SELECTING OFFICIAL – FTSMCS

Website: https://ftsmcs.ngb.army.mil/protected/Jobs/Announcements/Index

1. A notification will be sent through FTSMCS or our office explaining that your action is required as the selecting official for job announcement A19-XXX.

2. Simple click the link provided in the email from FTSMCS or our office.
3. Computer access with a CAC is required due to the transferal of PII. (Personally Identifiable Information)
4. CAC login will appear.
5. Proceed to the appropriate job announcement assigned.
6. Click the 'Selecting Official Tool'.
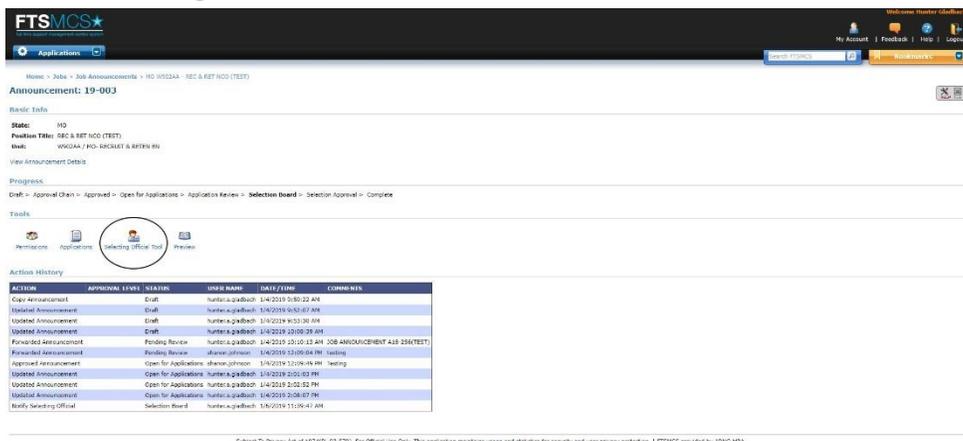
7. You will be brought to the following page:
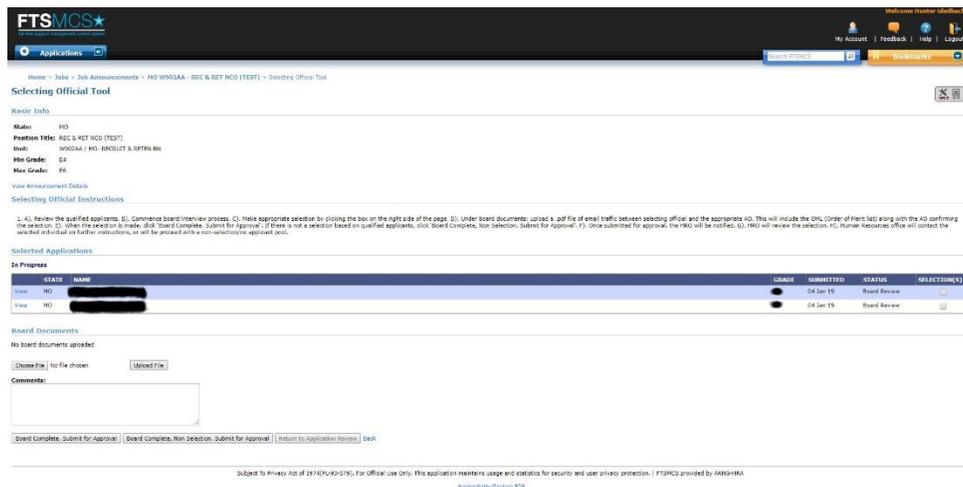
8. Be sure to read all steps under 'Selecting Official Instructions'.
9. Under 'Selected Applications' click 'View' next to each name and it will bring you to the next page including basic applicant information, along with all application documents in PDF format.
10. Once the applicants have been reviewed, interviews and boards will be conducted at the selecting officials pace.
11. When the board decides on a selection, simply login and click the checkbox 'Selection(s)' next to the name of the individual.
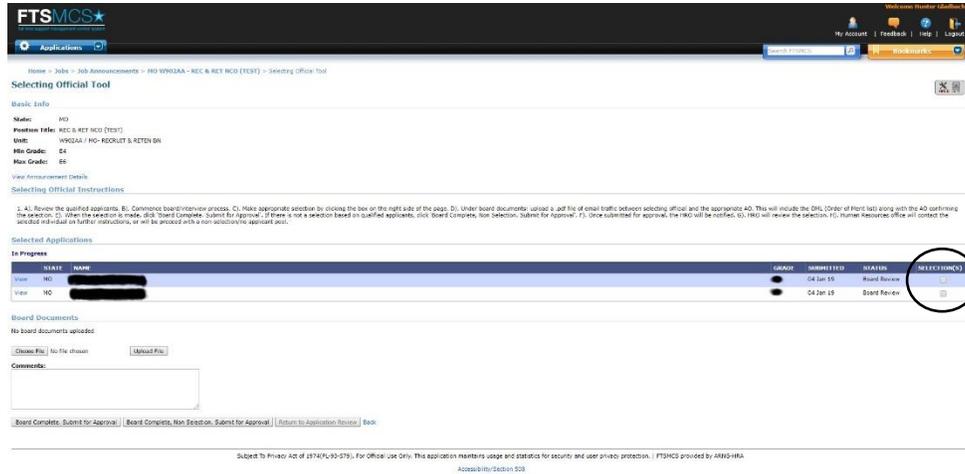
12. A board document MUST BE UPLOADED for the HRO. The document will be a PDF file of email traffic between the selecting supervisor and appropriate AO. The email must contain the OML (Order of Merit list – ranking your board/interview from 1st to however many applicants are present to the board) along with the AO approval of the selected individual.
13. The HRO will not approve the selection unless it is attached.
14. Once a selection is marked and the board document is uploaded, click 'Board Complete. Submit for Approval'. This will to send a notification to the HRO to review the selection.
15. If a board is conducted and no applicants are deemed fit for the position, provide supporting email traffic between the selecting supervisor and AO in the board documents; and then click 'Board Complete, Non Selection. Submit for Approval'.