



# Tour of Duty 101\* (For Volunteers)

### 04/08/2022

\*TOD201 for Users with TOD Roles and TOD301 for Leaders will also be published





## Topics

- What is TOD? (Slide 3)
- Stages and steps of the TOD process (Slides 4-5)
- How to get help (Slides 6-9)
- Update Resume (Slides 10-14)
- Find Position (Slides 15-17)
- Apply for Position (Slides 18-23)
- Accept a Position (Slides 24-26)
- Sign and Submit a Packet (Slides 27-31)
- Summary





## What is TOD?

- Tour of Duty (TOD) is a component of the Mobilization Common Operating Picture (MOBCOP) suite of applications. It is an internet site where reserve component Soldiers (USAR, IRR, ARNG, IMA) can find and volunteer for Active-Duty tours. Currently access to MOBCOP is limited to personnel on a .mil network. TOD cannot be accessed via a .com domain.
- 3 Stages
  - The Requirement (Position Phase)
  - The Application (Applicant Phase)
  - The Packet Processing (Packet Phase)
- To learn more, visit the TOD web site at https://mobcop.aoc.army.pentagon.mil and select "Tour of Duty".

### MOBCOP TOD COADOS Process

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

(Other tour types may vary)



TOUR DUTY





### **TOD COADOS Process Steps**

(Other tour types may vary)

Step	TOD Role	Status	Location	Description
1. Add Position	Force Requestor or TOD Approver	N/A	Hiring Command	Hiring command builds the position. Position ID (PID) created to ID the requirement.
2. Recommend Position	TOD Approver	Position Recommended	Hiring Command	Hiring command conducts Quality Assurance/Quality Control (QA/QC) of the position and submitted to HQDA
3. Validate Position	Validator (Approver)	Validation Requested	HQDA G-3/5/7 (May vary)	HQDA will validate the position is authorized to be advertised
4. Advertise or Restricted	N/A	Position Validated	Find Job Tab	Waiting for a Soldier to apply in the Find Jobs tab (even if restricted)
5. Select Volunteer (if position is not restricted)	Force Requestor	New Volunteer	Hiring Command	Waiting for the hiring command to select the Soldier. This step is N/A if the position is restricted.
6. Approve Soldier	TOD Approver	Soldier Recommended	Hiring Command	Waiting for the hiring command to approve the application. Once approved, a Requirement ID (RID) is created.
7. Accept Position	Volunteer	Soldier Approved	Volunteer	Waiting for volunteer to sign and submit an application in notifications
8. Staff Packet	Staffer	Wait for Staff	RC HQ CoC	Waiting to be routed to CoC
9. Review Packet	Reviewer	Awaiting Review	RC HQ CoC	1 of 3 required reviews at CoC
10. Approve Packet	Cmdr	Pending Action	RC HQ CoC	2 of 3 required reviews at CoC
11. Approve Packet	Approver	Waiting Approval	RC HQ CoC	3 of 3 required reviews at CoC
11A. Approve Packet by FR	Approver	Waiting Approval	Position's FR	Not all packets have to get approved by FR
12. SIPR Systems		Approved: Processing in DAMPS	DAMPS/MDIS	This is the final step in TOD. TOD pushes the necessary data to SIPR to be approved by HQDA. After approved by HQDA it goes to OCOIND to produce the orders



Role: Any User Task: How to Get Help Slide: 1 of 4



# How to Get Help



Role: Any User Task: How to Get Help Slide: 2 of 4



### How To Get Help





Role: Any User Task: How to Get Help Slide: 3 of 4



### How To Get Help

- These are the help desk ticket types to choose from
- It is very important to choose the correct ticket type for your issue. This will help expedite your ticket and potentially prevent it from being denied
- It is very important to input as much accurate information on the tickets as possible, such as the Position ID (PID) and the Request ID (RID). Providing the correct PID and RID will allow the system to automatically provide the support team the necessary information to troubleshoot your ticket.
- These ticket types will be discussed more in detail on the next slide
- The different request types are built the way they are for a reason. Many of the processes have been automated. Choosing the correct type could result in an automatic resolution of your problem.
- If you submit a ticket type that is incorrect for the problem you describe, it will be denied, and you will be asked to resubmit using the correct ticket type.



Role: Any User Task: How to Get Help Slide: 4 of 4



### Types of Helpdesk Requests

1) Add mission location: Request to add a mission location to the available options in TOD

2) Can't search Find Job / Volunteer: Provides instructions to filter search results

3) **ETS/MRD Update:** TOD data is feed from ITAP with ETS/MRD information. This ticket request allows you to update TOD with updated information by providing supporting documentation such as a signed extension or re-enlistment contract.

4) How Do I upload Files: Provides instructions to upload files to your resume. These files will also be available on any application submitted. It is important to select the correct "description" type when uploading documents. Positions that have required documents will be validated based on the description types.

5) I do not see any positions that was restricted to my SSN: If a position has been restricted to you, it will instruct you to click "Find Job" to begin the application process.

6) I do not see any positions on Find Job / Volunteer: Provides instructions to filter search results

7) I do not see my notification: Provides instructions to use the Global Search Tool to search for your notifications. Please see the "Global Search Tool" job aid on the TOD home page training documents for more details.

8) I need roles for TOD: Allows you to request roles in TOD for your command. Please see the "How to Request Roles" job aid on the TOD home page training documents for more details. The support team does not grant roles in TOD. The administrators at each command make determinations on access levels. The user support tickets are sent directly to those administrators.

9) My PHA, HIV or APFT are out of date: Provides details on the data feeds that TOD obtains from ITAP and how to address the "red bubbles" on an application.

10) **Unknown question:** This ticket is only for issues that the other tickets types don't address. Please explain in detail the issue you are having.

11) Update packet: A ticket option for hiring commands to make changes to an active packet



Role: Any User Task: Update Resume Slide: 1 of 5



# Update Resume



Role: Any User Task: Update Resume Slide: 2 of 5



### Resume

- Increases your opportunities to be selected for a voluntary active-duty position
- If a Force Requestor generates a packet on your behalf, TOD will use data (rank, address, Unit, etc.) from a resume that has been updated within 6 months
- You can upload documents such as OERs, PT cards, Retirement Points Verification. Uploaded documents will automatically be accessible with each application submitted.
- Important: Positions built that require documents uploaded will compare the document title of your uploaded documents to the description title of the required documents. If they do not match, TOD will not allow you to submit your application. Example: If the required document states, "PT Card 705" and your document title is "PT Card DA Form 705", it will not pass the validation and allow you to submit your application.
- The special notes portion of the resume (bubbles) is automatically provided by a data feed from a variety of sources. The only flag that will prevent you from submitting an application is an ETS/MRD that expires during the duration of the tour you are applying for. If this date is incorrect, please submit an "ETS/MRD Update" ticket with supporting documentation.



Role: Any User Task: Update Resume Slide: 3 of 5



### **Update Resume**

	Home Not	Rof DUTY fications Position Management Find Volume	r Find J	e Report	1) Click I position	Find Jo s	b to dis	play ad	vertise	d	-12-30 11:27:50 US Eastern Ti h Tool Help [CAC LOGIN]	me: 2021-12-30 11:27:50 About
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0	2) Cir	ek i öst kesüne önnne t	o oper	i your i	esume		02/21/2022	08/21/2022	180	Mobilization	76 OPERATIONAL RESPONSE	ARNG,USAR,IMA,IRR,RetireeRecall
•	233274	EQUIP REC/PARTS SP	SPC	92A	ALEXANDRIA, VA		03/02/2022	06/18/2022	109	COADOS - Other	RHC-A	USAR
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•	232281	entered.	CW4	51C	NEW ORLEANS, LA		12/30/2021	12/30/2021	1	ADOS-AC - REIMBURSABLE	USACE	IMA,ARNG,USAR,IRR
•	232271	THIS IS DEMO DATA. This field is where the duty description is entered.	CPT	25A	MACDILL AFB, FL		06/01/2023	09/29/2023	121	ADOS-AC - OPADOS G3	JOINT COMMUNICATIONS SUPPORT ELEMENT	ARNG,USAR,IMA
60	231475	THIS IS DEMO DATA. This field is where the duty description is entered.	SFC	00G	FT HOOD, TX		02/01/2020	12/16/2020	320	COADOS - Other	1st Army	IMA,USAR,ARNG,IRR
						is se Page	of 1 po po	20 •)				View 1 - 12
				Deve	loped for HQDA G-3/5/7 by	MKGCS, LL	.C   Customer	Support   Ac	cessibility/Sec	tion 508		



Role: Any User Task: Update Resume Slide: 4 of 5



### **Update Resume**

	TY	Local Time: 2022-03-04 11:57:40         US Eastern Time: 2022-03-04 11:57:40         About           Attention:         Help         [CAC LOGIN]         SSG IDITQU, DEMO impersonated by CTR Kinder, Donald           Sign Out
nome Notifications	HI 300	
Return to Find Job		
Contact Info		
Soldier Category	USAR V	
Rank	E6 This	is the contact information portion of the resume. Update any information
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Address	323 WEST BROADWAY	
Country		
City	GARDNER State MA 🗸	
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Alternate Email		
Primary Phone	7036957844 Extension DSN	
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Date of Rank	5/3/2015	
Service Component	Army Reserve	ir personnal information partian of the application (continued on the payt clide)
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MOS (Primary)	11B	
MOS (Secondary)		
Date of Birth	10/2/1989	
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Note: Some information from your resume will populate an application. It is important to keep it updated.



Role: Any User Task: Update Resume Slide: 5 of 5



### **Update Resume**





Role: Any User Task: Find Position Slide: 1 of 3



# **Find Position**



Role: Any User Task: Find Position Slide: 2 of 3



### **Find Positions**





#### Role: Any User Task: Find Position Slide: 3 of 3



US Eastern Time: 2021-12-30 11:27:50

Help | [CAC LOGIN] 🛛 CTR Kinder, Donald | Sign Out

### **Find Position**



When the results are returned, you can type text in the blocks above each column and the system will instantly reduce the results to just what you have specified. You can also search in the Position ID column for a specific position.

Total Positions: 12

Fav	orites 🚺 Po	st Resume Online Short Tours 🗹 Long Tour	rs 🥝 👹	9								
Clear	Filter											
Alerts	Position ID	Duty Title	Rank	MOS	Location		Start	End	Tour	Tour Type	Command	Soldier Category
	x	x				×			x x		x	
0	233363	S-4 NCOIC	SFC	92Y	FT JACKSON, SC		01/01/2022	01/02/2023	365	Mobilization	108TH TRAINING COMMAND	ARNG,USAR,IMA,IRR,RetireeRecall
•	233362	DRILL SERGEANT	SSG	00G	FT JACKSON, SC		01/01/2022	01/02/2023	365	Mobilization	108TH TRAINING COMMAND	ARNG,USAR,IMA,IRR,RetireeRecall
0	233361	DRILL SERGEANT	SSG	00G	FT JACKSON, SC		01/01/2022	01/02/2023	365	Mobilization	108TH TRAINING COMMAND	ARNG,USAR,IMA,IRR,RetireeRecall
0	233341	BEHAVIORAL HEALTH TECH	SGT	68X	FT BLISS, TX		01/01/2022	01/02/2023	365	Mobilization	ARMY RESERVE MEDICAL COMMAND	ARNG,USAR,IMA,IRR,RetireeRecall
0	233338	DRILL SERGEANT	SSG	00G	FT JACKSON, SC		01/01/2022	01/02/2023	365	Mobilization	Power Projection Enablers	ARNG,USAR,IMA,IRR,RetireeRecall
•	233336	HEALTH CARE SPEC	SPC	68W	FT BLISS, TX		01/01/2022	01/02/2023	365	Mobilization	Power Projection Enablers	ARNG,USAR,IMA,IRR,RetireeRecall
0	233311	#1 Wheeled Vehicle Mechanic	PFC	91B			02/21/2022	08/21/2022	180	Mobilization	76 OPERATIONAL RESPONSE COMMAND	ARNG,USAR,IMA,IRR,RetireeRecall
•	233274	EQUIP REC/PARTS SP	SPC	92A	ALEXANDRIA, VA		03/02/2022	06/18/2022	109	COADOS - Other	RHC-A	USAR
2	233062	THIS IS DEMO DATA. This field is where the duty d	SFC	42A	STUTTGART, GERMANY				1	COADOS - Other	AFRICOM	ARNG,USAR,IMA,IRR
•	232281	THIS IS DEMO DATA. This field is where the duty description is entered.	CW4	51C	NEW ORLEANS, LA		12/30/2021	12/30/2021	1	ADOS-AC - REIMBURSABLE	USACE	IMA,ARNG,USAR,IRR
•	232271	THIS IS DEMO DATA. This field is where the duty description is entered.	CPT	25A	MACDILL AFB, FL		06/01/2023	09/29/2023	121	ADOS-AC - OPADOS G3	JOINT COMMUNICATIONS SUPPORT ELEMENT	ARNG,USAR,IMA
69	231475	THIS IS DEMO DATA. This field is where the duty description is entered.	SFC	00G	FT HOOD, TX		02/01/2020	12/16/2020	320	COADOS - Other	1st Army	IMA,USAR,ARNG,IRR

The "Tour Type" filters the different types of tours available for volunteers.

**COADOS** are tours in support of Contingency Ops such as OEF and OSS. They can be overseas or stateside but must directly support those missions.

Mobilization are vacant positions in mobilizing Units.

ADOS-AC are positions supporting AC Units or commands but are not in support of contingency operations.

ADOS-RC are positions supporting RC Units or commands but are not in support of contingency operations.

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Click on any position to see more details and to apply for the position



Role: Any User Task: Apply for Position Slide: 1 of 6



# Apply for Position



Role: Any User Task: Apply for Position Slide: 2 of 6



### Apply for Position

TOUR	DUTY					Local Time: 2022-03-02 10:25:29 US Easter Global Search Tool Help [CAC LOGIN]	rn Time: 2022-03-02 10:25:29 About
Home Notifications	Position Management Fi	nd Volunteer Find Job	Reports Utilities 1				
Return to Positions Grid							
Position Type Position ID Supporting Command Request Type Detail Type FY Program Type Soldier Category Priority Level Reference # Special Instructions	233378 ARNG-AV ADOS-RC Title 10 0 COUNTER DRUG FCA-Y7402 ARNG	The details of the de	of the position	type is displayed	d here		
Position Info							-
Start Date	10/1/2022	Tour Length	100	End Date	1/8/2023		
Mission Date Spec		Mission Location	ROCK ISLAND ARSENAL, IL	Report To UIC	Z34CAA		
Location Description	ARNG ARMS	Supporting Unit / Agency	ARNG	Supporting UIC	Z34CAA		
Unit Name	Z34C UNIT NAME AA						
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RANK	E8	Restrict by Specific Rank	NO	Restrict to Rank Range	YES		
Minimum Rank Accepted		Maximum Rank Accepted					
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Role: Any User Task: Apply for Position Slide: 3 of 6



### Apply for Position

T <b>⊘</b> UR•	DUTY		Local Time: 2022-03-02 10:51:40     US Eastern Time: 2022-03-02 10:51:40       Global Search Tool     Help     [CAC LOGIN]       CTR Kinder, Donald       S	About ign Out
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IA#		Additional details of the position		
Duty Description	THIS IS DEMO DATA. This field is where the duty d		۲	
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POC Phone	888-222-1212 DSN	Extension		
Force Requestor	ARNG Sub Command	ARNG-RI		
Required Documentation				
Action *	ID De sum of Many	Descent Type	Description	
Apply for Position Add to	You can initiate an applic clicking "Apply for Position Favorities Cancel	cation by This is a description.		
		Developed for HQDA G-3/5/7 by MKGCS, LLC   Customer Support   A	ccessibility/Section 508	2

#### Click on Add to Favorites to save it to your favorites tab.



Role: Any User Task: Apply for Position Slide: 4 of 6



### Apply for Position

New NetWork Red     Return to Find Job     Contact Info     Soldier Category   USAR     E6     Last Name   DITQU     First Name   DITQU     First Name   DEMO     Country   UNITED STATES   City   GARDNER   State   MA     Zip Code   01403105     AKO Email        DEMO NIDITQU mil@mail.mil     Atternate Email	
Return to Find Job     Contact Info     Soldier Category   USAR     This is the contact information portion of the application     Rank   E6     Last Name   IDITQU     First Name   DEMO     Address   323 WEST BROADWAY   Country   UNITED STATES v     City   GARDNER   State   MA     Ato Email     DEMO NIDITQU mil@mail.mil	
Contact Info         Soldier Category       USAR <ul> <li>USAR</li> <li>This is the contact information portion of the application</li> </ul> Rank       E6 <ul> <li>DITQU</li> </ul> First Name       DEMO         Address       323 WEST BROADWAY         Country       UNITED STATES           City       GARDNER       state         Zip Code       014403105         AKO Email       DEMO NIDITQU mil@mail.mil         Alternate Email	
Soldier Category USAR   Rank E6   Last Name IDITQU   First Name DEMO   Address 323 WEST BROADWAY   Country UNITED STATES    City GARDNER   State MA   Zip Code 014403105   AKO Email DEMO.INIDITQU.mil@mail.mil   Attriate Email Email	
Soldier Category     USAR     Rank        E6     Last Name     IDITQU     First Name     DEMO     Address   323 WEST BROADWAY     Country   UNITED STATES ~     City   GARDNER   State     MA     AKO Email     DEMO     Alternate Email	
Last Name   IDITQU   First Name   DEMO   Address   323 WEST BROADWAY   Country   UNITED STATES ~   City   GARDNER   State   MA   Zip Code   014403105   AKO Email   DEMO	
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AKO Email DEMON IDITQU.mil@mail.mil Alternate Email	
Alternate Email	
Primary Phone Trustees Extension DSN D	
Secondary Phone Extension DSN	
December 196	
Date of Rank 5/3/2015 This is your personnel information portion of the application (continued on the next of	lida)
Service Component Army Reserve	muej
Current UIC of Assignment ZR0FA0 Unit Name	
MOS (Primary) 11B	
MOS (Secondary)	
Date of Birth 10/2/1989	

Important: The application will auto populate personnel information from your resume and other authoritative databases. It is important to update this information before you apply for the position. Some data is read only.



Role: Any User Task: Apply for Position Slide: 5 of 6



### Apply for Position

	Local Time: 2022-03-07 07:13:11 US Eastern Time: 2022-03-07 07:13:11 About
Home Notifications	Find Job
Date of Birth Marital Status Gender Dependents Pay-Entry Base Date Active Federal Service (yrs) ETS/MRD Clearance Level	Iol/2/1989   Single   Male   0   4/8/2001   12/25/2034
Special Notes	<ul> <li>APFT Passed more than 12 months ago. (02/01/2018)</li> <li>Resume Clearance and ITAP Clearance match.</li> <li>No Security Clearance on file.</li> <li>Soldier has no dental restrictions</li> <li>Position grade doesn't match Soldiers grade. (Position grade is E8.5</li> <li>Hight/Weight data is not available.</li> <li>Height/Weight data is not available.</li> <li>Soldier's MOS doesn't match the MOS for the position the SM is required.</li> <li>Soldier's MOS doesn't match the MOS for the position the SM is required.</li> <li>Flysical Health Assessment (PHA) no longer valid. Last examined or</li> <li>No Permanent Profile (PULHES = 11111)</li> </ul>
Special Notes	Soldier Category mismatch: Resume Indicates: USAR / ITAP Indicates: ARNG An ETS/MRD that expires during this tour will prevent you from accepting a position. Other "red bubbles" will not prevent you from accepting a position, but the actual issues may need to be addressed before

the packet will be approved.



Role: Any User Task: Applying for Position TOUR DUTY Slide: 6 of 6

### **Apply for Position**

TOUR DU	<u>TY</u>	Attention!       Help       [CAC LOGIN]       SSG IDITQU, DEMO impersonated by CTR Kinder, Donald         Sign Out
Home Notifications	dol bi	
Flags	<ul> <li>Soluter has no vertical restrictions</li> <li>Position grade doesn't match Soldiers grade. (Position grade is E8, Soldiers grade is E6)</li> <li>HiV data not available.</li> <li>Height/Weight data is not available.</li> <li>Resume Rank and ITAP Rank match.</li> <li>Soldier's MOS doesn't match the MOS for the position the SM is requesting. (Position MOS is 15Z, Soldier MOS is 11B, )</li> <li>ETS / MRD more than 18 months (12/25/2034)</li> <li>Physical Health Assessment (PHA) no longer valid. Last examined on 02/01/2018.</li> </ul>	
Special Notes Required Document(s): DA1058R PT Card Upload Files	No Permanent Profile (PULHES = 111111) Soldier is not a rollover. Soldier Category mismatch: Resume Indicates: USAR / ITAP Indicates: ARNG Any documents required by the hirring command will be displayed here.	Documents that are part of your resume will appear in the data grid below. You can also upload them by clicking the Upload Files button underneath the required documents area. Ensure you select the proper document type (such as DA 705 [APFT], OER) from the description dropdown so that it matches the required document's title.
Download	Delete File Name File Size Create Date	Description
	Once you have updated all the information, click "Apply for Position"	
Apply for Position Add to Favorites	Cancel	

Note: After you click apply, TOD will check for errors. If any errors exist, you will need to correct them. If no errors exist, you will get "Position Application Successfully Submitted" and a status od "New Volunteer" in your notifications

04/08/2022

Tour of Duty 101



Role: Any User Task: Accept a Position Slide: 1 of 3



# Accept a Position

Note: If the hiring command restricted the position to you **and** generated the application for you, then this process does not apply to you. You will however need to sign & submit the packet via the Notifications tab.



Role: Any User Task: Accept a Position Slide: 2 of 3



### Accept a Position

- If you have been selected by the hiring command, you will need to accept or decline the position. Even if you were restricted to a position by the hiring command.
- If you do not accept or decline within a certain time period (internally determined by the hiring command), the offer may be withdrawn, and the position offered to another Soldier.
- Accepting a position does not mean you will be ordered to Active Duty now you must formally volunteer, and your request is then reviewed by your chain of command and if required, HQDA.
- If you are selected by the hiring command for the position, you will also need to sign and submit your application as well.



Role: Any User Task: Accept a Position Slide: 3 of 3



#### Accept a Position

Image: Construction of Durty!       If you have been approved for position, you will see this red attention button.	a Attention! ] elp [CAC	Local Time: 2022-03-07 12:36:52 US Eastern Time: 2022-03-07 12:36:52 About           CLOGIN]         SSG IDITQU, DEMO impersonated by CTR Kinder, Donald   Sign Out           Attention!         X
Dour of uty is an unclassified, internet based system to access Reserve Component manpower to support Army and DD re uirements. This is an integrated system that validates requirements, advertises opp rtunities, and manages the volu teer selection process for individual RC Soldier missions.         Announcements         Date Subject         Clicking the red attention buttle will display this message.         2022-01-12       DA Photo         Date Subject         2022-01-12       DA Photo       Eff         2022-01-12       DA Photo       Eff         2016-03-11       TOD Dow for Maintenance       TOD Will be down this afternoon starting         2016-03-11       TOD Dow for Maintenance       TOD Will be down this afternoon starting         2013-03-23       TOD Upd es 0916       The folioning updates were pushed to Tou         2013-03-31       Feb 2018 bease Noles       The folioning updates were pushed to Tou         2013-01-11       NEW Prof sional Profile!       We have pushed an exciting new upgrade t         COADDS Drawdown Toot:       COADDS Drawdown Toot:	Create New Helpdesk Request: What do you need hel Clear Filter @All Open Oclosed Refresh Ticket ID Created Modified 000 2021.09.21 2021.09.21 C	Your application has been approved! Navigate to the Notifications tab, click the RID link, sign and submit your request.
Click Notification to open the notification screen to accept your position.	Tour of Duty Training (Click row to download of Volunteer Training Position Manager Training Dosition Manager Training Subject 20101229: How to Post a Resume 20101229: How to Accept and Sign a Request 20101239: How to Accept and Sign a Request 20101230: How to Seek Preliminary Release	ocument) ContentType PDF



Role: Any User Task: Sign and Submit Packet Slide: 1 of 5



## Sign and Submit Packet

If you volunteered for a position and was selected by the hiring command or the hiring command restricted the position to you, you need to accept the position **and also** sign & submit the packet via the Notifications tab. The packet is the marriage of the requirement (Position ID/PID) with an application resulting in the automatic generation of a packet (Request ID/RID)



Role: Any User Task: Sign and Submit Packet Slide: 2 of 5



### **Notification Screen**

Note: Any information in red font can be actioned by you.

		Local Time: 2022-03-07 12:17:15 US           Attention         Help         [CAC LOGIN]         SSG IDITQU, DEMO impediately	Eastern Time: 2022-03-07 12:17:15 About ersonated by CTR Kinder, Donald   Sign Out
Home Notifications Find Job Total Notifications: 1 Action Only O7 Days 30 Days 60 Days Clear Filter ID Action Position ID 2033605 23365	90 Days     0180 Days     0365 Days     All Time     Control       RID     Reference #     Status     Sold       X     X     X     X       ZZZ552     Soldier Approved     DITOU DEMO N	The default notification screen only shows notificat old. If you think it has been over 30 days since the h approved you, click the additional days to extend th her Name Force Requestor Supporting Command Type Location X X X X X X X X X X X X X X X X X X X	ions less than 30 days hiring command he notification results.
Click the Red X to kill the packet, Important!: A killed packet cannot be revived and is	A red "Soldier Approve position. Click the red than the RID) to bring special notes and the a screen will be shown o	ed" status indicates you have been approved for this RID status or anywhere else on the position (other up the action history, position info, personnel info, action button to accept/decline the position. This on the next slide.	
permanent.	Click the red RID number to go d application and bypass the inform clicking the "Soldier Approved" s	lirectly to the mation shown by status.	
	Developed for HQDA G-3/5/	/7 by MKGCS, LLC   Customer Support   Accessibility/Section 508	



#### Role: Any User Task: Sign and Submit Packet TOUR DUTY Slide: 3 of 5



### Position and Packet Detail Screen

				Local Time: 2022-03-07 13:11:21 US Fastern Time: 2022-03-07 13:11:21 About						
	Home	tions Find Job	Cl	icking some otification so	where in the creen will dis	e position row ( splay this inform	other than the R nation.	ID) in your		ted by CTR Kinder, Donald   Sign Out
_						. ,				
Re	turn to Notifications L	ist Show Private Data								
Selected Notification ID: 2033		<b>):</b> 2033605	Status: Soldier Appro	oved Pos	tion ID: 233365 Positi	on Application ID: 644555	RID: 277689	Start Date	2022-05-07	
	Soldier Nam tion Duty Tit	2 DEMO N	<b>4</b> mand: 377	5 Force	Requestor: USARC	Type/Detail: COADOS	Other Packet Status	:		
	ction History Pos	ition Info Personnel Info	Special Notes A	ction						
Helpdesk Add Comment 📆 Sign & Submit Packet Position History										
		User	Cond	R	ole A	ction	Comment	Date/Time		
			System Generated			Congratulations your ap are not done yet, you sti do this by clicking the re- by clicking the green Sig Notifications Action Histo	slication has been approved! However, you I need to submit your official packet. You can d RequestID link from the Notifications tab or n and Submit Packet button visible from the ry tab.	2022-03-04 11:53		
	<b>T</b>	Iditqu, Demo		Soldier	CREATED			2022-03-04 11:53		
	-	CTR Kinder, Donald	377TH TSC	Approver	Soldier Appr	oved a		2022-03-04 11:53		
	<b>T</b>	CTR Kinder, Donald	377TH TSC	Force Requestor	Recommend	d Soldier recommend		2022-01-05 10:41		
	<b>*</b>	lditqu, Demo	807TH MDSC	Soldier	Application :	submitted		2022-01-05 10:36		

- 1 Clicking Action History will display the action history of the position.
- Clicking the Position History will display all the position information
- Checking Personnel Info will display your personnel information obtained from your resume, application and other databases.
- Clicking Special Notes will display your personnel bubbles and uploaded documents.
- 5 Clicking Action will display the action screen that allows you to escalate to the first line of approval
- Clicking Help Desk will open the Help Desk ticket tool
- Clicking Add Comment will allow you to add a comment for the application.
- Clicking the Sign & Submit Packet will take you to the application acceptance screen.
- Olicking the Position History will display the validation history of the position.



Role: Any User Task: Sign and Submit Packet Slide: 4 of 5



### Sign and Submit Form

TOUR DUTY		Local Time: 2022-03-07 12:17:15 US Eastern Time: 2022-03-07 12:17:15 About           Attention!         Help         [CAC LOGIN]         SSG IDITQU, DEMO impersonated by CTR Kinder, Donald           Sign Out
Home Robifications Find Job		
Total Notifications: 1		
Action Only 7 Days © 30 Days 060 Days 090 Days 180 Days	Close Mission Start Date - Less than 90 days. ETS / MRD more than 18 months (12/25/2034) HIV data not available. APFT Passed more than 12 months ago. (02/01/2018) Height/Weight data is not available. No Permanent Profile (PULHES = 11111) Physical Health Assessment (PHA) no longer valid. Last examined on 02/01/2018 Packet initiated by the Soldier Soldier MAY have 16 or less years of AFS. Soldier less than 730 days toward his 1095. This request will not count against COADOS numbers for USARC. The Soldier is authorized: HOR Uunderstand that although at the completion of my tour I may be within 2 years	Supporting Command     Type     Location     UIC     Start Date     Tour     Notification       x     x     x     x     x     x     x     x       377TH TSC     COADOS: Other     MACDILL AFB, FL     ZS0AAA     2022-05-08     21     2022-03-04
	of qualifying for an active duty retirement under 10 USC 1293, 3911, 3914, it is current Army policy that I will be released from active duty at the completion of my tour unless continued retention on active duty is considered in the best interested of the Army by the Assistant Secretary of the Army (Manpower and Reserve Affairs). I here by consent to my release from active duty at the completion of this tour.	
The Sign and Submit form will	Tour length (according to the missions start and end dates): 21 Mission Location: MACDILLAFB, FL Current Address: 323 WEST BROADWAY, GARDNER, MA 014403105	
look different for each tour	□ I am volunteering for an assignment. I understand that it is my responsibility to read my orders carefully. Based on the mission requirements (duration and location) my tour is eligible for HOR entitlements. However the ultimate entitlement determination will be made by HRC at the time my order is produced. Have you been briefed on your entitlement benefits? ○ Yes ● No	•
	Developed for HQDA G-3/5/7 by MKGCS, LLC   Customer	Support   Accessibility/Section 508



Role: Any User Task: Sign and Submit Packet TOUR DUTY Slide: 5 of 5



### Sign and Submit Form

TOUR DUTY The Sign and Subn	mit form is scrollable and contains 3 sections	About In Out	
Total       Close <ul> <li>Mission Start Date - Less than 90 days.</li> <li>ETS / MRD more than 18 months (12/25/2034)</li> <li>HIV data not available.</li> <li>APFT Passed more than 12 months ago. (02/01/2018)</li> <li>Height/Weight data is not available.</li> <li>APFT Passed more than 12 months ago. (02/01/2018)</li> <li>Height/Weight data is not available.</li> <li>Physical Health Assessment (PHA) no longer valid. Last examined on 02/01/2018</li> <li>Packet initiated by the Soldier</li> <li>Soldier MAY have 16 or less years of AFS.</li> <li>Soldier is authorized. HOR</li> <li>I understand that although at the completion of my tour I may be within 2 years of qualifying for an active duty retirement under 10 USC 1293, 3911, 3914, it is</li> </ul>	All Time 🛞 💐 Upper section contains your personnel metrics and any flags that may need to be addressed before your packet is approved. Middle section contains	s that may need to be	
current Army policy that I will be released from active duty at the completion of my tour unless continued retention on active duty is considered in the best interested of the Army by the Assistant Secretary of the Army (Manpower and Reserve Affairs). I here by consent to my release from active duty at the completion of this tour. Tour length (according to the missions start and end dates): 21 Mission Location: MACDILL AFB, FL Current Address: 323 WEST BROADWAY, GARDNER, MA 014403105	questions specific to this type of tour. You must select an option for each one to apply.		
☐ I am volunteering for an assignment. I understand that it is my responsibility to read my orders carefully. Based on the mission requirements (duration and location) my tour is eligible for HOR entitlements. However the ultimate entitlement determination will be made by HRC at the time my order is produced. Have you been briefed on your entitlement benefits? ○Yes ● No	The lower section contains a comment option and the action buttons. Click Sign & Submit (only visible if there are no validation issues) to accept this tour. Click close to return later.		

Note: The mobilization and COADOS tour applications will not let you submit them without clicking the consent checkbox





### Summary

- If you have been restricted to a position or selected by the hiring command, you will need to accept or decline the position.
- If you do not accept or decline within a certain time period (internally determined by the hiring command), the offer may be withdrawn, and the position offered to another Soldier.
- Accepting a position does not mean you will be ordered to Active Duty now you must formally volunteer, and your request is then reviewed by your chain of command and if required, HQDA.
- If you volunteered for a position and was selected by the hiring command or the hiring command restricted the position to you, you need to accept the position **and also** sign & submit the packet. The packet is the marriage of the requirement (Position ID/PID) with an application resulting in the automatic generation of a packet (Request ID/RID)
- As a general rule, the support team does not kill packets, cannot revive packets, does not validate positions, and does not approve applications or packets. The support team also does not skip escalation or push packets forward in scenarios where there is no technical problem.
- For additional TOD resources, discussions and support, visit the TOD MilSuite at <u>https://www.milsuite.mil/book/community/spaces/apf/s1net/tourofduty></u> Be sure to bookmark the page to be alerted when new products or discussions are added to the page.