Mobilization Post Deployment Information

Introduction

This guide provides the procedures for locating Mobilization Post Deployment Information for a Reserve member in Direct Access (DA).

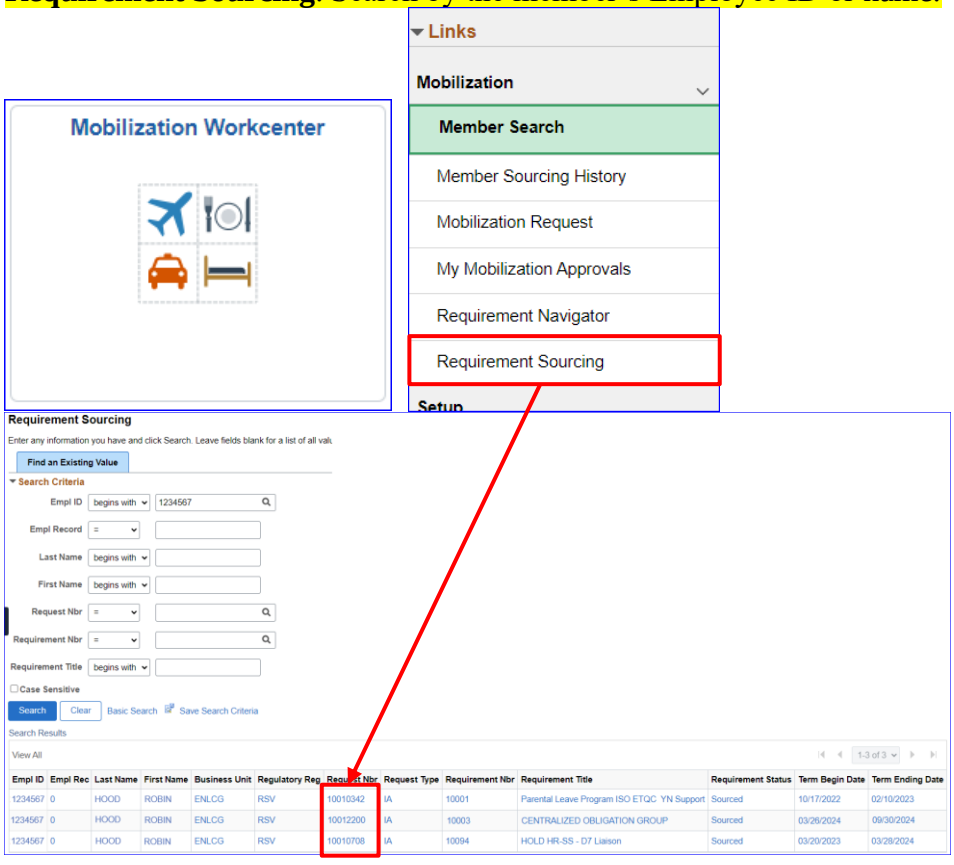
Information

DA Surge staffing uses the Mobilization Request to fulfill position requirements, but after the billets are filled, it is not fully tracked. This looks to capture in addition to the regular data, other data post incident by the ICS Coordinator.
Users must have the following DA roles:

- CG_MOB_ADMIN
- CG_MOB_PROCESSOR
- CG_MOB_APPROVER

Before You Begin

A Mobilization **Request Number** is required for this process. To obtain the number, click on the **Mobilization Workcenter tile** and select **Requirement Sourcing**. Search by the member's Employee ID or name.



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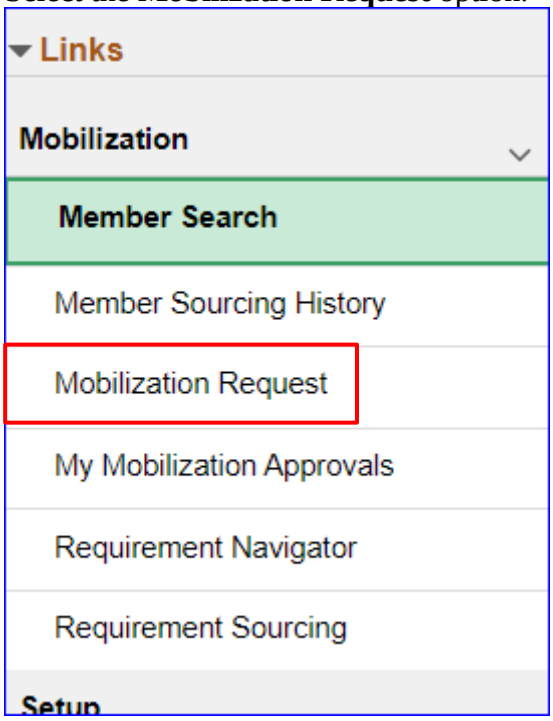
Mobilization Post Deployment Information, Continued

Procedures See below.

Step	Action
1	Click on the **Mobilization Workcenter** tile.
2	Select the **Mobilization Request** option. 

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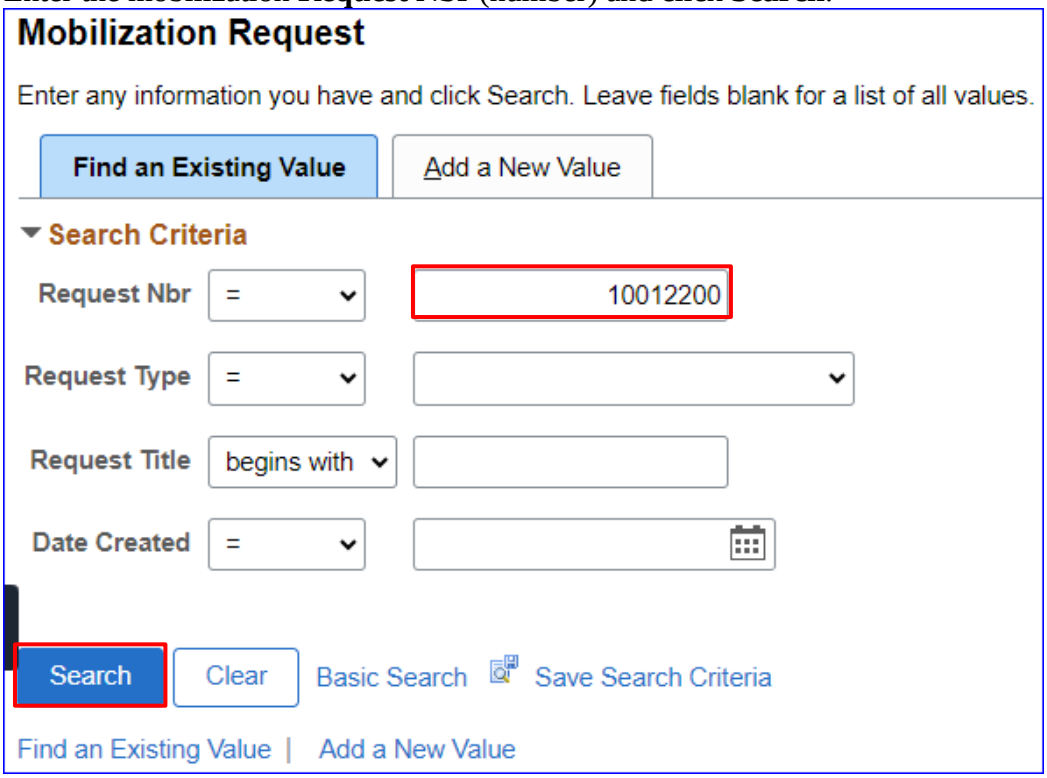
Mobilization Post Deployment Information, Continued

Procedures, continued

Step	Action
3	Enter the mobilization **Request Nbr** (number) and click **Search**. 

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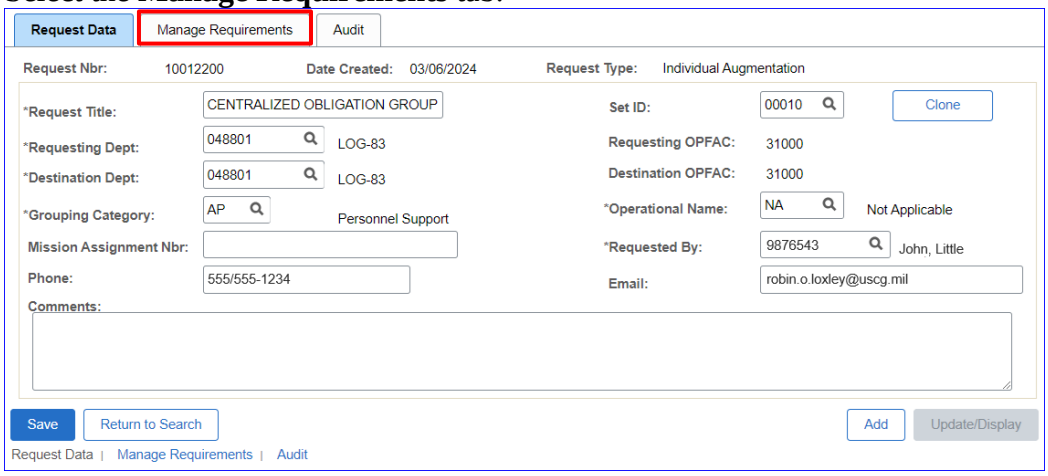
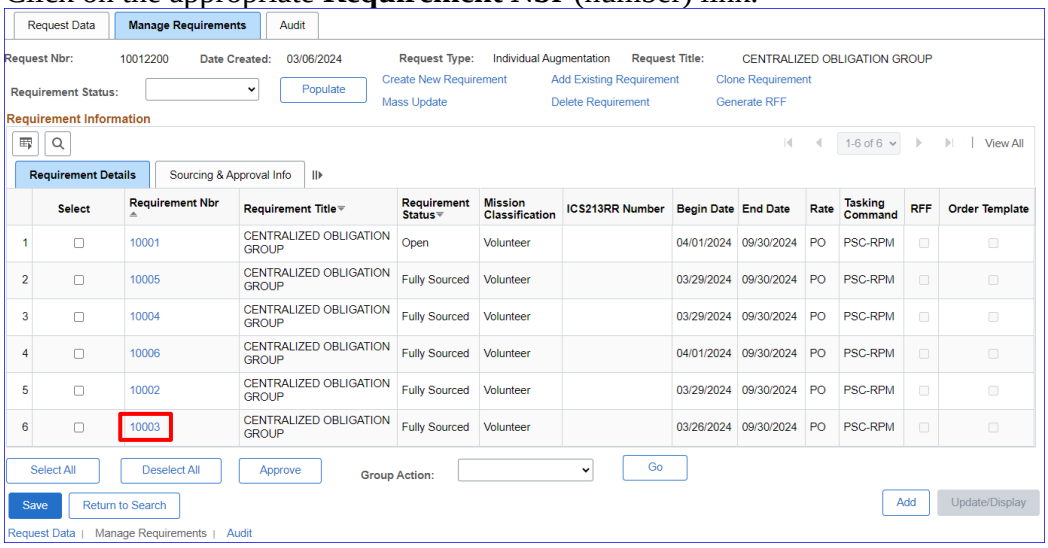
Mobilization Post Deployment Information, Continued

Procedures, continued

Step	Action
4	Select the **Manage Requirements** tab. 
5	Click on the appropriate **Requirement Nbr** (number) link. 

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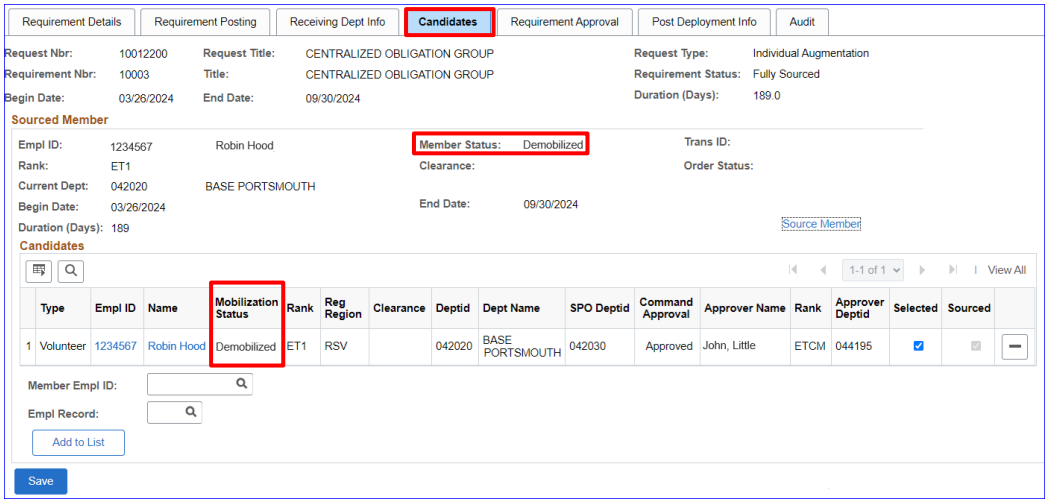
Mobilization Post Deployment Information, Continued

Procedures,
continued

Step	Action
6	Requirement Details display in a new tab. Select the **Candidates** tab to verify the member is in a Demobilized **Member/Mobilization Status**.



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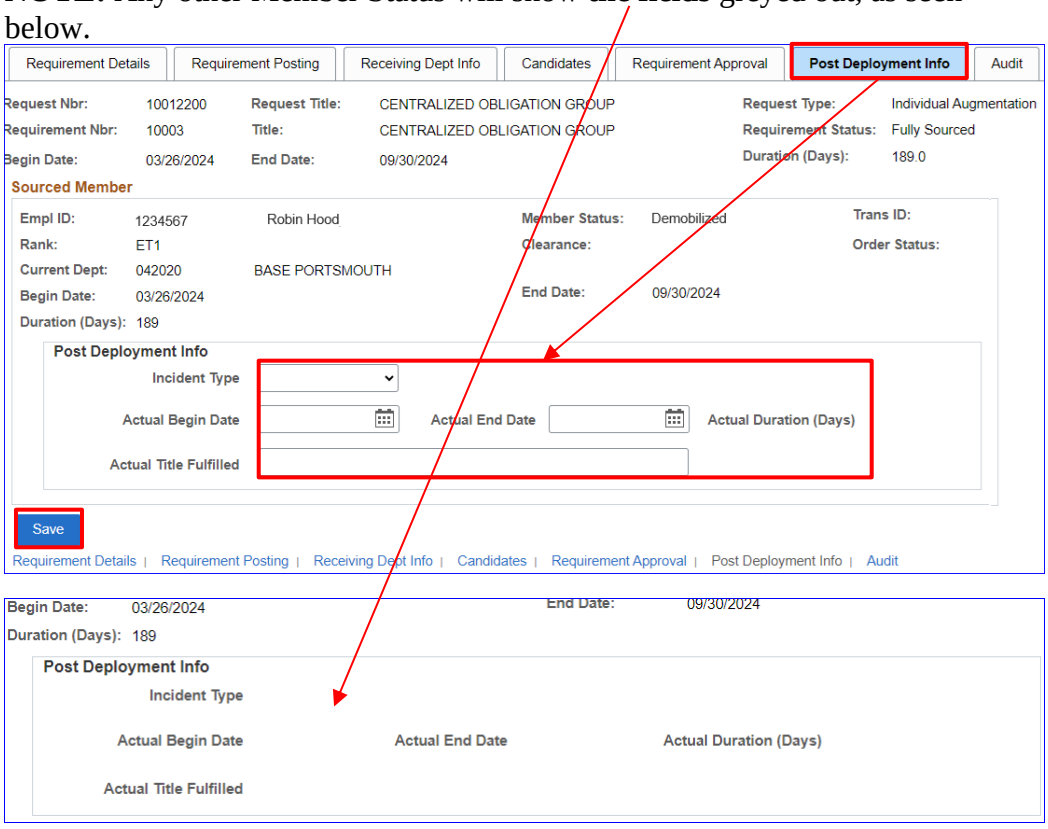
Mobilization Post Deployment Information, Continued

Procedures, continued

Step	Action
7	Select the **Post Deployment Info** tab and enter the following information: • **Incident Type** – Select the appropriate type of incident from the drop-down. – Type 1 – National – Type 2 – Regional – Type 3 – Area • **Actual Begin Date** – Enter the actual date the member mobilized for this deployment which may be different from the dates that's on the requirement. • **Actual End Date** – Enter actual date the member demobilized for this deployment which may be different from the dates that's on the requirement. • **Duration (Days)** – This will default to a system generated number derived from the actual begin and end dates. • **Actual Title Fulfilled** – Enter the description of the position that the member actually fulfilled which may be different from the title described on the requirement. Click **Save**. **NOTE:** Any other Member Status will show **the fields** greyed out, as seen below. 

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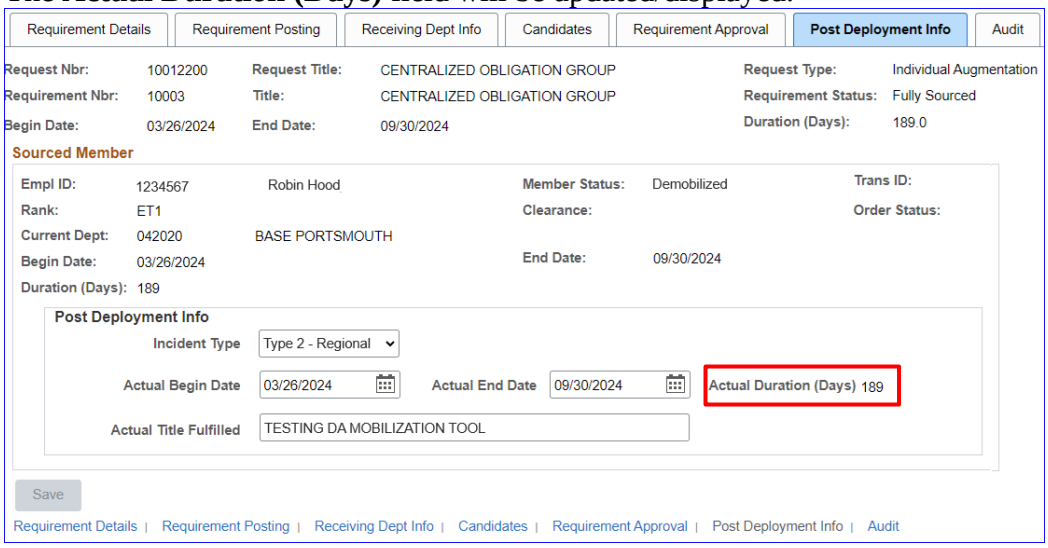
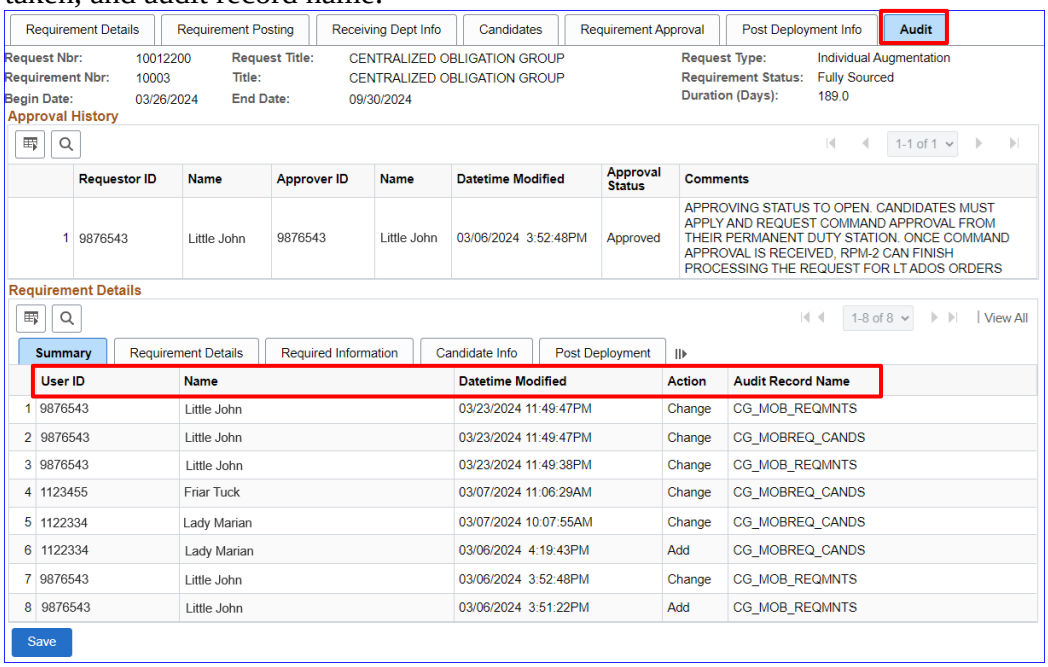
Mobilization Post Deployment Information, Continued

Procedures, continued

Step	Action
8	The **Actual Duration (Days)** field will be updated/displayed. 
9	The **Audit** tab will display who entered the information, date and time, action taken, and audit record name. 

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Mobilization Post Deployment Information, Continued

Procedures, continued

Step	Action
10	When the information is added and saved, it will display on the **DISASTER OUTBOUND PERSONNEL Rp (REPORT)** as seen below:

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Sourced Member	Sourced Member Name	Rank	Grade	Reg Region	Current ATU	Current Deptid	Current Department Name	Current District	Job Title	Section	Operational Category	Contingency ID	Contingency Descr	Order Type	Supported Command	Number of Days Out	Actual Title Fu	Incident Type	Actual Begin Date	Actual End Date	Actual Duration
1122345	Friar Tuck	YN2	E5	RSV	08	007752	SEC HOU/GAL ADMIN/PERS DIV	D8 PLNG & FORCE RDNS DIV (DX)			Operational Support			T10 ADOS Short Term Orders	District 8	121			03/16/2024	09/11/2024	169
1234567	Robin Hood	YN1	E6	RSV	09	007519	SEC E GREAT LK ADMIN/PERS DIV	D9 PLNG & FORCE RDNS DIV (DX)			Operational Support			T10 ADOS Short Term Orders	District 9	8			03/24/2024	09/19/2024	177
	Little	MST3	E4	RSV	05	007305	SEC MARYLAND-NCR INC MGMT	D5 PLNG & FORCE			Operational			T10 ADOS Short Term	District 5	121			03/21/2024	09/16/2024	174

Order Type	Supported Command	Number of Days Out	Actual Title Fu	Incident Type	Actual Begin Date	Actual End Date	Actual Duration
T10 ADOS Short Term Orders	District 8	121			03/16/2024	09/11/2024	169
T10 ADOS Short Term Orders	District 9	8			03/24/2024	09/19/2024	177
T10 ADOS							