

FTSMCS JOBS

APPLICATION USER GUIDE

Website: <https://ftsmcs.ngb.army.mil/protected/FTSMCS/>

Introduction:

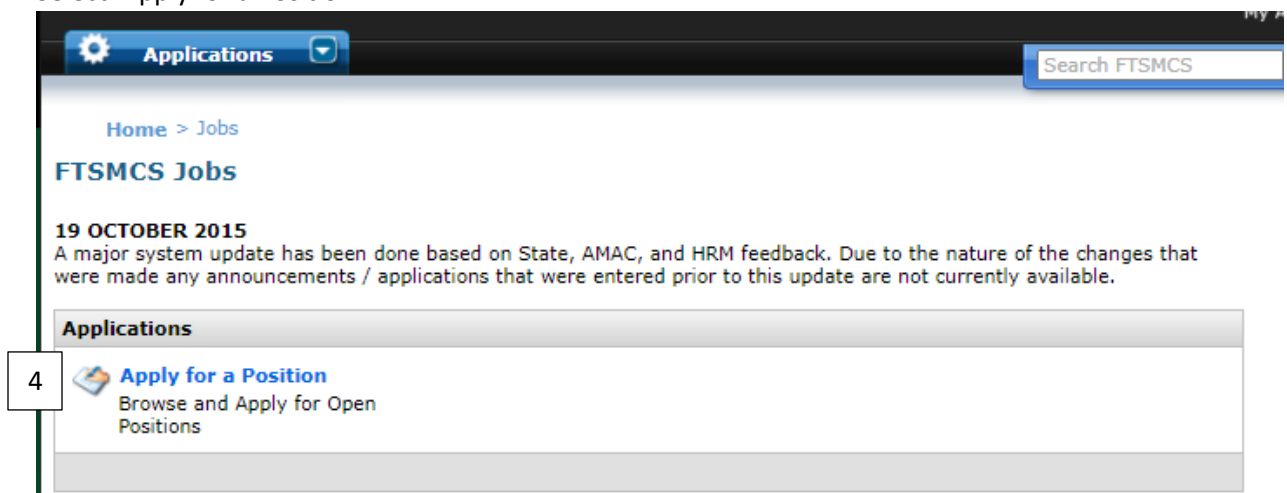
Computer access with a CAC is required due to the transferal of Personally Identifiable Information (PII). CAC login will appear. If you do not have an FTSMCS account, you will be prompted to create one.

Access the Jobs Module:

1. Select, 'Applications' drop down.
2. Go to, 'ARNG-HRA'.
3. Select 'Jobs'.



4. Select 'Apply for a Position'.



- Select the drop down 'State of Assignment' and refine your search by selecting 'MO' and 'Search'.



Apply for Open Job Announcements

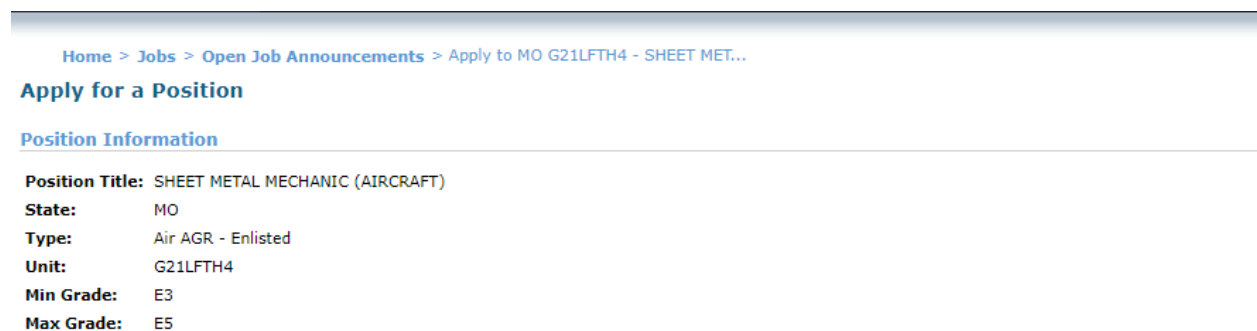
- Selecting the 'View' option will populate the job announcement for this position and allow you to download the Adobe document.
- Selecting the 'Apply' option will give you the option to submit your application for this position.

Air AGR - Enlisted

	STATE	NUMBER	POSITION TITLE	UNIT	DUTY LOCATION	WHO MAY APPLY	CLOSES
View Apply	MO	AF21-212	SHEET METAL MECHANIC (AIRCRAFT)	G21LFTH4	139 MAI SQ ST JOSEPH, MO DUAL ANNOUNCEMENT#: MO-11231600-AF-21-336	Must be a current on-board AGR at the 139th Airlift Wing in the Missouri Air National Guard within the grade(s) of E3 and E5. All Missouri Air National Guard AGR Vacancy Announcements are opened to all Genders. Override explanation.	04 Oct 21 23:59 EST

3. Apply – Position Information

- Review the position information on this job bid.



4. Apply – Application

- a. Your personal information will auto populate. Update your information and fill in all the blanks.

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: **Enter Primary AFSC**

Secondary SSI/AOC/MOS: **Enter Secondary AFSC (if applicable)**

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

This adobe (pdf) document generates the NGB Form 34-1.

5. Apply – Supporting Documentation

- a. Submit all required documentation and any additional supporting documentation if they apply to you.
- b. If there are any discrepancies or missing documentation, submit a memorandum explaining why the item is not in compliance.

Supporting Documentation

DOCUMENT	UPLOADED FILE	SUPPORTING URL	REQUIRED
Required: NGB Form 34-1 (Application for Active Guard/Reserve (AGR) Position). Ensure position announcement number and position title are completed. This form must be signed and dated. Ensure you explain any "YES" answers per instructions on section V (except Questions 9 & 17).		MOGUARD	✓
Required: Member Individual Fitness Report results from myFitness within the last 12 months. Selectee must meet the minimum requirements for each fitness component in addition to an overall composite score of 75% or higher. **For members with a DLC prohibiting them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.**		myFitness	✓
Required: CDB (Career Data Brief) or equivalent, if other branch of service.		AFPC	✓
Required: RIP (Report of Individual Person) or equivalent, if other branch of service. Must be a full RIP and within the last six months. RIP must include your current ASVAB Scores.		AFPC	✓
Required: EPRs (Enlisted Performance Reports) or equivalent, if other branch of service. Provide last three only.		AF Portal	✓
Required: AF Form 526 -PCARS (Point Credit Summary) or equivalent, if other branch of service.		AFPC	✓
Required: All DD 214s, NGB Form 23 or 23b, or DD Form 1506 (Statement of Service).		AF Portal	✓
Only if Applicable: Administrative Grade Reduction Memorandum. Current military grade cannot exceed maximum military grade announced on vacancy. Over graded applicants must include a memorandum indicating willingness to accept on administrative reduction if selected for this position.			
Optional: Resume Cover Letter and/or Resume.			
Only if Applicable: If other branch of service, you MUST contact a local recruiter to print out a REDD Report with ASVAB scores.			

- c. Select 'Document Type', 'Choose File', and 'Add Document' for each 'Required' document. **View attachments (select paperclip), MOANG AGR Application Documents.**
 - i. If 'Only if Applicable' or 'Optional' supporting documents apply to you, submit them.
 - ii. More than one file of each document type can be uploaded to the application.
 - iii. After you have uploaded, select 'view' to review your upload is correct or select 'remove' to remove a document that you no longer wish to submit.
- ci. Comments. Optionally, enter comments in the text box. Address any issues or discrepancies with your application, or to provide the Human Resources Branch of your current status (Mobilized or Attending School).
- cii. Selecting the 'Save' option, will place your application in 'Working Status'.
- ciii. Selecting the 'Submit Application' option will forward your application for review. You will receive an email confirming that your application was submitted to the Human Resources Office. If a confirmation email is not received, contact the Human Resources Office at (573)638-9500 ext. 37498.

Document Type: ▼

Select File: No file chosen

Comments

(optional)

Application Status

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

CAUTION: IF YOUR APPLICATION DOES NOT PROVIDE ALL OF THE INFORMATION REQUESTED AND LISTED ON THE ANNOUNCEMENT, YOU WILL LOSE CONSIDERATION FOR THE JOB. INDIVIDUALS MUST SUBMIT THE REQUIRED DOCUMENTS OR A MEMORANDUM EXPLAINING WHY ITEM IS MISSING OR NOT IN COMPLIANCE. Applicants are responsible for maintaining a copy of their application documents.