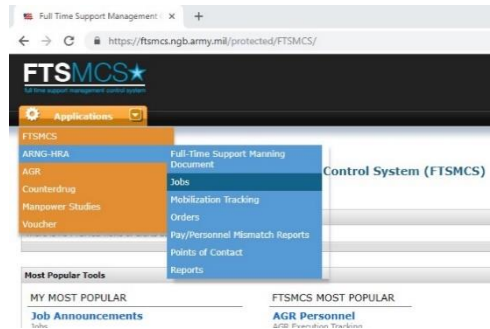


# APPLICATION SUBMISSION – FTSMCS

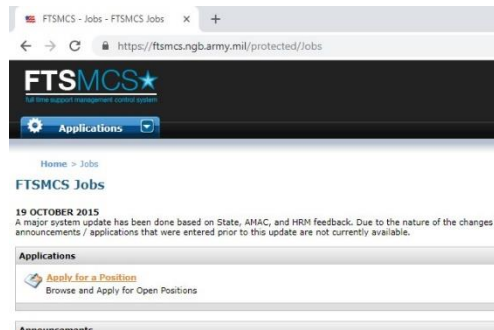
Website: <https://ftsmcs.ngb.army.mil/protected/FTSMCS/>

1. Computer access with a CAC is required due to the transferal of PII. (Personally Identifiable Information)
2. CAC login will appear. If you do not have an FTSMCS account you will be prompted to create one.
3. Once logged in, you will see the dropdown 'Applications' available at the top left corner of the page.

4. Click Applications -> ARNG-HRA -> Jobs:



5. After accessing FTSMCS Jobs, you will see a link to browse and apply for job announcements around the country in 'Apply for a Position':



6. The link will bring you to the database allowing you to view and apply for AGR – New Hire positions as well as AGR – Lateral (on board AGR members only). To find **MISSOURI NATIONAL GUARD** positions, simply click on the dropdown 'State of Assignment' and refine your search by clicking 'MO':



- Job announcements for MO will be categorized as **AGR - Lateral** meaning it is open to **ON BOARD AGR ONLY** (Which will be stated in official Job Announcement PDF) as well as **AGR – New Hire** which is open to **ALL SOURCES** (Additional requirements may be posted in official Job Announcement PDF).

8. Once you have found an appropriate job announcement you will be given two options; 'View' or 'Apply':



9. Clicking 'View' will allow you to download the job announcement as an Adobe document and clicking 'Apply' will bring you to the following page:

A screenshot of the application form. The top section contains personal information fields: 'Secondary SSN / AUC / MOS', 'Height/Weight' (74 in, 200 lbs), 'Home Address' (1000 Broadway Ave, Jefferson City, MO), 'Current Unit Address' (JFHQ, Hilltop Drive, Jefferson City, MO), 'Contact Phone Number' (xxx-xxx-xxxx), and 'Contact Email Address' (nationalguard.mil@mail.mil). There are radio buttons for 'Military pension / retired pay?'. Below this is a 'Supporting Documentation' table with columns: DOCUMENT, UPLOADED FILE, SUPPORTING URL, and REQUIRED. The table lists various documents and their requirements. At the bottom, there is a 'Document Type' dropdown, a 'Select File' button, and a 'Comments' text area. The footer contains a privacy notice and accessibility information.

DOCUMENT	UPLOADED FILE	SUPPORTING URL	REQUIRED
NGB-34-1		NGB Pubs	✓
Current Individual Fitness Report (within 12 months), applicant must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For applicants/members with a documented OLC at the time of application, which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required, or equivalent, if other branch of service.		AF Portal	✓
Current Career Data Brief (CDB) from virtual MPF.		AFPC	✓
Record Review RIP within the last six months or equivalent, if other branch of service.		AFPC	✓
AF Form 422 (Notification of Air Force Member's Qualification Status) or equivalent, if other branch of service.		My IMR Status	✓
Last three EPRs or OPRs.		AF Portal	✓
AF Form 526 (ANG Point Credit Summary) or equivalent, if other branch of service.		AFPC	✓
All DD Form 214 or NGB Form 22 to verify active service (if applicable).		AF Portal	✓

- When applying for a job announcement, your personal information will auto populate. (Includes full name, grade, date of birth, MOS, etc.) **DO NOT TO FORGET TO ADD A 'CONTACT PHONE NUMBER' AND 'CONTACT EMAIL ADDRESS'.**
- When adding 'Supporting Documentation' you will submit all required documents and any additional documents if they apply to you.
- If there are any discrepancies or missing documents; a memorandum explaining why the item is not in compliance will be attached with/as the required document.
- Forms can be found in the hyperlinks provided with each required document under the 'Supporting URL' column. Examples can be found at **MOGUARD.COM -> JOBS -> CURRENT JOB LISTINGS -> FULL JOB BOARD HERE -> AGR TAB.**

14. When applying you can choose to save your current application to finish later, or 'Submit Application':



Document Type: NGB-34-1  
Select File: Choose File No file chosen Add Document  
Comments  
Save Submit Application Back

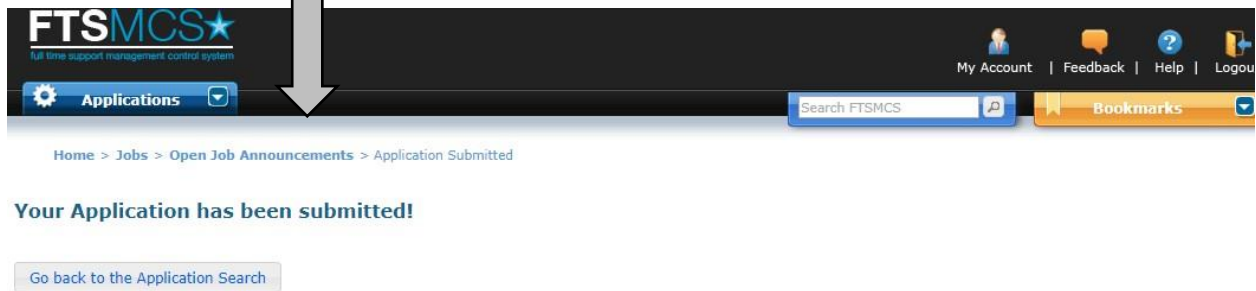
15. If all REQUIRED documents are not properly attached, the page will refresh giving you the following error:

#### Apply for a Position

- You have not uploaded all of the required documents

#### Position Information

16. Once you have successfully applied for a position you will be prompted to the next page below. The NGMO-HRD office will be notified of your application being submitted and will **REVIEW ALL APPLICATIONS ONCE THE CLOSING DATE HAS PASSED.**



FTSMCS  
Full time support management control system  
Applications  
My Account | Feedback | Help | Logou  
Search FTSMCS Bookmarks  
Home > Jobs > Open Job Announcements > Application Submitted  
**Your Application has been submitted!**  
Go back to the Application Search

Subject To Privacy Act of 1974(PL-93-579). For Official Use Only. This application maintains usage and statistics for security and user privacy protection. | FTSMCS provided by ARNG-HRA

Accessibility/Section 508

**CAUTION:** IF YOUR APPLICATION DOES NOT PROVIDE ALL OF THE INFORMATION REQUESTED AND LISTED ON THE ANNOUNCEMENT, YOU WILL LOSE CONSIDERATION FOR THE JOB. INDIVIDUALS MUST SUBMIT THE REQUIRED DOCUMENTS OR A MEMORANDUM EXPLAINING WHY ITEM IS MISSING OR NOT IN COMPLIANCE. Applicants are responsible for maintaining a copy of their application documents. If you have questions please see the FAQ's and examples on <http://www.moguard.com/current-job-listings/>. If you still have questions, call the AGR section well in advance of the closing date at 573-638-9500 x39674.