

FTSMCS AGR Jobs Module

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

1. **Access Vacancy Announcements.** AGR Vacancy Announcements (VAs) are posted on the Full-Time Support Management Control System (FTSMCS). All applications must be submitted through this system. Apply for an AGR Vacancy Announcement (VA) at [FTSMCS](#).
2. **Access FTSMCS.** Use the official [FTSMCS link](#) to enter the system. If you do not have an account, you will establish one during this process.
3. **Log In.** Log in using your Military Common Access Card (CAC).
4. **Create Account.** Select "Create My Account." The system will create your account immediately.
5. **Apply for a Position.** On the Home page, hover over the drop-down arrow on the Applications Tab. Select "HRM Full-Time Support". From the submenu, select "Jobs". On the Jobs page, select "Apply for a Position" to enter the application portal.
6. **Select State of Assignment.** From the "State of Assignment" dropdown, select the state in which you currently serve (e.g., CA) or the state in which you wish to apply.
7. **Search for Positions.** Click the "Search" button to display all open VAs for the selected state.
8. **View individual Vacancy Announcements.** Select "View" to read the complete VA and confirm you meet all minimum appointment requirements and qualifications before continuing the application.
9. **Apply.** Select "Apply" for any position for which you meet the minimum requirements.
10. **Complete Application Fields.** Fill out all required blocks in the application. Ensure all entries are complete and accurate.
11. **Upload Required Documents.**
 - a. Select the appropriate Document Type from the dropdown menu. The system may display a document type in the dropdown menu by default. Verify the selection and change it as needed to match the document you are uploading.
 - c. Select "Browse," locate the required PDF, and upload the file.
 - d. Select "Add Document" to attach the file to the application.
12. **Verify Uploaded Documents.**
 - a. A successful upload will display the document name in blue on the right side of the screen.
 - b. If an incorrect document was uploaded, select "Remove."
 - c. Select "Save" in the lower-left corner to retain your progress.
13. **Save and Continue Later (If needed).** If all documents are not yet available, you may upload what you have and select "Save." A green confirmation bar will appear to show that the save was successful. You may return later to upload remaining documents. *Save your progress often to prevent loss of data.*
14. **Verify Contact Information.** Confirm that your phone number and email address are correct.
15. **Verify Pension Status.** Select the appropriate option regarding your military pension or retired pay eligibility.
16. **Submit Application.** Once all required documents are uploaded and all fields are complete, select "Submit Application" to finalize your submission.

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Introduction to FTSMCS Jobs

1. The Full-Time Support Management Control System (FTSMCS) is an automated data processing and information technology system that provides maintenance, technical, and analytical support to operational divisions across the National Guard Bureau (NGB). The system is designed to facilitate and streamline information exchange throughout the National Guard.
2. The purpose of transitioning AGR processes to FTSMCS is to improve human resources systems and procedures within the AGR Branch. This transition focuses on streamlining and enhancing the AGR New Accessions process.

The Benefits of FTSMCS Jobs

1. Applicants submit all application packets electronically through FTSMCS Jobs, eliminating the need for paper submissions.
2. Applicants may save applications in progress and return later to complete them.
3. The system prevents submission of incomplete packets by identifying missing mandatory documents, reducing applicant errors and resubmissions.
4. Approximately 95 percent of notifications are generated automatically through FTSMCS system automations, improving communication and timeliness.
5. FTSMCS Jobs provides a single, centralized platform for viewing and applying to AGR Vacancy Announcements.