# FTSMCS — Apply for a Position

(Hawaii Army National Guard)

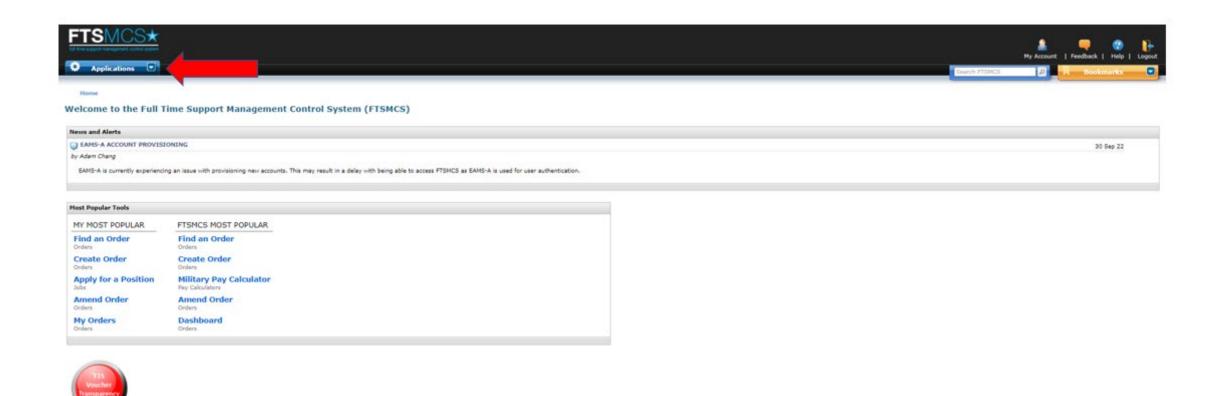
# Visit <a href="https://ftsmcs.ngb.army.mil/">https://ftsmcs.ngb.army.mil/</a> Click on FTSMCS app.



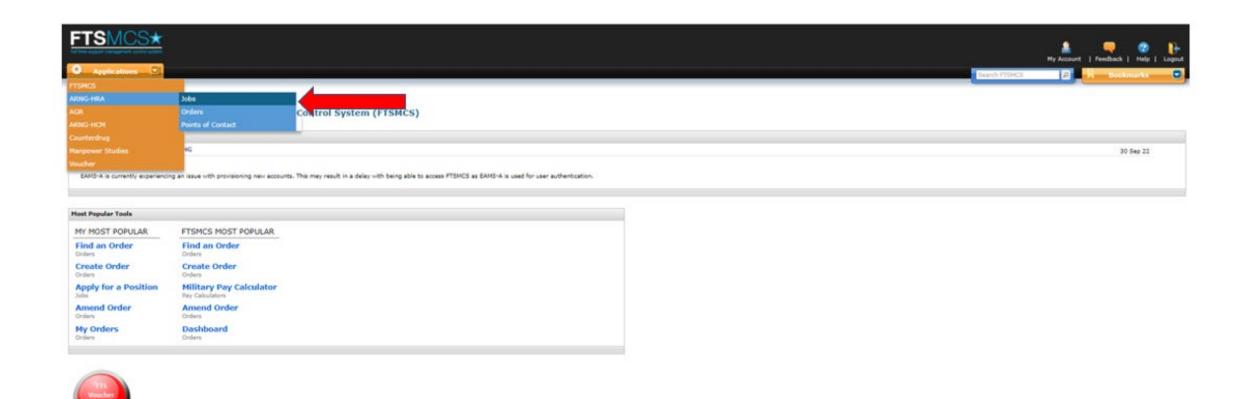
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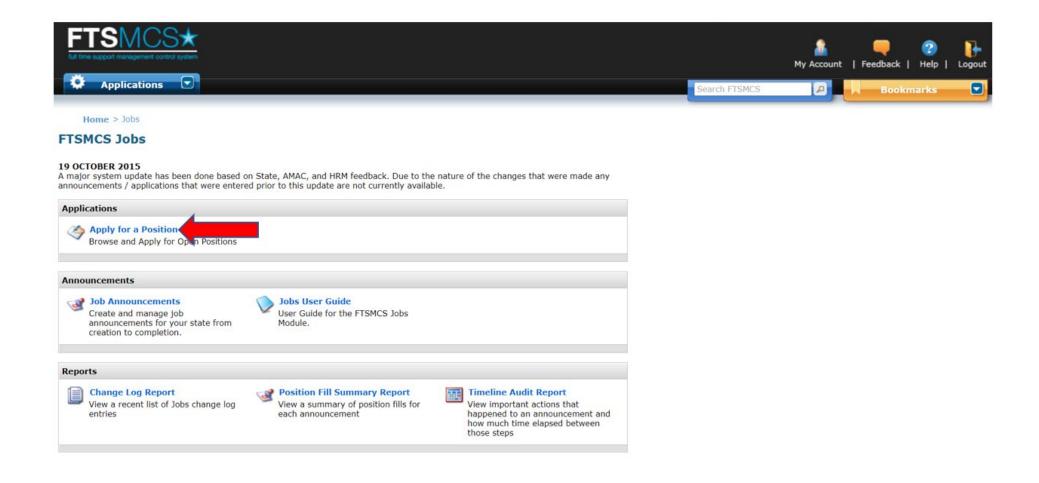
# Select the "Applications" Menu



To find the jobs module, go to the "ARNG – HRA" menu and select "Jobs"



# To view the current job announcements, select "Apply for a Position"



Use the "State of Assignment" dropdown to search by <u>State</u> or Scroll the page and click the page numbers to advance to each page



To view the details of the job announcement and the documents required in order to apply, select "View", save the file, and open the download.



To apply for a position, select "Apply".



This screen will pre-populate data. These fields can all be edited to reflect your most current information.

Applicatio			
Current Component:	Army ○ Air Force ○ Navy ○ Marines ○ Coast Guard		
Name:		□ Click	on the pdf icon.
Gender:	O M ● F		•
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Military pension / retired pay?	$\bigcirc$ I am $\bigcirc$ I am not receiving a military pension or retired pay	• •	al military email only

Each document that is required for the application needs to be uploaded in the appropriate section of the application. If there is a check mark in the "Required" column, the system will not allow you to submit your application until all required documents have been uploaded.

Using the Document Type drop-down arrow, select the document to be uploaded.

Choose the file to be uploaded, click add document.

#### **Supporting Documentation**

DOCUMENT	UPLOADED FILE	SUPPORTING URL	REQUIRED
NGB 34-1 (dated 20131111) must be complete with original signature and memos (Must submit explanation memos for yes selections except for question #9 and #17).		NGB 34-1	1
Photocopy of last 5 NCOERs (must submit memorandums for gaps in NCOERS and service members with DOR less than 5 years).		Evaluations	1
Certified Selection Board Copy Enlisted Record Brief (ERB)			1
NGB Form 23b, RPAM Statement (National Guard only).			1
Security Clearance Verification Memo			1
Medical Protection System Individual Medical Readiness (IMR) dated within the last 12 months.		AKO	1
DA 705 with HT/WT annotated. IAW HQDA EXORD 164-20, during the COVID-19 mitigation measures, a current passing APFT score and HT/WT is valid for use as the APFT and HT/WT requirement.			1
DA 5500 or 5501-R if applicant does not meet HT /WT standards.			
Profiles must be attached if applicable. Pregnancy itself is not a disqualifier.		PROFILES	V



Annotate any comments about your packet or your current status (i.e. currently deployed, at school, missing required documents supplemented with a memo, etc.) in the "Comments" section.

The application can be saved without submission at any point, and you can return to complete the packet before the application deadline.

Select "Submit Application" prior to the application deadline.

## \*\*Deadline is 1159 Eastern Time of closing date\*\*



# **Army AGR Application Frequently Asked Questions**

#### 1. I'm an M-day Soldier. What jobs am I eligible to apply for?

Traditional Soldiers can apply for any position that is not listed as "must be a member of the Title 32 AGR Program".

#### 2. I'm on Title 32 ADOS orders. Am I eligible to apply for positions listed as "open to members currently Title 32 AGR"?

Unfortunately, no, Title 32 ADOS is not the same as Title 32 AGR.

#### 3. The advertisement is only open to Soldiers in the grades of E4-E5. I'm an E6. Am I eligible to apply?

Yes. Anyone that can become the maximum listed grade of E5 (via voluntary reduction or resignation of commissioning)is eligible to apply for the position.

#### 4. My PHA is not within 12 months. Can I still apply?

A Soldier may only apply if the Soldier has completed the necessary steps for a PHA but the PHA is pending a provider's review. A signed memorandum from the Soldier's unit indicating the scenario behind the missing PHA is acceptable in place of the 12-month requirement for the PHA.

#### 5. I'm a member of another military component. What positions am I eligible to apply for?

Soldiers not currently members of the ARNG or HIARNG by the closing date of the advertisement are only eligible to apply for positions listed as open to Soldiers "eligible to join the "Hawaii Army National Guard".

# **Army AGR Application Frequently Asked Questions**

### 6. What should I study to prepare for my board?

It is recommended Soldiers be prepared to answer general Soldier questions relative to the rank of the position advertised, anything related to the MOS for the position advertised and anything related to the duty title and duty description of the advertised position.

## Most common errors causing packet rejection

- 1. Current HT/WT not within 6 months of closing date of application
- PHA is not within 12 months
- 3. Soldier does not have required NCOERs/OERs and failed to submit a memorandum for missing documents
- 4. Soldier does not have the minimum ASVAB scores required to apply for position
- SRB is not validated or certified