

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).

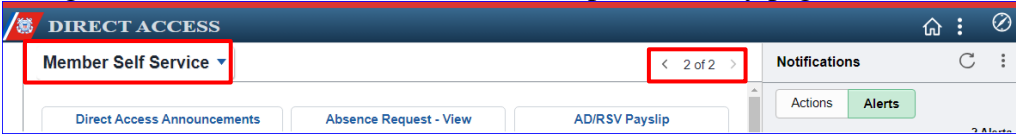
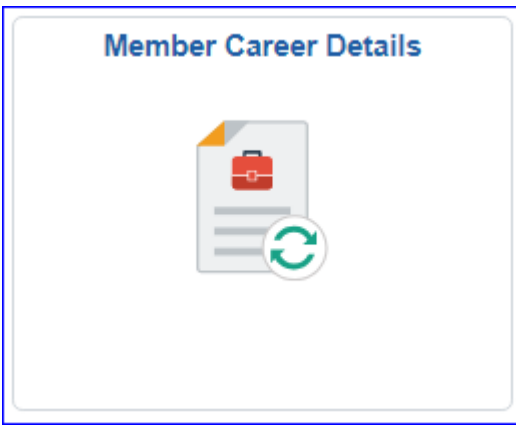
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Viewing the Status of a Mobilization Application	9
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Applying for Mobilization Volunteer Opportunities

Introduction This section provides the procedures to search for and apply to Mobilization volunteer opportunities in DA.

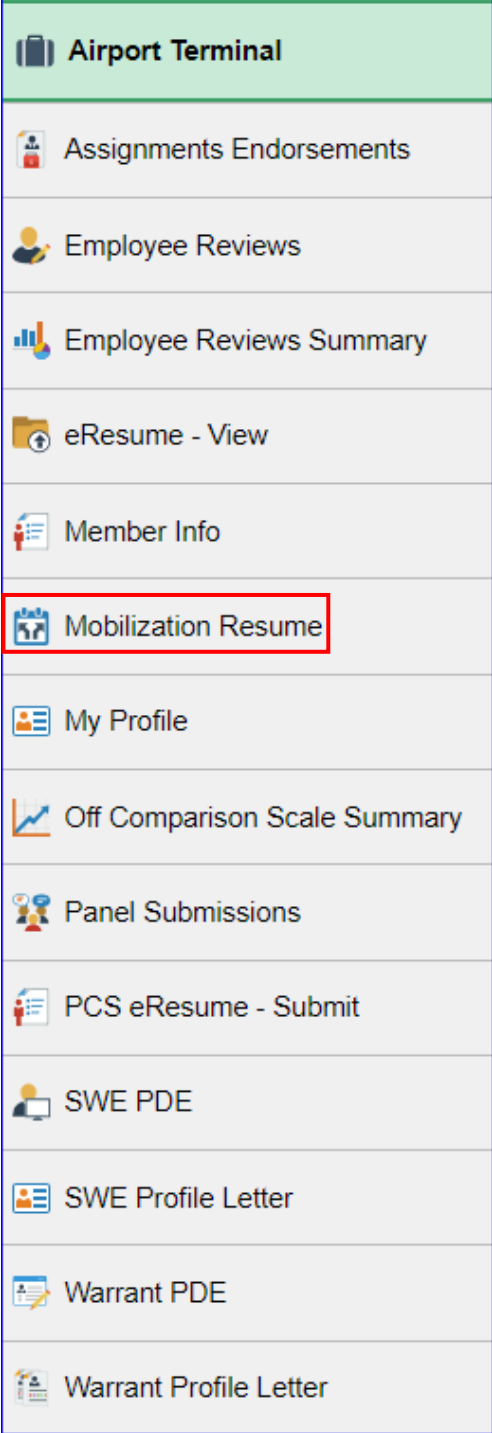
Procedures See below.

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

Continued on next page

Applying for Mobilization Volunteer Opportunities, Continued

Procedures,
continued

Step	Action
3	<p>Select the Mobilization Resume option.</p>  <p>The screenshot shows a vertical list of menu items. The first item, 'Airport Terminal', is highlighted with a green background. The item 'Mobilization Resume' is highlighted with a red rectangular border. Other items include 'Assignments Endorsements', 'Employee Reviews', 'Employee Reviews Summary', 'eResume - View', 'Member Info', 'My Profile', 'Off Comparison Scale Summary', 'Panel Submissions', 'PCS eResume - Submit', 'SWE PDE', 'SWE Profile Letter', 'Warrant PDE', and 'Warrant Profile Letter'.</p>

Continued on next page

Applying for Mobilization Volunteer Opportunities, Continued

Procedures, continued

Step	Action
4	<p>The Search Volunteer Opportunities page will display. See chart in Step 4 for an explanation of each data field.</p> <p>Using the Lookup or drop-down, select the data to be entered into each field. At least one field must be populated. In this example, the search criteria for Rating and Grade were entered.</p> <p>Click Search.</p> <div> <p>Search Volunteer Opportunities</p> <p>Empl ID: 9876543 Name: Kaylee Frye</p> <p>At least one search criteria field must be specified. A Request Number is required if searching by Requirement Number. A Country is required if searching by State.</p> <div> <div> Request Nbr: <input type="text"/> Requirement Nbr: <input type="text"/> </div> <div> Country: <input type="text"/> State: <input type="text"/> </div> </div> <div> Business Unit: <input type="text"/> Geographic Region: <input type="text"/> </div> <div> Reg Region: <input type="text"/> Rating: <input type="text"/> Marine Science Technician </div> <div> Department Type Cd: <input type="text"/> Availability Date: <input type="text"/> </div> <div> Grade: <input type="text"/> </div> <div> <input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Review Application"/> </div> </div>

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Applying for Mobilization Volunteer Opportunities, Continued

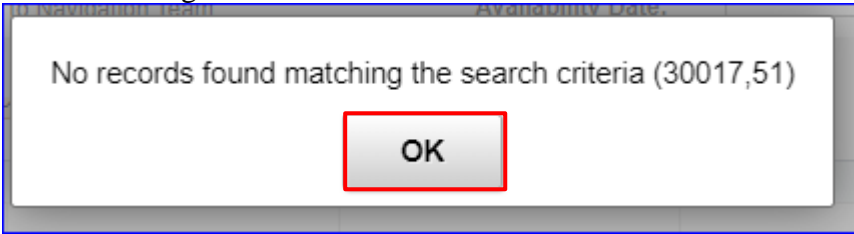
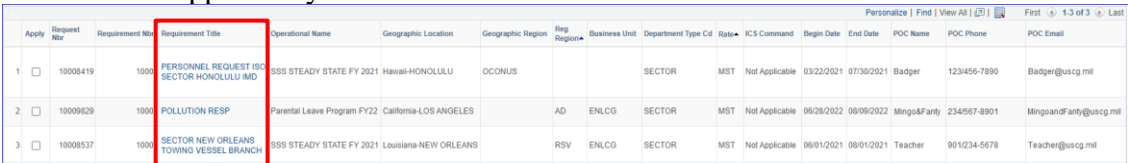
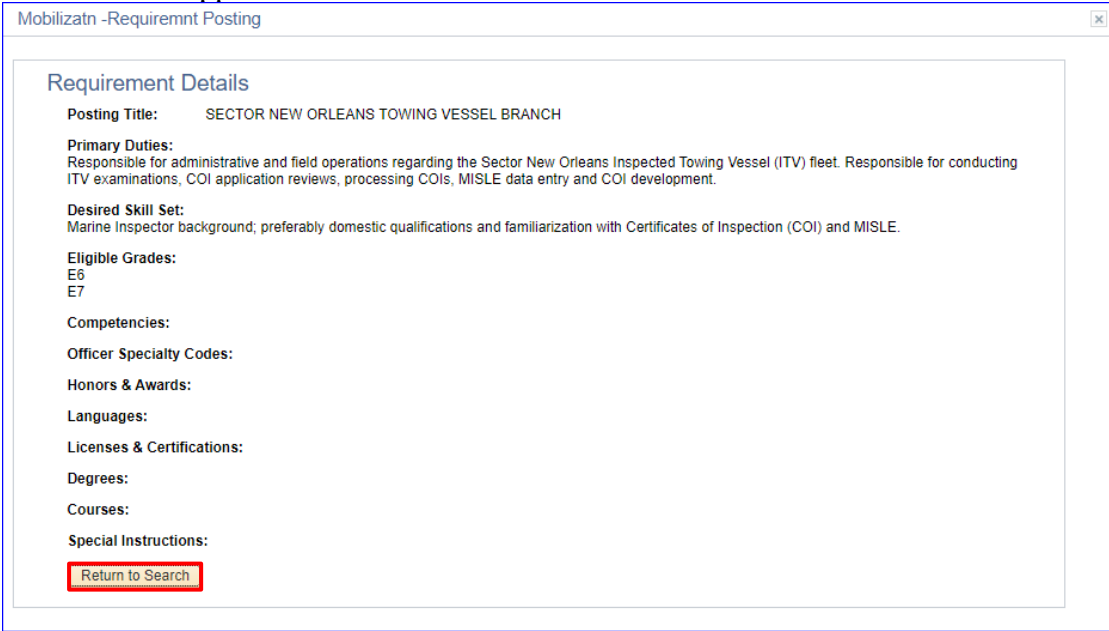
Procedures,
continued

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 using the drop-down, select the appropriate value: <ul style="list-style-type: none"> • Civilian CG • Enlisted CG • Officer CG • Warrant CG
	Reg Region	Leave blank or use the Lookup to select a specific regulatory region: <ul style="list-style-type: none"> • 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.

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Applying for Mobilization Volunteer Opportunities, Continued

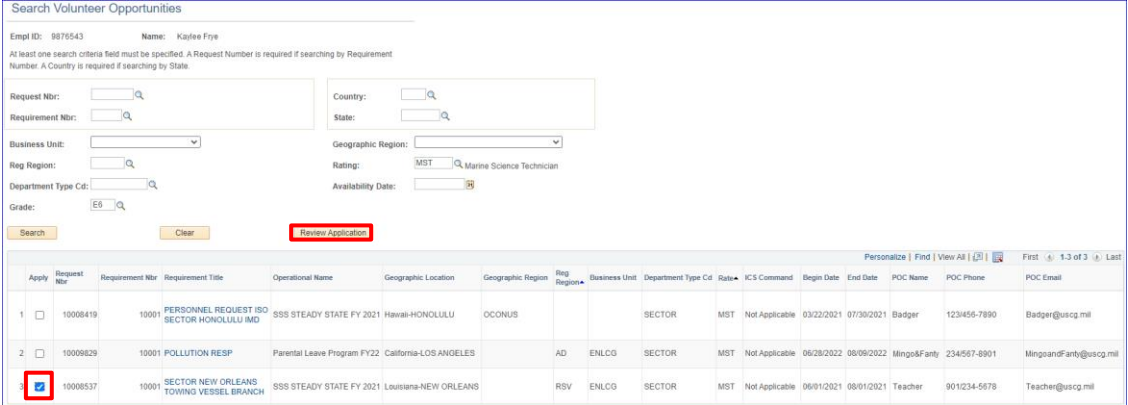
Procedures,
continued

Step	Action
6	<p>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.</p> 
7	<p>A list of mobilization volunteer opportunities matching the criteria entered in Step 3 will display. Click the Requirement Title to view specific information about the mobilization opportunity.</p> 
8	<p>The Requirements Details will display. Click Return to Search to return to the list of Mobilization Opportunities.</p> 

Continued on next page

Applying for Mobilization Volunteer Opportunities, Continued

Procedures, continued

Step	Action
9	<p>To submit an application for a specific requirement, check the Apply box for the appropriate Requirement Title, then click Review Application.</p> 

Continued on next page

Applying for Mobilization Volunteer Opportunities, Continued

Procedures, continued

Step	Action																																																																					
10	<p>The Mobilization Resume will display. Review the information listed on the application to ensure it is accurate (see Note).</p> <p>Enter Comments (required).</p> <p>Enter the Endorser's Empl ID, then click Submit.</p> <p>NOTE: 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.</p> <div> <div>Mobilization Resume</div> <div> <div> Name: Kaylee Frye Rank: MST1 Business Unit: ENLCG Department: 007523 </div> <div> Empl ID: 9876543 Reg Region: Reservists Clearance: SEC BUFFALO WTRWAYS MGT DIV </div> </div> <div> <div>Phone Numbers</div> <table border="1"> <thead> <tr> <th>Phone Type</th><th>Phone Number</th><th>Extension</th><th>Preferred</th></tr> </thead> <tbody> <tr> <td>Mobile</td><td>919/864-8182</td><td></td><td><input checked="" type="checkbox"/></td></tr> </tbody> </table> </div> <div> <div>Email Addresses</div> <table border="1"> <thead> <tr> <th>Email Type</th><th>Email Address</th><th>Preferred</th></tr> </thead> <tbody> <tr> <td>Business</td><td>invalid@bogusemail.com</td><td><input type="checkbox"/></td></tr> <tr> <td>Home</td><td>invalid@bogusemail.com</td><td><input checked="" type="checkbox"/></td></tr> </tbody> </table> </div> <div> <div>Addresses</div> <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>12/28/2013</td><td>USA</td><td>1234 Firefly Lane Serenity USA 12345</td></tr> <tr> <td>Mailing</td><td>Current</td><td>12/28/2013</td><td>USA</td><td>1234 Firefly Lane Serenity USA 12345</td></tr> <tr> <td>Thrift Savings Plan</td><td>Current</td><td>06/10/2017</td><td>USA</td><td>1234 Firefly Lane Serenity USA 12345</td></tr> </tbody> </table> </div> </div> <div> <div>Requirements you have Applied For</div> <table border="1"> <thead> <tr> <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>SeqNum</th><th>Withdraw</th><th>Application Status</th></tr> </thead> <tbody> <tr> <td>1</td><td>10008537</td><td>10001 SECTOR NEW ORLEANS TOWING VESSEL BRANCH</td><td>Open</td><td>06/01/2021</td><td>08/01/2021</td><td>RSV</td><td>MST</td><td>Sector</td><td></td><td></td><td><input type="checkbox"/></td><td></td></tr> </tbody> </table> </div> <div> <div>Member Resume</div> <table border="1"> <thead> <tr> <th>SeqNum</th><th>Application Date</th><th>Comments</th></tr> </thead> <tbody> <tr> <td>1</td><td>06/23/2022</td><td>Comments are required.</td></tr> </tbody> </table> </div> <div> Verify requirement details, enter Endorser ID and select Submit to apply. <div> <div>Command Endorsement</div> <div> Endorser Empl ID: 1234567 Reynolds, Malcolm </div> <div> Submit Cancel </div> </div> </div>	Phone Type	Phone Number	Extension	Preferred	Mobile	919/864-8182		<input checked="" type="checkbox"/>	Email Type	Email Address	Preferred	Business	invalid@bogusemail.com	<input type="checkbox"/>	Home	invalid@bogusemail.com	<input checked="" type="checkbox"/>	Address Type	Status	As Of	Country	Address	Home	Current	12/28/2013	USA	1234 Firefly Lane Serenity USA 12345	Mailing	Current	12/28/2013	USA	1234 Firefly Lane Serenity USA 12345	Thrift Savings Plan	Current	06/10/2017	USA	1234 Firefly Lane Serenity USA 12345	Request Nbr	Requirement Nbr	Requirement Title	Requirement Status	Begin Date	End Date	Reg Region	Rate	Department Type	Application Date	SeqNum	Withdraw	Application Status	1	10008537	10001 SECTOR NEW ORLEANS TOWING VESSEL BRANCH	Open	06/01/2021	08/01/2021	RSV	MST	Sector			<input type="checkbox"/>		SeqNum	Application Date	Comments	1	06/23/2022	Comments are required.
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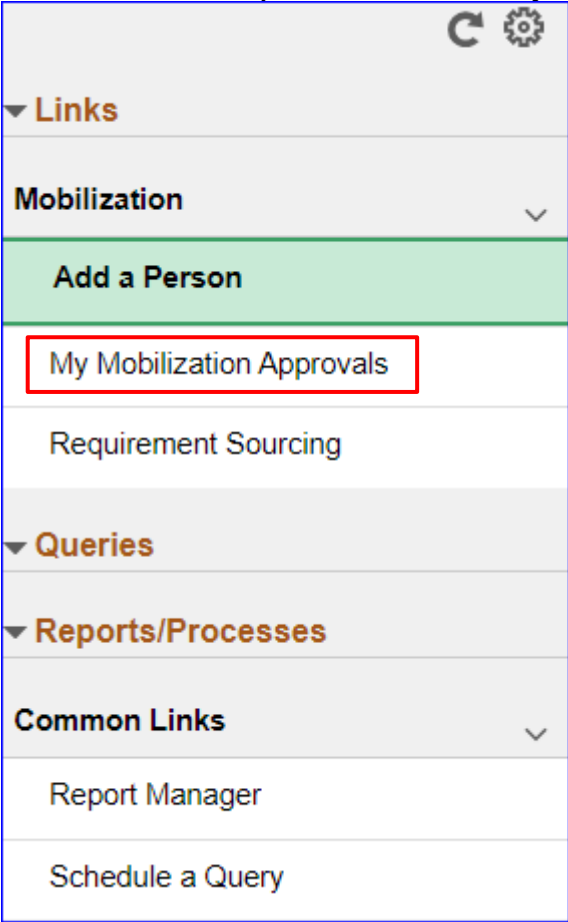
Procedures, continued

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11	<p>The Mobilization Resume will update stating “Your Application has been submitted successfully” and email notification will be sent to the member stating their application has been routed for approval.</p> <div> <div>Mobilization Resume</div> <div> <div> <div>Name: Kaylee Frye</div> <div>Empl ID: 9876543</div> </div> <div> <div>Rank: MST1</div> <div>Reg Region: Reservists</div> </div> <div> <div>Business Unit: ENLCG</div> <div>Clearance:</div> </div> <div> <div>Department: 007523</div> <div>SEC BUFFALO WTRWAYS MGT DIV</div> </div> </div> <div> <div>Phone Numbers</div> <table border="1"> <thead> <tr> <th>Phone Type</th> <th>Phone Number</th> <th>Extension</th> <th>Preferred</th> </tr> </thead> <tbody> <tr> <td>Mobile</td> <td>919/864-8182</td> <td></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> </div> <div> <div>Email Addresses</div> <table border="1"> <thead> <tr> <th>Email Type</th> <th>Email Address</th> <th>Preferred</th> </tr> </thead> <tbody> <tr> <td>Business</td> <td>invalid@bogusemail.com</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Home</td> <td>invalid@bogusemail.com</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> </div> <div> <div>Addresses</div> <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>12/28/2013</td> <td>USA</td> <td>1234 Firefly Lane Serenity USA 12345</td> </tr> <tr> <td>Mailing</td> <td>Current</td> <td>12/28/2013</td> <td>USA</td> <td>1234 Firefly Lane Serenity USA 12345</td> </tr> <tr> <td>Thrift Savings Plan</td> <td>Current</td> <td>06/10/2017</td> <td>USA</td> <td>1234 Firefly Lane Serenity USA 12345</td> </tr> </tbody> </table> </div> <div> <div>Requirements you have Applied For</div> <table border="1"> <thead> <tr> <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>SeqNum</th> <th>Withdraw</th> <th>Application Status</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>10008537</td> <td>10001</td> <td>SECTOR NEW ORLEANS TOWING VESSEL BRANCH</td> <td>Open</td> <td>06/01/2021</td> <td>08/01/2021</td> <td>RSV</td> <td>MST</td> <td>Sector</td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> </div> <div> <div>Member Resume</div> <table border="1"> <thead> <tr> <th>SeqNum</th> <th>Application Date</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>06/23/2022</td> <td>Comments are required.</td> </tr> </tbody> </table> </div> <div> <div>Your Application has been submitted successfully.</div> </div> <div> <div>Command Endorsement</div> <div>Endorser Empl ID: <input type="text"/></div> <div> <input type="button" value="Submit"/> <input type="button" value="Cancel"/> </div> </div> </div>	Phone Type	Phone Number	Extension	Preferred	Mobile	919/864-8182		<input checked="" type="checkbox"/>	Email Type	Email Address	Preferred	Business	invalid@bogusemail.com	<input type="checkbox"/>	Home	invalid@bogusemail.com	<input checked="" type="checkbox"/>	Address Type	Status	As Of	Country	Address	Home	Current	12/28/2013	USA	1234 Firefly Lane Serenity USA 12345	Mailing	Current	12/28/2013	USA	1234 Firefly Lane Serenity USA 12345	Thrift Savings Plan	Current	06/10/2017	USA	1234 Firefly Lane Serenity USA 12345	Request Nbr	Requirement Nbr	Requirement Title	Requirement Status	Begin Date	End Date	Reg Region	Rate	Department Type	Application Date	SeqNum	Withdraw	Application Status	1	10008537	10001	SECTOR NEW ORLEANS TOWING VESSEL BRANCH	Open	06/01/2021	08/01/2021	RSV	MST	Sector		<input type="checkbox"/>		SeqNum	Application Date	Comments	1	06/23/2022	Comments are required.
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Viewing the Status of a Mobilization Application

Introduction This section provides the procedures for viewing the status of their Mobilization application in DA.

Procedures See below.

Step	Action
1	<p>Click the Mobilization Workcenter tile.</p> 
2	<p>Under the Links drop-down, select the My Mobilization Approvals option.</p> 

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

Kaylee Frye

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: 31

To Date: 31

4

A list of the mobilization applications will display. To open the application, click **View Application**.

Command Approvals													Personalize	Find	1 of 1	Last
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 06/23/2022	9876543	Kaylee Frye	1234567	Malcolm Reynolds	10008537	SECTOR NEW ORLEANS TOWING VESSEL BRANCH	10001	SECTOR NEW ORLEANS TOWING VESSEL BRANCH	Open	SSS STEADY STATE FY 2021	06/01/2021	08/01/2021	Pending	View Application		

Continued on next page

Viewing the Status of a Mobilization Application, Continued

Procedures,
continued

Step

5

Action

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** – the requirement has been fully sourced.
- **Cancelled** – the requirement has been cancelled.

The **Application Status** designates the 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.

Mobilization Resume

Name:Kaylee Frye

Empl ID:9876543

Rank:MST1

Reg Region:Reservists

Business Unit:ENLCG

Clearance:

Department:007523

SEC BUFFALO WTRWAYS MGT DIV

Phone Numbers

Phone Type	Phone Number	Extension	Preferred
Mobile	919/864-8182		<input checked="" type="checkbox"/>

Email Addresses

Email Type	Email Address	Preferred
Business	invalid@bogusemail.com	<input type="checkbox"/>
Home	invalid@bogusemail.com	<input checked="" type="checkbox"/>

Addresses

Address Type	Status	As Of	Country	Address
Home	Current	12/28/2013	USA	1234 Firefly Lane Serenity USA 12345
Mailing	Current	12/28/2013	USA	1234 Firefly Lane Serenity USA 12345
Thrift Savings Plan	Current	06/10/2017	USA	1234 Firefly Lane Serenity USA 12345

Requirements you have Applied For

PersonalizeFind1 of 1Last

Request Nbr	Requirement Nbr	Requirement Title	Requirement Status	Begin Date	End Date	Reg Region	Rate	Department Type	Application Date	SeqNum	Withdraw	Application Status
1	10008537	10001 SECTOR NEW ORLEANS TOWING VESSEL BRANCH	Open	06/01/2021	08/01/2021	RSV	MST	Sector	06/23/2022		<input type="checkbox"/>	Pending

Member Resume

FindFirst1 of 1Last

SeqNum	Application Date	Comments
1	06/23/2022	Comments are required.

Applications submitted can be withdrawn at any time. Click Withdraw Checkbox.

Command Endorsement


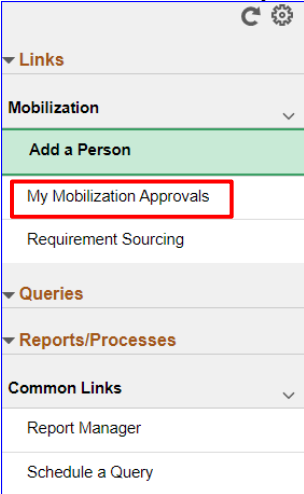
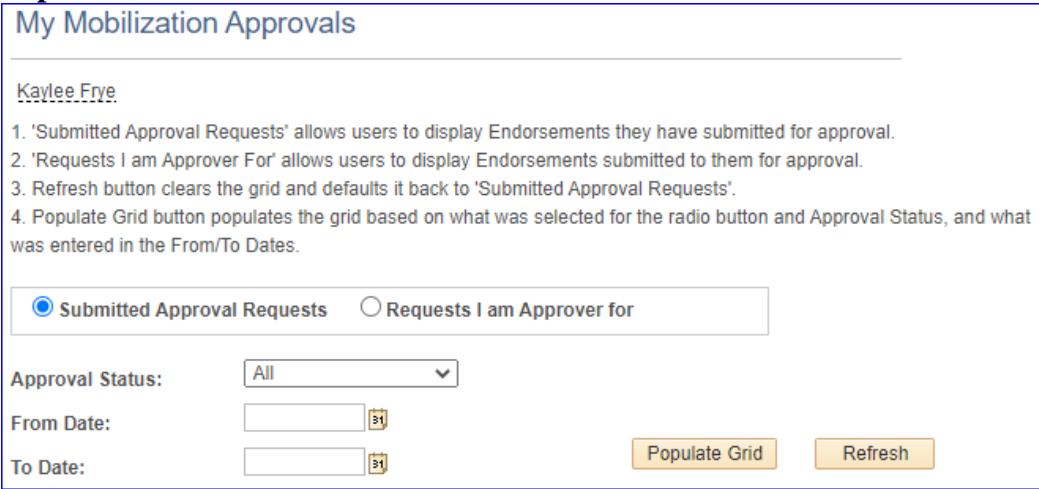
Endorser Empl ID:

Save

Withdrawing a Mobilization Application

Introduction This section provides the procedures for withdrawing a previously submitted Mobilization application in DA.

Procedures See below.

Step	Action
1	<p>Click the Mobilization Workcenter tile.</p> 
2	<p>Under the Links drop-down, select the My Mobilization Approvals option.</p> 
3	<p>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.</p> 

Continued on next page

Withdrawing a Mobilization Application, Continued

Procedures,
continued

Step	Action																																																																					
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Withdrawing a Mobilization Application, Continued

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