

DAMPS-A Approval Process: WTU/CBWTU Cadre applicants utilize DAMPS-A to track and receive approval for specific position

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
1	Access DAMPS-A and login with AKO username and password or Common Access Card (CAC)	Soldier opens a new webpage, enters MobCop website and logs in with AKO username and password or Common Access Card (CAC).			DAMPS-A	Soldier can access DAMPS-A from any computer with internet connectivity.
2	Click 'View Requests' (DAMPS-A)	Soldier clicks 'View Requests' to view action history.			DAMPS-A	
3	Click blue folder (DAMPS-A)	Soldier clicks on blue folder to view action taken by chain in command.			DAMPS-A	An 'X' next to the blue folder means outstanding issues exist with the applicant. Clicking on the '!' next to the 'X' allows applicant to view outstanding issues.
4	Click 'View Action History' (DAMPS-A)	Soldier clicks 'View Action History,' and a list of approvers is generated showing necessary chain of command to approve Soldier's application.			DAMPS-A	List of approvers for particular Soldier is determined by Soldier's Unit/State.
5	View pop-up for action history (DAMPS-A)	Soldier views pop-up to view his/her list of approvers required to review packet.			DAMPS-A	

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6	Follow packet chain and send communication (DAMPS-A)	Soldier follows packet chain for escalation. Soldier may click on name in chain of command. A blank email message (provided that email client is hooked up with computer) will pop up addressed to the selected chain of command.			DAMPS-A	<p>If name is shaded yellow, person in chain of command has packet in their queue for review.</p> <p>If name is not shaded and without a date, the packet has not yet entered that person's queue.</p> <p>If name is not shaded yellow, but has a date, chain of command has reviewed the packet and made a decision. Date of review is listed in the date column.</p>
7	Review packet and approve/disapprove (DAMPS-A)	State Chain of Command reviews packet to determine approval status.			DAMPS-A	Approver utilizes comments from Staffer, Reviewer, and Commander to decide whether to approve the packet. NGB is the final approver in the chain of command. At this point, NGB takes over packet process for orders.