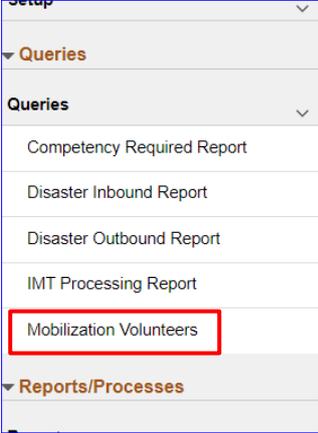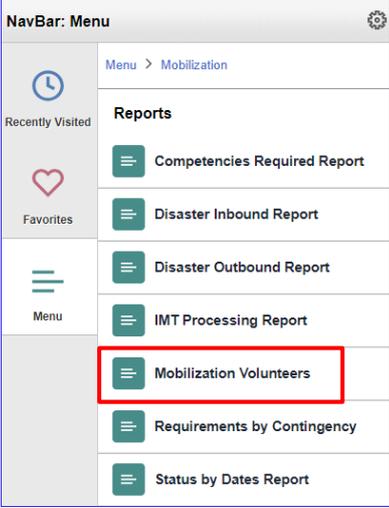# Mobilizations Volunteer Report

Introduction   This guide provides the procedures to run the Mobilizations Volunteer Report in Direct Access (DA).

This query provides a report of all current Reservist and Active Duty Personnel that have volunteered for duty along with their requirement status and a job description.

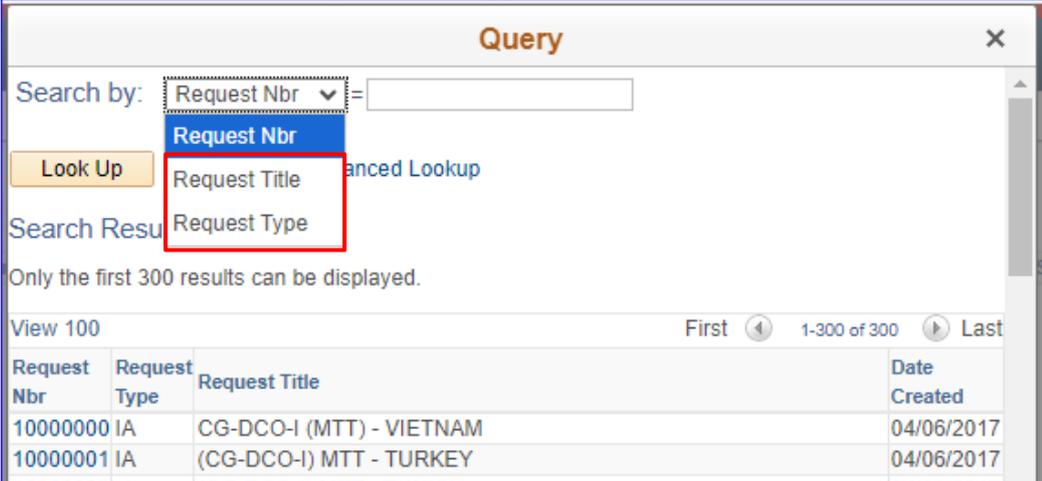**CG MOB ADMIN** role is needed to run this report.

Procedures   See below.

Step	Action
1	There are two ways to locate the report. First click on **Mobilizations Workcenter** tile and select the **Mobilization Volunteers** option under Queries. Or navigate to Menu > Mobilization > Reports > **Mobilization Volunteers**.

Mobilizations Volunteer Report, Continued

Procedures,
continued

Step	Action
2	The **CG_MOB_VOL_RPT – MobilizationVolunteers Report** page will display. **Mob Requirement Member Search** CG_MOB_VOL_RPT - MobilizationVolunteers Report *Request Nbr 0 View Results Row Request Nbr Request Title Requirement Nbr Descr Requirement Sts ID Name Grade Job Title Reg Region Dept ID Dept ⌂ Status Type Selected Approver OprID Submitted Apprv Date Descr 1 BEGIN_DT END_DT
3	Enter the **Request Nbr** or use the lookup icon (see NOTE) to locate the appropriate Request number. Click **View Results**. **CG_MOB_VOL_RPT - MobilizationVolunteers Report** *Request Nbr 10011791 View Results Row Request Nbr Request Title Requirement Nbr Descr **NOTE:** You can search by **Title** or **Type** if the number is not known. **Query** ✕ Search by: Request Nbr = **Request Nbr** Look Up anced Lookup Request Title Search Resu Request Type Only the first 300 results can be displayed. View 100 First ◁ 1-300 of 300 ▷ Last Request Nbr Request Type Request Title Date Created 10000000 IA CG-DCO-I (MTT) - VIETNAM 04/06/2017 10000001 IA (CG-DCO-I) MTT - TURKEY 04/06/2017

Mobilizations Volunteer Report, Continued

Procedures,
continued

Step	Action
4	The following Search Results will display.
5	Select **Excel Spreadsheet** to export the query results to a spreadsheet for easier sorting and organizing.
6	Query field descriptions: <table><tr><th>Header</th><th>Description</th></tr></table>

For Step 6:

Header	Description
Requirement Sts	Whether or not that position has been filled or is still open.
Status	The approval status of the volunteer request.
Selected	Whether or not that member was selected for the position.
Descr 1	Whether or not that position has been filled or is still open.