

ARMY ACTIVE GUARD RESERVE (AGR) CANVAS
JOINT FORCES HEADQUARTERS/HRO
5636 East McDowell Road, Bldg M5710
Phoenix, Arizona 85008-3495
PHONE (602) 629-4826: DSN 853-4826
WEBSITE: <https://dema.az.gov/careers/dema-jobs>

ANNOUNCEMENT NUMBER: 24-190C

DATE: 04 Nov 24

CLOSING DATE: 10 Nov 24

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:
SENIOR HUMAN RESOURCES SERGEANT, PARA 243 LINE 05, E7, 42A

APPOINTMENT FACTORS: **OFFICER()** **WARRANT OFFICER()** **ENLISTED(X)**

LOCATION OF POSITION:
W8AW AZARNG ELEMENT JF HQ, 5636 EAST MCDOWELL BLDG M5101PHOENIX AZ

WHO MAY APPLY:
Must be a current on-board AGR in the State of AZ within the grade(s) of E7 and E7.

AREA OF CONSIDERATION: This position is open to current members of the Arizona Army National Guard in the grades of: E7 and already be AGR in the state of Arizona. In order to be considered for this position's applicants must meet minimum qualifications as outlined on this announcement.

INSTRUCTIONS FOR APPLYING: The documents listed **WILL** be submitted "AS A MINIMUM". If any of the required documents are not reasonably available to you, a brief letter will be submitted citing the documents missing with a short explanation necessary to certify the soldier as eligible. **Failure to do so may result in a finding of ineligibility and may cause the applicant to lose consideration for this position.** Applications must be submitted following the instructions on this announcement. Applications are accepted through FTSMCS, please see FTSMCS INSTRUCTIONS.. If you are unable to login in to FTSMCS please check the email address associated with your CAC for accuracy on the RAPIDS Self-Service Online. If updates are needed it can be done at your nearest DEERS/RAPIDS Office. Incomplete applications will not be processed.

1. BIO Sketch
 2. Provide all evaluations (NCOER/OER) from the last 5 years.
 3. Copy of most current ORB/ERB.
 4. Provide copy of Individual Medical Readiness Record (MEDPROS). PHA must have been completed within 15 months.
 5. Proof of meeting body composition standards IAW AR 600-9 (within 6 months.) DTMS printout can be used in lieu of DA Form 5500/5501, if applicable
 6. Copy of most recent ACFT (DA Form 705-TEST). Profiles must be attached, if applicable.
-

POSITION COMPATIBILITY REQUIREMENTS:
The individual(s) must be a member of the Arizona ARMY National Guard, already be an AGR, and qualify for and be placed in the following compatible MOS: 42A

MINIMUM APPOINTMENT REQUIREMENTS:

1. Must be 42A qualified.
2. Possess a minimum of SECRET security clearance.

BRIEF JOB DESCRIPTION:
Serves as the Senior Human Resource NCO. Advises the Commander, XO/AO, and 1SG on all matters. Provides personnel related guidance to subordinates. QA/QC's and assists unit and full-time staff with iPERMs, IPPS-A, RCAS, G1 PORTAL, DEERS, MyUnitPay, RMS, EES, ERS, RFMSS, ATRRS, DTMS, DAMPS/MOBCOP/MARRS-N. Manages evaluations (OER's and NCOER's), Enlisted and Officer Promotions, Separations, Line of Duty packets, Awards, Suspension of Favorable Actions, Status of Discipline, and Retention. Responds to G1 suspense's in a timely manner. Must be able to pass the Army Physical Fitness Test (APFT) / Army Combat Fitness Test (ACFT) and meet Body Composition standards IAW AR 600-9.

SELECTING SUPERVISOR:
MAJ Burton