

### 3.1 HOW MEMBERS VOLUNTEER VIA VOLUNTEER BULLETIN BOARD (VBB)

**MRTT TESTING** USCG MOBILIZATION READINESS TRACKING TOOL  
Module: Volunteer Bulletin Board

**Use the following steps to apply for Volunteer Opportunities**  
 Step 1: Enter your search criteria and click *Search*  
 Step 2: Check one or more Opportunities in the grid and click *Submit App.*  
 Step 3: Fill out the information on the USCG Interest form that is displayed and click *Submit*

**Requirement Criteria**

RTN:  Component:   
 Geographical Location:  Desig/Rating:  Availability Date:   
 Pay Grade Start:  Pay Grade End:  Unit Type:

**Available Opportunities (44)**  
 Drag a column header and drop it here to group by that column

<input type="checkbox"/> RTN	Title	Geographic Region	Geographic Location	Component	Rate	Unit Type	PayGrade Start				
<input type="checkbox"/> 1159-0001	BOAT CREW-4 PERS	OCONUS	NA	ACTIVE/RESE...	BM	Station	E4				
<input type="checkbox"/> 14441-0001	IMT - PA OFFICER	OCONUS	NA	ACTIVE/RESE...	AET	Area	E5				
<input type="checkbox"/> 14446-0001	IMT - LOGISTICS OFFICER	OCONUS	NA	ACTIVE/RESE...	AMT	Area	E6	E9	2009.05.20	2009.10.31	d
<input type="checkbox"/> 14955-0001	test	OCONUS	NA		AET	WPB 87 Class	E4	E7	2009.05.18	2009.06.17	a
<input type="checkbox"/> 14797-0004	dog handler	OCONUS	NA	ACTIVE/RESE...	AMT	DEPLOYABLE OPERATIONS GROUP	E5	E7	2009.04.01	2009.09.30	L
<input type="checkbox"/> 14958-0007	space nut	OCONUS	NA	ACTIVE/RESE...	AET	WPB 87 Class	E3	E8	2009.05.22	2010.06.01	q
<input type="checkbox"/> 14958-0008	space nut	OCONUS	NA	ACTIVE/RESE...	AET	WPB 87 Class	E3	E8	2009.05.22	2010.06.01	q
<input type="checkbox"/> 14958-0009	space nut	OCONUS	NA	ACTIVE/RESE...	AET	WPB 87 Class	E3	E8	2009.05.22	2010.06.01	q
<input type="checkbox"/> 14958-0010	space nut	OCONUS	NA	ACTIVE/RESE...	AET	WPB 87 Class	E3	E8	2009.05.22	2010.06.01	q
<input type="checkbox"/> 14958-0011	space nut	OCONUS	NA	ACTIVE/RESE...	AET	WPB 87 Class	E3	E8	2009.05.22	2010.06.01	q
<input type="checkbox"/> 14959-0001	BOAT CREW - E4-E7 TEST	OCONUS	NA	ACTIVE/RESE...	ENLIS...	WPB 82 Class	E4	E7	2009.06.30	2009.07.31	C

The VBB is accessed over the internet. Members can apply for positions from home. There are no USER account or password requirements to access the VBB, however must be a CG member in our Direct Access. Command POCs do not need an account either; they can approve volunteers via webgrid.

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PayGrade Start	PayGrade End	Begin Date	End Date	POC Name	POC Email	POC Phone	Description	Competencies
E4	E7	2009.04.30	2009.08.01	dce	dcerbs@ideamatics.net	222-222-2222		
E7	E9	2009.05.20	2009.10.31	dce	dcerbs@ideamatics.net	222-222-2222		
E9	E7	2009.05.20	2009.10.31	dce	dcerbs@ideamatics.net	222-222-2222		
E7	E7	2009.05.18	2009.06.17	as	ff@ff.com	4444444444		
E7	E7	2009.04.01	2009.09.30	LCDR CHARLES ELLIS	CHARLES.O.ELLIS@U...	202-493-1083		
E8	E8	2009.05.22	2010.06.01	qq	qq@ideamatics.net	222-222-2222	bring your own spacesuit	ACET Computer Technology
E8	E8	2009.05.22	2010.06.01	qq	qq@ideamatics.net	222-222-2222	bring your own spacesuit	ACET Computer Technology
E8	E8	2009.05.22	2010.06.01	qq	qq@ideamatics.net	222-222-2222	bring your own spacesuit	ACET Computer Technology
E8	E8	2009.05.22	2010.06.01	qq	qq@ideamatics.net	222-222-2222	bring your own spacesuit	ACET Computer Technology
E8	E8	2009.05.22	2010.06.01	qq	qq@ideamatics.net	222-222-2222	bring your own spacesuit	ACET Computer Technology
E7	E7	2009.06.30	2009.07.31	CWO DALTON	RAYMOND.R.DALTON...	757-615-0084	NEED BOARDING OFFICER QUALIF...	

Members can select their search criteria in a variety of ways. They can search by component, Geo Location, by pay grade or rating. They can enter a percent sign to pull all current CG unfilled requirements or enter in the RTN directly.

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Opportunity ID	Pay Grade Start	Pay Grade End	Begin Date	End Date	POC Name	POC Email	POC Phone	Description	Competencies
3	E8	E8	2009.05.22	2010.06.01	qq	qq@ideamatics.net	222-222-2222	bring your own spacesuit	ACET Computer Technology
3	E8	E8	2009.05.22	2010.06.01	qq	qq@ideamatics.net	222-222-2222	bring your	
1	E7	E7	2009.06.30	2009.07.31	CWO DALTON	RAYMOND.R.DALTON...	757-615-0084	NEED BO	NEED BOARDING OFFICER QUALIFIED PERSONNEL. NEED EXPERIENCE IN THE LAST 5 YEARS.
1	E6	E6	2009.06.02	2009.07.02	tommy G	tom.gwilliam@uscg.mil	(617) 223-3454		
1	W1	W1	2009.06.26	2009.08.25	Mr. WAYNE ADAM	Wayne.g.adam@uscg...	852-568-9621		Financial Management
2	O4	O4	2009.06.02	2009.07.02	LCDR R. DREW	REBECCA.DREW@US...	757-628-4505	Need member who are familiar ..	
1	O4	O4	2009.06.02	2009.07.02	LCDR R. DREW	REBECCA.DREW@US...	757-628-4505	Need member who are familiar ..	
1	E9	E9	2009.06.02	2009.07.02	LCDR R. DREW	REBECCA.DREW@US...	757-628-4505	Need member who are familiar ..	
2	O3E	O3E	2009.06.02	2009.07.02	LCDR R. DREW	REBECCA.DREW@US...	757-628-4505	Need member who are familiar ..	

Members can double click on any field with information to pull up additional information about the job.

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<input type="checkbox"/> RTN	Title	Geographic Region	Geographic Location	Component	Rate	Unit Type	PayGrade Start	PayGrade End	Begin Date	End Date
<input checked="" type="checkbox"/> 15030-0004	PST - VARIOUS RATES	CONUS	VA, PORTSMOUTH		ANY	Maintenance & Logistics Cmd	E4	O4	2009.06.02	2009.07.02
<input checked="" type="checkbox"/> 15030-0005	PST - VARIOUS RATES	CONUS	VA, PORTSMOUTH	ACTIVE/RESE...	ENLIS...	Maintenance & Logistics Cmd	E4	E9	2009.06.02	2009.07.02
<input checked="" type="checkbox"/> 15030-0006	PST - VARIOUS RATES	CONUS	VA, PORTSMOUTH	RESERVE	OFFIC...	Maintenance & Logistics Cmd	O2	O3E	2009.06.02	2009.07.02
<input checked="" type="checkbox"/> 15031-0001	EAGLE SUMMER CRUISE 2009	OCONUS	NA	ACTIVE/RESE...	ENLIS...	VMX 295 Sail/Eagle	E4	E9	2009.06.04	2009.09.30
<input type="checkbox"/> 15031-0005	EAGLE SUMMER CRUISE 2009	OCONUS	NA	ACTIVE/RESE...	ANY	VMX 295 Sail/Eagle	E4	O3	2009.06.04	2009.09.30
<input type="checkbox"/> 15031-0006	EAGLE SUMMER CRUISE 2009	OCONUS	NA	ACTIVE/RESE...	ENLIS...	VMX 295 Sail/Eagle	E4	E9	2009.06.04	2009.09.30
<input type="checkbox"/> 15031-0007	EAGLE SUMMER CRUISE 2009	OCONUS	NA	ACTIVE/RESE...	ENLIS...	VMX 295 Sail/Eagle	E4	E9	2009.06.04	2009.09.30
<input type="checkbox"/> 15031-0008	EAGLE SUMMER CRUISE 2009	OCONUS	NA	ACTIVE/RESE...	ENLIS...	VMX 295 Sail/Eagle	E4	E9	2009.06.04	2009.09.30

Members will select what they want to apply for. Once they have checked the RTNs, they will click Submit Application.

### 3.1 HOW MEMBERS VOLUNTEER VIA VOLUNTEER BULLETIN BOARD (VBB)

The screenshot shows the 'Personal Information' tab of the MRTT Volunteer Application Form. The form includes the following fields: EmpID, Name, Email, Confirm Email, Home Phone, Work Phone, Rating/Desig, Component, Clearance (set to NONE), Gender, Passport, and Permanent Unit. There are 'Submit' and 'Close' buttons at the bottom. A red arrow points from the text box on the right to the Email field.

Members will complete an application. The application will be for all RTNs the member selected. Members can use CG E-mail address or personal E-mail address.

The screenshot shows the 'Command POC Information' tab of the MRTT Volunteer Application Form. It includes a note: 'Command POC should be your unit's XPO, OINC, XO, or CO'. The form fields are: POC Name (RAYMOND DALTON), POC Email (RAYMOND.R.DALTON@USCG.MIL), Confirm Email (RAYMOND.R.DALTON@USCG.MIL), and POC Phone. There are 'Submit' and 'Close' buttons at the bottom. A red arrow points from the text box on the right to the POC Email field.

Members shall put in their supervisor, or someone in authority to approve the member's absence from their PDS.

It is up to each command to establish its own policy on who has the authority for command approvals. Whether a paper chit, E-mail chain or phone approval is completed, the member who received the Command Approval E-mail is the one who will approve in MRTT.

### 3.1 HOW MEMBERS VOLUNTEER VIA VOLUNTEER BULLETIN BOARD (VBB)

Instructions:  
Enter all the required fields (\*) on the three tabs and click *Submit*

Personal Information    Command POC Information    Resume/Comments    Summary

Please enter any resume data or comments below. (8000 character max)  
\* Please create a resume in a Word Document or other text format then cut and paste below (will be converted to text).  
\* Please be sure to address any required or desired skills that you possess regarding education, training, or experience that are applicable to the solicitation in your resume.

Close

Members can input a resume. You can copy and paste up to 8000 characters.

MRTT Volunteer Approval Request - Message (Plain Text)    UNCLASSIFIED

From: do\_not\_reply@uscg-mrttcpsms.net    Sent: Fri 6/19/2009 1:16 PM  
To: Dalton, Raymond PERS2  
Cc:  
Subject: MRTT Volunteer Approval Request

RAYMOND DALTON,  
This email is to inform you that RAYMOND R. DALTON has volunteered for one or more requirements in the Mobilization Readiness Tracking Tool (MRTT) and requests your approval. Please click on the below hyperlink  
<https://www.uscg-mrttcpsms.net/TESTING/MOD.VM/CommandApproval.aspx?b=1d10Rwf65Xg=Q>  
Or:  
If the above link is not active, please copy and paste the above URL into the address bar of an Internet Explorer and either press the enter key or click the Go button.  
If you have any questions, please send a message to HQS-DG-LST-MRTTHelpdesk@uscg.mil or contact us at the numbers listed below:  
Regards,  
The MRTT Support Staff.  
USCg HelpDesk: (202) 372-2243  
IDEANATICS Helpdesk: (703) 903-4972

MEMBER NOTIFICATION: Upon submitting an application, the member will receive an E-mail notification that he/she has applied for RTN's pending command approval.

**NOTE:** Congratulations!!! You have now completed an application for Coast Guard requirements. You will get notified when your application has been approved or denied. You will also receive notification if you are selected, not selected, and if the requirement has been canceled.