

DAMPS Order Processing Info Paper

Date: 11 September 2018

Process. The process begins with requirement validation.

(1) To obtain the validation; Units, also known as Force Requestors (FR), provide their requirements, annually, to HQDA G-3/5/7, DAMO-ODO. G-3/5/7 then validates and approves/disapproves these requirements.

a. The current POCs for DAMO-ODO POCs may be found at the link:
<https://g357.army.pentagon.mil/od/ODO> .

(2) Once validated, Units build Tour of Duty (TOD) positions based on the approvals, advertise via TOD, and then select the Soldiers based on their internal selection criteria. For HRC, the G3, Mobilization Operations (MOB OPS) conducts these tasks in conjunction with the Directorates and Staff.

(3) Selected Soldiers are then routed through an approval chain, including HRC. Here, MOB OPS validates that the Soldiers are eligible for the tour using a 16-point checklist. Once validated the SM is approved by HQDA G-3/5/7 (G-1 for ADMIN-ADOS) and the order is auto-built in DAMPS based on the TOD position.

(4) MOB OPS reviews the draft order for accuracy, provides a quality assurance check to ensure it abides by applicable regulations and then requests the order.

(5) The order is then checked one final time by another team member and approved. The MOB Operations Team Chief samples the orders at random, pre and post publication, for periodic review and QA.

(6) For accountability purposes, DAMPS tracks all actions taken when requesting, adjusting, and producing orders by name, date, and time. Additionally, when the order is produced, a set of initials are placed at the top, between the Soldier's name and Rank/SSN which are the initials of who published the order within the HRC MOB Ops Team.

POC: For questions regarding this information paper please coordinate direct with the HRC MOB Ops Team; Team email: USARMY.Knox.HRC.MBX.G3-ADOS@mail.mil. Team Line: 502 613-4702