

# MRTT Job Aid:

## Building Requests & Requirements

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**Purpose** Provide branch with standard operating procedures in the use of the Mobilization Readiness Tracking Tool (MRTT) and other administrative processes pertaining to the branch's functions in the mobilization of reservists.

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**References**

- (a) Mobilization Readiness Tracking Tool (MRTT)
- (b) United States Coast Guard Mobilization Readiness Tracking Tool (MRTT) User Reference Manual Version -1.6 Revised

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**User Roles**

- Each user is assigned one or more user roles in the MRTT system. The roles to which you are assigned determine the features you can access.
  - a. View Only - Can view any module but cannot edit, delete, or add any record to the system.
  - b. Planner - Can upload a CPRL. Sees all non-activated CPRLs.
  - c. Requestor - Can build a request and validate it so it can be approved. Requestors see requirements belonging to them or to someone for whom they are a delegate provided that the status is AI (additional info required) SII (sourced internally), or PA (Pending Approval). They also see requirements belonging to them or someone for whom they are a delegate that has been processed (either mobilized or demobilized). They can activate a CPRL. Requestors select the Tasked Approver for each requirement when they submit the requirement for Approval.
  - d. Approver - Can build a request, validate, and approve a request. Approvers cannot source a request. They see Requirements tasked to them or to someone for whom they are designated that are in VH (validated), PS (partially sourced), or RV (reviewed) status. The approver role can belong to members from District, Area, FORCECOM (FC-1), or PSC-PSD-SSB can generate a RFF Message, provided they were the original creator/approvers.
  - e. Sourcer - Can build a request, validate, approve, and source a request. Sourcers see all Approved or Partially Sourced requirements (both IA and CPRL) tasked to their District, or if they belong to Area, FORCECOM (FC-1) or PSC-PSD-SSB, requirements belonging to that group. If the sourcing end date is less than the requirement end date, the Sourcer is now forced to select Partially Sourced, Sourced, Shortfall to PSC-PSD-SSB, or Shortfall to FORCECOM (FC-1) as the tasking status. If one of the Shortfalls is selected, the requirement returns to the appropriate scorecard. Sourcer can generate an orders ready message.
  - f. Processor - Can process a sourced request and check-out Service Members. Sees all records considered in processing (P – in processing, M – mobilized, D – demobilized, S – sourced but not yet in processing, or PS – partially sourced but not yet in processing) within their SPO. SPO is based on the SPO DeptID of the Service Member to be

processed.

- g. System Administrator - Can do all of the above plus administrative functions. Sees all requirements meeting the above criteria on each scorecard, without consideration of Tasking District or Tasked Approvers. Can also re-task a requirement to another District.

**Unique Request Identifier (URI) and Requirement Tracking Number (RTN)**

- The Unique Request Identifier (URI) is a unique five digit number that is automatically generated by the Mobilization Readiness Tracking Tool (MRTT) when each request is generated. The Requirement Tracking Number (RTN) is the four digit unique number that comes after the URI.
- For example, if a request is generated for 5 Yeoman for the same time frame at the same location, the URI is the same '10018' and each requirement for each individual Yeoman is '0001', '0002', '0003', etc. The RTN is the total number that would be '10018-0001', '10018-0002', etc.

**Status Codes**

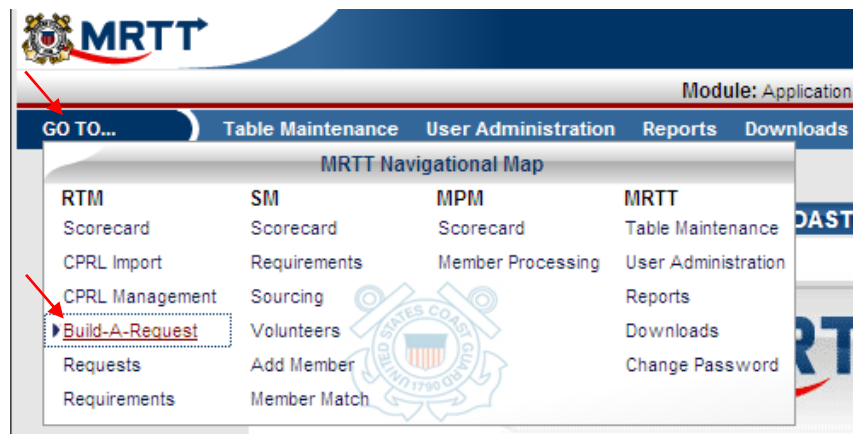
- As a requirement flows through the system, users take actions that assign various statuses to the requirement. These statuses reflect the current location of the requirement in the MRTT system flow. You use the Status page to task actions on a requirement such as validation, approval, sourcing internally, etc. As you take these actions, a status is assigned. You view the status of each requirement on the Requirement page. The following describes each requirement status.
  - a. Approved (A) - Requirement was approved.
  - b. Additional Info Required (AI) - An Approver/Sourcer has requested additional information.
  - c. Cancelled (CNL) - Requirement was canceled at some point during the review process.
  - d. Denied (D) - Requirement has been denied.
  - e. Pending Approval (PA) - Requirement is pending Approvers/Sourcers approval.
  - f. Partially Sourced (PS) - Requirement has been sourced for a portion of the period of time between the Begin Date and End Date. For example, if the Begin Date is 2007.09.09 and the end date is 2008.09.09 and the requirement is only sourced from 2007.09.09 to 2007.12.31, the requirement is partially sourced.
  - g. Reviewed (RV) - Requirement has been reviewed but has not yet been approved or denied.
  - h. Sourced (S) - Requirement has been approved and sourced.
  - i. Validated to Approver (VH) - Requirement has passed validation and is awaiting review at Step 2 by an Approver/Sourcer.

**Building a Request**

- The Build-A-Request function allows you to construct a mobilization request for a single requirement or for multiple requirements. This feature is only available to users whose assigned user roles are authorized to process requests.
- The Build-A-Request page is used to capture the base information for the

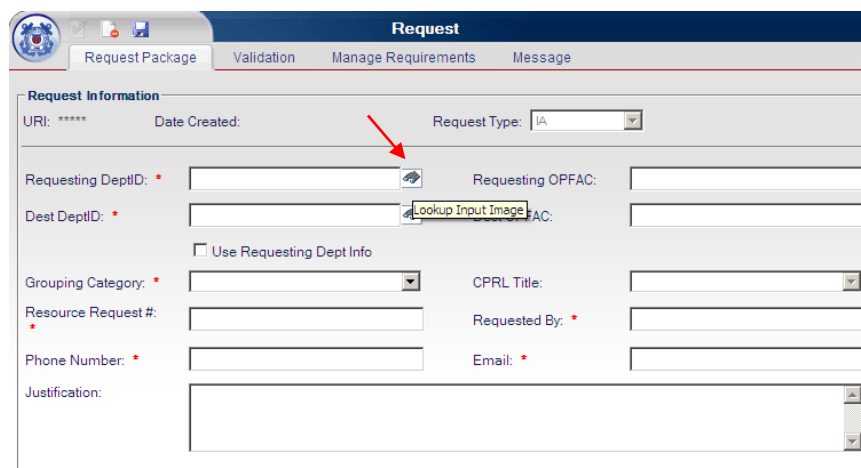
request. Once you save the base request information on the Build-A-Request page, the Request page displays to allow you to add or modify requirements within the request.

- When you create a request, any field with red asterisks is required. If you attempt to send the request to the Approver with missing or invalid information, error messages display in red underneath the buttons on the Request Package tab. You must correct the errors in order to send the request to an Approver.
- Procedure:
  - a. Upon logging into MRTT, ensure your keyboard Caps Lock is ON so that all information entered into MRTT is capitalized.
  - b. Mouse over the “GO TO...” button and select and click “Build-A-Request” from the RTM menu column that appears.

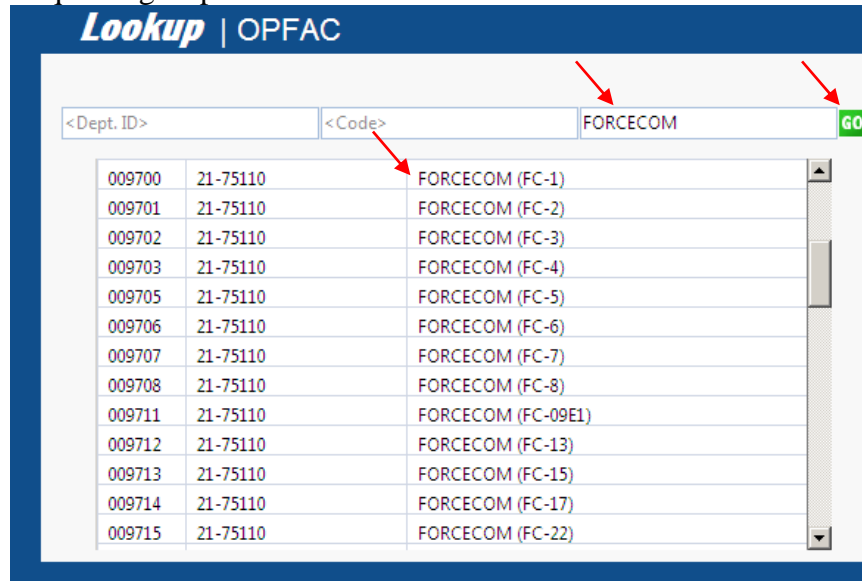


- c. The Requesting Dept ID is the identification number of the unit that issues the request for forces or personnel augmentation request.

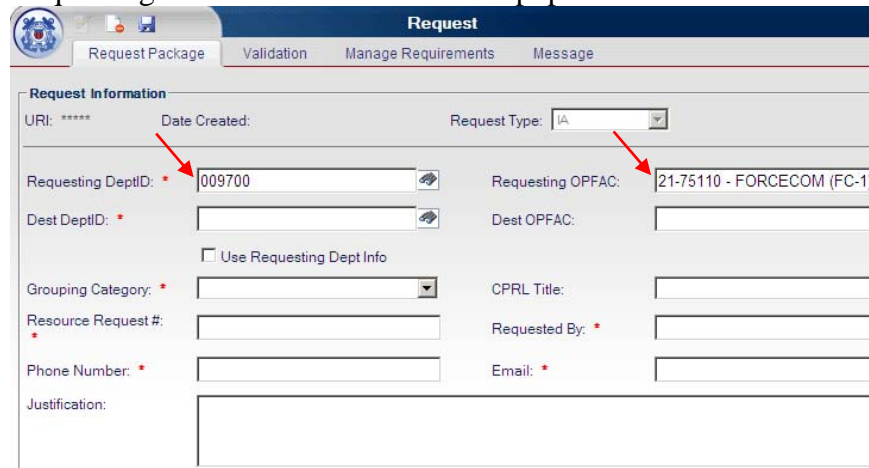
Enter the Requesting Dept ID by clicking the binocular button next to the field. The Lookup OPFAC window will now appear.



Search for the Dept ID by entering a description and clicking “GO”. After the Dept ID is found, simply click on it to enter it in the Requesting DeptID field.



The Requesting DeptID field will now contain the selected Dept ID. The Requesting OPFAC field will then self populate with data.



- d. The Destination Dept ID is the identification number of the unit at which duty is to be performed.

Note: Maybe different from the mobilization side listed on reserve member’s orders.

Enter the Destination Dept ID by clicking the binocular button next to the field. Lookup OPFAC window will now appear.

Search for the Dept ID by entering a description and clicking “GO”. After the Dept ID is found, simply click on it to enter it in the Dest DeptID field.

<Dept. ID>	<Code>	FORCECOM
009700	21-75110	FORCECOM (FC-1)
009701	21-75110	FORCECOM (FC-2)
009702	21-75110	FORCECOM (FC-3)
009703	21-75110	FORCECOM (FC-4)
009705	21-75110	FORCECOM (FC-5)
009706	21-75110	FORCECOM (FC-6)
009707	21-75110	FORCECOM (FC-7)
009708	21-75110	FORCECOM (FC-8)
009711	21-75110	FORCECOM (FC-09E1)
009712	21-75110	FORCECOM (FC-13)
009713	21-75110	FORCECOM (FC-15)
009714	21-75110	FORCECOM (FC-17)
009715	21-75110	FORCECOM (FC-22)

The Dest DeptID field will now contain the selected Dept ID. The Dest OPFAC field will then self populate with data.

e. Grouping categories used by FC-1:

Defense Contingency – Named defense operation under which CG reserves are mobilized IAW Title 10 US Code. Also known as (OCO)

Disaster Response – Manmade or natural disaster response where members are mobilized under Title 14 US Code for domestic emergencies, or Title 10 US Code for international disaster assistance.

Then select the Grouping Category by clicking the category for the request from the Grouping Category field's drop down menu.

The screenshot shows the 'Request' application interface. The 'Request Information' section is active, displaying various fields for request entry. The 'Grouping Category' dropdown menu is open, showing a list of categories including 'ADMIN', which is highlighted. A red arrow points to the 'ADMIN' option. Other fields include 'Requesting DeptID' (009700), 'Dest DeptID' (009712), 'Requesting OPFAC' (21-75110 - FORCECOM (FC-1)), and 'Dest OPFAC' (21-75110 - FORCECOM (FC-13)).

f. Next, enter the Resource Request Number into the Resource Request # field. The preferred format is:

For OCO (military outloads and overseas contingency support):

Unit\_Type of Duty\_Order Type\_Fiscal Year\_3 Digit Request Number  
 Example: FC13\_ADMIN\_T10\_FY10\_001

For Disaster Response:

Unit\_Type of Duty\_Disaster Name\_Fiscal Year\_3 Digit Request Number  
 Example: FC-13\_Yeoman\_HaitiEarthquake\_FY10\_001

**Request 15294**

Request Package   Validation   Manage Requirements (1)   Message

**Request Information**

URI: 15294   Date Created: 1/14/2010 11:20:00 AM   Request Type: IA

Requesting DeptID: \* 009700   Requesting OPFAC: 21-75110 - FORCECOM (FC-1)

Dest DeptID: \* 009712   Dest OPFAC: 21-75110 - FORCECOM (FC-13)

Grouping Category: \* ADMIN

Resource Request #: FC-13\_ADMIN\_T10\_FY10\_001

Requested By: \*

Phone Number: \*

Email: \*

Justification:

NOTE: The 3 digit request number starts with 001, the next proceeding request created under this Resource Request number will be 002.

- g. Enter the rank and name of person requesting the requirement in the format “BMCM JOE COASTIE” into the Requested By field.
- h. Enter the person requesting the requirement’s phone number into the Phone Number field in the format “XXX-XXX-XXXX”.
- i. Enter the official CG email address of the person requesting the requirement into the Email field.

**Request**

Request Package   Validation   Manage Requirements   Message

**Request Information**

URI: \*\*\*\*\*   Date Created:   Request Type: IA

Requesting DeptID: \* 009700   Requesting OPFAC: 21-75110 - FORCECOM (FC-1)

Dest DeptID: \* 009712   Dest OPFAC: 21-75110 - FORCECOM (FC-13)

Use Requesting Dept Info

Grouping Category: \* ADMIN   CPRL Title: \*

Resource Request #: FC13-T10-FY10-001

Requested By: \* BMCM JOE COASTIE

Phone Number: \* 510-437-0000

Email: \* JOE.COASTIE@USCG.MIL

Justification:

- j. Copy and paste the Request for Forces message from CGMS into the Justification field. If no message is available paste or enter any notes pertaining to the justification of this request, emails for request, or resource request number from ICS-213RRCG.

**Request**

Request Package Validation Manage Requirements Message

**Request Information**

URI: \*\*\*\*\* Date Created: Request Type: IA

Requesting DeptID: 009700 Requesting OPFAC: 21-75110 - FORCECOM (FC-1)

Dest DeptID: 009712 Dest OPFAC: 21-75110 - FORCECOM (FC-13)

Use Requesting Dept Info

Grouping Category: ADMIN CPRL Title:

Resource Request #: FC13\_ADMIN\_T10\_FY10\_001 Requested By: BMCM JOE COASTIE

Phone Number: 510-437-0000 Email: JOE\_COASTIE@USCG.MIL

Justification: PASTE REQUEST FOR FORCES CGMS MESSAGE, JUSTIFICATION NOTES, EMAILS OR ANY OTHER JUSTIFICATION INFORMATION HERE.

- k. Click on the floppy disk icon located on the task bar at the top of the requirement to save the request.
- l. The request will now have been saved and built. The URI number will be displayed at the top center of the request.

**Request 1002**

Request Package Validation Manage Requirements (1) Message

**Request Information**

URI: 1002 Date Created: 2/26/2010 11:04:00 PM Request Type: IA

Requesting DeptID: 009700 Requesting OPFAC: 21-75110 - FORCECOM (FC-1)

Dest DeptID: 009712 Dest OPFAC: 21-75110 - FORCECOM (FC-13)

Use Requesting Dept Info

Grouping Category: ADMIN CPRL Title:

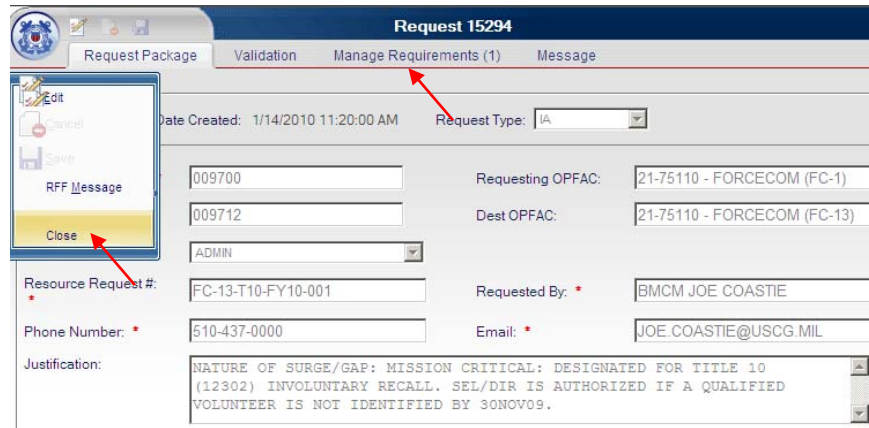
Resource Request #: FC13\_ADMIN\_T10\_FY10\_001 Requested By: BMCM JOE COASTIE

Phone Number: 510-437-0000 Email: JOE\_COASTIE@USCG.MIL

Justification: PASTE REQUEST FOR FORCES CGMS MESSAGE, JUSTIFICATION NOTES, EMAILS OR ANY OTHER JUSTIFICATION INFORMATION HERE.

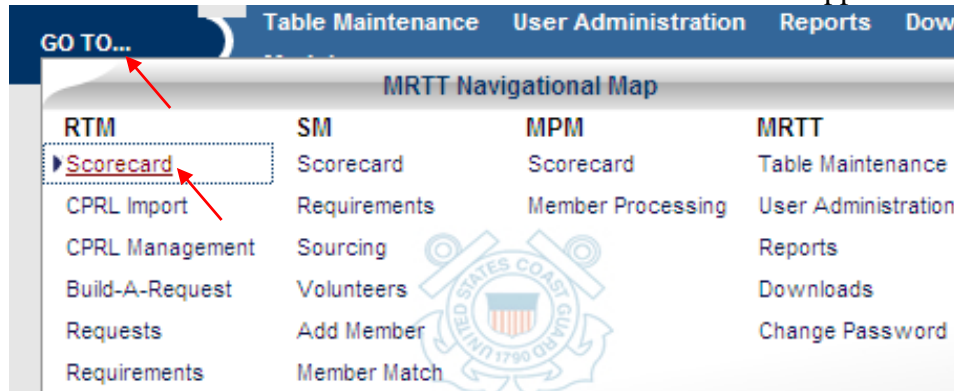
- m. You may now close the request by hovering over the CG emblem on the top left and clicking "Close" from the drop down menu or continue to manage the request's requirements by clicking the "Manage Requirements" tab under the 5 digit URI number.





**View Request Through Scorecard**

- To view a request in your scorecard, mouse over the “GO TO...” button and select and click “Scorecard” from the RTM menu column that appears.



Next click on the “Display My Scorecard Report” button to enter your scorecard.



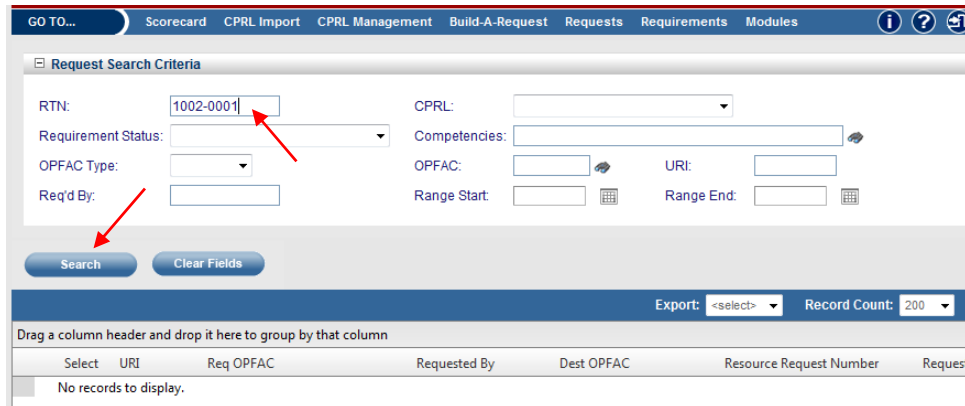
Your scorecard will now appear. You may browse through requests in your area of responsibility along with its current status. Clicking on the RTN of a request will bring up its requirement in a separate window.



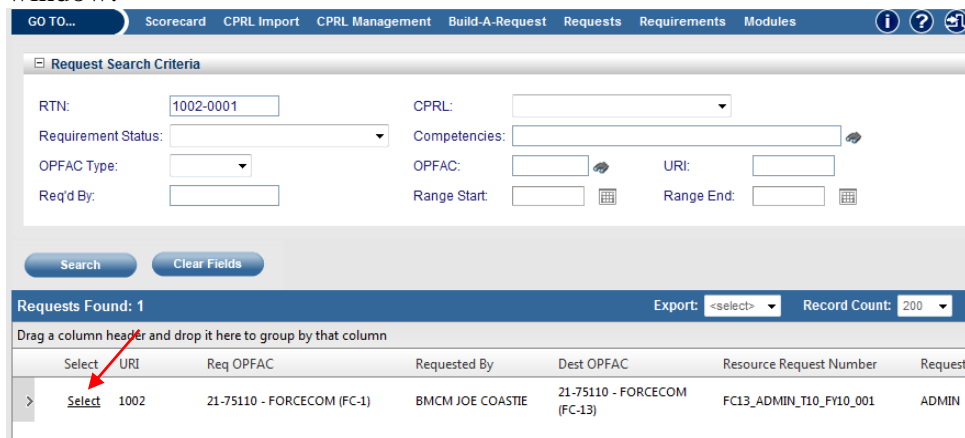
**View Request by Searching for RTN**

- To view a previously built request by searching for its RTN, mouse over the “GO TO...” button and select and click “Requests” from the RTM menu column that appears.

Next input the URI or RTN of the request you are searching for in the RTN field and click “Search”.



If you inputted an URI with multiple RTNs under it, all of the RTNs will be listed. The request that you searched for should now be found in the search results. Clicking on “Select” will allow you to view the request in a separate window.



**Creating a Requirement: Requirement Information**

- To complete a requirement, view the built request using steps outlined above. To view a previously built request by searching for its RTN, mouse over the “GO TO...” button and select and click “Requests” from the RTM menu column that appears.

The request will now be displayed in a new window. Click on the “Manage Requirements” tab under the Request RTN in the middle of the screen to begin managing the requirement for this request.

**Request 1002**

Request Package Validation **Manage Requirements (1)** Message

**Request Information**

URI: 1002 Date Created: 2/26/2010 11:04:00 PM Request Type: IA

Requesting DeptID: 009700 Requesting OPFAC: 21-75110 - FORCECOM (FC-1)

Dest DeptID: 009712 Dest OPFAC: 21-75110 - FORCECOM (FC-13)

Grouping Category: ADMIN

Resource Request #: FC13\_ADMIN\_T10\_FY10\_001 Requested By: BMCM JOE COASTIE

Phone Number: 510-437-0000 Email: JOE\_COASTIE@USCG.MIL

Justification: PASTE REQUEST FOR FORCES CGMS MESSAGE, JUSTIFICATION NOTES, EMAILS OR ANY OTHER JUSTIFICATION INFORMATION HERE.

Click on the Request’s RTN under the Select column.

**Request 1002**

Request Package Validation **Manage Requirements (1)** Message

**Move Requirement to existing Request**

Target URI: 1002 RTN to Move: [ ] Move

Requirements in this Request: 1 [Create A New Requirement](#) | [Refresh Grid](#) | [Duplicate Requirement](#)

Select	Status	Rate Desig	Begin Date	End Date	Created By	Approved Thru
<u>1002-0001</u>	Pending Requestors Validation		02/26/2010	03/28/2010	STEPHEN CHENG	03/28/2010

The requirement will now be displayed for that request in a new window. Notice that the Request RTN in the middle of the screen now reads as Requirement RTN.

**Requirement 1002-0001**

Request Requirement Receiving Unit Orders BNC History Status Validation Comments

**Request Information**

URI:	1002	Type:	Individual Augmentation (IA)
Resource Request #:	FC13_ADMIN_T10_FY10_001	Grouping Category:	ADMIN
Funding DeptID:		Funding OPFAC:	
Requesting DeptID:	009700	Requesting OPFAC:	21-75110 - FORCECOM (FC-1)
Destination DeptID:	009712	Destination OPFAC:	21-75110 - FORCECOM (FC-13)
CPRL:			

Justification: PASTE REQUEST FOR FORCES CGMS MESSAGE, JUSTIFICATION NOTES, EMAILS OR ANY OTHER JUSTIFICATION INFORMATION HERE.

**Requestor**

Requested By:	BMCM JOE COASTIE	Requestor Phone:	510-437-0000
Created By:	STEPHEN CHENG	Requestor Email:	JOE_COASTIE@USCG.MIL
Date Created:	2/26/2010 11:04:00 PM		

Ensure that all of the request's information is correct before continuing on to manage the requirement. If any information is incorrect, close this requirement window and go back into the request window. Select the "Edit" function from the drop down menu of the CG emblem to edit any information. Then click on the floppy disk icon to save the edited request.

If all of the request's information is correct, click on the Requirement tab to continue creating the requirement for the request.

**Requirement 1002-0001**

Request Requirement Receiving Unit Orders BNC History Status Validation Comments

**Request Information**

URI:	1002	Type:	Individual Augmentation (IA)
Resource Request #:	FC13_ADMIN_T10_FY10_001	Grouping Category:	ADMIN
Funding DeptID:		Funding OPFAC:	
Requesting DeptID:	009700	Requesting OPFAC:	21-75110 - FORCECOM (FC-1)
Destination DeptID:	009712	Destination OPFAC:	21-75110 - FORCECOM (FC-13)
CPRL:			

Justification: PASTE REQUEST FOR FORCES CGMS MESSAGE, JUSTIFICATION NOTES, EMAILS OR ANY OTHER JUSTIFICATION INFORMATION HERE.

**Requestor**

Requested By:	BMCM JOE COASTIE	Requestor Phone:	510-437-0000
Created By:	STEPHEN CHENG	Requestor Email:	JOE_COASTIE@USCG.MIL
Date Created:	2/26/2010 11:04:00 PM		

On the Requirement tab, begin filling out the requirement information. Click in the "Title" field and enter the same information used for the Resource Request Number into the "Resource Request #" field. The preferred format is:

For OCO (military outloads and overseas contingency support):

Unit\_Type of Duty\_Order Type\_Fiscal Year\_3 Digit Request Number

Example: FC13\_ADMIN\_T10\_FY10\_001

For Disaster Response:

Unit\_Type of Duty\_Disaster Name\_Fiscal Year\_3 Digit Request Number

Example: FC-13\_Yeoman\_HaitiEarthquake\_FY10\_001

Unit\_Type of Duty\_Order Type\_Fiscal Year-3 Digit Request Number

example:

FC13\_ADMIN\_T10\_FY10\_001

Requirement 1002-0001

Request Requirement Receiving Unit Orders BNC History Status Validation Comments

**Requirement Information**

Title: \* FC13\_ADMIN\_T10\_FY10\_001 Mission Classification: \*

Begin Date: \*  End Date: \*

**Category**

Grouping Category: \* ADMIN

**Personnel Need**

Desig/Rating: \*  Service: COAST GUARD

Pay Grade Start: \*  Component:

Pay Grade End: \*  Clearance:

Competencies:  TMT Codes:

DA Accomplishment Codes:  Courses:

Available for Volunteers

Next in the “Mission Classification” drop down menu, select if this requirement is to be “Mission Critical” or “Volunteer”.

Requirement 1002-0001

Request Requirement Receiving Unit Orders BNC History Status Validation Comments

**Requirement Information**

Title: \* FC13\_ADMIN\_T10\_FY10\_001 Mission Classification: \*

Begin Date: \*  End Date: \*

**Category**

Grouping Category: \* ADMIN

**Personnel Need**

Desig/Rating: \*  Service: COAST GUARD

Pay Grade Start: \*  Component:

Pay Grade End: \*  Clearance:

Competencies:  TMT Codes:

DA Accomplishment Codes:  Courses:

Available for Volunteers

Click on the calendar icon to the right of the “Begin Date” field. A calendar will appear, click through and select the beginning date of this requirement. The calendar will close and the beginning date selected will appear in the

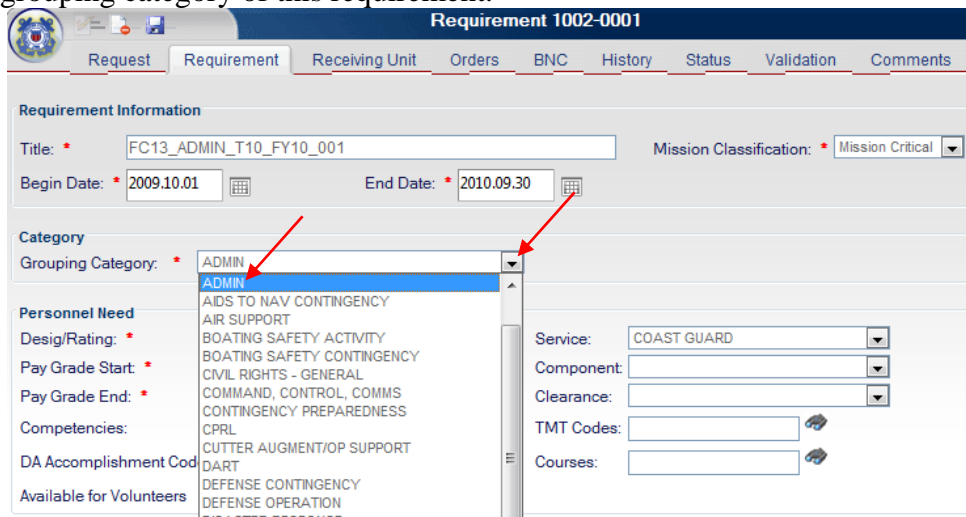
“Begin Date” field.

Click on the calendar icon to the right of the “End Date” field. Click through and select the end date of this requirement. The calendar will close and the beginning date selected will appear in the “End Date” field.

**Creating a Requirement: Category**

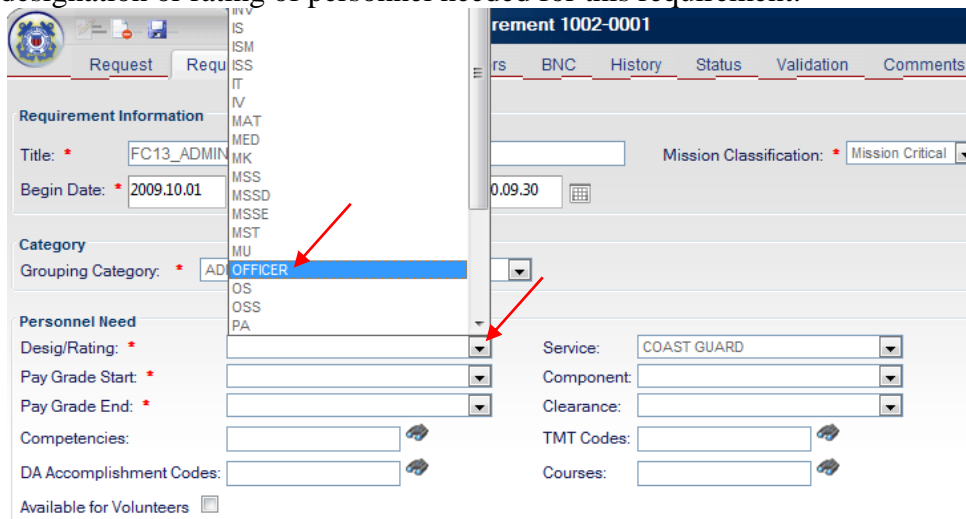
Click on the calendar icon to the right of the “End Date” field. Click through and select the end date of this requirement. The calendar will close and the beginning date selected will appear in the “End Date” field.

Click on the drop down menu of the “Grouping Category” field. Select the grouping category of this requirement.



**Creating a Requirement: Personnel Need**

Click on the drop down menu of the “Desig/Rating” field. Select the designation or rating of personnel needed for this requirement.



Click on the drop down menu of the “Pay Grade Start” field and select the

correct starting pay grade of personnel.

Click on the drop down menu of the “Pay Grade End” field and select the correct ending pay grade of personnel. If the requirement is requesting for a specific pay grade such as E4, select E4 on both of the “Pay Grade Start” and “Pay Grade End” fields.

Click on the drop down menu of the “Component” field and select the correct component of personnel.

Click on the drop down menu of the “Clearance” field and select the correct security clearance required by personnel for this requirement.

To search for competencies, click on the binocular icon to the right of the “Competencies” field to open the Lookup Competency window.

**Requirement 1002-0001**

Request Requirement Receiving Unit Orders BNC History Status Validation Comments

**Requirement Information**

Title: \* FC13\_ADMIN\_T10\_FY10\_001 Mission Classification: \* Mission Critical

Begin Date: \* 2009.10.01 End Date: \* 2010.09.30

**Category**

Grouping Category: \* ADMIN

**Personnel Need**

Desig/Rating: \* OFFICER Service: COAST GUARD

Pay Grade Start: \* O2 Component: RESERVE

Pay Grade End: \* O2E Clearance: SECRET

Competencies: TMT Codes:

DA Accomplishment Codes: Courses:

Available for Volunteers

### Creating a Requirement: Personnel Need – Competency

In the Lookup Competency window, click in the “<Code>” field and enter a competency code and then click on “GO” to search for a specific competency.

**Lookup | Competency**

<Code> <Description> GO

Code	Description
2MINST	2M Instructor/Recertifier
2MMRPR	Microminiature Repr Tech
2MRPR	Miniature Repr Tech
A&PCERT	Airframe & Powerplant Cert
A&PINSP	FAA Inspection Authorization
AAIWSM	Avi Int Weps Sys Maint Tech
ACET/C	ACET Computer Technology
ACET/E	ACET Electronics Technology

Page 1 of 4, items 1 to 100 of 400.

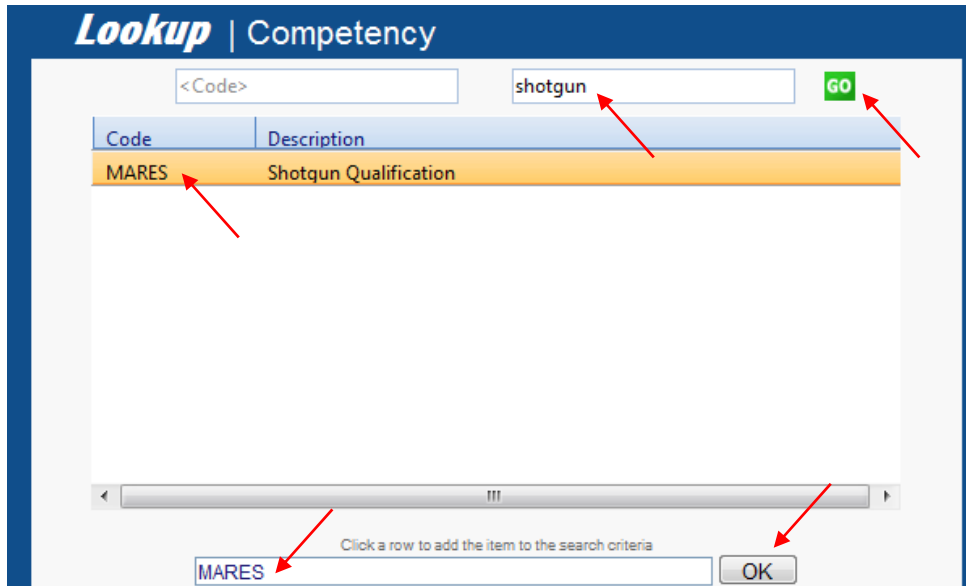
Click a row to add the item to the search criteria

OK

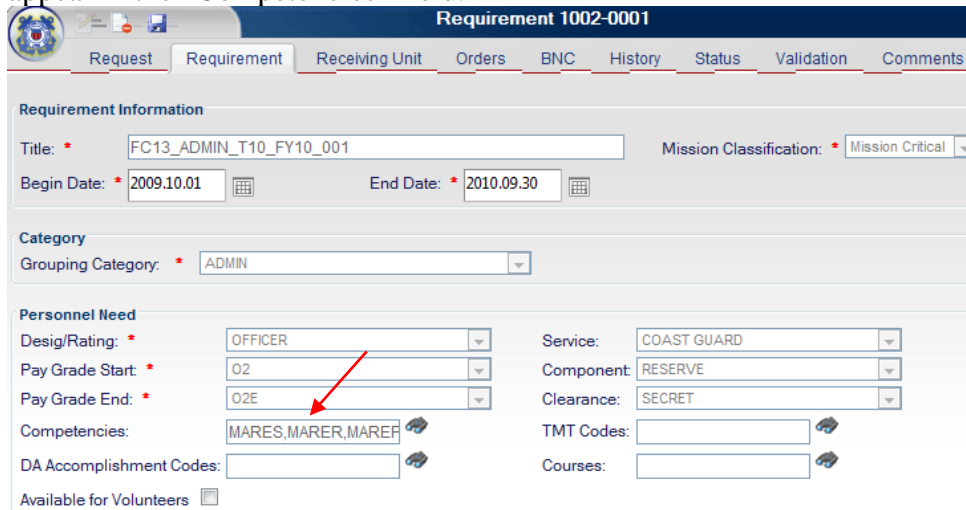
To select the desired competency, click on the competency code or description from the search results. The competency code will now appear in the field box on the bottom of the window. If you have other competencies to enter, repeat these steps for each requested competency.

To search for a specific competency using a description, repeat these steps using the “<Description>” field rather than the “<Code>” field. When all requested competencies have been entered for this requirement, click on the “OK” button near the bottom of the screen. The Lookup Competency window will now close.





You will now be brought back to the Requirement window. Notice that the selected competency codes from the Lookup Competency window will now appear in the “Competencies” field.



**Creating a Requirement: Personnel Need – TMT Codes**

To search for TMT Codes, click on the binocular icon to the right of the “TMT Codes” field to open the Lookup Quals window.

Follow the same procedures for selecting requested competencies in the Lookup Competency window by either searching in the “<Code>” or “<Description>” fields. When all TMT codes have been selected, click on the “OK” button near the bottom of the screen. The Lookup Quals window will now close.

Code	Description
1038	SPC-AB BOAT CREW MEMBER
1039	BO:BOARDING OFFICER CURRENCY REQUIREMENTS
1040	BTM:BOARDING TEAM MEMBER CURRENCY REQUIREMENTS
1041	CURRENCY BOAT CREW MEMBER (UTB)
1042	CURRENCY ENGINEER (UTB)
1043	CURRENCY COXSWAIN (UTB)
1044	ALL HANDS GMT FOR A STATION
1045	MLB: 44 FT SMALL BOAT CREW MEMBER

You will now be brought back to the Requirement window. Notice that the selected TMT codes from the Lookup Quals window will now appear in the “TMT Codes” field.

**Requirement 1002-0001**

Request Requirement Receiving Unit Orders BNC History Status Validation Comments

**Requirement Information**

Title: \* FC13\_ADMIN\_T10\_FY10\_001 Mission Classification: \* Mission Critical

Begin Date: \* 2009.10.01 End Date: \* 2010.09.30

**Category**

Grouping Category: \* ADMIN

**Personnel Need**

Desig/Rating: \* OFFICER Service: COAST GUARD

Pay Grade Start: \* O2 Component: RESERVE

Pay Grade End: \* O2E Clearance: SECRET

Competencies: MARES,MARER,MAREF TMT Codes: 1148,1147,1152

DA Accomplishment Codes: Courses:

Available for Volunteers

**Creating a Requirement: Personnel Need – DA Codes**

To search for DA Accomplishment Codes, click on the binocular icon to the right of the “DA Accomplishment Codes” field to open the Lookup School window.

**Requirement 1002-0001**

Request Requirement Receiving Unit Orders BNC History Status Validation Comments

**Requirement Information**

Title: \* FC13\_ADMIN\_T10\_FY10\_001 Mission Classification: \* Mission Critical

Begin Date: \* 2009.10.01 End Date: \* 2010.09.30

**Category**

Grouping Category: \* ADMIN

**Personnel Need**

Desig/Rating: \* OFFICER Service: COAST GUARD

Pay Grade Start: \* O2 Component: RESERVE

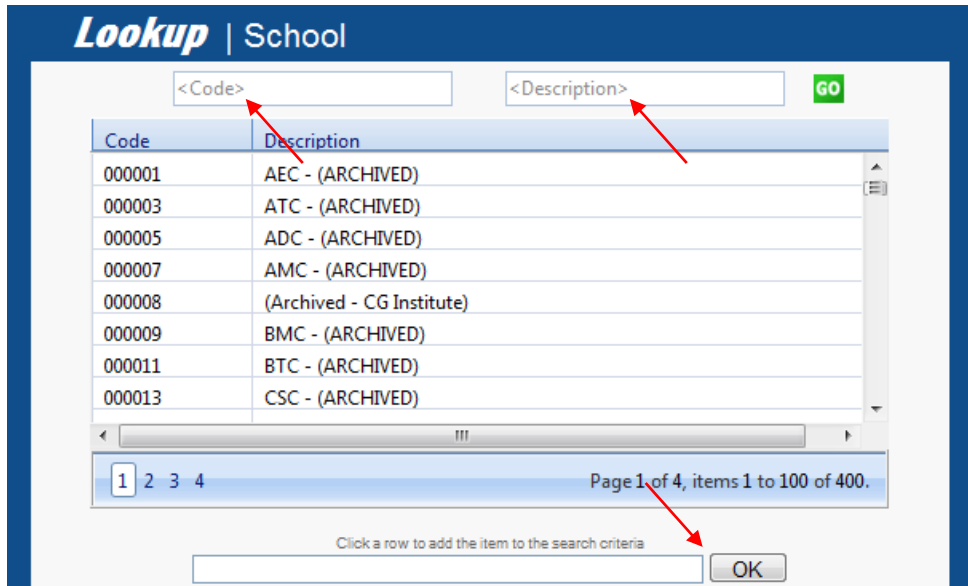
Pay Grade End: \* O2E Clearance: SECRET

Competencies: MARES,MARER,MAREF TMT Codes: 1148,1147,1152

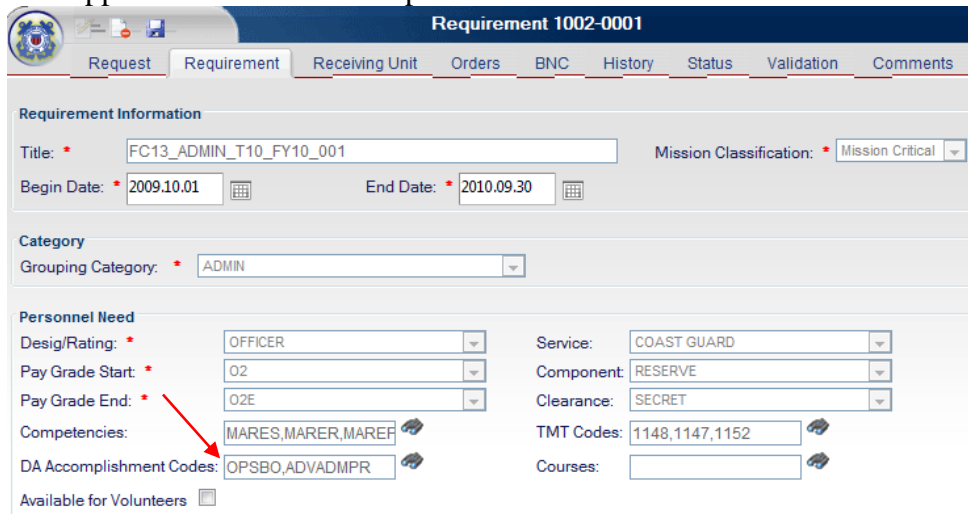
DA Accomplishment Codes: Courses:

Available for Volunteers

Follow the same procedures for selecting requested competencies bin the Lookup Competency window by either searching in the “<Code>” or “<Description>” fields. When all DA Accomplishment codes have been selected, click on the “OK” button near the bottom of the screen. The Lookup School window will now close.



You will now be brought back to the Requirement window. Notice that the selected DA Accomplishment codes from the Lookup School window will now appear in the “DA Accomplishment Codes” field.



**Creating a Requirement: Personnel Need – Course Code Lookup**

To search for courses, click on the binocular icon to the right of the “Courses” field to open the Lookup Course window.

**Requirement 1002-0001**

Request Requirement Receiving Unit Orders BNC History Status Validation Comments

**Requirement Information**

Title: \* FC13\_ADMIN\_T10\_FY10\_001 Mission Classification: \* Mission Critical

Begin Date: \* 2009.10.01 End Date: \* 2010.09.30

**Category**

Grouping Category: \* ADMIN

**Personnel Need**

Desig/Rating: \* OFFICER Service: COAST GUARD

Pay Grade Start: \* O2 Component: RESERVE

Pay Grade End: \* O2E Clearance: SECRET

Competencies: MARES,MARER,MAREF TMT Codes: 1148,1147,1152

DA Accomplishment Codes: OPSBO,ADVADMPR Courses:

Available for Volunteers

Follow the same procedures for selecting requested competencies bin the Lookup Competency window by either searching in the “<Code>” or “<Description>” fields. When all course codes have been selected, click on the “OK” button near the bottom of the screen. The Lookup Course window will now close.

**Lookup | Course**

<Code> <Description> GO

Code	Description
000001	AEC - (ARCHIVED)
000003	ATC - (ARCHIVED)
000005	ADC - (ARCHIVED)
000007	AMC - (ARCHIVED)
000008	(Archived - CG Institute)
000009	BMC - (ARCHIVED)
000011	BTC - (ARCHIVED)
000013	CSC - (ARCHIVED)

Page 1 of 4, items 1 to 100 of 400.

Click a row to add the item to the search criteria

OK

You will now be brought back to the Requirement window. Notice that the selected Course codes from the Lookup Course window will now appear in the “Courses” field.

**Requirement 1002-0001**

Request Requirement Receiving Unit Orders BNC History Status Validation Comments

**Requirement Information**

Title: \* FC13\_ADMIN\_T10\_FY10\_001 Mission Classification: \* Mission Critical

Begin Date: \* 2009.10.01 End Date: \* 2010.09.30

**Category**

Grouping Category: \* ADMIN

**Personnel Need**

Desig/Rating: \* OFFICER Service: COAST GUARD

Pay Grade Start: \* O2 Component: RESERVE

Pay Grade End: \* O2E Clearance: SECRET

Competencies: MARES,MARER,MAREF TMT Codes: 1148,1147,1152

DA Accomplishment Codes: OPSBO,ADVADMPR Courses: 200650,,351200,35121

Available for Volunteers

**Creating a Requirement: Personnel Need – Making the Requirement Available to Volunteers**

Check the “Available for Volunteers” checkbox to make this requirement available for volunteers in the MRTT Volunteer Bulletin Board.

**Requirement 1002-0001**

Request Requirement Receiving Unit Orders BNC History Status Validation Comments

**Requirement Information**

Title: \* FC13\_ADMIN\_T10\_FY10\_001 Mission Classification: \* Mission Critical

Begin Date: \* 2009.10.01 End Date: \* 2010.09.30

**Category**

Grouping Category: \* ADMIN

**Personnel Need**

Desig/Rating: \* OFFICER Service: COAST GUARD

Pay Grade Start: \* O2 Component: RESERVE

Pay Grade End: \* O2E Clearance: SECRET

Competencies: MARES,MARER,MAREF TMT Codes: 1148,1147,1152

DA Accomplishment Codes: OPSBO,ADVADMPR Courses: 200650,,351200,35121

Available for Volunteers

Clicking this checkbox will advertise this requirement on the Volunteer Bulletin Board

**Creating a Requirement: Receiving Unit**

Click on the Receiving Unit tab to move onto the next tab of the requirement.

On the Receiving Unit tab, begin filling out the receiving unit information. Click on the binocular icon to the right of the “Geographical Location” field to search for the geographical location code.

The Lookup Code window will now open. Click in the “<Code>” field and enter a geographical location code to search for. Click on the green “GO” button to search. Select the geographical location by clicking on the geographical location from the search results.

**Lookup | Code**

<Code>      <Description>      **GO**

Code	Description
02053150	AR, PINE BLUFF
02053450	AR, RUSSELLVILLE
02053595	AR, SHUMAKER
02060000	CALIFORNIA
02060010	CA, ALAMEDA
02060080	CA, ANAHEIM
02060200	CA, AUBURN
02060210	CA, AVALON
02060240	CA, BAKERSFIELD
02060260	CA, BARSTOW

1 2 3 4 5 6 7 8 9 10 ...      Page 1 of 16, items 1 to 200 of 3124.

To search for a geographical location by description, click in the “<Description>” field and enter in the geographical location in the format:

State Abbreviation, City Name  
 Example: CA, ALAMEDA

Then click on the green “GO” button to search for the geographical location code. Select the geographical location by clicking on the geographical location from the search results.

**Lookup | Code**

<Code>      CA, ALAMEDA      **GO**

Code	Description
02060010	CA, ALAMEDA

The Lookup Code window will automatically close and you will return to the Requirement window. Notice that the “Geographical Location” field will now contain the geographical location code you selected from the Lookup Code window.



**Requirement 1002-0001**

Request Requirement **Receiving Unit** Orders BNC History Status Validation Comments

**Receiving Unit**

Destination OPFAC: 21-75110 Geographical Location: \* 02060010

**Primary Receiving Unit POC Information**

POC Name: \*

POC Phone: \*

POC Email: \*

Secondary Receiving Unit POC Information is the same as above.

**Secondary Receiving Unit POC Information**

POC Name:

POC Phone:

POC Email:

**Reporting Instructions**

Rep. Instructions: \*

Next click on the “POC Name” field in the Primary Receiving Unit POC Information section. Enter in the rank and name of the receiving unit POC.

Click on the “POC Phone” field and enter in the phone number of the receiving unit POC in the format of “XXX-XXX-XXXX”.

Click on the “POC Email” field and enter in the official CG email address of the receiving unit POC.

**Requirement 1002-0001**

Request Requirement **Receiving Unit** Orders BNC History Status Validation Comments

**Receiving Unit**

Destination OPFAC: 21-75110 Geographical Location: \* 02060010

**Primary Receiving Unit POC Information**

POC Name: \* BMCN JOE COASTIE

POC Phone: \* 510-437-0000

POC Email: \* JOE\_COASTIE@USCG>MIL

Secondary Receiving Unit POC Information is the same as above.

**Secondary Receiving Unit POC Information**

POC Name:

POC Phone:

POC Email:

**Reporting Instructions**

Rep. Instructions: \*

If there is a secondary POC for the receiving unit, enter in that information within the Secondary Receiving Unit POC Information section of the

Receiving Unit tab following the steps used for the Primary Receiving Unit POC Information. Otherwise, click the “Secondary Receiving Unit POC Information is the same as above” box to indicate there is none. Primary Receiving Unit POC Information will automatically be copied to the Secondary Receiving Unit POC Information fields.

Lastly, click on the “Rep. Instructions” field in the Reporting Instructions section of the Receiving Unit tab. Enter or paste any pertinent reporting instructions here.

**Creating a Requirement:**

By Name Candidate is defined as an individual who the requesting unit has

**By Name Candidate**

pre-identified to fill a requirement. If the requesting unit has already identified a possible candidate, click on the “BNC” tab to enter the candidate.

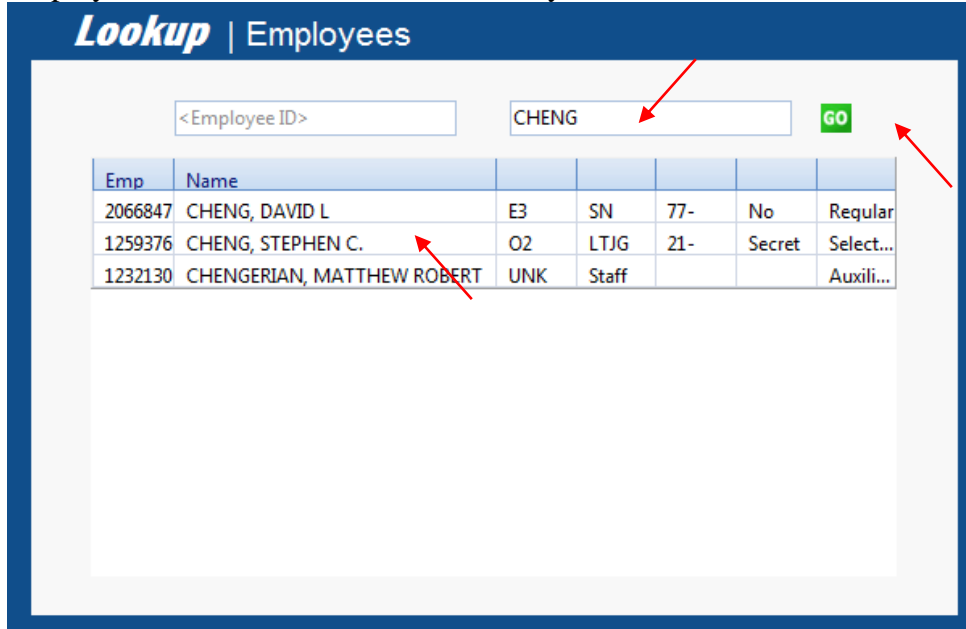
On the By Name Candidate (BNC) tab, click on the binocular icon to the right of the “EmplID” field. The Lookup Employees window will now open.

To search for the member by EMPLID, enter their EMPLID into the “<Employee ID” field and click on the green “GO” button. Click on the member from the search results to select the member. The Lookup Employees window will now automatically close.

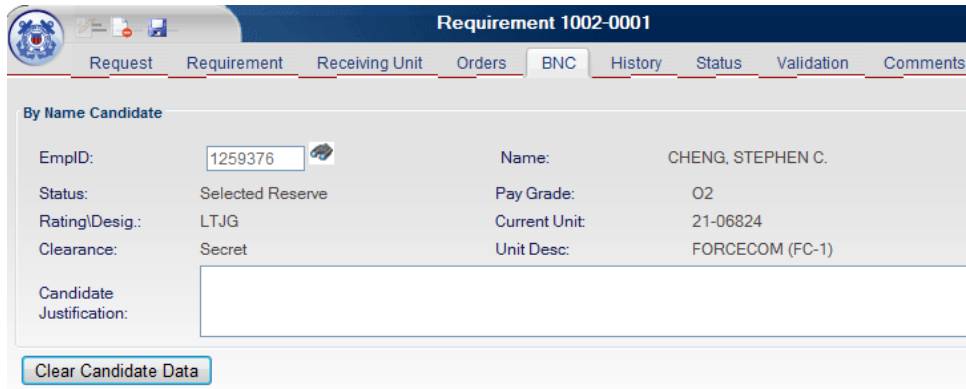
Emp	Name					
1259376	CHENG, STEPHEN C.	O2	LTJG	21-	Secret	Select...

If you choose to search for the member by name, enter a part or their full last name into the “<Name>” field and click on the green “GO” button. Click on

the member from the search results to select the member. The Lookup Employees window will now automatically close.



You will now notice that the selected member's information will now be contained in the BNC tab.



Next enter any justifications for the candidate such as CGMS message, email or notes into the "Candidate Justification" field.



You can clear the member you selected in error by clicking on the “Clear Candidate Data” button on the bottom left of the BNC tab.

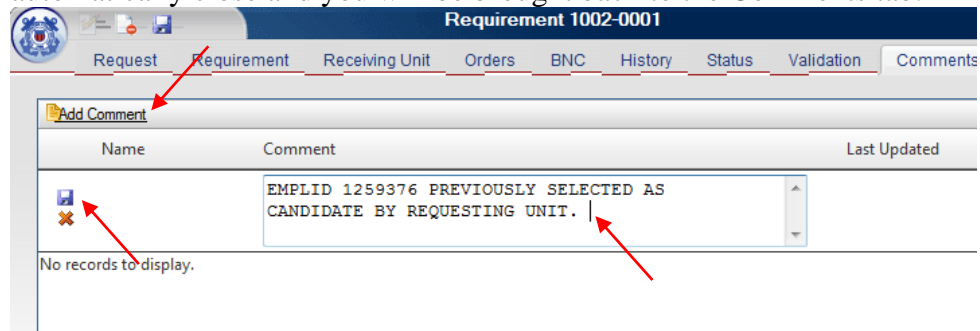


**Creating a Requirement: Comments**

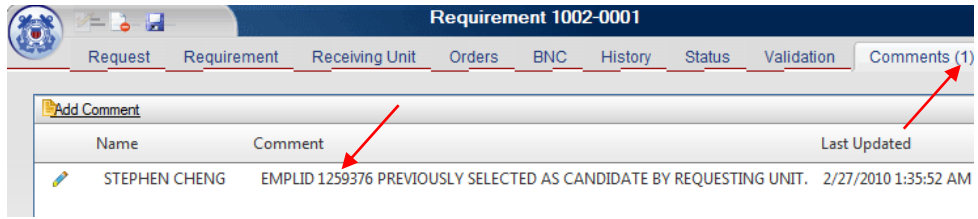
If you have any additional comments to provide for this requirement, click on the Comments tab.



Click on the “Add Comment” link to open the “Comment” field. Enter any comments that you may have for this requirement into this field. Click on the floppy disk icon to save the comment. The “Comment” field will now automatically close and you will be brought back to the Comments tab.



You will now notice that the comment you entered has been displayed into the Comment tab. A number representing the number of current comments on this requirement is now displayed in the Comment tab link.

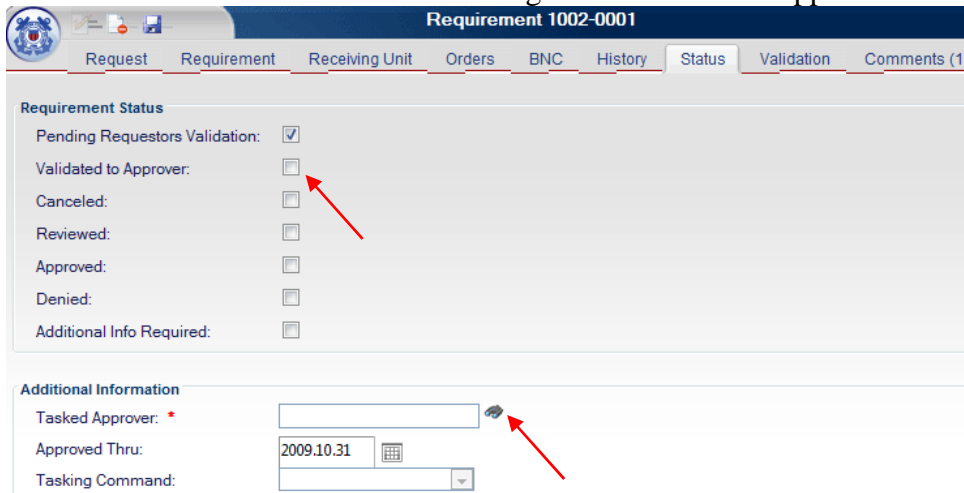


**Validating Requirement to Approver**

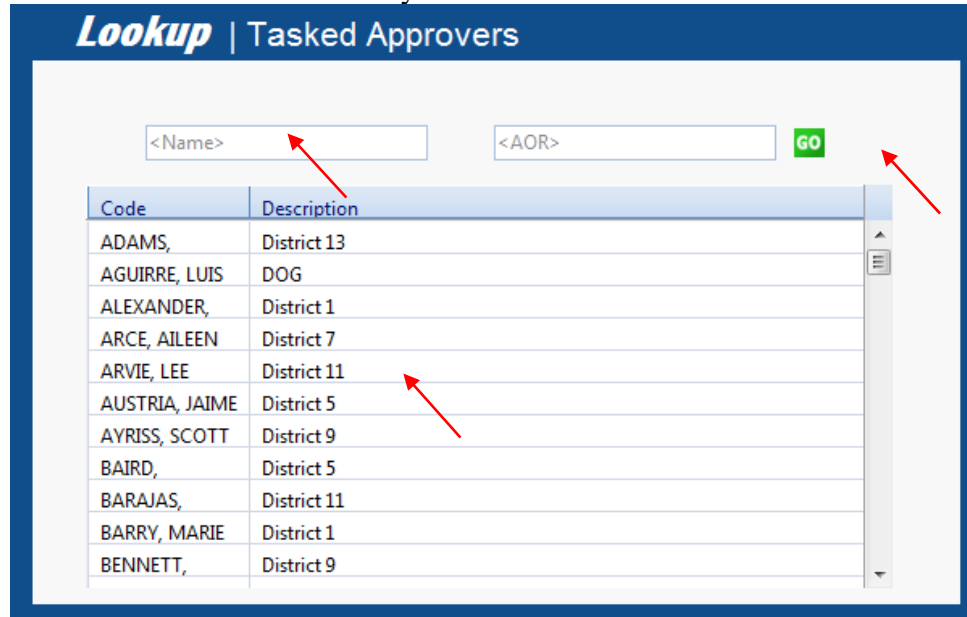
Now click back onto the Request tab and go through each tab to proof all the data that you have entered to ensure its validity. You will validate data entered into the Request, Requirement, Receiving Unit, and BNC (if any) tabs. Make any corrections to incorrect data. If all data is correct, click on the Status tab to continue.



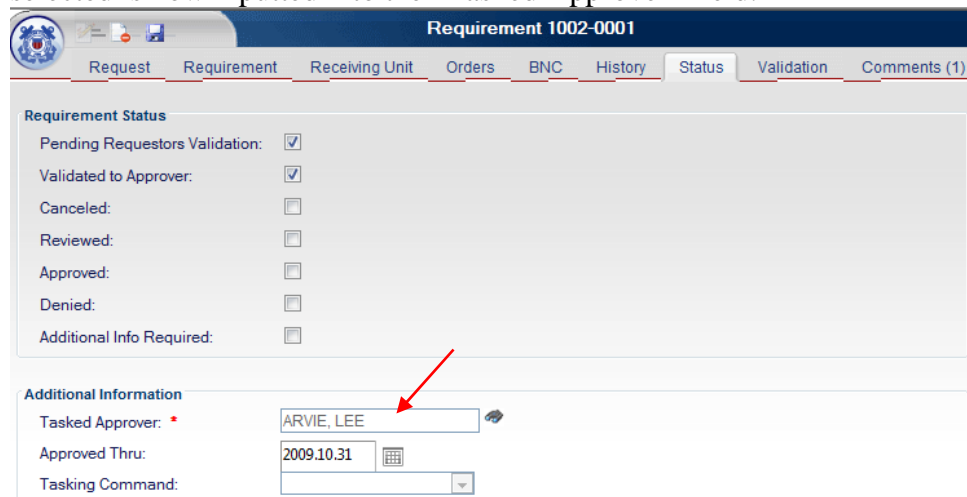
An Approver is defined as a member of the command whom is delegated authority to approve personnel resource requirements for the unit. Click to check the “Validated to Approver” box to indicate all data has been validated. Next click on the binocular icon to the right of the “Tasked Approver” field.



The Lookup Tasked Approvers window will now open. To search by a tasked approver’s name, enter part or the entire last name of the tasked approver into the “<Name>” field and click on the green “GO” button. Click on the tasked approver in the search results to select them. The Lookup Tasked Approvers window will now automatically close.

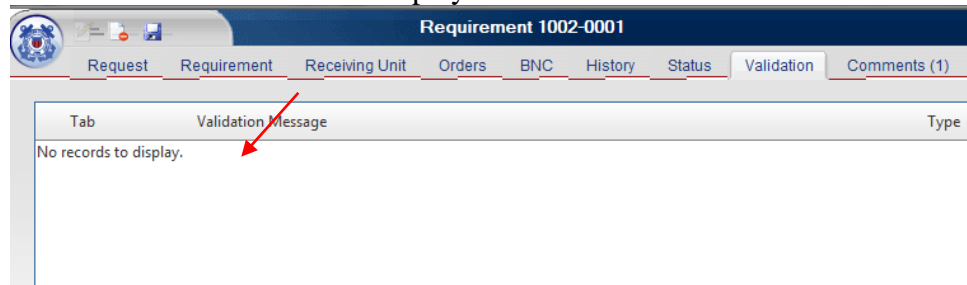


To search for a tasked approver by area of responsibility, enter the area of responsibility into the “<AOR>” field and click on the green “GO” button. Click on the tasked approver in the search results to select them. The Lookup Tasked Approvers window will now automatically close. You will now be returned to the Status tab where you will notice the Tasked Approver you have selected is now inputted into the “Tasked Approver” field.



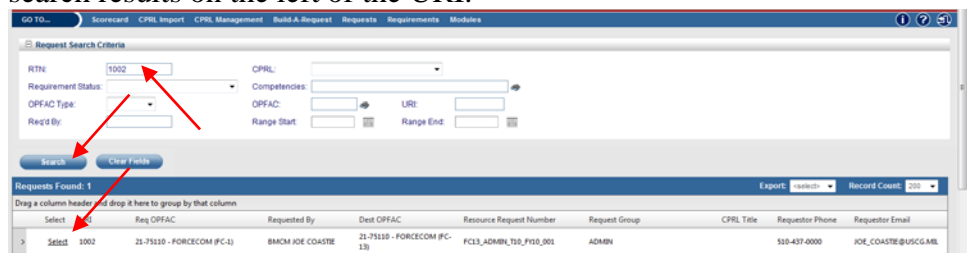
Finally, mouse over the CG Emblem and click on “Save” from the drop down menu or click on the floppy disk icon on the top menu bar to save this requirement. The requirement will now have been saved.

Click on the Validation tab to view any validation errors in the requirement. If any validation errors exist, fix those errors and save the requirement again. If no validation errors exist the requirement has now been created and the Validation tab will read “No records to display.”

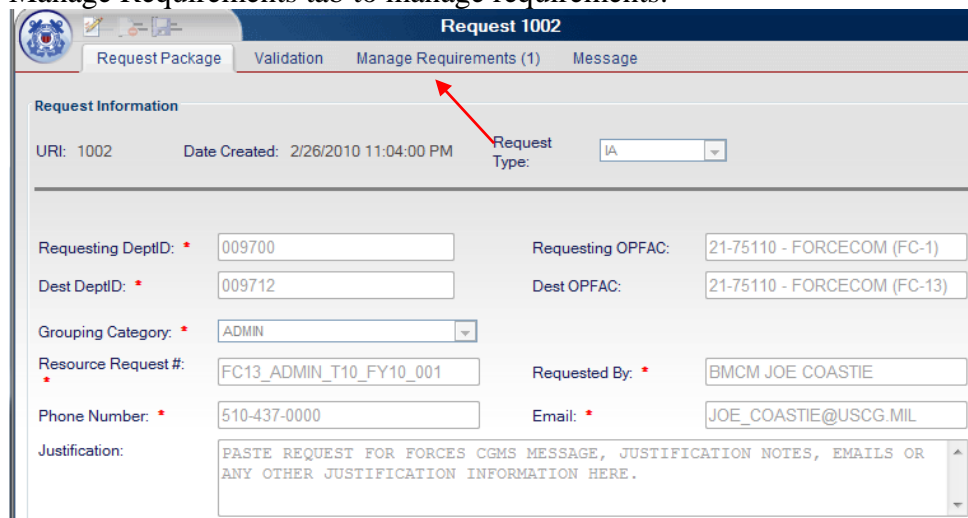


## Duplicating Requirements

If you need create numerous requirements that are the same or similar in data, you can duplicate a requirement to save time from having to create each one individually. To duplicate a requirement, navigate to the Manage Requirements tab of the request after searching the request by URI. Click on “Select” from the search results on the left of the URI.



The Request window will now open. On the Request window, click on the Manage Requirements tab to manage requirements.

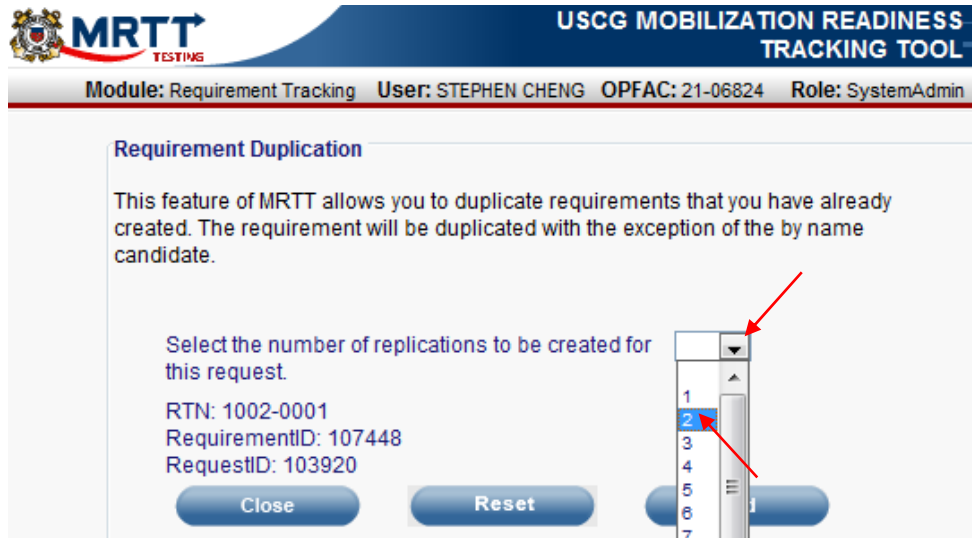


Now click on the Duplicate Requirements link to open the Requirement Duplication window.



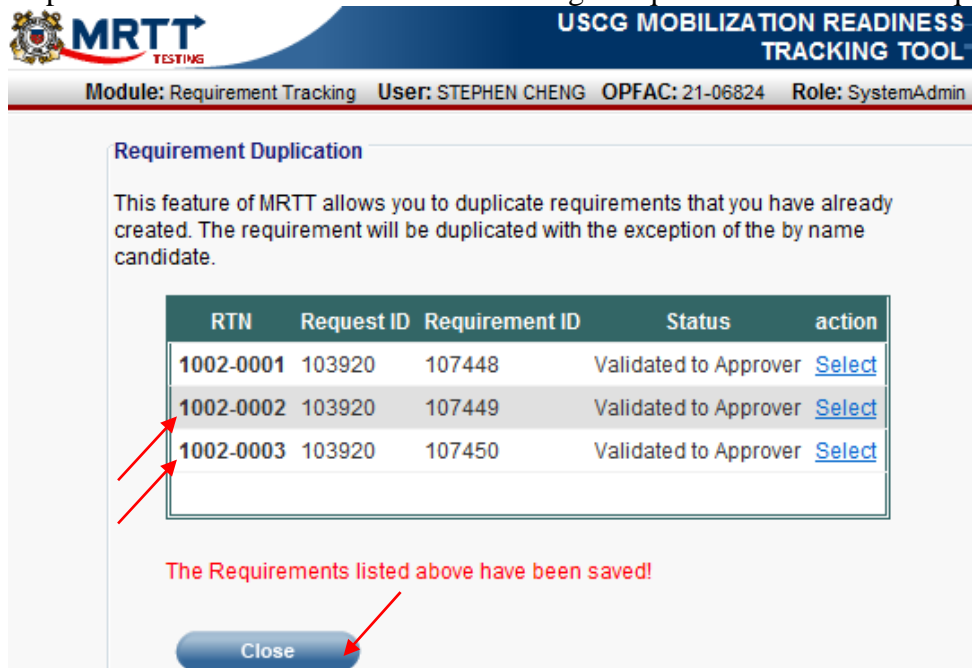
In the Requirement Duplication window, click Select on the RTN of the requirement that you would like to duplicate.

Click on the dropdown menu to select the number of times you would like to have this requirement duplicated. You can select a number from 1 to 100. So by selecting 100, you will duplicate the requirement 100 times and will have a total of 101 requirements after duplication by including the original requirement.

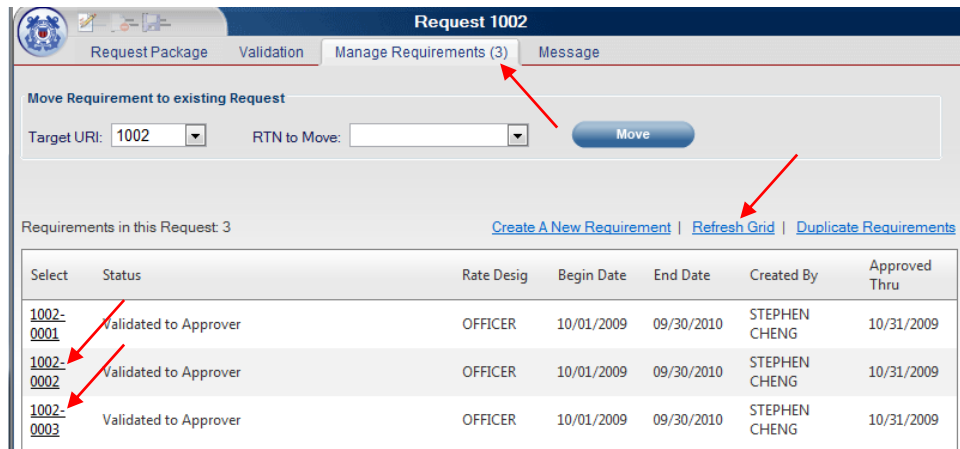


Click on the Add button to complete requirement duplication.

MRTT will now duplicate the requirement you selected and display them in the Requirement Duplication window. Each new requirement will have an individual RTN as seen here. Click the Close button to close the Requirement Duplication window and return to the Manage Requirements tab of the request.

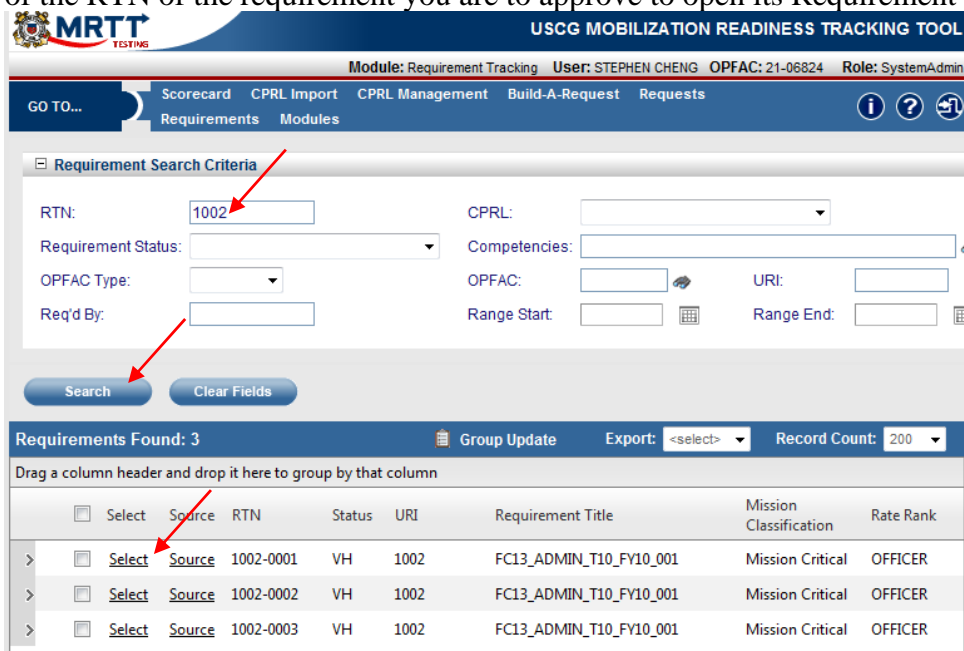


The newly duplicated requirements will not be shown in the Request window. Click on Refresh Grid, to refresh the Request window. You will now notice that the number of requirements to manage in the Manage Requirements tab has changed as well as the duplicated requirements now being listed in the Request window. To open a specific requirement window and make individual requirement data edits, click on the RTN of the specific requirement you would like to edit under the Select column.



**View/Search for a Requirement**

Enter the RTN or URI for the requirement into the “RTN” field and click on search. If you entered the URI of the requirement and there are more than one RTN for that particular URI, all RTNs will be listed in to search results. Click on Select to the left of the RTN of the requirement you are to approve to open its Requirement window.



On the Requirement window, click each of the tabs to ensure all data of the requirement is correct before approving it. Once all data has been validated, click on the Status tab.

**Requirement 1002-0001**

Request Requirement Receiving Unit Orders BNC History **Status** Validation Comments (1)

**Request Information**

URI:	1002	Type:	Individual Augmentation (IA)
Resource Request #:	FC13_ADMIN_T10_FY10_001	Grouping Category:	ADMIN
Funding DeptID:		Funding OPFAC:	
Requesting DeptID:	009700	Requesting OPFAC:	21-75110 - FORCECOM (FC-1)
Destination DeptID:	009712	Destination OPFAC:	21-75110 - FORCECOM (FC-13)
CPRL:			

Justification: PASTE REQUEST FOR FORCES CGMS MESSAGE, JUSTIFICATION NOTES, EMAILS OR ANY OTHER JUSTIFICATION INFORMATION HERE.

---

**Requestor**

Requested By:	BMCM JOE COASTIE	Requestor Phone:	510-437-0000
Created By:	STEPHEN CHENG	Requestor Email:	JOE_COASTIE@USCG.MIL
Date Created:	2/26/2010 11:04:00 PM		

Click on the box to the right of the “Reviewed” and the “Approved” fields and click on the dropdown menu of the “Tasking Command” field. Select the command that will be tasking this requirement.

**Requirement 1002-0001**

Request Requirement Receiving Unit Orders BNC History **Status** Validation Comments (1)

**Requirement Status**

Pending Requestors Validation:	<input checked="" type="checkbox"/>
Validated to Approver:	<input checked="" type="checkbox"/>
Canceled:	<input type="checkbox"/>
Reviewed:	<input type="checkbox"/>
Approved:	<input type="checkbox"/>
Denied:	<input type="checkbox"/>
Additional Info Required:	<input type="checkbox"/>

---

**Additional Information**

Tasked Approver:	<input type="text" value="ARVIE, LEE"/>
Approved Thru:	<input type="text" value="2009.10.31"/>
Tasking Command:	<input type="text" value=""/>

Mouse over the CG Emblem and click on Save or click on the floppy disk icon in the top menu to save the requirement.

Requirement 1002-0001

Request Requirement Receiving Unit Orders BNC History Status Validation Comments (1)

Validation:

er:

Denied:

Additional Info Required:

Additional Information

Tasked Approver: \* ARVIE, LEE

Approved Thru: 2009.10.31

Tasking Command: FORCECOM

Notice that the elements in the Status tab of the requirement will now be grayed out. The requirement is now approved and available for volunteers in the MRTT Volunteer Bulletin Board (VBB).

Requirement 1002-0001

Request Requirement Receiving Unit Orders BNC History Status Validation Comments (1)

Requirement Status

Pending Requestors Validation:

Validated to Approver:

Canceled:

Reviewed:

Approved:

Denied:

Additional Info Required:

Additional Information

Tasked Approver: \* ARVIE, LEE

Approved Thru: 2009.10.31

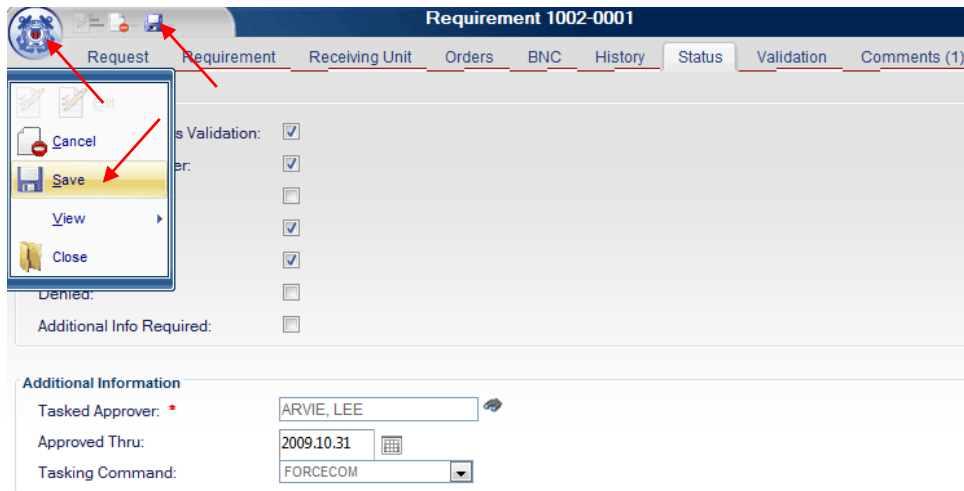
Tasking Command: FORCECOM

## Approving a Requirement

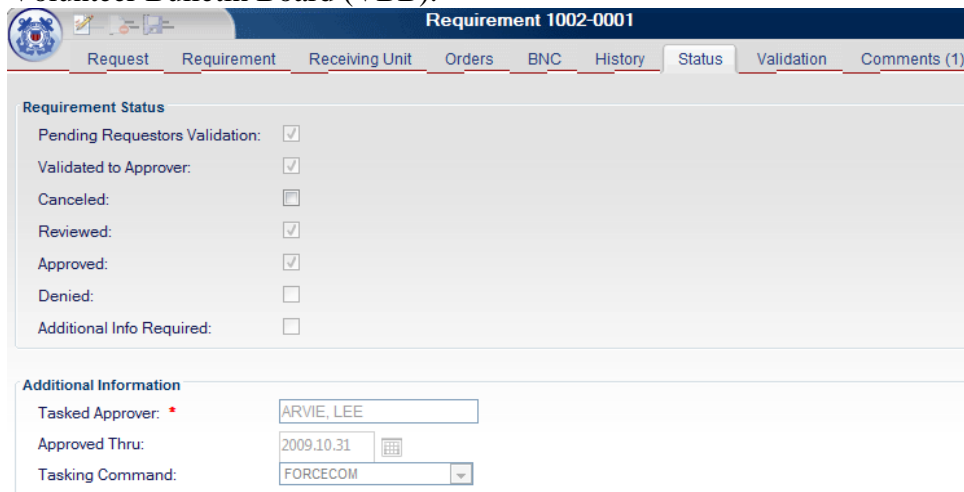
On the Requirement window, click each of the tabs to ensure all data of the requirement is correct before approving it. Once all data has been validated, click on the Status tab.

Click on the box to the right of the “Reviewed” and the “Approved” fields and click on the dropdown menu of the “Tasking Command” field. Select “FORCECOM” as it will be tasking this requirement.

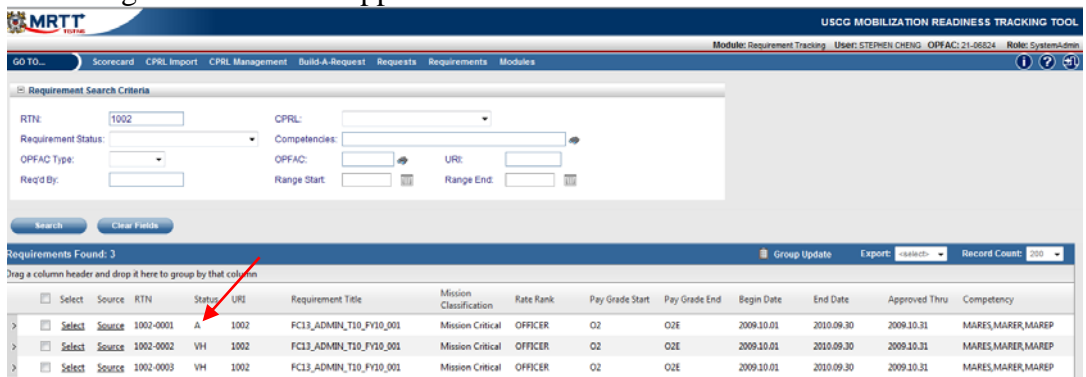
Mouse over the CG Emblem and click on Save or click on the floppy disk icon in the top menu to save the requirement.



Notice that the elements in the Status tab of the requirement will now be grayed out. The requirement is now approved and available for volunteers in the MRTT Volunteer Bulletin Board (VBB).



If you search for the URI of the requirement again from the requirement search function, you will notice that the Status of this requirement has now changed, indicating that it has been approved.



**Canceling a**

To cancel a requirement, go to the Status tab of the requirement to be cancelled.

**Requirement**

Then check the box of the “Canceled” field.

Requirement 1002-0002

Request Requirement Receiving Unit Orders BNC History Status Validation Comments

**Requirement Status**

Pending Requestors Validation:

Validated to Approver:

Canceled:

Reviewed:

Approved:

Denied:

Additional Info Required:

**Additional Information**

Tasked Approver:

Approved Thru:

Tasking Command:

A Comments window will now open. Enter specific comments as to why the requirement will be cancelled and hit the Save button on the bottom of the window.

**Comments**

When canceling a requirement, a comment is required. Please enter a comment and click the save button, or click the cancel button to close the window.

This requirement is no longer necessary and has been cancelled by requesting unit per Email between FC-1 and FC-13 dated 09 AUG 2009.]

Save Cancel

MRTT will now confirm that the requirement has been cancelled and the Comment window will now display the message seen below. Click the Close button to return to the Requirement Search window.

To confirm that the requirement has been cancelled, re-enter the URI of the requirement into the Requirement Search window’s “RTN” field and click on the Search button. You will now see that the Status of the requirement has been changed to reflect that the requirement is cancelled.



GO TO... Scorecard CPRL Import CPRL Management Build-A-Request Requests Requirements Modules

**Requirement Search Criteria**

RTN:  CPRL:

Requirement Status:  Competencies:

OPFAC Type:  OPFAC:  URI:

Req'd By:  Range Start:  Range End:

Requirements Found: 3  Exports:  Record Count:

Drag a column header and drop it here to group by that column

<input type="checkbox"/> Select	Source	RTN	Status	URI	Requirement Title	Mission Classification	Rate Rank	Pay Grade Start	Pay Grade End	Begin Date
> <input type="checkbox"/> <a href="#">Select</a>	<a href="#">Source</a>	1002-0001	A	1002	FC13_ADMIN_T10_FY10_001	Mission Critical	OFFICER	O2	O2E	2009.10.01
> <input type="checkbox"/> <a href="#">Select</a>	<a href="#">Source</a>	1002-0002	CNL	1002	FC13_ADMIN_T10_FY10_001	Mission Critical	OFFICER	O2	O2E	2009.10.01
> <input type="checkbox"/> <a href="#">Select</a>	<a href="#">Source</a>	1002-0003	VH	1002	FC13_ADMIN_T10_FY10_001	Mission Critical	OFFICER	O2	O2E	2009.10.01