

Warrior Transition Unit (WTU)/Community Based Warrior Transition Unit (CBWTU) Recruiting Process: Recruiting qualified Soldiers to fill all cadre positions

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
1	Identify open position	Replacement Officer and team utilize WTU/CBWTU Battle Rosters and WTU/CBWTU Vacancy Rosters to identify open position. The WTU/CBWTU Battle Rosters and WTU/CBWTU Vacancy Rosters are being continuously updated based on communication between the Replacement Officer and the installations.		WTU/CBWTU Battle Rosters WTU/CBWTU Vacancy Rosters		
2	Receive notification of open position	Replacement Officer receives notification of open position through channels: CBWTU locations send a Request for Forces (RFF) email; WTU locations send Backfill for Request (BFF) email.				CBWTU will be changing from RMC Command to WTU Command approximately July, 2011. This change in command may require a change in process.
3	Update WTU/CBWTU Battle Rosters	Replacement Officer updates WTU/CBWTU Battle Rosters to indicate all open positions.		WTU/CBWTU Battle Rosters		
4	Receive detail of open position and update WTU/CBWTU Vacancy Rosters	Senior Human Resource NCO receives detail of open position from the Replacement Officer via email or in person. Senior Human Resources NCO updates the WTU/CBWTU Vacancy Rosters to indicate all open positions.		WTU/CBWTU Vacancy Rosters		

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5	Advertise vacancies	<p>Replacement Officer and Senior Human Resource NCO markets open positions to prospective Soldiers and State MILPOs, Deputy State Surgeon, and State Chain of Command. Positions are posted on GKO:</p> <ul style="list-style-type: none"> - GKO-WTU - GKO-CBWTU <p>Unless referred by name by State, NGB cannot initiate direct conversation with Soldiers to market open position.</p>	<p>GKO-WTU</p> <p>GKO-CBWTU</p>		GKO	<p>Advertisements can also be in Army publications (GX Magazine).</p> <p>Tour of Duty (HCM Tool) will serve as an additional marketing tool and is scheduled to go live between in 2010.</p>
6	Read advertising	<p>Soldier, State MILPOs, Deputy State Surgeon, and State Chain of Command read advertisement of open WTU/CBWTU positions.</p>				
7	Contact NGB	<p>Interested Soldier contacts the Senior Human Resource NCO via email/phone to determine next steps in the application process.</p>				
8	Refer potential Soldiers	<p>State MILPO or Chain of Command refers potential Soldier to Replacement Officer, who informs Senior Human Resource NCO of referral.</p>				
9	Contact all referred Soldiers	<p>Senior Human Resource NCO calls all referred Soldiers to determine if Soldier is interested and qualified for position.</p>				

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10	Request required documentation	If Soldier is interested, the Senior Human Resource NCO emails Soldier Enlisted or Officer Checklist, WTU/CBWTU Cadre Position Submission Process Slides and WTU/CBWTU Cadre Application, and requests documentation be submitted within 7 days.		WTU/CBWTU Application Checklist (Enlisted) WTU/CBWTU Application Checklist (Officer) WTU/CBWTU Cadre Position Submission Process Slides WTU/CBWTU Cadre Position Application		

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11	Obtain required documentation	Senior Human Resources NCO obtains documentation from potential candidates via email, and follows-up with candidate with questions if documents are not received. Senior Human Resource NCO utilizes both the Enlisted and Officer checklists to ensure all documentation has been collected. WTU Section performs cursory review of documents to ensure Soldier is qualified. If Soldier is not qualified, Senior Human Resource NCO emails Soldier to inform him/her that the process cannot continue.	ALARACT 210/2009	WTU/CBWTU Application Checklist (Enlisted) WTU/CBWTU Application Checklist (Officer) DA Form 705 DA Form 5500-R DA Form 5501-R DA Form 2-1 (ERB/ORB) DA Form 1059 DA Form 3349 NCOER/OER		Soldier can obtain NCOER/OER from iPERMS record.
12	Compose a packet for each prospective Soldier	Senior Human Resources NCO packages all documents, including administrative notes and Enlisted/Officer checklists. Senior Human Resources NCO scans package to make an electronic copy.				

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13	Forward packet and update 10-Day Suspense Roster	<p>Senior Human Resource NCO emails electronic packet to Cadre Selection Official via email for review and selection.</p> <p>Senior Human Resource NCO tracks review process using 10-Day Suspense Roster and follows-up with Cadre Selection official to ensure 10 business day requirement is met.</p>		10 Day Suspense Roster		
14	Review packet	Cadre Selection Official reviews Soldier packet. If Soldier fits all the requirements for the open position, Cadre Selection Official prospectively fills the position. Cadre Selection Official has 10 business days to review packet and make selection.	<p>ALARACT 069/2009</p> <p>ALARACT 210/2009</p> <p>ALARACT 223/2009</p> <p>ALARACT 225/2009</p> <p>AR 600-9</p>			
15	Communicate selection or non-selection	Cadre Selection Official communicates Soldier selection/non-selection to the Senior Human Resource NCO via email or phone.				
16	Notify selected or non-selected Soldier and update 10-Day Suspense Roster	Senior Human Resource NCO calls Soldier to notify selection/non-selection of position, and updates 10-Day Suspense Roster.		10 Day Suspense Roster		If Soldier is not selected, NGB can then refer Soldier to another open position.
17	Soldier selected?	If Soldier is not selected, process ends.				

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18	Update WTU/CBWTU Vacancy Rosters	If Soldier is selected, Senior Human Resource NCO updates WTU/CBWTU Vacancy Rosters to indicate that open position has been prospectively filled. Senior Human Resource NCO updates DAMPS-A Tracking Roster to track Soldier's DAMPS-A packet.		WTU/CBWTU Vacancy Rosters DAMPS-A Tracking Roster		
19	Update WTU/CBWTU Battle Rosters	Replacement Officer updates WTU/CBWTU Battle Rosters to indicate that open position has been prospectively filled.		WTU/CBWTU Battle Roster		
20	Contact selected Soldier	Senior Human Resources NCO contacts selected Soldier via email (with DAMPS-A Input Process Instruction Slides attached) and requests that Soldier initiate packet in DAMPS-A.		DAMPS-A Input Process Instruction Slides	DAMPS-A	
21	Go to DAMPS-A Input Process (Complete Map)	Go to DAMPS-A Input Process: Soldiers utilize DAMPS-A to initiate application packet for WTU/CBWTU cadre positions, complete map.	Please see DAMPS-A Input Process for more details.	Please see DAMPS-A Input Process for more details.	Please see DAMPS-A Input Process for more details.	
22	Go to DAMPS-A Approval Process (Complete Map)	Go to DAMPS-A Approval Process: WTU/CBWTU Cadre applicants utilize DAMPS-A to track and receive approval for specific position, complete map.	Please see DAMPS-A Approval Process for more details.	Please see DAMPS-A Approval Process for more details.	Please see DAMPS-A Approval Process for more details.	
23	Packet approved?	If packet is approved, Soldier continues selection process. Otherwise Human Resource NCO communicates results and updates rosters.				
24	Receive and communicate disapproval	If Soldier is not approved for position, Senior Human Resource NCO communicates the disapproval to the Soldier, including reason for disapproval.				

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25	Update WTU/CBWTU Vacancy Rosters and DAMPS-A Tracking Roster	Senior Human Resource NCO updates the WTU/CBWTU Vacancy Rosters to 'rollback' position to vacant and DAMPS-A Tracking Roster to indicate disapproval.		DAMPS-A Tracking Roster WTU/CBWTU Vacancy Rosters		
26	Update WTU/CBWTU Battle Rosters	Replacement Officer updates WTU/CBWTU Battle Rosters.		WTU/CBWTU Battle Rosters		
27	Update DAMPS-A Tracking Roster	If Soldier is approved, Senior Human Resource NCO updates DAMPS-A Tracking Roster.		DAMPS-A Tracking Roster		
28	Transfer packet (DAMPS, DAMPS-A)	Senior Human Resource NCO transfers information in packet from DAMPS-A into DAMPS.			DAMPS DAMPS-A	
29	Monitor packet review process (DAMPS)	Senior Human Resource NCO monitors the review progress and answers questions/solves issues if applicable.			DAMPS	
30	Receive notification of acceptance/non-acceptance (DAMPS)	Senior Human Resource NCO receives notification via DAMPS that packet has been either accepted/not accepted.			DAMPS	
31	Accepted?	If Soldier's packet has been accepted, DAMPS automatically sends Soldier's packet to Human Resource Command (HRC) St. Louis for orders to be cut.				
32	Take immediate action	If Soldier's packet is stopped, Senior Human Resource NCO takes immediate action to see if the problem can be resolved.				
33	Resolved?	If Senior Human Resource NCO is able to resolve the reason(s) as to why a DAMPS approver stopped the approval process, approval process continues. If Senior Human Resource NCO is not able to resolve the problem, process ends.				

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34	DAMPS sends packet (DAMPS)	After packet has been approved, DAMPS automatically sends the packet to Human Resource Command (HRC) St. Louis for orders to be cut.			DAMPS	
35	Process Soldier's orders (iPERMS)	HRC St. Louis cuts orders within 72 hours, sends orders to Soldier's home of record and uploads orders to the Interactive Personnel Records Management System (iPERMS).			iPERMS	
36	Obtain Soldier's orders (iPERMS)	Senior Human Resource NCO retrieves copy of Soldier's orders from iPERMS.			iPERMS	
37	Send orders to Soldier, State POC, and gaining unit	Senior Human Resource NCO calls Soldier to indicate orders have been received and sends orders via email to Soldier, State POC, and gaining unit for records.				
38	Plan travel arrangements	Soldier plans all travel arrangements and coordinates arrival date to new duty location with WTU/CBWTU.				
39	Arrive to unit	Soldier arrives on time and at the right place.				
40	Update WTU/CBWTU Battle Rosters	Replacement Officer updates the WTU/CBWTU Battle Roster from 'replacement' to 'fill.'		WTU/CBWTU Battle Roster		
41	Maintain forward plan (Warrior Transition Section Chief, Replacement Officer, Human Resources NCO (Operations) and Warrior Transition Human Resources NCO (Operations))	WTU Section receives notification from State of open position 4-6 months in advance, contacts location 90-120 days in advance to verify position opening, and strives to have overlap in positions. This is an ongoing process.				Warrior Transition Section Chief is also involved in this process.