



# **Recruiting & Retention Battalion Accelerated OCS Application Process**

**12 November 2024**

**AOCS How-To**



# Process Overview

Upon determination that a Soldier is selected to attend Accelerated OCS, below is a basic overview followed by detailed instructions for each required process.

- **First, the Soldiers will have to complete their OCS and Federal Recognition Packets. This can take place while the remaining tasks are being processed and completed. The priority task is the OCS entrance packet requirements.**
- **The Soldier must be reserved in ATRRS for the Accelerated OCS course. This is completed by the Soldier's Unit Readiness NCO or organic BN Training NCO.**
- **The Soldier must be loaded for orders in DAMPS. This is also completed by the Soldier's Unit Readiness NCO or organic BN TRNG NCO.**
- **The Soldier must go into DTS and file a travel authorization. The soldier completes this; however, they may need assistance.**
  - If the Soldier is new and 09S, they may not have a DTS Account nor a Government Travel Card. If this is the case, they will have to work with their Unit Readiness NCO in order to set up the Travel Card and DTS account.**



# AOCS Enrollment Prerequisite Checklist

OCS STUDENT ENROLLMENT PREREQUISITE CHECKLIST

NAME (LAST, FIRST, MI) \_\_\_\_\_ SSN: (LAST 4) \_\_\_\_\_ STATE \_\_\_\_\_

TRADITIONAL PROGRAM  AOCS PROGRAM

EMERGENCY CONTACT INFORMATION SHEET

ENROLLMENT APPLICATION (not required for 09S)/ ATRRS RS PRINTOUT

LETTER of RECOMMENDATION / not required for 09S or Reserve Soldier's

ETS DATE: (\_\_\_\_) MUST BE LATER THAN END OF COURSE (30 April one year after start of Phase 0)(PQR Printout or DA 4836)

TDY/TRAVEL ORDERS: PHASE I:  PHASE II:  PHASE III:

PROMOTION: PROVIDE COPY OF PROMOTION ORDERS TO E-5

AGE: DOB (\_\_\_\_) Birth Certificate, MUST NOT EXCEED 41 YEARS AND 364 DAYS AT TIME OF INITIAL APPOINTMENT,  
 \_\_\_\_\_ Proof of Citizenship required if not born in the US. (Naturalization Certificate). Name change documents (If applicable)

MEDICAL: A COPY OF THE CURRENT MEDICAL PROTECTION SYSTEM (MEDPROS) – INDIVIDUAL MEDICAL READINESS (IMR)

RECORD PRINT OUT MUST ACCOMPANY THE APPLICANT'S OCS ENROLLMENT PACKET ALONG WITH CHAPTER 2 VERIFICATION MEMO (AND MEDICAL WAIVERS, IF NECESSARY)

EDUCATION: SEMESTER HOURS \_\_\_\_\_ DEGREE \_\_\_\_\_ (MUST HAVE A MINIMUM OF 90 SEMESTER HOURS TOWARD AN ACCREDITED DEGREE AND SUBMIT AN APPROVED DEGREE COMPLETION PLAN PRIOR TO ENROLLMENT ALONG WITH A COPY OF THE MOST CURRENT CERTIFIED COLLEGE TRANSCRIPT)

TEST SCORES (REDD Report): GT SCORE (MIN 110) SCORE: \_\_\_\_\_ (NO WAIVERS ARE AUTHORIZED)

PRIOR TRAINING: COPY OF DD 214/DD 220 / NGB22, REFLECTING ALL ACTIVE DUTY, USAR AND NATIONAL GUARD SERVICE  
 \*EFFECTIVE 4 APRIL 2011, APPLICANTS SEEKING ENROLLMENT INTO THE OCS PROGRAM MUST HAVE COMPLETED AN ARMY OR MARINE CORPS BASIC TRAINING AND ADVANCED INDIVIDUAL TRAINING

OCS STATE ENLISTMENT OPTION: PROVIDE COPY OF DD FORM 1966 – REMARKS (IF APPLICABLE)

SECURITY CLEARANCE: MAY ENROLL WITH AN INTERIM CLEARANCE AT THE DISCRETION OF THE STATE SECURITY MANAGER

WAIVERS: MORAL/CIVIL CONVICTION WAIVERS \*PER NGR 600-100, date 15 Apr 94 (\* MUST BE NGB APPROVED PRIOR TO START OF COURSE AND A COPY INCLUDED WITH THE OCS ENROLLMENT PACKET)

BIO'S (PROVIDE 2 COPIES) placed in part 2

APFT / ACFT: PROVIDE COPY OF DA FORM 705 WITH PASSING SCORE or ATEMPTED ACFT SCORECARD, 705 placed in part 6

HEIGHT/WEIGHT: DA FORM 5500-R OR DA FORM 5501-R (AS REQUIRED) HT/WT \_\_\_\_\_/\_\_\_\_ BODY COMPOSITION \_\_\_\_\_%  
 MAX ALLOWABLE \_\_\_\_\_% DA Form 5500-R or 5501-R placed in part 6

OPAT: CURRENT PASSING OPAT SCORE CARD (USACIMT EDITION 6 JULY 2016 v10.1)(At minimum score or better)

MEETS PREREQUISITES:  DOES NOT MEET PREREQUISITES: \_\_\_\_\_ (SEE REMARKS)

REMARKS: \_\_\_\_\_

QA Representative: \_\_\_\_\_ Date: \_\_\_\_\_

POC for OCS State Rep: Rank/Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Telephone number Office: \_\_\_\_\_ Cell: \_\_\_\_\_

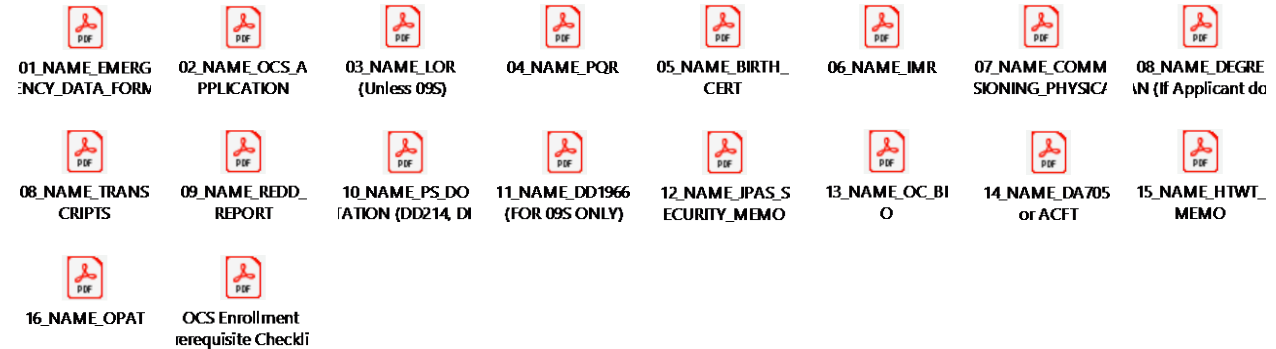
10 AUG 2020



# AOCS Packet Assembly

- **Specifics about the documents – Examples are linked**
  - **01 – Ensure the documents is filled out completely and signed at the bottom**
  - **02 – Accurate data and must be signed by the Soldier and the Soldier’s CDR**
  - **03 – From the Soldier’s CDR, not required if 09S**
  - **04 – Current and pulled within 90 days**
  - **05 – Translated to English if necessary (required even if Naturalized or assumed citizenship)**
  - **06 – Must be all green**
  - **07 – Chapter 2 specifically labeled as commissioning, and must be dated within 2 years of commissioning**
  - **08 – Official transcripts and signed degree plan if not degree complete**
  - **09 – Must show a GT score of 110 or greater**
  - **10 – DD 214 or DD 220 (must show Army BCT or Marine Corps Boot Camp completion)**
  - **11 – Only required for 09S’s**
  - **12 – Pulled within 90 days of submission**
  - **13 – Needs photo of candidate included**
  - **14 – ACFT must be within 60 calendar days of Phase 1**
  - **15 – Must have even if under on HT/WT or ACFT score over 540**
  - **16 – Everyone requires OPAT score card**

- 01\_NAME\_EMERGENCY\_DATA\_FORM
- 02\_NAME\_OCS\_APPLICATION
- 03\_NAME\_LOR (Unless 09S)
- 04\_NAME\_PQR
- 05\_NAME\_BIRTH\_CERT\_Redacted
- 06\_NAME\_IMR
- 07\_NAME\_COMMISSIONING\_PHYSICAL\_Redacted
- 08\_NAME\_DEGREE\_PLAN (If Applicant does not have degree)
- 08\_NAME\_TRANSCRIPTS
- 09\_NAME\_REDD\_REPORT
- 10\_NAME\_PS\_DOCUMENTATION\_(DD214, DISCHARGE ORDER, OR DD 220)
- 11\_NAME\_DD1966 (FOR 09S ONLY)
- 12\_NAME\_JPAS\_SECURITY\_MEMO
- 13\_NAME\_OC\_BIO
- 14\_NAME\_DA 705 or ACFT
- 15\_NAME\_HTWT\_MEMO
- 16\_NAME\_OPAT



# Packet Lessons Learned

- For Accelerated OCS, combine the following forms with the OCS Packet in order to expedite Federal Recognition.

- NGB Form 62E – Application for Federal Recognition (Must be typed)



NGB62E Example



NGB62E Blank

- NGB Form 337 – Oath of Office



NGB337 Example



NGB337 Blank

- DA Form - Oath of Office – Military Personnel



DA71 Example



DA71 Blank

- Branch Preference Sheet (link below)

<https://tmd.texas.gov/recruiting-retention-branching>

- These documents are not sent to the training installation as a part of the OCS packet. These are only used at the State level for FED REC.



## Key Notes:

- All AOCS Entrance packets must be uploaded to the State J-1 Personnel Action Tracker routed through R&R Basic Branch for NGR 600-100 commissioning validation. This must be done prior to ATRRS or DAMPS submissions.
- AOCS is a grueling course. Candidates will be verified by their Command team to be able to run 4 miles in 38 minutes as well as ruck 12 miles in 3 hours.
- Training seats and funding are not guaranteed for AOCS. OSM will make every effort to ensure attendance for those the need it. Priority of attendance:
  - Age over 39
  - Operational Need
  - Geographically Dispersed
- **Candidates must report with their OCS entrance packet in a six-sided folder; NSN: 7530-01-590-7107**
- Candidates must report with the site-specific packing list.
- Candidates that are missing one phase, for example phase 3, must still report with their original packet and past graduation certs for each past phase complete.
- Phases must be taken in order and all phases must be completed within 2yrs of the start of phase 1.
- The unit commander is the approval for secondary attendance for a previously failed phase unless AGR.
- Candidates who end up taking phases non-consecutively for various reasons can attend to any site where the next required phase is being offered. It is highly recommended to stay within the same training site for familiarity and continuity.



# AOCS ATRRS SEARCH

## Key Notes

- AOCS is three phases. Ensure all phases line up. **This will result in three ATRSS Reservations.**
- Each site conducts a Summer and a Winter AOCS. Double check to ensure the phases line up.
- Total length of time for all three phases should be no longer than 60 days.
- Soldier will need an AT order cut for each phase. **That will result in three sets of AT orders as executed in DAMPs.**





# Alabama AOCS\_ATTRS\_Winter and Summer

## ATRRS Course Catalog Search Results

[Back to Search Criteria](#)
[New Search](#)

3 Total Courses

Page 1 of 1

School	School Name	Course	Phase	Course Title	Academic Hours	DL Academic Hours	Distance Learning	Military Career Dev Crs Resident	Military Career Dev Crs DL
974	NG UNIT/SPEC SCHOOLS-AL - 200TH REGT (RTIAL)	<a href="#">OCS</a>	1	OFFICER CANDIDATE SCHOOL	130	0	No		
974	NG UNIT/SPEC SCHOOLS-AL - 200TH REGT (RTIAL)	<a href="#">OCS</a>	2	OFFICER CANDIDATE SCHOOL	208	0	No		
974	NG UNIT/SPEC SCHOOLS-AL - 200TH REGT (RTIAL)	<a href="#">OCS</a>	3	OFFICER CANDIDATE SCHOOL	193	0	No		

## Information For Course OCS

[Back to Course Listing](#)
[New Search](#)

School: 974

Course: OCS

Course Title: OFFICER CANDIDATE SCHOOL

Academic Hours: 130

Military Career Development Crs Completion (Resident):

Military Career Development Crs Completion (DL):

Location: P. O. BOX 5280, FT MCCLELLAN, AL

Phase: 1

DL Academic Hours: 0

[View Course Prerequisites](#)

Class Schedule
  Nonconducted Classes
  Cancelled Classes
  Rescheduled Classes
 [View](#)

### Class Schedule

FY: 2024      School: 974      Course: OCS      Phase: 1      Course Length: 2 Weeks 1.0 Days  
 Course Title: OFFICER CANDIDATE SCHOOL  
 Class Maximum: 320    Class Optimum: 160    Class Minimum: 40

Class	Prereqs	Report Date	Start Date	End Date	Capacity	Class Type	Street	City	State	Zip
0A1	<a href="#">View</a>	19 Jan 2024	20 Jan 2024	01 Feb 2024	131	Annual Training/ADT	BLDG 1021	FT MCCLELLAN	AL	36205
0A2	<a href="#">View</a>	07 Jun 2024	08 Jun 2024	21 Jun 2024	131	Annual Training/ADT	BLDG 1021	FT MCCLELLAN	AL	36205

Classes that have been nonconducted or cancelled or rescheduled have been excluded





# Alabama AOCS\_ATTRS\_Winter and Summer

## Information For Course OCS

[Back to Course Listing](#)

[New Search](#)

School: 974  
 Course: OCS  
 Course Title: OFFICER CANDIDATE SCHOOL  
 Academic Hours: 208  
 Military Career Development Crs Completion (Resident):  
 Military Career Development Crs Completion (DL):

Location: P. O. BOX 5280, FT MCCLELLAN, AL  
 Phase: 2

DL Academic Hours: 0

[View Course Prerequisites](#)

Class Schedule  Nonconducted Classes  Cancelled Classes  Rescheduled Classes [View](#)

Class Schedule										
FY: 2024		School: 974		Course: OCS		Phase: 2		Course Length: 4 Weeks 2.0 Days		
Course Title: OFFICER CANDIDATE SCHOOL										
Class Maximum: 320 Class Optimum: 160 Class Minimum: 10										
Class	Prereqs	Report Date	Start Date	End Date	Capacity	Class Type	Street	City	State	Zip
000	<a href="#">View</a>	07 Feb 2024	08 Feb 2024	18 Jul 2024	30	inactive Duty/IDT	BLDG 1021	FT MCCLELLAN	AL	36205
0A1	<a href="#">View</a>	01 Feb 2024	02 Feb 2024	01 Mar 2024	106	T	BLDG 1021	FT MCCLELLAN	AL	36205
0A2	<a href="#">View</a>	20 Jun 2024	21 Jun 2024	19 Jul 2024	105	T	BLDG 1021	FT MCCLELLAN	AL	36205

Classes that have been nonconducted or cancelled or rescheduled have been excluded

## Information For Course OCS

[Back to Course Listing](#)

[New Search](#)

School: 974  
 Course: OCS  
 Course Title: OFFICER CANDIDATE SCHOOL  
 Academic Hours: 193  
 Military Career Development Crs Completion (Resident):  
 Military Career Development Crs Completion (DL):

Location: P. O. BOX 5280, FT MCCLELLAN, AL  
 Phase: 3

DL Academic Hours: 0

[View Course Prerequisites](#)

Class Schedule  Nonconducted Classes  Cancelled Classes  Rescheduled Classes [View](#)

Class Schedule										
FY: 2024		School: 974		Course: OCS		Phase: 3		Course Length: 2 Weeks 1.0 Days		
Course Title: OFFICER CANDIDATE SCHOOL										
Class Maximum: 480 Class Optimum: 320 Class Minimum: 40										
Class	Prereqs	Report Date	Start Date	End Date	Capacity	Class Type	Street	City	State	Zip
0A1	<a href="#">View</a>	01 Mar 2024	02 Mar 2024	15 Mar 2024	190	T	BLDG 1021	FT MCCLELLAN	AL	36205
0A2	<a href="#">View</a>	19 Jul 2024	20 Jul 2024	02 Aug 2024	193	T	BLDG 1021	FT MCCLELLAN	AL	36205

Classes that have been nonconducted or cancelled or rescheduled have been excluded



# South Dakota AOCS\_ATTRS\_Summer Only

## ATTRS Course Catalog Search Results

[Back to Search Criteria](#)

[New Search](#)

3 Total Courses

Page 1 of 1

School	School Name	Course	Phase	Course Title	Academic Hours	DL Academic Hours	Distance Learning	Military Career Dev Crs Resident	Military Career Dev Crs DL
1015	NG UNIT/SPEC SCHOOLS-SD - 196TH REGT (RTISD)	<a href="#">OCS</a>	1	OFFICER CANDIDATE SCHOOL	130	0	No		
1015	NG UNIT/SPEC SCHOOLS-SD - 196TH REGT (RTISD)	<a href="#">OCS</a>	2	OFFICER CANDIDATE SCHOOL	208	0	No		
1015	NG UNIT/SPEC SCHOOLS-SD - 196TH REGT (RTISD)	<a href="#">OCS</a>	3	OFFICER CANDIDATE SCHOOL	193	0	No		

3 Total Courses

Page 1 of 1

## Information For Course OCS

[Back to Course Listing](#)

[New Search](#)

School: 1015

Course: OCS

Course Title: OFFICER CANDIDATE SCHOOL

Academic Hours: 130

Military Career Development Crs Completion (Resident):

Military Career Development Crs Completion (DL):

Location: 60 SHERIDAN ST, PO BOX 317, FT MEADE, STURGIS, SD

Phase: 1

DL Academic Hours: 0

[View Course Prerequisites](#)

Class Schedule
  Nonconducted Classes
  Cancelled Classes
  Rescheduled Classes
 [View](#)

### Class Schedule

FY: 2024      School: 1015      Course: OCS      Phase: 1      Course Length: 2 Weeks 1.0 Days  
 Course Title: OFFICER CANDIDATE SCHOOL  
 Class Maximum: 160    Class Optimum: 160    Class Minimum: 40

Class	Prereqs	Report Date	Start Date	End Date	Capacity	Class Type	Street	City	State	Zip
001	<a href="#">View</a>	01 Jun 2024	02 Jun 2024	15 Jun 2024	180	Annual Training/ADT	54 SHERIDAN STREET	FORT MEADE	SD	57741
002	<a href="#">View</a>	13 Jul 2024	14 Jul 2024	27 Jul 2024	180	Annual Training/ADT	54 SHERIDAN STREET	FORT MEADE	SD	57741

Classes that have been nonconducted or cancelled or rescheduled have been excluded



# South Dakota AOCS\_ATTRS\_Summer Only

## Information For Course OCS

[Back to Course Listing](#)

[New Search](#)

School: 1015

Course: OCS

Course Title: OFFICER CANDIDATE SCHOOL

Academic Hours: 208

Military Career Development Crs Completion (Resident):

Military Career Development Crs Completion (DL):

Location: 60 SHERIDAN ST, PO BOX 317, FT MEADE, STURGIS, SD

Phase: 2

DL Academic Hours: 0

[View Course Prerequisites](#)

Class Schedule  Nonconducted Classes  Cancelled Classes  Rescheduled Classes [View](#)

### Class Schedule

FY: 2024 School: 1015 Course: OCS Phase: 2 Course Length: 4 Weeks 2.0 Days  
 Course Title: OFFICER CANDIDATE SCHOOL  
 Class Maximum: 160 Class Optimum: 160 Class Minimum: 10

Class	Prereqs	Report Date	Start Date	End Date	Capacity	Class Type	Street	City	State	Zip
001	<a href="#">View</a>	15 Jun 2024	16 Jun 2024	13 Jul 2024	180	Annual Training/ADT	54 SHERIDAN STREET	FORT MEADE	SD	57741
<del>005</del>	<del><a href="#">view</a></del>	<del>10 Aug 2024</del>	<del>17 Aug 2024</del>	<del>11 Jul 2023</del>	<del>10</del>	<del>Inactive Duty/IDT</del>	<del>BLDG 60 SHERIDAN ST</del>	<del>FORT MEADE</del>	<del>SD</del>	<del>57741</del>

Classes that have been nonconducted or cancelled or rescheduled have been excluded

## Information For Course OCS

[Back to Course Listing](#)

[New Search](#)

School: 1015

Course: OCS

Course Title: OFFICER CANDIDATE SCHOOL

Academic Hours: 193

Military Career Development Crs Completion (Resident):

Military Career Development Crs Completion (DL):

Location: 60 SHERIDAN ST, PO BOX 317, FT MEADE, STURGIS, SD

Phase: 3

DL Academic Hours: 0

[View Course Prerequisites](#)

Class Schedule  Nonconducted Classes  Cancelled Classes  Rescheduled Classes [View](#)

### Class Schedule

FY: 2024 School: 1015 Course: OCS Phase: 3 Course Length: 2 Weeks 1.0 Days  
 Course Title: OFFICER CANDIDATE SCHOOL  
 Class Maximum: 160 Class Optimum: 160 Class Minimum: 40

Class	Prereqs	Report Date	Start Date	End Date	Capacity	Class Type	Street	City	State	Zip
001	<a href="#">View</a>	13 Jul 2024	14 Jul 2024	27 Jul 2024	180	Annual Training/ADT	2823 WEST MAIN STREET	RAPID CITY	SD	57702

Classes that have been nonconducted or cancelled or rescheduled have been excluded



# ATRRS Lessons Learned and POC's

- **Soldiers loaded over the authorized quota will need a support email or memorandum from the ACOS site**
- **Soldier's need to be loaded in ATRRS NLT 60 days from course start date.**
- We need to get someone to have access to ATRRS so that we can have oversight on training seat availability.
- We also need to have an annual meeting with the J37 (MSG Gillis, SFC Martinez & CPT Reinhartz) in order to project future allocations for Accelerated OCS Seats.
- MSG Gillis is the main POC if we have a Soldier who's ATRRS application is either not moving or is not being loaded by the Unit.
- MSG Gillis has the ability to pull the reservation from the Unit level and approve it at the J37 level.
- **POC's**
  - **1SG Jonathon Gillis – J37 NCOIC – Office (512) 782-1038; Cell (512) 289-9345;**  
[jonathan.l.gillis.mil@army.mil](mailto:jonathan.l.gillis.mil@army.mil)
  - **SFC Jesus Garza– ATRRS Program Manager – Office (512) 782-5320; [jesus.a.garza.mil@army.mil](mailto:jesus.a.garza.mil@army.mil)**
  - **LTC Allen Monique– J37 Collective Training OIC – Office (512) 782-1357; Cell (512) 413-7595;**  
[monique.r.allen8.mil@army.mil](mailto:monique.r.allen8.mil@army.mil)





# ATRRS Application (A1) Mandatory Comments

## 1. REQUESTED RS STATUS (RES OR WAIT)

allows flexibility to end-user if course participates in confirm- R process to allow waits to roll to a reservation inside schoolhouse window. Consideration: Battle Rhythm RES/WAIT check in ATRRS to submit DTS/DAMPS in timely manner.

## 2. COURSE FAILURE WITHIN 12 MONTHS / NO SHOW (Y/N)

SM will not be reserved or wait-listed if RS screen shows course failure or No-Show within 12 months, resident training or phased DL based PME.

## 3. FLAGGED OR TEMP PROFILE (Y/N)

Flagged SM's will be disapproved. Soldiers with temporary medical profiles may be loaded for school – profile duration will not extend into course dates. Input end date of temp profile. ASSIGNED PARA/LIN #

Assigned SM to Paragraph & Line number on Unit Manning Report (UMR). UMR Link on Slide #17

## 4. DMOSQ IAW UMR PARA/LIN (Y/N)

SM is MOS Qualified IAW duty position on UMR

## 5. VERIFIED PC FUNCTION - SM MEETS CRITERIA (Y/N)

“PC” function in ATRRS w/ Course Info SLR + SSN will reveal if SM meets course prerequisites. If waiver is required for course attendance, waivers must be submitted to J37 DISTRO & approved by proponent or schoolhouse prior to course A1 application.

## 6. \*\*NCOES

For NCO PME only (except MLC & SMC) Prioritization:

1. U5 Coded Servicemembers
2. Legacy (Pin Ahead of PME or PPOM)
3. Train-Ahead (Meets TIG / TIS)

## EXAMPLE (BLC Application):

1. REQUESTED RS STATUS (RES OR WAIT) - RES
2. COURSE FAILURE WITHIN 12 MONTHS / NO-SHOW (Y/N) – N / N
3. FLAGGED OR TEMP PROFILE (Y/N) – N / Y 20210501
4. ASSIGNED PARA/LIN # - 101 / 03
5. DMOSQ IAW UMR PARA/LIN (Y/N) - Y
6. VERIFIED PC FUNCTION/SM MEETS CRITERIA (Y/N) – Y
7. NCOES (U5 / LEGACY / TRAIN-AHEAD) – U5

**Note: Component Codes will be correct during A1 process. ADOS are entered as GED or GOD, AGR as GEA or GOA**

**Response**

Approval:  Component Code:

[Click here for Class Lookup](#)

FY:  SCH:  CRS:  Phase:

CLS:  QS:  SQS:

Type of Travel Requested:  Action Officer ID:

TDC:  Travel Mode:

Student Pay Grade:  Branch:  DLABSC:

Enlisted MOS with Skill Level / Warrant MOS:  PRC Logon ID:  [Click here for PRC LogonID Lookup.](#)

Student Civilian Series:

[View ATRRS History](#)

### Comments

Note: J37 will provide comments upon disapproval of applications specifying which of the criteria was not met or guidance to load SM for the next FY

Date Applied: 17 Aug 2021  
Original LogonID: RGB8N

Approving Authority: TXPOTO

### Student Request

Approval Recommended: Y  
FY: 2022  
CLS: 103  
Report Date: 01 Aug 2022  
Class Location: ANNVILLE, PA

SCH: 964A  
Course Title: AIR ASSAULT  
Start Date: 02 Aug 2022

CRS: 071-SI/ASI2B (MC)  
End Date: 12 Aug 2022

Phase:

### Student Comments

1. REQUESTED RS STATUS (RES OR WAIT) - WAIT
2. COURSE FAILURE WITHIN 12 MONTHS (Y/N) - N
3. FLAGGED OR TEMP PROFILE (Y/N) - N
4. ASSIGNED PARA/LIN # - 102/01
5. DMOSQ IAW UMR PARA/LIN (Y/N) - Y
6. VERIFIED PC FUNCTION - SM MEETS CRITERIA (Y/N) - Y...9/8/2021 2:18:57 PM

[Update Application](#)

[Next Pending Appl.](#)



⊙	⊙	⊙	⊙	⊙	⊙	⊙	⊙	⊙	⊙	⊙	⊙	⊙	⊙	⊙	⊙	⊙	⊙	⊙
Preq	FY	School	Course	Ph	Class	QS/SQS	AS	AAID	LVL	NEXT ACC	TYPE	AOID						
⊙	2022	551L	8C-F45/553-ASIM9 (MC)		014	2R	p	WPZHAA	1		ARNG	054						

[Transparency Check:](#)

A5 AOID Management Function. QS (2R) and Box ID must be entered to view applications in queue, displays by order received.



# DAMPS Sites Permission/ Access

**MOBCOP**  
HQDA, G-3/5/7 OPERATIONS AND CONTINGENCY PLANS (DAMO-ODO)

DAMPS Orders TOUR DUTY MARRS-N DAMPS-OCOTCS DAMPS DGOIND DAMPS-U

Username:

Password:

- 2. DAMPS – Department of the Army Mobilization Process

Site – <https://mobcop.aoc.army.pentagon.mil/MOBCOPPortal/UI/Login.aspx>

Requirements to gain access

- Log in with CAC and select the “Need more access” in the upper tool bar to request Unit/Bn/BDE access



# DAMPS OCO-IND RFO

## Tab 1 (TDY)

### SCHOOL TDY RFO

#### 1. INITIATE RFO

- A. ORDER TYPE: Full Time National Guard Duty – OTD, TDY, Involuntary
- B. Sub Type: TDY
- C. Start Date: Effective Order Date
- D. Report Date: Report date from AFAM Report
- E. Report Time: Report time from SHL ( Format: 0800hrs )
- F. End Date: End date from AFAM Report
  - consideration: Multi-phased courses, use last phase End Date
- G. Tour Length: Automatically computed from Start/End dates
- H. Funding State: ARNG Texas
- I. TDC: 201 Initial Skills Acquisition (allow to auto-populate)
- J. Purpose: ATTEND + Course Title, verbatim, from AFAM Report
- K. Mission Location: Class Location (Installation or City & State) from AFAM Report
- L. Event: Leave Blank
- M. Exact Location: Class Location from AFAM Report verbatim
  - (Full address, Street Number, City / State, Zip code)
- N. Authority Desc: 32 USC 502(f)(1)(A)
- O. Meals Provided: **See School House Letter (SHL)**
- P. Lodging Provided: **See School House Letter (SHL)**
- Q. Rental Car: **See School House Letter (SHL)**

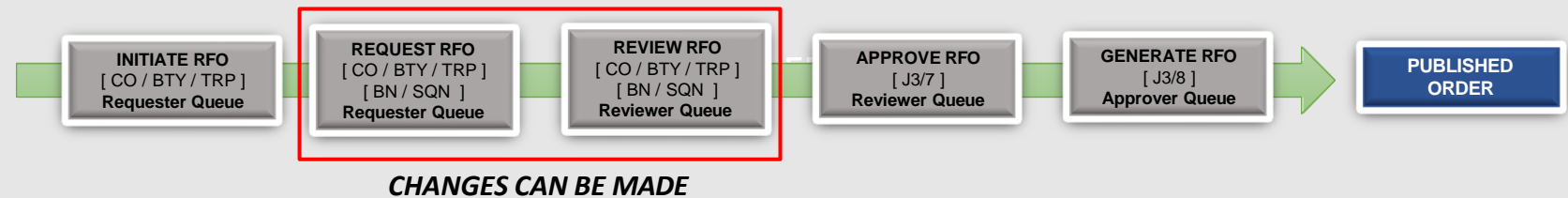
OPS	
Order Type	Full Time National Guard Duty - OTD, TDY, Invol
Sub Type	TDY
Start Date	10/15/2021
Report Date	10/18/2021
Report Time	800
End Date	11/05/2021
Tour Length	22
Funding State	ARNG Texas
TDC	201 Initial Skills Acquisition
Purpose	ATTEND BASIC LEADER
Mission Location	CP BLANDING, FL
Event	
Exact Location	FL CAMP BLANDING 320919710 5629 STATE F
Authority Desc	32 USC 502(f)(1)(A)
Order Format	
Meals Provided	<input checked="" type="checkbox"/>
Lodging Provided	<input checked="" type="checkbox"/>
Rental Car	<input type="checkbox"/>
Duty Loc. Distance	0
VOCO	false 12/31/2000
Estimated Cost	

### NOTES:

Order Start / End Date: Consider authorized days for alternate method of travel (POV) if used

Any deviation from Lines O – Q will require the schoolhouse welcome letter to be uploaded in DAMPS. This ensures proper entitlements to the SM are authorized

### DAMPS Approval Echelons





# DAMPS OCO-IND RFO Tab 2 (TDY)

## SCHOOL TDY RFO

1. **REQUEST RFO – Mandatory Additional Instructions (Paragraphs)**
  - A. **Soldiers with orders authorizing travel entitlements beyond mileage reimbursement will file their voucher utilizing DTS. Mileage only entitlements can be reimbursed via Military Pay.**
  - B. **Travel of dependents and shipment of other than TDY weight allowance is not authorized.**
  - C. **Travel by Commercial Carrier Authorized - Travel by POV for the traveler's convenience is authorized. However, reimbursement is limited to the Constructive Cost of Common Carrier. Reservation will be made through Defense Travel System.**
  - D. **Service member must conform to the height and weight standards IAW AR 600-9.**
  - E. **Payroll will be submitted by the Unit of Assignment.**
  - F. **Subject to availability of funds.**
  - G. **Govt meals are provided and quarters are available and directed, or a statement of non-availability is required.**
  - H. **Reporting uniform will be OCP with soft cap or beret as required**
  - I. **Reporting uniform will be PT clothes for weigh-in and DA Form 705 (APFT Scorecard) required**
  - J. **Individual must comply with AR 670-1**
  - K. **Any additional instructions required from the school house.**

## NOTES:

- A-F Auto-populated with selection of TDY Order Type when initiating an RFO. G Driven from Meals / Lodging Provided Check boxes.
- H-J Working with J38 to add as default
- K Any additional instructions required by SH will be free-typed in "Additional One-Time Instructions" Box in Paragraphs

Texas Military Forces  
Army National Guard  
Post Office Box 5218  
Austin, Texas 78763-5218

ORDERS: N/A

14 Sep 2021

[REDACTED]  
(WPM4A0) 0141 IN BN 01 CO A RIFLE COMP

SPC [REDACTED]  
2404 18TH STREET HONDO TX 78861-1528

You are ordered to Full-Time National Guard Duty-Other Training Duty (FTNGD-OTD) for the period shown plus allowable travel time. Upon completion of the period of duty unless sooner released or extended by proper authority, you will return to the place where you entered and be released from such duty.

PERIOD (TDY): 15 OCT 2021 - 05 Nov 2021  
REPORT TO: FL CAMP BLANDING 320919710 5629 STATE ROAD 16 WEST, CP BLANDING, FL  
REPORT TIME/DATE: NLT 800 18 Oct 2021  
ATTACHED TO: 0141 IN BN 01 CO A RIFLE COMP WPM4A0

PURPOSE: ATTEND BASIC LEADER

### Additional Instructions:

- (A) Soldiers with orders authorizing travel entitlements beyond mileage reimbursement will file their voucher utilizing DTS. Mileage only entitlements can be reimbursed via Military Pay.
- (B) Travel of dependents and shipment of other than TDY weight allowance is not authorized.
- (C) Travel by Commercial Carrier Authorized - Travel by POV for the traveler's convenience is authorized. However, reimbursement is limited to the Constructive Cost of Common Carrier. Reservation will be made through Defense Travel System.
- (D) Service member must conform to the height and weight standards IAW AR 600-9.
- (E) Payroll will be submitted by the Unit of Assignment.
- (F) Subject to availability of funds.
- (G) Govt meals are provided and quarters are available and directed, or a statement of non-availability is required.
- (H) Reporting uniform will be OCP with soft cap or beret as required.

### FOR ARMY USE:

AUTH: 32 USC 502(f)(1)(A)  
HOR [REDACTED] SAN ANTONIO TX 78228-0000  
APC DJMS-RC: F1F201 TDC 201 - INITIAL SKILLS ACQUISITION

### ACCT CLAS:

P&A-OFFICER: 021 206010D22 A18TR 1199/21T2 1F112TRIT 40152720 021001 ODS PM4A0

### SDN:

PEBD: 31 Mar 2005  
FEDERAL WE:  
STATE TAX CODE: TX  
MARITAL STATUS/NUMBER OF DEPENDENTS: M03  
TYPE OF INCENTIVE PAY: NONE  
TYPE OF SPECIAL PAY: NONE  
SCTY CL: NO CLEARANCE  
FORMAT: 282

### TAC:

### FOR THE ADJUTANT GENERAL:

DISTRIBUTION: 1 SOLDIER  
1 0141 IN BN 01 CO A RIFLE COMP 2404 18TH STREET HONDO TX 78861-1528  
1 TX

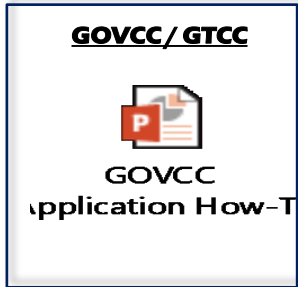


# DAMPS Lessons Learned

- **The RFO needs to be input as soon as the ATRRS reservation has been confirmed.**
- **The Soldier's DTS cannot be input and approved without the RFO being complete.**
- **The routing of a DAMPS RFO goes directly from the Unit Readiness NCO to J37 and finally to the J38 for final approval.**



# Government Travel Credit Card (GTCC/GOVCC)



The Department of Defense (DoD) policy is that the Government Travel Charge Card (GTCC) will be used by all DoD personnel (military or civilian) to pay for all costs related to official government travel.

- Centrally Billed Accounts (CBA) option in DTS is not authorized for Individual Training. SM must have a valid GOVCC.

Ensure SM's complete GOVCC mandatory training (Travel Card 101 on TRAX) and sign the Statement of Understanding (ANNEX 1 pdf page 36).

TRAX link: <https://www.defensetravel.dod.mil/Passport/bin/Passport.html?CFID=132775980&CFTOKEN=3b387320662e4062-9499E542-F7D4-02B3-7C407710F0F8E405#>.

## Regulation Highlights:

- **0405 USE OF THE TRAVEL CARD**
- **040501. Requirement for Use: Unless otherwise exempt (See section 0406), all DoD personnel (military or civilian) are required to use the travel card for all authorized expenses relating to official government travel. Official government travel is defined as travel under official orders to meet mission requirements.**
- **040502. Failure to Use GTCC will not be used as a basis for refusal to reimburse the traveler for authorized expenses. However, failure to use the travel card may subject the traveler to appropriate administrative or disciplinary action.**
- **0406 EXEMPTIONS**
- **040601. GSA Exemptions from the Mandatory Use of the travel card (IBA) The GSA has exempted the following classes of personnel from the mandatory use of the travel card:**
  - **A. DoD personnel (military or civilian) who have an application pending for the travel card.**
  - **B. Individuals traveling on an invitational travel order/authorization.**
  - **C. New appointees/recruits.**
- **These exemptions do not apply to DoD personnel (military or civilian) who are denied travel cards because they do not accept the terms and conditions of the cardholder agreement, such as refusing to: (1) complete (to include SSN and residential mailing address) and sign the account application form, or (2) permit a credit check. The exemption also does not apply when DoD personnel (military or civilian) cancel their cards, for whatever reason, to include disagreement with existing or revised terms and conditions of the cardholder agreement.**



# DTS Site Permission/ Access

Defense Travel System

System Status: DTS

Log In

## Defense Travel System

### Your Travel Management Hub for DoD Trips

Military members and DoD Civilian personnel can book official travel and manage travel expenses.

[Log In](#)

[Need Help Accessing DTS?](#)

- <https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/first>
- **Contact the help desk if a Soldier had an account with a previous branch of service to have it transferred over the National Guard.**



# DAMPS / DTS Business Rules

## DAMPS & DTS Guidance



DAMPS Guidance  
v1



DTS Guidance v1

**DTS BLUF:** Travel Authorizations are approved at cost most advantageous to the US Government.

Rental vehicles are not authorized for Individual Training attendance.

- Exceptions:
  - SH screen or welcome letter states rentals are “required” (Upload supporting documentation in substantiating records for approval)
  - Note: If more than one student attends the same course they will share the rental

POV travel (Authorized mileage) to and from courses will be approved if the cost is most advantageous to the GOV.

### For example:

- It is always cheaper to drive - If a rental is “required” and the SM wants to drive POV and it is less than Flight + Rental amount.  
If a SM is willing to absorb cost past what the GOV is authorized to reimburse. The Approving Official (AO) will establish the limited amount per the CTW.
- Courses longer than 31 x days but less than 140 x days

Must complete constructed travel Worksheet (CTW) and upload to substantiating records. Authorization amount will be adjusted to reflect actual cost.

### Order Types

- TDY – 139 days or less, DTS is authorized.
- PCS – 140 days or more, DTS is not authorized.

DAMPS OCOIND entries are driven with data sourced from AFAM Reservation/Wait Report



# DAMPS/DTS ROE (SAD Orders)

## J37 Individual Training Budget Strategy:

**J37 Goal: Publish DAMPS & Approve DTS Authorization (DD1610) NLT/NET 30-45 days in advance of course report date.**

- Limited in intervals due to budgetary constraints.
- Obligating funds (requesting DAMPS orders) as far out is the best policy.

**J37 Individual Training needs your help getting Orders/DTS to our level as soon as the SM gets reserved for a course.**

### WHY:

Provides SM, Family and Employer factual early warning of course attendance.  
Provides SM predictability and grows trust in the organization which leads to retention and overall readiness of the TMD.  
Prevents friction at multiple echelons & gives J37 Individual Training fiscal reach.

**J37 Individual Training needs your help Amending Orders/DTS & Revoking Orders for non course completion ASAP. WHY:**

Re-allocates funding IOT train more individuals making us more lethal.  
Fiscal responsibility, collectively being good stewards of the US Government's money.

2 days on the front (RFO input) – provide exception / case-by-case basis if order exceeds 30 days due to preferred method of travel. A rental may be authorized by the J37 in consideration of cost most advantage to the US Government.

### Phased or lead in courses:

- i.e. Back to Back Phased NCOPDS, RTAC/Ranger. Submit RFO for the entire span of multiple phased courses
- RFO's must have matching DTS submitted simultaneously & vice versa at the same level. SM will not travel without approved DAMPS Order (Pay & Allowance) and approved DTS (DD 1610 contains TANUM # in block 21).

## Activated / 502(f) Servicemembers

PME Only (NCOES & OES / WOES)

Schools under 30 days:

- SM will remain on 502(f) order

Schools over 30 days:

- 502(f) Order will be amended by JTF-TX NLT 45 days from report date

### DTS

- DTS will entered by SM's organic unit

Best Practice: maintain communication with SM on school status & notify of any changes.

### JTF POC:

MSG Stephenson, Christopher  
[christopher.m.stephenson2.mil@mail.mil](mailto:christopher.m.stephenson2.mil@mail.mil)

## State Active Duty (SAD)

- Units are responsible for RFO & DTS entries in a timely manner IAW Business Rules Timeline

- Best Practice: maintain communication with SM on school status & notify of any changes



# Points of Contact – Basic Branch

- Common POC's

AOCS Info Page – <https://tmd.texas.gov/accelerated-ocs>

OCS Information Website – <https://tmd.texas.gov/txarng-ocs>

- CPT Matias Villanueva – OIC

Email – [matias.m.Villanueva.mil@army.mil](mailto:matias.m.Villanueva.mil@army.mil)

Office – (512) 782-5884

Cell – (512) 318-0841

- SFC Clayton Matthys – NCOIC

Email – [clayton.a.matthys.mil@army.mil](mailto:clayton.a.matthys.mil@army.mil)

Office – (512) 782-5491

Cell – (512) 653-7349

- Admin NCO

Email Inbox - [nq.tx.txarng.mbx.ocs@army.mil](mailto:nq.tx.txarng.mbx.ocs@army.mil)

Email Distro - [nq.tx.txarng.list.rr-basic-branch@army.mil](mailto:nq.tx.txarng.list.rr-basic-branch@army.mil)

Primary

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Secondary

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Cell: 512-820-3562

Tertiary

Office Phone: 512-782-5099

