

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


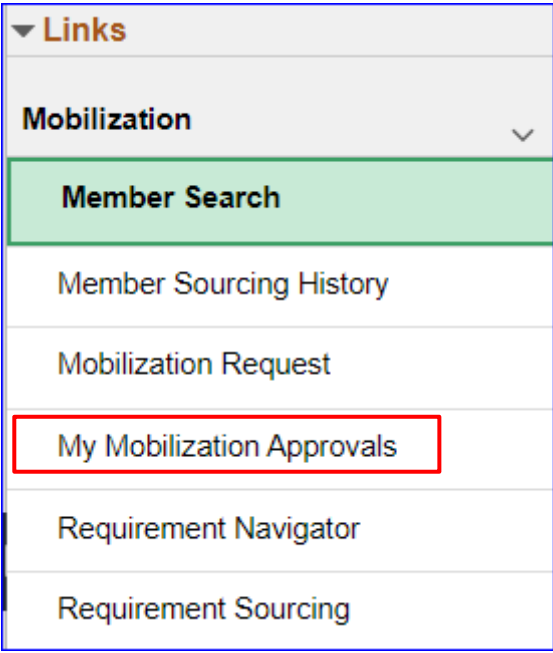
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Endorsing Mobilization Applications

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

Procedures See below.

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

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Endorsing Mobilization Applications, Continued

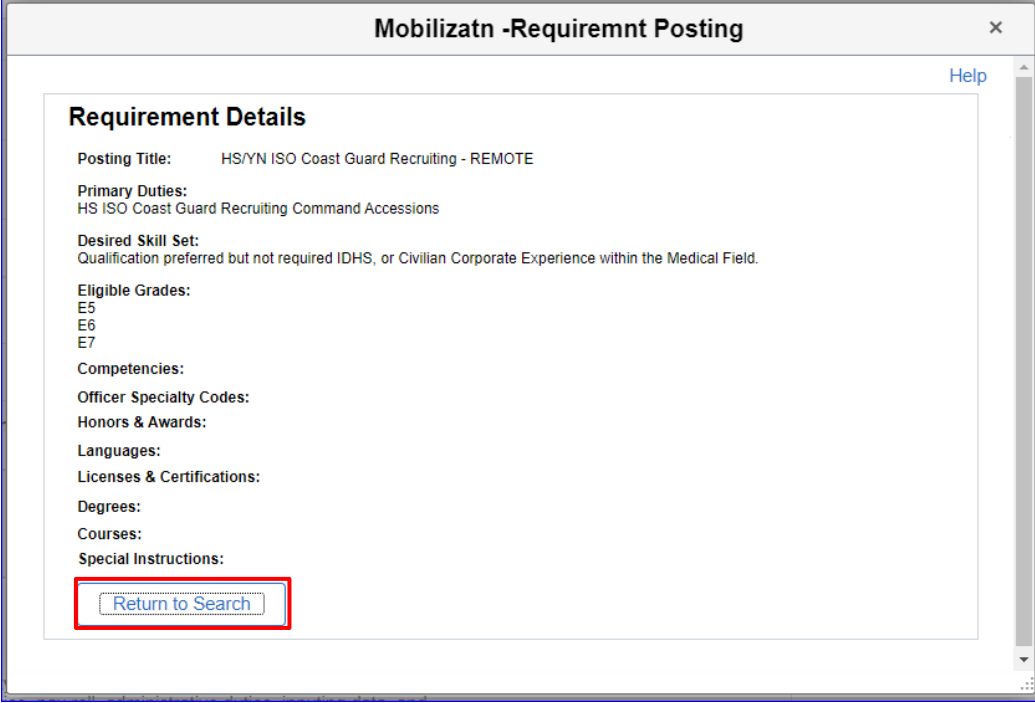
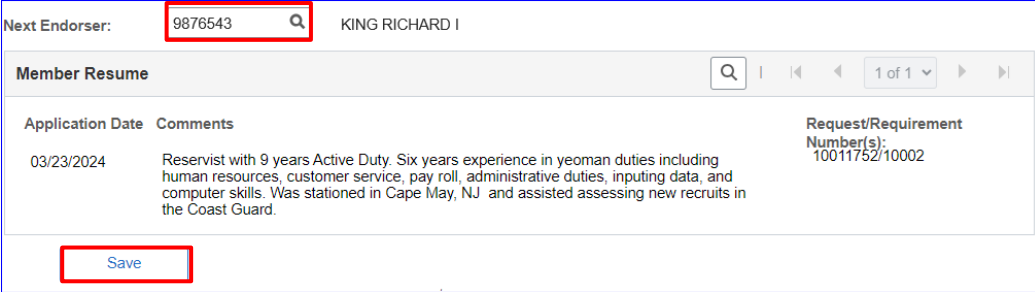
Procedures,
continued

Step	Action
<p>3</p>	<p>Select the Requests I am Approver for radio button. Leave the Approval Status as Pending and click Populate Grid.</p> <div data-bbox="327 526 1241 952" style="border: 1px solid black; padding: 5px;"> <p>My Mobilization Approvals</p> <p>LADY MARIAN</p> <p>1. 'Submitted Approval Requests' allows users to display Endorsements they have submitted for approval. 2. 'Requests I am Approver For' allows users to display Endorsements submitted to them for approval. 3. Refresh button clears the grid and defaults it back to 'Submitted Approval Requests'. 4. 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.</p> <p> <input type="radio"/> Submitted Approval Requests <input checked="" type="radio"/> Requests I am Approver for </p> <p>Approval Status: Pending ▼</p> <p>From Date: <input type="text" value=""/></p> <p>To Date: <input type="text" value=""/></p> <p style="text-align: right;"> Populate Grid Refresh </p> <p>Command Approvals</p> </div>

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Endorsing Mobilization Applications, Continued


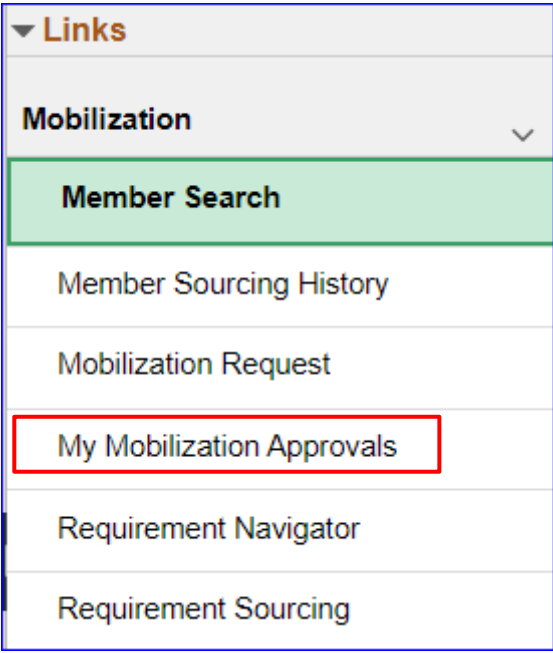
Procedures,
continued

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

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	<p>Click on the Mobilization Workcenter tile.</p> 
2	<p>Select the My Mobilization Approvals option from the Mobilizations drop-down.</p> 

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Approving or Denying Mobilization Applications, Continued

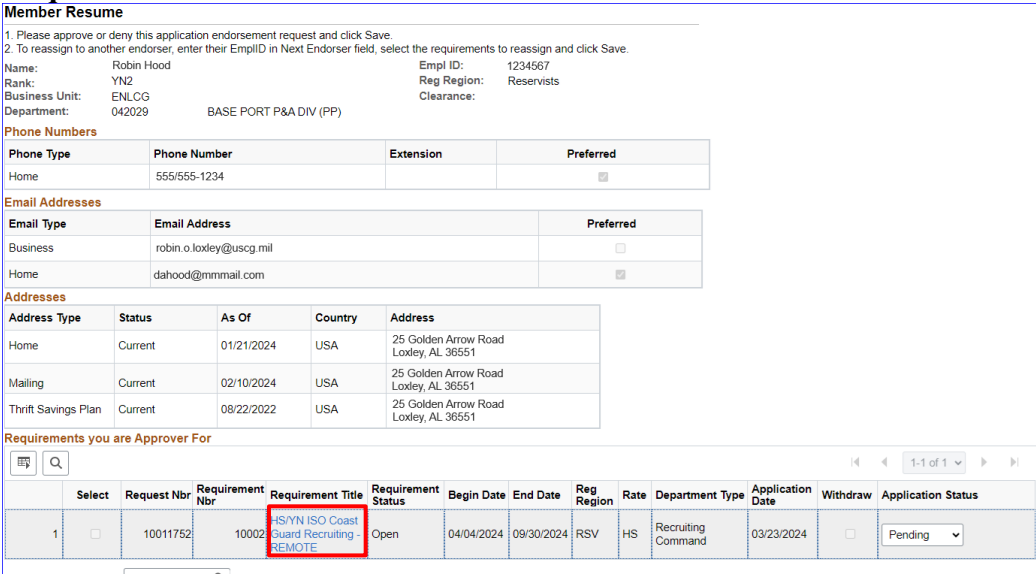
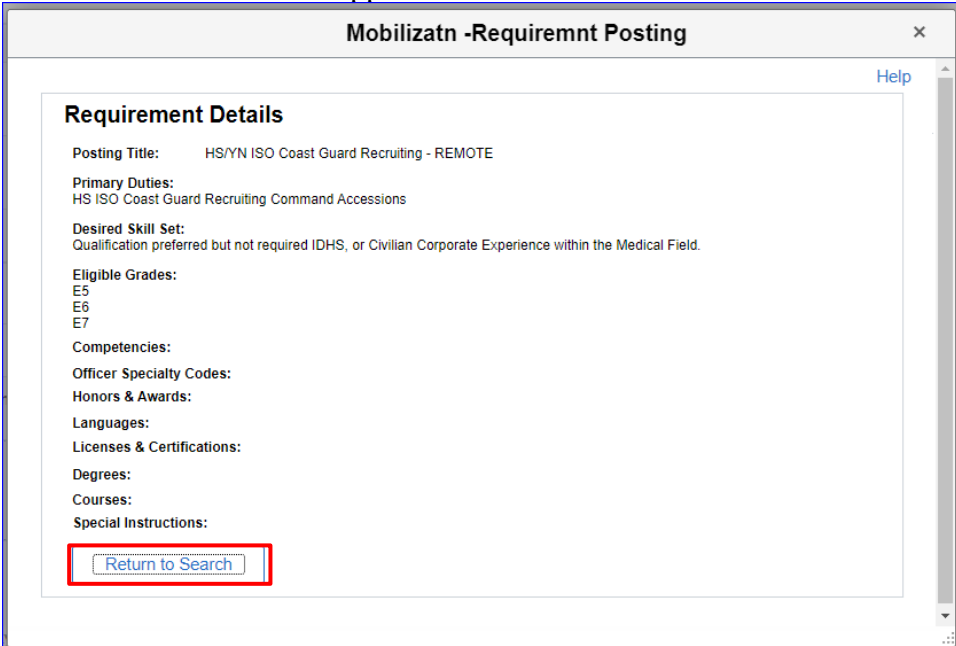
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<p>4</p>	<p>A list of pending mobilization applications will display. Locate the application to be endorsed and click View Application.</p> <p>NOTE: If a Request has been fully sourced, an Approver will not be able to Approve/Deny the application (View Application will be grayed out).</p> <div data-bbox="327 1234 1369 1563" style="border: 1px solid black; padding: 5px;"> <p>Command Approvals</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 Nbr</th> <th>Requirement Title</th> <th>Requirement Status</th> <th>Operational Name</th> <th>Begin Date</th> <th>End Date</th> <th>Approval Status</th> <th>Detail</th> </tr> </thead> <tbody> <tr> <td>09/22/2017</td> <td>1122334</td> <td>Little John</td> <td>9876543</td> <td>Lady Marian</td> <td>10001511</td> <td>ORDERS PROCESSING AND SOURCING TEAM ISO MARIA</td> <td>10001</td> <td>ORDERS PROCESSING & SOURCING TEAM</td> <td>Fully Sourced</td> <td>HURRICANE MARIA 2017</td> <td>09/26/2017</td> <td>11/24/2017</td> <td>Pending</td> <td>View Application</td> </tr> <tr> <td>09/22/2017</td> <td>1122334</td> <td>Little John</td> <td>9876543</td> <td>Lady Marian</td> <td>10001511</td> <td>ORDERS PROCESSING AND SOURCING TEAM ISO MARIA</td> <td>10010</td> <td>ORDERS PROCESSING & SOURCING TEAM</td> <td>Fully Sourced</td> <td>HURRICANE MARIA 2017</td> <td>09/27/2017</td> <td>10/26/2017</td> <td>Pending</td> <td>View Application</td> </tr> <tr> <td>06/23/2023</td> <td>1122345</td> <td>Friar Tuck</td> <td>9876543</td> <td>Lady Marian</td> <td>10010757</td> <td>LANT-39 ADOS ISO P/LP</td> <td>10001</td> <td>Parental Leave Program - LANT-39 YN</td> <td>Cancelled</td> <td>PARENTAL LEAVE PROGRAM FY23</td> <td>06/21/2023</td> <td>08/01/2023</td> <td>Pending</td> <td>View Application</td> </tr> <tr> <td>06/23/2023</td> <td>1234567</td> <td>Robin Hood</td> <td>9876543</td> <td>Lady Marian</td> <td>10010832</td> <td>PARENTAL LEAVE PROGRAM - BASE PORTS P&A</td> <td>10001</td> <td>Parental Leave Program - BASE PORTS P&A</td> <td>Fully Sourced</td> <td>PARENTAL LEAVE PROGRAM FY23</td> <td>07/16/2023</td> <td>08/19/2023</td> <td>Pending</td> <td>View Application</td> </tr> <tr> <td>03/23/2024</td> <td>1234567</td> <td>Robin Hood</td> <td>9876543</td> <td>Lady Marian</td> <td>10011752</td> <td>HS ISO COAST GUARD RECRUITING</td> <td>10002</td> <td>HS'YN ISO Coast Guard Recruiting - REMOTE</td> <td>Open</td> <td>CGRC-IMT 2024</td> <td>04/04/2024</td> <td>09/30/2024</td> <td>Pending</td> <td>View Application</td> </tr> </tbody> </table> </div>	Application Date	Applicant Empl ID	Applicant Name	Approver Oper ID	Approver Name	Request Nbr	Request Title	Requirement Nbr	Requirement Title	Requirement Status	Operational Name	Begin Date	End Date	Approval Status	Detail	09/22/2017	1122334	Little John	9876543	Lady Marian	10001511	ORDERS PROCESSING AND SOURCING TEAM ISO MARIA	10001	ORDERS PROCESSING & SOURCING TEAM	Fully Sourced	HURRICANE MARIA 2017	09/26/2017	11/24/2017	Pending	View Application	09/22/2017	1122334	Little John	9876543	Lady Marian	10001511	ORDERS PROCESSING AND SOURCING TEAM ISO MARIA	10010	ORDERS PROCESSING & SOURCING TEAM	Fully Sourced	HURRICANE MARIA 2017	09/27/2017	10/26/2017	Pending	View Application	06/23/2023	1122345	Friar Tuck	9876543	Lady Marian	10010757	LANT-39 ADOS ISO P/LP	10001	Parental Leave Program - LANT-39 YN	Cancelled	PARENTAL LEAVE PROGRAM FY23	06/21/2023	08/01/2023	Pending	View Application	06/23/2023	1234567	Robin Hood	9876543	Lady Marian	10010832	PARENTAL LEAVE PROGRAM - BASE PORTS P&A	10001	Parental Leave Program - BASE PORTS P&A	Fully Sourced	PARENTAL LEAVE PROGRAM FY23	07/16/2023	08/19/2023	Pending	View Application	03/23/2024	1234567	Robin Hood	9876543	Lady Marian	10011752	HS ISO COAST GUARD RECRUITING	10002	HS'YN ISO Coast Guard Recruiting - REMOTE	Open	CGRC-IMT 2024	04/04/2024	09/30/2024	Pending	View Application
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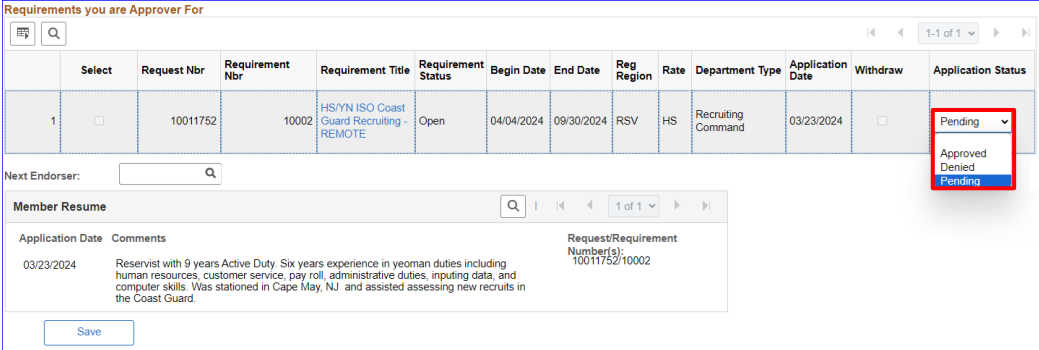
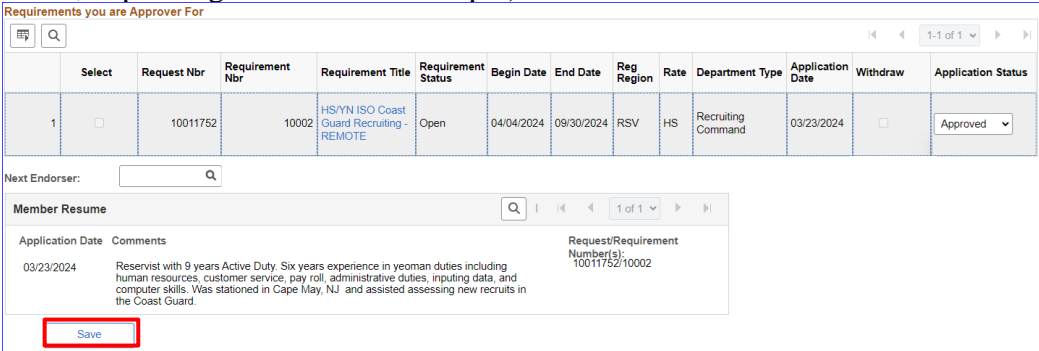
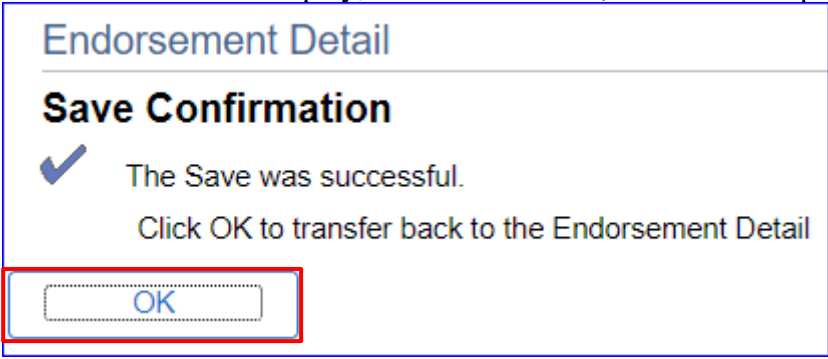
Procedures,
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<p>5</p>	<p>The selected Mobilization Resume will display. Review the member's details and comments. To review the requirement details, click on the appropriate Requirement Title.</p>  <p>Member Resume</p> <p>1. Please approve or deny this 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: YN2 Reg Region: Reservists Business Unit: ENLCG Clearance: Department: 042029 BASE PORT P&A DIV (PP)</p> <p>Phone Numbers</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>Home</td> <td>555/555-1234</td> <td></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> <p>Email Addresses</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>robin.o.loxley@uscg.mil</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Home</td> <td>dahood@mmail.com</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> <p>Addresses</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>01/21/2024</td> <td>USA</td> <td>25 Golden Arrow Road Loxley, AL 36551</td> </tr> <tr> <td>Mailing</td> <td>Current</td> <td>02/10/2024</td> <td>USA</td> <td>25 Golden Arrow Road Loxley, AL 36551</td> </tr> <tr> <td>Thrift Savings Plan</td> <td>Current</td> <td>08/22/2022</td> <td>USA</td> <td>25 Golden Arrow Road Loxley, AL 36551</td> </tr> </tbody> </table> <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>10011752</td> <td>10002</td> <td>HS/YN ISO Coast Guard Recruiting - REMOTE</td> <td>Open</td> <td>04/04/2024</td> <td>09/30/2024</td> <td>RSV</td> <td>HS</td> <td>Recruiting Command</td> <td>03/23/2024</td> <td><input type="checkbox"/></td> <td>Pending</td> </tr> </tbody> </table>	Phone Type	Phone Number	Extension	Preferred	Home	555/555-1234		<input checked="" type="checkbox"/>	Email Type	Email Address	Preferred	Business	robin.o.loxley@uscg.mil	<input type="checkbox"/>	Home	dahood@mmail.com	<input checked="" type="checkbox"/>	Address Type	Status	As Of	Country	Address	Home	Current	01/21/2024	USA	25 Golden Arrow Road Loxley, AL 36551	Mailing	Current	02/10/2024	USA	25 Golden Arrow Road Loxley, AL 36551	Thrift Savings Plan	Current	08/22/2022	USA	25 Golden Arrow Road Loxley, AL 36551	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"/>	10011752	10002	HS/YN ISO Coast Guard Recruiting - REMOTE	Open	04/04/2024	09/30/2024	RSV	HS	Recruiting Command	03/23/2024	<input type="checkbox"/>	Pending
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<p>6</p>	<p>The Requirement Details for this posting will display. Click Return to Search to return to the member's application.</p>  <p>Mobilizatn -Requirement Posting</p> <p>Requirement Details</p> <p>Posting Title: HS/YN ISO Coast Guard Recruiting - REMOTE</p> <p>Primary Duties: HS ISO Coast Guard Recruiting Command Accessions</p> <p>Desired Skill Set: Qualification preferred but not required IDHS, or Civilian Corporate Experience within the Medical Field.</p> <p>Eligible Grades: E5, E6, E7</p> <p>Competencies:</p> <p>Officer Specialty Codes:</p> <p>Honors & Awards:</p> <p>Languages:</p> <p>Licenses & Certifications:</p> <p>Degrees:</p> <p>Courses:</p> <p>Special Instructions:</p> <p>Return to Search</p>																																																															

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Approving or Denying Mobilization Applications, Continued

Procedures,
continued

Step	Action																																
<p>7</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>  <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>10011752</td> <td>10002</td> <td>HSYN ISO Coast Guard Recruiting - REMOTE</td> <td>Open</td> <td>04/04/2024</td> <td>09/30/2024</td> <td>RSV</td> <td>HS</td> <td>Recruiting Command</td> <td>03/23/2024</td> <td><input type="checkbox"/></td> <td>Pending</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>03/23/2024</td> <td>Reservist with 9 years Active Duty. Six years experience in yeoman duties including human resources, customer service, pay roll, administrative duties, inputting data, and computer skills. Was stationed in Cape May, NJ and assisted assessing new recruits in the Coast Guard.</td> <td>10011752/10002</td> </tr> </tbody> </table> <p><input type="button" value="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"/>	10011752	10002	HSYN ISO Coast Guard Recruiting - REMOTE	Open	04/04/2024	09/30/2024	RSV	HS	Recruiting Command	03/23/2024	<input type="checkbox"/>	Pending	Application Date	Comments	Request/Requirement Number(s)	03/23/2024	Reservist with 9 years Active Duty. Six years experience in yeoman duties including human resources, customer service, pay roll, administrative duties, inputting data, and computer skills. Was stationed in Cape May, NJ and assisted assessing new recruits in the Coast Guard.	10011752/10002
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<p>9</p>	<p>A confirmation will display, click OK. To exit, 'X' out of the page.</p>  <p>Endorsement Detail</p> <p>Save Confirmation</p> <p><input checked="" type="checkbox"/> The Save was successful.</p> <p>Click OK to transfer back to the Endorsement Detail</p> <p><input type="button" value="OK"/></p>																																