

## FTSMCS AGR Jobs Module

### Introduction to FTSMCS Jobs

- Full Time Support Management Control System (FTSMCS) is an “automated data processing and Information Technology (IT) support services (maintenance, technical and analytical) to virtually all of the operational divisions within the NGB Headquarters. It is designed to facilitate and streamline the exchange of information within the National Guard.”
- The overarching goal for transitioning to FTSMCS is to improve HR systems and processes within AGR Branch, with the emphasis of streamlining and improving upon the AGR New Accessions process.

### The Benefits of FTSMCS Jobs

- All applicants will submit their packet electronically in FTSMCS Jobs.
- All applicants will have the ability to save pending applications to complete later.
- Prevents application submittal if mandatory documents are missing, minimizing applicant errors.
- 95% of all notifications are conducted automatically via FTSMCS automations.
- FTSMCS Jobs is a one-stop-shop for applying for an AGR Vacancy Announcement.

### How to Apply for an AGR Vacancy Announcement (VA) in FTSMCS Jobs

- Step 1: VA's will be located on FTSMCS
- Step 2: To apply for a position and to establish an FTSMCS account, if you do not have one, go to the following link to access [FTSMCS](#)
- Step 3: Log-in using your Military CAC
- Step 4: Click 'FTSMCS'
- Step 4: On the dropdown for “Assigned State” chose the state you are currently in the National Guard = CA.
- Step 5: Click “Create My Account.” After this step, your account will be created immediately.
- Hover over drop down arrow next to 'Applications.'
- Hover over '**ARNG-HRA**', then click '**Jobs.**'
- Click on '**Apply for a Position.**'
- Select the '**State of Assignment.**'
- Once you select the desired state, click '**Search.**'
- Click on '**Apply**' to open the vacancy position. Make sure you '**view**' the VA to ensure you meet the minimum qualifications for the position.
- Complete all blocks in application
- To upload your first document go to the Document Type drop down. The Document Type should match the document you are uploading.
- The first document that is selected for you to upload is the NGB 34-1. You can select the dropdown to choose a different document. If the NGB 34-1 is the document you want to upload leave it selected.
- Click *Browse* to add your NGB 34-1.
- Find your NGB 34-1 PDF document and upload the document.
- Now click *Add Document*.

- You will know it was successfully uploaded when you see the file name appear in blue on the right of the screen. You have the option to remove the file by clicking remove in case you uploaded the incorrect document. You also have the option to save the document(s) you uploaded with the *Save* button in the bottom left corner.
- If you do not have all of your documents ready you can upload what you do have and click save, then come back and upload the rest at another time. If you save your application at anytime this is the screen you will see with the green bar stating your application has been saved.
- Continue uploading the rest of the documents the same way. Click the *Document Type drop down* and choose the File to upload. Then click Add Document.
- Ensure you added your contact phone number and contact email address. Also select the option applicable to you for military pension / retired pay. You should now be ready to submit your application. Click *Submit Application* after you uploaded every document and the rest of the fields.

### Links & Contact Information

- [FTSMCS Jobs](#)
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