

STATE ACTIVE DUTY
VACANCY ANNOUNCEMENT
DIVISION OF MILITARY & NAVAL AFFAIRS 330
OLD NISKAYUNA ROAD
LATHAM, NEW YORK 11252
yolanda.terry2.nfg@army.mil

ANNOUNCEMENT NUMBER: MNBF/J8-SAD-001

Minimum Grade: E4

Maximum Grade: E8

POSITION TITLE: J8 State Active Duty (SAD) Coordinator

*This position is a NY Mil Law Section 46 State Active Duty position

MOS: All Considered

AFSC: All Considered

SALARY: Daily military pay equivalent to active duty of corresponding grade, rating and length of service, or \$125 a day, whichever is greater. **Service members cannot be paid for both State Active Duty and Federal Duty on the same day.**

UNIT & LOCATION: Division of Military and Naval Affairs HQ, Latham, NY

SELECTING OFFICIAL: Panel Interview

ELIGIBLE CANDIDATES: Applicants must be a drilling member in good standing in the New York Army National Guard, New York Air National Guard, Naval Militia.

POSITION DESCRIPTION:

MNBF/J8 is looking for strong candidates from the New York Army and Air National Guard and Naval Militia to form a J8 State Active Duty Administrative Team who exemplify strong morals and judgment, have leadership qualities, and are fit for duty. This position within the MNBF/J8 is temporary duty and is not permanent employment, however is considered to be a long term commitment. Chosen applicants will be responsible for a wide array of responsibilities and duties that include but are not limited to the area of SAD emergency procurement and purchasing, financial management, record keeping, reporting, reconciliation, review/auditing, and SAD policy and procurement training

QUALIFICATION: Applicants must be and remain “in good standing” with their home units. “In good standing” includes:

- Must have excellent communication and writing skills
- Must be proficient in using Microsoft Excel and Word
- Must be able to work from primary base -Latham HQ.
- Must have the ability to travel with flexible hours
- Permission from Federal or State Unit Commander to serve on State Active Duty
- Not flagged for any reason, medically or otherwise
- Applicants must have a valid driver’s license

APPLICATION INSTRUCTIONS:

Applicants must submit all of the required documents listed below via email to:
yolanda.terry2.nfg@army.mil

Applications and inquiries will only be accepted electronically via email. Phone calls or faxes are not accepted unless you are instructed to do so by MNBF/J8

Each email file attachment must include rank, last and first name, type of attachment (application/resume) and announcement number listed above.

SGT DOE, JOHN_MNBF/J8 APPLICATION_J8 COORDINATOR

REQUIRED DOCUMENTS:

- Application to perform State Active Duty (Application on DMNA Website under Jobs then SAD Tab)
- A Recommendation Letter from your Commander (dated within one year)
- Resume

RECOMMENDED DOCUMENTS:

- Other Letters of Recommendation

The MNBF/J8 will acknowledge the receipt of all documents and will inform Service Member of any issues or discrepancies with the application packet.

All application packets will be valid for six months. Service Members will be required to re-submit all documents once that time frame has been reached.

If a SM is selected to attend the interview panel, MNBF/J8 will contact the SM and provide additional information where applicable.

POINT OF CONTACT:

MNBF/J8 CONTACT
yolanda.terry2.nfg@army.mil