25 March 2024

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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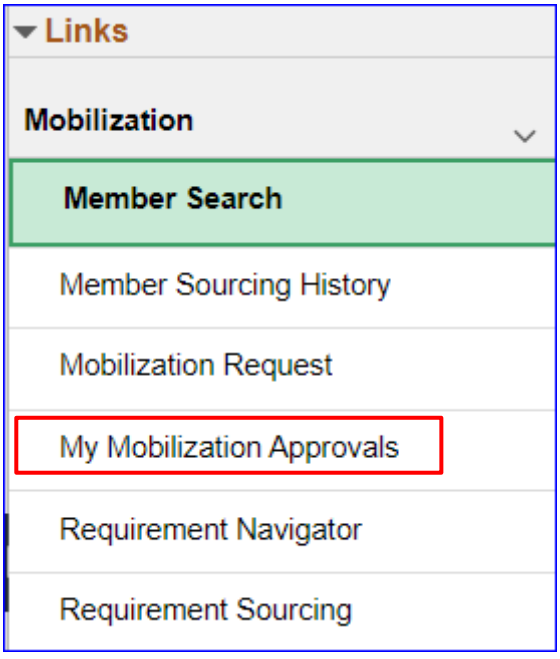
Endorsing Mobilization Applications

Introduction

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

Procedures

See below.

Step	Action
1	Click on the **Mobilization Workcenter** tile.
2	Select the **My Mobilization Approvals** option from the Mobilizations drop-down. 

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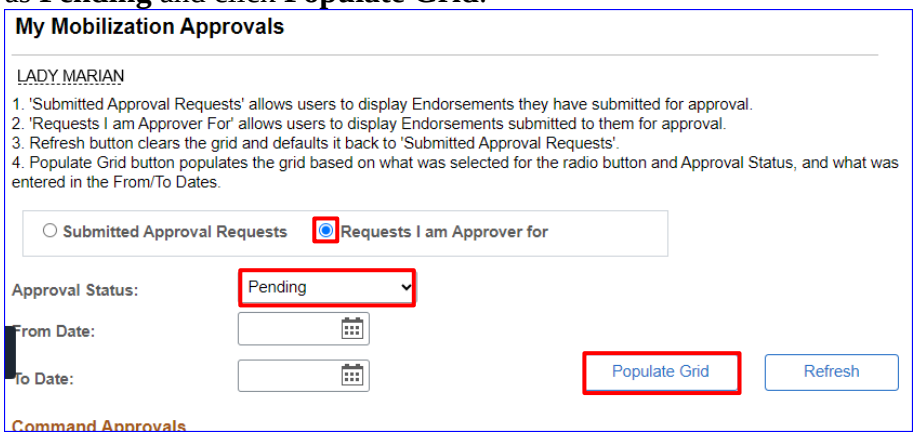
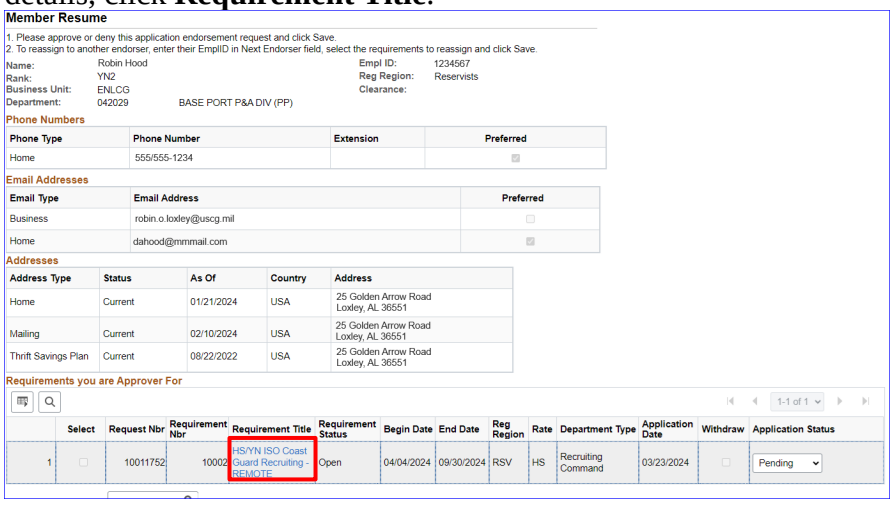
Endorsing Mobilization Applications, Continued

Procedures, continued

Step	Action
3	Select the **Requests I am Approver for** radio button. Leave the Approval Status as **Pending** and click **Populate Grid**. 
4	A list of Mobilization applications pending approval will display. Locate the appropriate application and click **View Application**.
5	Review the Member's Resume details and comments. To review the requirement details, click **Requirement Title**. 

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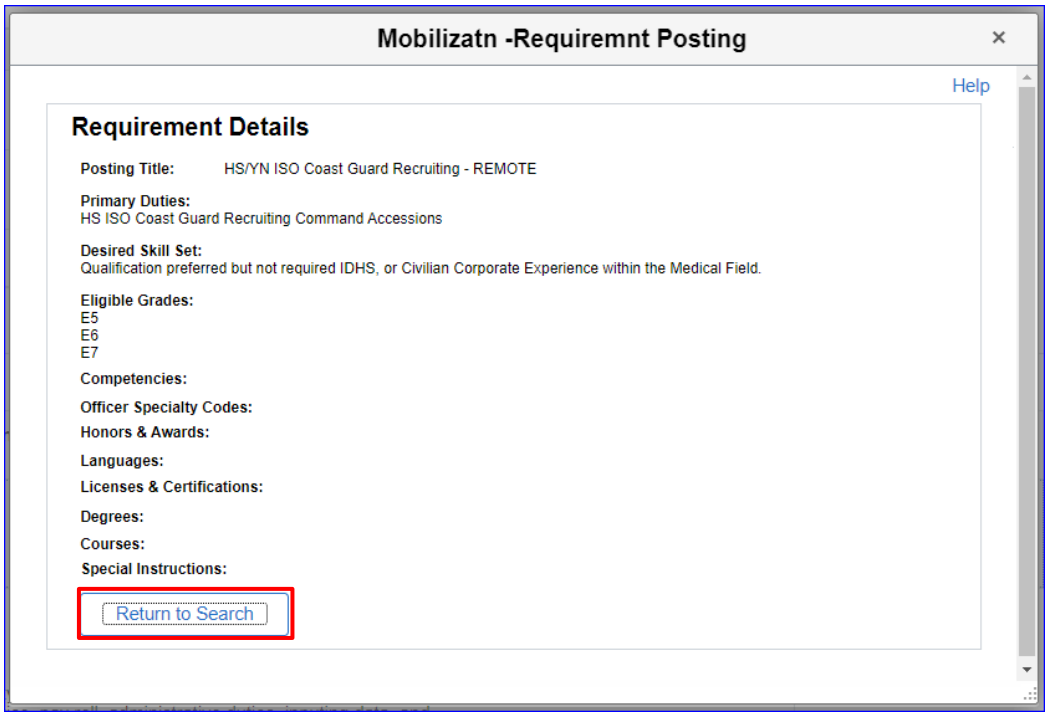
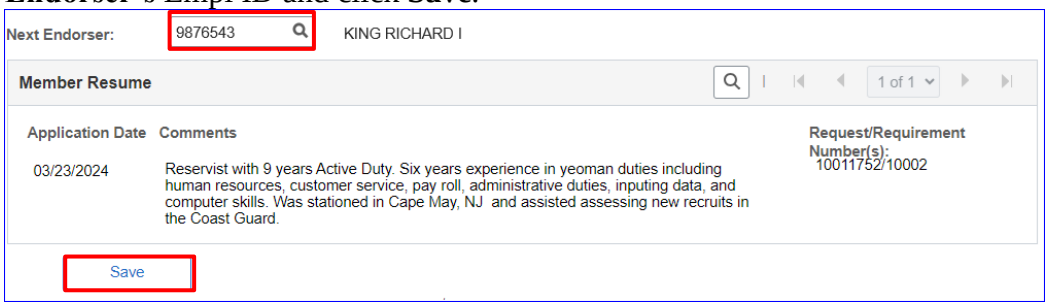
Endorsing Mobilization Applications, Continued

Procedures, continued

Step	Action
6	The Requirement Details for this posting will display. Click **Return to Search** to return to the member's resume. 
7	To forward the member's resume to the next Command Endorser, enter the **Next Endorser's** Empl ID and click **Save**. 
8	The member's resume will be forwarded to the next Command Endorser.

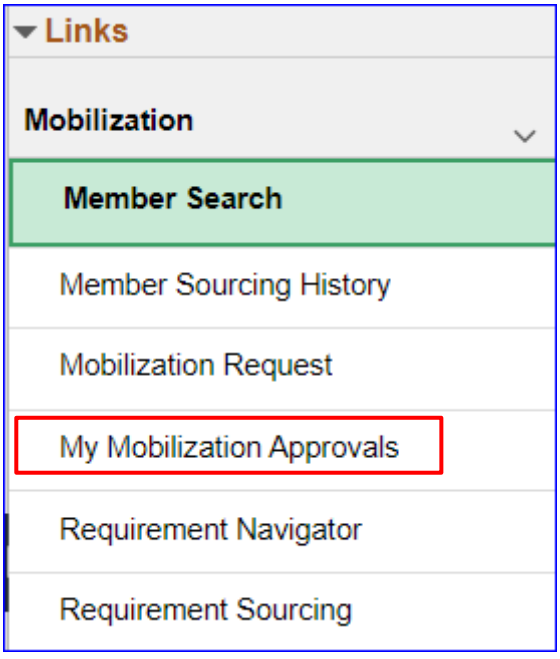
Approving or Denying Mobilization Applications

Introduction

This section provides the procedures for a Command Endorser to approve or deny a Mobilization application in DA.

Procedures

See below.

Step	Action
1	Click on the **Mobilization Workcenter** tile.
2	Select the **My Mobilization Approvals** option from the Mobilizations drop-down. 

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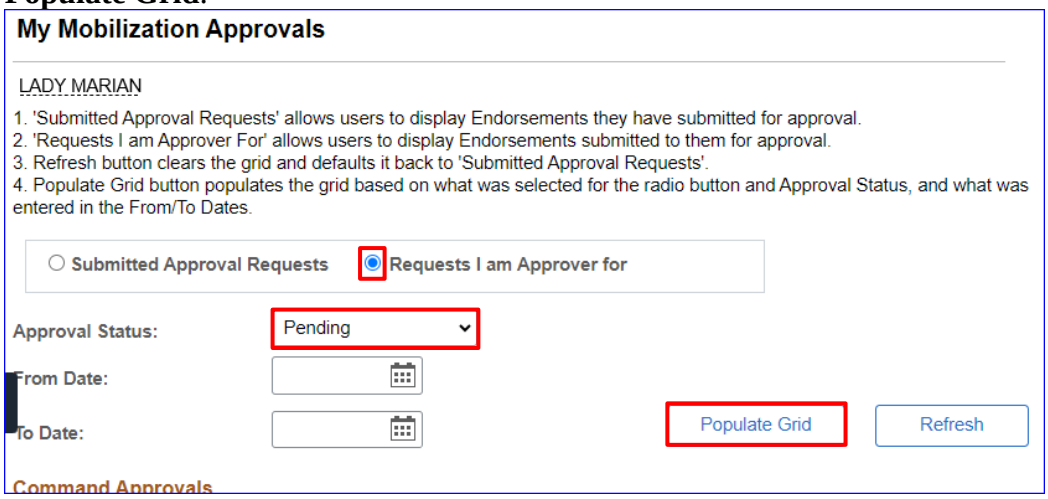
Approving or Denying Mobilization Applications, Continued

Procedures, continued

Step	Action
3	The My Mobilization Approvals page will display. Select the **Requests I am Approver for** radio button. Leave the Approval Status as **Pending** and click **Populate Grid**. 
4	A list of pending mobilization applications will display. Locate the application to be endorsed and click **View Application**. **NOTE:** If a Request has been fully sourced, an Approver will not be able to Approve/Deny the application (View Application will be grayed out).

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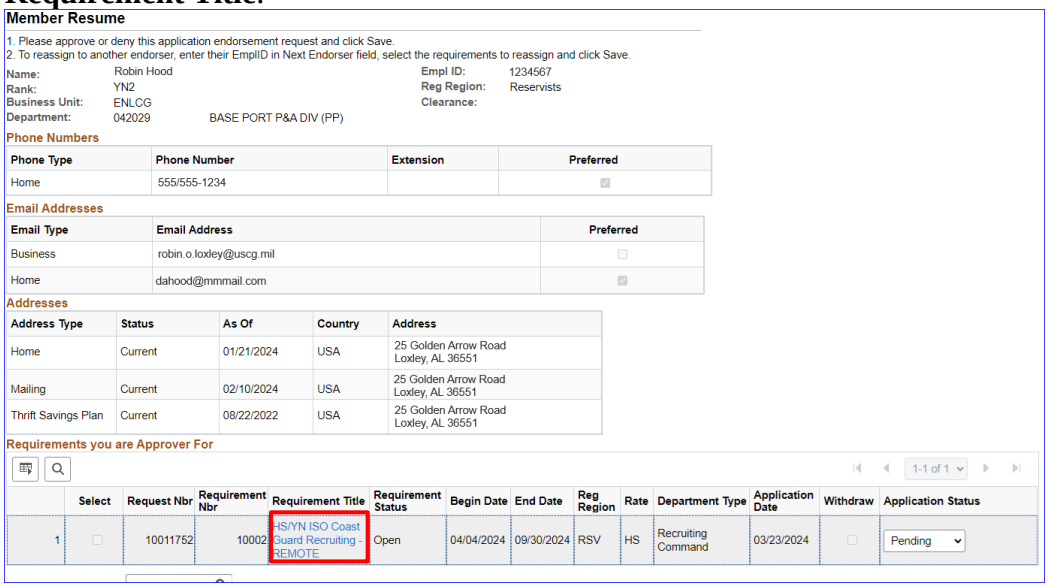
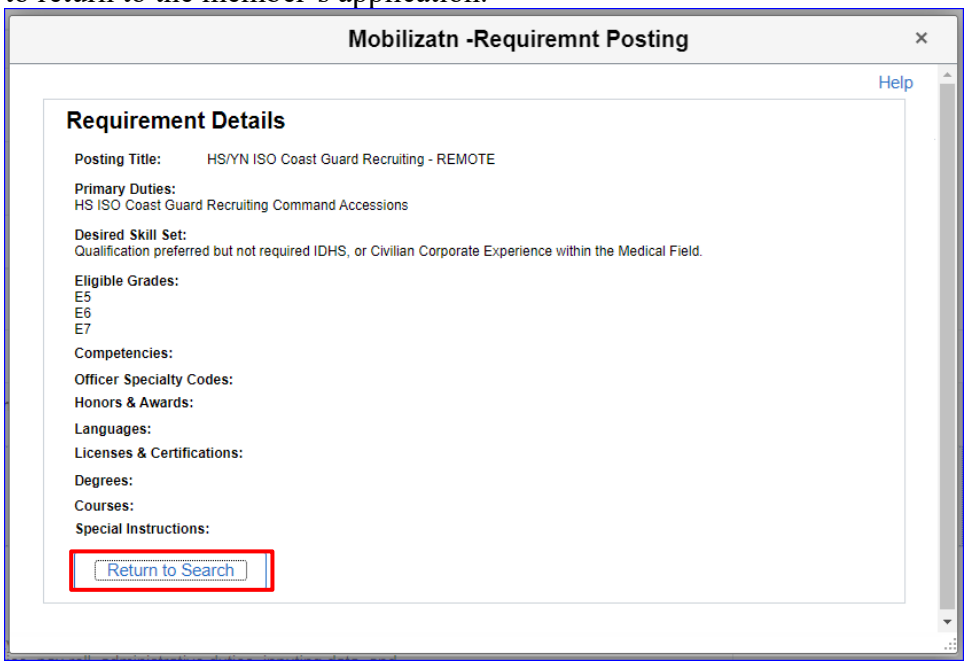
Approving or Denying Mobilization Applications, Continued

Procedures, continued

Step	Action
5	The selected Mobilization Resume will display. Review the member's details and comments. To review the requirement details, click on the appropriate **Requirement Title**.
6	The Requirement Details for this posting will display. Click **Return to Search** to return to the member's application.





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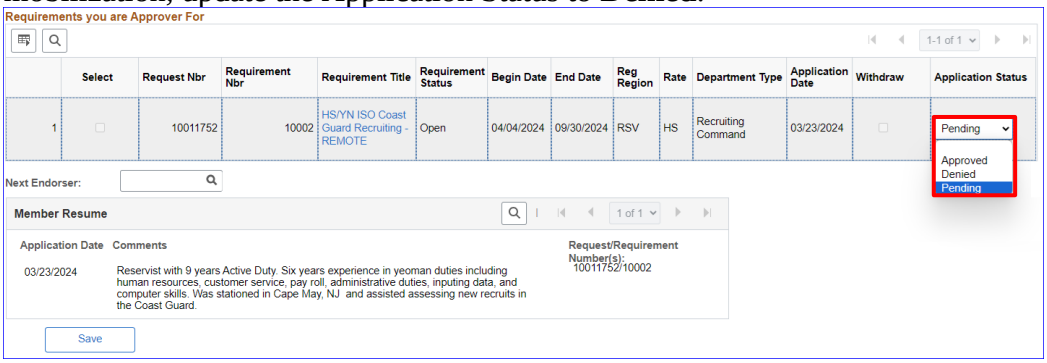
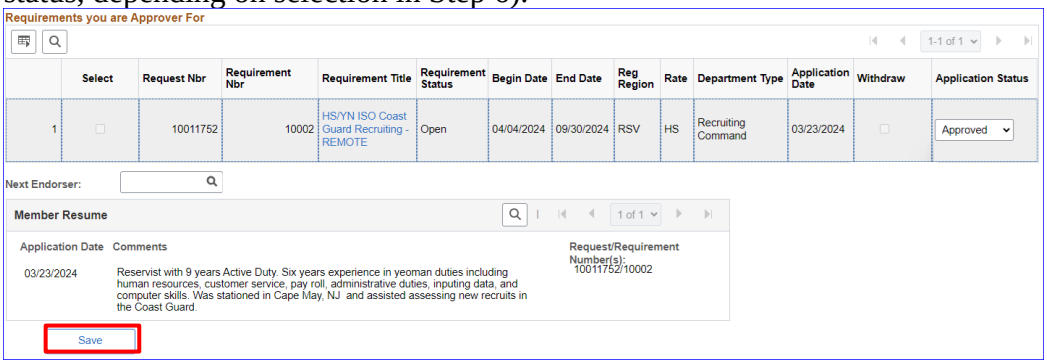
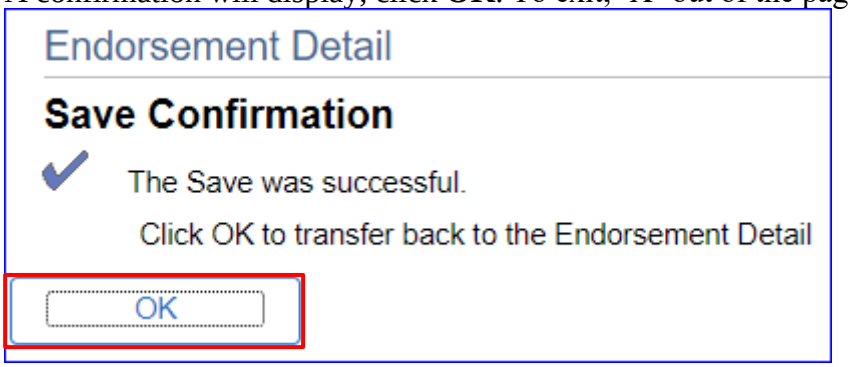
Approving or Denying Mobilization Applications, Continued

Procedures, continued

Step	Action
7	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**. 
8	Click **Save**. The member's resume is now in an Approved status (or Denied status, depending on selection in Step 6). 
9	A confirmation will display, click **OK**. To exit, 'X' out of the page.