

**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>**

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**ANNOUNCEMENT NUMBER: 25-004C**

**DATE: 21 Jan 25**

**CLOSING DATE: 27 Jan 25**

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**POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:  
READINESS NCO, PARA 101 LINE 02, E7, 12N**

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<b>APPOINTMENT FACTORS:</b>	<b>OFFICER()</b>	<b>WARRANT OFFICER()</b>	<b>ENLISTED(X)</b>
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**LOCATION OF POSITION:**  
0262 EN DET ASPHALT DETACHM, 1001 HALE DRIVE BELLEMONT AZ

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

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**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.**

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**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. last 3 NCOER's if applicable
  3. Copy of ERB
  4. Provide copy of Individual Medical Readiness Record (MEDPROS). PHA must have been completed within 15 months.
  5. Passing body fat standard within 6 months – Within COVID19 Guidelines (DTMS print out and/or DA Form 5500-R if applicable.)
  6. Copy of most recent ACFT (DA Form 705-TEST). Profiles must be attached, if applicable.
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**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: 12N**

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- MINIMUM APPOINTMENT REQUIREMENTS:**
1. Must be 12N qualified
  2. Must possess a SECRET clearance
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**BRIEF JOB DESCRIPTION:**  
Serves as the unit's Readiness NCO. Formulates, oversees and evaluates overall readiness of the unit. Serves as the senior full-time representative of the company command, and is responsible for full-time administration of the unit. Oversees training management and integrates administrative requirements with short, mid and long-term unit training plans. Monitors unit overall readiness, combat effectiveness and deployability through data point management and force shaping. Routinely utilizes Department of the Army and National Guard Bureau systems of records for unit and individual Soldier data management, to include, but not limited to, IPPS-A, iPERMS, RCAS, DTMS, GIMS, MUP, DAMPS, DTS and ATRRS. Responsible for processing routine administrative items through higher headquarters for individual Soldier actions and unit business. Responsible for all pay activities. Monitors and tracks health of the force.

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**SELECTING SUPERVISOR:**  
LTC Budak