

SELECTING OFFICIAL – FTSMCS

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

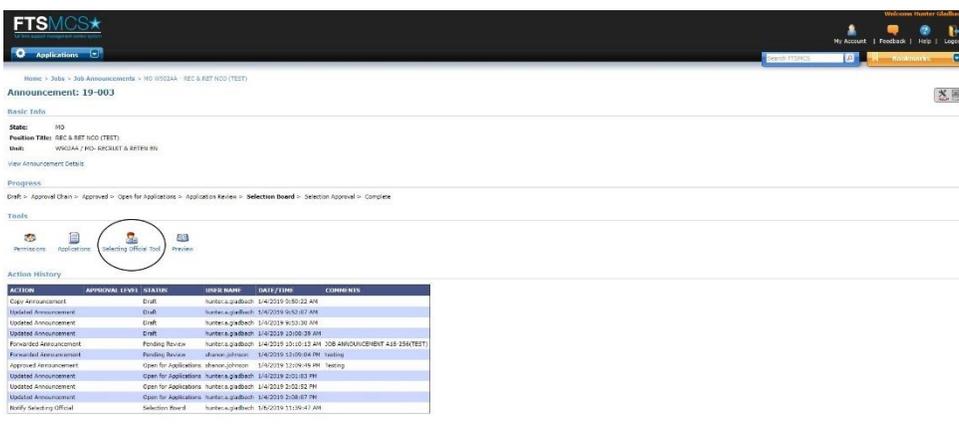
1. A notification will be sent through FTSMCS or from our office explaining that your action is required as the selecting official for job announcement A19-XXX.

From: na.ncr.nob.amo.mby.ftsmcs-help-desk@mail.mil
To: [Gladbach, Hunter A SPC USARMY NG MOARNG \(US\)](mailto:Gladbach, Hunter A SPC USARMY NG MOARNG (US))
Subject: FTSMCS-Jobs: Applicants are ready for the board process
Date: Wednesday, November 21, 2018 9:33:27 AM

Announcement Information:
 Number: 18-223 (TEST)
 State: MO
 Position Title: REC & RET NCO (TEST)
 UIC/PASCO: W902AA
 Duty Location: MO RECRUITING AND RETENTION BN, 801 ARMORY DR JEFFERSON CITY, MO
 Applicants are ready for the board process by hunter.a.gladbach
 Completed By: Gladbach, Hunter
 Next action: Selecting Official Conduct Board Process

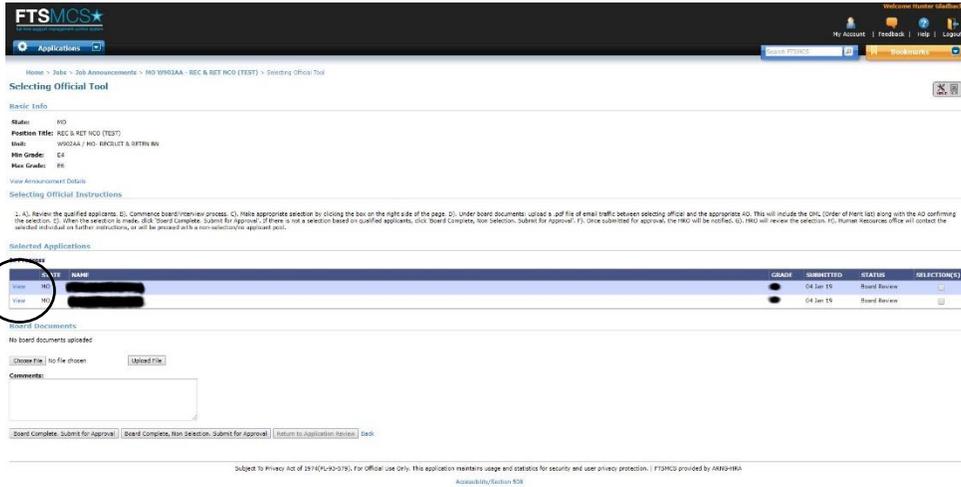
You can access FTSMCS-Jobs module by clicking this link: <https://ftsmcs.ngb.army.mil/protected/Jobs/>

2. Simply click the link provided in the email from FTSMCS or from our office. Our office will also provide you with the job announcement certificate via email, which must be filled out subsequent to the selection board.
3. Computer access with a CAC is required due to the transferal of PII (Personally Identifiable Information).
4. CAC login will appear.
5. In the upper left hand corner you will see a dropdown reading ‘Applications’ with a gear symbol next to it. Click the dropdown, hover over ‘ARNG-HRA’ and click ‘Jobs’. You will be brought to the next page and given only two options; click ‘Job Announcements’. Nothing will appear under the ‘Search Announcements’ section until you click ‘Search’. Once you click ‘Search’ all of our AGR announcements will appear but you will only have access to the ones that are assigned to you individually.
6. Proceed to the appropriate job announcement assigned.
7. Click the ‘Selecting Official Tool’.

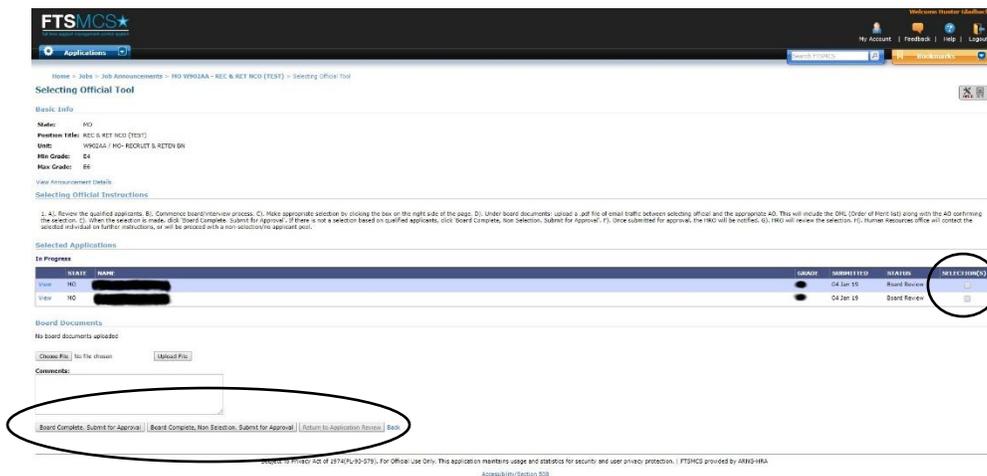


Subject To Privacy Act of 1974(PL 93-502), For Official Use Only. This application maintains usage and statistics for security and user service protection. | FTSMCS provided by ARNG HRA
 Accessibility/Section 508

8. You will be brought to the following page:



9. Be sure to read all steps under 'Selecting Official Instructions.'
10. 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.
11. Once the applicants have been reviewed, interviews and boards will be conducted at the selecting official's pace.
12. When the board decides on a selection, simply login and click the checkbox 'Selection(s)' next to the name of the individual and attach the certificate provided from our office under 'Board Documents'.
13. The job announcement certificate **MUST BE RETURNED** to the Human Resources office after a selection is made. The certificate will be filled out completely to include the proper signatures and OML (Order of Merit List).
14. Once a selection is marked and certificate uploaded under 'Board Documents', click 'Board Complete. Submit for Approval'. This will 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, click 'Board Complete, Non Selection. Submit for Approval.'



16. Once a selection is made through FTSMCS and approved from the HRO, the system will generate a response to all applicants informing them of the results of the board (selected or not selected). This will complete the process in FTSMCS.
17. The POCs for the Human Resources - AGR office is as follows:
 - MSG Shanon Johnson - shanon.j.johnson.mil@mail.mil – (573) 638-9500 x39654
 - SFC Cindy Schillers - cynthia.a.schillers.mil@mail.mil - (573) 638-9500 x37490
 - SSG Aaron Williamson - aaron.r.williamson.mil@mail.mil - (573) 638-9500 x39757
 - Mr. Hunter Gladbach – hunter.a.gladbach.mil@mail.mil - (573) 638-9500 x39674
 - Ms. Geri Gaines - gerilynn.m.gaines.civ@mail.mil - (573) 638-9500 x37498
 - Ms. Jamie Johnson – jamie.j.johnson28.civ@mail.mil – (573) 638-9500 x37057