

# 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 Direct Access 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

---

## Contents



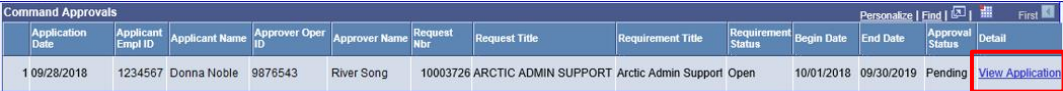
Topic	See Page
<a href="#">Endorsing Mobilization Applications</a>	2
<a href="#">Approving or Denying Mobilization Applications</a>	6

---

# Endorsing Mobilization Applications

**Introduction** This section of the guide provides the procedures for a Command Endorser to endorse a Mobilization application in Direct Access.

**Procedures** See below.

Step	Action																										
1	<p>Select <b>My Mobilization Approvals</b> from the Mobilization pagelet.</p> 																										
2	<p>The My Mobilization Approvals page will display. Select the <b>Requests I am Approver for</b> radio button. Leave the Approval Status as <b>Pending</b> and click <b>Populate Grid</b>.</p> 																										
3	<p>A list of Mobilization applications pending approval will display. Locate the appropriate application and click <b>View Application</b>.</p>  <table border="1" data-bbox="331 1581 1398 1671"> <thead> <tr> <th>Application Date</th> <th>Applicant Empl ID</th> <th>Applicant Name</th> <th>Approver Oper ID</th> <th>Approver Name</th> <th>Request Nbr</th> <th>Request Title</th> <th>Requirement Title</th> <th>Requirement Status</th> <th>Begin Date</th> <th>End Date</th> <th>Approval Status</th> <th>Detail</th> </tr> </thead> <tbody> <tr> <td>1 09/28/2018</td> <td>1234567</td> <td>Donna Noble</td> <td>9876543</td> <td>River Song</td> <td>10003726</td> <td>ARCTIC ADMIN SUPPORT</td> <td>Arctic Admin Support</td> <td>Open</td> <td>10/01/2018</td> <td>09/30/2019</td> <td>Pending</td> <td><a href="#">View Application</a></td> </tr> </tbody> </table>	Application Date	Applicant Empl ID	Applicant Name	Approver Oper ID	Approver Name	Request Nbr	Request Title	Requirement Title	Requirement Status	Begin Date	End Date	Approval Status	Detail	1 09/28/2018	1234567	Donna Noble	9876543	River Song	10003726	ARCTIC ADMIN SUPPORT	Arctic Admin Support	Open	10/01/2018	09/30/2019	Pending	<a href="#">View Application</a>
Application Date	Applicant Empl ID	Applicant Name	Approver Oper ID	Approver Name	Request Nbr	Request Title	Requirement Title	Requirement Status	Begin Date	End Date	Approval Status	Detail															
1 09/28/2018	1234567	Donna Noble	9876543	River Song	10003726	ARCTIC ADMIN SUPPORT	Arctic Admin Support	Open	10/01/2018	09/30/2019	Pending	<a href="#">View Application</a>															

*Continued on next page*

# Endorsing Mobilization Applications, Continued

Procedures,  
continued

Step	Action																																																																					
4	<p>The selected Mobilization Resume will display. Review the member's details and comments. To review the requirement details, click the <b>Requirement Title</b>.</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Member Resume</b></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><b>Name:</b> DONNA NOBLE      <b>Empl ID:</b> 1234567</p> <p><b>Rank:</b> YN1      <b>Reg Region:</b> Reservists</p> <p><b>Business Unit:</b> ENLCG      <b>Clearance:</b> SECRET</p> <p><b>Department:</b> 047267      PSC PSD SURGE STAFFING SEC</p> <p><b>Phone Numbers</b></p> <table border="1"> <thead> <tr> <th>Phone Type</th> <th>Phone Number</th> <th>Extension</th> <th>Preferred</th> </tr> </thead> <tbody> <tr> <td>Mobile</td> <td>123/456-7890</td> <td></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </tbody> </table> <p><b>Email Addresses</b></p> <table border="1"> <thead> <tr> <th>Email Type</th> <th>Email Address</th> <th>Preferred</th> </tr> </thead> <tbody> <tr> <td>Business</td> <td>invalid@bogusemail.com</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Home</td> <td>invalid@bogusemail.com</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </tbody> </table> <p><b>Addresses</b></p> <table border="1"> <thead> <tr> <th>Address Type</th> <th>Status</th> <th>As Of</th> <th>Country</th> <th>Address</th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>Current</td> <td>10/15/2016</td> <td>USA</td> <td>1234 Impossible Ave Tardis Hill, LA 90001</td> </tr> <tr> <td>Mailing</td> <td>Current</td> <td>10/15/2016</td> <td>USA</td> <td>1234 Impossible Ave Tardis Hill, LA 90001</td> </tr> <tr> <td>Thrift Savings Plan</td> <td>Current</td> <td>01/12/2018</td> <td>USA</td> <td>1234 Impossible Ave Tardis Hill, LA 90001</td> </tr> </tbody> </table> <p><b>Requirements you are Approver For</b></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 style="text-align: center;">1</td> <td style="text-align: center;">10003726</td> <td style="text-align: center;">10001</td> <td style="border: 2px solid red;">Arctic Admin Support</td> <td>Open</td> <td>10/01/2018</td> <td>09/30/2019</td> <td>RSV</td> <td>YN</td> <td>District Office</td> <td>09/28/2018</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Pending</td> </tr> </tbody> </table> <p><b>Next Endorser:</b> <input type="text"/></p> <p><b>Member Resume</b></p> <table border="1"> <thead> <tr> <th>Application Date</th> <th>Comments</th> <th>Request/Requirement Number(s):</th> </tr> </thead> <tbody> <tr> <td>09/28/2018</td> <td>Comments are required.</td> <td>10003726/10001</td> </tr> </tbody> </table> <p style="text-align: center;"><input type="button" value="Save"/></p> </div>	Phone Type	Phone Number	Extension	Preferred	Mobile	123/456-7890		<input checked="" type="checkbox"/>	Email Type	Email Address	Preferred	Business	invalid@bogusemail.com	<input type="checkbox"/>	Home	invalid@bogusemail.com	<input checked="" type="checkbox"/>	Address Type	Status	As Of	Country	Address	Home	Current	10/15/2016	USA	1234 Impossible Ave Tardis Hill, LA 90001	Mailing	Current	10/15/2016	USA	1234 Impossible Ave Tardis Hill, LA 90001	Thrift Savings Plan	Current	01/12/2018	USA	1234 Impossible Ave Tardis Hill, LA 90001	Select	Request Nbr	Requirement Nbr	Requirement Title	Requirement Status	Begin Date	End Date	Reg Region	Rate	Department Type	Application Date	Withdraw	Application Status	1	10003726	10001	Arctic Admin Support	Open	10/01/2018	09/30/2019	RSV	YN	District Office	09/28/2018	<input type="checkbox"/>	Pending	Application Date	Comments	Request/Requirement Number(s):	09/28/2018	Comments are required.	10003726/10001
Phone Type	Phone Number	Extension	Preferred																																																																			
Mobile	123/456-7890		<input checked="" type="checkbox"/>																																																																			
Email Type	Email Address	Preferred																																																																				
Business	invalid@bogusemail.com	<input type="checkbox"/>																																																																				
Home	invalid@bogusemail.com	<input checked="" type="checkbox"/>																																																																				
Address Type	Status	As Of	Country	Address																																																																		
Home	Current	10/15/2016	USA	1234 Impossible Ave Tardis Hill, LA 90001																																																																		
Mailing	Current	10/15/2016	USA	1234 Impossible Ave Tardis Hill, LA 90001																																																																		
Thrift Savings Plan	Current	01/12/2018	USA	1234 Impossible Ave Tardis Hill, LA 90001																																																																		
Select	Request Nbr	Requirement Nbr	Requirement Title	Requirement Status	Begin Date	End Date	Reg Region	Rate	Department Type	Application Date	Withdraw	Application Status																																																										
1	10003726	10001	Arctic Admin Support	Open	10/01/2018	09/30/2019	RSV	YN	District Office	09/28/2018	<input type="checkbox"/>	Pending																																																										
Application Date	Comments	Request/Requirement Number(s):																																																																				
09/28/2018	Comments are required.	10003726/10001																																																																				

*Continued on next page*

# Endorsing Mobilization Applications, Continued

Procedures,  
continued

Step	Action
5	<p>The Requirement Details will display. Click <b>Return to Search</b> to return to the member's resume.</p> <div data-bbox="331 562 1254 1048" style="border: 1px solid blue; padding: 5px;"> <p><b>Requirement Details</b></p> <p><b>Posting Title:</b> Arctic Admin Support</p> <p><b>Primary Duties:</b> Arctic Admin Support</p> <p><b>Desired Skill Set:</b> TPAX AO; Familiarity with a broad range of USCG missions; Ability to work independently; Skilled with MS Office Suite; Familiarity with State of Alaska; FPD</p> <p><b>Eligible Grades:</b> E5 E6</p> <p><b>Competencies:</b></p> <p><b>Officer Specialty Codes:</b></p> <p><b>Honors &amp; Awards:</b></p> <p><b>Languages:</b></p> <p><b>Licenses &amp; Certifications:</b></p> <p><b>Degrees:</b></p> <p><b>Courses:</b></p> <p><b>Special Instructions:</b></p> <p style="text-align: right;"><b>Return to Search</b></p> </div>

*Continued on next page*

# Endorsing Mobilization Applications, Continued

Procedures,  
continued

Step	Action																																																																																																	
<b>6</b>	<p>To forward the member's resume to the next Command Endorser, enter the <b>Next Endorser's Emplid</b> and click <b>Save</b>.</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Member Resume</b></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><b>Name:</b> DONNA NOBLE      <b>Empl ID:</b> 1234567  <b>Rank:</b> YN1      <b>Reg Region:</b> Reservists  <b>Business Unit:</b> ENLCG      <b>Clearance:</b> SECRET  <b>Department:</b> 047267      PSC PSD SURGE STAFFING SEC</p> <table border="1"> <thead> <tr> <th colspan="4">Phone Numbers</th> </tr> <tr> <th>Phone Type</th> <th>Phone Number</th> <th>Extension</th> <th>Preferred</th> </tr> </thead> <tbody> <tr> <td>Mobile</td> <td>123/456-7890</td> <td></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="3">Email Addresses</th> </tr> <tr> <th>Email Type</th> <th>Email Address</th> <th>Preferred</th> </tr> </thead> <tbody> <tr> <td>Business</td> <td>invalid@bogusemail.com</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Home</td> <td>invalid@bogusemail.com</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="5">Addresses</th> </tr> <tr> <th>Address Type</th> <th>Status</th> <th>As Of</th> <th>Country</th> <th>Address</th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>Current</td> <td>10/15/2016</td> <td>USA</td> <td>1234 Impossible Ave Tardis Hill, LA 90001</td> </tr> <tr> <td>Mailing</td> <td>Current</td> <td>10/15/2016</td> <td>USA</td> <td>1234 Impossible Ave Tardis Hill, LA 90001</td> </tr> <tr> <td>Thrift Savings Plan</td> <td>Current</td> <td>01/12/2018</td> <td>USA</td> <td>1234 Impossible Ave Tardis Hill, LA 90001</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="12">Requirements you are Approver For</th> </tr> <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 checked="" type="checkbox"/></td> <td style="text-align: center;">10003726</td> <td style="text-align: center;">10001</td> <td>Arctic Admin Support</td> <td>Open</td> <td>10/01/2018</td> <td>09/30/2019</td> <td>RSV</td> <td>YN</td> <td>District Office</td> <td>09/28/2018</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Pending</td> </tr> </tbody> </table> <p><b>Next Endorser:</b> 8527410 <input type="text"/></p> <table border="1"> <thead> <tr> <th colspan="3">Member Resume</th> </tr> <tr> <th>Application Date</th> <th>Comments</th> <th>Request/Requirement Number(s):</th> </tr> </thead> <tbody> <tr> <td>09/28/2018</td> <td>Comments are required.</td> <td>10003726/10001</td> </tr> </tbody> </table> <p style="text-align: center;"><b>Save</b></p> </div>	Phone Numbers				Phone Type	Phone Number	Extension	Preferred	Mobile	123/456-7890		<input checked="" type="checkbox"/>	Email Addresses			Email Type	Email Address	Preferred	Business	invalid@bogusemail.com	<input type="checkbox"/>	Home	invalid@bogusemail.com	<input checked="" type="checkbox"/>	Addresses					Address Type	Status	As Of	Country	Address	Home	Current	10/15/2016	USA	1234 Impossible Ave Tardis Hill, LA 90001	Mailing	Current	10/15/2016	USA	1234 Impossible Ave Tardis Hill, LA 90001	Thrift Savings Plan	Current	01/12/2018	USA	1234 Impossible Ave Tardis Hill, LA 90001	Requirements you are Approver For												Select	Request Nbr	Requirement Nbr	Requirement Title	Requirement Status	Begin Date	End Date	Reg Region	Rate	Department Type	Application Date	Withdraw	Application Status	1	<input checked="" type="checkbox"/>	10003726	10001	Arctic Admin Support	Open	10/01/2018	09/30/2019	RSV	YN	District Office	09/28/2018	<input type="checkbox"/>	Pending	Member Resume			Application Date	Comments	Request/Requirement Number(s):	09/28/2018	Comments are required.	10003726/10001
Phone Numbers																																																																																																		
Phone Type	Phone Number	Extension	Preferred																																																																																															
Mobile	123/456-7890		<input checked="" type="checkbox"/>																																																																																															
Email Addresses																																																																																																		
Email Type	Email Address	Preferred																																																																																																
Business	invalid@bogusemail.com	<input type="checkbox"/>																																																																																																
Home	invalid@bogusemail.com	<input checked="" type="checkbox"/>																																																																																																
Addresses																																																																																																		
Address Type	Status	As Of	Country	Address																																																																																														
Home	Current	10/15/2016	USA	1234 Impossible Ave Tardis Hill, LA 90001																																																																																														
Mailing	Current	10/15/2016	USA	1234 Impossible Ave Tardis Hill, LA 90001																																																																																														
Thrift Savings Plan	Current	01/12/2018	USA	1234 Impossible Ave Tardis Hill, LA 90001																																																																																														
Requirements you are Approver For																																																																																																		
Select	Request Nbr	Requirement Nbr	Requirement Title	Requirement Status	Begin Date	End Date	Reg Region	Rate	Department Type	Application Date	Withdraw	Application Status																																																																																						
1	<input checked="" type="checkbox"/>	10003726	10001	Arctic Admin Support	Open	10/01/2018	09/30/2019	RSV	YN	District Office	09/28/2018	<input type="checkbox"/>	Pending																																																																																					
Member Resume																																																																																																		
Application Date	Comments	Request/Requirement Number(s):																																																																																																
09/28/2018	Comments are required.	10003726/10001																																																																																																

*Continued on next page*

# Endorsing Mobilization Applications, Continued



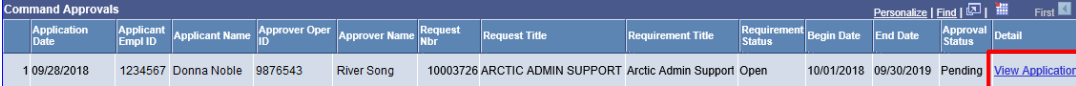
Procedures,  
continued

Step	Action																																																																					
7	<p>The member's resume will be forwarded to the next Command Endorser. To exit, 'X' out of the page or click the House icon in the upper right corner of DA.</p> <div data-bbox="328 562 1398 1361" style="border: 1px solid black; padding: 5px;"> <p><b>Member Resume</b></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><b>Name:</b> DONNA NOBLE      <b>Empl ID:</b> 1234567  <b>Rank:</b> YN1      <b>Reg Region:</b> Reservists  <b>Business Unit:</b> ENLCG      <b>Clearance:</b> SECRET  <b>Department:</b> 047267      PSC PSD SURGE STAFFING SEC</p> <p><b>Phone Numbers</b></p> <table border="1"> <thead> <tr> <th>Phone Type</th> <th>Phone Number</th> <th>Extension</th> <th>Preferred</th> </tr> </thead> <tbody> <tr> <td>Mobile</td> <td>123456-7890</td> <td></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> <p><b>Email Addresses</b></p> <table border="1"> <thead> <tr> <th>Email Type</th> <th>Email Address</th> <th>Preferred</th> </tr> </thead> <tbody> <tr> <td>Business</td> <td>invalid@bogusemail.com</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Home</td> <td>invalid@bogusemail.com</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> <p><b>Addresses</b></p> <table border="1"> <thead> <tr> <th>Address Type</th> <th>Status</th> <th>As Of</th> <th>Country</th> <th>Address</th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>Current</td> <td>10/15/2016</td> <td>USA</td> <td>1234 Impossible Ave Tardis Hill, LA 90001</td> </tr> <tr> <td>Mailing</td> <td>Current</td> <td>10/15/2016</td> <td>USA</td> <td>1234 Impossible Ave Tardis Hill, LA 90001</td> </tr> <tr> <td>Thrift Savings Plan</td> <td>Current</td> <td>01/12/2018</td> <td>USA</td> <td>1234 Impossible Ave Tardis Hill, LA 90001</td> </tr> </tbody> </table> <p><b>Requirements you are Approver For</b></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 checked="" type="checkbox"/></td> <td>10003726</td> <td>10001</td> <td><a href="#">Arctic Admin Support</a></td> <td>Open</td> <td>10/01/2018</td> <td>09/30/2019</td> <td>RSV</td> <td>YN</td> <td>District Office</td> <td>09/28/2018</td> <td><input type="checkbox"/></td> <td>Pending</td> </tr> </tbody> </table> <p><b>Next Endorser:</b> 8527410      The Doctor</p> <p><b>Member Resume</b></p> <table border="1"> <thead> <tr> <th>Application Date</th> <th>Comments</th> <th>Request/Requirement Number(s)</th> </tr> </thead> <tbody> <tr> <td>09/28/2018</td> <td>Comments are required.</td> <td>10003726/10001</td> </tr> </tbody> </table> <p style="text-align: center;"><input type="button" value="Save"/></p> </div>	Phone Type	Phone Number	Extension	Preferred	Mobile	123456-7890		<input checked="" type="checkbox"/>	Email Type	Email Address	Preferred	Business	invalid@bogusemail.com	<input type="checkbox"/>	Home	invalid@bogusemail.com	<input checked="" type="checkbox"/>	Address Type	Status	As Of	Country	Address	Home	Current	10/15/2016	USA	1234 Impossible Ave Tardis Hill, LA 90001	Mailing	Current	10/15/2016	USA	1234 Impossible Ave Tardis Hill, LA 90001	Thrift Savings Plan	Current	01/12/2018	USA	1234 Impossible Ave Tardis Hill, LA 90001	Select	Request Nbr	Requirement Nbr	Requirement Title	Requirement Status	Begin Date	End Date	Reg Region	Rate	Department Type	Application Date	Withdraw	Application Status	<input checked="" type="checkbox"/>	10003726	10001	<a href="#">Arctic Admin Support</a>	Open	10/01/2018	09/30/2019	RSV	YN	District Office	09/28/2018	<input type="checkbox"/>	Pending	Application Date	Comments	Request/Requirement Number(s)	09/28/2018	Comments are required.	10003726/10001
Phone Type	Phone Number	Extension	Preferred																																																																			
Mobile	123456-7890		<input checked="" type="checkbox"/>																																																																			
Email Type	Email Address	Preferred																																																																				
Business	invalid@bogusemail.com	<input type="checkbox"/>																																																																				
Home	invalid@bogusemail.com	<input checked="" type="checkbox"/>																																																																				
Address Type	Status	As Of	Country	Address																																																																		
Home	Current	10/15/2016	USA	1234 Impossible Ave Tardis Hill, LA 90001																																																																		
Mailing	Current	10/15/2016	USA	1234 Impossible Ave Tardis Hill, LA 90001																																																																		
Thrift Savings Plan	Current	01/12/2018	USA	1234 Impossible Ave Tardis Hill, LA 90001																																																																		
Select	Request Nbr	Requirement Nbr	Requirement Title	Requirement Status	Begin Date	End Date	Reg Region	Rate	Department Type	Application Date	Withdraw	Application Status																																																										
<input checked="" type="checkbox"/>	10003726	10001	<a href="#">Arctic Admin Support</a>	Open	10/01/2018	09/30/2019	RSV	YN	District Office	09/28/2018	<input type="checkbox"/>	Pending																																																										
Application Date	Comments	Request/Requirement Number(s)																																																																				
09/28/2018	Comments are required.	10003726/10001																																																																				

# Approving or Denying Mobilization Applications

**Introduction** This section of the guide provides the procedures for a Command Endorser to approve or deny a Mobilization application in Direct Access.

**Procedures** See below.

Step	Action																										
1	<p>Select <b>My Mobilization Approvals</b> from the Mobilization pagelet.</p> 																										
2	<p>The My Mobilization Approvals page will display. Select the <b>Requests I am Approver for</b> radio button. Leave the Approval Status as <b>Pending</b> and click <b>Populate Grid</b>.</p>  <p><b>My Mobilization Approvals</b></p> <p>The Doctor</p> <ol style="list-style-type: none"> <li>'Submitted Approval Requests' allows users to display Endorsements they have submitted for approval.</li> <li>'Requests I am Approver For' allows users to display Endorsements submitted to them for approval.</li> <li>Refresh button clears the grid and defaults it back to 'Submitted Approval Requests'.</li> <li>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.</li> </ol> <p> <input type="radio"/> Submitted Approval Requests         <input checked="" type="radio"/> <b>Requests I am Approver for</b> </p> <p>Approval Status: <b>Pending</b></p> <p>From Date: <input type="text"/> 31</p> <p>To Date: <input type="text"/> 31</p> <p><b>Populate Grid</b> Refresh</p>																										
3	<p>A list of pending mobilization applications will display. Locate the application to be endorsed and click <b>View Application</b>.</p>  <table border="1"> <thead> <tr> <th>Application Date</th> <th>Applicant Empl ID</th> <th>Applicant Name</th> <th>Approver Oper ID</th> <th>Approver Name</th> <th>Request Nbr</th> <th>Request Title</th> <th>Requirement Title</th> <th>Requirement Status</th> <th>Begin Date</th> <th>End Date</th> <th>Approval Status</th> <th>Detail</th> </tr> </thead> <tbody> <tr> <td>1 09/28/2018</td> <td>1234567</td> <td>Donna Noble</td> <td>9876543</td> <td>River Song</td> <td>10003726</td> <td>ARCTIC ADMIN SUPPORT</td> <td>Arctic Admin Support</td> <td>Open</td> <td>10/01/2018</td> <td>09/30/2019</td> <td>Pending</td> <td><b>View Application</b></td> </tr> </tbody> </table>	Application Date	Applicant Empl ID	Applicant Name	Approver Oper ID	Approver Name	Request Nbr	Request Title	Requirement Title	Requirement Status	Begin Date	End Date	Approval Status	Detail	1 09/28/2018	1234567	Donna Noble	9876543	River Song	10003726	ARCTIC ADMIN SUPPORT	Arctic Admin Support	Open	10/01/2018	09/30/2019	Pending	<b>View Application</b>
Application Date	Applicant Empl ID	Applicant Name	Approver Oper ID	Approver Name	Request Nbr	Request Title	Requirement Title	Requirement Status	Begin Date	End Date	Approval Status	Detail															
1 09/28/2018	1234567	Donna Noble	9876543	River Song	10003726	ARCTIC ADMIN SUPPORT	Arctic Admin Support	Open	10/01/2018	09/30/2019	Pending	<b>View Application</b>															

*Continued on next page*

# Approving or Denying Mobilization Applications, Continued

Procedures,  
continued

Step	Action																																																																					
4	<p>The selected Mobilization Resume will display. Review the member's details and comments. To review the requirement details, click on the <b>Requirement Title</b>.</p> <div data-bbox="319 562 1398 1364" style="border: 1px solid black; padding: 5px;"> <p><b>Member Resume</b></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><b>Name:</b> DONNA NOBLE      <b>Empl ID:</b> 1234567  <b>Rank:</b> YN1      <b>Reg Region:</b> Reservists  <b>Business Unit:</b> ENLCG      <b>Clearance:</b> SECRET  <b>Department:</b> 047267      PSC PSD SURGE STAFFING SEC</p> <p><b>Phone Numbers</b></p> <table border="1"> <thead> <tr> <th>Phone Type</th> <th>Phone Number</th> <th>Extension</th> <th>Preferred</th> </tr> </thead> <tbody> <tr> <td>Mobile</td> <td>123456-7890</td> <td></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> <p><b>Email Addresses</b></p> <table border="1"> <thead> <tr> <th>Email Type</th> <th>Email Address</th> <th>Preferred</th> </tr> </thead> <tbody> <tr> <td>Business</td> <td>invalid@bogusemail.com</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Home</td> <td>invalid@bogusemail.com</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> <p><b>Addresses</b></p> <table border="1"> <thead> <tr> <th>Address Type</th> <th>Status</th> <th>As Of</th> <th>Country</th> <th>Address</th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>Current</td> <td>10/15/2016</td> <td>USA</td> <td>1234 Impossible Ave Tardis Hill, LA 90001</td> </tr> <tr> <td>Mailing</td> <td>Current</td> <td>10/15/2016</td> <td>USA</td> <td>1234 Impossible Ave Tardis Hill, LA 90001</td> </tr> <tr> <td>Thrift Savings Plan</td> <td>Current</td> <td>01/12/2018</td> <td>USA</td> <td>1234 Impossible Ave Tardis Hill, LA 90001</td> </tr> </tbody> </table> <p><b>Requirements you are Approver For</b></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>10003726</td> <td>1000</td> <td style="border: 2px solid red;">Arctic Admin Support</td> <td>Open</td> <td>10/01/2018</td> <td>09/30/2019</td> <td>RSV</td> <td>YN</td> <td>District Office</td> <td>09/28/2018</td> <td><input type="checkbox"/></td> <td>Pending</td> </tr> </tbody> </table> <p>Next Endorser: <input type="text"/></p> <p><b>Member Resume</b></p> <table border="1"> <thead> <tr> <th>Application Date</th> <th>Comments</th> <th>Request/Requirement Number(s)</th> </tr> </thead> <tbody> <tr> <td>09/28/2018</td> <td>Comments are required.</td> <td>10003726/10001</td> </tr> </tbody> </table> <p style="text-align: center;"><input type="button" value="Save"/></p> </div>	Phone Type	Phone Number	Extension	Preferred	Mobile	123456-7890		<input checked="" type="checkbox"/>	Email Type	Email Address	Preferred	Business	invalid@bogusemail.com	<input type="checkbox"/>	Home	invalid@bogusemail.com	<input checked="" type="checkbox"/>	Address Type	Status	As Of	Country	Address	Home	Current	10/15/2016	USA	1234 Impossible Ave Tardis Hill, LA 90001	Mailing	Current	10/15/2016	USA	1234 Impossible Ave Tardis Hill, LA 90001	Thrift Savings Plan	Current	01/12/2018	USA	1234 Impossible Ave Tardis Hill, LA 90001	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"/>	10003726	1000	Arctic Admin Support	Open	10/01/2018	09/30/2019	RSV	YN	District Office	09/28/2018	<input type="checkbox"/>	Pending	Application Date	Comments	Request/Requirement Number(s)	09/28/2018	Comments are required.	10003726/10001
Phone Type	Phone Number	Extension	Preferred																																																																			
Mobile	123456-7890		<input checked="" type="checkbox"/>																																																																			
Email Type	Email Address	Preferred																																																																				
Business	invalid@bogusemail.com	<input type="checkbox"/>																																																																				
Home	invalid@bogusemail.com	<input checked="" type="checkbox"/>																																																																				
Address Type	Status	As Of	Country	Address																																																																		
Home	Current	10/15/2016	USA	1234 Impossible Ave Tardis Hill, LA 90001																																																																		
Mailing	Current	10/15/2016	USA	1234 Impossible Ave Tardis Hill, LA 90001																																																																		
Thrift Savings Plan	Current	01/12/2018	USA	1234 Impossible Ave Tardis Hill, LA 90001																																																																		
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"/>	10003726	1000	Arctic Admin Support	Open	10/01/2018	09/30/2019	RSV	YN	District Office	09/28/2018	<input type="checkbox"/>	Pending																																																										
Application Date	Comments	Request/Requirement Number(s)																																																																				
09/28/2018	Comments are required.	10003726/10001																																																																				

Continued on next page



# Approving or Denying Mobilization Applications, Continued


Procedures,  
continued

Step	Action
5	<p>The Requirement Details will display. Click <b>Return to Search</b> to return to the member's application.</p> <div style="border: 1px solid blue; padding: 10px;"> <p><b>Requirement Details</b></p> <p><b>Posting Title:</b> Arctic Admin Support</p> <p><b>Primary Duties:</b> Arctic Admin Support</p> <p><b>Desired Skill Set:</b> TPAX AO; Familiarity with a broad range of USCG missions; Ability to work independently; Skilled with MS Office Suite; Familiarity with State of Alaska; FPD</p> <p><b>Eligible Grades:</b> E5 E6</p> <p><b>Competencies:</b></p> <p><b>Officer Specialty Codes:</b></p> <p><b>Honors &amp; Awards:</b></p> <p><b>Languages:</b></p> <p><b>Licenses &amp; Certifications:</b></p> <p><b>Degrees:</b></p> <p><b>Courses:</b></p> <p><b>Special Instructions:</b></p> <p style="border: 1px solid red; display: inline-block; padding: 2px;">Return to Search</p> </div>

*Continued on next page*

# Approving or Denying Mobilization Applications, Continued

Procedures,  
continued

Step	Action																																																																					
<p><b>6</b></p>	<p>If the member meets the requirements and is approved for mobilization, update the Application Status to <b>Approved</b> and click <b>Save</b>. If the member is not approved for mobilization, update the Application Status to <b>Denied</b> and click <b>Save</b>.</p> <div data-bbox="319 593 1396 1400" style="border: 1px solid blue; padding: 5px;"> <p><b>Member Resume</b></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><b>Name:</b> DONNA NOBLE      <b>Empl ID:</b> 1234567  <b>Rank:</b> YN1      <b>Reg Region:</b> Reservists  <b>Business Unit:</b> ENLOG      <b>Clearance:</b> SECRET  <b>Department:</b> 047267      PSC PSD SURGE STAFFING SEC</p> <table border="1" data-bbox="327 772 965 846"> <thead> <tr> <th>Phone Type</th> <th>Phone Number</th> <th>Extension</th> <th>Preferred</th> </tr> </thead> <tbody> <tr> <td>Mobile</td> <td>123/456-7890</td> <td></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> <table border="1" data-bbox="327 851 965 952"> <thead> <tr> <th>Email Type</th> <th>Email Address</th> <th>Preferred</th> </tr> </thead> <tbody> <tr> <td>Business</td> <td>invalid@bogusemail.com</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Home</td> <td>invalid@bogusemail.com</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> <table border="1" data-bbox="327 958 837 1086"> <thead> <tr> <th>Address Type</th> <th>Status</th> <th>As Of</th> <th>Country</th> <th>Address</th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>Current</td> <td>10/15/2016</td> <td>USA</td> <td>1234 Impossible Ave Tardis Hill, LA 90001</td> </tr> <tr> <td>Mailing</td> <td>Current</td> <td>10/15/2016</td> <td>USA</td> <td>1234 Impossible Ave Tardis Hill, LA 90001</td> </tr> <tr> <td>Thrift Savings Plan</td> <td>Current</td> <td>01/12/2018</td> <td>USA</td> <td>1234 Impossible Ave Tardis Hill, LA 90001</td> </tr> </tbody> </table> <table border="1" data-bbox="327 1093 1396 1176"> <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>10003726</td> <td>10001</td> <td><a href="#">Arctic Admin Support</a></td> <td>Open</td> <td>10/01/2018</td> <td>09/30/2019</td> <td>RSV</td> <td>YN</td> <td>District Office</td> <td>09/28/2018</td> <td><input type="checkbox"/></td> <td>Approved <input type="button" value="v"/></td> </tr> </tbody> </table> <p>Next Endorser: <input type="text"/></p> <table border="1" data-bbox="327 1209 1077 1366"> <thead> <tr> <th>Application Date</th> <th>Comments</th> <th>Request/Requirement Number(s)</th> </tr> </thead> <tbody> <tr> <td>09/28/2018</td> <td>Comments are required.</td> <td>10003726/10001</td> </tr> </tbody> </table> <p><input type="button" value="Save"/></p> </div>	Phone Type	Phone Number	Extension	Preferred	Mobile	123/456-7890		<input checked="" type="checkbox"/>	Email Type	Email Address	Preferred	Business	invalid@bogusemail.com	<input type="checkbox"/>	Home	invalid@bogusemail.com	<input checked="" type="checkbox"/>	Address Type	Status	As Of	Country	Address	Home	Current	10/15/2016	USA	1234 Impossible Ave Tardis Hill, LA 90001	Mailing	Current	10/15/2016	USA	1234 Impossible Ave Tardis Hill, LA 90001	Thrift Savings Plan	Current	01/12/2018	USA	1234 Impossible Ave Tardis Hill, LA 90001	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"/>	10003726	10001	<a href="#">Arctic Admin Support</a>	Open	10/01/2018	09/30/2019	RSV	YN	District Office	09/28/2018	<input type="checkbox"/>	Approved <input type="button" value="v"/>	Application Date	Comments	Request/Requirement Number(s)	09/28/2018	Comments are required.	10003726/10001
Phone Type	Phone Number	Extension	Preferred																																																																			
Mobile	123/456-7890		<input checked="" type="checkbox"/>																																																																			
Email Type	Email Address	Preferred																																																																				
Business	invalid@bogusemail.com	<input type="checkbox"/>																																																																				
Home	invalid@bogusemail.com	<input checked="" type="checkbox"/>																																																																				
Address Type	Status	As Of	Country	Address																																																																		
Home	Current	10/15/2016	USA	1234 Impossible Ave Tardis Hill, LA 90001																																																																		
Mailing	Current	10/15/2016	USA	1234 Impossible Ave Tardis Hill, LA 90001																																																																		
Thrift Savings Plan	Current	01/12/2018	USA	1234 Impossible Ave Tardis Hill, LA 90001																																																																		
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"/>	10003726	10001	<a href="#">Arctic Admin Support</a>	Open	10/01/2018	09/30/2019	RSV	YN	District Office	09/28/2018	<input type="checkbox"/>	Approved <input type="button" value="v"/>																																																										
Application Date	Comments	Request/Requirement Number(s)																																																																				
09/28/2018	Comments are required.	10003726/10001																																																																				
<p><b>7</b></p>	<p>A Save Confirmation message will display. Click <b>OK</b>.</p> <div data-bbox="319 1478 989 1836" style="border: 1px solid blue; padding: 5px;"> <p><b>Endorsement Detail</b></p> <p><b>Save Confirmation</b></p> <p> The Save was successful. Click OK to transfer back to the Endorsement Detail</p> <p><input type="button" value="OK"/></p> </div>																																																																					

Continued on next page

