

# 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.

The screenshot displays the 'Mobilization Workcenter' interface. On the left is a tile with icons for an airplane, a fork and knife, a car, and a bed. On the right is a 'Links' menu with a 'Mobilization' dropdown. Under 'Mobilization', 'Requirement Sourcing' is highlighted with a red box. A red arrow points from this box to the 'Requirement Sourcing' search results table below.

**Requirement Sourcing**

Enter any information you have and click Search. Leave fields blank for a list of all val.

**Search Criteria**

Empl ID begins with

Empl Record =

Last Name begins with

First Name begins with

Request Nbr =

Requirement Nbr =

Requirement Title begins with

Case Sensitive

Basic Search

Search Results


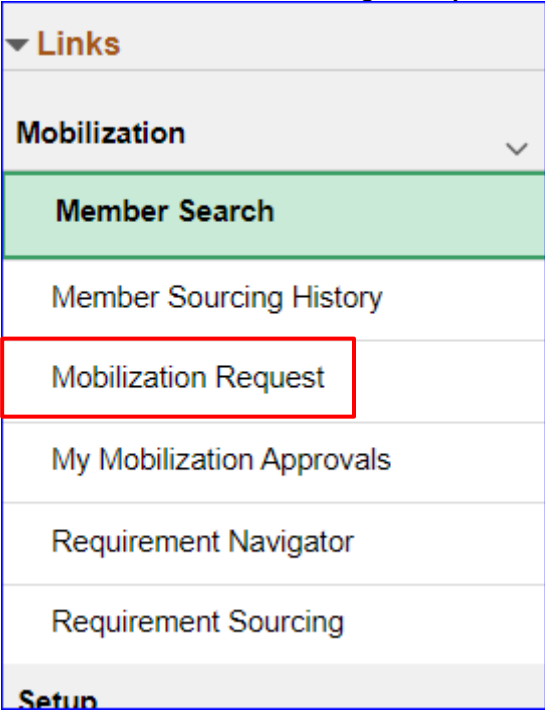
View All

Empl ID	Empl Rec	Last Name	First Name	Business Unit	Regulatory Rec	Request Nbr	Request Type	Requirement Nbr	Requirement Title	Requirement Status	Term Begin Date	Term Ending Date
1234567	0	HOOD	ROBIN	ENLCG	RSV	10010342	IA	10001	Parental Leave Program ISO ETOC YN Support	Sourced	10/17/2022	02/10/2023
1234567	0	HOOD	ROBIN	ENLCG	RSV	10012200	IA	10003	CENTRALIZED OBLIGATION GROUP	Sourced	03/26/2024	09/30/2024
1234567	0	HOOD	ROBIN	ENLCG	RSV	10010706	IA	10094	HOLD HR-SS - D7 Liaison	Sourced	03/20/2023	03/29/2024

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## Mobilization Post Deployment Information, Continued

Procedures See below.

Step	Action
1	<p>Click on the <b>Mobilization Workcenter</b> tile.</p> 
2	<p>Select the <b>Mobilization Request</b> option.</p> 

*Continued on next page*

## Mobilization Post Deployment Information, Continued

Procedures,  
continued

Step	Action
3	<p>Enter the mobilization <b>Request Nbr</b> (number) and click <b>Search</b>.</p> <div data-bbox="327 495 1369 1254" style="border: 1px solid black; padding: 10px;"> <p><b>Mobilization Request</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <span>Find an Existing Value</span> <span>Add a New Value</span> </div> <p><b>Search Criteria</b></p> <p>Request Nbr = <input type="text" value="10012200"/></p> <p>Request Type = <input type="text"/></p> <p>Request Title begins with <input type="text"/></p> <p>Date Created = <input type="text"/></p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>Search</span> <span>Clear</span> <span>Basic Search </span> <span>Save Search Criteria</span> </div> <p>Find an Existing Value   Add a New Value</p> </div>

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# Mobilization Post Deployment Information, Continued

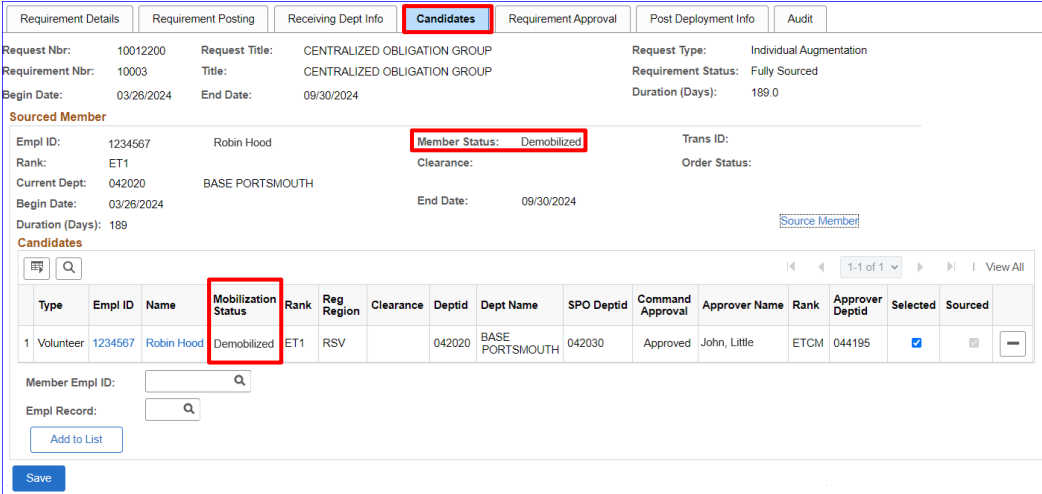
Procedures,  
continued

Step	Action																																																																																				
<b>4</b>	<p>Select the <b>Manage Requirements</b> tab.</p>																																																																																				
<b>5</b>	<p>Click on the appropriate <b>Requirement Nbr (number)</b> link.</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Requirement Nbr</th> <th>Requirement Title</th> <th>Requirement Status</th> <th>Mission Classification</th> <th>ICS213RR Number</th> <th>Begin Date</th> <th>End Date</th> <th>Rate</th> <th>Tasking Command</th> <th>RFF</th> <th>Order Template</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>10001</td> <td>CENTRALIZED OBLIGATION GROUP</td> <td>Open</td> <td>Volunteer</td> <td></td> <td>04/01/2024</td> <td>09/30/2024</td> <td>PO</td> <td>PSC-RPM</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td>10005</td> <td>CENTRALIZED OBLIGATION GROUP</td> <td>Fully Sourced</td> <td>Volunteer</td> <td></td> <td>03/29/2024</td> <td>09/30/2024</td> <td>PO</td> <td>PSC-RPM</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td>10004</td> <td>CENTRALIZED OBLIGATION GROUP</td> <td>Fully Sourced</td> <td>Volunteer</td> <td></td> <td>03/29/2024</td> <td>09/30/2024</td> <td>PO</td> <td>PSC-RPM</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td>10006</td> <td>CENTRALIZED OBLIGATION GROUP</td> <td>Fully Sourced</td> <td>Volunteer</td> <td></td> <td>04/01/2024</td> <td>09/30/2024</td> <td>PO</td> <td>PSC-RPM</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td>10002</td> <td>CENTRALIZED OBLIGATION GROUP</td> <td>Fully Sourced</td> <td>Volunteer</td> <td></td> <td>03/29/2024</td> <td>09/30/2024</td> <td>PO</td> <td>PSC-RPM</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td>10003</td> <td>CENTRALIZED OBLIGATION GROUP</td> <td>Fully Sourced</td> <td>Volunteer</td> <td></td> <td>03/26/2024</td> <td>09/30/2024</td> <td>PO</td> <td>PSC-RPM</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Select	Requirement Nbr	Requirement Title	Requirement Status	Mission Classification	ICS213RR Number	Begin Date	End Date	Rate	Tasking Command	RFF	Order Template	<input type="checkbox"/>	10001	CENTRALIZED OBLIGATION GROUP	Open	Volunteer		04/01/2024	09/30/2024	PO	PSC-RPM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10005	CENTRALIZED OBLIGATION GROUP	Fully Sourced	Volunteer		03/29/2024	09/30/2024	PO	PSC-RPM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10004	CENTRALIZED OBLIGATION GROUP	Fully Sourced	Volunteer		03/29/2024	09/30/2024	PO	PSC-RPM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10006	CENTRALIZED OBLIGATION GROUP	Fully Sourced	Volunteer		04/01/2024	09/30/2024	PO	PSC-RPM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10002	CENTRALIZED OBLIGATION GROUP	Fully Sourced	Volunteer		03/29/2024	09/30/2024	PO	PSC-RPM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10003	CENTRALIZED OBLIGATION GROUP	Fully Sourced	Volunteer		03/26/2024	09/30/2024	PO	PSC-RPM	<input type="checkbox"/>	<input type="checkbox"/>
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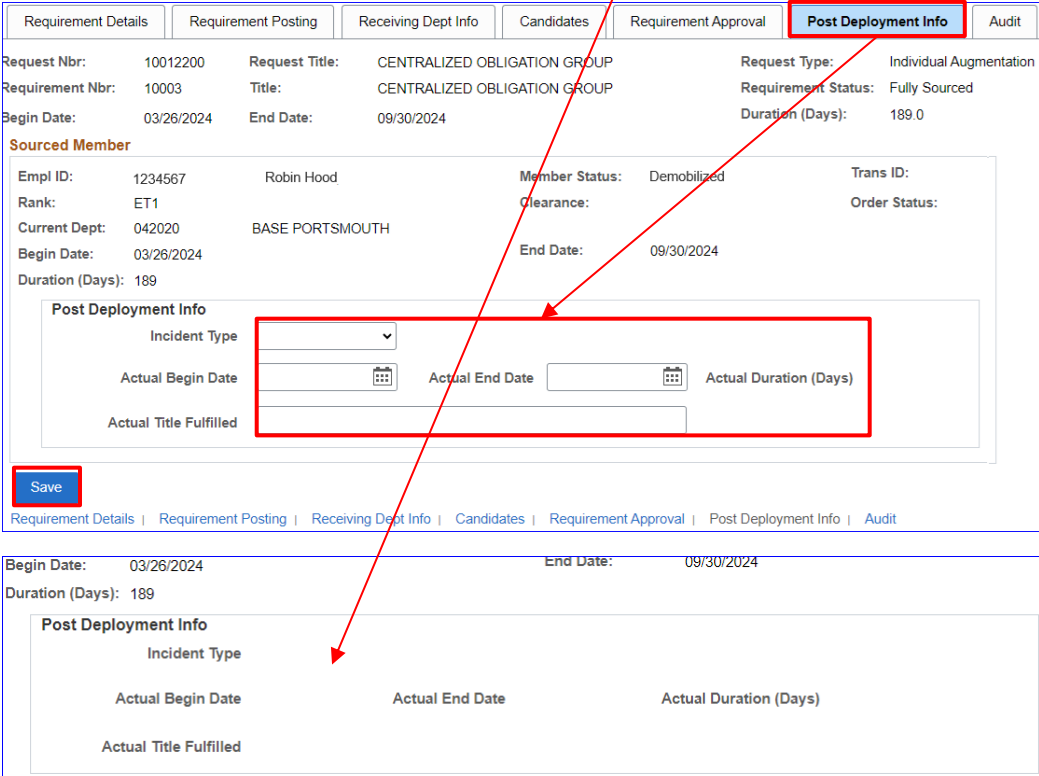
Procedures,  
continued

Step	Action
<b>6</b>	<p>Requirement Details display in a new tab. Select the <b>Candidates</b> tab to verify the member is in a <b>Demobilized Member/Mobilization Status</b>.</p>  <p>The screenshot shows a web application interface with several tabs: Requirement Details, Requirement Posting, Receiving Dept Info, <b>Candidates</b>, Requirement Approval, Post Deployment Info, and Audit. The 'Candidates' tab is active, displaying member information for Robin Hood (Empl ID: 1234567). The 'Member Status' is highlighted as 'Demobilized'. Below this is a table with columns: Type, Empl ID, Name, Mobilization Status, Rank, Reg Region, Clearance, Deptid, Dept Name, SPO Deptid, Command Approval, Approver Name, Rank, Approver Deptid, Selected, and Sourced. The table contains one row for Robin Hood with a 'Demobilized' status. At the bottom of the interface are search fields for Member Empl ID and Empl Record, an 'Add to List' button, and a 'Save' button.</p>

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## Mobilization Post Deployment Information, Continued

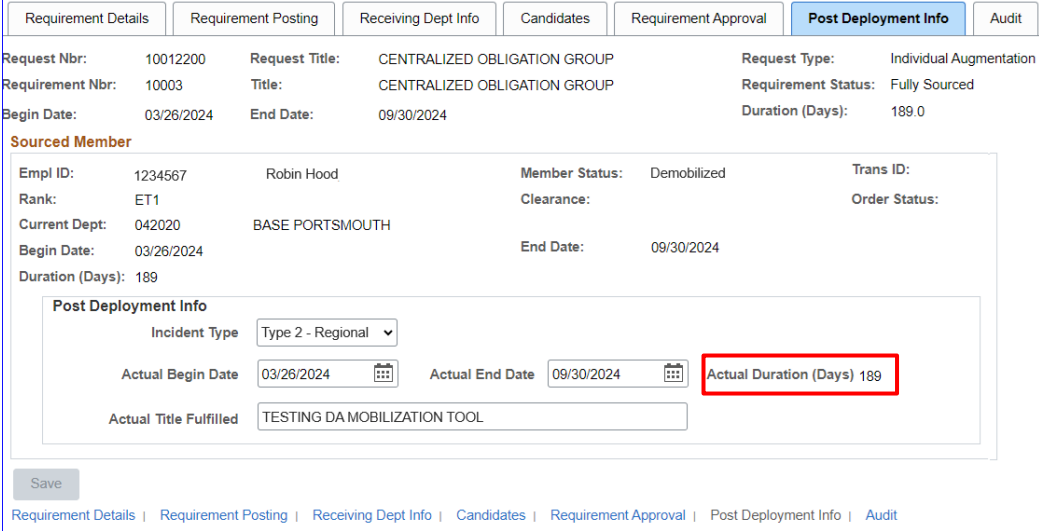
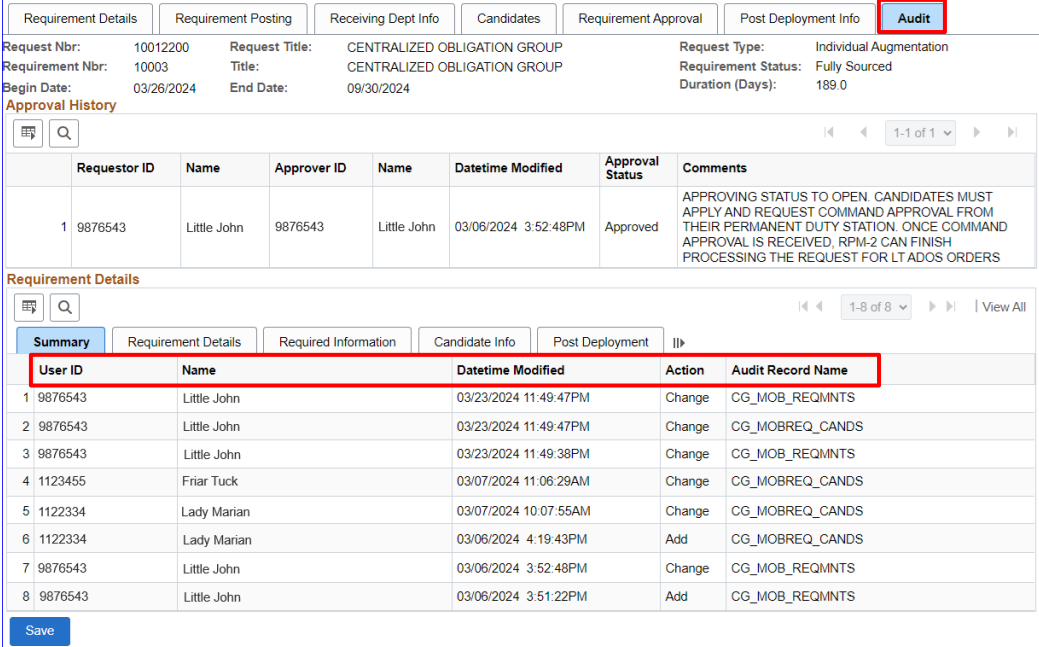
Procedures,  
continued

Step	Action
7	<p>Select the <b>Post Deployment Info</b> tab and enter the following information:</p> <ul style="list-style-type: none"> <li>• <b>Incident Type</b> – Select the appropriate type of incident from the drop-down.                             <ul style="list-style-type: none"> <li>– Type 1 – National</li> <li>– Type 2 – Regional</li> <li>– Type 3 – Area</li> </ul> </li> <li>• <b>Actual Begin Date</b> – Enter the actual date the member mobilized for this deployment which may be different from the dates that’s on the requirement.</li> <li>• <b>Actual End Date</b> – Enter actual date the member demobilized for this deployment which may be different from the dates that’s on the requirement.</li> <li>• <b>Duration (Days)</b> – This will default to a system generated number derived from the actual begin and end dates.</li> <li>• <b>Actual Title Fulfilled</b> – Enter the description of the position that the member actually fulfilled which may be different from the title described on the requirement.</li> </ul> <p>Click <b>Save</b>.</p> <p><b>NOTE:</b> Any other Member Status will show <b>the fields</b> greyed out, as seen below.</p> 

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# Mobilization Post Deployment Information, Continued

Procedures,  
continued

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

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# Mobilization Post Deployment Information, Continued

Procedures,  
continued

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<b>10</b>	<p>When the information is added and saved, it will display on the <b>DISASTER OUTBOUND PERSONNEL Rp (REPORT)</b> as seen below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Sourced Member</th> <th>Sourced Member Name</th> <th>Rank</th> <th>Grade</th> <th>Reg Region</th> <th>Current ATU</th> <th>Current DeptId</th> <th>Current Department Name</th> <th>Current District</th> <th>Job Title</th> <th>Section</th> <th>Operational Category</th> <th>Contingency ID</th> <th>Contingency Descr</th> <th>Order Type</th> <th>Supported Command</th> <th>Number of Days Out</th> <th>Actual Title Fu</th> <th>Incident Type</th> <th>Actual Begin Date</th> <th>Actual End Date</th> <th>Actual Duration</th> </tr> </thead> <tbody> <tr> <td>1122345</td> <td>Friar Tuck</td> <td>YN2</td> <td>E5</td> <td>RSV</td> <td>08</td> <td>007752</td> <td>SEC HOU/GAL ADMIN/PERS DIV</td> <td></td> <td>D8 PLNG &amp; FORCE RDNS DIV (DX)</td> <td></td> <td>Operational Support</td> <td></td> <td></td> <td>T10 ADOS Short Term Orders</td> <td>District 8</td> <td>121</td> <td></td> <td></td> <td>03/16/2024</td> <td>09/11/2024</td> <td>169</td> </tr> <tr> <td>1234567</td> <td>Robin Hood</td> <td>YN1</td> <td>E6</td> <td>RSV</td> <td>09</td> <td>007519</td> <td>SEC E GREAT LK ADMIN/PERS DIV</td> <td></td> <td>D9 PLNG &amp; FORCE RDNS DIV (DX)</td> <td></td> <td>Operational Support</td> <td></td> <td></td> <td>T10 ADOS Short Term Orders</td> <td>District 9</td> <td>8</td> <td></td> <td></td> <td>03/24/2024</td> <td>09/19/2024</td> <td>177</td> </tr> <tr> <td></td> <td>Little</td> <td>MST3</td> <td>E4</td> <td>RSV</td> <td>05</td> <td>007205</td> <td>SEC MARYLAND-NCP/INC MGMT</td> <td></td> <td>D5 PLNG &amp; FORCE</td> <td></td> <td>Operational</td> <td></td> <td></td> <td>T10 ADOS Short Term Orders</td> <td>District 5</td> <td>121</td> <td></td> <td></td> <td>03/21/2024</td> <td>09/16/2024</td> <td>174</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Order Type</th> <th>Supported Command</th> <th>Number of Days Out</th> <th>Actual Title Fu</th> <th>Incident Type</th> <th>Actual Begin Date</th> <th>Actual End Date</th> <th>Actual Duration</th> </tr> </thead> <tbody> <tr> <td>T10 ADOS Short Term Orders</td> <td>District 8</td> <td>121</td> <td></td> <td></td> <td>03/16/2024</td> <td>09/11/2024</td> <td>169</td> </tr> <tr> <td>T10 ADOS Short Term Orders</td> <td>District 9</td> <td>8</td> <td></td> <td></td> <td>03/24/2024</td> <td>09/19/2024</td> <td>177</td> </tr> <tr> <td>T10 ADOS</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	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	007205	SEC MARYLAND-NCP/INC MGMT		D5 PLNG & FORCE		Operational			T10 ADOS Short Term Orders	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							
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