

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

NGCA-JSD-SP

15 February 2013

MEMORANDUM FOR *Current State Active Duty Service Members of the California State Military Reserve*

SUBJECT: State Active Duty Vacancy Announcement 2013-13 - 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 This vacancy announcement expires **8 March 2013** unless sooner rescinded.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-8.*

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:	Senior Operations/Administrative NCOIC (SAD E-8)
b. EMPLOYMENT LOCATION:	JFHQ, Sacramento CA
c. PROJECTED EMPLOYMENT DATE:	1 July 2013
d. SELECTING SUPERVISOR:	Executive Officer, CSMR

3. The *basic* qualification requirements are:

a. *Current State Active Duty Service Members of the California State Military Reserve*, in good standing, in the grades of E-7 through E-9 may apply. *Attach a copy of your CSMR appointment 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. Must have excellent written and verbal communication skills and be able to communicate effectively with individuals at all levels within military and civilian organizations. *Attach a one-page memorandum, in military format, outlining why you believe you would be the best candidate for this position.*

e. Applicant must meet and maintain physical fitness and height/weight requirements in accordance with published standards. *Attach a current Height, Weight and Military Appearance Verification form available at <http://www.calguard.ca.gov/casp/Pages/sad.aspx> that indicates your current military fitness.*

f. Appropriate military uniform with CSMR recognized rank will be worn in accordance with military regulations.

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

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h. 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>.

i. Must have detailed knowledge of the California National Guard and California State Military Reserve organizations and their chain of commands, regulations, policies, procedures and military customs, protocol and courtesies.

#### 4. Additional Qualifications:

- a. Knowledgeable of military and State emergency support processes.
- b. Knowledgeable of principles and practices using modern methods of program management with special emphasis on fiscal, budget preparation and control, and problem solving skills. Outstanding database management and automation experience.
- c. Ability to understand and prepare military organizational charts, memorandums, instructions, SOPs, regulations and promotional materials. Ability to use the JFHQ computer network with minimal training or supervision.
- d. Possess the emotional stability to perform multiple tasks under difficult circumstances.

#### 5. Principal Duty Functions:

The Senior Operations/Administrative NCOIC performs under the day to day supervision of the CSMR Executive Officer, as well as under the supervision of the CSMR Commanding General, Deputy Commanding General, Chief of Staff and the CSMR Command Sergeant Major. The incumbent is expected to exercise a high degree of independent judgment, decision-making and discretion.

a. Reviews mission requests (both emergency and routine) and validates the appropriateness in relationship to current missions. In the absence of the Chief of Staff and Executive Officer, coordinates emergency and routine mission requirements at all levels throughout the State Military Reserve to include determining the correct "mix" of types of specialties and selecting the correct military equipment required. Originates and prepares formal requests for support missions to the CMD. Conducts continuing reviews of command activities and programs.

b. Manages the CSMR annual State budget. Helps set and establish budget priorities, develops budget procedures, tracks expenditures, ensures compliance with budget criteria, develops detailed budget reports, coordinates contracts, and administrative requirements and techniques. Identifies trends and develops analysis tools to provide timely reviews by the Chief of Staff and Executive Officer. Reviews requests for paid military SAD orders and, upon approval, prepares and submits orders to State Personnel for publication. Prepares pay documents, makes distribution to field commands and, upon completion of duty, reviews and submits pay documents to State Personnel.

c. Functions as administrative assistant to the Chief of Staff and Executive Officer. In the absence of the Commander, Chief of Staff, and/or Executive Officer, independently performs staff coordination and makes sound decisions based on the Commanding General's guidance and Commander's intent. Attends meetings in the absence of the Chief of Staff and/or Executive Officer as needed. Oversees overall administrative management for the CSMR. Prepares and manages military suspense and functional files, reviews and approves state travel claims prior to submission to the Comptroller office, and maintains CSMR database to prepare and run reports for senior staff.

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Maintains and submits CSMR Strength reports to JFHQ and CSMR senior staff. Interfaces with the Defense Travel System (DTS) for federal travel support to CSMR members as required.

d. Coordinates CSMR Recruiting activities with field recruiters. Provides guidance and counseling regarding the best placement of newly assigned CSMR members. Reviews enlistment packets for completeness. Directly supervises the CSMR Senior Recruiter.

e. Performs similar other military related duties 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.**

FOR THE ADJUTANT GENERAL:

*Mirtha Villarreal-Younger (15 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.

Are you a <b>Current State Active Duty Service Member of the California State Military Reserve</b> , and have you completed your application form with an <b>original</b> signature?	
Have you attached a copy of your CSMR orders?	
Have you attached a copy of your highest level of civilian <b>and</b> military education?	
Have you attached a one-page memorandum outlining why you believe you would be the best candidate for this position?	
Have you attached a copy of your Height, Weight and Military Appearance Memorandum?	
Have you attached a copy of your current DMV printout?	
Have you attached a copy of your CSMR orders?	