

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

NGCA-JSD-SP

7 February 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 2013-10 - Expires 8 March 2013

1. The Military Department is accepting applications for the State Active Duty position indicated below. This vacancy announcement expires **8 March 2013** unless sooner rescinded.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 service member selected for this position will be paid at the SAD grade of E-6.*

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: | Community Relations NCO (SAD E-6) |
| b. EMPLOYMENT LOCATION: | JFHQ, Sacramento, CA |
| c. PROJECTED EMPLOYMENT DATE: | 1 May 2013 |
| d. SELECTING SUPERVISOR: | Director, Strategic Communications |

3. The *basic* qualification requirements are:

a. Members of the active California National Guard or active members of the California State Military Reserve (CSMR) in the grades of E-5 through E-7 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. Completion of military education and civilian requirements commensurate with the grade of the applicant is required. *Attach documentation of your highest level of civilian and military education.*

c. Military assignments appropriate to the grade of the applicant are required.

d. Applicant must have at least two years experience in administrative management.

e. Must be willing to travel extensively, both in and out of state, when required.

f. Must have excellent written and verbal communication skills and be able to communicate effectively with individuals at all levels in the legislature, community, and military organizations. Must be able to interface with individuals in the higher echelons of government with ease, proper protocol, and decorum.

g. Must be proficient in Microsoft Windows XP and Windows Vista, with a working knowledge of the Microsoft Office features of Word, Excel, Outlook and Power Point.

h. 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*

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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 military fitness.)

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

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

k. 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>.

l. Applicant must have an operational knowledge of the California National Guard organization and the chain of command.

4. Desirable Qualifications:

- a. Ability to use and be proficient in still and video photography.
- b. Knowledgeable with State and Federal public affairs policies and procedures.
- c. Ability to type at a minimum of 35 words per minute.

5. PRINCIPAL DUTY FUNCTIONS:

The Community Relations NCO acts as the Non-Commissioned Officer in Charge of Community Relations (ComRel) events and performs under the guidance and supervision of the Strategic Communications Office in coordination with Public Affairs. This position provides oversight and supervision to the enlisted Public Affairs personnel and performs the following duties:

a. Fields phone calls and e-mails from community members inquiring about community events. Advises on possible support, probability of approval and request processes. Provides required paperwork and instructions to event organizers. Returns calls and e-mails to community members regarding approvals or denials of requested event support, explaining regulations and policies in cases of denials and offers possible solutions or alternatives. Reviews Requests for Armed Forces Participation in Public Events (DD Forms 2536/2535) and determines if they meet the criteria of applicable regulations. Follows-up with Army Headquarters, Air Division and Command Section on requested events and pending support.

b. Ensures adherence to ComRel command policies; responsible for reviewing events in the public sector and advises the Public Affairs Director to approve or deny support from CMD assets and personnel to these events.

c. When necessary, works irregular hours and on weekends in order to attend and provide assistance at significant ComRel events without additional overtime compensation.

d. Reviews entertainment industry requests to ensure regulation compliance before coordinating with NGB and/or Army and Air Force Public Affairs for approval. Reviews and advises on Production Assistance Agreements. Ensures all requests will show the military in the best possible light without additional costs to the government.

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e. Briefs the chain of command on upcoming ComRel events, significance of events, and accepted, denied or pending support of events. Attends the Adjutant General's "calendar scrubs" and Public Affairs update meetings. Documents the Adjutant General's attendance and participation at community events. Briefs the Adjutant General of relevant ComRel events.

f. Advises the supervisor and Public Affairs staff of the most current directives governing administrative procedures, provides guidance on application of directives, and resolves issues as they relate to administrative functions.

g. Directs enlisted personnel on how to complete memorandums, reports and other administrative documents pertinent to the Public Affairs office; conducts training as necessary. Mentors enlisted personnel on how to interact with community members and how to quote regulations.

h. Reviews and edits memorandums, reports, slides, calendar data and other miscellaneous documents created and updated by Public Affairs enlisted personnel.

i. Assists in preparation of the Daily Activity Report (DAR) and the Week in Review (WIR). Assists in preparation and dissemination of press releases and media advisories. Submits articles and content to Grizzly Magazine.

j. Prepares After-Action Reviews at the conclusion of ComRel events.

k. Conducts training at Unit Public Affairs Representative (UPAR) conferences and Family Readiness Group (FRG) volunteer seminars on the importance of ComRel paperwork and processes.

l. Assists and tracks requests for civilian International Travel Orders (ITO) related to public affairs missions. Ensures adherence to NGB, Army and Air Force regulations.

m. Submits photographs and articles to Grizzly Magazine regarding ComRel and CNG participation in community events. Assists in providing content and monitoring information on CNG Public Affairs portal, NGB website and social media sites such as Facebook, Twitter and Flickr.

n. Constructs submissions for various Public Affairs/Community Relations awards throughout the year.

o. Performs similar other duties within the Public Affairs directorate as assigned.

6. 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.

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: 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 Friday, 8 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***

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documentation, via e-mail to StateJobsCA@ng.army.mil Submit Title 10 orders with e-mailed documents.

FOR THE ADJUTANT GENERAL:

Mirtha Villarreal-Younger (7 February 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?	
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?	