

**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: 25-007C**

**DATE: 21 Jan 25**

**CLOSING DATE: 27 Jan 25**

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**POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:**  
**Human Resources Sergeant, PARA 103 LINE 05, E6, 42A**

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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:**  
0048 OD HHD HHD ORD GRP EO, 5425 EAST MCDOWELL ROAD PHOENIX 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 E6 and E6.

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**AREA OF CONSIDERATION: This position is open to current members of the Arizona Army National Guard in the grades of: E6 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: 42A**

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- MINIMUM APPOINTMENT REQUIREMENTS:**
1. Must be 42A qualified or be able to become 42A qualified.
  2. Qualifying scores for 42A: (1) A physical demands rating of MODERATE (Gold). (2) A physical profile of 323222. (3) A security eligibility of SECRET. (a) A minimum score of 95 in aptitude area CL in Armed Services Vocational aptitude. (b) A minimum score of 92 in aptitude area CL on ASVAB tests administered on and after 2 January 2002. (c) A minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.
  3. Must possess a SECRET clearance
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**BRIEF JOB DESCRIPTION:**  
Group Human Resources SGT providing personnel support for two subordinate battalions comprised of over 723 Soldiers; scans and performs quality control within iPERMS; reviews DD 93s and SGLV 8286s; creates, updates, review and maintains ERBs and ORBs within the Group; assists in SRP processes for mobilization and demobilization for units within the Group; reviews TMPs within IPPSA; assists with monthly USR reviews within the Group; processes advancements within the Group; supervises two NCOs and junior enlisted Soldiers.

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**SELECTING SUPERVISOR:**  
LTC Panka