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**.

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

- **Tour Types**
  
- Manage tour types and their approval levels.

- **System Activity Log**
  
- View the log of all actions taken in this tool. See who did what when.

### 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.

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 screen](image)

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 ![PFD icon](image) in the right corner of your screen.
6. Upload application documents for submission in the Supporting Documentation section.

   ![Supporting Documentation Table]

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

   ![Select Document]

   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.

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

   ![Supporting Documentation Table with removed document]

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 Text Box]
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 Table]

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.

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

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