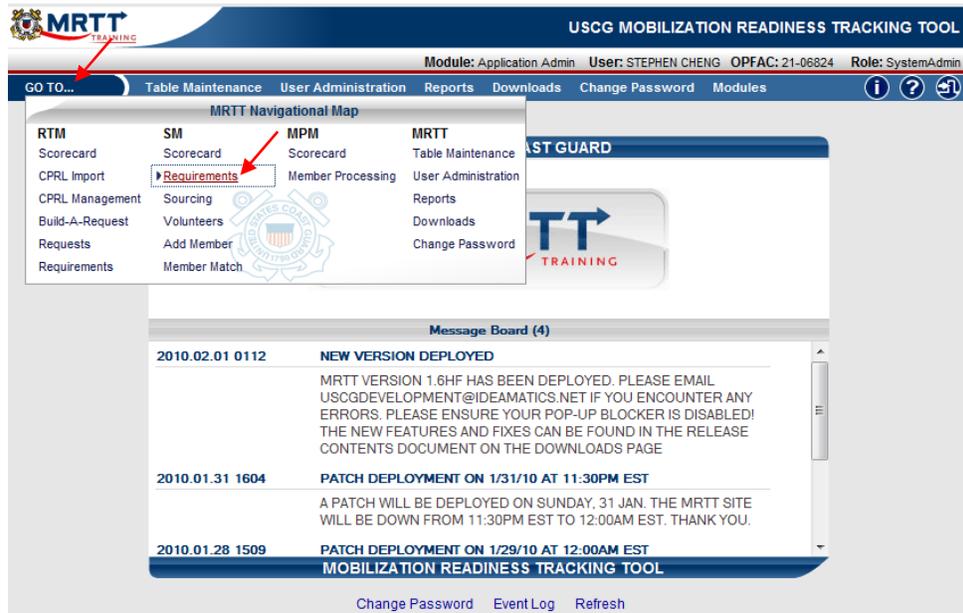# MRTT Requirement Sourcing – Job Aid
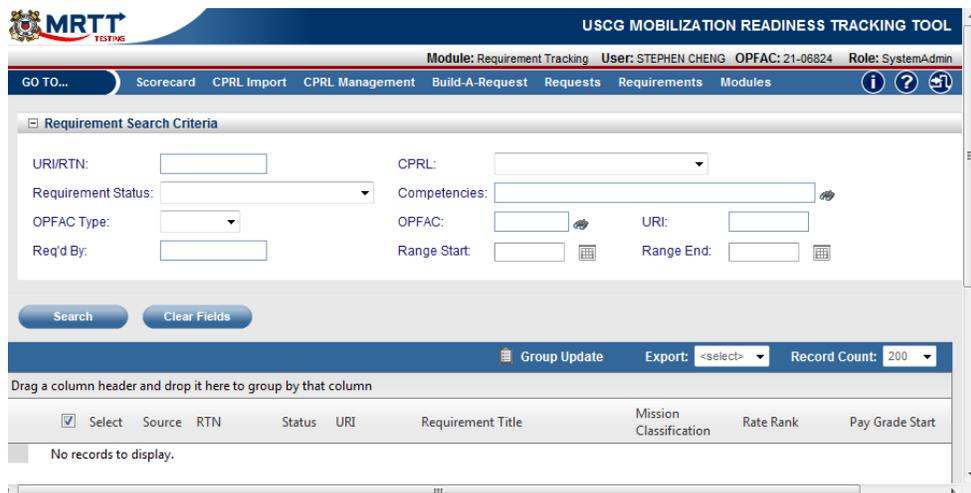
Purpose
Provide a brief summary of the procedures necessary to successfully source a requirement in MRTT.

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 "Requirements" from the Sourcing Module (SM) column of the "GO TO…" menu.

The Requirement Tracking window will now appear.

MRTT Requirement Sourcing – Job Aid

Enter the URI of the request or RTN of the requirement into the "URI/RTN" field and click the Search button to query the request or requirement.

The queried request or requirement will now be displayed in the search results. Clicking on Select will open the requirement to be viewed. Clicking on Source will open the Sourcing window for the requirement.

MRTT Requirement Sourcing – Job Aid

The Sourcing window will open in the Sourcing tab. Click on the Requirement tab to continue.

Ensure all data is correct on the Requirement tab. After validated for accuracy, click on the Operational Detail tab to continue.

Continued on next page.

MRTT Requirement Sourcing – Job Aid

On the Operational Detail tab, click on the drop down menu of the Operational Category field and select the correct Operational Category: Major Disasters; Orders Type: Title 14 U.S.C. 712 – INVOLUNTARY; Funding Cost Center: 33272 MODU DEEPWATER HORIZION RESPONSE
Tasking Command: Your District
Servicing District: District 8
Tasking Status: SOURCED
The Operational Detail screen should be virtually the same with the exception of Servicing District.

Next select the Sourcing Tab and add Begin, Report and End Date in accordance with mobilization message.

Ensure the "Begin Date" and "End Date" fields contain the correct data. If the begin date or end date are incorrect, click on the calendar icon next to the respective field and enter in the correct date.

Note: INCONUS = 1 day Travel Time and OUTCONUS = 2 days Travel Time added to report date for Begin Date.

If there was a by name candidate entered into the requirement, the member will be listed in the By Name Candidate section of the Sourcing tab. If the by name candidate is to be sourced into the requirement, click on Select to the left of the by name candidate.

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Selecting the by name candidate will populate the candidate's information into the sourcing tab. Click on the Message tab to continue.

NOTE: If there is no by name candidate listed or if the listed by name candidate is not to be sourced into the requirement, click on the Message tab to continue.

Next, click on the drop down menu of the "Message Template" field and select the correct message template.

Click on Member Match Tab to continue.

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If there is no by name candidate listed or if the listed by name candidate is not to be sourced into the requirement, enter the employee ID of the member in accordance with the mobilization message into the "EmpID" field and click on the Search button.

Under the Member Match tab if EMLID is correct the name displayed in MRTT should match the mobilization message. Click on Select see next page.

You will then be brought back to the Sourcing tab. Notice the member you selected from the Member Match tab will now have been populated into the Sourcing tab.

If there were no errors discovered, source the member by hovering over the Coast Guard Insignia and select SAVE.

MRTT Requirement Sourcing – Job Aid
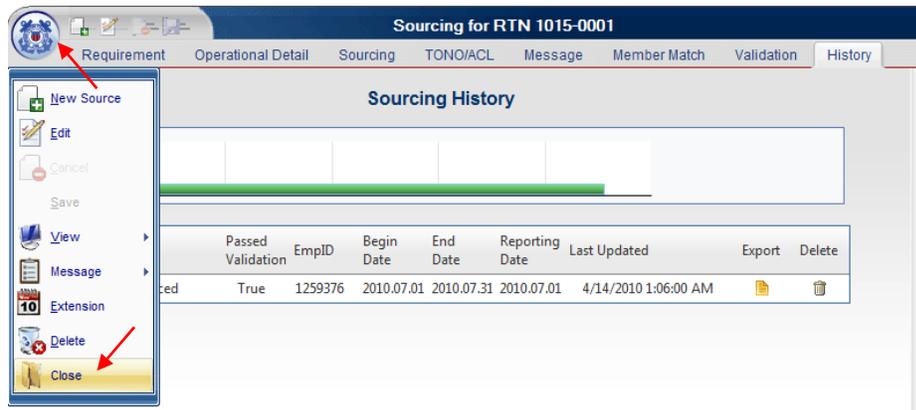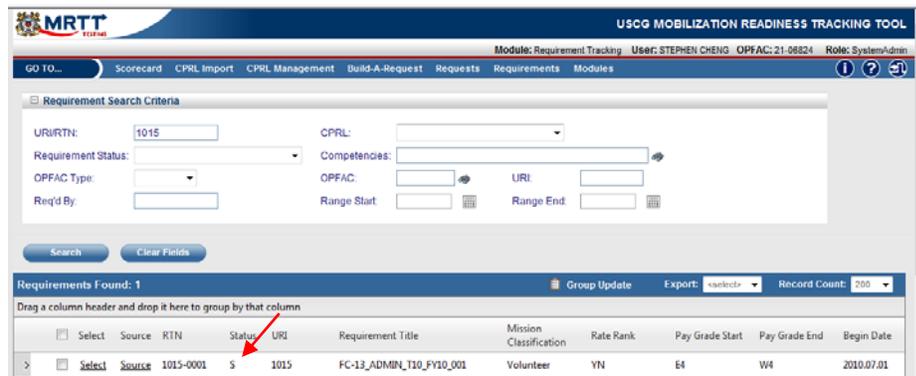

Mouse over the Coast Guard shield to initiate the left drop down menu and click on Close to properly exit out of the Sourcing window and return to MRTT.

Go back to the Requirement Tracking window and search for the requirement again.

Notice that the Status of the requirement has now changed to show it has been sourced.

End

Continued on next page.