

Endorsing/Approving Mobilization Applications

Overview

Introduction This guide provides the procedures for endorsing and approving or denying Mobilization applications submitted by members in Direct Access (DA).

Important Information Users must have the following DA User Roles to endorse and/or approve Mobilization applications:

- **CG_MOB_RESUME_ENDORSER** user role to endorse applications
- **CG_MOB_APPROVER** user role to approve applications

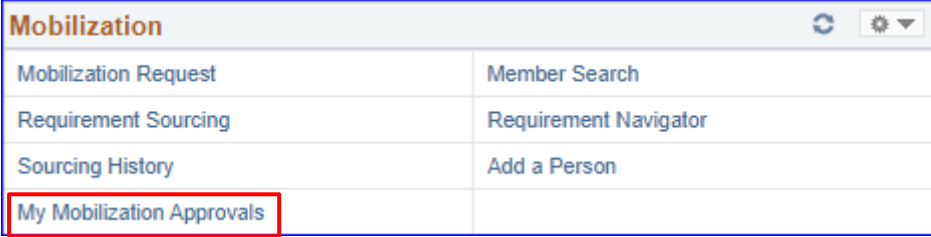
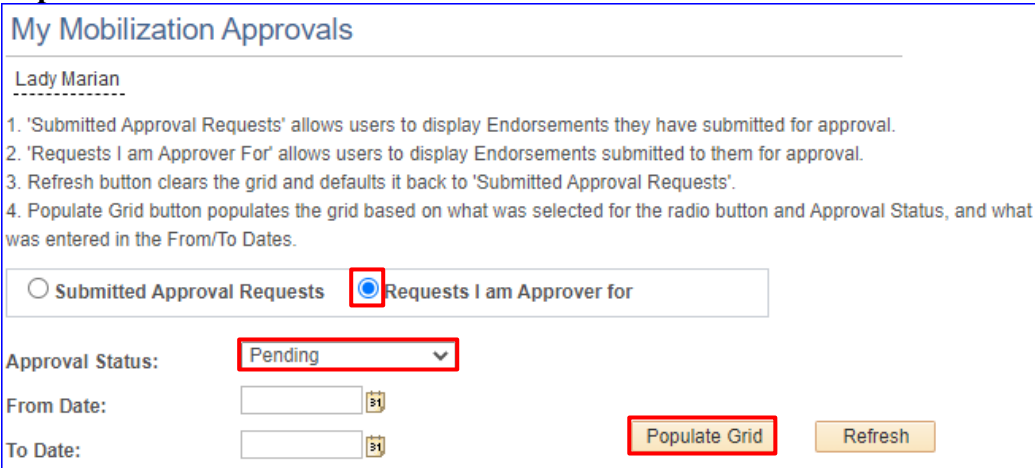

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Endorsing Mobilization Applications

Introduction This section provides the procedures for a Command Endorser to endorse a Mobilization application in DA.

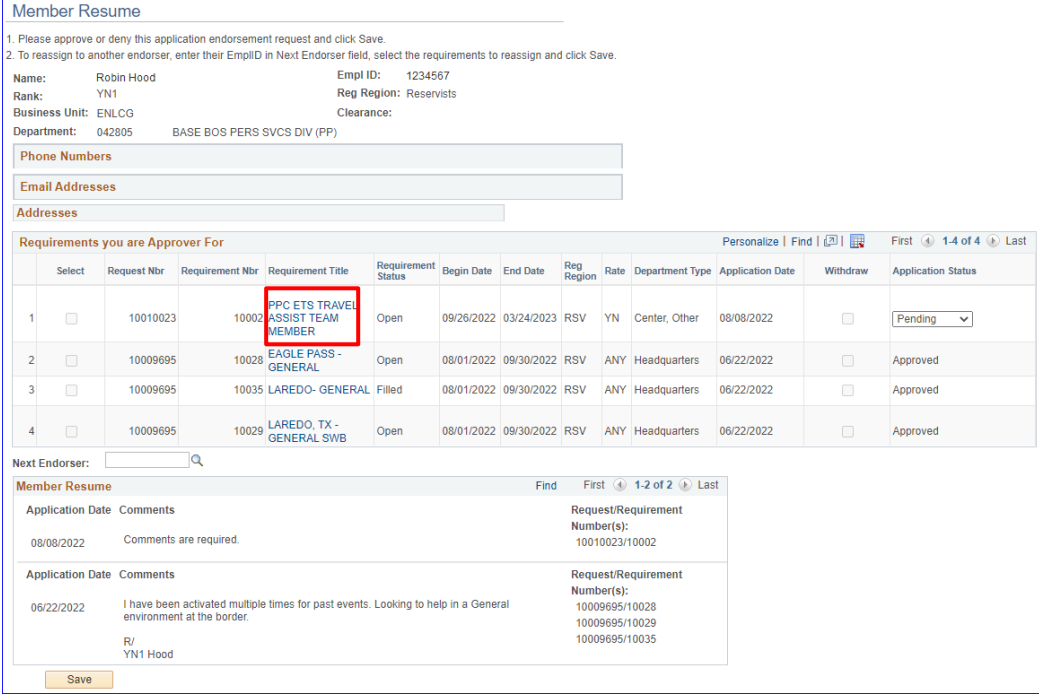
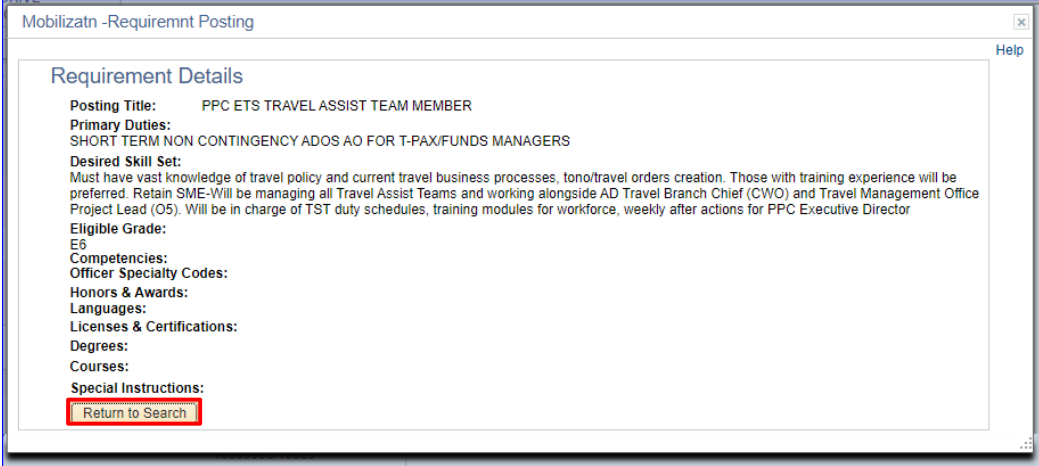
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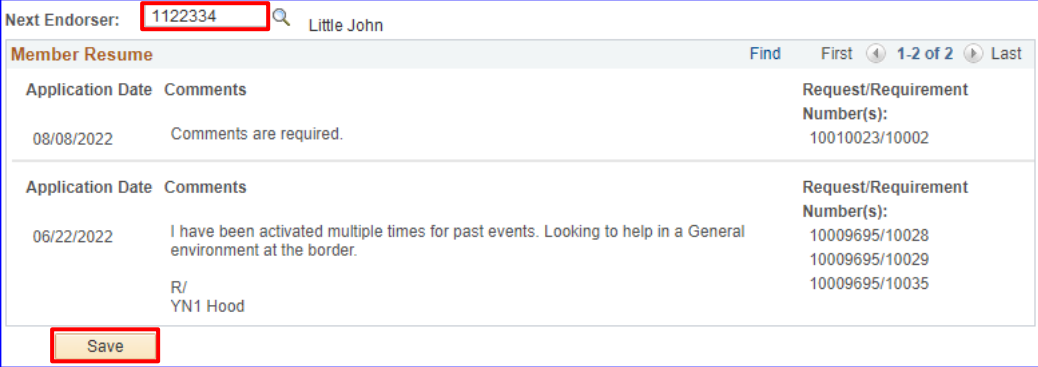
Procedures, continued

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<p>4</p>	<p>The selected Member Resume will display. Review the member's details and comments. To review the requirement details, click the Requirement Title.</p>  <p>Member Resume</p> <p>1. Please approve or deny this application endorsement request and click Save. 2. To reassign to another endorser, enter their EmplID in Next Endorser field, select the requirements to reassign and click Save.</p> <p>Name: Robin Hood Empl ID: 1234567 Rank: YN1 Reg Region: Reservists Business Unit: ENLCG Clearance: Department: 042805 BASE BOS PERS SVCS DIV (PP)</p> <p>Phone Numbers Email Addresses Addresses</p> <p>Requirements you are Approver For</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Request Nbr</th> <th>Requirement Nbr</th> <th>Requirement Title</th> <th>Requirement Status</th> <th>Begin Date</th> <th>End Date</th> <th>Reg Region</th> <th>Rate</th> <th>Department Type</th> <th>Application Date</th> <th>Withdraw</th> <th>Application Status</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>10010023</td> <td>10002</td> <td>PPC ETS TRAVEL ASSIST TEAM MEMBER</td> <td>Open</td> <td>09/26/2022</td> <td>03/24/2023</td> <td>RSV</td> <td>YN</td> <td>Center, Other</td> <td>08/08/2022</td> <td><input type="checkbox"/></td> <td>Pending</td> </tr> <tr> <td><input type="checkbox"/></td> <td>10009695</td> <td>10028</td> <td>EAGLE PASS - GENERAL</td> <td>Open</td> <td>08/01/2022</td> <td>09/30/2022</td> <td>RSV</td> <td>ANY</td> <td>Headquarters</td> <td>06/22/2022</td> <td><input type="checkbox"/></td> <td>Approved</td> </tr> <tr> <td><input type="checkbox"/></td> <td>10009695</td> <td>10035</td> <td>LAREDO- GENERAL</td> <td>Filled</td> <td>08/01/2022</td> <td>09/30/2022</td> <td>RSV</td> <td>ANY</td> <td>Headquarters</td> <td>06/22/2022</td> <td><input type="checkbox"/></td> <td>Approved</td> </tr> <tr> <td><input type="checkbox"/></td> <td>10009695</td> <td>10029</td> <td>LAREDO, TX - GENERAL SWB</td> <td>Open</td> <td>08/01/2022</td> <td>09/30/2022</td> <td>RSV</td> <td>ANY</td> <td>Headquarters</td> <td>06/22/2022</td> <td><input type="checkbox"/></td> <td>Approved</td> </tr> </tbody> </table> <p>Next Endorser: <input type="text"/></p> <p>Member Resume</p> <table border="1"> <thead> <tr> <th>Application Date</th> <th>Comments</th> <th>Request/Requirement Number(s)</th> </tr> </thead> <tbody> <tr> <td>08/08/2022</td> <td>Comments are required.</td> <td>10010023/10002</td> </tr> <tr> <td>06/22/2022</td> <td>I have been activated multiple times for past events. Looking to help in a General environment at the border. R/ YN1 Hood</td> <td>10009695/10028 10009695/10029 10009695/10035</td> </tr> </tbody> </table> <p>Save</p>	Select	Request Nbr	Requirement Nbr	Requirement Title	Requirement Status	Begin Date	End Date	Reg Region	Rate	Department Type	Application Date	Withdraw	Application Status	<input type="checkbox"/>	10010023	10002	PPC ETS TRAVEL ASSIST TEAM MEMBER	Open	09/26/2022	03/24/2023	RSV	YN	Center, Other	08/08/2022	<input type="checkbox"/>	Pending	<input type="checkbox"/>	10009695	10028	EAGLE PASS - GENERAL	Open	08/01/2022	09/30/2022	RSV	ANY	Headquarters	06/22/2022	<input type="checkbox"/>	Approved	<input type="checkbox"/>	10009695	10035	LAREDO- GENERAL	Filled	08/01/2022	09/30/2022	RSV	ANY	Headquarters	06/22/2022	<input type="checkbox"/>	Approved	<input type="checkbox"/>	10009695	10029	LAREDO, TX - GENERAL SWB	Open	08/01/2022	09/30/2022	RSV	ANY	Headquarters	06/22/2022	<input type="checkbox"/>	Approved	Application Date	Comments	Request/Requirement Number(s)	08/08/2022	Comments are required.	10010023/10002	06/22/2022	I have been activated multiple times for past events. Looking to help in a General environment at the border. R/ YN1 Hood	10009695/10028 10009695/10029 10009695/10035
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<p>5</p>	<p>The Requirement Details will display. Click Return to Search to return to the member's resume.</p>  <p>Requirement Details</p> <p>Posting Title: PPC ETS TRAVEL ASSIST TEAM MEMBER</p> <p>Primary Duties: SHORT TERM NON CONTINGENCY ADOS AO FOR T-PAX/FUNDS MANAGERS</p> <p>Desired Skill Set: Must have vast knowledge of travel policy and current travel business processes, ton/travel orders creation. Those with training experience will be preferred. Retain SME-Will be managing all Travel Assist Teams and working alongside AD Travel Branch Chief (CWO) and Travel Management Office Project Lead (OS). Will be in charge of TST duty schedules, training modules for workforce, weekly after actions for PPC Executive Director</p> <p>Eligible Grade: E6</p> <p>Competencies: Officer Specialty Codes:</p> <p>Honors & Awards:</p> <p>Languages:</p> <p>Licenses & Certifications:</p> <p>Degrees:</p> <p>Courses:</p> <p>Special Instructions: Return to Search</p>																																																																										

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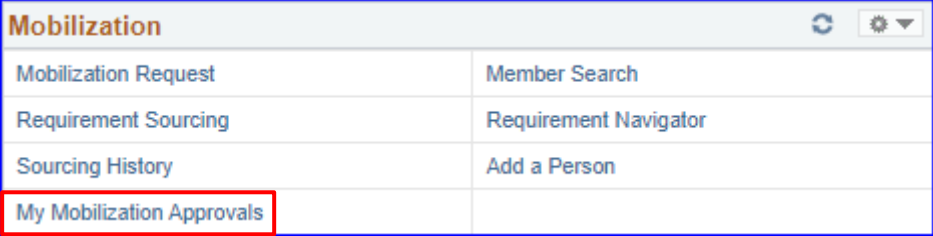
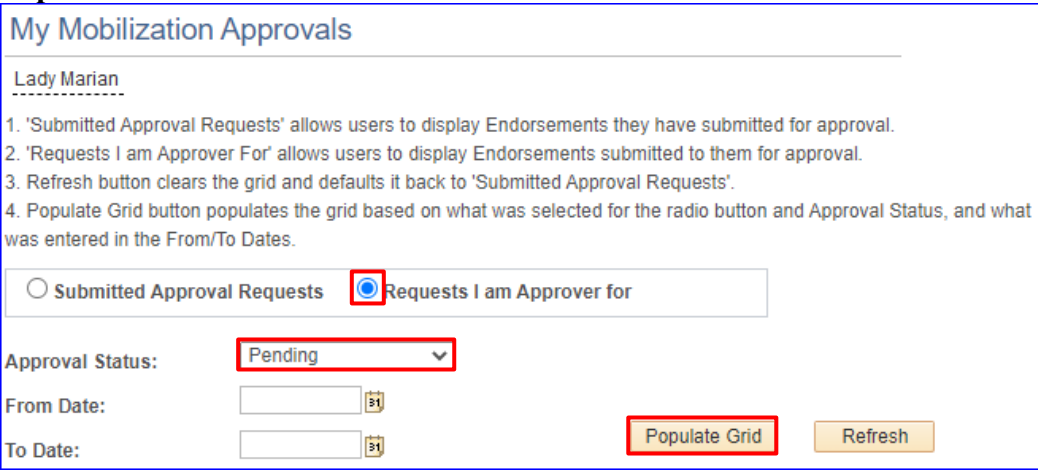
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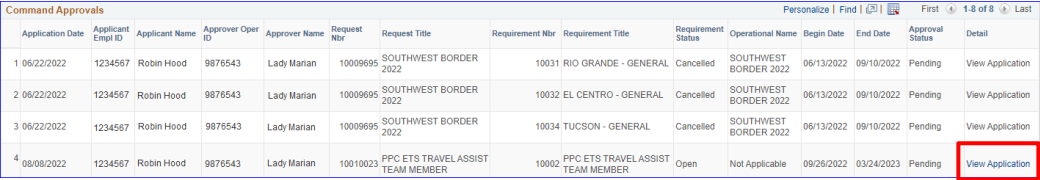
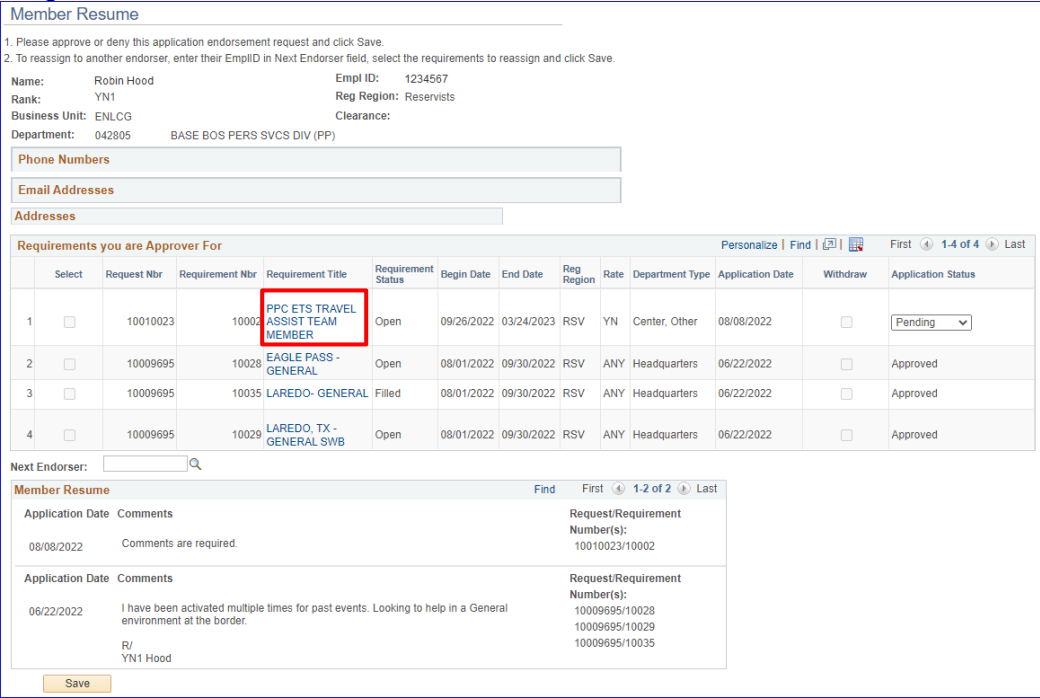
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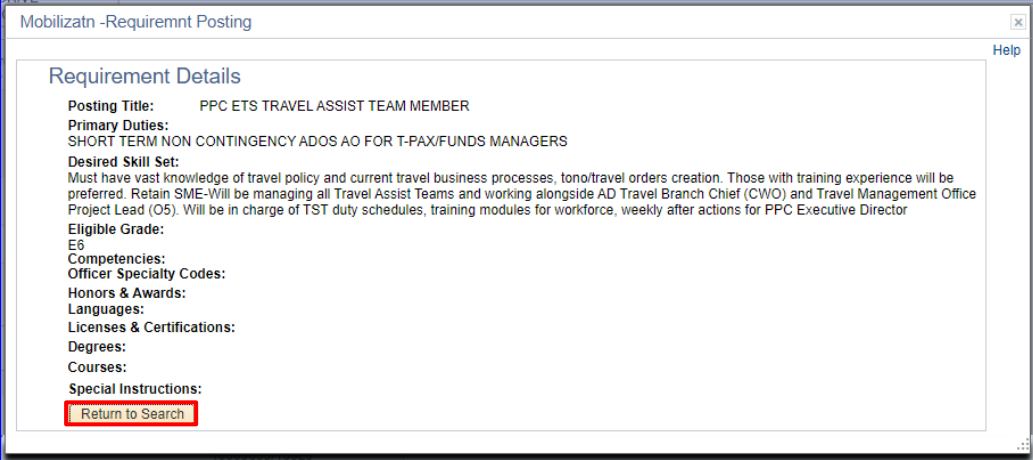
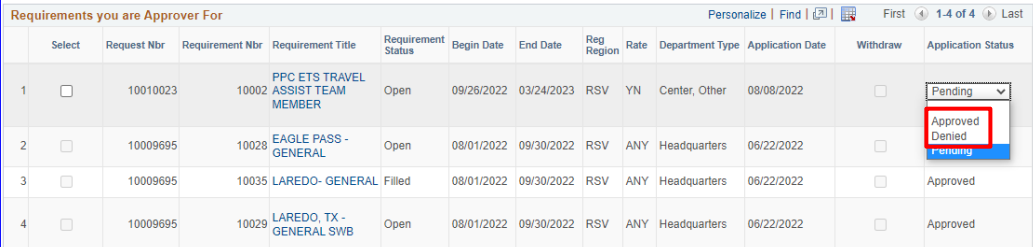
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<p>4</p>	<p>The selected Mobilization Resume will display. Review the member's details and comments. To review the requirement details, click on the appropriate Requirement Title.</p>  <p>Member Resume</p> <p>1. Please approve or deny this application endorsement request and click Save. 2. To reassign to another endorser, enter their EmplID in Next Endorser field, select the requirements to reassign and click Save.</p> <p>Name: Robin Hood Empl ID: 1234567 Rank: YN1 Reg Region: Reservists Business Unit: ENLCG Clearance: Department: 042805 BASE BOS PERS SVCS DIV (PP)</p> <p>Phone Numbers Email Addresses Addresses</p> <table border="1"> <caption>Requirements you are Approver For</caption> <thead> <tr> <th>Select</th> <th>Request Nbr</th> <th>Requirement Nbr</th> <th>Requirement Title</th> <th>Requirement Status</th> <th>Begin Date</th> <th>End Date</th> <th>Reg Region</th> <th>Rate</th> <th>Department Type</th> <th>Application Date</th> <th>Withdraw</th> <th>Application Status</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>10010023</td> <td>10002</td> <td>PPC ETS TRAVEL ASSIST TEAM MEMBER</td> <td>Open</td> <td>09/26/2022</td> <td>03/24/2023</td> <td>RSV</td> <td>YN</td> <td>Center, Other</td> <td>08/08/2022</td> <td><input type="checkbox"/></td> <td>Pending</td> </tr> <tr> <td><input type="checkbox"/></td> <td>10009695</td> <td>10028</td> <td>EAGLE PASS - GENERAL</td> <td>Open</td> <td>08/01/2022</td> <td>09/30/2022</td> <td>RSV</td> <td>ANY</td> <td>Headquarters</td> <td>06/22/2022</td> <td><input type="checkbox"/></td> <td>Approved</td> </tr> <tr> <td><input type="checkbox"/></td> <td>10009695</td> <td>10035</td> <td>LAREDO- GENERAL</td> <td>Filled</td> <td>08/01/2022</td> <td>09/30/2022</td> <td>RSV</td> <td>ANY</td> <td>Headquarters</td> <td>06/22/2022</td> <td><input type="checkbox"/></td> <td>Approved</td> </tr> <tr> <td><input type="checkbox"/></td> <td>10009695</td> <td>10029</td> <td>LAREDO, TX - GENERAL SWB</td> <td>Open</td> <td>08/01/2022</td> <td>09/30/2022</td> <td>RSV</td> <td>ANY</td> <td>Headquarters</td> <td>06/22/2022</td> <td><input type="checkbox"/></td> <td>Approved</td> </tr> </tbody> </table> <p>Next Endorser: <input type="text"/></p> <table border="1"> <caption>Member Resume</caption> <thead> <tr> <th>Application Date</th> <th>Comments</th> <th>Request/Requirement Number(s)</th> </tr> </thead> <tbody> <tr> <td>08/08/2022</td> <td>Comments are required.</td> <td>10010023/10002</td> </tr> <tr> <td>06/22/2022</td> <td>I have been activated multiple times for past events. Looking to help in a General environment at the border. R/ YN1 Hood</td> <td>10009695/10028 10009695/10029 10009695/10035</td> </tr> </tbody> </table> <p>Save</p>	Select	Request Nbr	Requirement Nbr	Requirement Title	Requirement Status	Begin Date	End Date	Reg Region	Rate	Department Type	Application Date	Withdraw	Application Status	<input type="checkbox"/>	10010023	10002	PPC ETS TRAVEL ASSIST TEAM MEMBER	Open	09/26/2022	03/24/2023	RSV	YN	Center, Other	08/08/2022	<input type="checkbox"/>	Pending	<input type="checkbox"/>	10009695	10028	EAGLE PASS - GENERAL	Open	08/01/2022	09/30/2022	RSV	ANY	Headquarters	06/22/2022	<input type="checkbox"/>	Approved	<input type="checkbox"/>	10009695	10035	LAREDO- GENERAL	Filled	08/01/2022	09/30/2022	RSV	ANY	Headquarters	06/22/2022	<input type="checkbox"/>	Approved	<input type="checkbox"/>	10009695	10029	LAREDO, TX - GENERAL SWB	Open	08/01/2022	09/30/2022	RSV	ANY	Headquarters	06/22/2022	<input type="checkbox"/>	Approved	Application Date	Comments	Request/Requirement Number(s)	08/08/2022	Comments are required.	10010023/10002	06/22/2022	I have been activated multiple times for past events. Looking to help in a General environment at the border. R/ YN1 Hood	10009695/10028 10009695/10029 10009695/10035	
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Continued on next page

Approving or Denying Mobilization Applications, Continued

Procedures,
continued

Step	Action
<p>5</p>	<p>The Requirement Details will display. Click Return to Search to return to the member's application.</p> 
<p>6</p>	<p>If the member meets the requirements and is approved for mobilization, update the Application Status to Approved. If the member is not approved for mobilization, update the Application Status to Denied.</p> 

Continued on next page

Approving or Denying Mobilization Applications, Continued

Procedures,
continued

Step	Action																																																																										
7	<p>Click Save. The member's resume is now in an Approved status (or Denied status, depending on selection in Step 6). To exit, 'X' out of the page.</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: right;">Personalize Find First 1-4 of 4 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Select</th> <th>Request Nbr</th> <th>Requirement Nbr</th> <th>Requirement Title</th> <th>Requirement Status</th> <th>Begin Date</th> <th>End Date</th> <th>Reg Region</th> <th>Rate</th> <th>Department Type</th> <th>Application Date</th> <th>Withdraw</th> <th>Application Status</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">10010023</td> <td>10002 PPC ETS TRAVEL ASSIST TEAM MEMBER</td> <td style="text-align: center;">Open</td> <td style="text-align: center;">09/26/2022</td> <td style="text-align: center;">03/24/2023</td> <td style="text-align: center;">RSV</td> <td style="text-align: center;">YN</td> <td style="text-align: center;">Center, Other</td> <td style="text-align: center;">08/08/2022</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Approved</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">10009695</td> <td>10028 EAGLE PASS - GENERAL</td> <td style="text-align: center;">Open</td> <td style="text-align: center;">08/01/2022</td> <td style="text-align: center;">09/30/2022</td> <td style="text-align: center;">RSV</td> <td style="text-align: center;">ANY</td> <td style="text-align: center;">Headquarters</td> <td style="text-align: center;">06/22/2022</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Approved</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">10009695</td> <td>10035 LAREDO- GENERAL</td> <td style="text-align: center;">Filled</td> <td style="text-align: center;">08/01/2022</td> <td style="text-align: center;">09/30/2022</td> <td style="text-align: center;">RSV</td> <td style="text-align: center;">ANY</td> <td style="text-align: center;">Headquarters</td> <td style="text-align: center;">06/22/2022</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Approved</td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">10009695</td> <td>10029 LAREDO, TX - GENERAL SWB</td> <td style="text-align: center;">Open</td> <td style="text-align: center;">08/01/2022</td> <td style="text-align: center;">09/30/2022</td> <td style="text-align: center;">RSV</td> <td style="text-align: center;">ANY</td> <td style="text-align: center;">Headquarters</td> <td style="text-align: center;">06/22/2022</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Approved</td> </tr> </tbody> </table> <p>Next Endorser: <input type="text"/></p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: right;">Member Resume Find First 1-2 of 2 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Application Date</th> <th>Comments</th> <th>Request/Requirement Number(s):</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">08/08/2022</td> <td>Comments are required.</td> <td style="text-align: center;">10010023/10002</td> </tr> <tr> <td style="text-align: center;">06/22/2022</td> <td>I have been activated multiple times for past events. 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