

STATE ACTIVE DUTY  
VACANCY ANNOUNCEMENT  
DIVISION OF MILITARY AND NAVAL AFFAIRS  
330 OLD NISKAYUNA ROAD  
LATHAM, NEW YORK 12110

**ANNOUNCEMENT NUMBER:** MNBF/J8-SAD-002

**MINIMUM GRADE:** E3

**MAXIMUM GRADE:** E8

**POSITION TITLE:** J8 State Active Duty (SAD) Coordinator

\*This position is a New York Military Law Section 46 SAD position

**MOS:** All Considered

**AFSC:** All Considered

**SALARY:** Daily military pay equivalent to active duty utilizing corresponding grade, length of service, and dependency status.

**UNIT AND LOCATION:** Division of Military and Naval Affairs (DMNA), Joint Force Headquarters (JFHQ), Latham, New York

**SELECTING OFFICIAL:** Panel Interview

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

**POSITION DESCRIPTION:** MNBF/J8 is looking for a candidate who exemplifies strong morals and judgement with leadership qualities and are fit for duty. This position is temporary duty and is not permanent employment, however, is considered to be a long-term commitment. Applicants will be responsible for a wide array of duties that include but are not limited to: SAD emergency procurement, financial management, recording keeping, reporting, reconciliation, review, auditing and training. Primary duty station is DMNA, JFHQ located in Latham. New York State funded lodging, meals or mileage is not authorized.

**QUALIFICATIONS:** Applicants must be and remain in good standing with their home units. Qualifications needed for consideration:

- Excellent communication and writing skills
- Excellent organizational skills and attention to detail
- Proficient in using Microsoft Excel, Word and Power Point
- Ability to travel with flexible hours
- Permission from Federal or State Unit Commander to serve on SAD
- Not flagged for any reason, medically or otherwise
- Valid driver's license
- Must possess an active DoD Common Access Card (CAC)

**APPLICATION INSTRUCTIONS:** Applicant must submit all required documents listed below, via email to:

Rebecca Venduro at: [rebecca.a.venduro.nfg@army.mil](mailto:rebecca.a.venduro.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.

All files/attachments must include rank, last and first name, type of attachment (i.e., application, resume) and announcement number listed above. Example: SGT Doe, John MNBF/J8-SAD-002 Application

**REQUIRED DOCUMENTS:**

- Application to perform SAD
- Recommendation Letter from the Commander (dated within one year)
- Resume

MNBF/J8 will acknowledge receipt of all documents and will inform service members of any issues or discrepancies.

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

If a service member is selected for an interview, MNBF/J8 will contact the service member and provide additional information.