

---

# **FTSMCS Jobs User Guide**

---

# 1 Introduction

The Jobs module is part of the Full Time Support Management Control System (FTSMCS), an integrated system used to distribute, track, and execute Full Time Support resources (manpower and money) for the 54 states and territories.

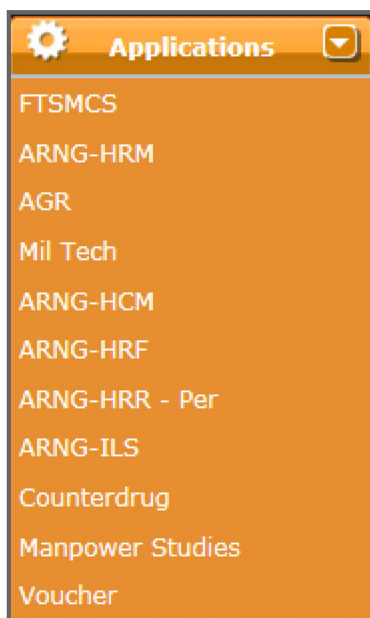
The Jobs module provides a centralized database of available AGR job opportunities. The tool provides support for posting job announcements, searching for available jobs, candidate job applications, and candidate selection.

## 1.1 Accessing the Jobs Module

Before you start using the Jobs feature of FTSMCS, you must have an Army Knowledge Online (AKO) account, have your Common Access Card (CAC) certificates registered with AKO, and your permissions must be set up correctly in FTSMCS. This can be done by one of the points of contact (POCs) for either the FTSMCS or Jobs at National Guard Bureau (NGB).

To begin using the Jobs feature of FTSMCS, do the following:

1. From a computer with a CAC reader, navigate to FTSMCS: <https://ftsmcs.ngb.army.mil/FTSMCS/default.aspx>
2. Click **CAC Login** for the Full Time Support Management Control System (FTSMCS).
3. If you are prompted, select a valid CAC certificate and enter your CAC PIN.
4. Open the **Applications** menu.



5. Expand **ARNG-HRM**.

ARNG-HRM	Full-Time Support Manning Document
AGR	FY17 Voucher Tools
Mil Tech	FY18 Voucher Tools
ARNG-HCM	Jobs
ARNG-HRF	Mobilization Tracking
ARNG-HRR - Per	Orders
ARNG-ILS	Pay/Personnel Mismatch Reports
Counterdrug	Points of Contact
Manpower Studies	Reports
Voucher	TAPDB Tools

## 6. **Select Jobs.**


**Note:** You must have the correct permissions for the link to be available.

The *FTSMCS Jobs* screen opens with various options.







### FTSMCS Jobs

**19 OCTOBER 2015**  
A major system update has been done based on State, AMAC, and HRM feedback. Due to the nature of the changes that were made any announcements / applications that were entered prior to this update are not currently available.





#### Applications

-  **Apply for a Position**  
Browse and Apply for Open Positions




#### Announcements

-  **Job Announcements**  
Create and manage job announcements for your state from creation to completion.
-  **Announcement Documents**  
Manage the list of documents that must be uploaded on applications for your state
-  **Announcement Hard-copy Templates**  
Change the way the PDF version of the announcement looks when an announcement is created.
-  **Application Review Checklist**  
Manage the checklist that the HR Staffer completes when reviewing submitted applications.
-  **Appointment Requirements**  
Manage announcement's appointment requirements for your state
-  **Selecting Official Instructions**  
Manage the instructions that are displayed to the Selecting Official before the board process.

#### Administration

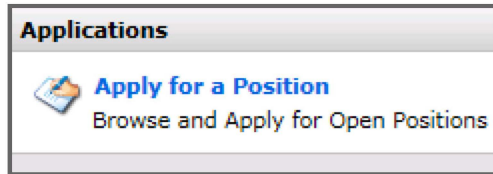
-  **Permissions**  
Manage user permissions
-  **Roles**  
Edit system roles
-  **System Activity Log**  
View the log of all actions taken in this tool. See who did what when.
-  **Tour Types**  
Manage tour types and their approval levels

#### Reports

-  **Change Log Report**  
View a recent list of Jobs change log entries
-  **Position Fill Summary Report**  
View a summary of position fills for each announcement
-  **Timeline Audit Report**  
View important actions that happened to an announcement and how much time elapsed between those steps

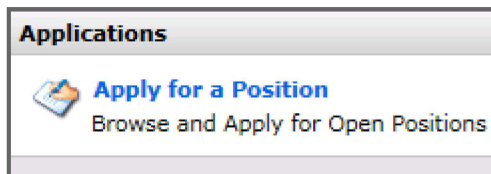
## 2 Applications

The *Applications* section of the FTSMCS Jobs home page includes an option to browse and apply for open positions.

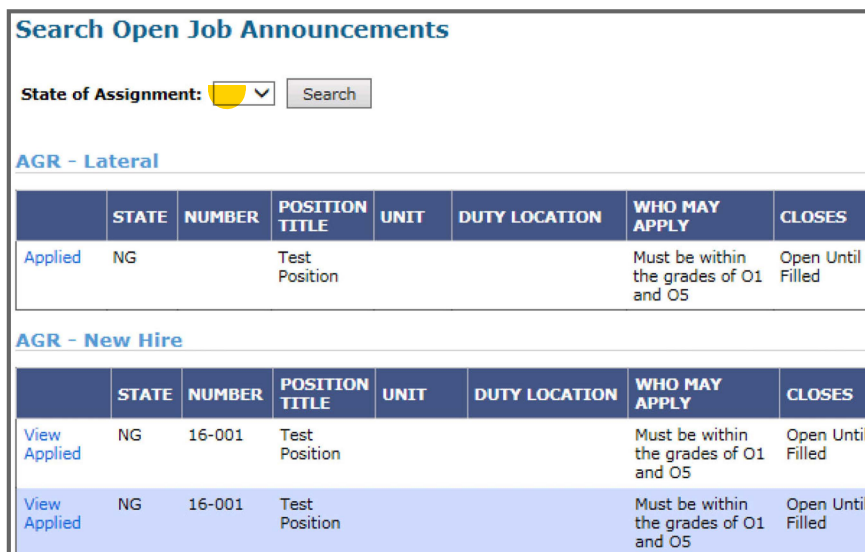


### 2.1 View and Apply for Open Job Announcements

1. From the FTSMCS Jobs home page, click **Apply for a Position** in the *Applications* section to view and apply for current job announcements.



The *Search Open Job Positions* screen opens.

A screenshot of the "Search Open Job Announcements" screen. It includes a search bar with a dropdown menu for "State of Assignment" and a "Search" button. Below the search bar, there are two sections: "AGR - Lateral" and "AGR - New Hire". Each section contains a table with columns for STATE, NUMBER, POSITION TITLE, UNIT, DUTY LOCATION, WHO MAY APPLY, and CLOSES.

Search Open Job Announcements							
State of Assignment: <span>▼</span> <input type="button" value="Search"/>							
AGR - Lateral							
	STATE	NUMBER	POSITION TITLE	UNIT	DUTY LOCATION	WHO MAY APPLY	CLOSES
Applied	NG		Test Position			Must be within the grades of O1 and O5	Open Until Filled
AGR - New Hire							
	STATE	NUMBER	POSITION TITLE	UNIT	DUTY LOCATION	WHO MAY APPLY	CLOSES
View Applied	NG	16-001	Test Position			Must be within the grades of O1 and O5	Open Until Filled
View Applied	NG	16-001	Test Position			Must be within the grades of O1 and O5	Open Until Filled

2. Click **View** next to the job announcement you wish to view.  
**Note:** Announcement details, appointment requirements, and application documents are available to view.

3. Click **Apply** next to the job announcement you wish to apply for.  
The *Apply for a Position* screen opens.

**Apply for a Position**

**Position Information**

Position Title: Test Position  
State: NG  
Type: FTNGD-OS  
Unit:  
Min Grade: O1  
Max Grade: O4

**Application**

Current Component:  Army  Air Force  Navy  Marines  Coast Guard

Name:

Gender:  M  F

Your Current Grade:

Date Of Birth:

Marital Status:  Single  Married  Divorced

Race:

Ethnicity:

# of Dependents:

Primary AFSC:

Secondary AFSC:

Height/Weight:  in  lbs

Home Address:

Current Unit Address:

Contact Phone Number:


Contact Email Address:

Military pension / retired pay?  I am  I am not receiving a military pension or retired pay

**Comments**

(optional)

Save Submit Application Back

4. Enter your information in the available fields.  
**Note:** If information is pre-populated, verify the information is accurate and complete.  
**Tip:** Click **Save** at any time to save your application and return to it later.  
**Tip:** The contact phone number and email address provided do not have to be your military contact information. The email address entered into the application will be the email that FTSMCS uses to send updates regarding the status of your application. The phone number provided will be the number that the hiring organization will use to contact you should you be required to appear before a selection board.
5. To generate a pre-populated NGB 34-1 (for AGR announcements) or DA 1058-R (for FTNGD announcements), click the PFD icon  in the right corner of your screen.

6. Upload application documents for submission in the *Supporting Documentation* section.

Supporting Documentation				
DOCUMENT	UPLOADED FILE	SUPPORTING URL	REQUIRED	
Military Biography			✓	
Individual Medical Readiness Record (MEDPROS).			✓	
DD Form 369 (Oct 2011) Police Record Check			✓	
Resume			✓	
Photo copies of Last 3 NCOERs (if applicable)			✓	

Document Type:

Select File:

- Select the appropriate document type from the drop-down list.
- Click **Browse...** to select the file destination from your computer.
- Click **Add Document** to upload the document to your application.

Document Type:

Select File:

**Note:** More than one file of each document type can be uploaded to the application.

**Tip:** To view supporting documentation after it has been uploaded, select the file in the *Uploaded File* column. If a *Supporting URL* is provided, clicking this hyperlink navigates to the website required to view or locates the required supporting document.

- To remove a document that you no longer wish to submit, click **Remove**.

Supporting Documentation				
DOCUMENT	UPLOADED FILE	SUPPORTING URL	REQUIRED	
NGB 34-1 (if not currently AGR)	<a href="#">NGB34-1.pdf</a>	<a href="#">NGB 34-1</a>		<a href="#">Remove</a>
If currently AGR, a cover letter/memorandum indicating interest in position including the following: Advertisement number, SSN, Phone number, Current Home Address, E-mail Address and list of all MOS's obtained.				
Photograph in Army uniform, full-length preferred (if not currently AGR).				
Copy of Soldier Record Brief (SRB) with most current aptitude scores.		<a href="#">Link to SRB</a>	✓	
Copy of latest three OER/NCOERs. If you do not have a minimum of three OER/NCOERs, a letter of recommendation or written performance evaluation (within 30 days of closing date) from Soldier's commander or military supervisor <b>MUST</b> be provided.			✓	

7. Optionally, enter comments in the *Comments* text box, such as to address issues or discrepancies with your application, or to provide information to the hiring organization regarding your current status (for example, currently mobilized or attending school).

**Comments**

[Back](#) (optional)

8. Click **Submit Application**.

**Note:** FTSMCS will not allow an application to be submitted unless all required documents have been uploaded into the application.

Supporting Documentation				
DOCUMENT	UPLOADED FILE	SUPPORTING URL	REQUIRED	
NGB 34-1 (if not currently AGR)	NGB34-1.pdf	NGB 34-1		Remove
If currently AGR, a cover letter/memorandum indicating interest in position including the following: Advertisement number, SSN, Phone number, Current Home Address, E-mail Address and list of all MOS's obtained.				
Photograph in Army uniform, full-length preferred (if not currently AGR).				
Copy of Soldier Record Brief (SRB) with most current aptitude scores.		<a href="#">Link to SRB</a>	✓	
Copy of latest three OER/NCOERs. If you do not have a minimum of three OER/NCOERs, a letter of recommendation or written performance evaluation (within 30 days of closing date) from Soldier's commander or military supervisor MUST be provided.			✓	

The application is submitted and a confirmation email will be sent to the email address provided by the applicant. If a confirmation email is not received, contact the POC listed in the contact information section of the announcement. The application may not have been properly submitted or the email address may have been entered incorrectly.

## 2.1.1 Application Status

Application status can be viewed in the user's *My Account* page. Possible statuses of applications and their meanings are listed below.

Status	Meaning
Working	Application has been generated, but has not been submitted.
Submitted*	Application has been generated and submitted to HRO for review.
Incomplete*	Application has been reviewed and is incomplete or missing information.
Rejected*	Application has been reviewed and it was determined applicant is ineligible for consideration for the position.
Approved*	Application has been review and is approved for consideration by the selecting official.
Board Review	Application has been shared with the selecting official.
Selected*	Application was reviewed by selecting official and applicant has been selected for the position.
Not Selected*	Application was reviewed by selecting official and applicant was not selected for the position.

\* Indicates that an email will be generated to the applicant if the application changes to that status.