

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: 22-186C

DATE: 28 Nov 22

CLOSING DATE: 06 Dec 22

---

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:  
HUMAN RESOURCES NCO, PARA 209B LINE 05, E6, 42A3

---

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

---

**LOCATION OF POSITION:**

JFHQ-G1, 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 E6.

---

**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.

---

**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 APFT within 6 months – Within COVID19 Guidelines (DA Form 705 or DTMS print out). Profiles must be attached if applicable.
  6. Proof of meeting body composition standards IAW 600-9. Provide previous weigh-in. DTMS printout can be used.
- 

**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: 42A3

---

**MINIMUM APPOINTMENT REQUIREMENTS:**

1. Must be 42A qualified.
- 

**BRIEF JOB DESCRIPTION:**

Serves as a HR NCO in the EPM section of the G-1; provides personnel and administrative support of assigned command; implements policy relating to human resources; manages selections/promotions from current promotion lists; quality assurance of vacancy fill requests and request for assignments while using IPPS-A; ETS management to include actions with separating ETS Soldiers; processes conditional release requests; State Level iPERMS management; ARISS and SPLIT Batches; processes all on boarding transactions in IPPSA; processes separation documents in TRANSPROC; processes special pay transactions in IPPS-A; manages the training and development of two MDAY HR NCOs

---

**SELECTING SUPERVISOR:**

MAJ Wiggins