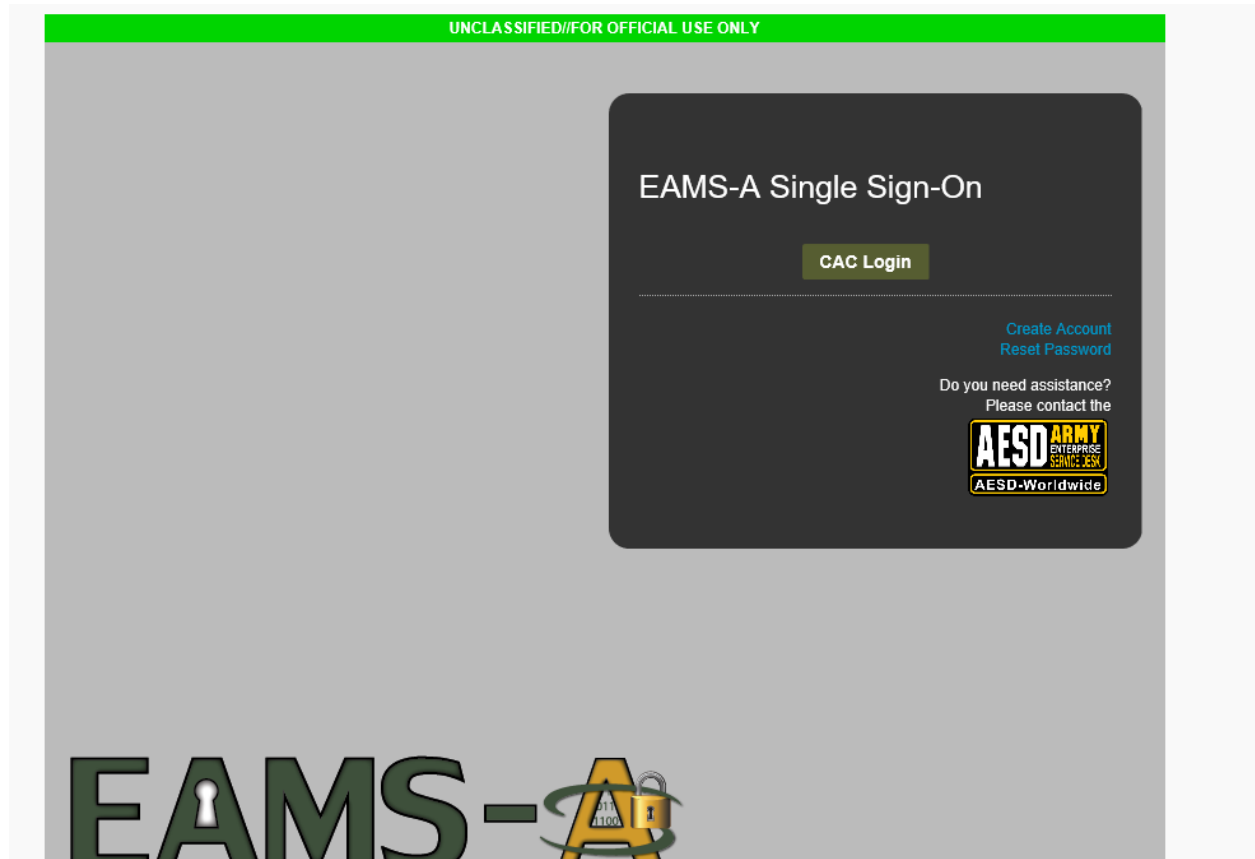


1. Create FTSMCS Account

Step 1. Navigate to <https://ftsmcs.ngb.army.mil/>

Step 2. Select the “FTSMCS” module. Login using your Common Access Card (CAC)

Step 3. Users will be directed to the EAMS-A Login screen. Select “CAC Login” to continue. Please ensure you select your e-mail certificate on your CAC to be able to further login.



Step 4. Ensure user information listed on account settings page is accurate. Click “Submit” once information has been validated.

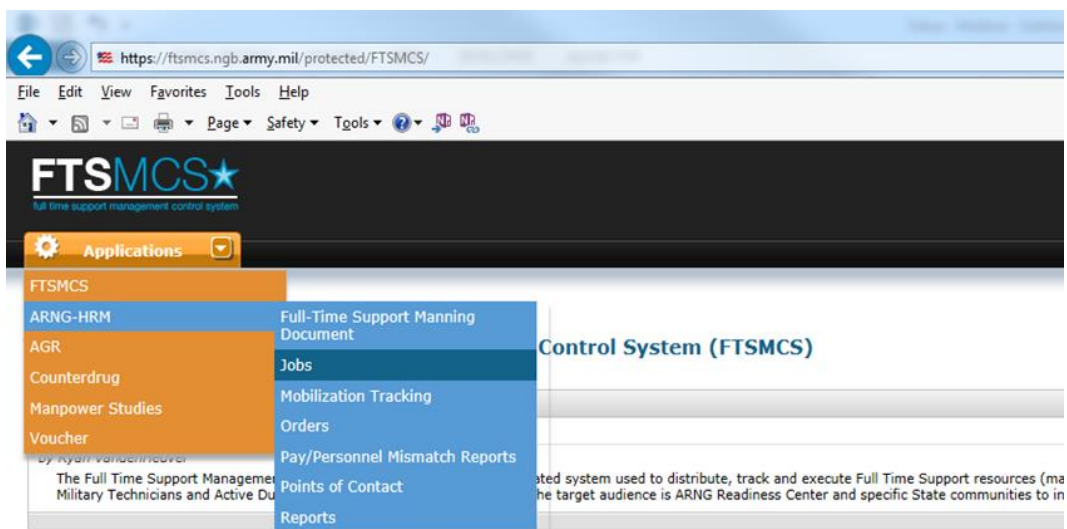
Step 5. Account has been created and basic viewing permissions have been established.

2. View and Apply for Open Job Announcements

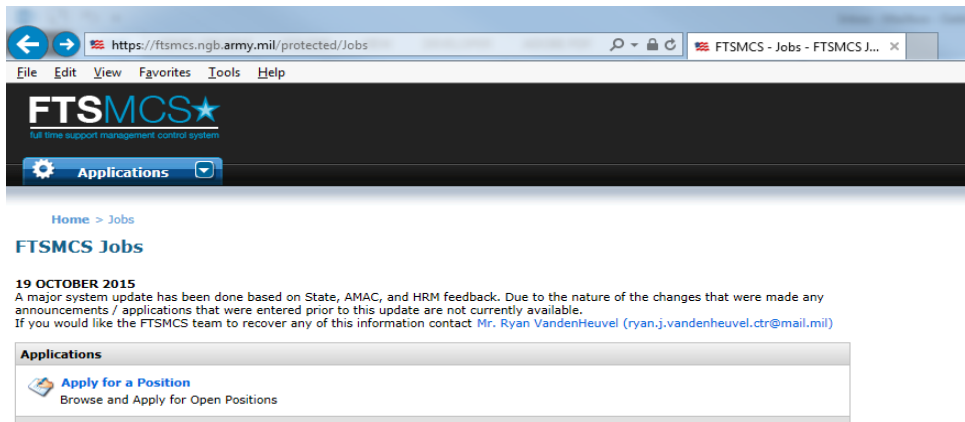
Step 1. Navigate to <https://ftsmcs.ngb.army.mil/>

Step 2. Login using your CAC; Further login to EAMS-A using your e-mail certificate associated with your CAC.

Step 3. Navigate the applications menu to ARNG-HRM < Jobs



Step 4. Click “Apply for a Position” to view and apply for current job announcements.



Step 5. To view announcement details, appointment requirements, and application documents required to apply, select “View” next to the job announcement you wish to view.

AGR - New Hire

	STATE	NUMBER	POSITION TITLE
View Apply	MI	16-011	Assistant Training Officer
View Apply	MI	16-027	MEDICAL OPERATIONS OFFICER
View Apply	MI	16-056	RECRUITING AND RETENTION NCO
View Apply	MI	16-058	RECRUITING AND RETENTION NCO
View Apply	MI	16-057	RECRUITING AND RETENTION NCO
View Apply	MI	16-054	Senior Enlisted Advisor

Step 6. To apply for a job, select “Apply” next to the job announcement you wish to apply for.


AGR - New Hire

	STATE	NUMBER	POSITION TITLE
View Apply	MI	16-011	Assistant Training Officer
View Apply	MI	16-027	MEDICAL OPERATIONS OFFICER
View Apply	MI	16-056	RECRUITING AND RETENTION NCO
View Apply	MI	16-058	RECRUITING AND RETENTION NCO
View Apply	MI	16-057	RECRUITING AND RETENTION NCO
View Apply	MI	16-054	Senior Enlisted Advisor

Step 7. Upon reaching the application screen, general information in the application screen will be prepopulated. Ensure this information is accurate and complete.

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 SSI/AOC/MOS:

Secondary SSI/AOC/MOS:

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

PLEASE NOTE: 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.

Step 8. To generate a pre-populated NGB 34-1 (for AGR announcements) or DA 1058-R (for FTNGD announcements), select the .pdf icon in the right corner of your screen.

Application

Current Component: Army Air Force Navy Marines Coast Guard

Name:

Gender: M F

Your Current Grade:

Date Of Birth:



Step 9. To upload application documents for submission, select the appropriate document type from the drop down menu. Click “Browse...” to select the file destination from your computer. Once selected, click “Add Document” to upload the document to your application.

Document Type: v

Select File:

PLEASE NOTE: More than one file of each document type can be uploaded into the application.

Step 10. Supporting documentation. To view a document after it has been uploaded, select the file in the “Uploaded File” column. If a “Supporting URL” is provided, clicking this hyperlink will navigate to the website required to view or located 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) 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.	NGB34-1.pdf	NGB 34-1	✓	Remove
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.		Link to SRB	✓	

Step 11. Comments can be added to the comments section of the application that may be needed to address issues or discrepancies with your application. This section can also be used to provide information you wish to provide to the hiring organization regarding your current status (ex. currently mobilized or attending school).

Comments

(optional)

[Back](#)

Step 12. Once application documents have been uploaded, select “Submit Application” to complete application.

Comments

(optional)

SaveSubmit ApplicationBack

PLEASE 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.		Link to SRB	✓	
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.				

PLEASE NOTE: Application can be saved at any point by clicking “Save”. To return to the saved application, complete steps 1-6.

Comments

(optional)

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STEP 13. Once application has been submitted, a confirmation email will be sent to the email address provided by the applicant. IF NO EMAIL IS RECEIVED, CONTACT THE POC LISTED IN THE CONTACT INFO SECTION OF THE ANNOUNCEMENT. Application may not have been properly submitted or email address may have been incorrectly input.

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

<u>STATUS</u>	<u>MEANING</u>
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