

CITIZEN PREPAREDNESS CORPS VACANCY ANNOUNCEMENT
DIVISION OF MILITARY & NAVAL AFFAIRS
330 OLD NISKAYUNA ROAD
LATHAM, NEW YORK 12110
ng.ny.cpc.application@army.mil

ANNOUNCEMENT NUMBER: CITIZEN PREPAREDNESS CORPS SAD 1

Minimum Grade: O-3

Maximum Grade: O-3

OPENING DATE: Immediate

CLOSING DATE: 04 Oct 2024

Number of Positions: 1

POSITION TITLE: CITIZEN PREPAREDNESS CORPS (CPC) OIC

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

MOS, AFSC, Designator: All considered

SALARY: Daily military pay equivalent to active duty of corresponding grade, rating and length of service. **Service Members cannot be paid for both State Active Duty and Federal Duty on the same day.** The position receives State Active Duty Entitlements, Protections and Benefits as outlined in the link listed below. <http://dmna.ny.gov/benefits/sad.php>

UNIT & LOCATION: Citizen Preparedness Corps, JFHQ, Latham, NY

SELECTING OFFICIAL: JFHQ-NY J3 Deputy Director

ELIGIBLE CANDIDATES: Applicants must be a drilling member in good standing with the New York Army National Guard, New York Air National Guard, or New York State Defense Forces. No relocation is authorized for this position.

POSITION DESCRIPTION: The Citizens Preparedness Corps (CPC) Officer in Charge (OIC) is responsible for the daily management and future planning of the CPC program. The OIC maintains direct oversight of the CPC HQ staff, (9) statewide, and (6) UASI teams. The OIC is responsible for the management of personnel and resources to ensure the successful planning and delivery of CPC events to meet/exceed program objectives. This position requires proactive communication across all levels to ensure operational efficiency and compliance with all directives. The position is located at 330 Old Niskayuna Rd., Latham, NY 12110.

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

“In good standing” includes:

- Permission from Federal Unit Commander to serve on State Active Duty
- Not medically flagged (Medically, disciplinary, or other.)
- No visible tattoos while wearing ACU/ABUs

Knowledge: The CPC-OIC should have expertise in military leadership, emergency preparedness and response operations, public outreach strategies, managing a sales/recruitment force, and public speaking.

Skills: The OIC will operate in an independent and fast-paced environment, requiring the highest degree of leadership, reliability, and integrity. Experience in military leadership, managing remote teams, and coordinating across multiple stakeholders is

critical. Strong communication, recruitment, and public outreach skills are necessary for ensuring mission success.

Abilities: Candidates should be able to lead small teams spread across multiple geographic locations, often working in a joint or interagency environment. The ability to recruit, motivate, and manage personnel, coupled with experience in personal emergency preparedness, is vital for this role.

Additional Considerations: Candidates fluent in additional languages—including American Sign Language—and have experience in recruitment, public speaking, and emergency response operations are strongly encouraged to apply.

APPLICATION INSTRUCTIONS:

Applicants must request and submit all the required documents listed below via email to: ng.ny.cpc.application@army.mil.

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

CPT DOE, JOHN_CPC APPLICATION_CITIZEN PREPAREDNESS CORPS SAD 1

REQUIRED DOCUMENTS:

- SAD application
- Letter of Good Standing signed by M-Day unit commander (dated within one year)

RECOMMENDED DOCUMENTS:

- Resume
- Letter of Recommendation
- Last three OERs or OPRs

The applicant coordinator will acknowledge the receipt of all documents.

If a SM is selected to attend the interview, the applicant coordinator will contact the SM and provide additional information.

POINT OF CONTACT:

SFC Ashley Bowen
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