

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: 23-011C

DATE: 18 Jan 23

CLOSING DATE: 27 Jan 23

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:
HUMAN RESOURCES NCO, PARA 103 LINE 02, E6, 42A3

APPOINTMENT FACTORS:	OFFICER()	WARRANT OFFICER()	ENLISTED(X)
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LOCATION OF POSITION:
W8YS AZ ARNG MED DET, 5636 EAST MCDOWELL ROAD BLDGPHOENIX AZ85008

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 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: 42A3

MINIMUM APPOINTMENT REQUIREMENTS:
Must be 42A qualified or be able to become 42A qualified.
42A is preferred.

BRIEF JOB DESCRIPTION:
Serves as the HR NCO for the Medical Readiness Detachment - AZ. Provides personnel and administrative support for assigned and attached Soldiers; implements policy relating to human resources; UMR management; compiles and submits advancements, enlisted and officer promotion actions; ETS management to include processing extensions, submitting MRD extension packets and various separation actions; unit awards manager; serves as POC for Officer and Non-Commissioned Officer Evaluations and tracker(s); completes Birth Month and Administrative audits; processes pay actions and additional administrative tasks to include but not limited to: iPPSA transactions, iPERMS management; DAMPS order review, disciplinary actions, personnel accountability, etc.

SELECTING SUPERVISOR:
LTC JOHNSON