Mobilization Volunteer Opportunities

Overview

Introduction

This guide provides the procedures for members to search, apply, view, or withdraw from Mobilization volunteer opportunities in Direct Access (DA).
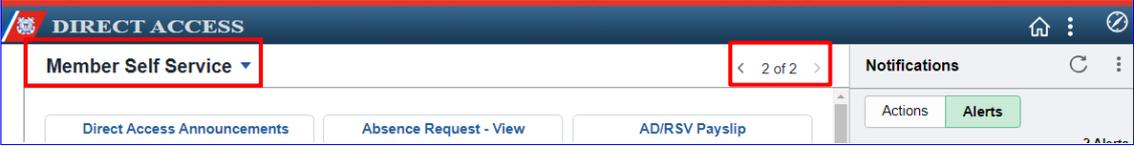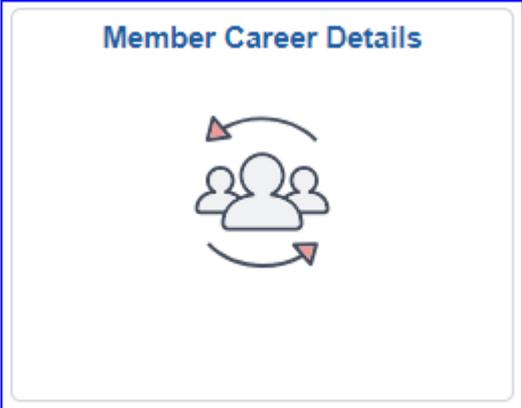
Contents

Applying for Mobilization Volunteer Opportunities

Introduction   This section provides the procedures for searching for and apply to Mobilization volunteer opportunities in DA.
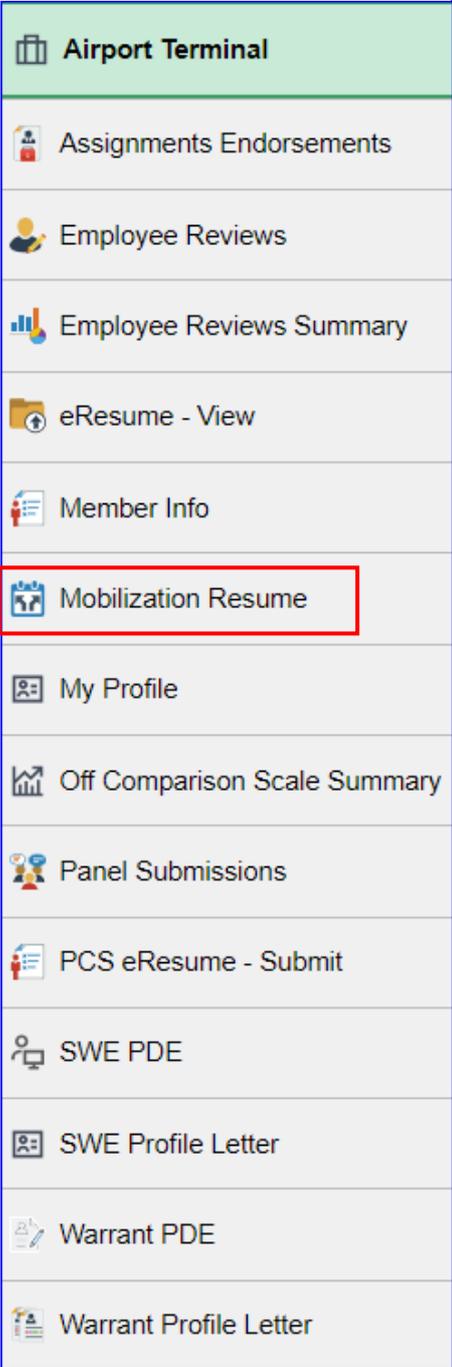
Procedures   See below.

Step	Action
1	Navigate to **Member Self Service** via the drop-down or by page **arrows**.
2	Click on the **Member Career Details** tile.

Applying for Mobilization Volunteer Opportunities, Continued
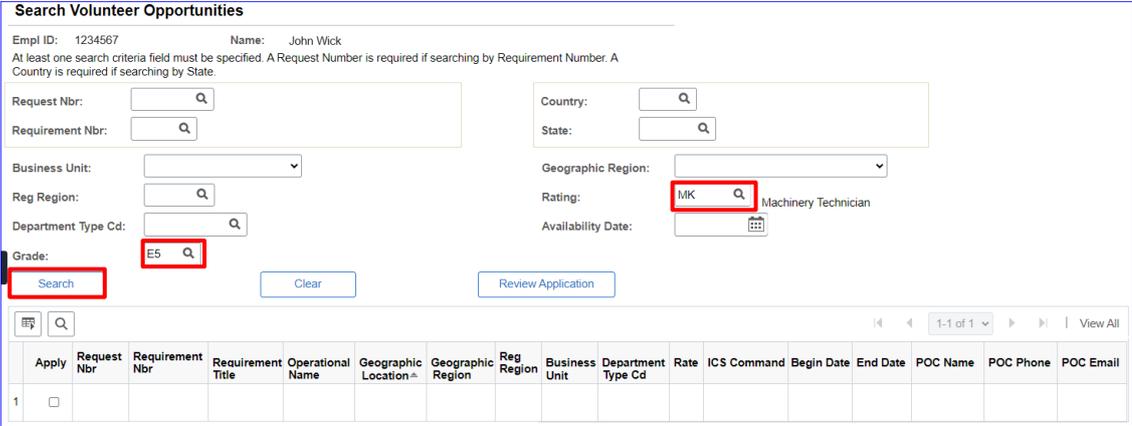
Procedures, continued

Step	Action
3	Select the **Mobilization Resume** option.

Applying for Mobilization Volunteer Opportunities, Continued

Procedures, continued

Step	Action
4	• See chart in Step 5 for an explanation of each data field below. • At least one field must be populated. • Using the **Lookup** or **drop-down**, select the data to be entered into each field (In this example, the search criteria for **Rating** and **Grade** were used). Click **Search**.

Applying for Mobilization Volunteer Opportunities, Continued
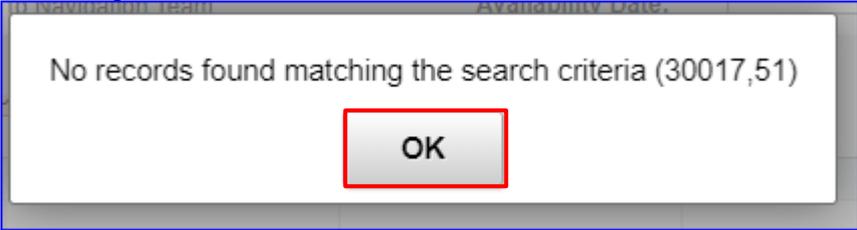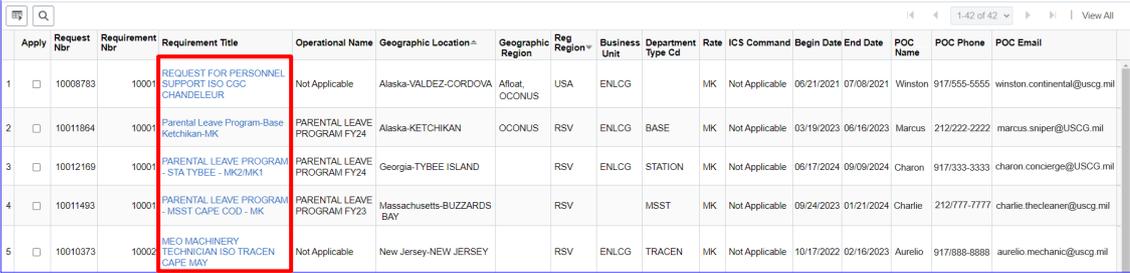
Procedures,
continued

Step	Action
5	

Field	Description
Request Nbr	Leave blank or use the Lookup to search for a specific request number.
Requirement Nbr	Leave blank or use the Lookup to search for a specific requirement number. **NOTE: A requirement number may only be selected after a related Request Nbr has been selected.**
Business Unit	Leave blank or use the drop-down to select the appropriate value: • Civilian CG • Enlisted CG • Officer CG • Warrant CG
Reg Region	Leave blank or use the Lookup to select a specific regulatory region: • AD (Active Duty members) • NOMIL (Civilian members) • RSV (Reserve members)
Department Type Cd	Leave blank or use the Lookup to enter the Department Type Code.
Grade	Leave blank to search for all available requirements for all paygrades or using the Lookup, select a specific paygrade.
Country	Leave blank or use the Lookup to select a specific country.
State	Leave blank or use the Lookup to select a specific state.
Geographic Region	Leave blank or use the drop-down to select a specific geographic region.
Rating	Leave blank to search all available requirements for all ratings or using the Lookup, select a specific rating.
Availability Date	Leave blank or enter an availability date.

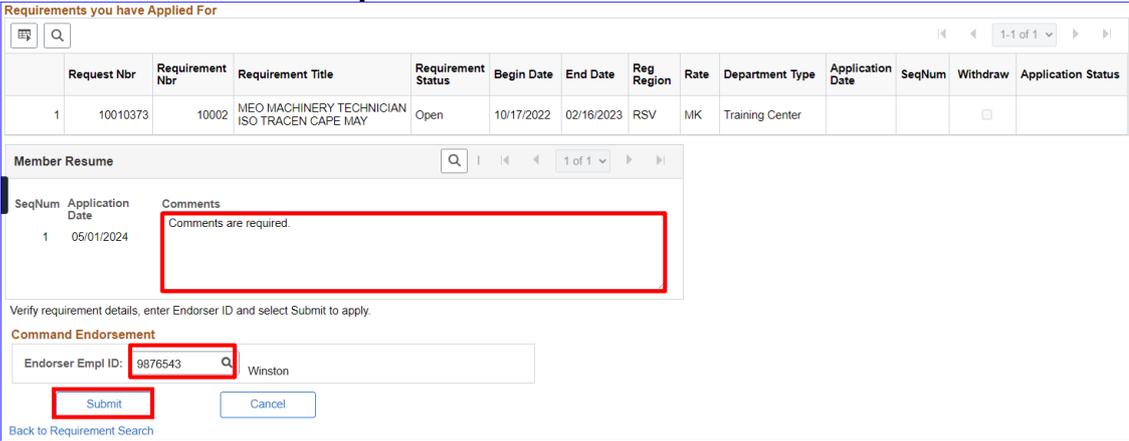# Applying for Mobilization Volunteer Opportunities, Continued

Procedures, continued

Step	Action
6	If no mobilization volunteer opportunities matching the search criteria are found, a notification message will display. Click **OK**, then edit, add, or remove criteria and click Search again.
7	A list of mobilization volunteer opportunities matching the criteria entered in Step 4 will display. Click the **Requirement Title** to view specific information about the mobilization opportunity.
8	The Requirements Details will display. Click **Return to Search** to return to the full list of Mobilization Opportunities.

Applying for Mobilization Volunteer Opportunities, Continued

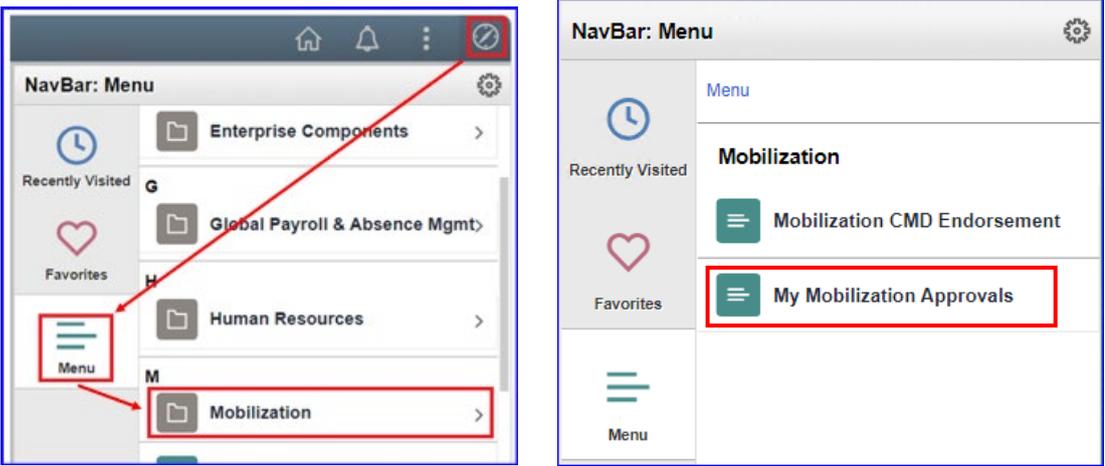**Procedures,**
continued

Step	Action
9	To submit an application for a specific requirement, check the **Apply** box for the appropriate Requirement Title, then click **Review Application**.
10	The Mobilization Resume will display (split into 2 sections). Review the information listed on the application to ensure it is accurate. If the **Phone Numbers**, **Email Addresses**, or Home/Mailing **Addresses** listed are incorrect, EXIT THE PAGE without making any changes and update your personal contact information. Once done, return to the Mobilization Resume to submit your application.

Applying for Mobilization Volunteer Opportunities, Continued

Procedures,
continued

Step	Action
10 Cont	• Enter **Comments** (required). • Enter the **Endorser's Empl ID** and click **Submit**.
11	The Mobilization Resume will update stating "**Your Application has been submitted successfully**" and be routed for approval.

Viewing the Status of a Mobilization Application

Introduction This section provides the procedures for viewing the status of your Mobilization application in DA.
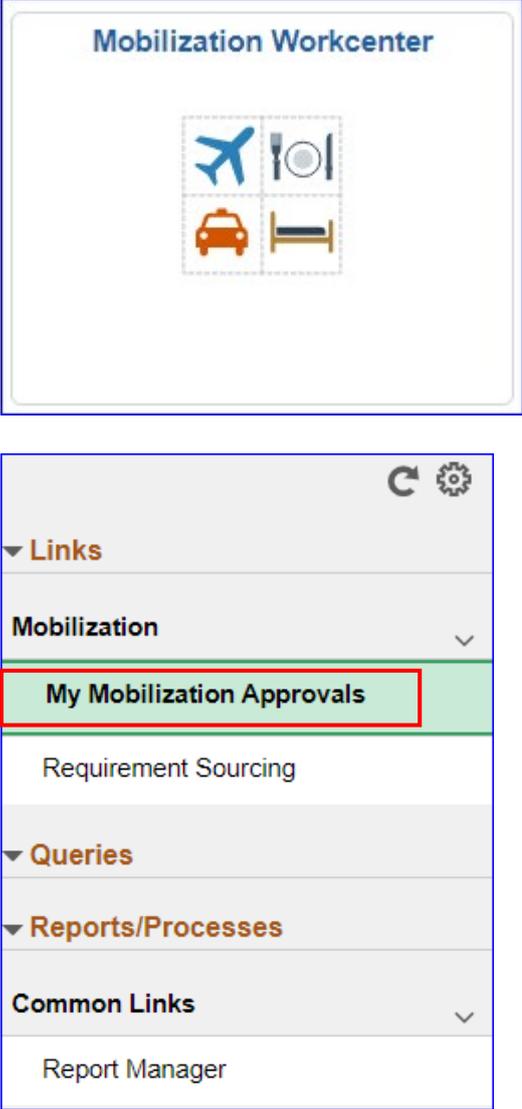
Procedures See below.

Step	Action
1	Navigate to **Menu** > **Mobilization** > **My Mobilization Approvals**.

Viewing the Status of a Mobilization Application, Continued

Procedures,
Continued

Step	Action
2	Or click the **Mobilization Workcenter** tile and the **My Mobilization Approvals** option will automatically display.

Viewing the Status of a Mobilization Application, Continued

Procedures,
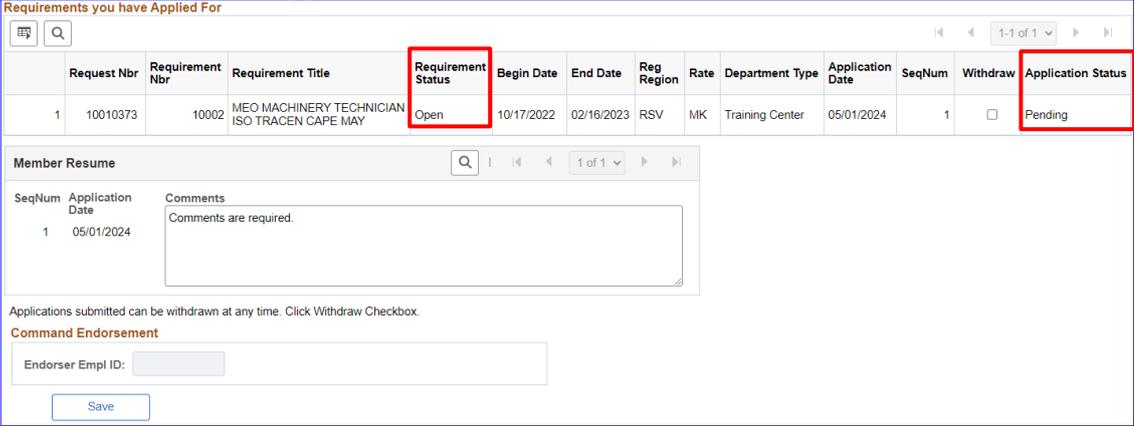continued

Step	Action
3	The My Mobilization Approvals page will display. Ensure the **Submitted Approval Requests** radio button is checked, and the **Approval Status** indicates All, then click **Populate Grid**. **My Mobilization Approvals** John Wick 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. ◉ Submitted Approval Requests ○ Requests I am Approver for Approval Status: All From Date: To Date: Populate Grid Refresh
4	A list of the mobilization applications will display. To open the application, click **View Application**. **Command Approvals** | 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
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
1 05/01/2024	1234567	John Wick	9876543	Winston	10010373	MEO MACHINERY TECHNICIAN ISO TRACEN CAPE MAY	10002	MEO MACHINERY TECHNICIAN ISO TRACEN CAPE MAY	Open	Not Applicable	10/17/2022	02/16/2023	Pending	View Application	

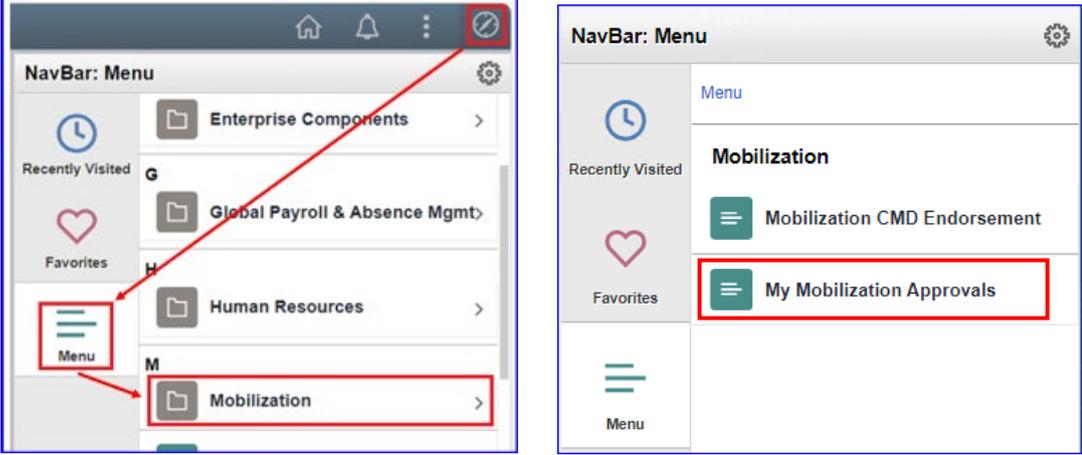# Viewing the Status of a Mobilization Application, Continued

Procedures,
continued

Step	Action
5	The Mobilization Resume will display.
	The **Requirement Status** designates the status of the requirement:
	• **Open** – The requirement is open for candidates to apply.
	• **Filled** – The requirement has been filled.
	• **Partially Sourced** – The requirement has been partially sourced.
	• **Fully Sourced** –Tthe requirement has been fully sourced.
	• **Cancelled** – The requirement has been cancelled.
	The **Application Status** designates the current status of the application:
	• **Pending** – The application is pending approval.
	• **Approved** – The application has been approved.
	• **Denied** – The application has been denied.
	• **Withdrawn** – The application has been withdrawn.

Withdrawing a Mobilization Application

Introduction   This section provides the procedures for members to withdraw a previously submitted Mobilization application in DA.
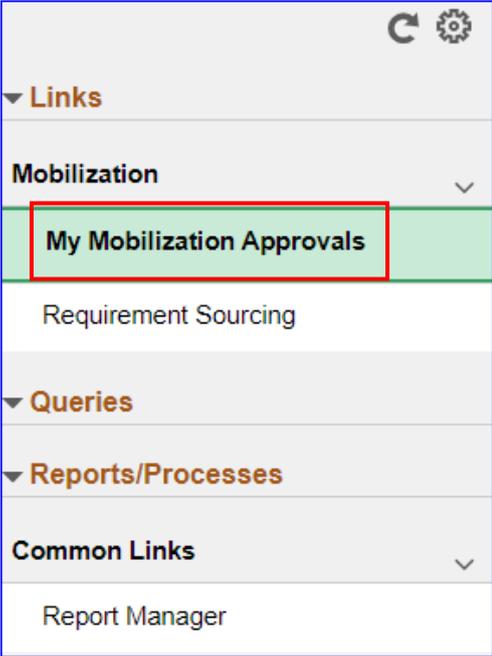
Procedures   See below.

Step	Action
1	Navigate to **Menu** > **Mobilization** > **My Mobilization Approvals**.

Withdrawing a Mobilization Application, Continued

Procedures,
Continued

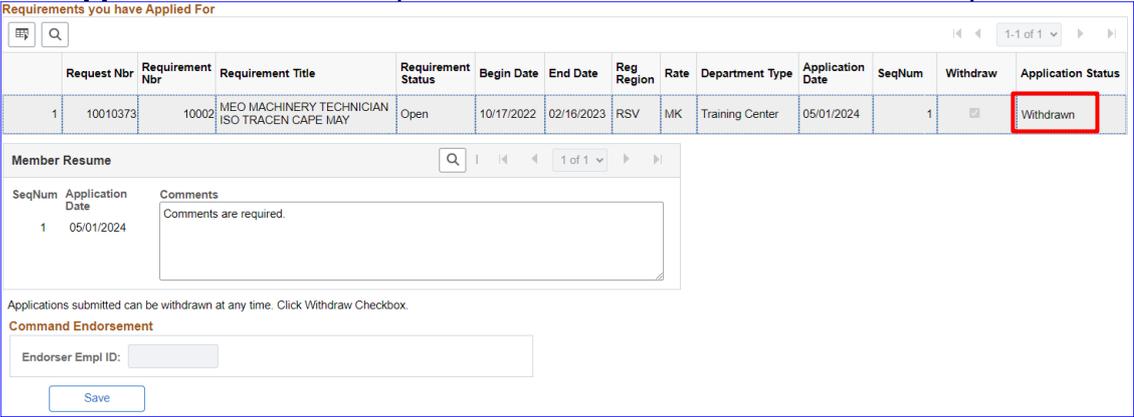| Step	Action
2	Or click the **Mobilization Workcenter** tile and the **My Mobilization Approvals** option will automatically display.

Withdrawing a Mobilization Application, Continued

Procedures,
continued

Step	Action
3	The My Mobilization Approvals page will display. Ensure the **Submitted Approval Requests** radio button is checked, and the **Approval Status** indicates All, then click **Populate Grid**. **My Mobilization Approvals** John Wick 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. ⦿ Submitted Approval Requests ○ Requests I am Approver for Approval Status: All From Date: To Date: Populate Grid Refresh
4	A list of the mobilization applications will display. To open the application, click **View Application**. Command Approvals 1-1 of 1 	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	 1	05/01/2024	1234567	John Wick	9876543	Winston	10010373	MEO MACHINERY TECHNICIAN ISO TRACEN CAPE MAY	10002	MEO MACHINERY TECHNICIAN ISO TRACEN CAPE MAY	Open	Not Applicable	10/17/2022	02/16/2023	Pending	View Application

Withdrawing a Mobilization Application, Continued

Procedures, continued

Step	Action
5	The Mobilization Resume will display. To withdraw the application, check the **Withdraw** box and click **Save**.
6	The **Application Status** will update to Withdrawn. No further action is required.