# Endorsing/Approving Mobilization Applications

### Overview

Introduction	This guide provides the procedures for endorsing and a denying Mobilization applications submitted by member Access (DA).	
Important Information	Users must have the following DA User Roles to endor Mobilization applications: • CG MOB RESUME ENDORSER user role to end	
	• CG_MOB_APPROVER user role to approve application	11
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Contents	CG_MOB_APPROVER user role to approve applica     Topic	11
Contents		ations

#### **Endorsing Mobilization Applications**

**Introduction** This section provides the procedures for a Command Endorser to endorse a Mobilization application in DA.

**Procedures** See below.

Action
Click on the Mobilization tile.
Mobilization
Select the My Mabilization Approvals option
Select the My Mobilization Approvals option.
Requirement Sourcing
My Mobilization Approvals
The My Mobilization Approvals page will display. Select the <b>Requests I am Approver for</b> radio button. Leave the Approval Status as <b>Pending</b> and click <b>Populate Grid</b> .          My Mobilization Approvals         Lady Marian         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         Pending         From Date:         Image:         Populate Grid         Refresh
A list of Mobilization applications pending approval will display. Locate the
appropriate application and click View Application.
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# Endorsing Mobilization Applications, Continued

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# Endorsing Mobilization Applications, Continued

Procedures,

continued

Step		Action	
6	To forward	the member's resume to the next Command En	dorser, enter the Next
	<b>Endorser's</b>	Empl ID and click Save.	
	Next Endorser:	1122334 Little John	
	Member Resume	I	Find First 🕢 1-2 of 2 🕟 Last
	Application Date	Comments	Request/Requirement Number(s):
	08/08/2022	Comments are required.	10010023/10002
	Application Date	Comments	Request/Requirement Number(s):
	06/22/2022	I have been activated multiple times for past events. Looking to help in a General environment at the border.	10009695/10028 10009695/10029
		R/ YN1 Hood	10009695/10035
	Save		
7	The member	r's resume will be forwarded to the next Comm	hand Endorser.

### **Approving or Denying Mobilization Applications**

**Introduction** This section provides the procedures for a Command Endorser to approve or deny a Mobilization application in DA.

**Procedures** See below.

Step	Action
1	Click on the <b>Mobilization</b> tile.
	Mobilization
1.5	Select the My Mobilization Approvals option.
	Requirement Sourcing
	hter Machilizzation Annual
	My Mobilization Approvals
2	The My Mobilization Approvals page will display. Select the <b>Requests I am</b> <b>Approver for</b> radio button. Leave the Approval Status as <b>Pending</b> and click <b>Populate Grid</b> .
	My Mobilization Approvals
	Lady Marian
	<ol> <li>'Submitted Approval Requests' allows users to display Endorsements they have submitted for approval.</li> <li>'Requests I am Approver For' allows users to display Endorsements submitted to them for approval.</li> </ol>
	3. Refresh button clears the grid and defaults it back to 'Submitted Approval Requests'.
	<ol> <li>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.</li> </ol>
	O Submitted Approval Requests I am Approver for
	Approval Status:
	From Date:
	To Date: Populate Grid Refresh

## Approving or Denying Mobilization Applications, Continued

Procedures,

continued

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		nd Approval					<b>p</b>					Per	sonalize   Find   🕼	🛙   🔜 🛛 First 🔅	🚯 1-8 of 8 🛞 Last
	Applic	ation Date A	applicant Applicant P	Name Approver Oper ID		Request Title		Requirement Nbr	Requirem	ent Title	Requireme Status	operational Name	Begin Date End	Date Approval Status	Detail
	1 06/22/	2022 1	234567 Robin Ho	od 9876543		95 SOUTHWEST		10031	RIO GRA	NDE - O	SENERAL Cancelled	SOUTHWEST BORDER 2022	06/13/2022 09/1	0/2022 Pending	View Application
	2 06/22/	2022 1	234567 Robin Ho	od 9876543		95 SOUTHWEST		10032	EL CENT	RO - GE	ENERAL Cancelled	SOUTHWEST BORDER 2022	06/13/2022 09/1	0/2022 Pending	View Application
	3 06/22/	2022 1	234567 Robin Ho	od 9876543	Lady Marian 100096	95 SOUTHWEST	T BORDER	10034	TUCSON	- GENE	RAL Cancelled	SOUTHWEST BORDER 2022	06/13/2022 09/1	0/2022 Pending	View Application
	4 08/08/	2022 1	234567 Robin Ho	od 9876543	Lady Marian 100100	23 PPC ETS TR	AVEL ASSIST ER	10002	PPC ETS	TRAVE	LASSIST Open	Not Applicable	09/26/2022 03/2	4/2023 Pending	View Application
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				cation endorseme	ent request and click Sa	IVE									
					in Next Endorser field,	select the rec		reassign and	d click Sa	ve.					
	Name: Rank:		Robin Hood YN1		Empl I Rea Re	D: 12345 egion: Resen									
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	Emai Addre Requ	il Address esses irements Select	you are Appro	Requirement Nbr	PPC ETS TRAVEL ASSIST TEAM MEMBER		09/26/2022		Region	YN		Application Date	Withdraw	Application	Status
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## Approving or Denying Mobilization Applications, Continued

Procedures,

continued

Step														
5	The Requirement Details will display. Click <b>Return to Search</b> to return to the member's application.												n to the	
	Mobilizatn -Requiremnt Posting												×	
		bilizath -Requiremnt Posting  Requiremnt Details Posting Title: PPC ETS TRAVEL ASSIST TEAM MEMBER Primary Duties: SHORT TERM NON CONTINGENCY ADOS AO FOR T-PAX/FUNDS MANAGERS Desired Skill Set: Must have vast knowledge of travel policy and current travel business processes, tonoftravel orders creation. Those with training experience will be preferred Retain SME-Will be managing all Travel Saist Teams and working alongside AD Travel Branch Chief (CWO) and Travel Management Office Project Lead (O5). Will be in charge of TST duty schedules, training modules for workforce, weekly after actions for PPC Executive Director Eligible Grade: E6 Competencies: Officer Specialty Codes: Honors & Awards: Languages: Licenses & Certifications: Degrees: Courses: Special Instructions: Return to Search										nent Office		
6	the A	App	licatio	n Statu	the requise to App the App	orove	d. If t	the m	em	be	r is not			
			you are Approv		•••••••					•		nalize   Find   🔄	First	④ 1-4 of 4   Last
		Select	Request Nbr	Requirement Nbr	Requirement Title	Requirement Status	Begin Date	End Date	Reg Regior	Rate	Department Type	Application Date	Withdraw	Application Status
	1		10010023	10002	PPC ETS TRAVEL ASSIST TEAM MEMBER	Open	09/26/2022	03/24/2023	RSV	YN	Center, Other	08/08/2022		Pending V
	2		10009695	10028	EAGLE PASS - GENERAL	Open	08/01/2022	09/30/2022	RSV	ANY	Headquarters	06/22/2022		Denied
	3		10009695	10035	LAREDO- GENERAL	Filled	08/01/2022	09/30/2022	RSV	ANY	Headquarters	06/22/2022		Approved
	4		10009695	10029	LAREDO, TX - GENERAL SWB	Open	08/01/2022	09/30/2022	RSV	ANY	Headquarters	06/22/2022		Approved
	<u> </u>													

## Approving or Denying Mobilization Applications, Continued

#### Procedures,

continued

Step							Ac	tion									
7	Cli	ick S	ave. T	he men	nber's rea	sume	is no	w in	an .	Ap	proved	status (	(or De	nied			
	status, depending on selection in Step 6). To exit, 'X' out											of the p	age.				
	Requirements you are Approver For Perso												First (	🜒 1-4 of 4 🕑 Last			
		Select	Request Nbr	Requirement Nbr	Requirement Title	Requirement Status	Begin Date	End Date	Reg Region	Rate	Department Type	Application Date	Withdraw	Application Status			
	1		10010023	10002	PPC ETS TRAVEL ASSIST TEAM MEMBER	Open	09/26/2022	03/24/2023	RSV	YN	Center, Other	08/08/2022		Approved V			
	2		10009695	10028	EAGLE PASS - GENERAL	Open	08/01/2022	09/30/2022	RSV	ANY	Headquarters	06/22/2022		Approved			
	3		10009695	10035	LAREDO- GENERAL	Filled	08/01/2022	09/30/2022	RSV	ANY	Headquarters	06/22/2022		Approved			
	4		10009695	10029	LAREDO, TX - GENERAL SWB	Open	08/01/2022	09/30/2022	RSV	ANY	Headquarters	06/22/2022		Approved			
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