

WELCOME TO TOUR OF DUTY

Tour of Duty

How to Load a Replacement Request

For assistance contact AOC Team DAMPS

(For current DAMPS-A Users)

Presented by: MKGCS, LLC.



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How to Load a Replacement Request

Before you begin

- Requester (User) MUST have a specific profile approved in TOD for “Replacement Operations”. This is a separate “role” from loading non-replacement positions and needs to be approved by the TOD Replacement Operations OIC.
- Designated Unit Representatives (User) must submit AKO email address to ARNG-Replacements OIC for creation of Replacement Operations user role.
- You will need UIC, para and line information, job descriptions and justifications for each position
- You can only build positions for commands or agencies with which you have a DAMPS-A role
- DAMPS-A Roles are managed internally within respective State-JFHQs. Soldiers with “approver” roles in DAMPS-A can assign similar roles to other Soldiers within the command.
- Information concerning Force Tracking Numbers (FTN) can be obtained by the Unit’s State Mobilization Readiness Officer (MRO) utilizing the original 1A MOB Order request and/or emailing the group email box: G1MOBREPLACEMENT@NG.ARMY.MIL
- You will need supported command and DAMPS “Force Requester” information
- **Replacement requests can ONLY be initiated after LAD when unit has arrived in theater in order to fill “deployed vacancies”.**
- Unit S1’s can obtain Requestor roles in TOD by emailing G1MOBREPLACEMENT@NG.ARMY.MIL. Will need the following information: Name, Rank, Unit, Duty Title, and AKO User Name.
- Unless Identified differently through coordination with G1-MOB Replacements OIC, those who are identified as “Staffers” in DAMPS-A will also be the “Approvers” in TOD for Replacement Requests in each respective State.

How to Load a Replacement Position

The Process To Request a Replacement

- A force requester “User” enters a new replacement request.
- Upon NGB approval, the Theater National Guard Affairs (NGA) Team will validate that the para/lin is valid and vacant.
- Upon Theater validation, the State will determine if the vacancy can be filled from within. If so, the State will create replacement Soldier’s individual MOB order.
- If unable to be filled by the State, ARNG G-1 (Mob) will attempt to fill with a volunteer through Tour of Duty (ToD).
- The Soldier will obtain a State release through DAMPS-A.
- Department of the Army (DA) approval is obtained through the DAMPS process.

How to Load a Replacement Request

Entering Position Type data

Displaying records 1 to 13 of 161

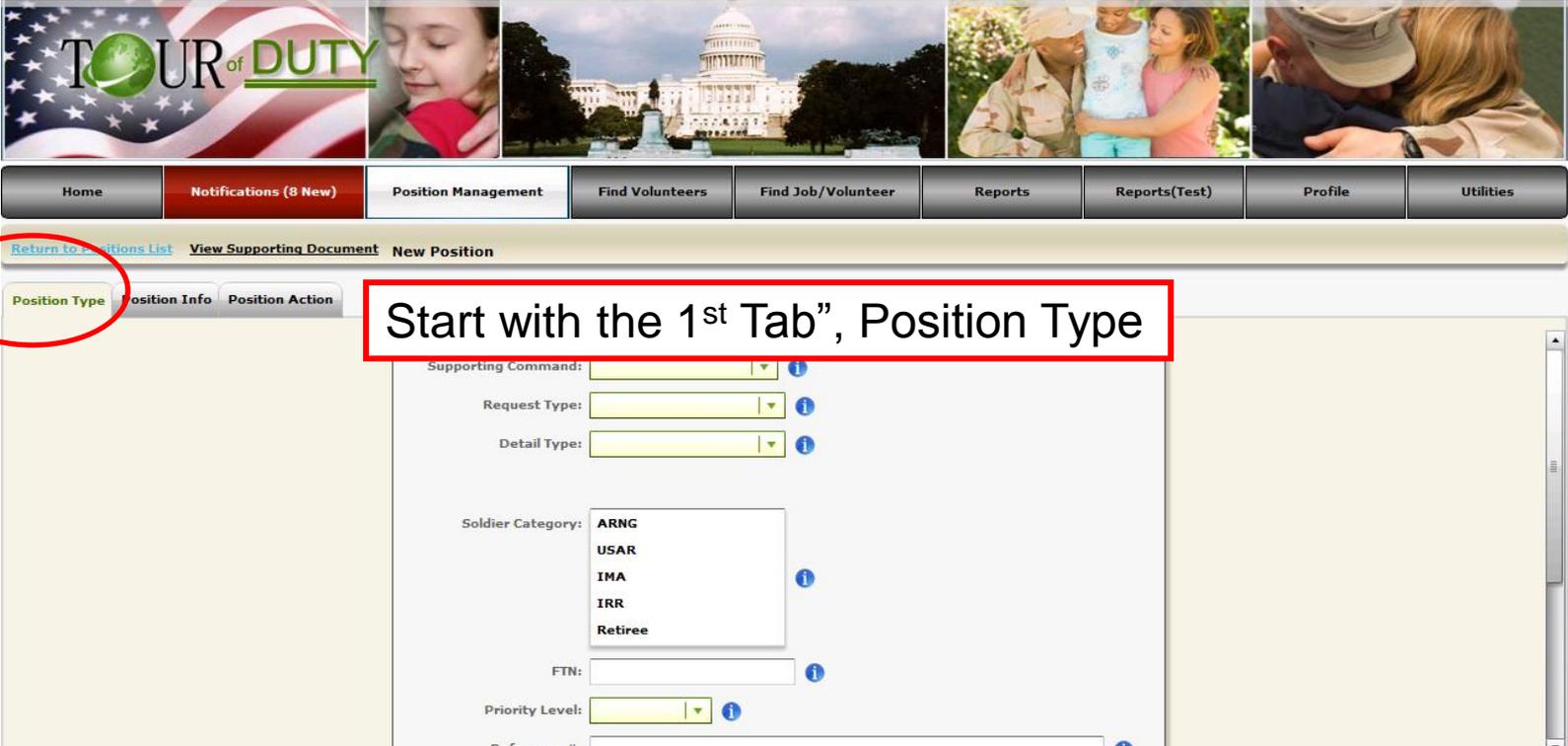
Alt	Position	UIC	Unit Anal	Positio	Rank	Status	Created	Location	Start	End	Tour Leng	Duty Desc	Priority	
		608		0690 MP	103-02	WO1	Position Valid	11/01/2011	1ST ARMY ADR	01/01/2011	09/07/2011	250	TEAM LEADER	1

Login

- Select "Position Management"
- Select "Add New Position" ("Plus" Icon)

How to Load a Replacement Request

Entering Position Type data



The screenshot displays the TOUR of DUTY web application interface. At the top, there is a navigation bar with several tabs: Home, Notifications (8 New), Position Management, Find Volunteers, Find Job/Volunteer, Reports, Reports(Test), Profile, and Utilities. Below this is a banner area with four images: an American flag with the text 'TOUR of DUTY', a young girl, the U.S. Capitol building, and a soldier with a child. The main content area has a breadcrumb trail: [Return to Positions List](#) > [View Supporting Document](#) > **New Position**. Under 'New Position', there are three tabs: **Position Type** (circled in red), Position Info, and Position Action. A red box highlights the text 'Start with the 1st Tab", Position Type'. The 'Position Type' tab is active, showing a form with the following fields: Supporting Command (dropdown), Request Type (dropdown), Detail Type (dropdown), Soldier Category (list box with options: ARNG, USAR, IMA, IRR, Retiree), FTN (text input), Priority Level (dropdown), and Reference # (text input). Each dropdown and list box has an information icon (i) to its right.

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How to Load a Replacement Request

Entering Position Type data

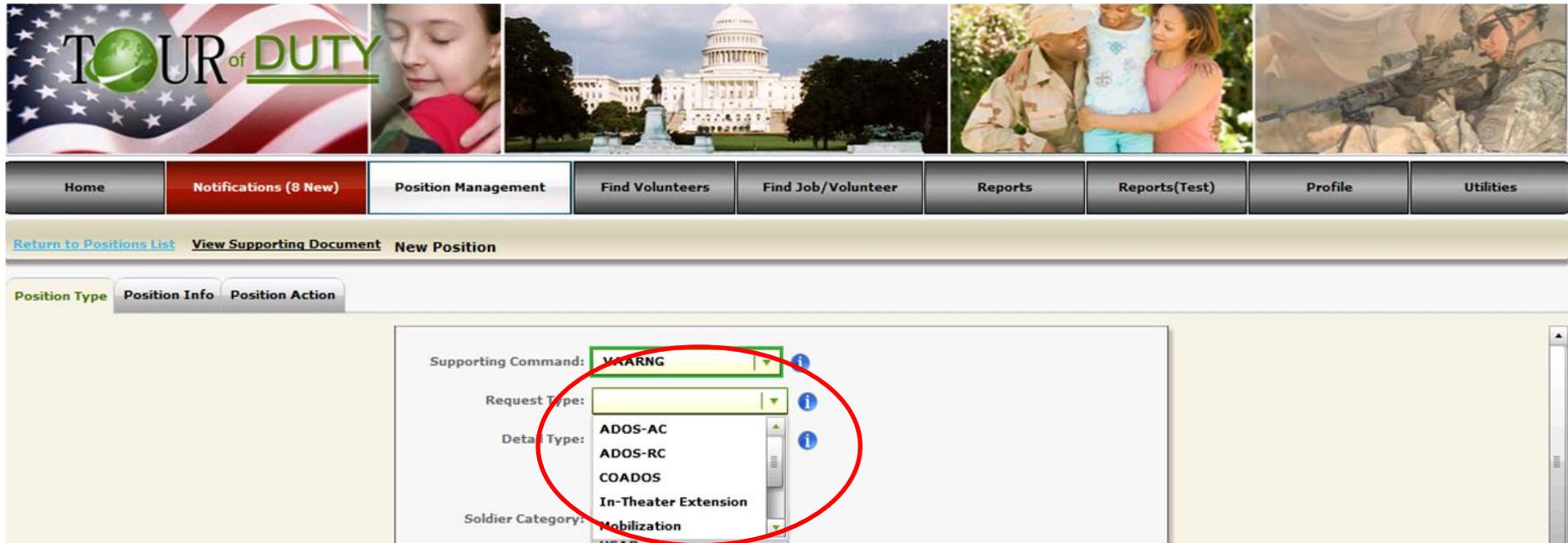


The screenshot shows a web application interface for "TOUR of DUTY". The navigation bar includes links for Home, Notifications (8 New), Position Management, Find Volunteers, Find Job/Volunteer, Reports, Reports(Test), Profile, and Utilities. The main content area is titled "New Position" and has tabs for Position Type, Position Info, and Position Action. The "Position Type" tab is active, and the "Supporting Command" dropdown menu is highlighted with a red circle and contains the text "ARNG-Replacements". Below this, there are dropdown menus for "Request Type" and "Detail Type", each with an information icon. A red box highlights a list of instructions:

- Designate the "Supporting Command"
- Select "ARNG-Replacements"

How to Load a Replacement Request

Entering Position Type data



The screenshot displays the TOUR of DUTY web application interface. At the top, there is a navigation bar with the following tabs: Home, Notifications (8 New), Position Management, Find Volunteers, Find Job/Volunteer, Reports, Reports(Test), Profile, and Utilities. Below the navigation bar, there are links for [Return to Positions List](#), [View Supporting Document](#), and [New Position](#). The main content area is titled "Position Type" and contains several tabs: Position Type, Position Info, and Position Action. The "Position Type" tab is active, showing a form with the following fields:

- Supporting Command:
- Request Type: (This field is circled in red in the original image)
- Detail Type: (This field is circled in red in the original image)
- Soldier Category:

- Designate the “Request Type” - Select “COADOS”
- Designate a “Detail Type” – select “Replacements”

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How to Load a Replacement Request

Entering Position Type data

• Select the “Soldier Category” for the type of RC Solder acceptable for this position. To select more than one, use “Ctrl” and mouse clicks

• It’s best practice to “select all” in this field

How to Load a Replacement Request

Entering Position Type data



- Enter “FTN”
- Select Priority (optional) – for internal use to rank importance

A screenshot of a web form for entering position type data. The form includes fields for IRR (Retiree), FTN, Priority Level, Reference #, and Special Instructions. A red circle highlights the FTN and Priority Level fields. The Priority Level field is a dropdown menu with a yellow background. The Reference # field is a text input with a list of numbers 1, 2, and 3 below it. The Special Instructions field is a text area with a list of numbers 1, 2, and 3 below it. Information icons are present next to the FTN, Priority Level, Reference #, and Special Instructions fields.

How to Load a Replacement Request

Entering Position Type data



- Enter Reference # – the reference number can be a tasking number, internal tracking number or text that allows you to search for this position in ToD. Brigade or Battalion A-Name can be entered here.

FTN:

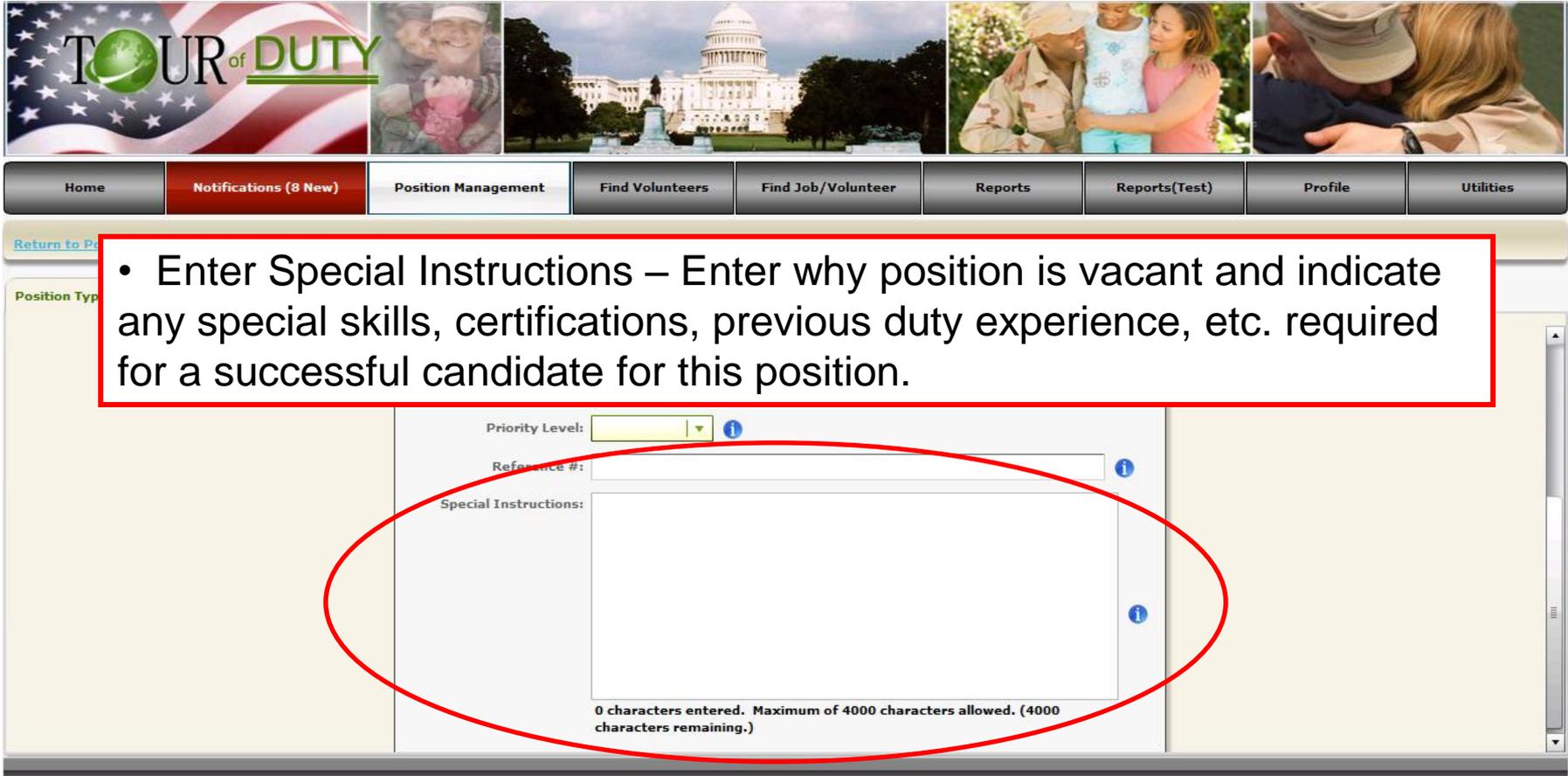
Priority Level:

Reference #:

Special Instructions:

How to Load a Replacement Request

Entering Position Type data



Return to P
Position Typ

- Enter Special Instructions – Enter why position is vacant and indicate any special skills, certifications, previous duty experience, etc. required for a successful candidate for this position.

Priority Level: ⓘ

Reference #: ⓘ

Special Instructions: ⓘ

0 characters entered. Maximum of 4000 characters allowed. (4000 characters remaining.)

How to Load a Replacement Request

Entering Position Info data

Home Notifications (8 New) Position Management Find Volunteers Find Job/Volunteer Reports Reports(Test) Profile Utilities

[Return to Positions List](#) [View Supporting Document](#) [New Position](#)

Position Type **Position Info** Position Action

Start Date: Tour Length: End Date:

Mission Date Spec:

Mission Description:

O6 Name:

POC Name: Email:

Phone: Ext.:

- Move to the “Position Info” Tab
- Enter the Following Info:
 - Start Date
 - Tour Length (days) (or enter End Date to auto-calculate days)
 - End Date (Unit REFRAD date)

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How to Load a Replacement Request

Entering Position Info data

- Enter the Following Info:
 - Mission Location
 - Location Description – Enter a description to further identify the duty location or command (optional) (e.g. USF-I, MNT-A, etc.)
 - Supporting Unit/Agency – Select “ARNG”
 - Paragraph Number
 - Line Number

The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'Notifications', 'Profile', and 'Utilities'. Below the navigation bar, there are tabs for 'Position Type', 'Position Info' (which is circled in red), and 'Position Action'. The main content area is a form for entering position information. The form includes the following fields:

- Mission Location:
- Location Description:
- Supporting Unit / Agency:
- Supporting UIC:
- Unit Name:
- Para:
- Line:
- WIAS:
- Classified:
- MOBDA:
- Duty Description:
- MOS:
- Rank:
- Clearance Level:
- Mission Description:
- O6 Name:
- POC Name:
- Phone:
- Email:
- Ext.:

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How to Load a Replacement Request

Entering Position Info data

The screenshot shows a web application interface with a navigation bar at the top containing buttons for Home, Notifications (8 New), Position Management, Find Volunteers, Find Job/Volunteer, Reports, Reports(Test), Profile, and Utilities. Below the navigation bar, there are links for Return to Positions List, View Supporting Document, and New Position. The main content area has three tabs: Position Type, Position Info (circled in red), and Position Action. The Position Info tab contains a form with the following fields:

- Start Date:
- Tour Length:
- End Date:
- Mission Date Spec:
- Mission Location:
- Location Description:
- Supporting Unit / Agency:
- Supporting UIC:
- Unit Name:
- Para:
- Line:
- WIAS:
- Classified:
- Duty Description:
- MOS:
- Rank:
- Clearance Level:
- Mission Description:
- O6 Name:
- POC Name:
- Email:
- Phone:
- Ext.:

A red box highlights the following information to be entered:

- Enter the Following Info:
 - WIAS Number (leave blank)
 - Classified Position (leave blank)
 - Duty Description
 - MOS
 - Rank
 - Clearance required
 - Mission Description

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How to Load a Replacement Request

Entering Position Type data

O-6 Justification Info

- O-6 Name – Colonel approving the requirement
- POC Name – Contact for questions on requirement
- Email for POC (“**NGGB ARNG G1 Mob Replacements** “ **Global Distro List**)
- Phone for POC (703-607-9796)
- Phone Extension (optional)
- **Force Requestor** – The Command in DAMPS (SIPR) that will accept this request and create a DAMPS packet for HQDA approval – Select “ARNG”
- **Force Requestor Sub Command**
– Select “ARNG- Replacements

How to Load a Replacement Request

Actioning the Position

- Once Position Info is complete, select “Position Action”

fo **Position Action**

Restrict Applicant(s):  By: **Soldier** ▼

Selecting this option will send a notification to the Force Requestor Approver seeking concurrence endorsement. If this position has already been processed for validation (or is currently in the process of validation), clicking this button will force this position to be processed AGAIN for validation. This is your only option because you updated one or more of the following fields: SupportingCommand, Request Type, Detailed Type, UIC, Para, Lin, WIAS, or MissionDescription.

Selecting this option will save this position within your Manage Positions section so that you (or a member of your command) can continue at a later time. If this position has already been processed for validation (or is currently in the process of validation), clicking this button will simply update the position with the most recent changes.

Selecting this option will revert any changes you may have made back to their original value before you made changes. If this is a newly created position, selecting this option will erase your progress.

Request Position **Save Progress** **Cancel**

How to Load a Replacement Request

Actioning the Position

- Now you can either submit the position for approval by selecting “Request Position”
- OR select “Save Progress” to save your work or update changes
- Or Cancel to quit without saving changes

Position Action

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Request Position Save Progress Cancel

How to Load a Replacement Request

Actioning the Position

- An “Approver” (from Command’s DAMPS-A approvers) will see the new position in their “Notifications” page
- Pending new position status = “Validation Requested”
- To view the position details, “Double Click” anywhere on the position row and the “tabs” for that position will be available
- Click on a tab (Action History, Position Info, etc.) to see the details of the position

Home Notifications (8 New)

Notifications (All)

Approve Reject

Red font indicates an action is required

Displaying records 1 to 10 of 10 (Last refreshed 4:50 PM) Refresh

ID	Position ID	Reference #	Status	Soldier Name	Command	Type	Location	Start Date	Tour	Notification Date
5107	615	dfsdfdfsdfsdfsdf	Position Validated		1st Army	ADOS-AC		03/07/2011	200	12/20/2010
5106	616	dfdjfdkjds	Validation Requested		1st Army	ADOS-RC: Title :	AFGHANISTAN	03/12/2011	250	12/20/2010
5105	617		Position Validated		1st Army	COADOS: Other		03/01/2011	365	12/20/2010
5096	608		Position Validated		ARNG - G1	ADOS-AC: OPAD	1ST ARMY AOR	01/01/2011	250	12/13/2010
5095	607	dsfsdfsfsfsfd	Position Validated		75TH BCTD	ADOS-RC: Title :	1ST ARMY AOR	02/21/2011	200	12/20/2010
5091	606	0108-002	Position Validated		TRADOC	COADOS: MOBC	CHARLOTTE, NC	01/28/2011	365	12/09/2010
4973	602		Validation Requested		75TH BCTD	COADOS: MOBC	5TH ARMY AOR	04/21/2011	120	10/13/2010
4709	166		Decline Position			Mobilization: Ot	5TH ARMY AOR	07/11/2010	180	09/07/2010
4218	150	Soldier Test	Position Located			Mobilization: Ot	BURLINGTON AN	06/09/2010	365	07/29/2010
4216	442	test	Validation Requested		ARNG - G1	ADOS-RC: Title :		08/30/2010	2	07/29/2010