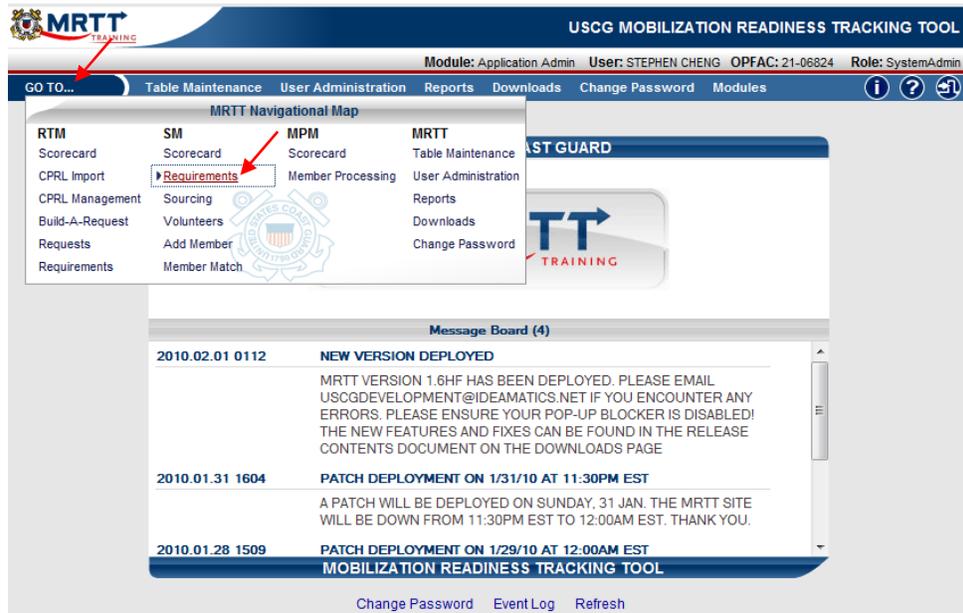


MRTT Requirement Sourcing – Job Aid

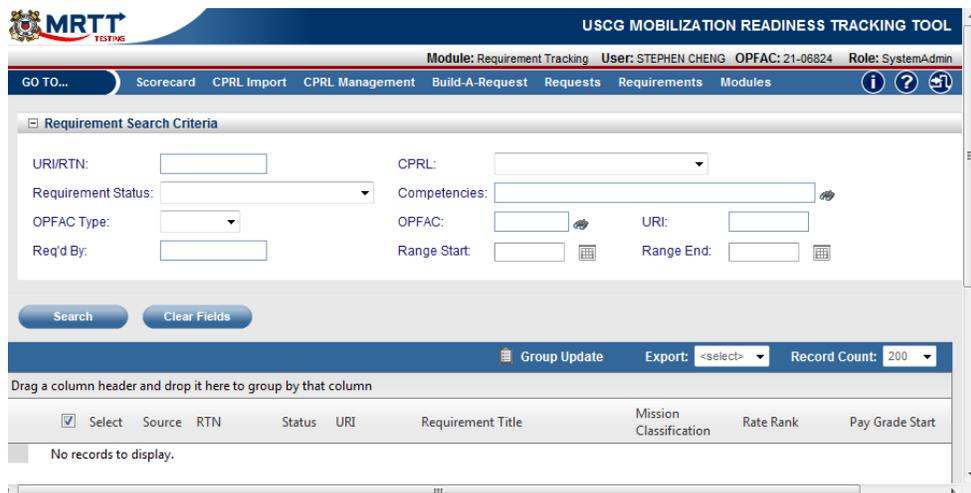
Purpose Provide a brief summary of the procedures necessary to successfully source a requirement in MRTT.

- 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

USCG MOBILIZATION READINESS TRACKING TOOL

Module: Requirement Tracking User: STEPHEN CHENG OPFAC: 21-06824 Role: SystemAdmin

GO TO... Scorecard CPRL Import CPRL Management Build-A-Request Requests Requirements Modules

Requirement Search Criteria

URI/RTN: CPRL:

Requirement Status: Competencies:

OPFAC Type: OPFAC: URI:

Req'd By: Range Start: Range End:

Use must enter at least one criteria for results to display

Group Update Export: <select> Record Count: 200

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

<input checked="" type="checkbox"/>	Select	Source	RTN	Status	URI	Requirement Title	Mission Classification	Rate Rank	Pay Grade Start
No records to display.									

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.

USCG MOBILIZATION READINESS TRACKING TOOL

Module: Requirement Tracking User: STEPHEN CHENG OPFAC: 21-06824 Role: SystemAdmin

GO TO... Scorecard CPRL Import CPRL Management Build-A-Request Requests Requirements Modules

Requirement Search Criteria

URI/RTN: CPRL:

Requirement Status: Competencies:

OPFAC Type: OPFAC: URI:

Req'd By: Range Start: Range End:

Requirements Found: 1

Group Update Export: <select> Record Count: 200

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

<input checked="" type="checkbox"/>	Select	Source	RTN	Status	URI	Requirement Title	Mission Classification	Rate Rank	Pay Grade Start
<input checked="" type="checkbox"/>	Select	Source	1015-0001	A	1015	FC-13_ADMIN_T10_FY10_001	Volunteer	YN	E4

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

Sourcing for RTN 1015-0001

Requirement | Operational Detail | Sourcing | TONO/ACL | Message | Member Match | Validation (6) | History

Sourcing Information
(Use the Member Match tool to select a member)

EmpID: *
 Begin Date: * 2010.07.01
 Report Date: *
 End Date: * 2010.07.31
 Name:
 Pay Grade:
 Rate:
 Clearance:

Member Comps: [dropdown]
 Member Courses: [dropdown]
 Mbr. DA Accomplishment Codes: [dropdown]
 Member TMT Codes: [dropdown]

Override Explanation: [text area]

Competency Override Accomplishments Override Course Override TMT Override

By Name Candidate								
	Type	EmpID	Name	Pay Grade	Rate	Clearance	OPFAC	OPFAC Desc
Select	By Name Candidate	1259376	CHENG, STEPHEN C.	O2	LTJG	Secret	21-06824	FORCECOM (FC-1)

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

Sourcing for RTN 1015-0001

Requirement | Operational Detail | Sourcing | TONO/ACL | Message | Member Match | Validation (6) | History

Requirement: FC-13_ADMIN_T10_FY10_001

RTN: 1015-0001
 Begin Date: Jul 01, 2010
 Res. Request #: FC-13_ADMIN_T10_FY10_001
 Start Pay Grade: E4
 Tasking Command: FORCECOM
 Requesting DeptID: 009700
 Destination DeptID: 009712

Req. Status: Approved
 End Date: Sep 30, 2011
 Clearance: Secret
 End Pay Grade: W4
 Grouping Category: PERSONNEL SUPPORT
 Requesting OPFAC: 21-75110 - FORCECOM (FC-1)
 Destination OPFAC: 21-75110 - FORCECOM (FC-13)

Rec. Component: RESERVE
 Approved Until: Jul 31, 2010
 Designated Rate: YN
 Mission Classification: Volunteer

Reporting Instructions: REPORT TO FC-13, CG ISLAND, ALAMEDA, CA
 Requirement Competencies: [dropdown]
 Justification: P OXOXOZ APR 10 ZUI ASN-FC1098000049 FM COMCOGARD FORCECOM ALAMEDA CA//FC-13//
 Other Description: [dropdown]
 Rqmt. DA Accomplishment Codes: [dropdown]
 Rqmt. Courses: 000176, 000275, 000375
 Rqmt. TMT Codes: [dropdown]

Sourcing In Progress

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

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.

Requirement Operational Detail Sourcing TONO/ACL Message Member Match Validation

History

Operation Detail

Operational Category: * MAJOR DISASTERS Tasking Command: District 1 [Retask](#)

Order Type: * TITLE 14 U.S.C. 712 - INVOLUNTARY Servicing District: District 8

Funding Cost Center: * 33272 - MODU DEEPWATER HORIZION RESPONSE Tasking Status: * SOURCED

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

Requirement Operational Detail Sourcing TONO/ACL Message Member Match Validation (6) History

Sourcing Information

(Use the Member Match tool to select a member)

EmpID: * Name:

Begin Date: * 2010.07.01 Pay Grade:

Report Date: * Rate:

End Date: * 2010.07.31 Clearance:

Member Comps: Mbr. DA Accomplishment Codes:

Member Courses: Member TMT Codes:

Override Explanation:

Competency Override Accomplishments Override Course Override TMT Override

By Name Candidate

Type	EmpID	Name	Pay Grade	Rate	Clearance	OPFAC	OPFAC Desc
Select <input checked="" type="radio"/> By Name Candidate	1259376	CHENG, STEPHEN C.	O2	LTJG	Secret	21-06824	FORCECOM (FC-1)

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.

MRTT Requirement Sourcing – Job Aid

Sourcing Information
(Use the Member Match tool to select a member)

EmpID: * Name:
 Begin Date: * 2010.07.01 Pay Grade:
 Report Date: * Rate:
 End Date: * Clearance:

Member Comps: Mbr. DA Accomplishment
 Member Courses: Member TMT Codes:

Override
 Explanation:

Assignments Override Course Override TMT Override

Type	EmpID	Name	Pay Grade	Rate	Clearance	OPFAC	OPFAC Desc
Select	By Name Candidate	1259376	CHENG, STEPHEN C.	O2	LTJG	Secret	21-06824 FORCECOM (FC-1)

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

Sourcing Information
(Use the Member Match tool to select a member)

EmpID: * Name:
 Begin Date: * 2010.07.01 Pay Grade:
 Report Date: * 2010.07.01 Rate:
 End Date: * 2010.07.31 Clearance:

Member Comps: Mbr. DA Accomplishment Codes:
 Member Courses: Member TMT Codes:

Override
 Explanation:

Competency Override Accomplishments Override Course Override TMT Override

Type	EmpID	Name	Pay Grade	Rate	Clearance	OPFAC	OPFAC Desc
Select	By Name Candidate	1259376	CHENG, STEPHEN C.	O2	LTJG	Secret	21-06824 FORCECOM (FC-1)

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.

MRTT Requirement Sourcing – Job Aid

Sourcing Information
(Use the Member Match tool to select a member)

EmpID: * 1259376 Name: CHENG, STEPHEN C.
Begin Date: * 2010.07.01 Pay Grade: O2
Report Date: * 2010.07.01 Rate: LTJG
End Date: * 2010.07.31 Clearance: Secret

Member Comps: MAREP Mbr. DA Accomplishment Codes:
Member Courses: Member TMT Codes:
Override Explanation:
 Competency Override Accomplishments Override Course Override TMT Override

By Name Candidate

Type	EmpID	Name	Pay Grade	Rate	Clearance	OPFAC	OPFAC Desc
Select <input type="checkbox"/> By Name Candidate	1259376	CHENG, STEPHEN C.	O2	LTJG	Secret	21-06824	FORCECOM (FC-1)

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.

Order Message Information

Message Template: * T14 DISASTER ORDERS

- RFP REQUEST
- T10 ADOS LONG TERM ORDERS
- T10 ADOS DISASTER ORDERS
- T10 ADOS SHORT TERM ORDERS
- T10 CONTINGENCY OCONUS ORDERS
- T10 CONTINGENCY ORDERS
- T14 DISASTER ORDERS**
- TDY AD DISASTER ORDERS
- TDY AD CONTINGENCY ORDERS
- TDY AD OCONUS ORDERS
- TDY AD ORDERS
- TDY AUX DISASTER ORDERS

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.

MRTT Requirement Sourcing – Job Aid

Sourcing for RTN 1015-0001

Requirement | Operational Detail | **Sourcing** | TONO/ACL | Message | Member Match | Validation (6) | History

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

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.

Sourcing for RTN 1015-0001

Requirement | Operational Detail | **Sourcing** | TONO/ACL | Message | Member Match | Validation (6) | History

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	IM	EmpID	Name	Rate	Pay Grade	Current Mob Status	Class	District AOR	Gender
<u>Select</u>	✖	1259376	CHENG, STEPHEN C.	LTJG	O2		Selected Reserve	District 11	M

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.

MRTT Requirement Sourcing – Job Aid

Sourcing Information
(Use the Member Match tool to select a member)

EmpID: * 1259376 Name: CHENG, STEPHEN C.
Begin Date: * 2010.07.01 Pay Grade: O2
Report Date: * 2010.07.01 Rate: LTJG
End Date: * 2010.07.31 Clearance: Secret

Member Comps: MAREP Mbr. DA Accomplishment Codes:
Member Courses: Member TMT Codes:
Override Explanation:
 Competency Override Accomplishments Override Course Override TMT Override

By Name Candidate

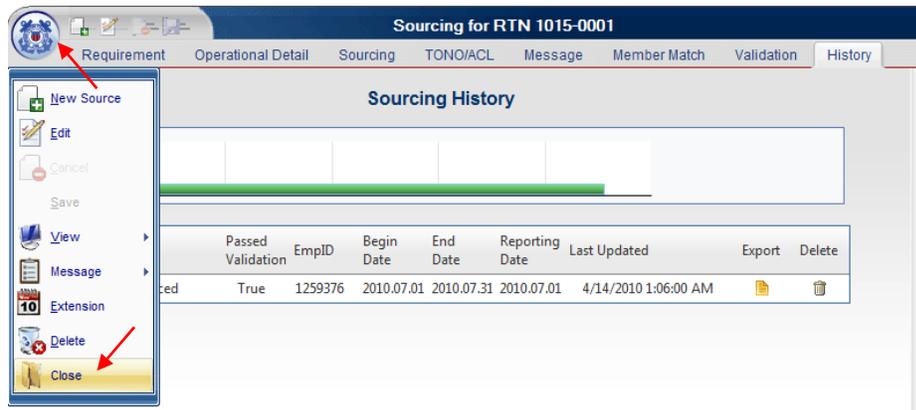
Type	EmpID	Name	Pay Grade	Rate	Clearance	OPFAC	OPFAC Desc
Select <input type="checkbox"/> By Name Candidate	1259376	CHENG, STEPHEN C.	O2	LTJG	Secret	21-06824	FORCECOM (FC-1)

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.



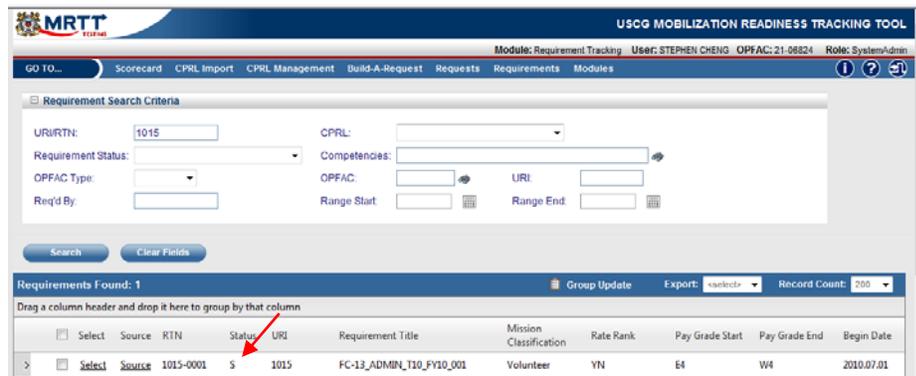
If there were no errors discovered, source the member by hovering over the Coast Guard Insignia and select SAVE.

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