures and monitors implementation of programs, policies and plans.

i. Coordinates, presents and synchronizes operations capabilities with DoD services and civil authorities to ensure effective interoperability and support to civil authorities.

j. Represents the CNG with civilian emergency responders and planners.

k. Responsible for coordinating with Joint/Special staffs and military components through the JOPES process.

l. Periodically reviews employees' work to insure sufficient accuracy and attention to detail to accomplish the mission.

m. Conducts annual performance appraisals and quarterly counseling to enhance employee performance.

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

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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: 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, 28 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 (30 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 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 current DMV printout? <i>Amended to delete this requirement</i>	
Have you, as a CSMR member, attached a copy of your CSMR orders?	
Have you, as a Deployed soldier/airman, attached a copy of your Title 10 OCONUS orders?	