

MRTT Candidate List Extraction – Job Aid

Purpose Provide a brief summary of the procedures to query and extract a list of qualified candidates to fill a requirement in MRTT.

- References**
- (a) Mobilization Readiness Tracking Tool (MRTT)
 - (b) United States Coast Guard Mobilization Readiness Tracking Tool (MRTT) User Reference Manual Version -1.6 Revised

MRTT Candidate List Extraction Log into MRTT with your user name and password.



From the “GO TO...” menu, click on “Member Match” from the Sourcing Module (SM) column of the “GO TO...” menu.

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The Member Match window will now appear.

Please note that there are many columns of information that will be displayed for members from the query run. By enlarging your window horizontally you will be able to see all of the columns of information for a specific member. Columns of information that will be displayed are: Select, IMR, EmpID, Name, Rate, Pay Grade, Current Mob Status, Class, District AOR, Gender, Current Clearance, SPO DeptID, OPFAC, OPFAC Description, PosNo, Competency Codes, DA Accomplishments, Course Codes, RSN, and TMT Codes.

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The screenshot shows the MRTT (USCG Mobilization Readiness Tracking Tool) interface. At the top, the header includes the MRTT logo and the title "USCG MOBILIZATION READINESS TRACKING TOOL". Below the header, the user information is displayed: "Module: Sourcing User: STEPHEN CHENG OPFAC: 21-06824 Role: SystemAdmin". The main navigation bar includes tabs for "GO TO...", "Scorecard", "Requirements", "Sourcing", "Volunteers", "Add Member", "Member Match", and "Modules". The "Member Criteria" section is active, showing various search fields: "EmpID:", "Name (partial):", "Comp. Codes:", "OPFAC:", "Rate:", "Class:", "Gender:", "Pay Grade Range:", "To", "Servicing District:", "DA Codes:", "Course Codes:", and "TMT Codes:". Below these fields are "Search" and "Clear Fields" buttons. The "Members" table is visible below the search criteria, with a "Record Count" dropdown menu set to "25". A red arrow points to the "Record Count" dropdown menu, which is open showing options: 25, 200, 300, 400, 500, and ALL. The table header includes columns: "Select", "IMR", "EmpID", "Name", "Rate", "Pay Grade", "Current Mob Status", "Class", "District AOR", "Gender", "Current Clear". The table body shows "No records to display."

The system will only query the number of records you select and will alphabetize results by the members’ last name. If querying for more than one member, be sure to select the number of records you would like to query first. In order to ensure that you see all qualified candidates, select ALL for record count.

Member Match Query Fields

The following are available fields used to query candidates for matching a requested member: EmplID, Name (partial), Comp. Codes, OPFAC, Rate, Class, Gender, Pay Grade Range, Servicing District, DA Codes, Course Codes, and TMT Codes.

The screenshot shows the MRTT (USCG Mobilization Readiness Tracking Tool) interface. At the top, the header includes the MRTT logo and the title "USCG MOBILIZATION READINESS TRACKING TOOL". Below the header, the user information is displayed: "Module: Sourcing User: STEPHEN CHENG OPFAC: 21-06824 Role: SystemAdmin". The main navigation bar includes tabs for "GO TO...", "Scorecard", "Requirements", "Sourcing", "Volunteers", "Add Member", "Member Match", and "Modules". The "Member Criteria" section is active, showing various search fields: "EmpID:", "Name (partial):", "Comp. Codes:", "OPFAC:", "Rate:", "Class:", "Gender:", "Pay Grade Range:", "To", "Servicing District:", "DA Codes:", "Course Codes:", and "TMT Codes:". Below these fields are "Search" and "Clear Fields" buttons. The "Members" table is visible below the search criteria, with a "Record Count" dropdown menu set to "300". A red arrow points to the "EmpID" field, which contains the value "1259376". Another red arrow points to the "Search" button. The table header includes columns: "Select", "IMR", "EmpID", "Name", "Rate", "Pay Grade", "Current Mob Status", "Class", "District AOR". The table body shows "No records to display."

The first field of query if the Employee ID or EMPLID “EmpID” field. Type in a member’s EMPLID into the “EmpID” field and click on the “Search” button to

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search for the member. This will retrieve one record for display from the query.

The screenshot shows the MRTT interface with the 'Member Criteria' form filled out. The 'EmpID' field contains '1259376'. Below the form, the 'Members' table displays one record for Stephen C. Cheng.

Select	IMR	EmpID	Name	Rate	Pay Grade	Current Mob Status	Class	District AOR	Gender	Current Clearance	SPO DeptID
Select	*	1259376	CHENG, STEPHEN C.	LTJG	O2		Selected Reserve	District 11	M	Secret	010105

The search result of the query will be displayed under the Members area matching the EMPLID that was inputted for query.

The screenshot shows the 'Member Criteria' form with 'cheng' entered in the 'Name (partial)' field. The 'Search' button is highlighted with a red arrow. The 'Members' table below is empty, displaying 'No records to display.'

The next available field of query is the “Name (partial)” field. Input the last name of a member and click on the “Search” button to search for the member.

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The screenshot shows the MRTT Sourcing module interface. The 'Member Criteria' section has the 'Name (partial)' field set to 'cheng'. Below this, the 'Members' table displays three results. A red arrow points to the 'Name' column header, and another red arrow points to the row for 'CHENG, STEPHEN C.'.

Select	IMR	EmpID	Name	Rate	Pay Grade	Current Mob Status	Class	District AOR	Gender	Class
Select	✓	2066847	CHENG, DAVID L	SN	E3		Regular	District 13	M	Se
Select	✗	1259376	CHENG, STEPHEN C.	LTJG	O2		Selected Reserve	District 11	M	Se
Select	✗	1232130	CHENGERIAN, MATTHEW ROBERT	Staff Ofcr	UNK		Auxiliary		M	

The search results of the query will be displayed under the Members area matching the name that was inputted for query. Multiple results will be displayed if available.

This screenshot shows the 'Member Criteria' section of the MRTT Sourcing module. The 'Name (partial)' field is empty. A red arrow points to the binocular icon next to the 'Comp. Codes' field. Below the search criteria, the 'Members' table is empty, displaying 'No records to display.'.

Select	IMR	EmpID	Name	Rate	Pay Grade	Current Mob Status	Class	District AOR
No records to display.								

Competency Field: A competency is a collection of tasks with the associated skills, knowledge, abilities, and wherewithal (tools, methods, information, doctrine, procedures, materials, etc.) needed to perform the tasks to a predetermined, measurable, performance standard. The tasks are usually related as parts of a larger process in support of or contributing to the goals of the organization, unit, or work group. You can also download the complete list of competency types in the Competency Dictionary from the U.S. Coast Guard Pay and Personnel Center's website at

<http://www.uscg.mil/ppc/da/CompetencyDictionary.xls>. Clicking on the binocular icon to the right of the "Comp. Codes" field will open the Lookup Competency window.

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The screenshot shows the 'Lookup | Competency' window. At the top, there are two input fields: '<Code>' and '<Description>'. A red arrow points to the '<Code>' field, and another red arrow points to the '<Description>' field. To the right of these fields is a green 'GO' button, with a red arrow pointing to it. Below the input fields is a table with two columns: 'Code' and 'Description'. The table contains the following rows:

Code	Description
2MINST	2M Instructor/Recertifier
2MMRPR	Microminiature Repr Tech
2MRPR	Miniature Repr Tech
A&PCERT	Airframe & Powerplant Cert
A&PINSP	FAA Inspection Authorization
AAIWSM	Avi Int Weps Sys Maint Tech
ACET/C	ACET Computer Technology
ACET/E	ACET Electronics Technology

Below the table is a pagination bar showing 'Page 1 of 4, items 1 to 100 of 400.' At the bottom of the window, there is a text field with the placeholder 'Click a row to add the item to the search criteria' and an 'OK' button.

You can search for a competency by entering in its competency code into the “<Code>” field or a brief description of the competency into the “<Description>” field and then clicking on the “GO” icon. Search results will then be displayed.

The screenshot shows the 'Lookup | Competency' window after a search for 'critical' in the '<Description>' field. The '<Code>' field is empty. The '<Description>' field contains the word 'critical'. The 'GO' button is green. Below the input fields, the table shows three results:

Code	Description
CISMA	Critical Inc Strs Mgmt (Adv)
CISMB	Critical Inc Strs Mgmt (Basic)
CISMP	Critical Inc Strs Mgmt (Peer)

The row for 'CISMP' is highlighted in yellow. A red arrow points to this row. Below the table is a pagination bar. At the bottom of the window, the text field now contains 'CISMP', with a red arrow pointing to it. The 'OK' button is also visible, with a red arrow pointing to it.

To select the particular competency, click on the competency displayed in the search results and it will be displayed in the bottom text field. Do this for all competencies that you will be querying for. When you are finished with entering in all required competencies, click on the “OK” button. The Lookup Competency window will now close and selected competencies will be displayed in the “Comp. Codes” field of the Member Match window.

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USCG MOBILIZATION READINESS TRACKING TOOL

Module: Sourcing User: STEPHEN CHENG OPFAC: 21-06824 Role: SystemAdmin

GO TO... Scorecard Requirements Sourcing Volunteers Add Member Member Match Modules

Member Criteria

EmpID: Name (partial): Comp. Codes:

OPFAC: Rate: Class:

Gender: Pay Grade Range: To Servicing District:

DA Codes: Course Codes: TMT Codes:

Search Clear Fields

Members Export: <select> Record Count: 25

Drag a column header and drop it here to group by that column

Select	IMR	EmpID	Name	Rate	Pay Grade	Current Mob Status	Class	District AOR
No records to display.								

The next available field of query is the “OPFAC” field. Clicking on the binocular icon to the right of the “OPFAC” field will open the Lookup OPFAC window. Use this field if you are searching for qualified candidates at a specific unit or within an AOR, you can use the OPFAC field to narrow the search.

Lookup | OPFAC

<OPFAC> <Description> GO

Code	Description
01-05210	UG/UNIV OF MA AT LOWEL
01-11101	USCGC BIBB (WHEC 31)
01-11102	CGC CAMPBELL
01-11103	DUANE
01-11204	CGC CASCO WHEC 370
01-11205	CGC CASTLE ROCK WHEC
01-11207	CGC COOK INLET WHEC
01-11212	CGC HUMBOLDT WHEC 37

Page 1 of 4, items 1 to 100 of 400.

Click a row to add the item to the search criteria

OK

You can search for an OPFAC by entering in the OPFAC into the “<OPFAC>” field or a brief description of the OPFAC into the “<Description>” field and then clicking on the “GO” icon. Search results will then be displayed.

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Lookup | OPFAC

<OPFAC> forcecom **GO**

Code	Description
21-75110	FORCECOM (FC-1)
21-75110	FORCECOM (FC-2)
21-75110	FORCECOM (FC-3)
21-75110	FORCECOM (FC-4)
21-75110	FORCECOM (FC-5)
21-75110	FORCECOM (FC-6)
21-75110	FORCECOM (FC-7)
21-75110	FORCECOM (FC-8)
21-75110	FORCECOM (FC-09E1)
21-75110	FORCECOM (FC-13)

Click a row to add the item to the search criteria

21-75110 **OK**

To select the particular OPFAC, click on the OPFAC displayed in the search results and it will be displayed in the bottom text field. Do this for all OPFACs that you will be querying for. When you are finished with entering in all OPFACs, click on the “OK” button. The Lookup OPFAC window will now close and selected OPFACs will be displayed in the “OPFAC” field of the Member Match window.

MRTT TRAINING USCG MOBILIZATION READINESS TRACKING TOOL

Module: Sourcing User: STEPHEN CHENG OPFAC: 21-06824 Role: SystemAdmin

GO TO... Scorecard Requirements Sourcing Volunteers Add Member Member Match Modules

Member Criteria

EmpID: Name (partial): Comp. Codes: Class: Servicing District: TMT Codes:

OPFAC: Rate: **OFFICER** Pay Grade Range: Course Codes:

Gender: DA Codes: Search Clear Fields

Members

Drag a column header and drop it here to group by that column

Select	JMR	EmpID	Name	Pay Grade	Current Mob Status	Class	District AOR	Gender	Curr
No records to display.									

Rate Field: Clicking on the drop down menu on the right of the “Rate” field will open the menu. Select the appropriate rate that you will query for. The selected rate will now appear in the “Rate” field of the Member Match window.

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The screenshot shows the MRTT USCG Mobilization Readiness Tracking Tool interface. The top navigation bar includes "GO TO...", "Scorecard", "Requirements", "Sourcing", "Volunteers", "Add Member", "Member Match", and "Modules". The user is logged in as "STEPHEN CHENG" with the role of "SystemAdmin". The "Member Criteria" form is displayed, with fields for EmpID, Name (partial), Comp. Codes, OPFAC, Rate, Class, Gender, Pay Grade Range, Servicing District, DA Codes, Course Codes, and TMT Codes. The "Class" dropdown menu is open, showing options: "Selected Reserve", "Honorary", "Inactive", "Ready", "Reserve", "Inactive Standby", "Regular", "Reserve", "Retired", "Waiting age 60", "Selected Reserve", and "Unknown". A red arrow points to the dropdown arrow on the "Class" field, and another red arrow points to the "Selected Reserve" option in the dropdown menu. Below the form is a "Members" table with columns: Select, IMR, EmpID, Name, Rate, Pay Grade, Current Mob Status, Class, District AOR, Gender, and Current. The table is currently empty, displaying "No records to display." The "Export" dropdown is set to "<select>" and the "Record Count" is 25.

Class Field: Clicking on the drop down menu on the right of the “Class” field will open the menu. Select the appropriate component that you will query for. The selected component will now appear in the “Class” field of the Member Match window.

The screenshot shows the MRTT USCG Mobilization Readiness Tracking Tool interface. The top navigation bar includes "GO TO...", "Scorecard", "Requirements", "Sourcing", "Volunteers", "Add Member", "Member Match", and "Modules". The user is logged in as "STEPHEN CHENG" with the role of "SystemAdmin". The "Member Criteria" form is displayed, with fields for EmpID, Name (partial), Comp. Codes, OPFAC, Rate, Class, Gender, Pay Grade Range, Servicing District, DA Codes, Course Codes, and TMT Codes. The "Gender" dropdown menu is open, showing options: "Male", "Female", and "Male". A red arrow points to the dropdown arrow on the "Gender" field, and another red arrow points to the "Male" option in the dropdown menu. Below the form is a "Members" table with columns: Select, IMR, EmpID, Name, Rate, Pay Grade, Current Mob Status, Class, District AOR, Gender, and Current. The table is currently empty, displaying "No records to display." The "Export" dropdown is set to "<select>" and the "Record Count" is 25.

Gender Field: Clicking on the drop down menu on the right of the “Gender” field will open the menu. Select the appropriate gender that you will query for. The selected gender will now appear in the “Gender” field of the Member Match window.

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The screenshot shows the 'MRTT TRAINING' logo and 'USCG MOBILIZATION READINESS TRACKING TOOL' header. The user is logged in as 'STEPHEN CHENG' with role 'SystemAdmin'. The 'Member Criteria' section includes fields for EmpID, Name (partial), Comp. Codes, OPFAC, Rate, Class, Gender, Pay Grade Range (E1 to), Servicing District, DA Codes, and Course Codes. The 'Pay Grade Range' dropdown menu is open, showing a list of pay grades: 15, SES-1, SES-2, SES-3, SES-4, SES-5, CIV, and UNK. Red arrows point to the dropdown menu and the 'UNK' option.

Pay Grade Range Field: Clicking on the drop down menu on the right of the beginning pay range field will open the menu. Select the appropriate beginning pay grade that you will query for. The selected pay grade will now appear in the beginning pay grade field of the Member Match window. Clicking on the drop down menu on the right of the ending pay range field will open the menu. Select the appropriate ending pay grade that you will query for. The selected pay grade will now appear in the ending pay grade field of the Member Match window.

The screenshot shows the same 'MRTT TRAINING' interface. The 'Servicing District' dropdown menu is open, showing a list of districts: District 1, District 5, District 7, District 8, District 9, District 11, District 13, District 14, District 17, and DOG. Red arrows point to the dropdown menu and the 'District 11' option.

Servicing District Field: A Servicing District is defined as the district that members will be mobilized to vice the district they are coming from. For example, if a member from D14 is mobilized to fill as position in D8, the Servicing District would be D8. Clicking on the drop down menu on the right of the “Servicing District” field will open the menu. Select the appropriate servicing district that you will query for. The selected servicing district will now appear in the “Servicing District” field of the Member Match window.

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MRTT TRAINING USCG MOBILIZATION READINESS TRACKING TOOL

Module: Sourcing User: STEPHEN CHENG OPFAC: 21-06824 Role: SystemAdmin

GO TO... Scorecard Requirements Sourcing Volunteers Add Member Member Match Modules

Member Criteria

EmpID: Name (partial): Comp. Codes:

OPFAC: Rate: Class:

Gender: Pay Grade Range: To Servicing District:

DA Codes: Course Codes: TMT Codes:

Search Clear Fields

Members Export: <select> Record Count: 25

Drag a column header and drop it here to group by that column

Select	IMR	EmpID	Name	Rate	Pay Grade	Current Mob Status	Class	District AOR	Gender	Cur
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No records to display.

DA Codes Field: DA Codes allows you to search for C Schools, End of Course Tests, and Competencies that have been entered into Direct Access. Clicking on the binocular icon to the right of the “DA Codes” field will open up the Lookup School window.

Lookup | School

<Code> <Description> **GO**

Code	Description
610094	Critical Information System Te
BCANCCA1	Anesthes-Critical Care Med
BCIMCMA1	Int Med - Critical Care Med
CTCCNSA1	CCNS (APN: CNS) Critical Care
MC	Mission Critical

Click a row to add the item to the search criteria

OK

You can search for a school by entering in the school’s code into the “<Code>” field or a brief description of the school into the “<Description>” field and then clicking on the “GO” icon. Search results will then be displayed.

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Lookup | School

< Code> team GO

Code	Description
000648	INTRODUCTION TO TEAM COORDINAT
000652	TEAM COORDINATION TRAINING STU
2NDMTEST	2nd Mate Steam MV (ocean)
ASTENGSV	2nd Asst Engineer Steam Vsl
CGMT	CG Merit.Team Commendation
CHMAST	Chief Mate Steam MV (Ocean)
MSTST	Master Steam MV (ocean)

Click a row to add the item to the search criteria

000652 OK

To select the particular school, click on the school displayed in the search results and it will be displayed in the bottom text field. Do this for all schools that you will be querying for. When you are finished with entering in all schools, click on the “OK” button. The Lookup School window will now close and selected schools will be displayed in the “DA Codes” field of the Member Match window.

USCG MOBILIZATION READINESS TRACKING TOOL

Module: Sourcing User: STEPHEN CHENG OPFAC: 21-06824 Role: SystemAdmin

GO TO... Scorecard Requirements Sourcing Volunteers Add Member Member Match Modules

Member Criteria

EmpID: Name (partial): Comp. Codes: OPFAC: Rate: Class: Gender: Pay Grade Range: To Servicing District: DA Codes: Course Codes: TMT Codes:

Search Clear Fields

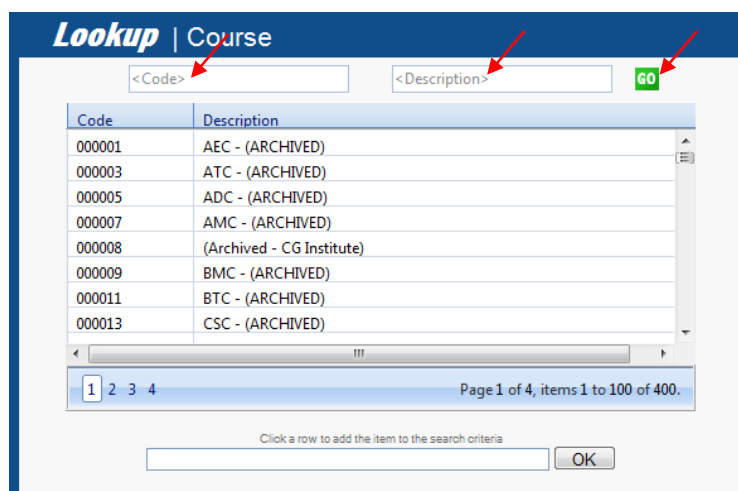
Members Export: <select> Record Count: 25

Drag a column header and drop it here to group by that column

Select	IMR	EmpID	Name	Rate	Pay Grade	Current Mob Status	Class	District AOR	Gender	Curr
No records to display.										

Course Codes Field: Course Codes refer to Coast Guard A or C courses. Course Codes can also be located at the U.S. Coast Guards Training Quota Management Center’s website at <http://www2.tracenpetaluma.com/tqc/CourseSearch.asp>. Clicking on the binocular icon to the right of the “Course Codes” field will open up the Lookup Course window.

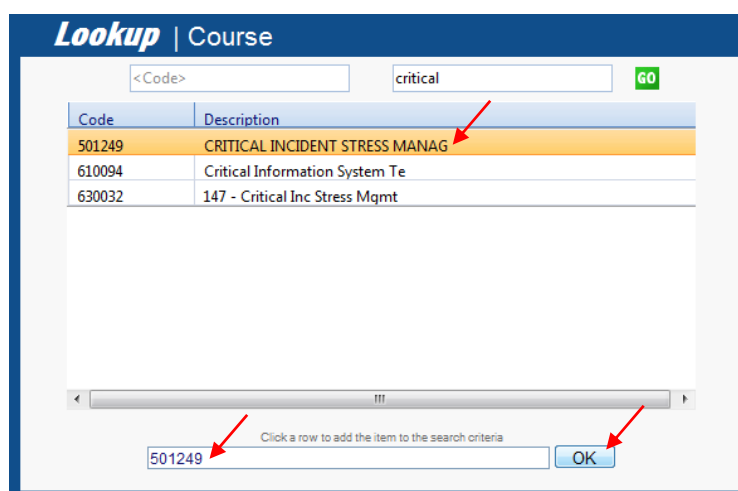
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The screenshot shows the 'Lookup | Course' window. At the top, there are two input fields: '<Code>' and '<Description>'. To the right of these fields is a green 'GO' button. Below the input fields is a table with two columns: 'Code' and 'Description'. The table contains several rows of archived courses. At the bottom of the window, there is a pagination bar showing 'Page 1 of 4, items 1 to 100 of 400.' and an 'OK' button.

Code	Description
000001	AEC - (ARCHIVED)
000003	ATC - (ARCHIVED)
000005	ADC - (ARCHIVED)
000007	AMC - (ARCHIVED)
000008	(Archived - CG Institute)
000009	BMC - (ARCHIVED)
000011	BTC - (ARCHIVED)
000013	CSC - (ARCHIVED)

You can search for a course by entering in the course's code into the "<Code>" field or a brief description of the course into the "<Description>" field and then clicking on the "GO" icon. Search results will then be displayed.



The screenshot shows the 'Lookup | Course' window with search results. The '<Code>' field is empty, and the '<Description>' field contains the word 'critical'. The 'GO' button is visible. The table below shows three results. The first row, '501249 CRITICAL INCIDENT STRESS MANAG', is highlighted in orange. At the bottom, there is a text field containing '501249' and an 'OK' button.

Code	Description
501249	CRITICAL INCIDENT STRESS MANAG
610094	Critical Information System Te
630032	147 - Critical Inc Stress Mgmt

To select the particular course, click on the course displayed in the search results and it will be displayed in the bottom text field. Do this for all courses that you will be querying for. When you are finished with entering in all courses, click on the "OK" button. The Lookup Course window will now close and selected courses will be displayed in the "Course Codes" field of the Member Match window.

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MRTT TRAINING USCG MOBILIZATION READINESS TRACKING TOOL

Module: Sourcing User: STEPHEN CHENG OPFAC: 21-06824 Role: SystemAdmin

GO TO... Scorecard Requirements Sourcing Volunteers Add Member Member Match Modules

Member Criteria

EmpID: Name (partial): Comp. Codes:

OPFAC: Rate: Class:

Gender: Pay Grade Range: To Servicing District:

DA Codes: Course Codes: TMT Codes:

Members Export: Record Count:

Drag a column header and drop it here to group by that column

Select	IMR	EmpID	Name	Rate	Pay Grade	Current Mob Status	Class	District AOR	Gender	Cur
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No records to display.

TMT Codes Field: This field pulls codes from the Training Management Tool (TMT). Some courses not listed in the TQC formal course list will be listed here, specifically National Incident Management System (NIMS) Incident Command System (ICS) courses. Additionally, TMT codes will provide currency information for qualifications that have a recurring qualification/currency requirement to be considered “qualified” or “certified” (e.g., weapons, coxswain, ICS, etc.). Clicking on the binocular icon to the right of the “TMT Codes” field will open up the Lookup Qual window.

Lookup | Qual

<Code> <Description>

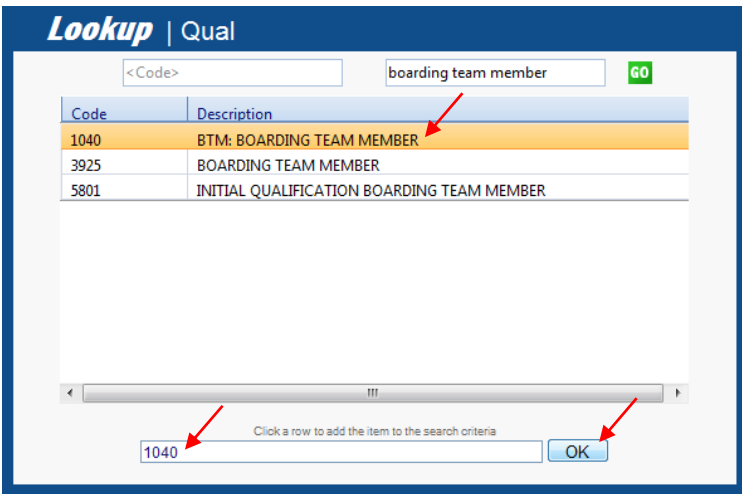
Code	Description
1038	SPC-AB BOAT CREW MEMBER
1039	BO: BOARDING OFFICER
1040	BTM: BOARDING TEAM MEMBER
1041	CURRENCY BOAT CREW MEMBER (UTB)
1042	CURRENCY ENGINEER (UTB)
1043	CURRENCY COXSWAIN (UTB)
1044	ALL HANDS GMT FOR A STATION
1045	MLB: 44 FT SMALL BOAT CREW MEMBER

Page 1 of 4, items 1 to 100 of 400.

Click a row to add the item to the search criteria

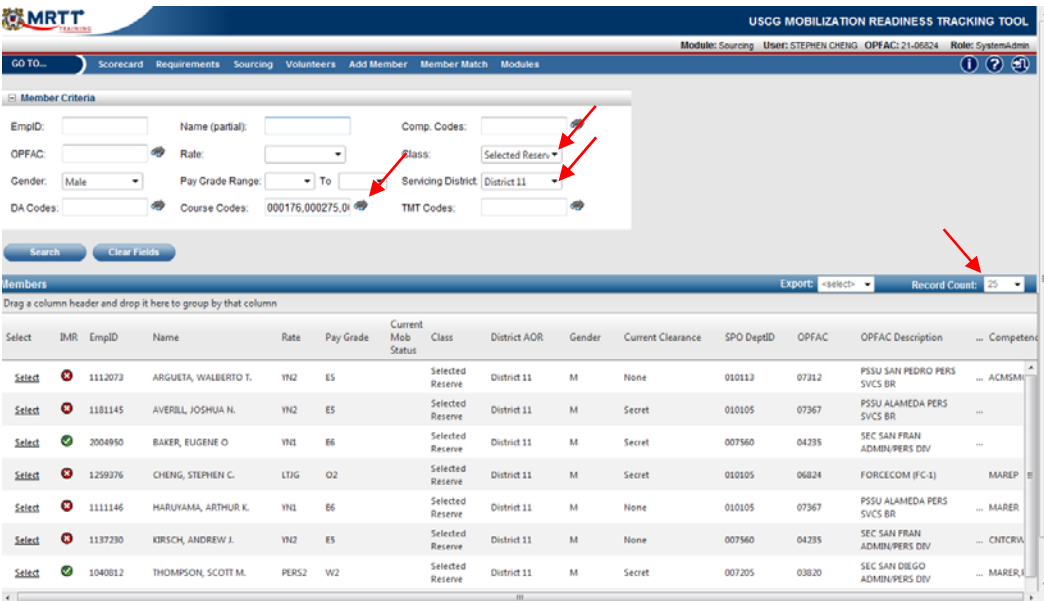
You can search for a qualification by entering in the qualification’s code into the “<Code>” field or a brief description of the qualification into the “<Description>” field and then clicking on the “GO” icon. Search results will then be displayed.

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To select the particular qualification, click on the qualification displayed in the search results and it will be displayed in the bottom text field. Do this for all qualifications that you will be querying for. When you are finished with entering in all qualifications, click on the “OK” button. The Lookup Qual window will now close and selected qualifications will be displayed in the “TMT Codes” field of the Member Match window.

Sample of Queried Candidates



In the above example, a list of (25) maximum candidates was queried for the following characteristics: Selected Reserve, Male, District 11, course codes of Yeoman First class, Yeoman Second class and Yeoman Third class.

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Viewing Service Member's Record

The screenshot shows the MRTT interface with the following details:

- Module:** Sourcing, **User:** STEPHEN CHENG, **OPFAC:** 21-06024, **Role:** SystemAdmin
- Member Criteria:** EmpID, Name (partial), Comp. Codes, OPFAC, Rate, Class, Gender, Pay Grade Range, Servicing District, DA Codes, Course Codes, TMT Codes.
- Members Table:**

Select	EMR	EmpID	Name	Rate	Pay Grade	Current Mob Status	Class	District AOR	Gender	Current Clearance	SPO DeptID	OPFAC	OPFAC Description	Competency
Select		1112073	ARGUETA, WALBERTO T.	YN2	E5	Selected Reserve		District 11	M	None	010113	07312	PSSU SAN PEDRO PERS SVCS BR	ACSM
Select		1181145	AVERILL, JOSHUA N.	YN2	E5	Selected Reserve		District 11	M	Secret	010105	07367	PSSU ALAMEDA PERS SVCS BR	
Select		2004950	BAKER, EUGENE O.	YN1	E6	Selected Reserve		District 11	M	Secret	007560	04235	SEC SAN FRAN ADMIN/PERS DEV	
Select		1259376	CHENG, STEPHEN C.	LTDG	O2	Selected Reserve		District 11	M	Secret	010105	06824	FORCECOM (F-C-1)	MARREP
Select		1111146	HARUKAMA, ARTHUR K.	YN1	E6	Selected Reserve		District 11	M	None	010105	07367	PSSU ALAMEDA PERS SVCS BR	MARER
Select		1137230	KIRSCH, ANDREW J.	YN2	E5	Selected Reserve		District 11	M	None	007560	04235	SEC SAN FRAN ADMIN/PERS DEV	CNTORA
Select		1040812	THOMPSON, SCOTT M.	PERS2	W2	Selected Reserve		District 11	M	Secret	007205	03820	SEC SAN DIEGO ADMIN/PERS DEV	MARER

You can view more detailed information of each queried result by clicking on “Select” to the left of each search result. This will open the specific service member’s record.

The screenshot shows the detailed record for Stephen C. Cheng with the following information:

- USCG Service Member: CHENG, STEPHEN C.**
- Basic Info:** Employee ID: 1259376, Name: CHENG, STEPHEN C., Rate: [dropdown], Pay Grade: O2, Class: Selected Reserve, Gender: Male, Address Line 1: 941 Shorepoint Ct, Address Line 2: Apt #F327, City: Alameda, State: California, Zip: 94501, Current Clearance: [dropdown], Clearance Date: [dropdown].
- Readiness Information:**

Inv. Type:	Last Physical:	Current Mob Mode:
MRTT District: District 11	6/17/2008	Updated Shots: No
ASQ Updated:	Salary Plan: OFF	Employee RCD: 0
Duty Type: E	Last Dental: 3/1/2010	Flu Shot Updated: No
Overweight: No	Dental Class: 2	

From the service member’s record you can view information of the member from the Basic Information, Additional Information, Competency Codes, DA Accomplishments, Courses, TMT and Validation tabs.

MRTT Candidate List Extraction – Job Aid

Exporting Queried Candidate List

After you have completed a query for candidates, such as in the previous example, you can export the query results from MRTT to two file formats. The first being comma-separated values (CSV) and second being Microsoft Excel (.xls).

Normally files should be exported into Microsoft Excel (.xls) so they can easily be imported into vetting templates used in FC-1.

To export the queried results, click the “Export” drop down menu located on the right portion of the Members query results title bar and select which file format you would like to export to.

Select	IMR	EmpID	Name	Rate	Pay Grade	Current Mob Status	Class	District AOR	Gender	Current Clearance	SP
Select	✖	1112073	ARGUETA, WALBERTO T.	YN2	E5		Selected Reserve	District 11	M	None	
Select	✖	1181145	AVERILL, JOSHUA N.	YN2	E5		Selected Reserve	District 11	M	Secret	
Select	⚠	2004950	BAKER, EUGENE O	YN1	E6		Selected Reserve	District 11	M	Secret	
Select	✖	1259376	CHENG, STEPHEN C.	LTJG	O2		Selected Reserve	District 11	M	Secret	
Select	✖	1111146	HARUYAMA, ARTHUR K.	YN1	E6		Selected Reserve	District 11	M	None	
Select	✖	1137230	KIRSCH, ANDREW J.	YN2	E5		Selected Reserve	District 11	M	None	
Select	✔	1040812	THOMPSON, SCOTT M.	PERS2	W2		Selected Reserve	District 11	M	Secret	
Select	✖	1254311	ZELL, EDBERT C.	BM2	E5		Selected Reserve	District 11	M	Secret	

After selecting the file format you would like to export to, MRTT will open a File Download window for you to save the exported file. Notice the difference in the file extensions, one being .csv and the other .xls from the File Download window. Click on the Open button to open and view the file. Click on the Save button to open the Save As window and browse to the location you would like to save the file to.

File Download

Do you want to open or save this file?

Name: MRTTData.csv
Type: Microsoft Office Excel Comma Separated Values ...
From: www.uscg-mrttcoms.net

Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

File Download

Do you want to open or save this file?

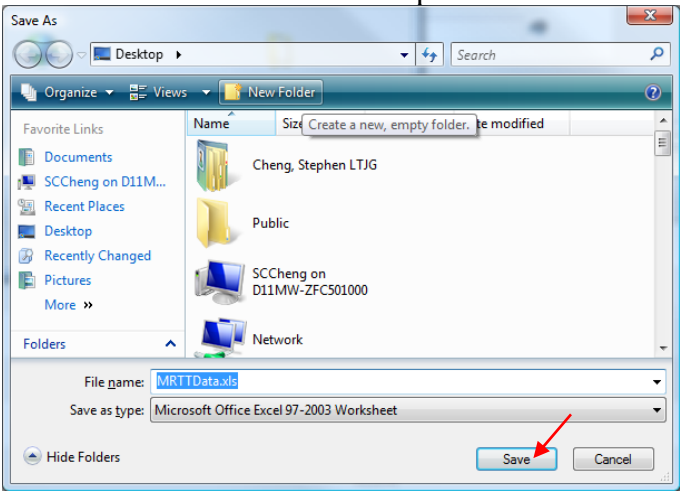
Name: MRTTData.xls
Type: Microsoft Office Excel 97-2003 Worksheet, 18.0KB
From: www.uscg-mrttcoms.net

Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

MRTT Candidate List Extraction – Job Aid

If you selected to save the file, click the Save button again to save the exported file from the Save As window that opens.



Viewing the Exported File

Information from the exported candidate list include: EMPLID, Name, Rate, Pay Grade, Current Mob Status, Class, District AOR, SPO Dept ID, OPFAC Description, Competency Codes, DA Accomplishments, Course Codes and TMT Codes.

1	EMPLID	Name	Rate	Pay G	Current Mob Stat	Class	District AOR	Gen	Current	SPO Dept ID	OPFAC	OPFAC Des	Pos No	Competency Co	DA Accom	Course Co	TMT Code
2	1112073	ARGUETA, WALEY N2	E5			Selected R District 11	M	None	010113	07312	PSSU SAN PE	00044067	ACMSMGRACMS	ASVAB_AR	501275	00045	
3	1181145	AVERILL, JOSHU YN2	E5			Selected R District 11	M	Secret	010105	07367	PSSU ALAMEI	00049345	CGMNASVA	000176	00066		
4	2004950	BAKER, EUGENE YN1	E5			Selected R District 11	M	Secret	007560	04235	SEC SAN FRA	00050850	MED	CGPUC	000662	00017	
5	1259376	CHENG, STEPHEN LTJG	O2			Selected R District 11	M	None	010105	06824	FORCECOM		MAREP	CGMOBDEV	000662	50124	
6	1111146	HARUYAMA, ARIYU N1	E5			Selected R District 11	M	None	010105	07367	PSSU ALAMEI	00049344	MAREP	ASVAB_MK	540720	50020	
7	1137230	KIRSCH, ANDREI YN2	E5			Selected R District 11	M	None	007560	04235	SEC SAN FRA	00050849	CNTRWRB	CRWASVAB_CS	500660	00066	2547.4896.29
8	1040812	THOMPSON, SCIPERS2 W2				Selected R District 11	M	Secret	007205	03820	SEC SAN DIEG	00050838	MAREP	PERUL	PEASVAB_CS	400469	00017
9	1254311	ZELL, EDBERT C BM2	E5			Selected R District 11	M	Secret	007326	00887	CG STA LA LO	00046952	CNTRWRB	AFQT ASVAE	566666	50124	4711.4953.48

End