



# AGR APPLICATION PROCESS



CTARNG

AGR TB

All AGR applications must be submitted through FTSMCS. Below are the steps to review the MILITARY VACANCY ANNOUNCEMENT (MVA) and apply for any available positions.

The following link will take you to the applications site, <https://ftsmcs.ngb.army.mil/index.htm>

Click on Job Announcements. Under “State of Assignment”, Drop down and select “CT”, then hit search.

1. Review the MVA by selecting “View” (hyperlink) to review the following:

- AREA OF CONSIDERATION
- INSTRUCTIONS FOR APPLYING
- ELIGIBILITY REQUIREMENTS
- POSITION DESCRIPTION

2. In order to apply for the position select “Apply” (hyperlink) and follow the instructions:

- Review your administrative data.
- Ensure all required documents under “Supporting Documentation” are uploaded and legible.
- If you cannot complete the process or missing supporting documents, click “Save” so you can continue with the application process at a later time.
- Once your application is completed, click “Submit Application”.

All required documents will be submitted. In the event a required document does not apply, you must use the memo template below in lieu of the required document (ie., DA 5500/5501). If any of the required documents are not reasonably available, a brief memo will be submitted to the President of the Board, addressing the missing documents. Failure to provide an explanation will deem your application ineligible. **Early submission is highly encouraged. Applications will be reviewed after the Closing date. Any applicants that do not meet the requirements, will be notified via email.**

Any questions pertaining to the process, can be directed to 860-613-7617 or emailed at [ng.ct.ctarng.list.agr-tour-branch@army.mil](mailto:ng.ct.ctarng.list.agr-tour-branch@army.mil)

## **NON-REQUIRED DOCUMENTS**

SSG JOHN R. PATRIOT  
1776 Independence Court  
Hartford, CT 06105-0000

(Date)

MEMORANDUM FOR President, (name of MVA)

SUBJECT: Non-Required Documentation

1. Write briefly why the document is not required.

JOHN R PATRIOT  
SSG, CTARNG  
Job Title

## **SAMPLE LETTER TO PRESIDENT**

SSG JOHN R. PATRIOT  
1776 Independence Court  
Hartford, CT 06105-0000

(Date)

MEMORANDUM FOR President, (name of MVA)

SUBJECT: Discrepancies/Missing documents

1. Write a letter to the board only if necessary explaining discrepancies/missing documents from your packet. Do NOT use this letter to list your career accomplishments.
2. Keep your letter to one page
3. Keep your letter short, to the point, and relevant

JOHN R PATRIOT  
SSG, CTARNG  
Job Title