

**STATE OF OHIO
ADJUTANT GENERAL'S DEPARTMENT
2825 West Dublin Granville Road
Columbus, Ohio 43235-2789**

AGOH-HRO-AGR

21 May 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Full Time Support Management Control System Leave Log

1. Effective 1 July 2009, all AGR Soldiers and ADOS Soldiers in the Ohio Army National Guard will begin using the Full Time Support Management Control System (FTSMCS) automated leave log to process and manage their leave.
2. . The automated leave log was originally developed to provide the capability for AGR Soldiers to process leave requests in a completely paperless environment that ends with an automated transmission of the completed leave to DFAS for processing. During the testing of the system, a modification was made to include Soldiers on ADOS with the same capability. However, due to the interaction with two different pay systems, the automated transmission to DFAS is only available to AGR Soldiers. ADOS Soldiers will use the Leave Log to input their leave and have it approved, but must still print off a copy of the final DA 31 after completing leave and process it through the AGR office for submission to MIL Pay.
3. The leave log is located at <https://ftsmcs.ngb.army.mil/LeaveLog/> .
4. User groups.
 - a. There are 3 categories of users on the leave log:
 - 1) State administrators – AGR office personnel.
 - 2) Leave group supervisors – AO's, Directors, and others who approve leave.
 - 3) Ordinary users – All AGR and ADOS Soldiers.
 - b. State administrators and leave group supervisors have already been identified and registered on the Leave Log. The HRO-AGR section input the initial leave groups by Battalions, Brigade HQ's and Directorates. (See attached list). Please notify the AGR office of any additional personnel/groups that should be included in the system. Leave Group supervisors need not be AGR but must have a valid CAC card and AKO email address to access the system.
 - c. MSC leave group supervisors will have the ability to see and action all the leave in their subordinate commands but will only be sent email notifications for the users in their immediate leave group.

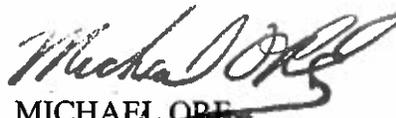
5. Using the system. A step by step process is attached for Users and Supervisors.
6. Reports. The system also provides several reports to help supervisors and Soldiers manage their leave accounts:
 - a. Soldier Leave Balances Report- allows viewing of Soldier leave balances downloaded from DFAS
 - b. Approved Leave Gantt Chart- graphically view who is going to be on leave in the future. This is especially beneficial for supervisors for scheduling purposes
 - c. Users Who Haven't Taken Leave Report- see who hasn't taken leave since a certain date
 - d. Leave Control Number Report- shows any leave that has been issued a leave control number in sequence.
7. **Prior to 1 July 2009**, all AGR and ADOS Soldiers should navigate to the FTSMCS Leave Log at <https://ftsmcs.ngb.army.mil/LeaveLog/> using a computer with a CAC reader. If not previously registered, a registration screen will automatically appear. Enter the required information on the form, ensuring to select the appropriate leave group that they belong to. At this point, the Soldier is now ready to navigate the website for familiarization and use the Leave Log to enter and track leave.
8. All paper DA 31's for AGR Soldiers for any leave taken prior to 30 June 09 **must be received in the HRO by 15 July 2009**. Any paper DA 31's for AGR leave received after 15 July 2009 will be returned through AO channels to the Soldier for input into the Automated Leave Log System.
- 9 POC is SGM DeLauter at -7122 or SSG Bentley at -7439.

FOR THE ADJUTANT GENERAL:

- 3 Encls
1. User directions
 2. Supervisor directions
 3. Leave groups

DISTRIBUTION:

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MICHAEL OBE
COL, MP, OHARNG
Human Resource Officer

Soldier Actions - Moving a Leave Request through the Leave process on the FTSMCS Leave Log Website

*****Click on “view leave” to enter leave or view status of leave request*****

1. Soldier enters leave request (info automatically populates onto a DA 31).
2. Follow the steps to digitally sign the DA 31. **If your system will not allow for the signature of the DA 31 due to JAVA issues, continue without signing. The leave request will be processed even if it is not digitally signed.**
3. An email will be sent to all of the supervisors in the Soldier's leave group, notifying them that a request for leave has been entered. the Soldier will be included in the CC line.
4. Once the leave request is recommended and approved/disapproved, the Soldier will receive an email notifying him/her.
5. Soldier enters request for leave extension (if applicable), extension may also be entered by one of the Soldier's leave group supervisors
6. Once the request for extension has been approved/disapproved, the Soldier will receive an email notifying him/her of the approval/disapproval.
7. After the Soldier returns from leave, the Soldier will verify the leave dates and select “Return from Leave”.
8. **AGR Soldiers** leave will be processed through the system for transmission to DFAS.
9. **ADOS Soldiers** will need to print the DA 31 at this point and turn it in to their supervisor for submission to the AGR office for processing to Mil Pay.

*****Effective immediately, all AGR leave that requires a DFAS transaction will be sent to DFAS electronically via weekly batches directly from the FTSMCS Leave Log website*****

*****This info is intended to be an overview. Much more detailed information can be found on the FTSMCS website and in the enclosed user's manual*****

Supervisor Actions - Moving a Leave Request through the Leave process on the FTSMCS Leave Log Website

*****Click on “view leave” to enter leave or view status of leave request*****

1. Supervisor receives email stating that a leave request has been submitted by a Soldier that they supervise
2. Supervisor selects “recommend” or “deny”
3. Follow steps to digitally sign the DA 31. **If your system will not allow for the signature of the DA 31 due to JAVA issues, continue without signing. The leave request will process even if it is not digitally signed.**
4. An email will be sent to the Soldier notifying him/her of the recommendation or denial. All supervisors of the Soldier’s leave group will be included in the CC line.
5. If the leave request is recommended by a supervisor, it must then be reviewed and approved or denied by a supervisor. **THE SAME SUPERVISOR CAN REVIEW AND APPROVE THE LEAVE.**
6. Follow steps to digitally sign the DA 31. (or continue without signing)
7. An email will be sent to the Soldier notifying him/her of the approval/disapproval. All supervisors in the Soldier’s leave group will be copied in the CC line.
8. After approval, when the Soldier departs for leave a supervisor will receive an email and must sign the Soldier out.
9. Follow steps to sign the DA 31. (or continue without signing)
10. An email will be sent notifying the Soldier that they have been signed out. All supervisors in the Soldier’s leave group will be in the CC line.
11. Supervisor enters request for extension (if applicable).
12. An email will be sent to the Soldier notifying him/her that a request for extension has been entered on their behalf. All supervisors in the Soldiers leave group will be in the CC line.
13. Supervisor will then approve/disapprove the request for extension.
14. Follow the steps to digitally sign the DA 31 (or continue without signing)
15. An email will be sent to the Soldier informing him/her that the extension request was approved or disapproved. All supervisors in the Soldier’s leave group will be in the CC line
16. When Soldier returns from leave and signs in, an email will be sent to his/her leave group supervisors notifying them of the action.
17. Supervisor then selects “Soldier returned” to sign the soldier in from leave
18. Follow the steps to digitally sign the DA 31 (or continue without signing)
19. An email will be sent to the Soldier, informing him/her that a supervisor has signed him/her in from leave. All supervisors in the Soldier’s leave group will be in the CC line.
20. **For AGR Soldiers:** At this point, the DA 31 will be ready for direct transmission to DFAS for processing.
21. **For ADOS Soldiers:** At this point, the DA 31 should be printed and signed (if not digitally signed) and forwarded to the AGR office for processing through Mil Pay.

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