

U.S. Coast Guard



Direct Access Mobilization Self-Service User Guide

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1 INTRODUCTION

This guide provides the procedures for searching and applying for Mobilization volunteer opportunities via Direct Access. Users must have a Direct Access account in order to search and apply for available openings.

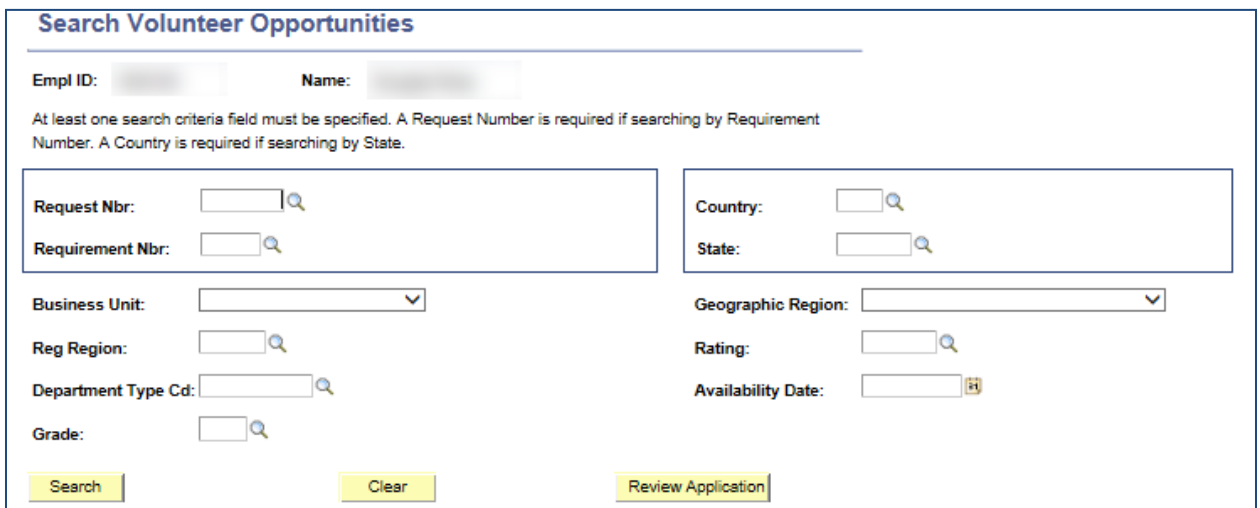
2 SEARCH MOBILIZATION VOLUNTEER OPPORTUNITIES

Users are able to view a list of Mobilization volunteer opportunities, based on a variety of search criteria, using Self-Service.

1. Select the [Mobilization Resume](#) link under Tasks in the Employee pagelet.



2. You will be directed to the Search Volunteer Opportunities page.



3. You can use any, all, or one of the search criteria to define your requirement search. **At least one search criteria must be specified.** The more criteria you define the more specific your requirement search and results will be. To define your search criteria, make selections using the magnifying glass icon located to the right of each row.

Field	Description/Instructions
Request Nbr	Search for available openings by the Request Number associated with the requirement. NOTE: A Request Number is required if searching by Requirement Number. Leave blank to search for any Request Number
Requirement Nbr	Search for available openings by Requirement Number. NOTE: A Requirement Number can only be selected after selecting the related Request Number. Leave blank to search for any Requirement Number
Country	Search for available openings by Country. NOTE: A County is required if searching by State. Leave blank to search for an Country
State	Search for available openings by State. Leave blank to search for any State
Business Unit	Search for available openings by the Business Unit required for the requirement. Available values include: CIVCG for Coast Guard Civilians ENLCG for Coast Guard Enlisted members OFFCG for Coast Guard Officers WARCG for Coast Guard Warrant members Leave blank to search for any Business Unit
Reg Region	Search for available openings by the Reg Region required for the requirement. Available values include: AD for Active Duty members NOMIL for Civilian members RSV for Reservists Leave blank to search for any Reg Region
Department Type Cd	Search for available openings by the Department Type Code associated with the destination department of the requirement. Leave blank to search for any Department Type Cd
Grade	Search for available openings by the Grade required for the requirement. Leave blank to search for any Grade
Geographic Region	Search for available openings by the Geographic Region of the destination department of the requirement. Available values include: Afloat OCONUS Leave blank to search for any Geographic Region
Rating	Search for available openings by the Rate required for the requirement. Leave blank to search for any Rating
Availability Date	Enter the date you will be available to start. Leave blank to search for any Availability Date

4. Click the Search button.

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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>Request Nbr: <input type="text"/></p> <p>Requirement Nbr: <input type="text"/></p> <p>Business Unit: <input type="text"/></p> <p>Reg Region: <input type="text"/></p> <p>Department Type Cd: <input type="text"/></p> <p>Grade: <input type="text" value="E4"/></p>	<p>Country: <input type="text"/></p> <p>State: <input type="text"/></p> <p>Geographic Region: <input type="text" value="Afloat"/></p> <p>Rating: <input type="text"/></p> <p>Availability Date: <input type="text"/></p>
<p><input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Review Application"/></p>	

5. The Volunteer Opportunities search results will display in the grid below the criteria.

Apply	Request Nbr	Requirement Nbr	Requirement Title	Operational Name	Geographic Location	Geographic Region	Reg Region	Business Unit	Department Type Cd	Rate	ICS Command	Begin Date	End Date
<input type="checkbox"/>	10000002	10006	MALFO - IA	MODU DEEP WATER HORIZON	Illinois-JOHNSON	Afloat, OCONUS	AD	OFFCG	NAVY SHIP		Not Applicable	03/13/2017	09/30/2018
<input type="checkbox"/>	10000002	10015	MALFO - WA	MODU DEEP WATER HORIZON	Washington-THURSTON	Afloat, OCONUS	AD	OFFCG	NAVY SHIP		Not Applicable	03/13/2017	09/30/2018
<input type="checkbox"/>	10000002	10016	MALFO - ROU	MODU DEEP WATER HORIZON	Romania-BUCHAREST	Afloat, OCONUS	AD	OFFCG	NAVY SHIP		Not Applicable	03/13/2017	11/30/2018
<input type="checkbox"/>	10000002	10017	MALFO - CRI	MODU DEEP WATER HORIZON	Costa Rica-CORAL SEA ISLANDS	Afloat, OCONUS	AD	OFFCG	NAVY SHIP		Not Applicable	03/13/2017	09/30/2018
<input type="checkbox"/>	10000002	10018	MALFO - CMR	MODU DEEP WATER HORIZON	Cameroon-MAROUA	Afloat, OCONUS	AD	OFFCG	NAVY SHIP		Not Applicable	03/13/2017	09/30/2018
<input type="checkbox"/>	10000002	10019	MALFO - CMR	MODU DEEP WATER HORIZON	Cameroon-YAOUNDE	Afloat, OCONUS	AD	OFFCG	NAVY SHIP		Not Applicable	03/13/2017	09/30/2018

6. Click the blue Requirement Title hyperlink to view details of a particular requirement.

Apply	Request Nbr	Requirement Nbr	Requirement Title	Operational Name	Geographic Location	Geographic Region	Reg Region
<input type="checkbox"/>	10000002	10006	MALFO - IA ←	MODU DEEP WATER HORIZON	Illinois-JOHNSON	Afloat, OCONUS	AD
<input type="checkbox"/>	10000002	10015	MALFO - WA	MODU DEEP WATER HORIZON	Washington-THURSTON	Afloat, OCONUS	AD
<input type="checkbox"/>	10000002	10016	MALFO - ROU	MODU DEEP WATER HORIZON	Romania-BUCHAREST	Afloat, OCONUS	AD
<input type="checkbox"/>	10000002	10017	MALFO - CRI	MODU DEEP WATER HORIZON	Costa Rica-CORAL SEA ISLANDS	Afloat, OCONUS	AD

7. You will be directed to the Requirement Details page. The Requirement Details will display Primary Duties, Desired Skill Set, Eligible Grades, Special Instructions and Qualifications (Competencies, Licenses, Degrees, Honors/Awards, Courses, and Languages) required for the requirement.

Requirement Details

Posting Title: MALFO - ARE

Primary Duties:
Marine Environmental Response Asset Line Field Office (MALFO). The MALFO is coordinated through SILC to provide in-theatre support for Coast Guard-owned environmental response equipment during a major pollution incident.

Desired Skill Set:

Eligible Grades:
E2
E3
E4
E5
E6

Competency:
AMT1 - AMT1 ERATS

Officer Specialty Codes:
CG-OAF12 - Ice Operations (OSC)

Honors & Awards:
CG2546 - PHS Crisis Resp Service Award

Languages:
PO - Portuguese

Licenses & Certifications:
BCACVCA1 - ACVCP Vet Clin Pharmacology

Degrees:
MEE - Master of Electrical Enginrg

Courses:
000202 - AVIONICS TECHNICIAN SECOND CLA
100028 - Intro to Confined Space Entry

Special Instructions:
U.S. Passport Required - Blue
Overseas Screening

[Return to Search](#)

8. After reviewing the details of the requirement, click the Return to Search button.

Languages:
PO - Portuguese

Licenses & Certifications:
BCACVCA1 - ACVCP Vet Clin Pharmacology

Degrees:
MEE - Master of Electrical Enginrg

Courses:
000202 - AVIONICS TECHNICIAN SECOND CLA
100028 - Intro to Confined Space Entry

Special Instructions:
U.S. Passport Required - Blue
Overseas Screening

[Return to Search](#)

9. You will be brought back to the Search Volunteer Opportunities page.
10. Use the Apply checkbox to select any requirements that you wish to apply for.

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	Apply	Request Nbr	Requirement Nbr	Requirement Title	Operational Name	Geographic Location	Geographic Region	Reg Region	Business Unit
1	<input checked="" type="checkbox"/>	10000002	10004	MALFO - ARE	MODU DEEP WATER HORIZON	United Arab Emirates-AL FUJAYR	Afloat, OCONUS	AD	OFFCG
2	<input checked="" type="checkbox"/>	10000002	10005	MALFO - CA	MODU DEEP WATER HORIZON	California-CACHUMA	Afloat, OCONUS	AD	OFFCG
3	<input checked="" type="checkbox"/>	10000002	10006	MALFO - IA	MODU DEEP WATER HORIZON	Illinois-JOHNSON	Afloat, OCONUS	AD	OFFCG
4	<input type="checkbox"/>	10000002	10015	MALFO - WA	MODU DEEP WATER HORIZON	Washington-THURSTON	Afloat, OCONUS	AD	OFFCG
5	<input type="checkbox"/>	10000002	10016	MALFO - ROU	MODU DEEP WATER HORIZON	Romania-BUCHAREST	Afloat, OCONUS	AD	OFFCG

11. Click the Review Application button at the top of the grid results.

Search	Clear	Review Application
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	Apply	Request Nbr	Requirement Nbr	Requirement Title	Operational Name	Geographic Location	Geographic Region	Reg Region	Business Unit	Department Type Cd
1	<input checked="" type="checkbox"/>	10000002	10004	MALFO - ARE	MODU DEEP WATER HORIZON	United Arab Emirates-AL FUJAYR	Afloat, OCONUS	AD	OFFCG	NAVY SHIP
2	<input checked="" type="checkbox"/>	10000002	10005	MALFO - CA	MODU DEEP WATER HORIZON	California-CACHUMA	Afloat, OCONUS	AD	OFFCG	NAVY SHIP
3	<input checked="" type="checkbox"/>	10000002	10006	MALFO - IA	MODU DEEP WATER HORIZON	Illinois-JOHNSON	Afloat, OCONUS	AD	OFFCG	NAVY SHIP
4	<input type="checkbox"/>	10000002	10015	MALFO - WA	MODU DEEP WATER HORIZON	Washington-THURSTON	Afloat, OCONUS	AD	OFFCG	NAVY SHIP
5	<input type="checkbox"/>	10000002	10016	MALFO - ROU	MODU DEEP WATER HORIZON	Romania-BUCHAREST	Afloat, OCONUS	AD	OFFCG	NAVY SHIP

12. You will be directed to the Mobilization Resume page.

The top portion of the page will display your job and contact information as entered in Direct Access.

Mobilization Resume

Name: [Redacted] **Empl ID:** [Redacted]
Rank: AST3 **Reg Region:** Active Duty
Business Unit: ENLCG **Clearance:** SECRET
Department: [Redacted]

Phone Numbers			
Phone Type	Phone Number	Extension	Preferred
Mobile	[Redacted]	[Redacted]	<input checked="" type="checkbox"/>
Home	[Redacted]	[Redacted]	<input type="checkbox"/>

Email Addresses		
Email Type	Email Address	Preferred
Business	[Redacted]	<input checked="" type="checkbox"/>

Addresses				
Address Type	Status	As Of	Country	Address
Home	Current	08/11/2016	USA	[Redacted]
Mailing	Current	08/02/2016	USA	[Redacted]

The middle portion of the page will display the requirements you are applying for.

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Requirements you have Applied For												
Request Nbr	Requirement Nbr	Requirement Title	Requirement Status	Begin Date	End Date	Reg Region	Rate	Department Type	Application Date	SeqNum	Withdraw	Application Status
1	10000002	10004 MALFO - ARE	Open	03/13/2017	09/30/2018	AD		Navy Ship			<input type="checkbox"/>	
2	10000002	10005 MALFO - CA	Open	03/13/2017	09/30/2018	AD		Navy Ship			<input type="checkbox"/>	
3	10000002	10006 MALFO - IA	Open	03/13/2017	09/30/2018	AD		Navy Ship			<input type="checkbox"/>	

The bottom portion of the page has a comments box that allows you to enter a resume and comments as part of your application. It also provides an Endorser field which allows you to select the person that can approve your application. **Member Comments and a Command Endorser are required for all application submissions.**

Find First 1 of 1 Last

SeqNum	Application Date	Comments
1	03/27/2017	

Verify requirement details, enter Endorser ID and select Submit to apply.

Find First 1 of 1 Last

Endorser Empl ID:

Submit
Cancel

[Back to Requirement Search](#)

- Enter Resume Comments, the Command Endorser, and click the Submit button at the bottom of the page.

Find First 1 of 1 Last

Request Nbr	Requirement Nbr	Requirement Title	Requirement Status	Begin Date	End Date	Reg Region	Rate	Department Type
1	10000002	10004 MALFO - ARE	Open	03/13/2017	09/30/2018	AD		Navy Ship
2	10000002	10005 MALFO - CA	Open	03/13/2017	09/30/2018	AD		Navy Ship
3	10000002	10006 MALFO - IA	Open	03/13/2017	09/30/2018	AD		Navy Ship

Find First 1 of 1 Last

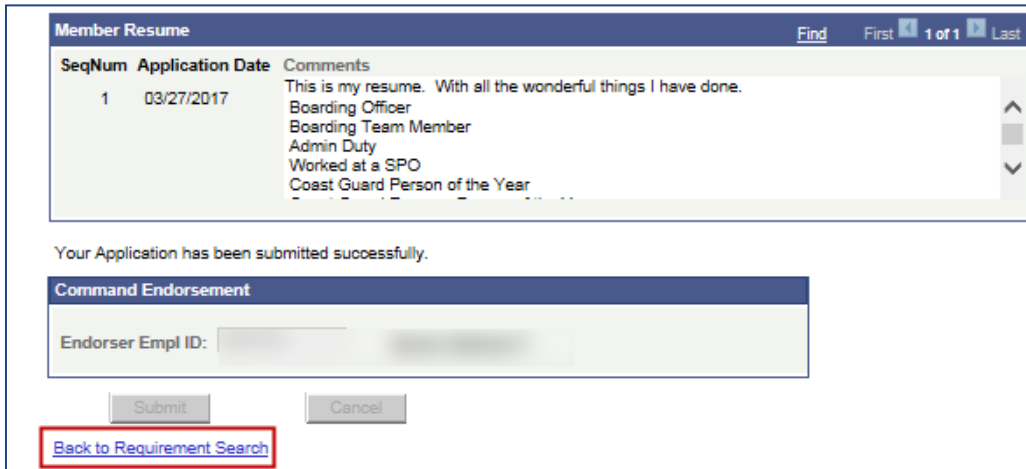
SeqNum	Application Date	Comments
1	03/27/2017	This is my resume. With all the wonderful things I have done. Boarding Officer Boarding Team Member Admin Duty Worked at a SPO Coast Guard Person of the Year

Verify requirement details, enter Endorser ID and select Submit to apply.

Endorser Empl ID:

Submit
Cancel

14. The application will be routed to the Command Endorser for approval. You will receive an email notification that your application has been routed for approval.
15. Click the Back to Requirement Search button at the bottom of the page to return to the Search Volunteer Opportunities page.



16. Click Home in the upper right corner of the portal to return to Home.

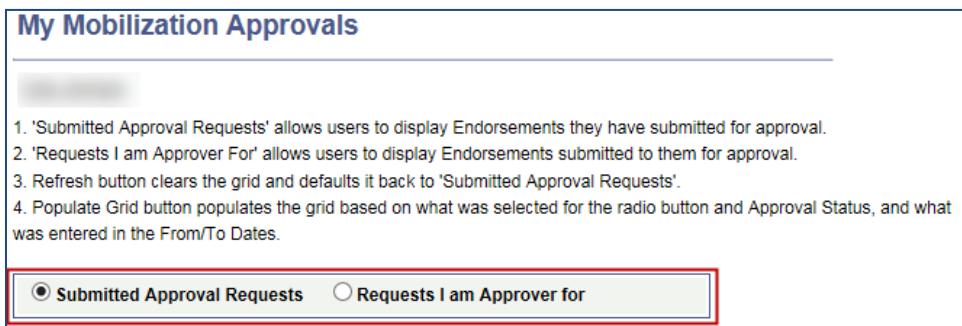
3 ACCESS A RESUME ENDORSEMENT REQUEST

This section of the user guide contains procedures for viewing the status of applications that have been previously submitted for approval.

1. Select the [My Mobilization Approvals](#) link in the Mobilization pagelet.



2. The My Mobilization Approvals page will appear. The radio button 'Submitted Approval Requests' should already be clicked. This allows the user to view all of their submitted endorsement approval requests.



3. Select the appropriate Approval Status and click Populate Grid.

NOTE: Selecting Approval Status **All** will display all applications in a **Pending, Approved, Denied** and **Withdrawn** status.

My Mobilization Approvals

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: Pending ▼

From Date: 31

To Date: 31
Populate Grid
Refresh

4. A list of your submitted applications will appear in the Command Approvals grid.

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
1 03/27/2017					10000002	DEEP WATER OPS 1	10004	MALFO - ARE	Open	MODU DEEP WATER HORIZON	03/13/2017	09/30/2018
2 03/27/2017					10000002	DEEP WATER OPS 1	10005	MALFO - CA	Open	MODU DEEP WATER HORIZON	03/13/2017	09/30/2018
3 03/27/2017					10000002	DEEP WATER OPS 1	10006	MALFO - IA	Open	MODU DEEP WATER HORIZON	03/13/2017	09/30/2018

5. Click the View Application link for the resume/application you want to review.

Command Approvals													Personalize	Find	02
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 03/27/2017					10000002	DEEP WATER OPS 1	10004	MALFO - ARE	Open	MODU DEEP WATER HORIZON	03/13/2017	09/30/2018	Pending	View Application	
2 03/27/2017					10000002	DEEP WATER OPS 1	10005	MALFO - CA	Open	MODU DEEP WATER HORIZON	03/13/2017	09/30/2018	Pending	View Application	
3 03/27/2017					10000002	DEEP WATER OPS 1	10006	MALFO - IA	Open	MODU DEEP WATER HORIZON	03/13/2017	09/30/2018	Pending	View Application	

6. A new window will open and the Mobilization Resume page will appear with the information that was submitted on the endorsement approval request.

The top of the portion of the page will display job and contact information for the member.

Mobilization Resume

Name: [Redacted] Empl ID: [Redacted]
 Rank: AST3 Reg Region: Active Duty
 Business Unit: ENLCG Clearance: SECRET
 Department: [Redacted]

Phone Numbers			
Phone Type	Phone Number	Extension	Preferred
Mobile	[Redacted]		<input checked="" type="checkbox"/>
Home	[Redacted]		<input type="checkbox"/>

Email Addresses		
Email Type	Email Address	Preferred
Business	[Redacted]	<input checked="" type="checkbox"/>

Addresses				
Address Type	Status	As Of	Country	Address
Home	Current	08/11/2016	USA	[Redacted]
Mailing	Current	08/02/2016	USA	[Redacted]

The middle portion of the page will display the requirements the member has applied for and submitted to the endorser for approval.

Requirements you have Applied For													Personalize	Find	First	1-3 of 3	Last
Request Nbr	Requirement Nbr	Requirement Title	Requirement Status	Begin Date	End Date	Reg Region	Rate	Department Type	Application Date	SeqNum	Withdraw	Application Status					
1	10000002	10004 MALFO - ARE	Open	03/13/2017	09/30/2018	AD	ANY	Navy Ship	03/27/2017	1	<input type="checkbox"/>	Pending					
2	10000002	10005 MALFO - CA	Open	03/13/2017	09/30/2018	AD	ANY	Navy Ship	03/27/2017	1	<input type="checkbox"/>	Pending					
3	10000002	10006 MALFO - IA	Open	03/13/2017	09/30/2018	AD	ANY	Navy Ship	03/27/2017	1	<input type="checkbox"/>	Pending					

Requirement and Application Status Values:

Field	Description/Instructions
Requirement Status	<p>Open – Requirement open for candidates to apply</p> <p>Filled – A member has been selected to fill the requirement</p> <p>Partially Sourced – A member has been partially sourced to the requirement</p> <p>Fully Sourced – A member has been fully sourced to the requirement</p> <p>Cancelled – Requirement has been cancelled</p>
Application Status	<p>Pending – The Command Endorsement is still pending</p> <p>Approved – The Command Endorser has approved the application</p> <p>Denied – The Command Endorser has denied the application</p> <p>Withdrawn – The member has Withdrawn their application</p>

The bottom portion of the page will display the resume comments the member has entered on their application(s).

SeqNum	Application Date	Comments
1	03/27/2017	This is my resume. With all the wonderful things I have done. Boarding Officer Boarding Team Member Admin Duty Worked at a SPO Coast Guard Person of the Year

The Requirement you have applied for grid will display an **Application Date** and **SeqNum** for each application submitted. The Application Date will reflect the date that the application was submitted. The SeqNum will display the order number (1, 2, 3, 4...) of the application submission for a specific day. The example below shows that the member submitted two applications in one day. SeqNum 1 application includes three openings that the member applied for. SeqNum 2 application includes two openings that the member applied for.

Request Nbr	Requirement Nbr	Requirement Title	Requirement Status	Begin Date	End Date	Reg Region	Rate	Department Type	Application Date	SeqNum	Withdraw	Application Status
1	10000002	10017 MALFO - CRI	Open	03/13/2017	09/30/2018	AD	ANY	Navy Ship	03/27/2017	2	<input type="checkbox"/>	Pending
2	10000002	10016 MALFO - ROU	Open	03/13/2017	11/30/2018	AD	ANY	Navy Ship	03/27/2017	2	<input type="checkbox"/>	Pending
3	10000002	10004 MALFO - ARE	Open	03/13/2017	09/30/2018	AD	ANY	Navy Ship	03/27/2017	1	<input type="checkbox"/>	Pending
4	10000002	10005 MALFO - CA	Open	03/13/2017	09/30/2018	AD	ANY	Navy Ship	03/27/2017	1	<input type="checkbox"/>	Pending
5	10000002	10006 MALFO - IA	Open	03/13/2017	09/30/2018	AD	ANY	Navy Ship	03/27/2017	1	<input type="checkbox"/>	Pending

SeqNum	Application Date	Comments
2	03/27/2017	This is my resume. Admin Duty Worked at a SPO Coast Guard Person of the Year Coast Guard Reserve Person of the Year Independent Duty Yeoman on a WMEC 270
1	03/27/2017	This is my resume. With all the wonderful things I have done. Boarding Officer Boarding Team Member Admin Duty Worked at a SPO Coast Guard Person of the Year

4 WITHDRAW A SUBMITTED APPLICATION

This section of the user guide contains procedures for withdrawing a submitted application. **Only applications in a Pending or Approved status can be withdrawn.**

1. Follow the steps in section “[3 Access a Resume Endorsement Request](#)” to access a submitted resume endorsement request.
2. Select the Withdraw checkbox on the rows you want to withdraw.

Request Nbr	Requirement Nbr	Requirement Title	Requirement Status	Begin Date	End Date	Reg Region	Rate	Department Type	Application Date	SeqNum	Withdraw	Application Status
1	10000002	10017 MALFO - CRI	Open	03/13/2017	09/30/2018	AD	ANY	Navy Ship	03/27/2017	2	<input checked="" type="checkbox"/>	Pending
2	10000002	10016 MALFO - ROU	Open	03/13/2017	11/30/2018	AD	ANY	Navy Ship	03/27/2017	2	<input type="checkbox"/>	Pending
3	10000002	10004 MALFO - ARE	Open	03/13/2017	09/30/2018	AD	ANY	Navy Ship	03/27/2017	1	<input checked="" type="checkbox"/>	Pending
4	10000002	10005 MALFO - CA	Open	03/13/2017	09/30/2018	AD	ANY	Navy Ship	03/27/2017	1	<input type="checkbox"/>	Pending
5	10000002	10006 MALFO - IA	Open	03/13/2017	09/30/2018	AD	ANY	Navy Ship	03/27/2017	1	<input type="checkbox"/>	Pending

3. Click the Save button at the bottom the page.

Requirements you have Applied For												Personalize	Find	1-5 of 5	Last
Request Nbr	Requirement Nbr	Requirement Title	Requirement Status	Begin Date	End Date	Reg Region	Rate	Department Type	Application Date	SeqNum	Withdraw	Application Status			
1	10000002	10017 MALFO - CRI	Open	03/13/2017	09/30/2018	AD	ANY	Navy Ship	03/27/2017	2	<input type="checkbox"/>	Pending			
2	10000002	10016 MALFO - ROU	Open	03/13/2017	11/30/2018	AD	ANY	Navy Ship	03/27/2017	2	<input type="checkbox"/>	Pending			
3	10000002	10004 MALFO - ARE	Open	03/13/2017	09/30/2018	AD	ANY	Navy Ship	03/27/2017	1	<input checked="" type="checkbox"/>	Pending			
4	10000002	10005 MALFO - CA	Open	03/13/2017	09/30/2018	AD	ANY	Navy Ship	03/27/2017	1	<input type="checkbox"/>	Pending			
5	10000002	10006 MALFO - IA	Open	03/13/2017	09/30/2018	AD	ANY	Navy Ship	03/27/2017	1	<input type="checkbox"/>	Pending			

Member Resume			Find	1-2 of 2	Last
SeqNum	Application Date	Comments			
2	03/27/2017	This is my resume. Admin Duty Worked at a SPO Coast Guard Person of the Year Coast Guard Reserve Person of the Year Independent Duty Yeoman on a WMEC 270			
1	03/27/2017	This is my resume. With all the wonderful things I have done. Boarding Officer Boarding Team Member Admin Duty Worked at a SPO Coast Guard Person of the Year			

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

Command Endorsement
Endorser Empl ID: <input type="text"/>
<input type="button" value="Save"/>

4. The Application Status will update to **Withdrawn**.

Requirements you have Applied For												Personalize	Find	1-5 of 5	Last
Request Nbr	Requirement Nbr	Requirement Title	Requirement Status	Begin Date	End Date	Reg Region	Rate	Department Type	Application Date	SeqNum	Withdraw	Application Status			
1	10000002	10017 MALFO - CRI	Open	03/13/2017	09/30/2018	AD	ANY	Navy Ship	03/27/2017	2	<input checked="" type="checkbox"/>	Withdrawn			
2	10000002	10016 MALFO - ROU	Open	03/13/2017	11/30/2018	AD	ANY	Navy Ship	03/27/2017	2	<input type="checkbox"/>	Pending			
3	10000002	10004 MALFO - ARE	Open	03/13/2017	09/30/2018	AD	ANY	Navy Ship	03/27/2017	1	<input checked="" type="checkbox"/>	Withdrawn			
4	10000002	10005 MALFO - CA	Open	03/13/2017	09/30/2018	AD	ANY	Navy Ship	03/27/2017	1	<input type="checkbox"/>	Pending			
5	10000002	10006 MALFO - IA	Open	03/13/2017	09/30/2018	AD	ANY	Navy Ship	03/27/2017	1	<input type="checkbox"/>	Pending			

5. Close out of the tab and return to Home.

5 MOBILIZATION EMAIL NOTIFICATIONS

Email notifications will be sent to self-service users for the below instances.

Action	Message Subject	Comments
Applicant submits an application for approval	“Mobilization Volunteer Submission”	Applicant is sent an email informing him/her that the application has been routed for approval
Member’s application approved or denied	“Mobilization Volunteer Approval Request”	Applicant is sent an email informing him/her of the approval or denial
Requirement Cancellation	“Mobilization Volunteer Opportunity Cancelled”	Candidates are sent an email informing them of the requirement cancellation
Member sourced to requirement (Tasking Status changed to Fully Sourced or Partially Sourced)	“Mobilization Volunteer Opportunity Selection”	Member is sent an email informing him/her of the selection
Another member sourced to requirement	“Mobilization Volunteer Opportunity Selection”	Candidates not selected are sent an email informing them the requirement is no longer available