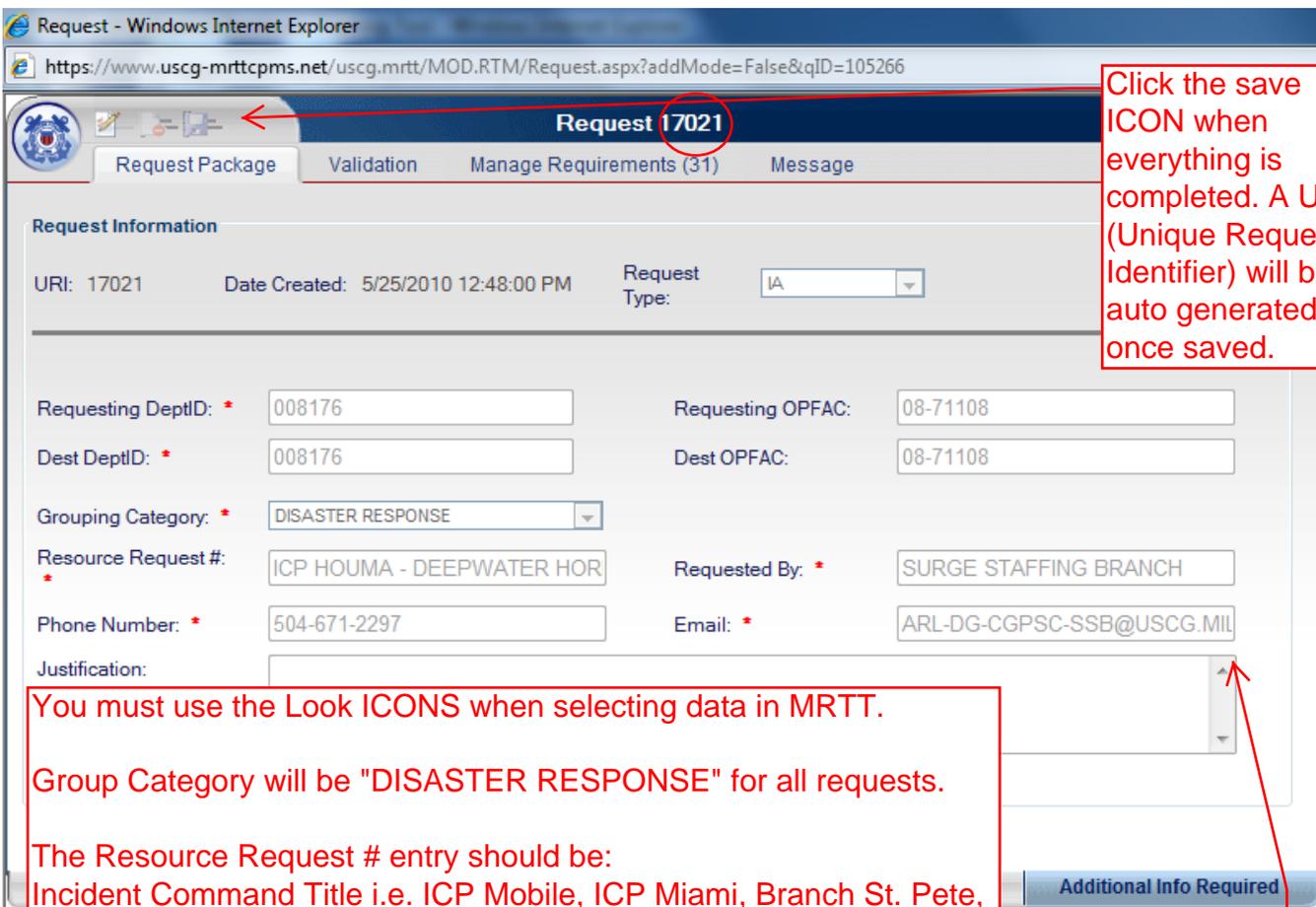


# 1. BUILDING THE REQUEST



To build a request, click link.



Click the save ICON when everything is completed. A URI (Unique Request Identifier) will be auto generated once saved.

You must use the Look ICONS when selecting data in MRTT.

Group Category will be "DISASTER RESPONSE" for all requests.

The Resource Request # entry should be:

Incident Command Title i.e. ICP Mobile, ICP Miami, Branch St. Pete, UAC Robert, D8 IMT etc.

Then Operation Title i.e. DEEPWATER HORIZON

Then ICS 213 RR # e4054

EXAMPLE: ICP MIAMI - DEEPWATER HORIZON - E4055  
UAC ROBERT - DEEPWATER HORIZON - MC121

For the Oil Spill response, use the Surge Staffing Branch Name and e-mail address for all requests.

## 2. EDITING YOUR REQUIREMENTS

Request 17172

Request Package | Validation | **Manage Requirements (1)** | Message

Move Requirement to existing Request

Target URI: 13809 | RTN to Move: | Move

Requirements in this Request: 1

[Create A New Requirement](#) | [Refresh Grid](#) | [Duplicate Requirements](#)

Select	Status	Rate Desig	Begin Date	End Date	Created By	Approved Thru
<a href="#">17172-0001</a>	Approved	ANY	06/16/2010	08/15/2010	JOHN OTT	07/16/2010

Additional Info Required

Done | Internet | Protected Mode: On | 100%

You will edit your requirement under the Manage Requirements TAB.

One requirement will be generate upon a saved request. You can now go in and edit your requirement.

You can duplicate and create new requirements.

Requirement - Windows Internet Explorer

https://www.uscg-mrttcpms.net/uscg.mrtt/MOD.RTM/Requirement.aspx?reqID=113493

Requirement 17162-0005

Request | Requirement | Receiving Unit | Orders | BNC | History | Status | Validation | Comments

Requirement Information

Title: \* ICP MOBILE - Radio Watchstander | Mission Classification: \* Mission Critical

Begin Date: \* 2010.06.02 | End Date: \* 2010.08.02

Category

Grouping Category: \* DISASTER RESPONSE

Personnel Need

Desig/Rating: \* OS | Service: COAST GUARD

Pay Grade Start: \* E4 | Component: ACTIVE/RESERVE

Pay Grade End: \* E6 | Clearance: \*

Competencies: | IMT Codes: \*

DA Accomplishment Codes: | Courses: \*

Primary Duties: | Desired Skill Set: \*

Available for Volunteers

Record Updated | Approved

Done | 100%

All requirements for DEEPWATER HORIZON will be considered Mission Critical

Use incident command title followed by a - then Job Title i. e. LSC, Medical Support etc.

You can articulate your requirement by adding competency codes as part of your required skill set. Information entered in the Primary Duties and Desired Skill set show on the Volunteer Bulletin Board.

Select available for volunteers if this requirement is going to be an RFF. If direct sourcing at Incident Command do not check

# EDITING YOUR REQUIREMENTS

The first 5 digits is the URI. The entire string of numbers is call RTN (requirement tracking number).

**Requirement 15853-0007**

Request Requirement **Receiving Unit** Orders BNC History Status Validation Comments

**Receiving Unit**  
Destination OPFAC: 07-71107 Geographical Location: \* 02122010 FL, MIAMI

**Primary Receiving Unit POC Information**  
POC Name: \* LT Christopher Anderson  
POC Phone: \* 305-415-7041  
POC Email: \* Christopher.R.Anderson@u

Secondary Receiving Unit POC Information is the same as above

**Secondary Receiving Unit POC Information**  
POC Name:   
POC Phone:   
POC Email:

**Reporting Instructions**  
Rep. Instructions: \* Report to D7 Resources Unit

Approved

Enter Geographic location to where the member will be assigned. If you cannot find your location please E-mail hqs-dg-1st-mrthelpdesk@uscg.mil

POC can be an incident command Logistics Section personnel. Someone that can field E-mails or phone calls from volunteers. This is advertised on the

**Requirement 15853-0007**

Request Requirement **Requirement** Receiving Unit Orders BNC History Status Validation Comments

**Mission Related Stops**  
Stops Required: NO Stops Desc.:   
I-Stop: NA Report Date:    
I-Stop POC Name:  I-Stop POC Phone:   
I-Stop POC Email:

**PPE Information**  
Requires PPE: NO PPE Notes:

**Entitlements**  
Govt. Quarters:  Govt. Messing:

**Special Instructions**  
 Excess Baggage  Male Only  U.S. Passport Required Blue  Overseas Screening  
 Female Only  Needs Overseas Baggage  U.S. Passport Required Red  Other

*If Other is selected above you must enter a description below.*  
Description: Command Center Experience is Required

Approved

Use can use I-Stop for processing in processing points. BSU New Orleans is processing members in prior to deployments to the ICPs and UAC.

## EDITING YOUR REQUIREMENTS

Requirement 15877-0001

Request Requirement Receiving Unit Orders **BNC** History Status Validation Comments

**By Name Candidate**

EmplID:  Name:   
Status:  Pay Grade:   
Rating/Desig.:  Current Unit:   
Clearance:  Unit Desc:   
Candidate Justification:

Clear Candidate Data

Approved

Requirement 15853-0007

Request Requirement Receiving Unit Orders BNC History **Status** Validation Comments

**Requirement Status**

Pending Requestors Validation:   
Validated to Approver:   
Canceled:   
Reviewed:   
Approved:   
Denied:   
Additional Info Required:

**Additional Information**

Tasked Approver: \*   
Approved Thru:    
Tasking Command:

Approved

You must click Validated to Approver, reviewed and Approved to approve a requirement. You also must have an Approver Name and Tasking Command selected. Click save and the status will change to approved at the bottom.

NOTE!! To duplicate requirements, the requirement must be in **"Validated to Approver"** status. It cannot already be reviewed and approved.

### 3. SOURCING THE REQUIREMENT

You can find your requirement to source under the SM using the Navigation Window.  
 You can use scorecard or search by requirement. Use the URI to find.

**Sourcing for RTN 15286-0001**

Requirement | Operational Detail | **Sourcing** | TONO/ACL | Message | Member Match | Validation

**History**

RTN:	15286-0001	Req. Status:	Approved	Rec. Component:	ACTIVE
Begin Date:	Feb 01, 2010	End Date:	Feb 12, 2010	Approved Until:	Feb 12, 2010
Res. Request #:	HSTF-SE-OS1/2-08JAN10	Clearance:		Designated Rate:	OS
Start Pay Grade:	E5	End Pay Grade:	E6	Mission Classification:	Mission Critical
Tasking Command:	FORCECOM	Grouping Category:	PERSONNEL SUPPORT		
Requesting DeptID:	008132	Requesting OPFAC:	07-71107 - D7 ENFORCEMENT BR (DRE)		
Destination DeptID:	008132	Destination OPFAC:	07-71107 - D7 ENFORCEMENT BR (DRE)		

**Reporting Instructions:**  
 RPT NLT 1 FEB 10 TO USS NEW YORK HOMEPORTED IN NORFOLK, VA

**Requirement Competencies:**  
 OS0029, OS0030

**Justification:**  
 R 081947Z JAN 10 ZUI ASN-AS1008000137 FM CCGDSEVEN MIAMI FL//DRE//

**Other Description:**  
 REQUIRED QUALIFICATIONS: OS0029, OS0030.  
 PREFERRED QUALIFICATIONS: OS0010, OS0018,

**Rqmt. DA Accomplishment Codes:**

**Rqmt. Courses:**

**Rqmt. TMT Codes:**

# SOURCING THE REQUIREMENT

**Use the following guidance for DEEPWATER HORIZON**

**Operation Detail: Major Disasters**  
**Order Type: Depends on member class**  
**Funding Cost Center: 33272 - MODU DEEPWATER HORIZON**  
**Tasking Command: Use the District you are working in.**  
**Servicing District: Use the District this requirement will be sent. This is important also for IMT reports. If not selected members will not reflect.**  
**Tasking Status: You must change the status to SOURCED.**

# SOURCING THE REQUIREMENT

**Sourcing for RTN 15286-0001**

Requirement | Operational Detail | **Sourcing** | TONO/ACL | Message | Member Match | Validation

History

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

EmpID: \*      Name:  
Begin Date: \* 2010.02.01      Pay Grade:  
Report Date: \*      Rate:  
End Date: \* 2010.02.12      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
<a href="#">Select</a> <a href="#">View</a> *	Volunteer		JOSEPH R.	E6	OS1	Top Secret	0489
<a href="#">Select</a> <a href="#">View</a> *	Volunteer		ANGELA M.	E6	OS1	Secret	202
<a href="#">View</a> *	Volunteer		RYAN C.	E6	OS1	Secret	0418
<a href="#">View</a> ⚠	Volunteer		GARY S.	E6	OS1	Top Secret	049

If there is a competency requirement and you select a member that does not meet the requirement, you must check the box to override your selection and write in an explanation.

# SOURCING THE REQUIREMENT

Sourcing for RTN 15286-0001

Requirement Operational Detail Sourcing TONO/ACL Message Member Match Validation

History

**Order Message Information**

Message Template: \*

- CIV OP Support Orders
- RFF 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

You must select some type of orders. Currently not used by FORCECOM or SSB. This is a required field.

Date Generated: Generated By:

# SOURCING THE REQUIREMENT

**Sourcing for RTN 15286-0001**

Requirement | Operational Detail | Sourcing | TONO/ACL | Message | **Member Match** | Validation

History

**Member Criteria**

EmpID:  Name (partial):  Comp. Codes: OS0029, OS0030

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 AOP
No records to display.								

You can use member match to search for candidates. You can do it by District to narrow down your search by AOR.

## SOURCING THE REQUIREMENT

Sourcing for RTN 15286-0001

Requirement Operational Detail Sourcing TONO/ACL Message Member Match Validation

History

Click here to split the Tono and Accounting Line(s) over two Fiscal Years

**Travel Information**

Tono:

Acc. Line:  /  /  /  /  /  /  /  /  /

Transportation Mode (Primary):  Rental Vehicle:  Rental Begin:

Transportation Mode (Secondary):  Rental Type:  Rental End:

**Pay Information**

Tono:

Acc. Line:  /  /  /  /  /  /  /  /  /

**FICA Information**

Tono:

Acc. Line:  /  /  /  /  /  /  /  /  /

TONO and ACCT info is optional. You can also show rental authorized and type.

Once you have completed all required fields, and selected your member, you will click save. If it passes validation, the status will change to SOURCED at bottom right corner.

**NOTE!!** If you get a soft error on validation stating that member is currently sourced to another requirement, you need to research...where is this member actually at. You may need to end the members previous requirement period. You should not have a member sourced to two different requirement time frames.