^{3 May 2024} Mobilization Volunteer Opportunities

ntroduction	This guide provides the procedures for members to search, withdraw from Mobilization volunteer opportunities in Direction	apply, view, or ect Access (DA).
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Applying for Mobilization Volunteer Opportunities

Introduction This section provides the procedures for searching for and apply to Mobilization volunteer opportunities in DA.

Procedures See below.

Step	Action
1	Navigate to Member Self Service via the drop-down or by page arrows.
	$\bigcirc \text{ direct access} \qquad \qquad \bigcirc \vdots \oslash$
	Member Self Service • Kotifications C
	Direct Access Announcements Absence Request - View AD/RSV Payslip
2	Click on the Member Career Details tile.
	Member Career Details
	E C C C C C C C C C C C C C C C C C C C

Applying for Mobilization Volunteer Opportunities, Continued

Procedures,

continued

Step		Action
3	Select the Mobilization Resume or	ption.
	🖽 Airport Terminal	
	Assignments Endorsements	
	🕹 Employee Reviews	
	Lemployee Reviews Summary	
	🍖 eResume - View	
	🖅 Member Info	
	Mobilization Resume	
	🖭 My Profile	
	M Off Comparison Scale Summary	
	💱 Panel Submissions	
	🖅 PCS eResume - Submit	
	윤 SWE PDE	
	SWE Profile Letter	
	≧≱ Warrant PDE	
	🖀 Warrant Profile Letter	

Applying for Mobilization Volunteer Opportunities, Continued

Procedures,

continued

Step	Action											
4	• See chart in Step 5 for an explanation of each data field below.											
	• At least one field must be populated.											
	• Using the Lookup or drop-down , select the data to be entered into each field (In this example, the search criteria for Rating and Grade were used).											
	Click Search.											
	Empl ID: 1234567 Name: John Wick At least one search criteria field must be specified. A Request Number is required if searching by Requirement Number. A Country is required if searching by State. Country is required if searching by State.											
	Request Nbr: Q Requirement Nbr: Q State: Q											
	Business Unit:											
	Reg Region: Q Rating: MK Q Machinery Technician											
	Department Type Cd: Q Availability Date:											
	Grade: E5 Q Search Clear Review Application											
	Implication Implication											
	Apply Request Nor											

Applying for Mobilization Volunteer Opportunities, Continued

Procedures,

continued

Step		Action
5		
	Field	Description
	Request Nbr	Leave blank or use the Lookup to search for a specific
		request number.
	Requirement Nbr	Leave blank or use the Lookup to search for a specific
		requirement number. NOTE: A requirement number may
		only be selected after a related Request Nbr has been
		selected.
	Business Unit	Leave blank or use the drop-down to select the appropriate
		value:
		• Civilian CG
		• Enlisted CG
		• Officer CG
		• Warrant CG
	Reg Region	Leave blank or use the Lookup to select a specific regulatory
		region:
		• AD (Active Duty members)
		• NOMIL (Civilian members)
		• RSV (Reserve members)
	Department Type Cd	Leave blank or use the Lookup to enter the Department Type
		Code.
	Grade	Leave blank to search for all available requirements for all
		paygrades or using the Lookup, select a specific paygrade.
	Country	Leave blank or use the Lookup to select a specific country.
	State	Leave blank or use the Lookup to select a specific state.
	Geographic Region	Leave blank or use the drop-down to select a specific
		geographic region.
	Rating	Leave blank to search all available requirements for all
		ratings or using the Lookup, select a specific rating.
	Availability Date	Leave blank or enter an availability date.

Applying for Mobilization Volunteer Opportunities, Continued

Procedures,

continued

Step	Action
<u>6</u>	If no mobilization volunteer opportunities matching the search criteria are found, a notification message will display. Click OK , then edit, add, or remove criteria and click Search again.
7	A list of mobilization volunteer opportunities matching the criteria entered in Step 4 will display. Click the Requirement Title to view specific information about the mobilization opportunity
	Apply Requirement Regularement Title Operational Name Geographic Location A Geographic Reg Business Department Rate ICS Command Begin Date End Date POC POC Pone POC Email Name
	1 D 10008783 1000 SECUREST FOR FEESONAL Adapta - A laska - VALDEZ-CORDOVA Adapta - CORDOVA - CORDO
	2 0 10011664 1000 Parental Leave Program-Base PARENTAL LEAVE PROGRAM FY24 Aaka-KETCHIKAN OCONUS RSV ENLCG BASE MK NotApplicable 03/19/2023 06/16/2023 Marcus 21/2/222-2222 marcus sniper@USCG.mil
	3 D 10012169 1000 PRENTAL LEAVE PROGRAM PRENTAL LEAVE PROGRAM PROBABILY PROGRAM FY24 Georgia-TYBEE ISLAND RSV ENLCG STATION MK NotApplicable 06/17/2024 09/09/2024 Charon 917/333-3333 charon.condierge@USCG.ml
	4 D 10011493 1000 PRENTAL LEAVE PROGRAM PARENTAL LEAVE PROGRAM PACENTAL LEAVE PROGRAM PY23 Massachusetts-BUZZARDS BAY MSST MK Not Applicable 09/24/2023 01/21/2024 Charlie 21/2/777-7777 charlie thedeaner@usog.ml
	5 D 10010373 10002 TECHNICUN ISO TRACEN Not Applicable New Jersey-NEW JERSEY RSV ENLCG TRACEN MK Not Applicable 10/17/2022 02/16/2023 Aurelio 917/888-8888 aurelio.mechanic@uscg.ml
8	The Requirements Details will display. Click Return to Search to return to the full list of Mobilization Opportunities.
	Mobilizatn -Requiremnt Posting ×
	Requirement Details Posting Title: MEO MACHINERY TECHNICIAN ISO TRACEN CAPE MAY Primary Duties: SHORT TERM NON CONTINGENCY ADOS • Machinery Technician "A" School Completed • E4 MK Rating Performance Qualifications Sign-Offs Completed Desired Skill Set: Receives a wide array of mechanical work assignments from supervisor including corrective and preventative maintenance base services Government vehicle operation/logistics and improvement projects. Determining the effects that attenations will have on the total system and for
	ensuing has more said equipment runcion poperly. Work is completed into orders oblephilis shell be inablactude is instructions and outle or a normal and while in an owner owner owner owner owner in an owner
	Officer Specialty Codes: Honors & Awards: Languages: Licenses & Certifications:
	Courses: Special Instructions: Return to Search
	·

Applying for Mobilization Volunteer Opportunities, Continued

Procedures,

continued

Step	Action																
9	To submit an application for a specific requirement, check the Apply box for the																
	appropriate R	equire	ment Tit	le, then cl	ick Re	view	[,] Арј	pli	icati	on	•						
	Search	Clear		Review Application								Li	4	1.42.4	(42	5 N I	More All
	Apply Request Requirement Re Nbr Nbr	quirement Title	Operational Name	e Geographic Location A	Geographic Region	n= Business	s Department Type Cd	Rate	ICS Comma	and Beg	jin Date End D	ate POC	P	OC Phone	e POC	Email	VIEW PUT
	1 10008783 10001 SU	QUEST FOR PERS	Not Applicable	Alaska-VALDEZ-CORDOVA	Afloat, USA	ENLCG	iype ou	мк	Not Applicat	ole 06/2	21/2021 07/08/2	2021 Wins	ton 91	7/555-55	55 winst	on.continental@	@uscg.mil
	2 10011864 10001 Pa Kel	rental Leave Progra tchikan-MK	m-Base PARENTAL LEAVE PROGRAM FY24	Alaska-KETCHIKAN	OCONUS RSV	ENLCG	BASE	мк	Not Applicat	ole 03/1	19/2023 06/16/2	1023 Marc	us 21	2/222-22	22 marc	us.sniper@US	GG.mil
	3 10012169 10001 PA - S	RENTAL LEAVE PR	K1 PARENTAL LEAVE PROGRAM FY24	E Georgia-TYBEE ISLAND	RSV	ENLCG	STATION	мк	Not Applicat	ole 06/1	17/2024 09/09/2	024 Char	on 91	7/333-33	33 charo	n.concierge@l	USCG.mil
	4 🗆 10011493 10001 PA	RENTAL LEAVE PR	PARENTAL LEAVE MIK PROGRAM FY23	E Massachusetts-BUZZARDS BAY	RSV		MSST	мк	Not Applicat	ole 09/2	24/2023 01/21/2	024 Charl	lie 21	12/777-77	77 charli	e.thecleaner@)uscg.mil
	5 10010373 10002 ME	EO MACHINERY CHNICIAN ISO TRA IPE MAY	ACEN Not Applicable	New Jersey-NEW JERSEY	RSV	ENLCG	TRACEN	мк	Not Applicat	ole 10/1	17/2022 02/16/2	023 Aurel	lio 91	7/888-88	88 aurei	io.mechanic@	uscg.mil
10																	
10	I ne Modiliza	tion R	esume w	ill display	(split	into	2 sec		ons)	. K	evie	w tr	ie	1ni	orr	natic	on
	listed on the a	applica	ition to ei	nsure it is	accura	te.											
	If the Phone	Numh	ers Fm	ail Addree	56 6 6 0	r Ho	me/N	Ла	ilina	т А	ddr	PEEC	26	lict	ed	are	
	incorrect FX	IT TH	F PAGE	without n	nakino	anv	chan	ν1α 1 σε	nnng es ar	5 ¤ nd 1	unda	te v	י פר וחי	nsi ir n	ou	anc	
	contact inform	nation	Once do	one return	to the	Mo	biliz	ati	on F	Res	upua	to s	sul	ուր hm	it v	onar	L
	application	nution	. Once ut	Jile, Tetuin		1110	UIIIZ	uu			unic	10	Jui		n y	our	
	Mobilization R	esume															
	Name: John Wick Empl ID: 1:								1234567								
	Rank:	LT						R	leg Re	gior	1: R	eserv	/ists	5			
	Business Unit: OFECG Clearance:																
	Department: Phone Numbers	007289	SE	C NEW YORK I	NCIDENI	MGTL	VIV										
	Phone Type		Phone Number				Extension					Pre	Preferred				
	Mobile		917/555-5555														
	Email Addresses																
	Email Type		Email Address				Preferre						ed				
	Business		john.wick@uscg.mil														
	Other		babayaga@boogeyman.com										1				
	Addresses																
	Address Type	Status		As Of	Count	ry	Addr	ess	;								
	Home	Curren	t	05/20/2016	USA		The (New)	Con Yor	tinenta k NY 1	al Ho 001 [,]	otel 1	el					
	Mailing	Curren	t	USA	USA The Continental Hote NEW YORK NY 1001			otel 011									
								_									

Applying for Mobilization Volunteer Opportunities, Continued

Procedures,

continued

<u>د ا</u>				Ac	tion							
• Enter	Comment	s (required).										
t • Enter	the Endor	ser's Empl I	D and	click	Subr	nit.						
Requirements y	ou have Applied For								14	. 1-1	l of 1 🗸 🕨	ÞI
Requi	est Nbr Requirement	Requirement Title	Requirement	Begin Date	End Date	Reg Rate	Department Type	Application	SeqNum	Withdraw	Application S	atus
1	10010373 10002		Open	10/17/2022	02/16/2023	RSV MK	Training Center	Date				
		ISO TRACEN CAPE MAY										
			<u> </u>									
1 05/01	/2024 Comments a	re required.										
Verify requirement	t details, enter Endorser ID	and select Submit to apply.										
Endorser Emp	NID: 9876543 Q	Winston										
Su	ıbmit	Cancel										
Back to Requirem	ent Search											
	1 .1	D '11	1 /		66 × 7	, <u> </u>	1				• • • •	-
The Mo		Resume will	update	statii	ng "Y	our A	ррисац	on has	s bee	en su	omitte	a
Requirem	fully and	be routed for	appro	val.								
	<u>`</u>											
	Request Nbr	Requirement Nbr	Requi	irement	Title			Requ Statu				
1	1001037	73 1000	2 MEO I	MACHIN RACEN	ERY TE	CHNICIAI	N	Open				
Member	Resume						QI					
Member	Application	Commonts					Q	M				
Member SeqNum	Application Date	Comments Comments are	required.				Q					
Member SeqNum 1	Application Date 05/01/2024	Comments Comments are	required.				Q	I				
Member SeqNum 1	Application Date 05/01/2024	Comments Comments are	required.				Q	M				
Member SeqNum 1	Application Date 05/01/2024	Comments Comments are	required.				QI					
Member SeqNum 1 Your Appli	Application Date 05/01/2024 cation has been	Comments Comments are submitted successfu	required.				Q					
Member SeqNum 1 Your Appli Comman	Application Date 05/01/2024 cation has been 1d Endorseme	Comments Comments are submitted successfu	required. Illy.				Q					
Member SeqNum 1 Your Appli Comman Endors	Application Date 05/01/2024	Comments Comments are submitted successfu	required. Illy.									
Member SeqNum 1 Your Appli Comman Endors	Application Date 05/01/2024 cation has been 1d Endorseme ser Empl ID:	Comments Comments are submitted successfu	required. Illy.									
Member SeqNum 1 Your Appli Comman Endors Back to Re	Application Date 05/01/2024 cation has been nd Endorseme ser Empl ID: Submit equirement Sear	Comments Comments are submitted successfu	required. Illy.									

Viewing the Status of a Mobilization Application

Introduction This section provides the procedures for viewing the status of your Mobilization application in DA.

Procedures See below.

Step	Acti	on
1	Click the Mobilization Workcenter tile.	
	Mobilization Workcenter	
2	The My Mobilization Approvals option wil	l automatically display.
	C	
	✓ Links	
	Mobilization ~	
	My Mobilization Approvals	
	Requirement Sourcing	
	✓ Queries	
	✓ Reports/Processes	
	Common Links	
	Report Manager	

Viewing the Status of a Mobilization Application, Continued

Procedures,

continued

Step	Action												
3	The My Mobilization Approvals page will display. Ensure the Submitted Approval Requests radio button is checked, and the Approval Status indicates All. then click												
	Populate Grid.												
	My Mobilization Approvals												
	John Wick												
	 'Submitted Approval Requests' allows users to display Endorsements they have submitted for approval. 'Requests I am Approver For' allows users to display Endorsements submitted to them for approval. Refresh button clears the grid and defaults it back to 'Submitted Approval Requests'. Populate Grid button populates the grid based on what was selected for the radio button and Approval Status, and what was entered in the From/To Dates. 												
	Submitted Approval Requests O Requests I am Approver for												
	Approval Status: All 🗸												
	From Date:												
	To Date: Populate Grid Refresh												
4	A list of the mobilization applications will display. To open the application, click View												
	Command Approvals												
	Application Applicant Name Approver Approver Approver Name Approver Name Requirement Title Requirement Title Requirement Title Status Operational Name Begin Date End Date Approval Detail												
	1 05/01/2024 1234567 John Wick 9876543 Winston 10/10/37 TECHNICIAN ISO TRACEN CAPE MAY 1001 TRACEN CAPE MAY 10/10/2022 02/16/2023 Pending View Application												

^{3 May 2024} Viewing the Status of a Mobilization Application, Continued

Procedures,

continued

of 1 v b b
Application Status
Pending

Withdrawing a Mobilization Application

Introduction This section provides the procedures for members to withdraw a previously submitted Mobilization application in DA.

Procedures See below.

Step	Action
1	Click the Mobilization Workcenter tile.
	Mobilization Workcenter
2	The My Mobilization Approvals option should automatically display.
	C 😳
	▼ Links
	Mobilization
	My Mobilization Approvals
	Requirement Sourcing
	▼ Queries
	✓ Reports/Processes
	Common Links
	Report Manager

3 May 2024 Withdrawing a Mobilization Application, Continued

Procedures,

continued

Step	Action
3	The My Mobilization Approvals page will display. Ensure the Submitted Approval
	Requests radio button is checked, and the Approval Status indicates All, then click
	Populate Grid.
	My Mobilization Approvals
	John Wick
	 'Submitted Approval Requests' allows users to display Endorsements they have submitted for approval. 'Requests I am Approver For' allows users to display Endorsements submitted to them for approval. Refresh button clears the grid and defaults it back to 'Submitted Approval Requests'. Populate Grid button populates the grid based on what was selected for the radio button and Approval Status, and what was entered in the From/To Dates.
	Submitted Approval Requests O Requests I am Approver for
	Approval Status: All 🗸
	From Date:
	To Date: Populate Grid Refresh
4	A list of the mobilization applications will display. To open the application, click View
	Command Approvals
	Application Application Applicant Name Approver Approver Name Approver Name Request Title Requirement Title Requirement Title Status Operational Name Begin Date End Date Approval Status
	1 05/01/2024 1234567 John Wick 98/76543 Winston 100103/3 TeCHNICIANISO TRACEN CAPE MAY TRACEN CAPE MAY 100103/3 TeCHNICIANISO TRACEN CA

³ May 2024 Withdrawing a Mobilization Application, Continued

Procedures,

continued

771					Α	ction	l						
The	Mobil	izatior	n Resume will	displa	ay. To	with	drav	w t	he appli	cation	, che	ck the	e
Wit	hdraw	box a	and click Save	•									
Requirer	nents you have	e Applied For										N 1	1-1 of 1 🗸
	Request Nbr	Requirement	Requirement Title	Requirement	Begin Date	End Date	Reg	Rate	Department Type	Application	SeaNum	Withdraw	Application
	1 10010373	10002	MEO MACHINERY TECHNICIAN ISO TRACEN CAPE MAY	Open	10/17/2022	02/16/2023	RSV	мк	Training Center	05/01/2024	1		Pending
Membe	r Resume		I	Q		1 of 1 🗸	:]	•					
SeqNur	n Application	Comments	s										
1	Date 05/01/2024	Comments	s are required.										
	0010112021												
Annlingti			at any time. Of all M6th down Ob a lith										
Application	ons submitted car	n be withdrawn	at any time. Click Withdraw Checkb	IOX.									
Comma	and Endorseme	ent											
Endo	rser Empl ID:												
	Save												
	Save												
	Save]											
	Save	cation	Status will u	ndate	to Wi	thdra	wn	N	o furthe	r actio	on is	requir	red
The	Save	cation	Status will u	pdate	to Wi	thdra	.wn.	. N	o furthe	r actio	on is	requi	red.
The	Save Applic nents you have	cation	Status will u	pdate	to Wi	thdra	wn.	. N	o furthe	r actio	on is	requii	red.
The Requirem	Save Applic nents you have 2 Request Nbr	cation e Applied For Requirement Nbr	Status will u	pdate Requirement Status	to Wi	thdra End Date	WN.	Rate	O furthe	r actic	DN 1S	requii	red.
The Requirer III C	Save Applic ments you have a Request Nbr 1 10010373	cation e Applied For Requirement Nbr 10002	Requirement Title	Pdate Requirement Status	to Wi Begin Date	thdra End Date 02/16/2023	Reg Region RSV	Rate	O furthe Department Type Training Center	Application Date	DN IS	requii Mithdraw	red. 1-1 of 1 v b Application Withdrawn
The Requirer	Save Applic nents you have Request Nbr 1 10010373 r Resume	Cation e Applied For Requirement Nbr 10002	Requirement Title MEO MACHINERY TECHNICIAN ISO TRACEN CAPE MAY	Pdate Requirement Status Open	to Wi Begin Date	End Date	Reg Region RSV	Rate MK	O furthe Department Type Training Center	Application Date	DN IS SeqNum	requin	red. 1-1 of 1 v Application Withdrawn
The Requirer To Membe	Save Applic nents you have Request Nbr 1 10010373 r Resume	Cation e Applied For Requirement Nbr 10002	Requirement Title MEO MACHINERY TECHNICIAN ISO TRACEN CAPE MAY	Pdate Requirement Status Open	to Wi Begin Date 10/17/2022	thdra End Date 02/16/2023 1 of 1 ~	Reg Region RSV	Rate MK	O furthe Department Type Training Center	r actio	SeqNum	requin M 4 (Withdraw	red. 1-1 of 1 v Application Withdrawn
The Requirer III (Membe SeqNun	Save Applic ments you have 2 Request Nbr 1 10010373 r Resume 1 Application Date	Cation Applied For Requirement Nor 10002	Requirement Title MEO MACHINERY TECHNICIAN ISO TRACEN CAPE MAY	pdate Requirement Status Open Q	to Wi Begin Date 10/17/2022	thdra End Date 02/16/2023 1 of 1 ~	Reg Region RSV	Rate	O furthe	r action Application Date	SeqNum	requin M 4 (Withdraw	red. 1-1 of 1 v) Application Withdrawn
The Requirer T Membe SeqNun	Save Applic ments you have a Request Nbr 1 10010373 r Resume 1 Application Date 05/01/2024	Cation e Applied For Requirement Nor 10002 Comments Comments	Requirement Title MEO MACHINERY TECHNICIAN ISO TRACEN CAPE MAY	pdate Requirement Status Open	to Wi Begin Date 10/17/2022	thdra End Date 02/16/2023 1 of 1 ~	Reg Region RSV	Rate MK	O furthe Department Type Training Center	r actio	Dn is SeqNum	requin M 4	red.
The Requirer IP C Membe SeqNun	Save Application Performance Application Action Act	Cation P Applied For 10002 Comments Comments	Requirement Title MEO MACHINERY TECHNICIAN ISO TRACEN CAPE MAY	pdate Requirement Status Open	to Wi Begin Date 10/17/2022	thdra End Date 02/16/2023 1 of 1 ~	Reg Region RSV	Rate	Department Type Training Center	r actio	SeqNum	requii	red. 1-1 of 1 v V Application Withdrawn
The Requirer T Membe SeqNun 1	Save Applic ments you have Request Nbr 1 10010373 r Resume n Application Date 05/01/2024	Cation Applied For Requirement 10002 Comments	Requirement Title MEO MACHINERY TECHNICIAN ISO TRACEN CAPE MAY	pdate Requirement Status Open Q	to Wi Begin Date 10/17/2022	thdra End Date 02/16/2023	Reg Region RSV	Rate	O furthe Department Type Training Center	r actic	SeqNum	requii	red. 1-1 of 1 v) Application Withdrawn
Requirer FFP (Membe SeqNun 1	Save Applic ments you have Request Nbr 1 10010373 r Resume 05/01/2024	Cation Applied For Requirement Nor 10002 Comments Comments	Requirement Title MEO MACHINERY TECHNICIAN ISO TRACEN CAPE MAY	pdate Requirement Status Open Q	to Wi Begin Date 10/17/2022	thdra End Date 02/16/2023	Reg Region RSV	Rate MK	O furthe	r actic	SeqNum	requin H 4 Withdraw	red.
The Requirer P C Membe SeqNun 1	Save Applic ments you have Request Nbr 1 10010373 r Resume n Application Date 05/01/2024 ans submitted car	Cation Applied For Requirement 10002 Comments Comments	Requirement Title MEO MACHINERY TECHNICIAN ISO TRACEN CAPE MAY	pdate Requirement Status Open Q	Begin Date 10/17/2022	thdra End Date 02/16/2023 1 of 1 v	W11. Reg Region RSV	Rate MK	O furthe	r actic	SeqNum	requin Withdraw	red.
Membe SeqNun 1 Applicatic Comma	Save Applic ments you have Request Nbr 1 10010373 r Resume n Application Date 05/01/2024 yns submitted car nd Endorseme ser Empl ID:	Cation Applied For 10002 Comments Comments	Requirement Title MEO MACHINERY TECHNICIAN ISO TRACEN CAPE MAY	pdate Requirement Status Open Q Ox.	to Wi Begin Date 10/17/2022	End Date 02/16/2023	W11. Reg Region RSV	Rate MK	O furthe	r actic	SeqNum	requin	red.
Membe SeqNun 1 Applicatio	Save Applic ments you have Request Nbr 1 10010373 r Resume n Application Date 05/01/2024 ons submitted car nd Endorseme ser Empl ID: Save	Comments Comments	Requirement Title MEO MACHINERY TECHNICIAN ISO TRACEN CAPE MAY s a are required. at any time. Click Withdraw Checkber	pdate Requirement Status Open Q.	to Wi Begin Date 10/17/2022	thdra End Date 02/16/2023	WN. Reg Region RSV	Rate MK	O furthe	r actio	SeqNum	Vithdraw	red.