U.S. Department of
Homeland Security

**United States
Coast Guard**

Mobilization Readiness Tracking Tool (MRTT) and Contingency Staffing
Tactics, Techniques, and Procedures (TTP)

**Force Readiness Command
(FORCECOM)**

**CGTTP 1-16.7
December 2015**

This page intentionally left blank.

U.S. Department of Homeland Security
United States Coast Guard

Commander
United States Coast Guard
Force Readiness Command

300 E. Main Street, Suite 1100
Norfolk, VA 23510
Staff Symbol: FC-P
Phone: (757) 628-4881

CGTTP 1-16.7
30 DEC 2015

COAST GUARD TACTICS, TECHNIQUES, AND PROCEDURES 1-16.7

Subj: MOBILIZATION READINESS TRACKING TOOL AND CONTINGENCY PLANNING

Ref:
(a) Coast Guard Incident Management Handbook, COMDTPUB P3120.17 (series)
(b) Reserve Force Readiness System Staff Element Responsibilities, COMDTINST 5320.4 (series)
(c) Coast Guard Manpower Mobilization and Support Plan, COMDTINST M3061.1
(d) Federal Emergency Management Agency Mission Assignments: Operational Acceptance and Execution, COMDTINST 3006.1
(e) Obtaining Personnel Resources to Meet Surge Requirements, COMDTINST 5400.1 (series)
(f) Personnel and Pay Procedures Manual, PPCINST M1000.2 (series)
(g) Contingency Preparedness Planning Manual, Vol III Exercises, COMDTINST M3010.13 (series)

1. PURPOSE. The purpose of this tactics, techniques and procedures is to show how the incident commander can properly make Mobilization Readiness Tracking Tool (MRTT) entries, and how to use the MRTT to help manage incident response logistically.

2. ACTION. This Coast Guard tactics, techniques, and procedures publication applies to all personnel who manage and employ the use of the MRTT. Internet release is authorized.

3. DIRECTIVES/TTP AFFECTED. None.

4. DISCUSSION. The MRTT was created to give field users the ability to create, source, and track short-term assignments independent from a single, centralized control node. Hosted on an enterprise-wide platform, MRTT does not supplant existing human capital management systems, but complements their functionality to aide commanders in reallocating their manpower as circumstances require. Proven during contingencies, MRTT has also emerged as the system best suited to manage temporary assignments filling routine staffing short-falls. By exercising MRTT in making short-term assignments within local and regional commands, units and programs can formally establish a history of staffing shortages informing strategic resource planning and allocation. This also helps ensure the ready proficiency of contingency staffing personnel called to initiate mobilization in support of the Incident Command System.

5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is itself a rule. It provides guidance for Coast Guard personnel and does not impose legally-binding requirements on any party outside the Coast Guard.

6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. While developing this publication, Integrated Process Team (IPT) members examined environmental considerations under the National Environmental Policy Act (NEPA) and determined they are not applicable.

7. DISTRIBUTION. FORCECOM TTP Division posts an electronic version of this TTP publication to the CGTTP Library on CGPortal. In CGPortal, navigate to the CGTTP Library by selecting **References > Tactics, Techniques, and Procedures (TTP)**. FORCECOM TTP Division does not provide paper distribution of this publication.

8. RECORDS MANAGEMENT CONSIDERATIONS. Integrated Process Team (IPT) members thoroughly reviewed this publication during the TTP coordinated approval process and determined there are no further records scheduling requirements per Federal Records Act, 44 U.S.C. Chapter 31 § 3101 et seq., National Archives and Records Administration (MARA) requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This publication does not have any significant or substantial change to existing records management requirements.

9. FORMS/REPORTS. None.

10. REQUEST FOR CHANGES. Submit recommendations for TTP improvements or corrections via email to FORCECOM-PI@uscg.mil or through the TTP Request form on CGPortal. In CGPortal, navigate to the TTP Request form by selecting **References > Tactics, Techniques, and Procedures (TTP) > TTP Request**.

    Send lessons learned applicable to this TTP publication via command email to FORCECOM TTP Division at CMD-SMB-CG-FORCECOM.

SHAW.PATRICK.J.1179100912

Digitally signed by SHAW.PATRICK.J.1179100912
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI, ou=USCG, cn=SHAW.PATRICK.J.1179100912
Date: 2015.12.28 14:02:43 -05'00'

PATRICK J. SHAW
Commander, U.S. Coast Guard
Acting Chief, FORCECOM TTP Division (FC-P)
By Direction of Commander,
Force Readiness Command

This page intentionally left blank.

Table of Contents

Table of Figures

Table of Tables

This page intentionally left blank.

Chapter 1: Introduction

Introduction

This chapter overviews the contents of this tactics, techniques, and procedures (TTP) publication. It also defines the use of notes, cautions, and warnings in TTP publications.

In This Chapter

This chapter contains the following sections:

Section A: Introduction

A.1. Mobilization Readiness Background Information

Mobilization is the selection, assembly and preparation for tasking by a supported commander of all forces responding to a contingency event (exceptional beyond routine operations). Forces mobilized to support contingency operations may be sourced from entire standing commands, improvised composite units, force elements, and individual augmentees (IAs). United States Coast Guard (USCG) personnel in each of these categories may come from the active component, reserve component, auxiliary, or civilian workforce. Further, personnel from other military services (Department of Defense [DOD] or foreign), employees from other government agencies, private industry experts, or civilian volunteers may fulfill additional staffing mission requirements.

Each individual member must be accounted for from the date they are selected to support a contingency mission until they are demobilized and returned to their permanent duty station. To avoid dangerous confusion and errors in response planning, contingency staffing managers must efficiently and accurately fill personnel needs while ensuring constant accountability of attached personnel.

The Mobilization Readiness Tracking Tool (MRTT) allows field users to create, source, and track short-term assignments independent of a centralized control node. Hosted on an enterprise-wide platform, MRTT does not supplant existing human capital management systems, but helps commanders reallocate their manpower when required. Proven during contingencies, MRTT is best suited to manage temporary assignments and filling routine staffing short-falls.

When using MRTT to make short-term assignments within local and regional commands, units and programs establish a history of staffing shortages and improve strategic resource planning and allocation. This also helps contingency staffing personnel to work proficiently when initiating mobilization for the Incident Command System (ICS).

A.2. TTP Scope

This publication provides standard TTP for incident commanders to properly make MRTT entries, and use MRTT as a tool to help logistically manage an incident response.

Section B: Notes, Cautions, and Warnings

B.1. Overview The following definitions apply to notes, cautions, and warnings found in TTP publications.

NOTE: **An emphasized statement, procedure, or technique.**

CAUTION: **A procedure, technique, or action that, if not followed, carries the risk of equipment damage.**

WARNING: ***A procedure, technique, or action that, if not followed, carries the risk of personnel injury or death.***

This page intentionally left blank.

Chapter 2: Roles and Responsibilities of Contingency Staffing

Introduction

This chapter discusses the roles and responsibilities of contingency staffing during an event. It covers how, where, when, why, and who will use MRTT. The chapter discusses integration of the USCG process within the ICS to improve responses when ordering, tracking, and managing incidents. Furthermore, it describes MRTT modules, and defines the roles of users and the MRTT support staff.

In This Chapter

This chapter contains the following sections:

Section A: Mobilization Readiness Tracking Tool

A.1. Mobilization Readiness Tracking Tool (MRTT)

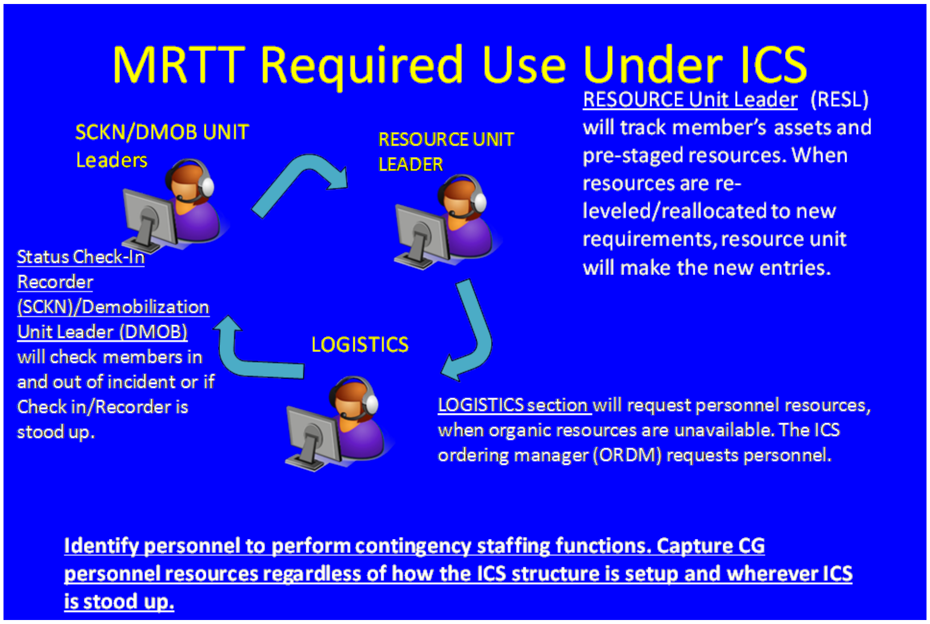


Figure 2-1 MRTT requirements under ICS

A.1.a. Incident Command Duties Using MRTT

An Incident Command Post (ICP):

- Records personnel requirements in MRTT and track until filled.
- Validates or cancel old requirements.
- Extends member's duty at an incident if needed.
- Re-levels/allocates organic resources in MRTT for ICP.
- Coordinates staffing as members arrive.
- Checks members in and out of an incident.
- Reports: Reports provide a common operating picture (COP) and is the core situational awareness (SA) capability for effective decision making, rapid staff actions, and appropriate mission execution. In MRTT it is your force lay out.
  - ➢ Run reports on surging forces.
  - ➢ Run reports on demobilizing forces.

NOTE: **Consider how tasks affect LOGISTICS (i.e., lodging, food, transportation, and medical) and adjust as appropriate.**

A.1.b. Who needs to use the MRTT	During an incident, identify members who will be in charge of contingency staffing. These people capture track and request personnel. A yeoman is not required. However, yeomen know the USCG competency system.
A.1.c. Where do we need to use the MRTT	Use MRTT in all contingency events that exceed the routine employment capability of permanently assigned personnel under a local, regional, or theater commander, or impacted program director. Specifically, MRTT is initiated whenever contingency staffing is activated by an incident management team (IMT), ICP, or Unified Area Command (UAC). All other entities that support contingency operations throughout the USCG must be prepared to convey and broker staffing requirements and resources via MRTT. Manage all routine short-term assignments requested by field commands, mission communities, or programs through MRTT.
A.1.d. When do you need to use MRTT	MRTT is used for Type 1, Type 2 or Type 3 incidents. When contingency staffing needs exceed sector capability, forces are ordered through a request for forces (RFF) for USCG staffing and a request for assistance (RFA) for other federal agency staffing.
A.1.e. Why use MRTT	MRTT is the only system that draws information from the USCG Enterprise Data Warehouse to track unit/team compositions and IA(s) from selection to final demobilization (DEMOB). Since MRTT is an enterprise system, assignment actions at any level are visible to all users, service-wide. This open visibility ensures the best, most equitable use of personnel resources while providing node-to-node mutual quality check functionality between contingency staffing users. MRTT produces detailed reports of emergent workforce demands, tracking of personnel needs, and projected staffing risk thresholds that would be difficult and time consuming to replicate from other sources.
A.1.f. How is MRTT used	MRTT provides force layout, forecasts incoming responders, and forecasts departing personnel by using the reports and the geospatial map. See Chapter 9 Geospatial Map for further instructions on how to use the geospatial map.
A.2. Functional Definitions of Incident Types	Per reference (a), Coast Guard Incident Management Handbook, COMDTPUB P3120.17 (series), there are five (5) types of incidents. The types of incidents discussed in this TTP will be National Incident Management System Type 1, Type 2, and Type 3. These are characteristics of incident types:

A.2.a. Type 1 Incident

Most complex type of incident. National resources manage and operate incident.

- ICS activates all command and general staff positions.
- The incident extends into multiple operational periods.
- An incident action plan (IAP) is written for each operational period.
- Staffs all of the functional units.
- Have over 500 operation personnel per period and usually over 1,000 total incident personnel.
- Establishes branches.
- Agency administrator holds agency briefings, updates the incident complexity analysis, and the written delegation of authority.
- Resource advisors are usually present at the incident base.
- The impact on the local jurisdiction requires additional staff for administration and support.
- Type 1 examples include: Hurricane Katrina/Rita, Deepwater Horizon (DWH) Response, and Super Storm Sandy.

A.2.b. Type 2 Incident

A complex type of incident. National resources could manage and operate incident. Exceeds local control capabilities and could go into multiple operational periods.

- ICS activates most or all command and general staff positions.
- The incident extends into multiple operational periods.
- An incident action plan (IAP) is written for each operational period.
- Staffs many of the functional units.
- Have less than 200 operation personnel per period and usually less than 500 total incident personnel.
- Agency administrator holds agency briefings, updates the incident complexity analysis, and the written delegation of authority.
- Type 2 examples include: Santa Barbara Pipeline oil spill, devastating floods, and earthquakes.

A.2.c. Type 3 Incident

An incident in which capabilities exceed initial response. National resources added to incident reflect its complexity.

- ICS activates some or all of the command, general staff, division/group supervisor, and unit leader level positions.

- Manages incidents with a significant number of resources until containment is achieved, or continues to expand until it transitions to a Type 1 or 2 incidents.
- The incident could extend into multiple operational periods.
- An incident action plan (IAP) may be written for each operational period.
- Type 3 incident examples include: M/T Carla Maersk spill, large industrial fire, and tornado.

A.3. Reports

Incident command (IC) uses MRTT reports to maintain a COP and manage critical resource allocations. The logistics section chief relies heavily on MRTT.

The planning section chief (PSC) maintains SA by accounting for incident personnel and their locations. The resource unit leader uses this information to reallocate resources.

A.4. Force Management

During an incident, personnel staff contingency surges. These contingency staffing personnel capture, track, and request personnel.

When an ICS command is active, use MRTT. It is critical for incident commanders to establish COP. At the start of an incident, record initial incident responders and use the RFF process.

Using MRTT from the start assists with forecasting incoming and departing personnel, and provides force layout. During an incident, MRTT use extends beyond the IC. MRTT should be used by all levels of the incident response including but not limited to the IC, UAC, district/AREA IMT, deputy commandant for operations and deputy commandant of mission support (DCMS).

Under ICS, the planning section and logistics section handle the contingency staffing role.

A.4.a. RESL, SITL and DMOB Roles

In the contingency staffing planning stage, the resources unit, situation unit, and DEMOB unit play these roles:

- Resource unit leader (RESL): The RESL provides the status of all assigned tactical resources and personnel to the situation unit leader (SITL). The resources section determines the status of assigned personnel and checks performance data integrity based on MRTT reports (refer to Chapter 10 MRTT Reports).

- Check-in/status recorder (SCKN): SCKNs work for the RESL to check-in personnel at check-in locations and account for all resources assigned to an incident.

- SITL: The SITL is the primary node for information management. The SITL collects, organizes, processes, and disseminates incident information. When building the incident COP, the situation unit uses the personnel status reports provided by the RESL.
- Demobilization unit leader (DMOB): The DMOB develops the incident DEMOB plan. The RESL supplies personnel status updates to the DMOB to develop the DEMOB plan. Depending upon the type of incident, DEMOB can be very complex. Additionally, there may be unique procedures required for DEMOB depending on the personnel type (i.e., active duty, reserve, and civilian) that the DMOB needs to account and plan for in the DEMOB plan.

A.4.b. ORDM

In the logistics section, the ordering manager (ORDM) is responsible for placing all orders for personnel.

NOTE:

The example provided below is based on staffing for a one 12 hour operational cycle and does not take into consideration time off.

A.4.c. Required staff

The number of people required in this section depends on the size of the incident and duration. For example, a basic Type 2 incident running one (1) 12 hour shift may have the following number of staff:

- Planning section:
  - One (1) in DEMOB.
  - One (1) in check-in.
  - One (1) in resources.
- Logistics section:
  - One (1) entering MRTT data.
  - One (1) completing personnel RFF and associated message traffic/email.
  - One (1) running reports and completing data integrity checks.

When planning the staffing you will need to plan for days off if the incident response is a sustained effort. If you have a Type 1 incident or a spill of national significance, your sections may be running 24 hours a day with multiple operational periods. Increase staffing to cover the sustained duration and account for time-off or break requirements.

For example, DWH had four (4) teams of three (3) people each. Within each team, one made the MRTT entry; one issued funding travel order number/ line of accounting (TONO/LOA); and one drafted the message traffic. Two teams worked during the day and two teams worked at night. Someone checked-in with the check-in recorder at Base New Orleans, and then one with DMOB. They also had one person review the ICS-213 RR forms to verify accuracy and detail.

A.5. Instant Visibility of Incident Command Structure (ICS)

When an ICP runs out of organic resources from a sector and needs to order external resources from the district, you may be entering a Type 2 incident. This often happens during a Type 3 response. It is time to start using MRTT for ordering personnel resources.

The ICP captures all responding forces to accurately report purposes. The personnel requirements list (PRL) functionality can help expedite this capture. To capture your responding members, follow the steps in Chapter 4, The Personnel Requirements List . Otherwise follow the steps in Chapter 3, Making a Requirement.

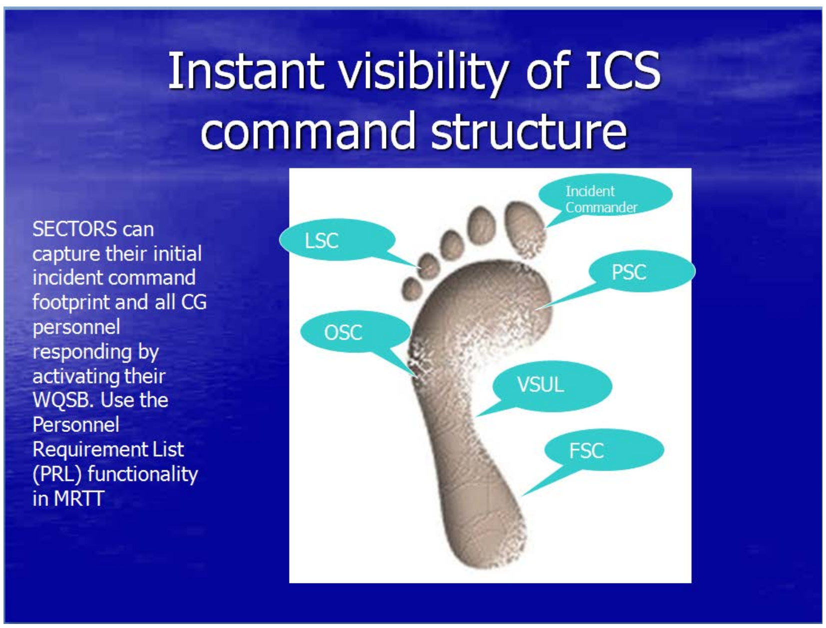


Figure 2-2 Visibility of ICS

A.6. Contingency Surge Staffing

Per reference (b), Reserve Force Readiness System (RFRS) Staff Element Responsibilities, COMDTINST 5320.4 (series), the RFRS is a dedicated and specialized service-wide readiness infrastructure that matches resources with requirements.

RFRS attains and maintains readiness to activate rapid deployment of the USCG Reserve when surge operations require additional personnel.

RFRS staff is an invaluable resource on how to effectively and efficiently access the reserve component to support surge requirements. They can provide advice and support to the incident/sector command on reserve recall and can find reserve personnel to fill voluntary or involuntary requirements. See section titled below Funding an Incident for more information. The RFRS staff should help to ensure relevant District (DXR) process is followed when requesting and recalling reserve personnel.

At the ICP level, the resource unit leader should consult with the applicable RFRS staff on all ICS 213 RR personnel requests before sending to the logistics section for ordering external resources. Consult the sector RFRS staff and look at the sector's reserve force to fill personnel requirements organically. If a sector does not have assigned RFRS staff, the servicing DXR may be consulted regarding reserve personnel availability and readiness.

If the RFRS staff fills an incident requirement with a reserve candidate, the incident contingency staff will build the requirement (See Chapter 3 Building a Request in the RTM) and source the member (See Chapter 6 The Sourcing Module (SM)) to the requirement tracking number (RTN).

A.7. Funding an Incident

Funding comes in a variety of ways, and is incident specific. After identifying and activating funding for the incident, enter the personnel funding lines (TONO/LOA) into MRTT when building the RTN.

Funding data in the MRTT RTN at the earliest opportunity assists in expediting the personnel orders processing. It is also an effective means of documenting associated costs by person. The finance/admin section chief or funds managers can run MRTT reports to see who is assigned to their TONOs. Only one person can be assigned to a RTN at a time and this allows for no confusion on which TONOs are assigned to personnel. Below are descriptions of potential sources of funding that may be used.

A.7.a. Active Duty for Operational Support

Active Duty for Operational Support – Active Component (ADOS-AC) (10 U.S.C. 12301(d)): When an incident command or district commander determines the number of active duty personnel available is insufficient to support an incident response, selected reserve (SELRES) personnel may be employed. District commanders have the authority per reference (c), Coast Guard Manpower Mobilization and Support Plan, COMDTINST M3061.1 (series) and authorization from COMDT (CG-131) to voluntarily activate, with the consent of the member, up to 110 reserve personnel for up to 30 days.

This authorization is renewed annually via the AREA's annual Title 14 guidance message.

Sector/incident commanders can use ADOS-AC for an incident response upon approval from district and must follow all DXR ADOS request procedures. Before district authorization, incident/sector/district commanders should keep in mind that the requesting unit (sector or district) must fund short-term ADOS-AC with AFC-30 funds.

A.7.b. Title 14 (14 U.S.C. 712):

Title 14 (14 U.S.C. 712): Title 14 is for involuntarily recalls of SELRES to help USCG active duty forces prevent or mitigate imminent, serious natural or manmade disasters, accidents, catastrophes, acts of terrorism, or transportation security events. The Secretary of the Department of Homeland Security (SECDHS) has recall authority of SELRES under Title 14. The SECDHS annually authorizes the commandant of the Coast Guard to recall a pre-determined number of SELRES under Title 14. Once the Commandant receives this annual authorization, the Commandant authorizes the AREA and director of operational logistics (DOL) to recall a pre-determined number of SELRES for their area of responsibility (AOR). Title 14 recall authorization must be renewed annually. Review the AREA's annual message providing procedural guidance for Title 14 recall.

Incident commanders (ICs) requesting to use Title 14 recall authority must contact their respective districts for authorization. Additionally, ICs should consult with their supporting sectors and the associated RFRS staff before requesting authorization from the district commander. Make district requests for Title 14 authority through message traffic to LANT-1 or PAC-1 as appropriate and include the requested information in the AREA's annual Title 14 guidance message.

NOTE: **Title 14 and ADOS-AC are for reserve personnel only.**

A.7.c. Coast Guard LOA

This is the most commonly used funding source. The CG uses AFC-30 funds for temporary duty (TDY) and ADOS-AC orders. The AFC-30 funds manager identifies funds for the respective unit paying.

A.7.d. Pollution Incident

When there is a pollution incident (or a potential pollution incident) requiring response actions under the National Contingency Plan, the on-scene coordinator has two funding sources available. They are:

- The Oil Spill Liability Trust Fund (OSLTF).
  - Cap is one billion dollars ($1,000,000,000.00).

- Used for oil discharge removal actions only.

- The Comprehensive Environmental Response Compensation and Liability Act fund (commonly known as the Superfund).
  - Cap is eight and one-half billion dollars ($8,500,000,000.00).
  - Used for hazardous material releases removal actions only.

A.7.e. OSLTF and Superfund

The OSLTF and Superfund are used when there is no responsible party (RP) or guarantor, when costs have exceeded the RPs limit of liability and the RP or guarantor is unwilling to pay above their limit, and when the RP is not willing to pay for the cleanup at all.

The Federal On-Scene Coordinator and Federal On-Scene Coordinator Representatives are the only personnel authorized to access the OSLTF and Superfund. Coordinate with respective sector incident management division, if you wish to use OSLTF or Superfund to fund incident response costs.

A.7.f. RP

A responsible party (RP) is the entity that caused the incident. By law, the RP is financially responsible for the cost of the clean-up up to their limit of liability. Typically, the RP will pay for the actual recovery costs and the USCG will charge the RP for personnel and equipment costs.

In some instances a special line of accounting will be set-up for the incident by the RP. For example, British Petroleum (BP) is the responsible party for the DWH oil spill. Once BP assumed financial responsibility for the incident a special line of accounting was set-up by BP especially for the incident.

A.7.g. FEMA

Federal Emergency Management Agency (FEMA) Mission Assignments (MA) and the Stafford Act states that when there is a Presidential Declaration of Emergency or major disaster, the funding method is dictated by the Stafford Disaster Relief and Emergency Assistance Act (Stafford Act). During such an incident, FEMA is the lead government agency.

FEMA authorizes necessary activities and reimburses responding agencies for incurred costs. FEMA will issue MAs. These MAs are work orders issued to Federal agencies directing completion of a specific task, like funding, managerial controls, and other information. See reference (d) Federal Emergency Management Agency (FEMA) Mission Assignments: Operational Acceptance and Execution, COMDTINST 3006.1 for more information regarding FEMA MAs.

A.7.h. USAID

United States Agency for International Development (USAID) is the lead agency for assistance to foreign nations. A Memorandum of Understanding with the USCG permits USAID to request assistance via MAs similar to FEMA.

A.7.i. Other Federal Agencies

Other federal agencies can request USCG assistance using the RFA process. This is an agency to agency process where the requesting agency requests assistance from USCG headquarters. If the USCG accepts, they notify the requesting agency that provides funding for the USCG personnel including TDY costs and overtime for civilian employees.

NOTE: **FEMA reimburses the agencies; it does not usually provide direct funding. The funding sources noted above are still used for such incidents. Resource/cost documentation is required for reimbursement. Consult the National Pollution Fund Center case officer when using trust fund or other agency funding.**

Section B: User Modules

B.1. User Module Options

All MRTT menu options are visible but user role could limit the functionality. The following is a list of the modules available to different users.

B.1.a. View only

- View all modules.
- Unable to add, edit, or delete any record to the system.

B.1.b. Planner

- Add, edit, delete, and validate a request.
- If additional information (AI) is required, view user account requirements for themselves or the delegate.
- If requirements have been processed (either MOB or DEMOB), view user account requirements for themselves or the delegate.
- Activate a PRL.
- When submitting approval requirements, can designate the tasked approvers.

B.1.c. Approver

- Add, edit, delete, and validate, and approve a request for themselves or the delegate.
- Requirements can be validated, partially sourced (PS), or in review status.
- If author of request, generate a RFF message.

B.1.d. Sourcer

- Add, edit, delete, validate, approve, and source a request.
- View approved or PS requirements (in AI or PRL) tasked to their district.
- Generate an orders ready message.

B.1.e. Processor

- Add, edit, delete, validate, approve, and source a request.
- Access the IMT processing tab.

B.1.f. Administrator

- Add, edit, delete, validate, approve, and source all requests as part of routine and contingency operations.
- Is a district contingency staffing coordinator.
- Grant user access to MRTT.
- Fix entries made by other users.

B.1.g. System Administrator

- Access all of the above plus administrative functions.
- View all requirements meeting the above criteria on each scorecard, regardless of tasking districts or tasked approvers.
- Reassign task requirements to another district.
- Restore previously canceled requirements.
- Resend command approval emails for the Volunteer Bulletin Board (VBB).
- Duplicate any requirements from a validated to approval status.
- Grant access to all users, including administrators and system administrator.

B.2. User Access To Modules By Role

If a user cannot access a feature or module, a message will display denying access. See the table on the following page for more information. The following figure appears when accessing a feature without access rights:

Figure 2-3 Message received when you attempt to access a feature you don't have rights to

Below is a table listing the access for roles.

Role	Requirement Tracking Module (RTM) Description	Sourcing Module (SM)	Member Processing Module (MPM)	Administrator
Planner	Partial access	Denied	Denied	Denied
Requestor	Partial access	Denied	Denied	Denied
Approver	Partial access	Denied	Denied	Denied
Sourcer	Full access	Full access	Denied	Denied
Processor	Full access	Full access	Full access	Denied
Viewer	View only	View only	View only	View only
Administrator	Full access	Full access	Full access	Partial access
System Administrator	Full access	Full access	Full access	Full access

Table 2-1 User access information

Section C: Module Menus

C.1. Module Menus

At the top of every MRTT module home page is a hyperlink to different functions. User access depends upon the assigned user role. The following list of functions are the menu options in each of the modules.

C.1.a. Requirement Tracking Module (RTM)

- Scorecard.
  - Construct a list of requirements.
- PRL Import.
  - Download the import template.
  - Import the PRL data into the MRTT.
- PRL management.
  - Activate PRL requirements (future release will deactivate, copy, move, and delete PRL requirements).
- Build a request.
  - Complete and build a request.
- Request.
  - Search existing requests.
  - Duplicate, edit, and add new requirements to a request.
- Requirements.
  - View request requirements or individual requirements depending on how search is performed.
  - Edit requirements individually or in groups.
  - Approve group requirements.

C.1.b. Personnel Requirements List (PRL)

- Import Wizard.
  - Upload a repopulated PRL in Excel format.
- Manage PRLs.

- Search for PRLs.
- Activate, delete, and edit existing PRLs.

C.1.c. Sourcing Module (SM)

- Scorecard.
  - Construct a list of requirements.
- Requirements.
  - View the requirement page.
  - Search for specific requirements. It is crucial to search for ICS competencies for contingency staffing.
- Sourced Records.
  - Search for members sourced to requirements.
- Volunteer.
  - Search for volunteer applications.
- Add Member.
  - Add non-USCG members and contractors to the list of sourced members.
- Member Match.
  - Search for USCG members to fill a billet.
- Geospatial Map.
  - Provide a geographical map of where members are currently sourced (can be based on major disaster selected).

C.1.d. Member Processing Module (MPM)

- Scorecard.
  - System administrator sends notices to the SM which are important to all users.
  - Provides access to the scorecard report.
- Member processing.
  - Search for and process USCG personnel including MOB and DEMOB processing.

C.1.e. MRTT	• Table maintenance. ➢ Maintain and update the internal MRTT validation. ➢ Search tables. • User administration. ➢ Add users to the database and assign security roles. • Reports. ➢ Generate MRTT reports. • Downloads. ➢ Download available documents to local computer. • About. ➢ Lists the development team's information, email, and phone. • Change Password. ➢ Manage and change your password.
C.1.f. Help	• Display the online MRTT help desk or SSB.
C.1.g. Log out	• Log out of the MRTT application.

Section D: Mobilization Readiness Tracking Tool Help Desk and Surge Staffing Branch

D.1. MRTT Help Desk

The help desk is comprised of a group of volunteer experts from commands around the USCG. They answer technical questions and guidance in MRTT use.

PSC-PSD-SSB: Answer questions about USCG requirements, assignments, etc.

At the start of an event SSB, the Help Desk needs to be notified of the following:

1. Name of incident.
2. Incident command names. For example: ICP Santa Barbara, UAC Roberts. (Commands switch from the USCG to the ICS. Commands could be working jointly with local and state resources.)

D.2. Surge Staffing Branch (SSB)

The PSC-PSD-SSB temporarily assigns USCG active duty, reserve, civilian and auxiliary members as follows:

- Temporary Duty (TDY) augmentation requirements validated as mission-critical.
- Voluntary TDY augmentation.
- RFF validated for individual augmentation requirements for contingency operations beyond the Incident Commander’s resource capabilities.
- MOB of reserve component responders when required to support validated individual augmentation requirements.

Chapter 3: Making a Requirement

Introduction

This chapter discusses how to build requests and edit requirements. It also discusses PRLs and their similarity to Watch Quarter Station Bills (WQSBs). This chapter also discusses how to generate messages and how to order deployable support elements (DSEs) and deployable specialized forces (DSFs).

In This Chapter

This chapter contains the following sections:

Section A: Building a Request in the Requirement Tracking Module

A.1. Building a Request in the RTM

Navigate through MRTT by using the **MRTT Navigational Map**. The graphic below shows the section headings in the **MRTT Navigational Map**: RTM, PRL, SM, MPM and MRTT.

1. To build a request, click on the **Build-a-Request** link under RTM.

Figure 3-1 MRTT Navigational Map

Use the ICS 213 RR form to build the request. If not using the ICS 213 RR form when requesting personnel, create a unique identifying number in the fields.

NOTE: **All fields with a red asterisk are required fields. Use the binocular icon to select the criteria to enter.**

A.1.a. Requesting a Department ID

To request a department identification (DEPTID) follow these procedures:

1. Click on the binocular icon to select the requesting command.
2. Use the binocular icon at all times to enter data in the field.

   Example: When you click the binocular icon to request DEPTID, a lookup table will appear.

3. Enter the DEPTID, operational facility number (OPFAC) or description to look up the unit.

The destination **DEPTID** is the unit DEPTID where the member will be assigned or the closest unit working with incident command.

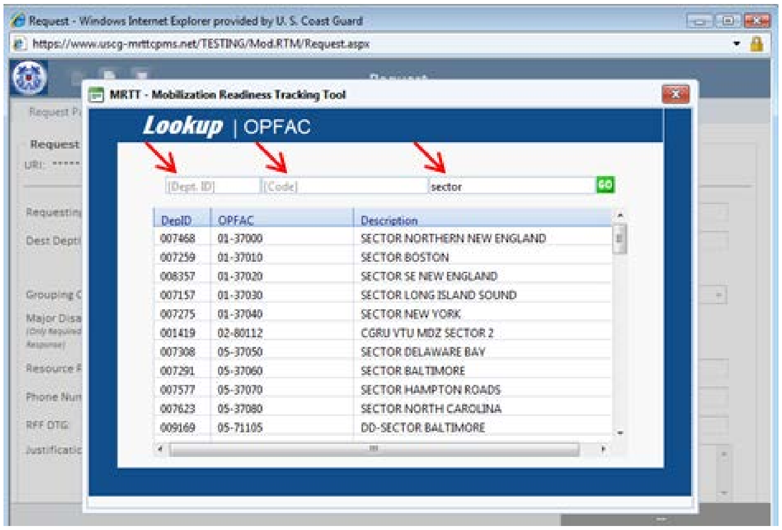


Figure 3-2 Example of requesting command

A.1.b. Destination ID

To request a destination DEPTID follow the previous steps from A.1.a to request a destination DEPTID. If it is the same, click on **Use Requesting Dept info**.

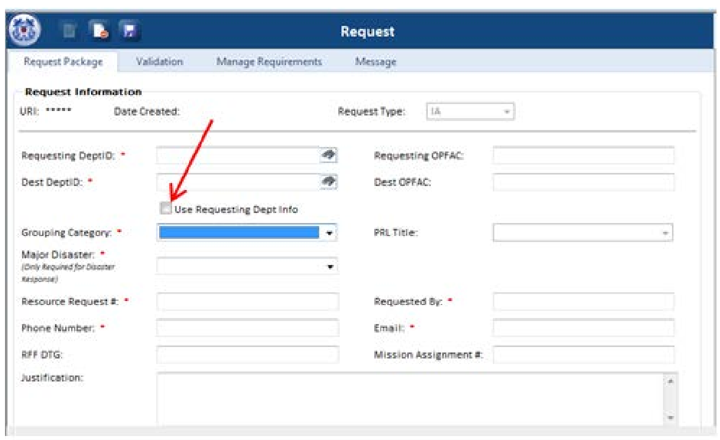


Figure 3-3 Example of entering in destination DEPTID

A.1.c. Grouping Category

In the **Grouping Category** box, select **Disaster Response**.

NOTE:

If you do not select Disaster Response, your personnel will not report accurately on the canned reports.

A.1.d. Major Disaster

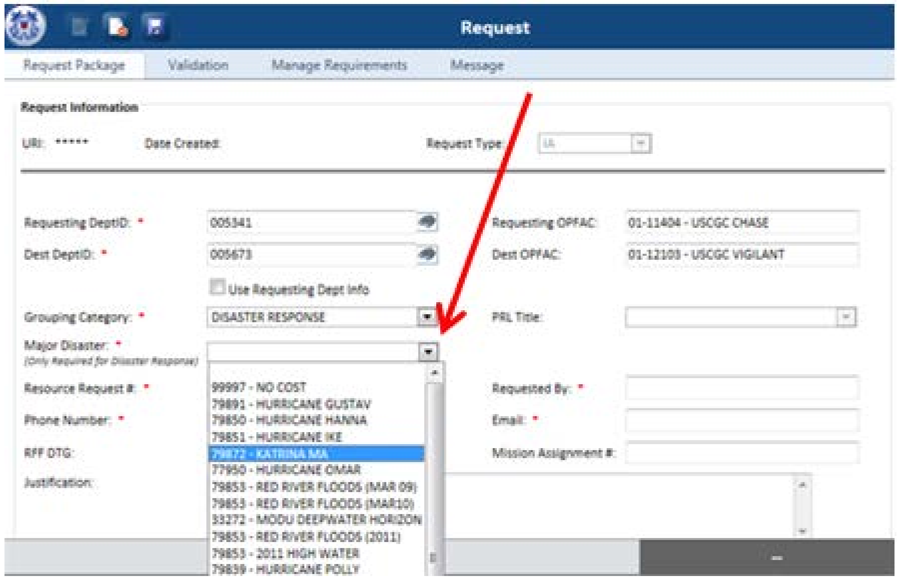


Figure 3-4 Example of selecting a Major Disaster

- To select a Major Disaster, select a disaster from the drop-down list.

  This is the name of the event. If the name of the event is not populated in the drop-down box, e-mail the help desk at hqs-dg-lst-MRTThelpdesk@uscg.mil.

- You can also contact SSB at ARL-DG-CGPSC-PSD-SSB@uscg.mil.

A.1.e. Resource Request Number

To select a Resource Request Number, follow these procedures:

1. In the **Resource Request #** box, enter the ICS 213 RR form number.
2. If you don’t have one, create a unique serial number. Precede all the RR #'s with event name and unit short title.

- EXAMPLE: Hurricane Isaac-Sector HR-10283.

NOTE: **If you don’t have a 213 RR#, it is best practice to use a standard process resource number for ordering. For example, start numbering with the alpha-numeric ZZ001 or something similar. This eliminates confusion with a randomly assigned 213 form number.**

NOTE: **It is a best practice to enter resource request point of contact (POC) information in the following order: phone number, name, and email.**

A.1.f. Request for Forces/Date Time Group

To enter a RFF/Date Time Group (DTG):

1. In the **RFF DTG** box, enter the date, time, and group.
2. Copy and paste this directly into the field.

A.1.g. Mission Assignment (MA)

Per reference (d), FEMA Mission Assignments: Operational Acceptance and Execution, COMDTINST 3006, a mission assignment (MA) is a work order issued by FEMA or USAID to another federal agency. The federal agency directs completion of a specific task, cites funding and other managerial controls, and gives guidance. A MA may be given in anticipation of, or response to, a Presidential Declaration of an Emergency or Major Disaster.

The MA number allows for quick and accurate accountability of requirements/people/cost working for FEMA.

A.1.h. Justification

Follow this step next:

1. In the **Justification** box, enter in any additional information about the request.

A.2. Saving the Request

When the request is saved, a **Unique Request Identifier (URI)** number appears. It is a good idea to make a note of the URI number at this time.

Build a request for each ICS-213RR. Once the request is submitted, add additional requirements. One request can have multiple requirments.

A.3. URI and RTN numbers

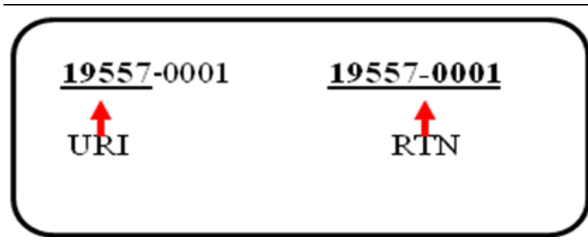


Figure 3-5 Example of URI and RTN

- The URI is the request; it is the first set of numbers before the dash.
- The URI plus the numbers following the dash together is the RTN. RTNs are the individual requirements assigned to the request.
- Each RTN is a unique number.

Example: You receive a ICS 213 RR. They are asking for 50 pollution responders. You do not create 50 requests in MRTT. Build one request and create 50 requirements.

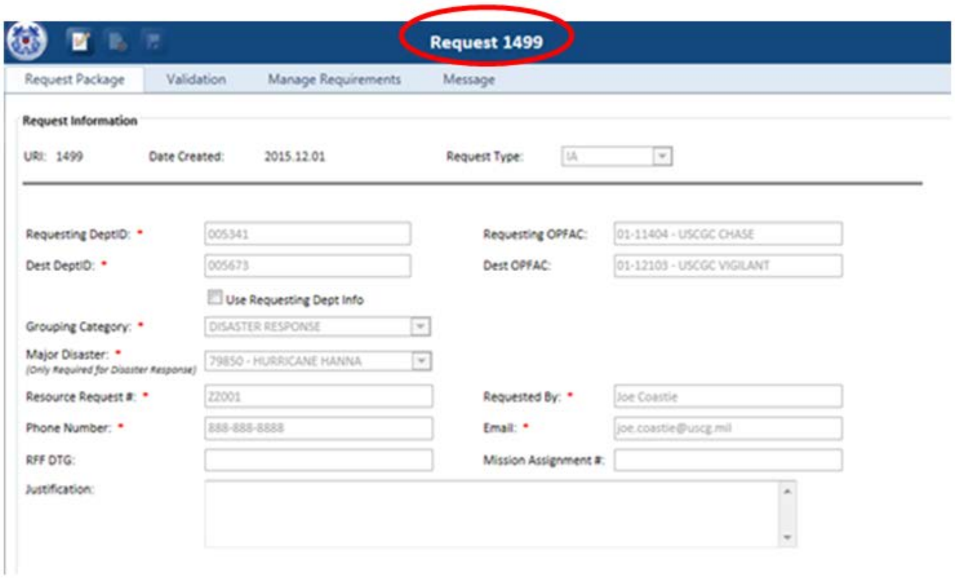


Figure 3-6 Example of a request

Section B: Creating and Editing Requirements

B.1. Creating and Editing Requirements

Note that the **Manage Requirements** tab contains one created requirement, which is just a shell of the requirement. In this tab, follow these procedures:

1. In the **Requirements in this Request** table under **Select**, click the RTN number.
2. Click **Create A New Requirement** to add a requirement to this request.
3. Click **Duplicate Requirements** to duplicate any RTNs created under this request. A RTN must be validated to approver status.

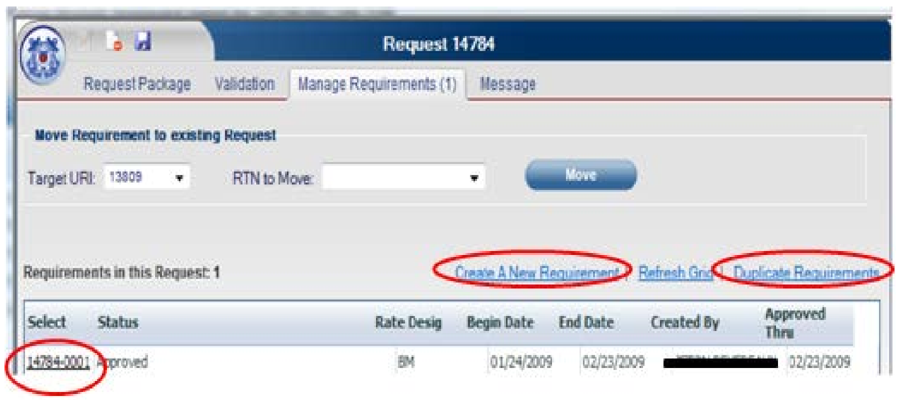


Figure 3-7 Example of MRTT navigation menu when you want to manage a requirement

B.2. Requirement Tab

To open the requirement, follow these procedures:

1. In the **Requirements in this Request** table under **Select**, click the RTN number to open the requirement.
2. Do not click the **Save** button or check **validated to approver** until all validation criteria are met.
3. Complete any field that is red or has a red asterisk.
4. Click **Save** button.

   The program displays a **Request Tab**. The **Requirement Tab** displays information entered into MRTT when the initial request package was built.

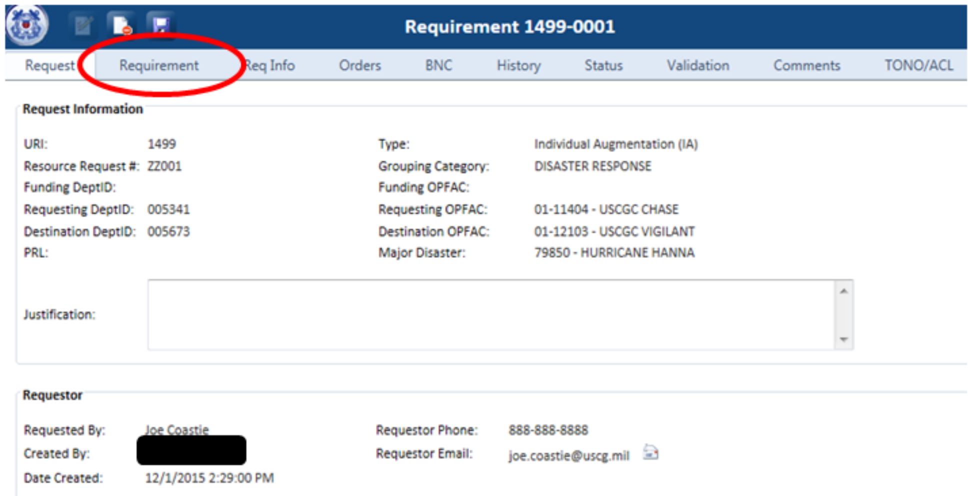


Figure 3-8 Example of the requirement tab

B.2.a. Requirement Title

To look up a requirement title, follow these steps:

1. Click the **Requirement** tab.
2. Click the binocular icon to look up requirement title.
3. Search for a force element in the first column. Enter ICS, DCMS, long title name, or a partial name.
4. Click **Go and Search**.
5. Search by **Force Element**, **Sub Force Element** or **Short Title**.

   You should search for your requirement title in the first column. Spread the columns apart like the columns as in a spreadsheet to see the entire field. Clicking on any field opens up a pop-up window with more information about the force element.

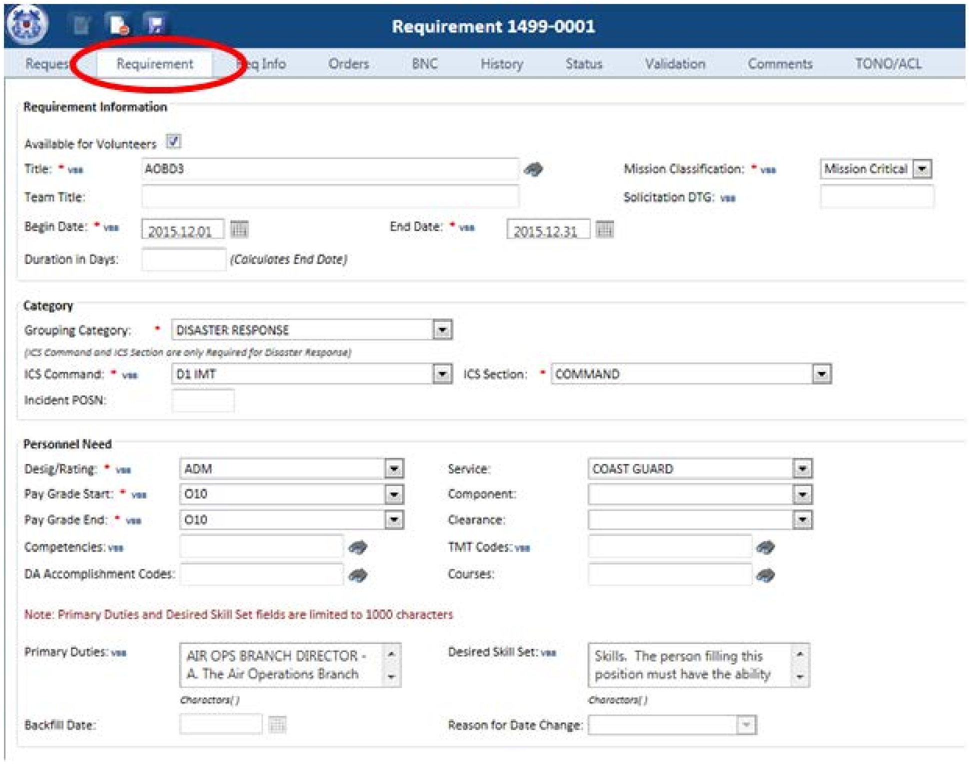


Figure 3-9 Example of looking up a requirement title

NOTE:	**The available for volunteers box is always checked by default. The VBB automatically advertises the requirement; if this is not wanted, simply uncheck the box.**
B.2.b. Mission Classification	**Mission Classification** option is always chosen for contingency response. The chain of command evaluates at the next level up. Refer to reference (e), Coast Guard Obtaining Personnel Resources to Meet Surge Requirements, COMDTINST 5400.1 (series) to determine requirements.
B.2.c. Begin/End Date	Enter **Begin/End Dates** of the requirement, or enter duration in days, i.e. 21, 30 or 60. The end date will automatically calculate.
B.2.d. ICS Command	Select the **ICS Command** name from the drop-down list. If your command does not appear, email HQS-DG-LST-MRTTHelpdesk.
B.2.e. ICS Section	Select the **ICS Section** for the member. It will be Logistics, Finance, Administration, Planning, Operations, Command Staff, Intelligence/Investigations Section or Joint Information Center.

B.2.f. Personnel Need	Edit requirements Pay Grade, Rating, Service, Clearance, and Component as required.
B.2.g. Competency Codes	Enter any required competencies. Search for needed requirements in the Competencies, Training Management Tool (TMT) Codes, Direct Access (DA) Accomplishment Codes, and Course fields.
NOTE:	**Include only the minimum required competencies a candidate needs to perform in a mission role. Unrealistic or excessive candidate qualification requirements will often yield few or no search results for personnel sourcing nodes, causing an RFF to be delayed or unfilled.**
B.2.h. Primary Duties	Enter **Primary Duties**. This helps fill the right candidate. This is important to have because it is advertised on the VBB.
B.2.i. Desired Skill Set	Enter **Desired Skill Set**. A job description of skill set is important because it may not have a competency code. It is advertised on the VBB.

B.3. Saving a Requirement

To save a requirement:

1. Click through the **Requirement** tab by tab.
2. Click the **Save** button when all edits are completed.

   Upon saving a validation, a message appears to inform the requestor of any missing information.

B.4. Required Information Tab

Follow these steps to enter required information:

1. When the **Receiving Unit** section appears, enter Primary Receiving Unit Point of Contact (POC) Information in the fields provided.
2. Enter **Secondary Receiving Unit POC Information** in the fields provided.
3. Enter **Reporting Instructions** in the field provided.
4. In **Geographical Location** box, enter physical location of where the requirement (job) is located.

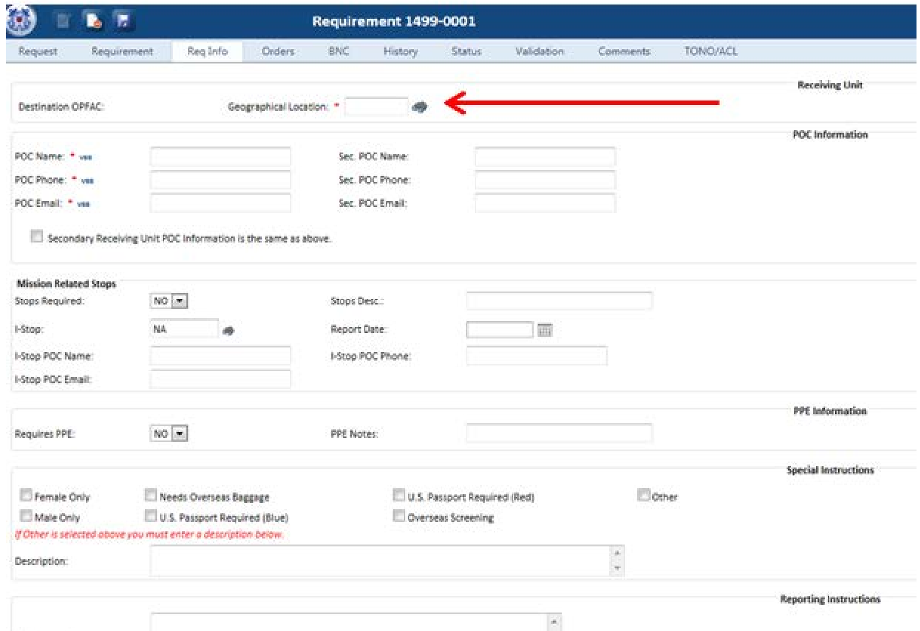


Figure 3-10 Enter in geographical location into required information tab

NOTE:

> **When inputting POC info, do not enter a Section Chief phone number. Designate a single POC or a group distribution for job inquiries. The inquiries deal with the job and logistics. The VBB advertises POC information, and personnel interested in the position will call the number.**

B.5. Orders Tab

For requested orders, enter information for authorized orders per reference (f), Personnel, Pay and Procedures Manual, PPCINST M1000.2 (series) Chapter 2.

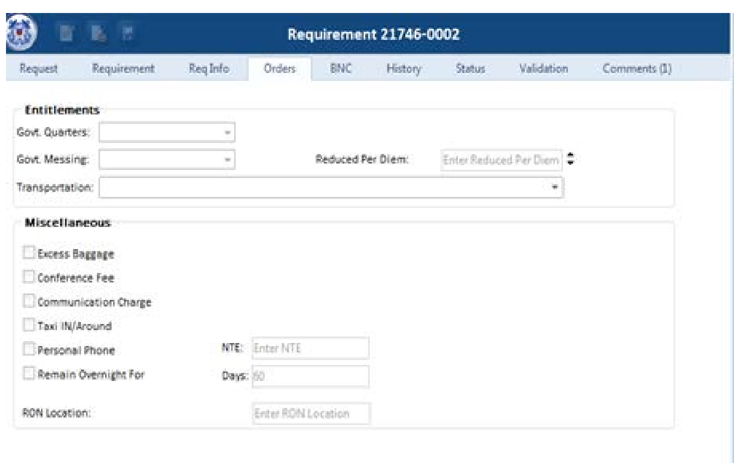


Figure 3-11 Entering information for requested orders

B.6. By Name Candidate (BNC) Tab

A by name candidate (BNC) is someone who has been recommended (either by the IC, unit, etc.) to fill the requirement. All BNCs require command approval to be sourced to the requirement. See Chapter 6 The Sourcing Module (SM) for more information. In order to be chosen for a requirement a BNC should be fully qualified for the assignment and/or deployment.

B.6.a. Employee ID (EMPLID)

To populate the employee ID (EMPLID), enter a **BNC EMPLID**. The BNC's information will auto-populate for that member.

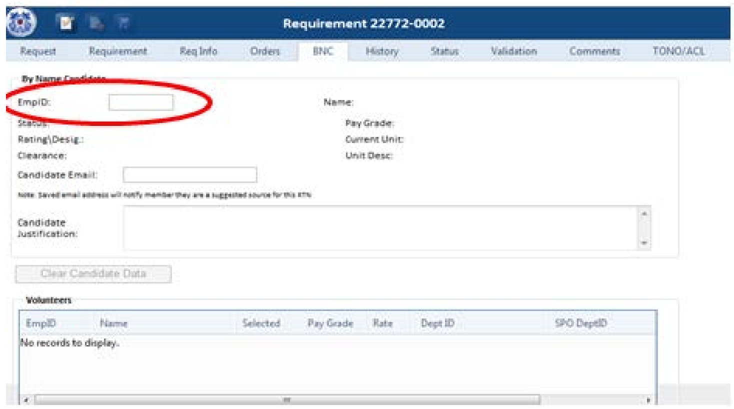


Figure 3-12 Populating the EMPLID

B.6.b. BNC Email

Proceed with the following steps:

1. The BNC receives an email with instructions to go to the VBB to volunteer and obtain command approval. At this point the BNC can go into the VBB and volunteer (See Chapter 5 The Volunteer Bulletin Board).

2. Enter **Candidate Email** field if a BNC fills the requirement. A non-USCG email may be used if the BNC is a reservist. This will quicken selection and receipt of orders.

3. After a requirement is approved, an email is sent.

B.6.c. Justification

If justification is needed, enter **Candidate Justification** information.

B.7. History Tab

The history tab has the following functions:

- The **Source History** tab displays the service members sourced for the requirement. Sourced service member information displays in the grid.
- The **Source History** grid displays sourcing records in descending order by the **Last Updated** date.

- Editing this information is disabled. The following figure shows the **Source History** tab.

Figure 3-13 Source History Tab

The top of the **Sourcing History** page displays the time frame of the requirement. The graph displays the member that has been sourced to that requirement, for how long, and over the time frame of the requirement.

B.8. Comments Tab

To add notes on the requirement, add it in the **Comment** box, like the one shown below.

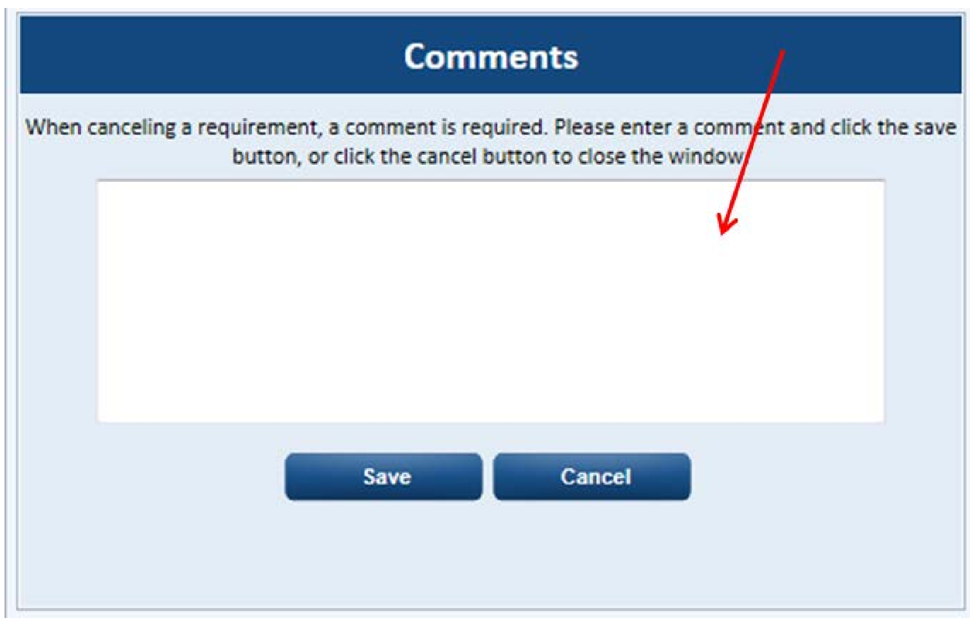


Figure 3-14 Tab used for comments

B.9. Travel Order Number (TONO)/ Accounting Line (LOA) Tab

Enter a **TONO** and **LOA**, if applicable. It is not necessary to include this in requirements that have no external or additional payroll and travel costs, such as recording initial first response personnel operating in their own AOR.

However, if additional costs will be immediately incurred, always include this information (with explicit consent of the account manager) as part of each requirement at the first opportunity. This is usually completed by the RFF originating support command/ICP or the next higher level administrative control. Including clear financial information will speed the processing once the final candidate/group is selected and sourced to the mission.

Additionally, MRTT can produce reports connecting mission RTNs and assigned personnel with TONOs and creditors' account lines. This helps manage fund reimbursement plans during or after an event.

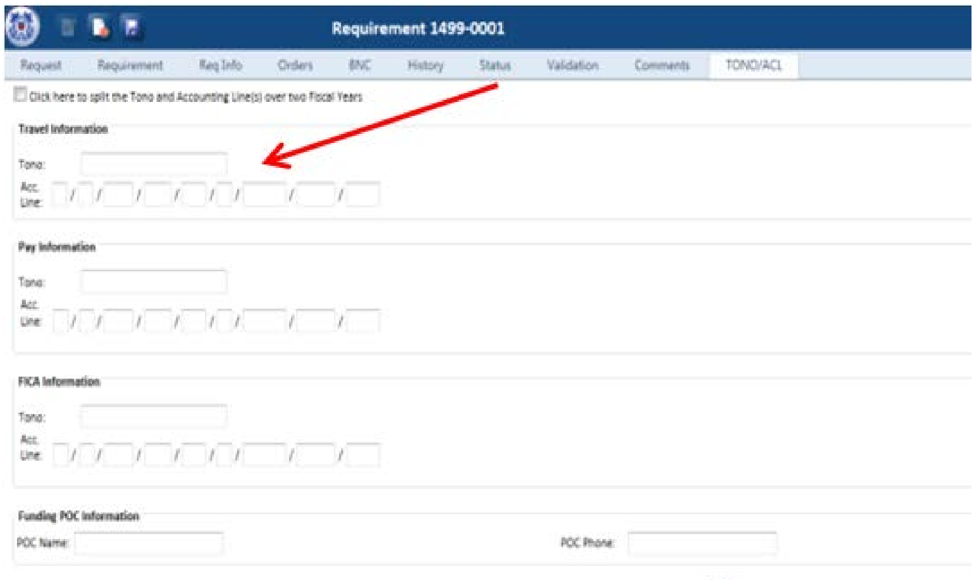


Figure 3-15 Tab used for entering TONO/ACL information

B.10. Status Tab

The **Status Tab** is for routing requirements for review and approval, and approving, canceling, or duplicating requirements. On the status tab, the **Pending Requestors Validation** box is automatically checked when the requirement is created.

1. If duplicating a requirement, only check **Validated to Approver.** Otherwise you cannot duplicate it.

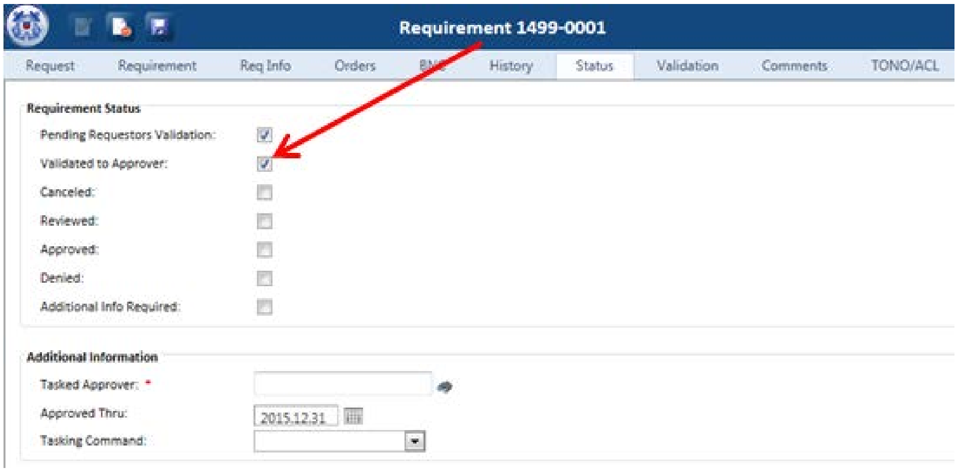


Figure 3-16 Used for approval and canceling a requirement

Choose from the following statuses:

- Check **Validated to Approver** box when the requirement is validated and ready for review.
- Check **Canceled** box to cancel a requirement. It cannot be deleted. If you cancel, you will need to enter an explanation.
- Check **Reviewed** box when ready for approval.
- Check **Approved** when you want to approve the requirement. If selected available for volunteers, the requirement will now reflect on the VBB.
- Check **Denied** to deny a requirement.
- Check **Additional Information** required if you have questions, concerns or need additional information. See Section D Approving Requirements.

Section C: Adding and Duplicating Requirements to a Request

C.1. Adding Requirements

The MRTT automatically creates one (1) requirement when creating a request.

To add additional requirements:

1. Go to the **Manage Requirements Tab.**
2. To edit the default requirement, you must click the **RTN Requirement Tracking Number** hyperlink in the **Select** column of the **Requirements in this Request** table.

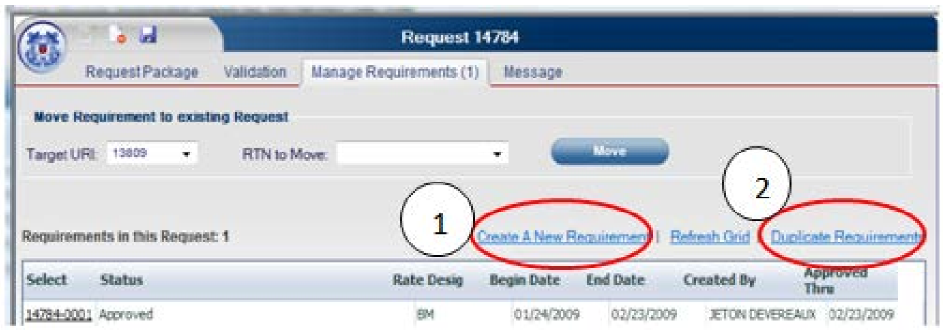


Figure 3-17 Managing requirements

3. To add a requirement click (1) from screenshot above, **Create A New Requirement**. It will generate a new requirement ready for editing.

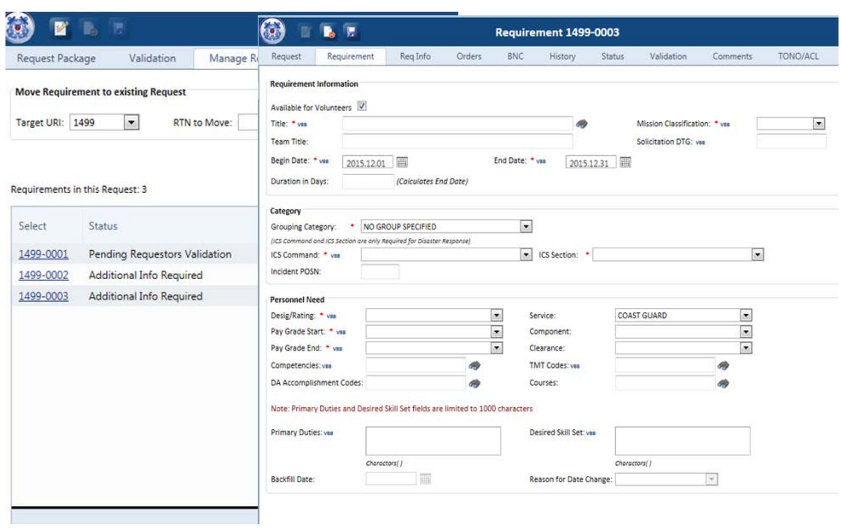


Figure 3-18 Requirement editing

C.2. Duplicating Requirements

To duplicate a requirement:

1. To duplicate a requirement, ensure the task screen is in **Validate To Approver** status.
2. Click (2) from screenshot above to duplicate the requirement.
3. Click the **Select** button, to select the requirement ID you want to duplicate.

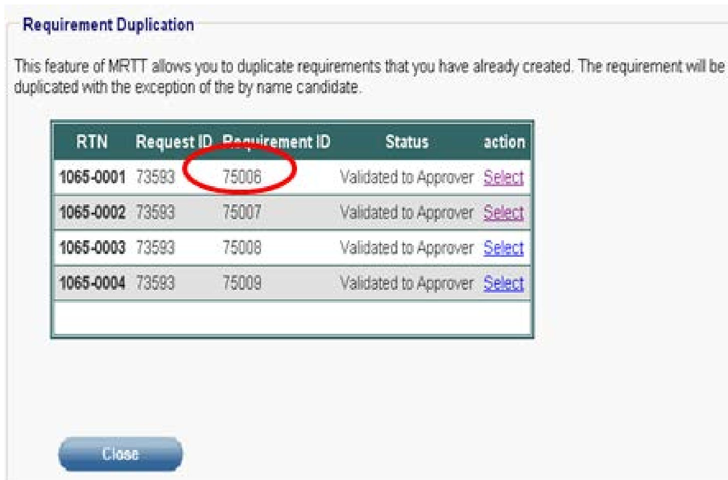


Figure 3-19 Duplicating requirements

4. Select how many times you want to duplicate a requirement.

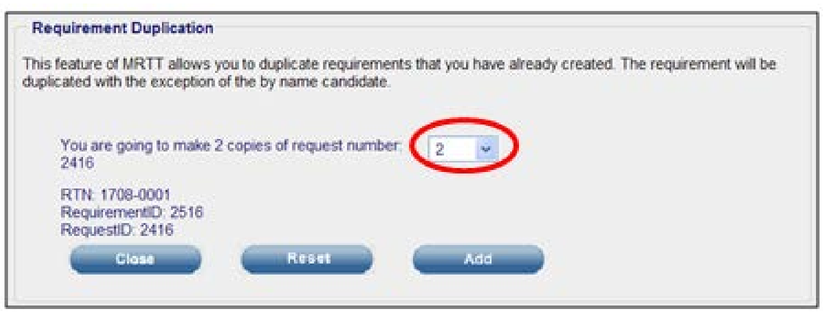


Figure 3-20 Selecting amount of times to duplicate in a requirement

C.2.a. Copies of the Requirement

To copy a requirement:

1. Click the **Add** button to create copies of the requirement you have selected.
2. Click the **Reset** button to return to the list of requirements, without duplicating the requirement.
3. Click the **Close** button to close the **Requirement Duplication** page.

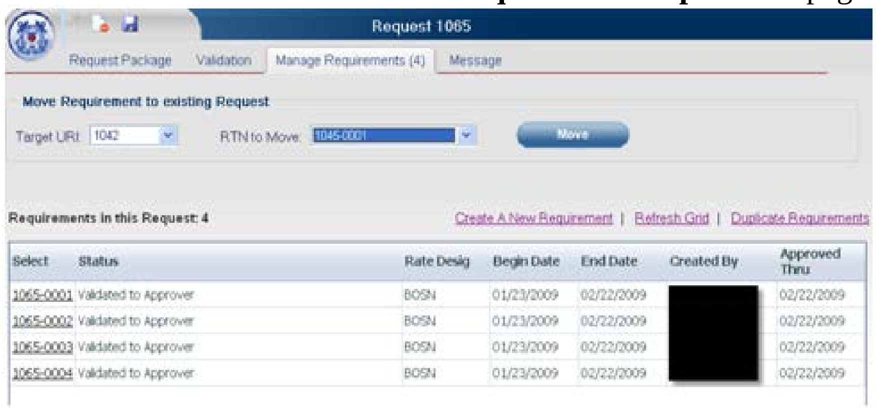


Figure 3-21 Managing numbers of duplicates

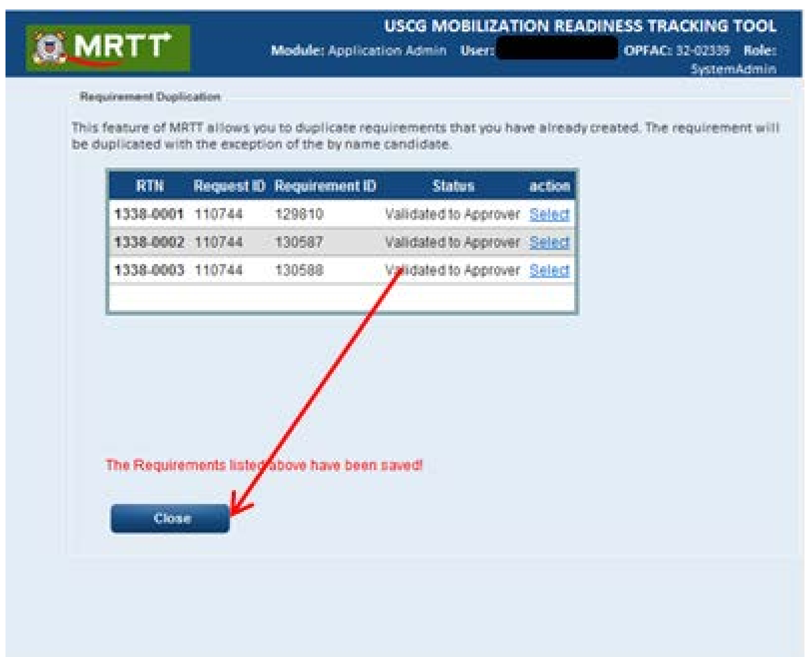


Figure 3-22 Click close to duplicate requirements

Section D: Approving Requirements

D.1. Approving Requirements

The approval process ensures requirements are accurate and warranted.

NOTE: **The system does not validate data until you click the Save button. If you did not enter information into one of required fields or you entered invalid data, the errors will display in red at the bottom of the requirements page. Correct these errors before you send the requirement to the approver.**

D.2. Status Tab

To approve the requirement, click the **Status Tab** to start the approval process.

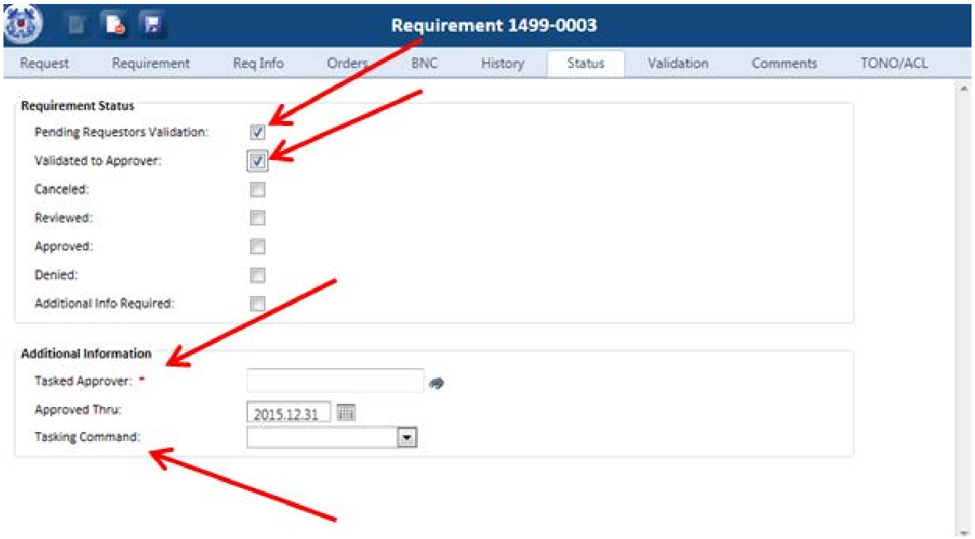


Figure 3-23 Status Tab

NOTE: **You cannot duplicate a requirement in approved status. The requirement must be in Validate to Approver status.**

D.2.a. Reviewed and Approved

To approve a requirement, check **Reviewed** and **Approved**. Before sourcing a member, the requirement has to be in **Approved** status. To check the status of your requirement, look at the bottom right hand corner.

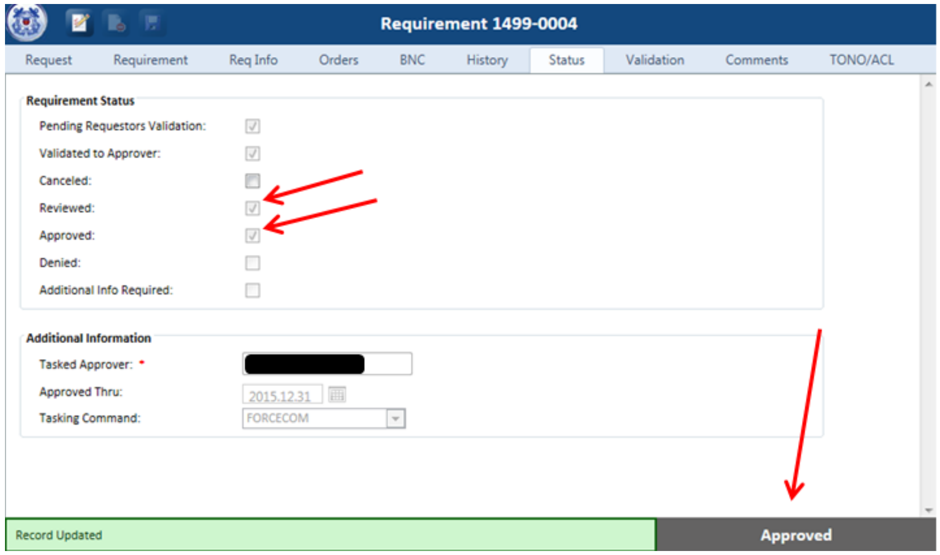


Figure 3-24 Status changed to approved

D.2.b. Tasked Approver

To task the approver, select the **Tasked Approver** for the requirements.

D.2.c. Tasking Command

Follow these steps to change the Tasking Command:

1. Select the next higher level in **Tasking Command**.
2. For sectors, select your district.
3. For districts select yourself, unless you are transferring the RFF to AREA.

D.3. Validation Tab

A validation error appears when information is left out or not entered correctly. The following picture shows the requirement **Validation Tab** with errors.

Figure 3-25 Validation of requirement

Section E: Group Editing Multiple Requirements

E.1. Group Editing

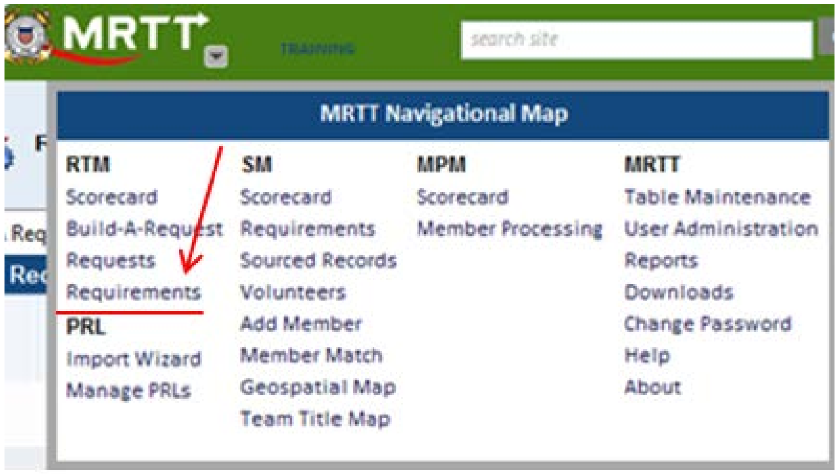


Figure 3-26 Figure shows how you select requirements

To group edit multiple requirements:

1. To edit requirements, search by clicking the **Requirements** link.
2. Enter in your **URI** to see the requirements associated with a request.

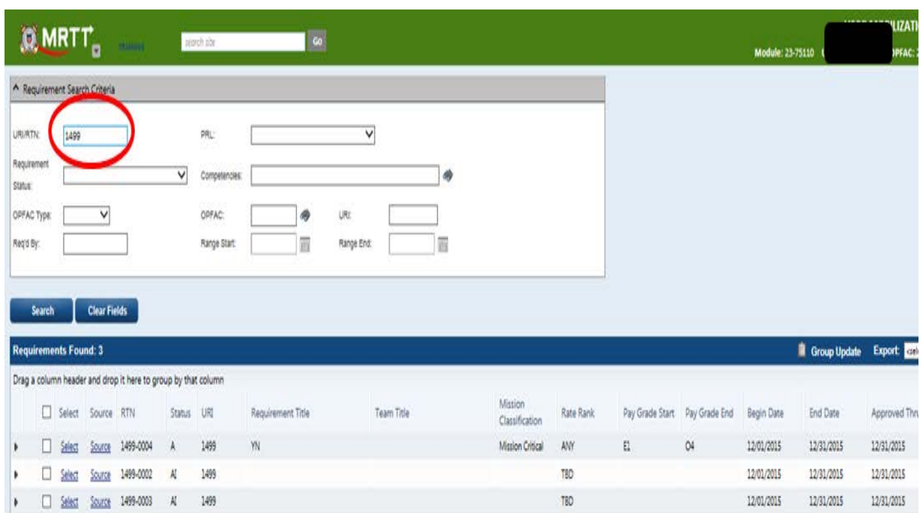


Figure 3-27 Entering the RTN to find a request

To edit or approve multiple requirements at once, use group updates. Note that you can only use the group update function for RTNs of the same URI. Also, the RTNs must hold the same status (e.g., approved, validated to approver).

Follow these steps to group update a RTN:

1. If you want to duplicate, duplicate while in the request under manage requirement. Refer to the Section C Adding and Duplicating Requirements to a Request.
2. Click **Group Update** and a window appear as when working in a requirement.

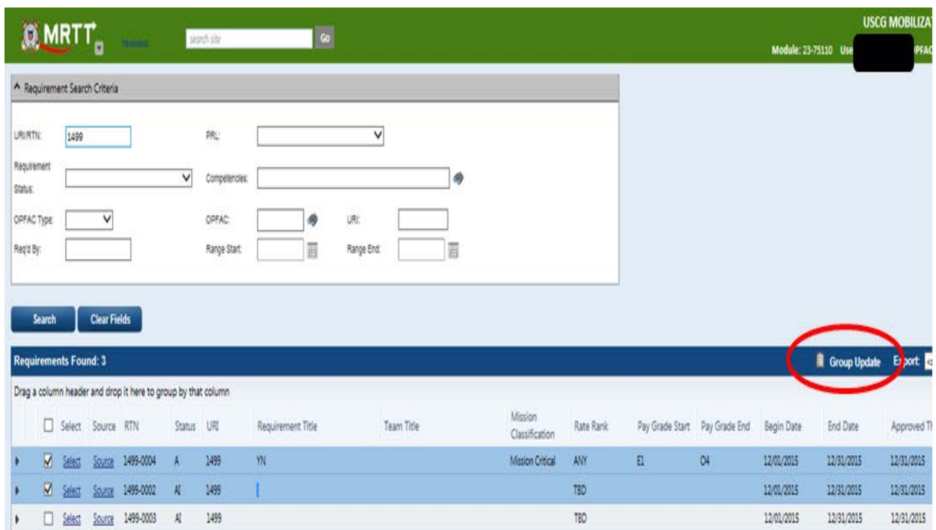


Figure 3-28 An example of group updates

A (~) sign will appear in fields where the data has more than one type of entry for that group of requirements.

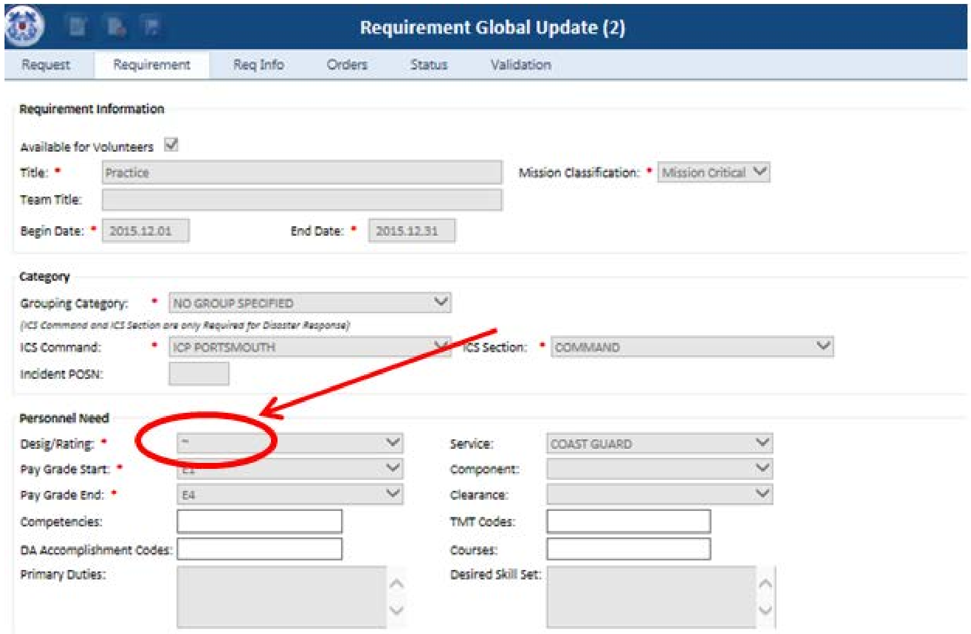


Figure 3-29 Requirement information tab

E.2. Multiple Requirements

To edit and approve a large group of multiple requirements at one time, group approve the RTNs by clicking **Approved** on the bottom right hand side of the page.

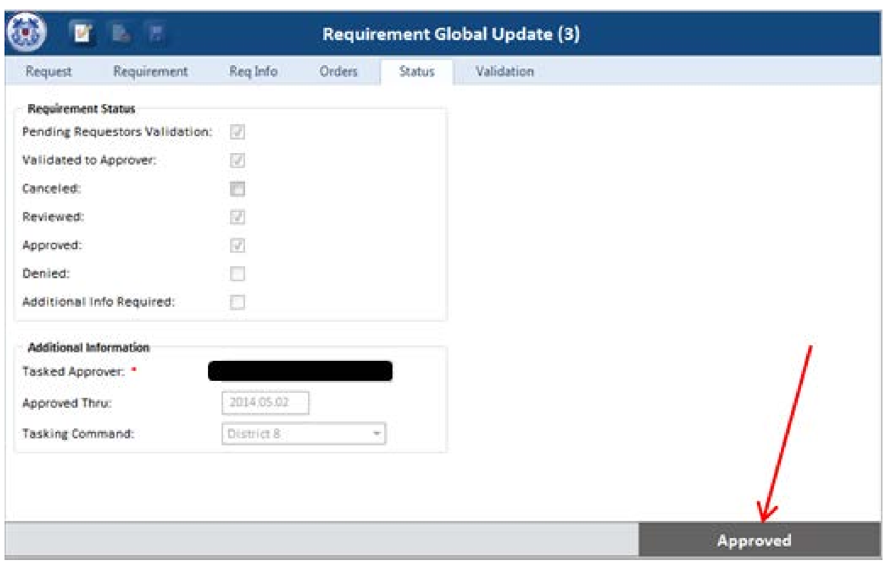


Figure 3-30 Editing large groups with multiple requirements

Section F: Searching for Requests and Requirement Tracking Number

F.1. Searching for Requests

To search for a request:

1. To edit your request, duplicate, or add a requirement to your request, click on the **Request** link.
2. To edit, group edit, and approve your requirements, click on the **Requirements** link under RTM column. Refer back to [Creating and Editing Requirements] for further help.

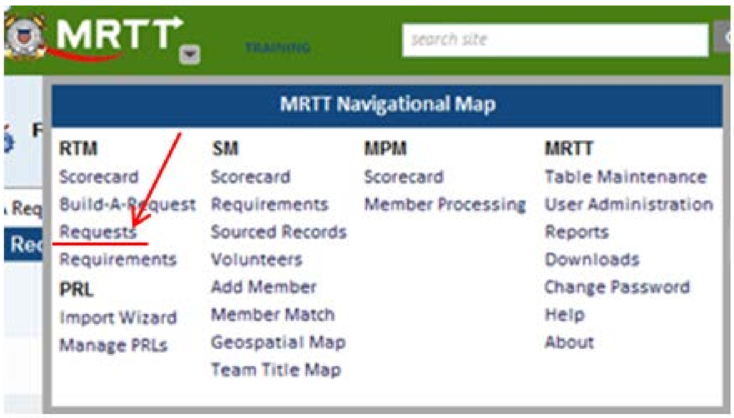


Figure 3-31 Searching for requests

F.2. Searching for RTNs

To search for an RTN:

1. Search for a requirement by entering information into different filters the **URI/RTN, PRL, Start/End date**, etc.
2. Click **Search** to get results.

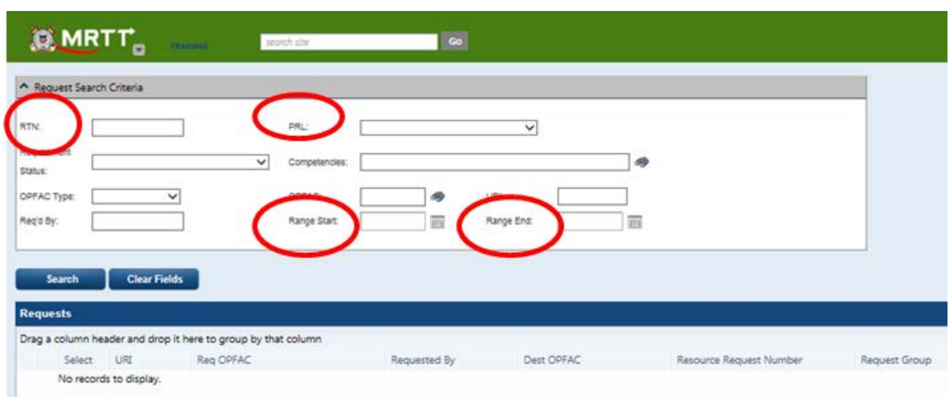


Figure 3-32 Searching for multiple RTNs

Section G: Canceling a Requirement

G.1. Canceling a Requirement

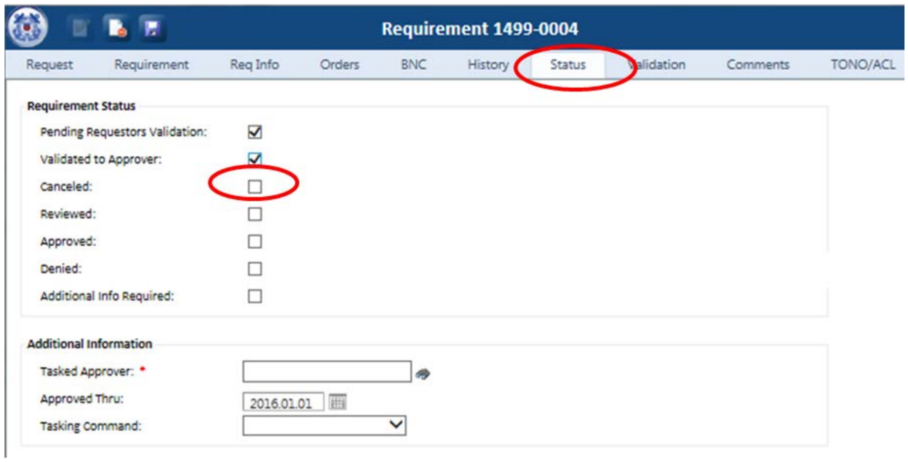


Figure 3-33 Canceling a Requirement

To cancel a requirement:

1. Initially search for a request (see Chapter 3 Section F Searching for Requests and RTNs).

   The request page automatically appears.

2. From the request page, click the **Select** hyperlink corresponding to the requirement you want to cancel.
3. From the requirement page, click the **Status** tab.
4. From the **Status** tab, click the **Canceled** checkbox.

   The following figure shows the **Status** page with a canceled requirement. When the **Canceled** checkbox has been selected, the **Comments** window appears and you must add a comment before canceling the requirement.

5. On the **Status** page, click the **Close** button.

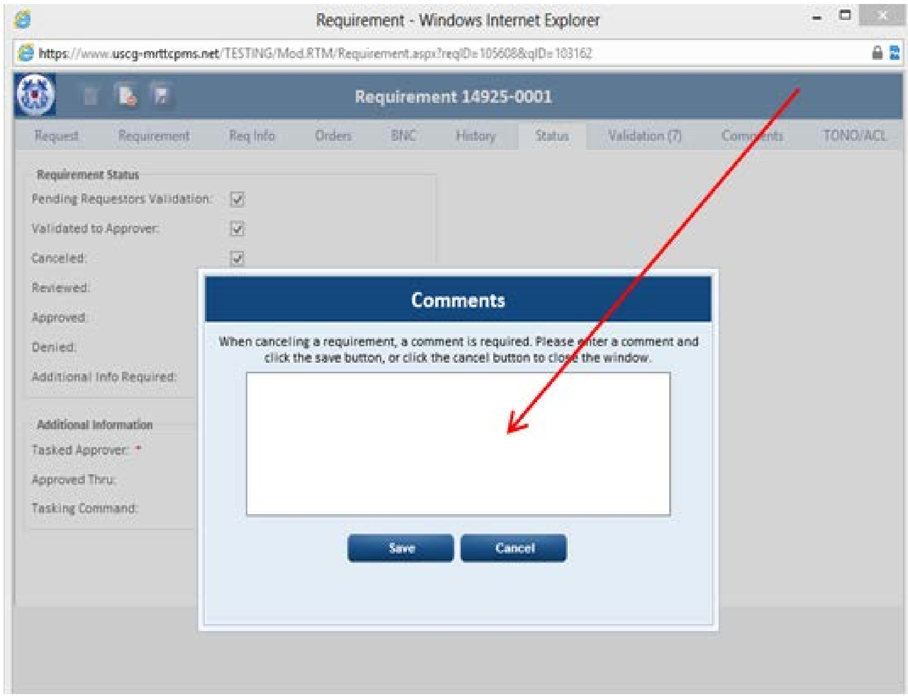


Figure 3-34 Adding a comment to cancel a status

Section H: Generate a Request for Forces Message

H.1. Generate a RFF Message

To generate a RFF message:

1. Go to the RTM scorecard by using the MRTT navigation menu, and click **Scorecard** under the RTM module. This opens the **Scorecard**.

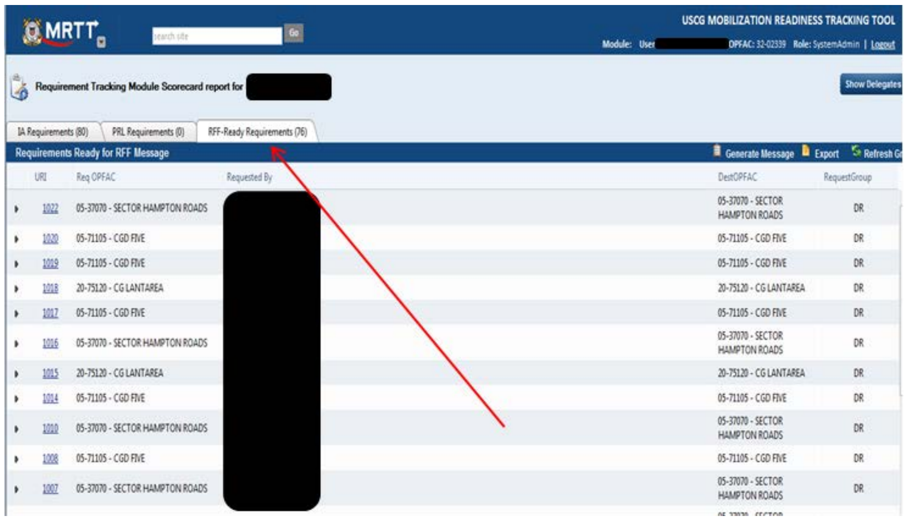


Figure 3-35 Choose RFF ready requirements

2. Click on the arrow of the **URI** you want to select for message generation.

3. Select only one **URI** with its associated **RTN**s per RFF message (i.e., ICS 213RR = URI).

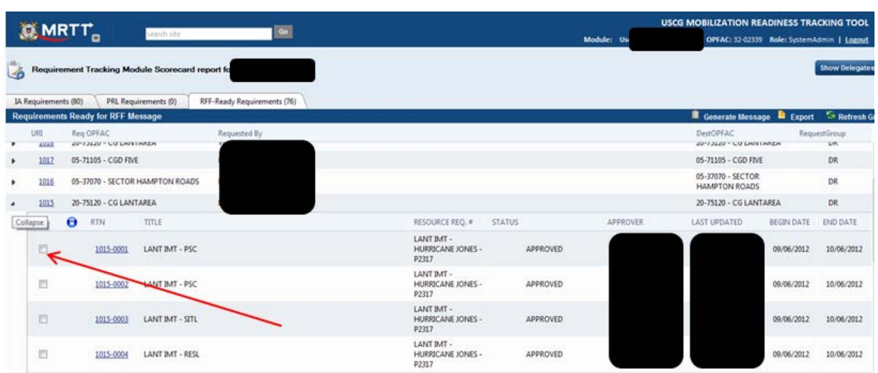


Figure 3-36 Click on the URI to create a message

4. Click on each **RTN** individually or select all.

   Only RTNs that are in an approved status will appear.

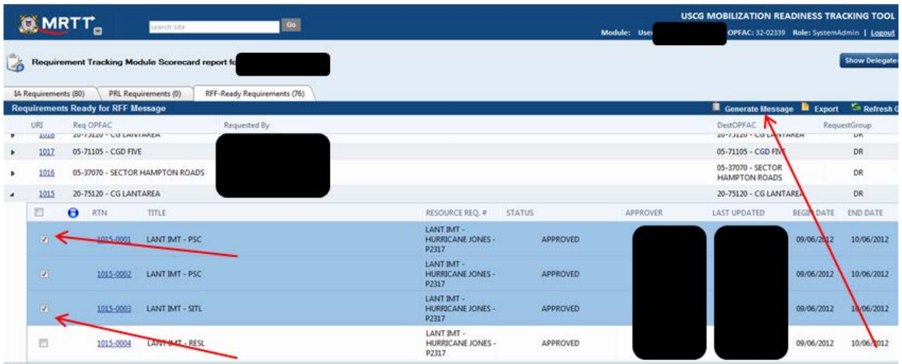


Figure 3-37 Choosing one or multiple requirements

5. Next, click on **Generate Message** (see example in Appendix B).

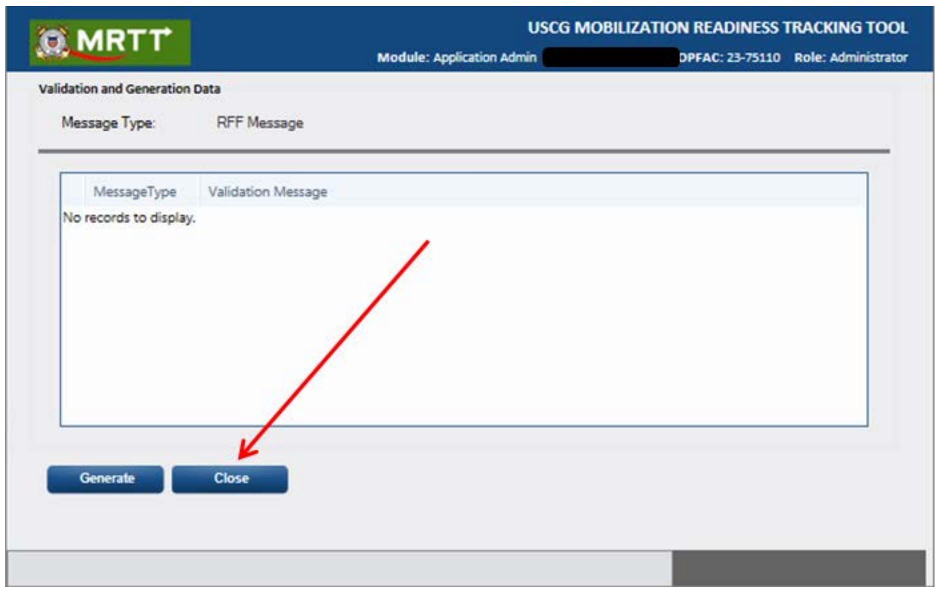


Figure 3-38 Final step in generating a message

The message template is now created, follow these procedures to create a RFF message.

6. Copy the generated text and paste in Coast Guard Administrative Official Information Exchange (ADMINOIX) or in an email.

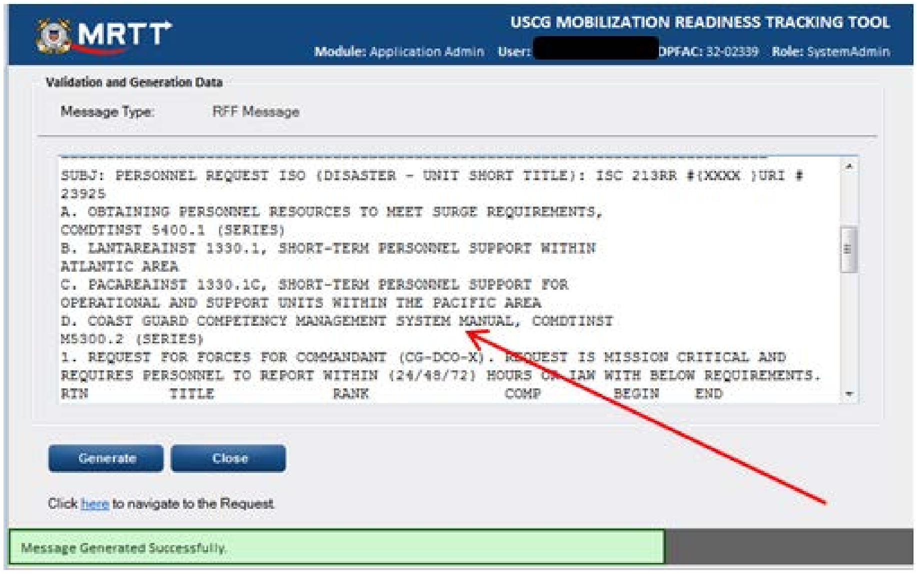


Figure 3-39 Example of RFF message

Section I: Requesting Teams

I.1. Requesting AREA Deployable Specialized Forces (DSF) and Deployable Support Elements (DSE)

AREAs can request multiple DSFs. DSFs include:

- National Strike Force.
- Tactical Law Enforcement Teams.
- Port Security Units.
- Maritime Safety and Security Teams.
- Salvage Engineering Response Team.
- Maritime Transportation System Recovery Unit.
- Maritime Security Response Team.
- Coast Guard Incident Management Assist Team.
- Public Information Assistance Team.

Every DSE is included in the MRTT force element table. Per reference (g), DCMS Contingency Support Plan 9930 – 15, there are three (3) types of DSEs that can be requested from DCMS.

The three (3) types of DSEs are:

- Logistic support element.
- Individual support specialist.
- Emergency response team (ERT).

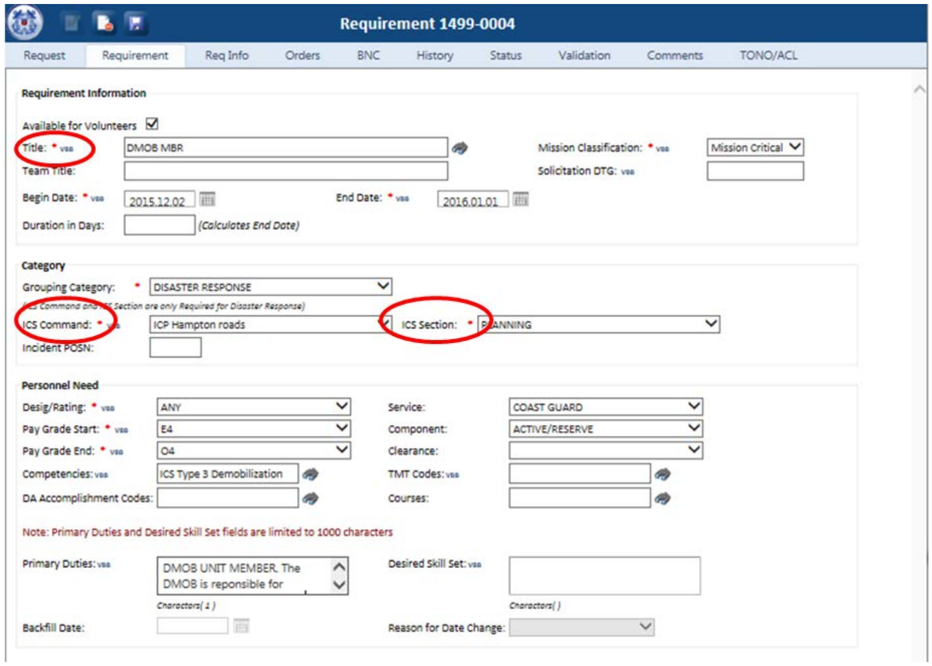


Figure 3-40 Entering deployable support elements

I.2. Guidance

To request DSEs or DSFs.

1. When requesting a team, use the lookup table and search for the required team. Not all area DSFs are pre loaded as teams. Discuss with DSF manager the specific capabilities and MRTT to determine the correct team make-up to meet a requirement.
2. Identify which IC is requesting the team.
3. Assign the section for the team.

NOTE:

> **The most important part of building a request for ERTs is defining the required capabilities for the team. Create one requirement per request.**

4. Enter the team capabilities in the **Desired Skill Set** field. This is the most important part of building a request for DSEs and DSFs. Create one requirement but multiple capabilities for the team. DCMS or AREA will fill the request with members based on this field.
   - Example: You need a personnel support team for hurricane evacuation. They must complete 1,000 evacuation orders and travel claims. You will need cash and a USCG mutual assistance team to assist the support team. The capability requirements increase when supporting more members (e.g., 100, 1,000, to 7,000 members).

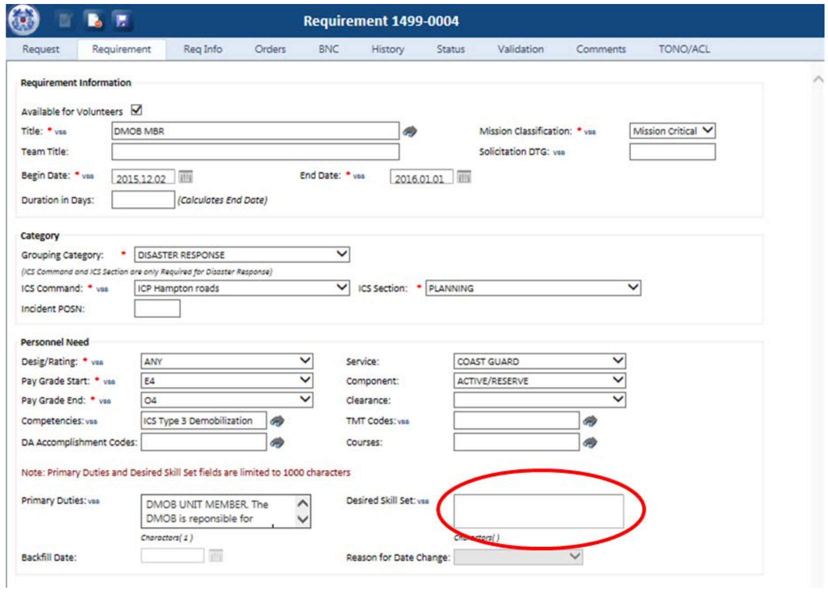


Figure 3-41 Enter in desired capabilities

I.3. Building a request

When requesting teams:

1. Build only one RTN per request.
2. Complete the rest of the tabs per Chapter 3 Section A Building a Request in the RTM.

   DCMS/AREA will assign RTNs and personnel to support the DSE/DSF request.

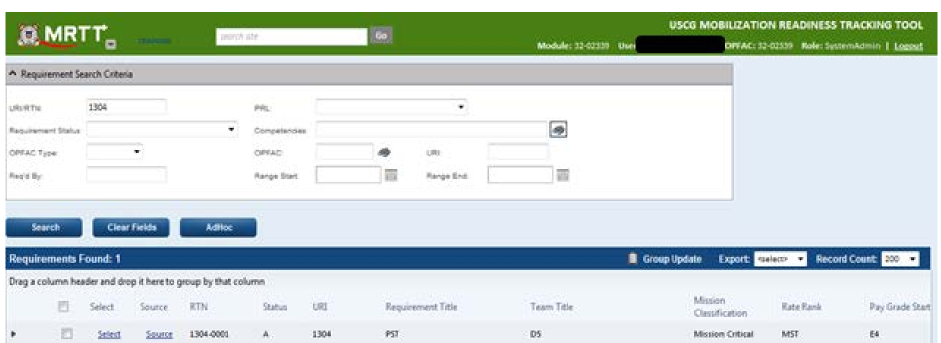


Figure 3-42 Building the RTN

When LANT/DCMS receives the request for DSEs, the DSE coordination group fills the requests. The DSE coordination group completes a SharePoint form on DOL-4 sites with deploying personnel.

Do not change the requesting unit URI. DOL assigns members to the request URI in MRTT.

NOTE: **This is the process DOL follows to complete a request for a DSE. AREA captures members in MRTT for DSF requests.**

I.3.a. Searching for a Force Element

To search in the **Force Element** column, follow these steps:

1. Type in **DCMS** or **general** and click **Go**.

   All the DCMS, ERTs, or AREA DSFs appear (this is an example of a complete title description. The function does allow you to type in partial names to retrieve more results).

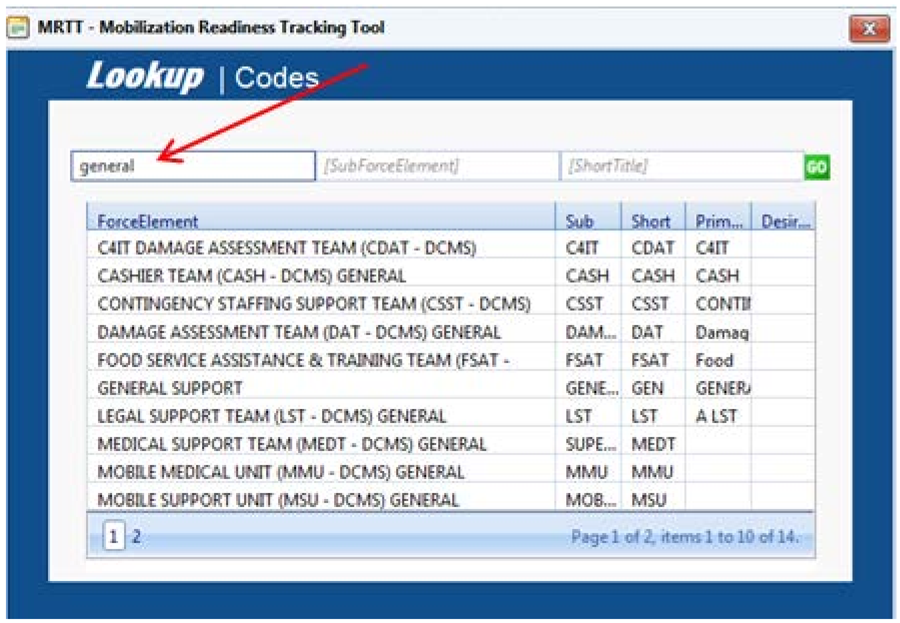


Figure 3-43 Searching for Force Elements

2. Select the ERTs listed as **GENERAL**. It is highly recommended to search from the first field.

3. To see the entire field, spread the columns apart like the columns in a spreadsheet.

4. Click on any field and a pop-up window appears with more information about the **Force Element**.

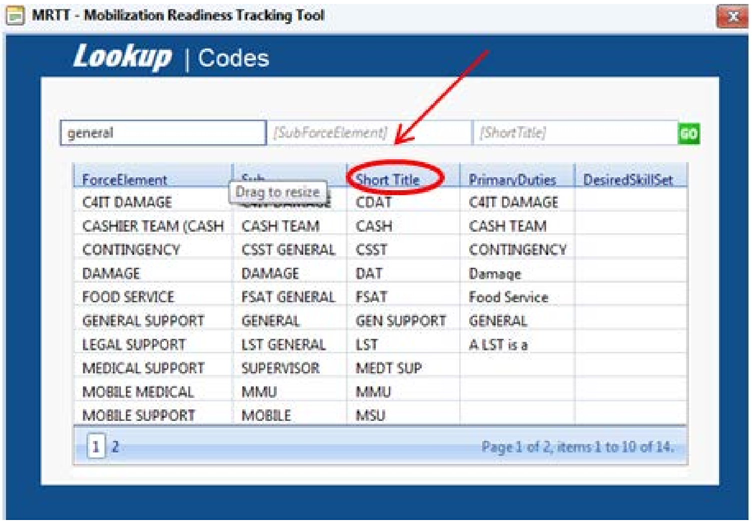


Figure 3-44 Additional information about Force Elements

This page intentionally left blank.

Chapter 4:
The Personnel Requirement List

Introduction

This chapter discusses using the PRL to apply projected force structures to planned and unplanned events. The PRL can be used like a WQSB when an event happens. PRLs can quickly track the initial foot print of an incident as well as the responding personnel.

In This Chapter

This chapter contains the following sections:

Section A: Download and Populate Spreadsheet

A.1. Download Spreadsheet

The PRL is in a standardized format. Information must be properly entered for data to be validated in MRTT.

Figure 4-1 MRTT navigation menu-import wizard

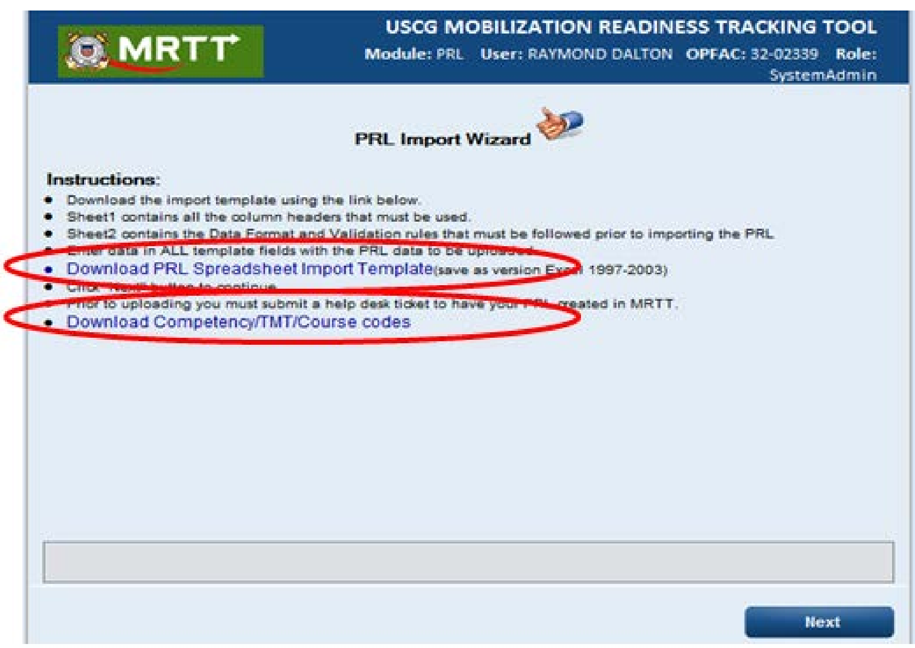


Figure 4-2 Example of import wizard

NOTE:	**You can download the competency dictionary, TMT code list, course codes and DA accomplishment code from the PRL Wizard screen. This helps you complete entries in the PRL spreadsheet.**

This is an example of a filled out PRL spreadsheet. To populate a spreadsheet:

1. Enter in the **EMPLIDS** of the members in the PRL. This assigns the members into the activated positions.

	UTC	ForceElementShortTitl	TEAM TITLI	POSITION TITL	GRADE STAR'	GRADE END	RATE	SecClr	COMPETENCY CODE	TMT CODE	COURSE CODE	BNC EMPLID	Source Position Number
3	LAN20	PERS/ADMIN SUP	Boat Crew 2	Boarding Officer	E5	E6	BM	S	YNL1,YNL5	3924	341090	ME00002	
4	LAN20	IMT	Boat Crew 3	Coxswain	E5	E6	BM	S	YNL1,YNL5	4644	501615	ME00002	
5	LAN20	PERS/ADMIN SUP	Boat Crew 4	Boarding Officer	E5	E6	BM	C	YNL1,YNL5	3924	341090	ME00002	
6	LAN20	PERS/ADMIN SUP	Boat Crew 5	Coxswain	E5	E6	BM	C	YNL1	4644	501615	ME00002	
7	LAN20	PERS/ADMIN SUP	Boat Crew 6	Boarding Officer	E5	E6	BM	N	YNL1,YNL5	3924	341090	ME00002	
8	LAN20	PERS/ADMIN SUP	Boat Crew 7	Coxswain	E5	E6	BM	N	YNL1,YNL5	4644	501615	ME00002	
9	LAN20	PERS/ADMIN SUP	Boat Crew 8	Boarding Officer	E5	E6	BM	N	YNL1,YNL5	3924	341090	ME00002	
10	LAN20	PERS/ADMIN SUP	Boat Crew 8	Boarding Officer	E5	E6	BM	C	YNL1,YNL5	4644	501615	ME00002	

Figure 4-3 Example of excel sheet filled out

When entering data in the spreadsheet fields, you must use data that is consistent with the database. See Chapter 4 Section A, Download and Populate Spreadsheet for a table that describes the fields that are included in the PRL spreadsheet import template.

2. Source the member to the requirement in the SM. Instructions are found in Chapter 6, The Sourcing Module (SM).

NOTE:	**To see the validation rules, data format, and sample data associated with the PRL spreadsheet import template, click on Sheet 2 in the PRL spreadsheet import template that you downloaded. You can change Excel sheets by clicking on the tabs at the bottom of a file.**

Continue with these steps to download the PRL template:

3. Before you upload the PRL template, contact the MRTT help desk to create a PRL name in MRTT (e.g., Sector Hampton Roads WQSB Heavy Weather, DOL Personnel Support Team, Sector Puget Sound T10, etc).
4. From the import PRL data page, click on the **Download PRL Spreadsheet Import Template** hyperlink.

   The file downloads as a blank Excel spreadsheet. Descriptions of each column appear in the table on the second page.

5. Enter information in all columns.
6. Use the MRTT navigation map to click on **PRL Import Wizard**.

   The import data page appears.
7. Once you finish modifying your PRL spreadsheet, you are ready to import it back into the system.
8. Be sure to enter data in all of the required template fields and save the spreadsheet as another name.

A.2. PRL Spreadsheet Import Template Fields

Field	Description/ Description Notes	Null Value Allowed	Validated Against Database (DB) During Import
PRL title	This populates in the resource **Request # Field**.	No	No
Requirement serial number	Unique requirement identifier to cross reference with source contingency personnel requirement list (CPRL) developed by Coast Guard planners per reference (g) Contingency Preparedness Planning Manual Vol III-Exercises, COMDTINST M3010.13 (series).	No	No
OPFAC	Future sorting of data by Administrative Target Unit –OPFAC.	No	Yes
DEPTID	Future sorting of data by DEPTID.	No	Yes
Receiving unit	The receiving unit is where MOB/activation is likely to occur.	No	Yes
Unit type code (UTC)	Use as standard reference to list of capabilities per (g) Contingency Preparedness Planning Manual Vol III - Exercises, COMDTINST M3010.13 (series), tucha data, and other deliberative planning material. The TUCHA file is the DOD authoritative standard reference file for registration of military organizations by type and is used to compile transportation data required for movement planning.	No	No
Force element short title	Provides a description of Force Element identified by the UTC.	No	No
Team title	Provides a unique title that can be used to differentiate requirements. Example: if my PRL requires five (5) boat crew members, each member would be listed separately.	Yes	No

Table 4-1 PRL spreadsheet import template fields

Field	Description/ Description Notes	Null Value Allowed	Validated Against DB During Import
Position title	Provides a unique title to differentiate requirements. Example: if my PRL requires five (5) boat crew members, each member would be listed separately.	NO	NO
Grade start	Specifies requirement by pay grade. Populates in RTN fields.	NO	YES
Grade end	Specifies requirement by pay grade. Populates in RTN fields.	NO	YES
Rate	Specifies requirement rate. Populates in RTN fields.	NO	YES
Security clearance	Specifies any security clearance requirements. Populates in RTN fields.	YES	YES
Competency code	Specifies competency codes are listed in the competency dictionary.	YES	YES
TMT and course codes	Specifies training, certification, currency requirements tracked in TMT.	YES	YES
BNC name	You can enter in member name.	YES	NO
BNC EMPLID	Pre-identifies a person to fill requirement during the deliberative planning process. Populates in RTN fields.	YES	YES
Source position number	Place holder for future capability with the PRL. PRLs that come out of the deliberative planning process will have a position number attached.	YES	NO

Table 4-2PRL spreadsheet import template fields (continued)

Section B: Uploading a Personnel Requirement List

B.1. Uploading a PRL

1. In the **MRTT Navigational Map** window**,** select **Import Wizard** in the PRL list.

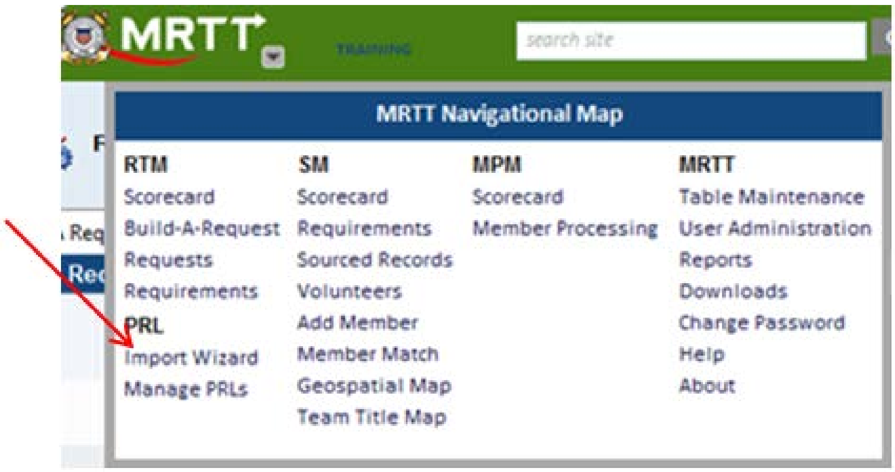


Figure 4-4 MRTT Navigation Map highlighting import wizard

The PRL Import window appears.

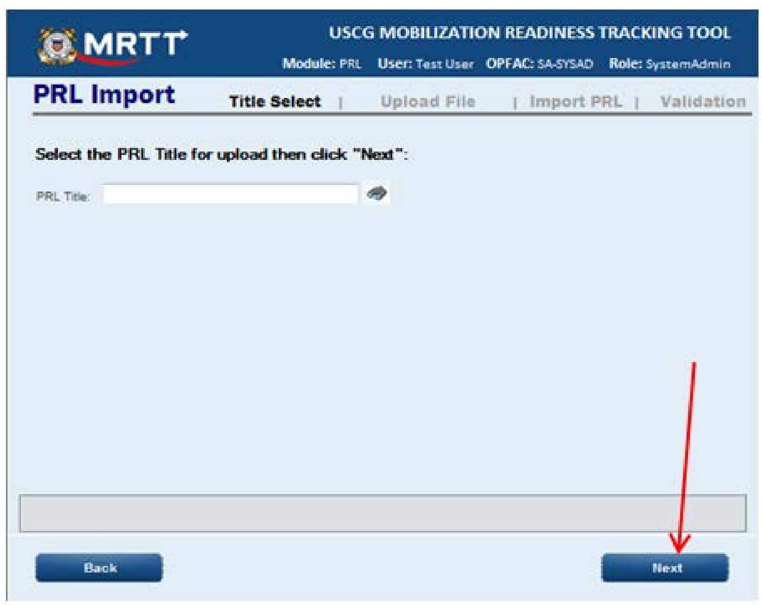


Figure 4-5 Importing PRL window

2. In the PRL Import page, choose an option from the **Select the PRL Title for upload** drop-down list**, then click "Next."**

The Lookup window appears.

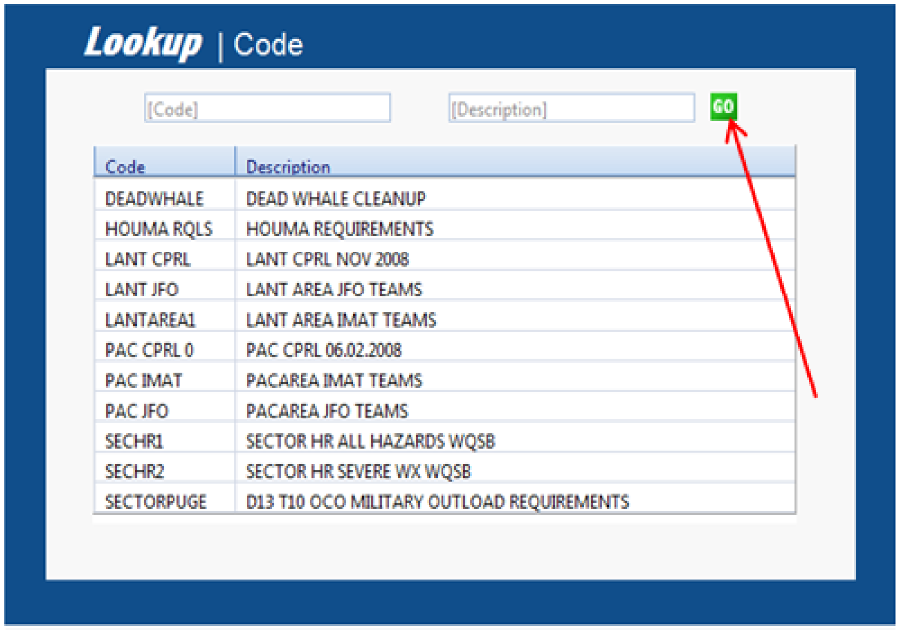


Figure 4-6 Choosing the PRL to import

3. In the Lookup table, select the title of the PRL you are about to upload, and click **Go.**
4. On the upload file screen, click **Select** and locate the pre-populated PRL you would like to upload into the system.
5. Click **Next** to import the spreadsheet.

Once you receive the validation message, your PRL has been successfully uploaded. When the PRL spreadsheet is imported, a validated green confirmation box appears which instructs you to proceed to the manage PRLs to view.

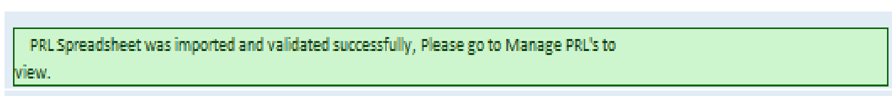


Figure 4-7 The import PRL validation message will appear as seen above

Section C: Manage and Activate Personnel Requirement List

C.1. Manage PRL

To view an uploaded PRL from the **MRTT Navigational Map**, click on **Manage PRLs** under the **PRL** section heading.

Figure 4-8 MRTT Navigation Map where you can manage PRLs

C.2. Activate PRL

To activate a PRL requirement:

1. In the **MRTT Navigational Map** window under **PRL**, select **Manage PRLs**.
2. Select the uploaded PRL and click **Search**.
3. Check the requirement(s) that you would like to activate (you can activate one or more using the **Group Update** option).

   The requirements listed in the PRL are in the sample web grid below.

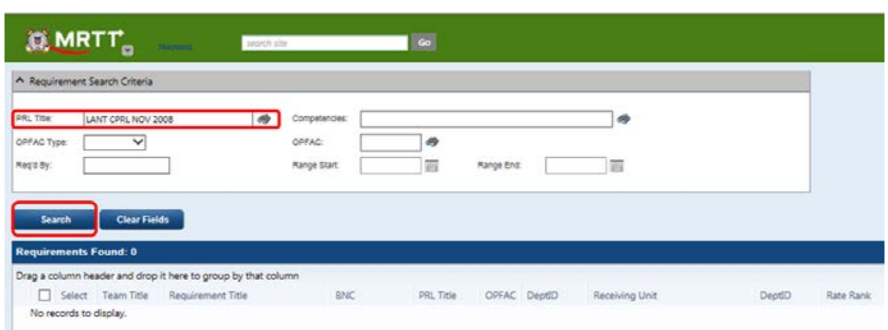


Figure 4-9 Example of PRLs

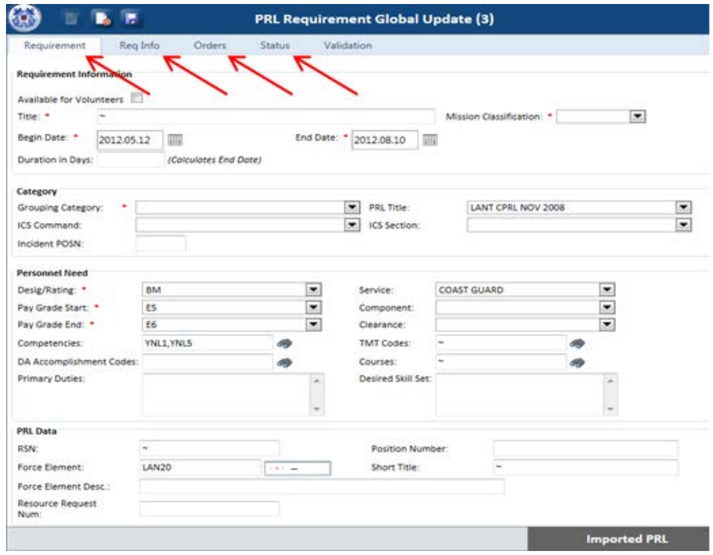


Figure 4-10 Complete all requirements on this tab

4. In the PRL Requirements Global Update window, complete all the required PRL fields in each tab.
5. Under the status tab, click **Save**.

   The PRL is ready to be activated.

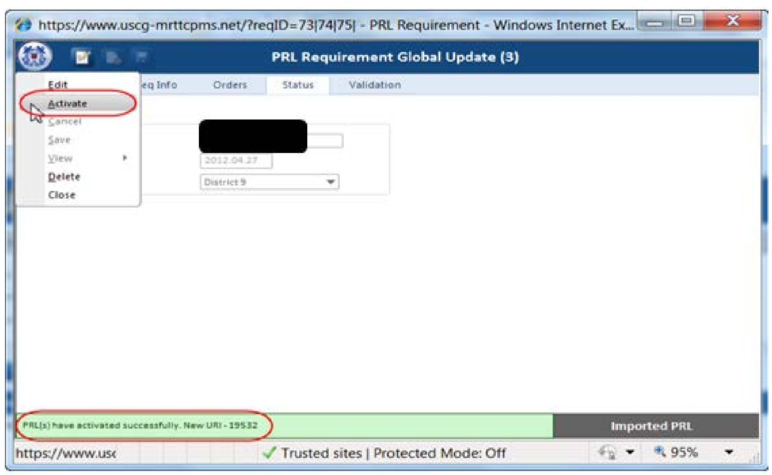


Figure 4-11 PRL global requirement updates

6. Click **USCG Shield** icon and a drop-down box will appear.
7. Click **Activate**.

Successfully activated PRLs are assigned URIs and RTNs automatically. These PRL requirements are ready to be sourced and placed on the VBB.

C.2.a. Update Currently Loaded PRL

To update a current PRL:

1. Go to **Manage PRL** link.
2. Find your current PRL, and click on all PRL requirements.

   Depending on the size of your PRL spreadsheet, clicking the **Search** button could help you go to the next page of the PRL requirements.

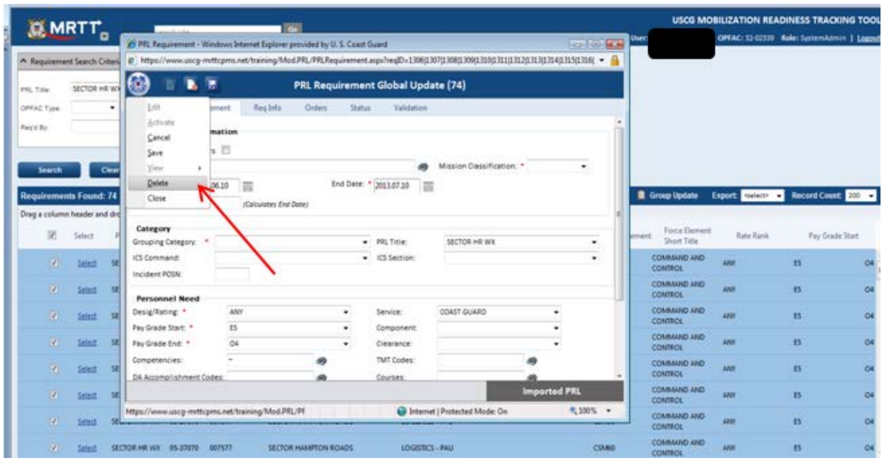


Figure 4-12 Managing your PRL

3. In the PRL Requirements Global Update window, click on the **USCG Shield** icon (upper left corner).
4. Select **Delete** from the drop-down menu.

   You must delete all PRL requirements before reloading a PRL spreadsheet.
5. Click **OK**.

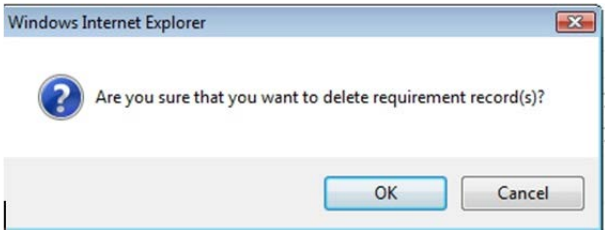


Figure 4-13 Delete requirement box

C.2.b. Re-Activating a PRL already activated

Grayed out PRL requirements are activated and approved. To add another requirement:

1. In the PRL Requirements Global Update window, select **Activate** from the drop-down menu.

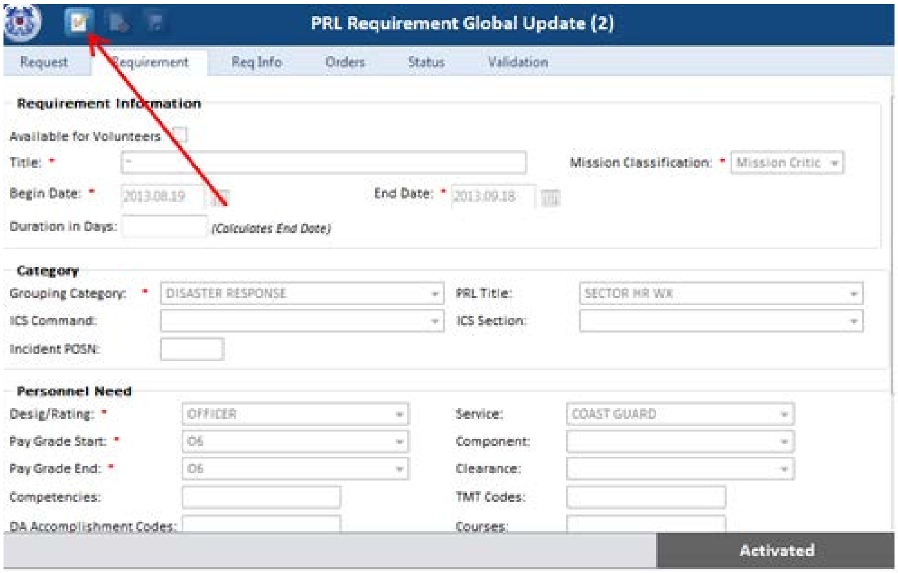


Figure 4-14 Pre-activated PRL requirements

2. If you won't source this requirement, click **Edit** and check the **Available for Volunteers** box.

   This sends the RFF to the authorized sourcer for posting on the VBB.

Section D: Activating Personnel Requirement List Requirements to an Existing Request

D.1. Activating PRL Requirements

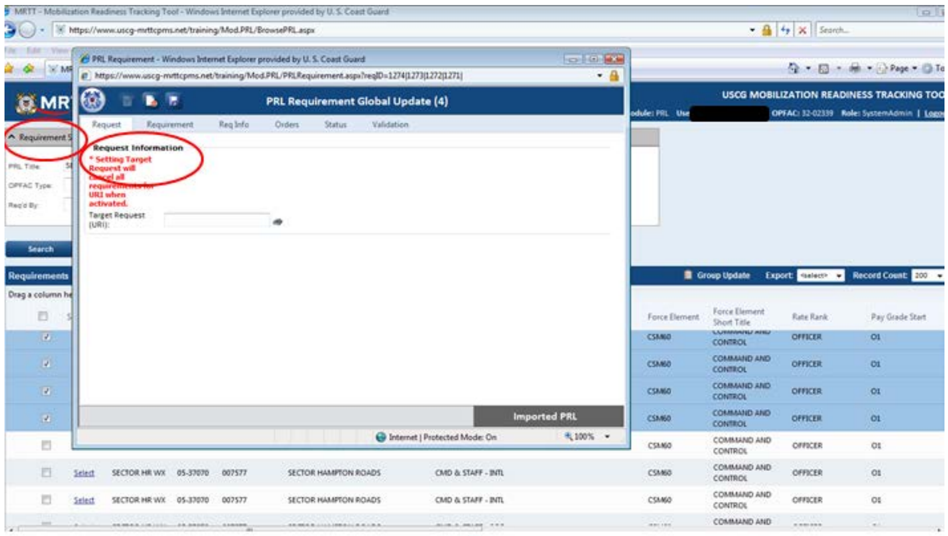


Figure 4-15 Activating PRLs

To activate a PRL, follow these steps:

1. From the **Manage PRL** search, select the uploaded PRL and click **Search**.
2. Check requirement(s) you would like to activate. (Activate one or more at a time using the **Group Update** option.)
3. Complete the steps in Chapter 4 Section B, Uploading a PRL in the required fields for the PRL requirements.

To complete sourcing entries, refer to Chapter 6 Section A, Sourcing Members.

Send the URI via ADMINOIX, email or by phone.

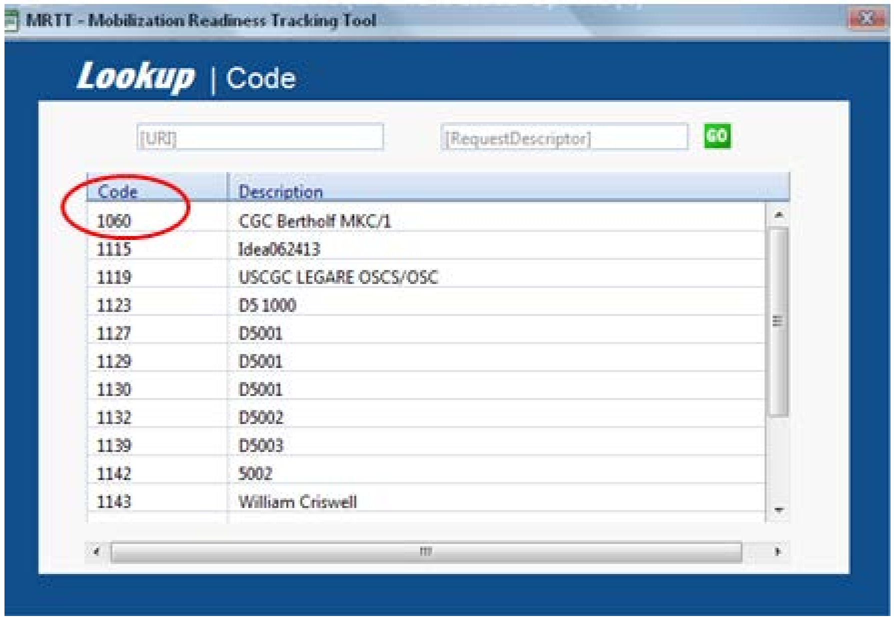


Figure 4-16 Completing sourcing entries

Chapter 5: The Volunteer Bulletin Board

Introduction

This chapter discusses the VBB in MRTT. VBB is the most effective way to quickly solicit volunteers for a mission requirement. Attracting volunteers is usually preferred over involuntary assignments when there is adequate processing time.

It is important to balance job detail with flexibility when soliciting in VBB so that qualified volunteers form a reasonable pool of candidates. Every member applying for a requirement on the VBB must FIRST get command approval. This includes BNCs. If included for VBB solicitation, reserve personnel require specific activation authority and funding sources. However, they are highly desirable in many cases because there is no adverse impact to home unit operations.

In This Chapter

This chapter contains the following sections:

Section A: Volunteering Via Volunteer Bulletin Board

A.1. Volunteering Via VBB

The VBB is accessible from the internet and USCG intranet. There are no USER accounts or passwords needed to access the VBB; however they must be a USCG member in our DA. Command POCs do not need an account either; they can approve volunteers via pop-up window.

A.2. Enter Search Criteria and Search

Members select their search criteria in a variety of ways. Follow these steps to choose the search criteria:

1. In the Volunteer Bulletin Board module, search by Component, Geographical Location, Pay Grade or Rating.

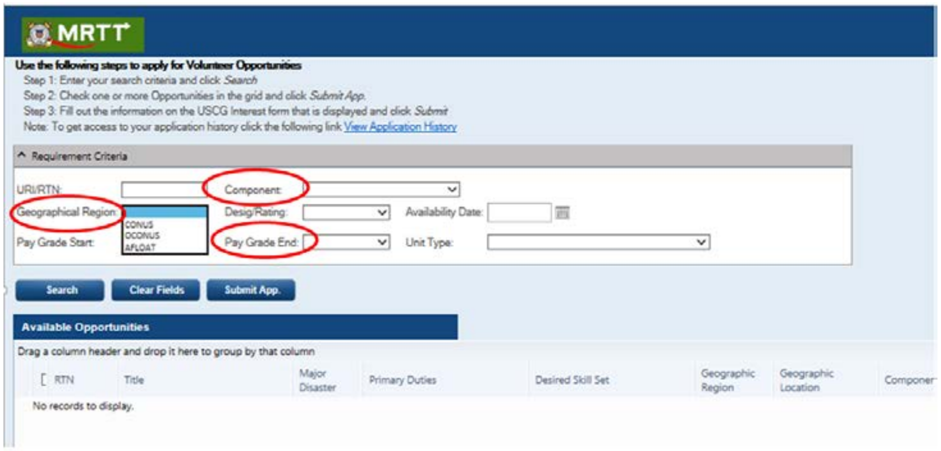


Figure 5-1 Searching the VBB for criteria

2. Enter a percent sign (%) in RTN box to view all current USCG unfilled requirements or enter the RTN directly in the box.

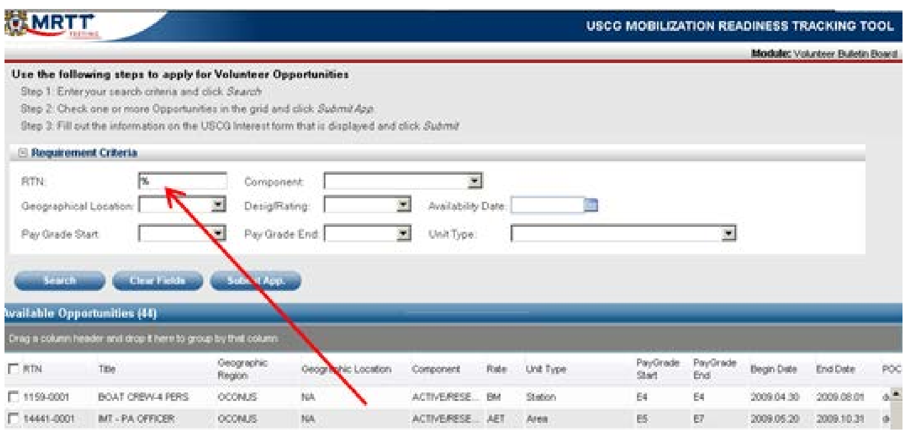


Figure 5-2 Enter % in RTN box to view all unfilled requirements

3. Double click on any field with information to view additional information about the job.

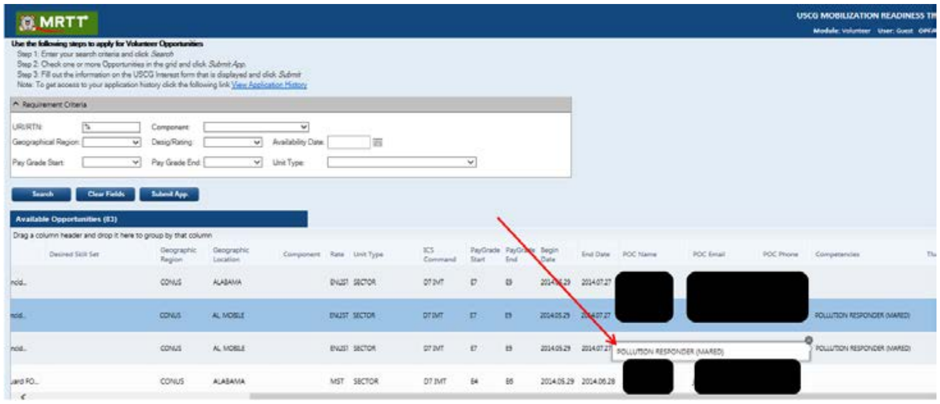


Figure 5-3 Selecting additional information

4. Select one or more RTNs to apply for by clicking applicable **RTN**s and clicking **Submit App**.

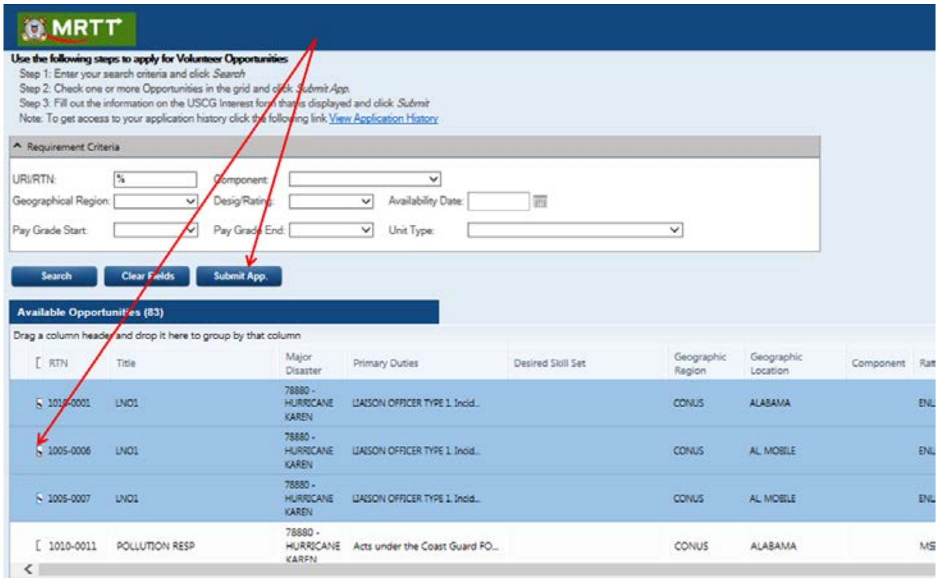


Figure 5-4 Submitting an application

A.3. Fill out the information on USCG Internet form and Submit

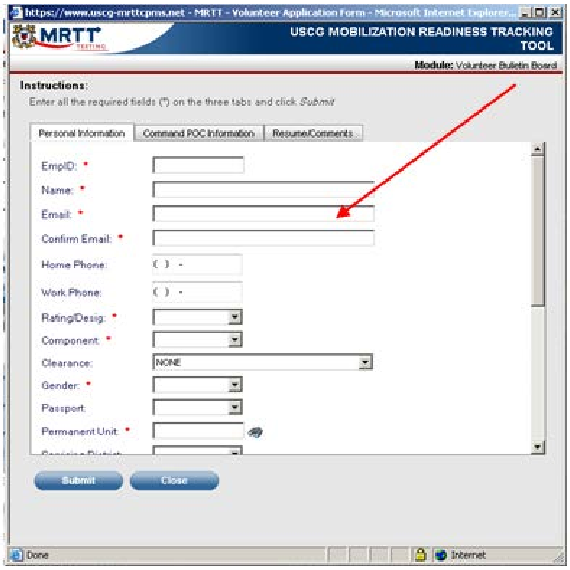


Figure 5-5 Entering personal information on application

1. In the window that appears, fill in all information in the Personal Information tab.
2. Click the Command POC Information tab.

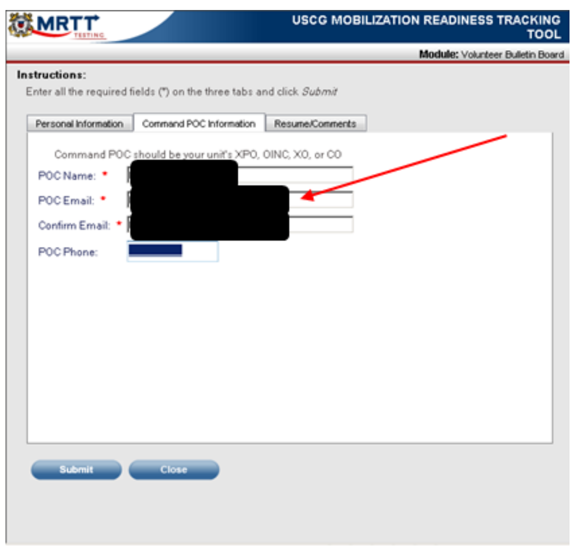


Figure 5-6 Entering POC email

3. Enter supervisor's name in the **POC Name** field, or enter the name of member in authority to approve in the supervisor's absence. Each command establishes its own policy on who has the authority for command approvals.
4. When a paper chit, email chain or phone approval is complete, the member receives a command approval email. Approve it in MRTT.

A.4. Adding comments to Resume Comments tab

If members prefer to add additional comments about their resume, enter them into the **Resume Comments** tab. The text box holds up to 8000 characters.

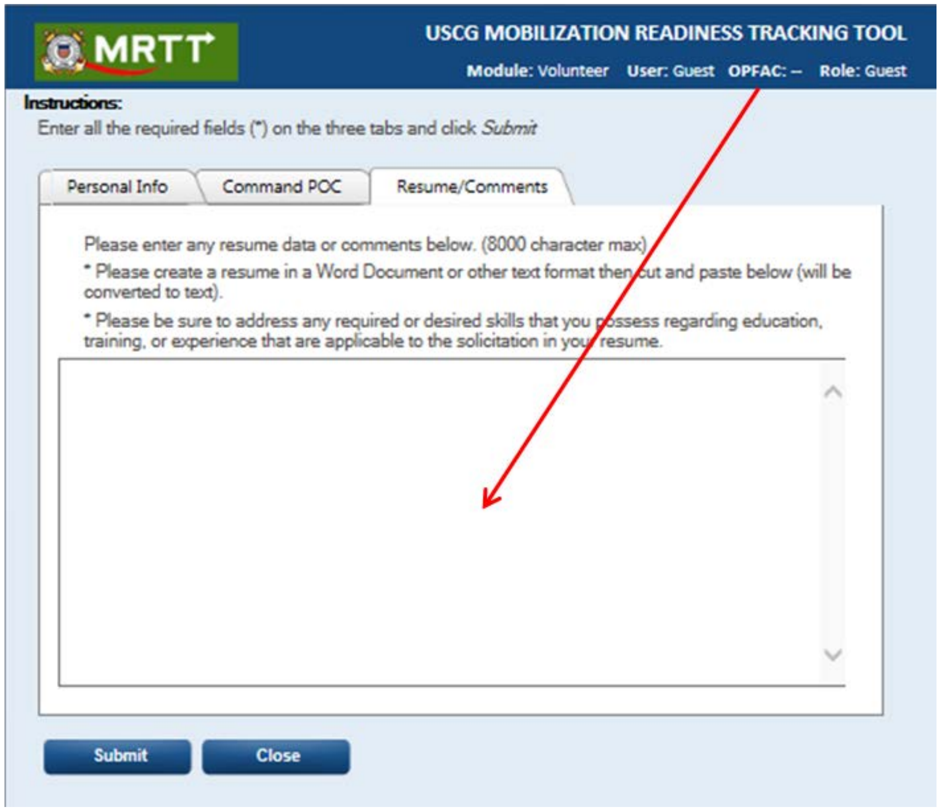


Figure 5-7 Import resume into dialog box

A.5. Member Notification

After submitting an application, the member receives an email notification that he/she has applied for RTNs and is pending command approval.

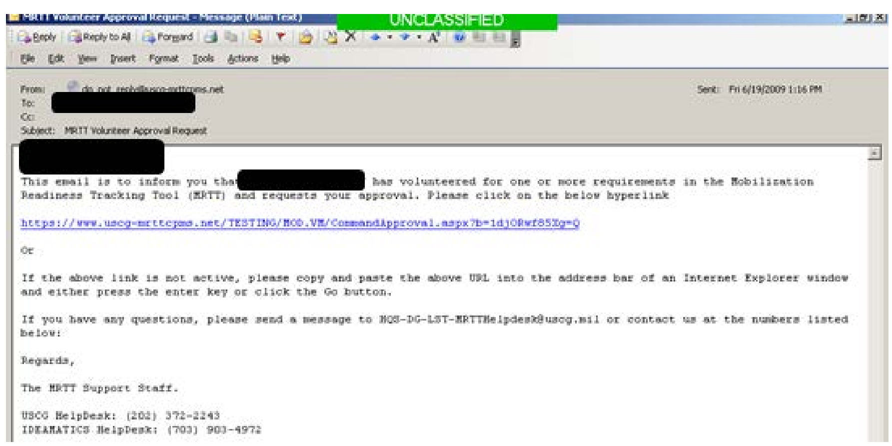


Figure 5-8 Member notification message

NOTE: **Congratulations!!! You have now completed an application for USCG requirements. Notification of application approval or denial is sent via email. Another email is sent to notify you if you have been selected, not selected, and if the requirement has been canceled.**

Section B: Command Point of Contact Approval

B.1. Command Notification

The member's command POC receives an email regarding a member who volunteered for a request. Follow the next procedure for POC approval:

1. The member's command POC clicks on the hyperlink to access the approval page.

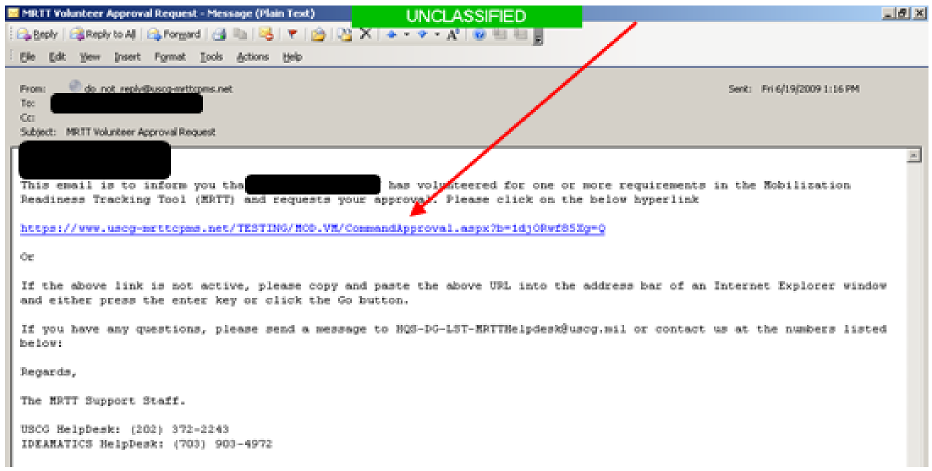


Figure 5-9 Command notification message

NOTE: **REMINDER: You do not need an account to approve volunteers.**

2. In the Approval window, enter in individual's **EMPLID**.

3. To view the applicant's information, click on their name (which is represented as a hyperlink).

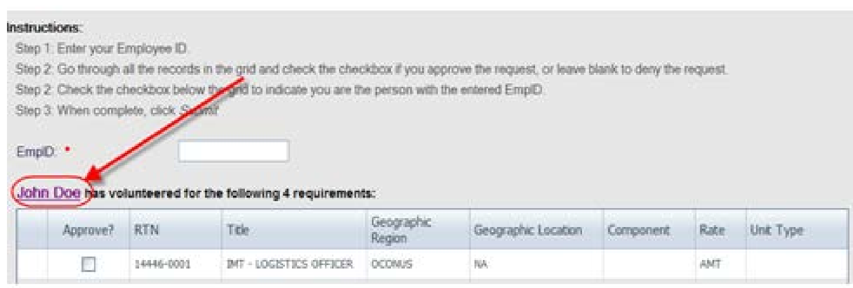


Figure 5-10 Selecting the applicants name

4. To approve, check the check box in the approved column for the appropriate **RTN**. This signifies command endorsement.

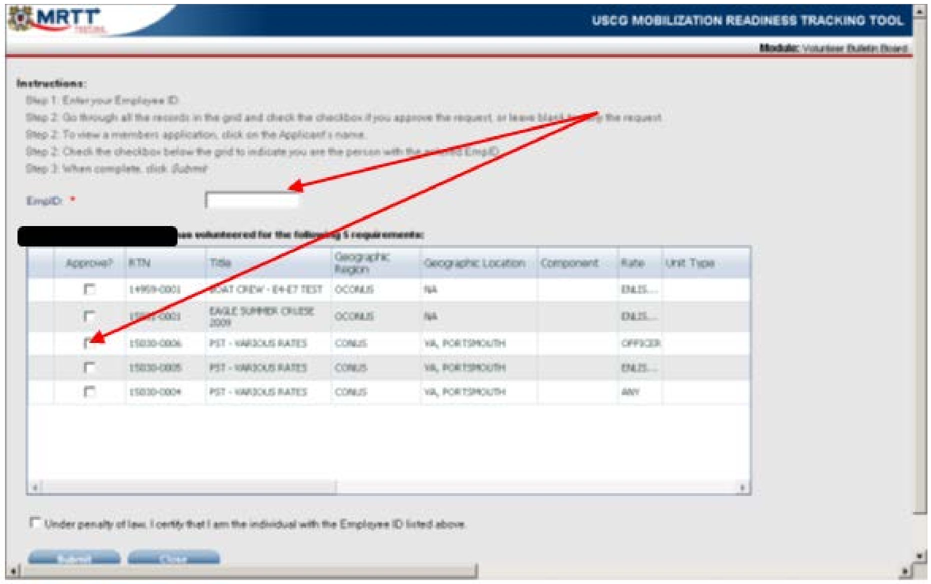


Figure 5-11 Approval screen

5. Check the **Under penalty of law, I certify that I am the individual with the Employee ID listed above** check box at the bottom.

6. Click **Submit** to approve a member's application for USCG requirements.

   The member receives an email once you approve or deny their application.

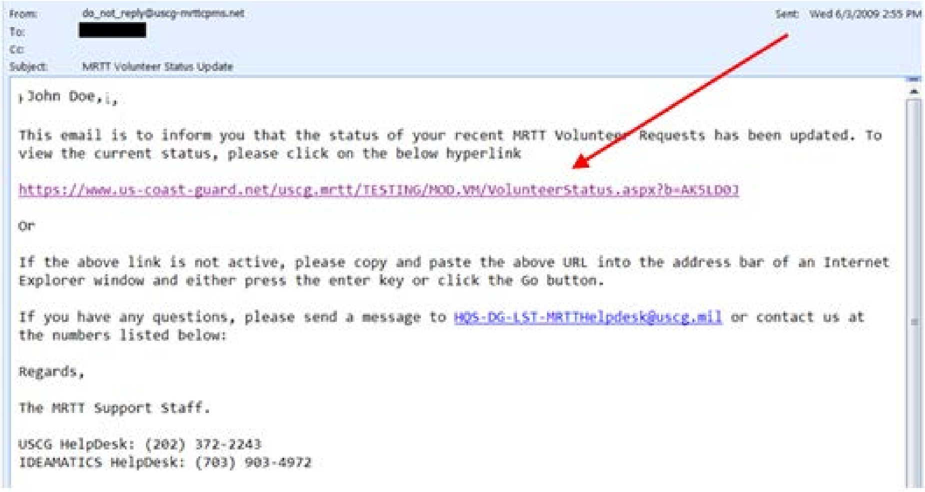
NOTE:	**Non-USCG members need to contact the help desk for temporary EMPLID. This includes Department of Homeland Security and DOD supervisors who approve subordinates volunteering on the VBB.**

Section C: Volunteer Status and Canceling Applications

C.1. Volunteer Status

An applicant will receive an interest form confirmation message and an email about their volunteer submission, as seen in the figure below.

Click on the hyperlink to view the status of the request(s).



From: do_not_reply@uscg-mrttcpms.net   Sent: Wed 6/3/2009 2:55 PM
To: [redacted]
Cc:
Subject: MRTT Volunteer Status Update

John Doe,

This email is to inform you that the status of your recent MRTT Volunteer Requests has been updated. To view the current status, please click on the below hyperlink

https://www.us-coast-guard.net/uscg.mrtt/TESTING/MOD.VM/VolunteerStatus.aspx?b=AK5LD0J

Or

If the above link is not active, please copy and paste the above URL into the address bar of an Internet Explorer window 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
IDEAMATICS HelpDesk: (703) 903-4972

Figure 5-12 Email regarding VBB submission

C.1.a. Status Explanations

The following is a list of application status stages:

- **Pending**: Your application is awaiting command endorsement.
- **Approved**: Your command approved your application and it has been forwarded for consideration.
- **Declined**: Your command denied your application. Please direct questions to your supervisor.
- **Sourced**: You have been selected to fill the position.
- **Canceled**: Rescinded by volunteer.
- **Canceled**: Requirement has been canceled.

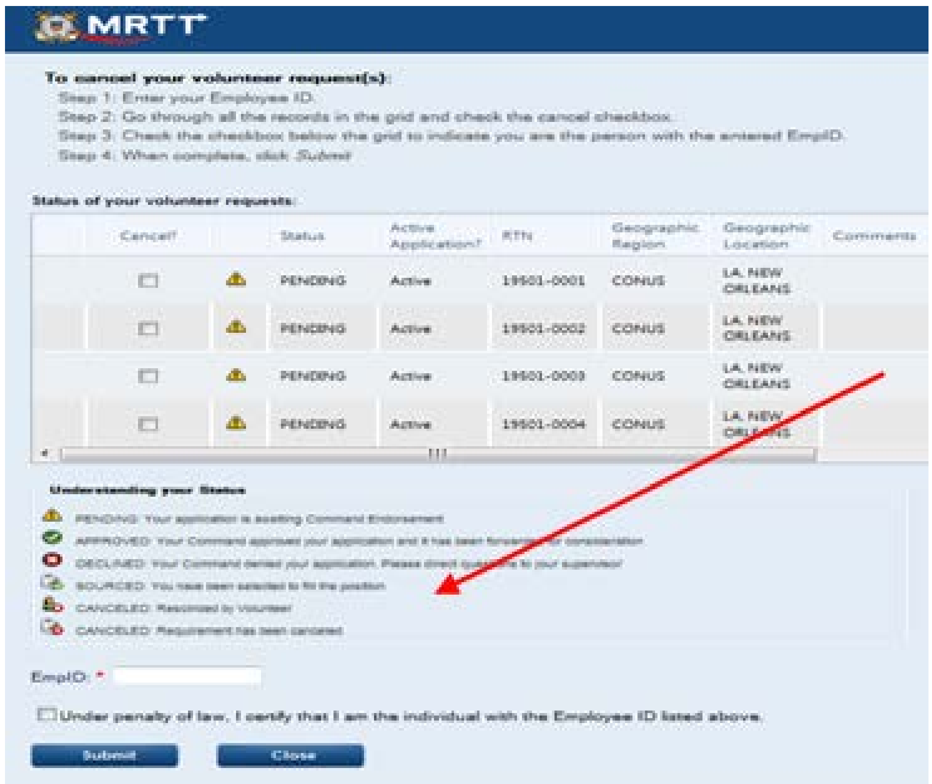


Figure 5-13 Status Screen

C.1.b. Member Selected

If a member has been selected, the status will be **Sourced**. The member is selected and will be notified by official means.

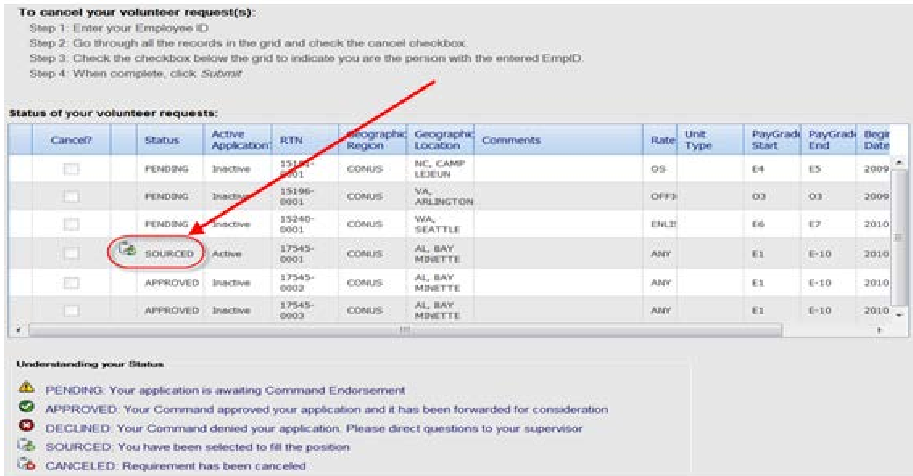


Figure 5-14 Status screen showing sourced member

C.2. Active Application

The member's application can be changed from **Active** to **Inactive** when there is a status change. For example, if a member was not sourced for one of the requirements (RTN) but someone else was, the RTN is no longer available to volunteers. This will change every members's application to inactive.

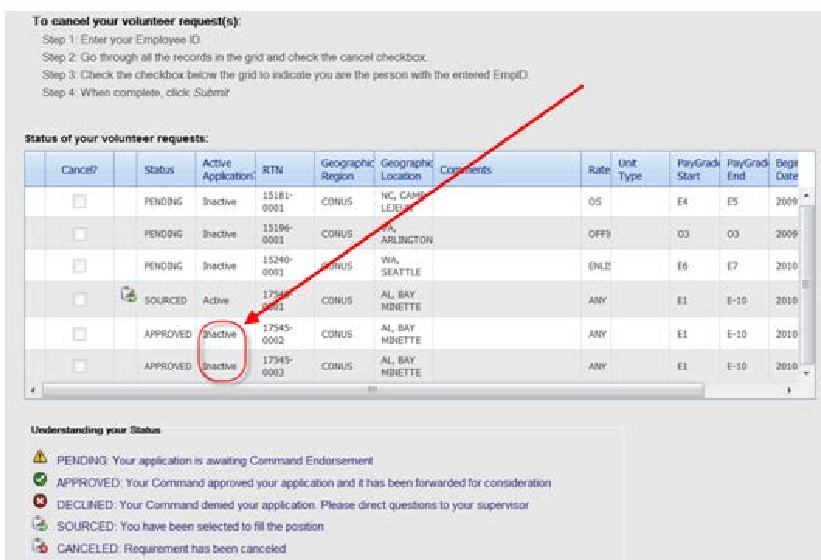


Figure 5-15 Inactive status screen

C.3. Canceling Applications

Follow these steps to cancel an application:

1. To cancel an application, you need to view your notification email and click the link to the application.
2. Check the boxes on the ones you want to cancel and then click **Submit**.

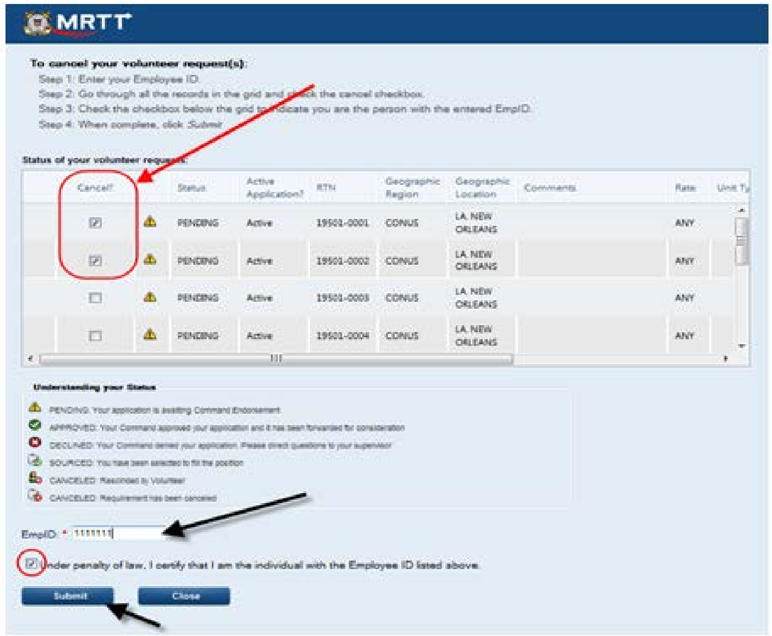


Figure 5-16 Cancel application screen

C.4. Application History

Follow these steps to check application history:

1. Click on the [MRTT - Mobilization Readiness Tracking Tool]() link from the MRTT login page.
2. Enter in criteria to search by: URI/RTN, Component, Geographical Region, Rating, Pay Grade, etc.
3. Click on the **Search** button.

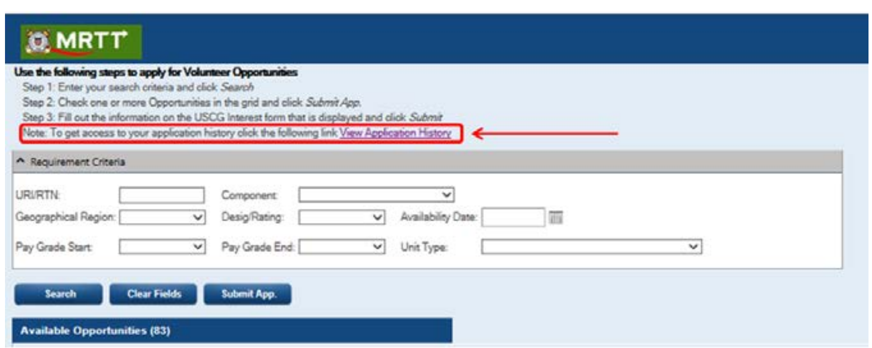


Figure 5-17 Example of how to view application history

4. Enter **EMPLID**, check the disclaimer checkbox, and then click the **Submit** button.

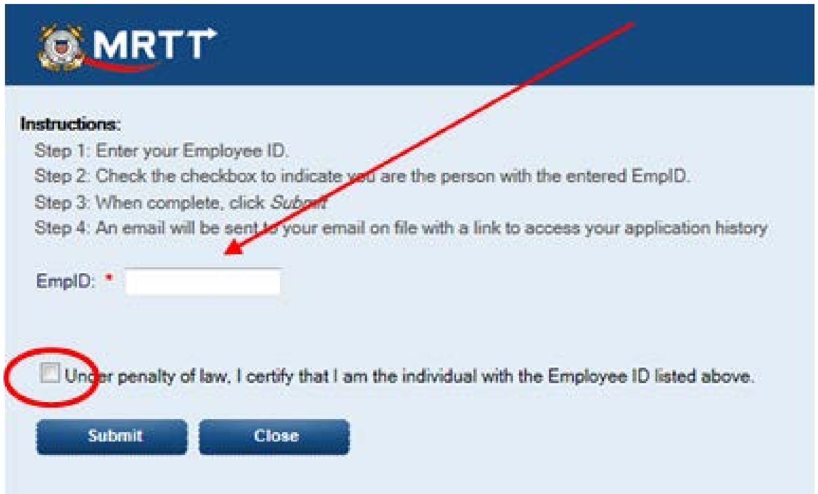


Figure 5-18 Enter EMPLID

This page intentionally left blank.

Chapter 6: The Sourcing Module

Introduction

This chapter discusses how to search and assign (source) personnel to fill requirements. In the sourcing module, you enter members into the requirement, add non-USCG personnel like contractors and DOD supervisors, search for volunteers, and view sourced records. You can look through member matches to find qualified candidates and match personnel to requirements. You can also set search criteria by unit, district or USCG wide.

In This Chapter

This chapter contains the following sections:

Section A: Sourcing Members

A.1. Sourcing Members

To source an RTN, you have to locate it first. This can be done in one of two ways.

A.1.a. Locate RTN by Scorecard

The scorecard is listed by major commands, i.e. district, LANTAREA, DCMS, or via the Requirements page.

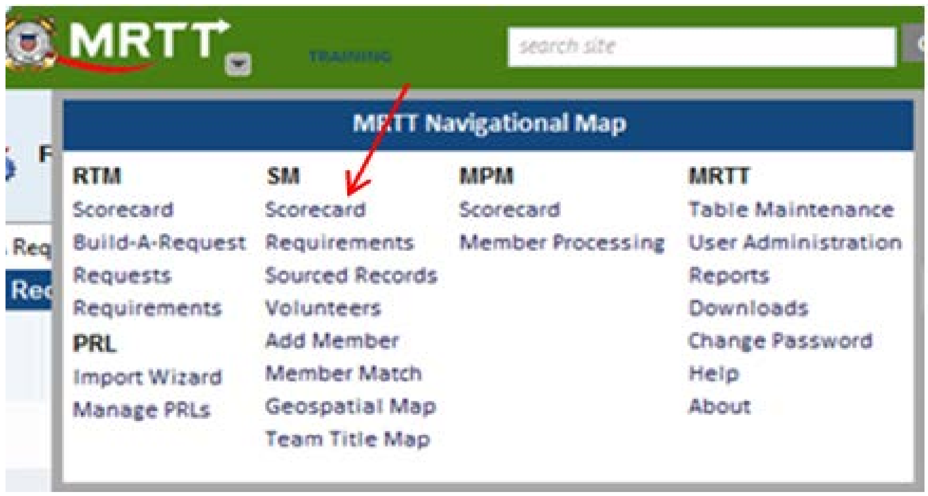


Figure 6-1 Searching by scorecard and requirements

1. From the **MRTT Navigational Map**, click on the **Scorecard** link under the SM column and then click **Display** on the Scorecard Report.

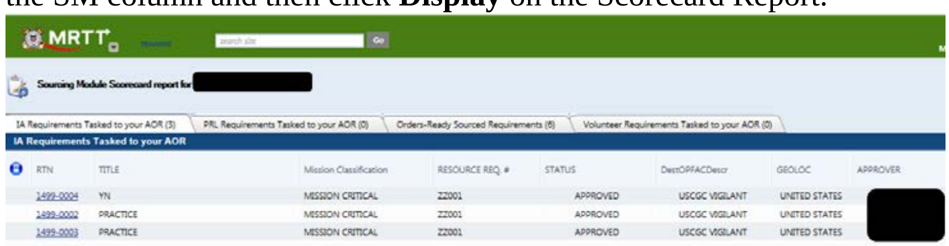


Figure 6-2 A scorecard report

The Scorecard provides four tabs as follows:

- **IA Requirements tasked to your AOR.**
- **PRL Requirements tasked to your AOR.**
- **Orders-Ready Sourced Requirements**.
- **Volunteer Requirements tasked to your AOR**.

The **Status** column reflects the current sourcing status of each RTN on your Scorecard.

2. Click on the hyperlink under the **RTN** column to open the RTN for sourcing.

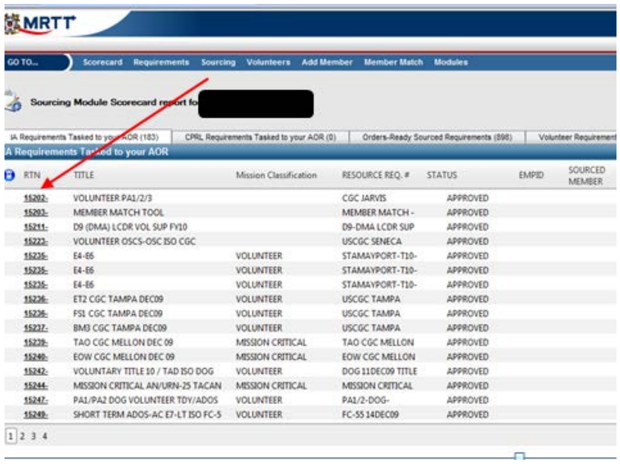


Figure 6-3 Opening up a RTN

A.1.b. Locate RTN by Requirements

To locate RTN by requirements, do the following:

1. From the **MRTT Navigational Map**, click on the **Requirements** link under the SM and enter the RTN in the **URI/RTN** search field. This search method will return only the specific RTN you are searching for.

2. Click the **Source** hyperlink to open the requirement for sourcing.

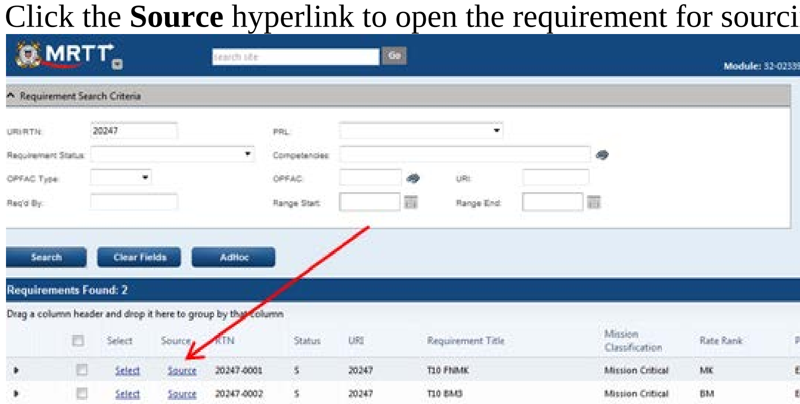


Figure 6-4 Requirement page

A.2. History Tab

When sourcing a member, the **History** tab appears first and displays individuals sourced to the RTN.

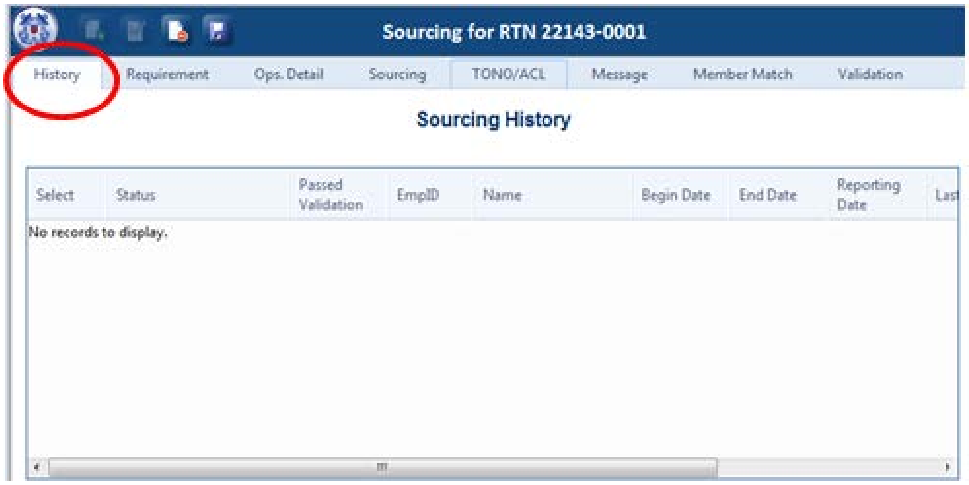


Figure 6-5 Sourcing history tab

A.3. Requirement Tab

The **Requirement** tab displays the request and requirement information.

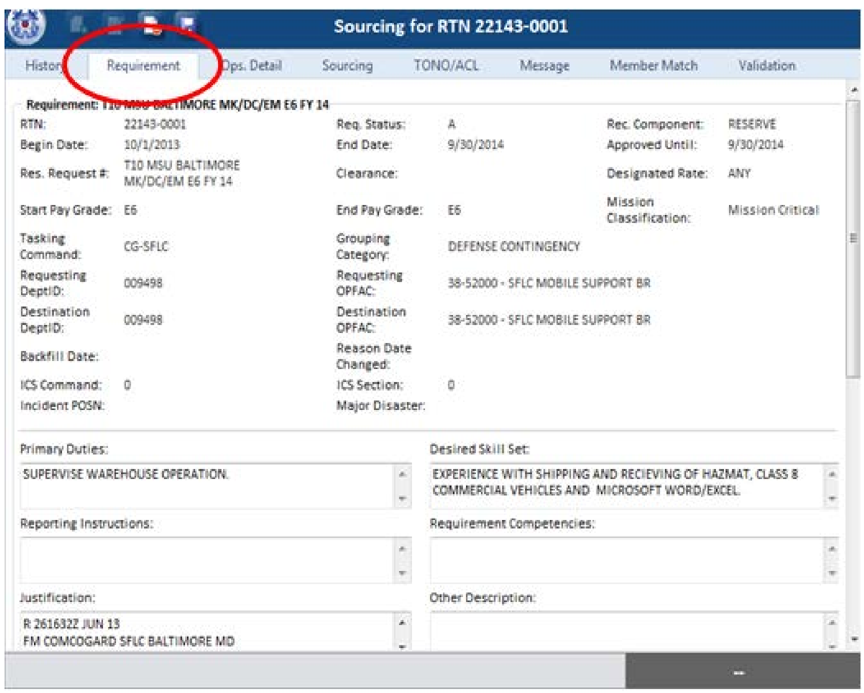


Figure 6-6 Request and requirement information

A.4. Operations (Ops) Detail Tab

The Operations (Op) **Ops Detail** tab contains details about the response and orders type. This is the first tab where the sourcer enters details. Information is entered on all items marked with a red asterisk.

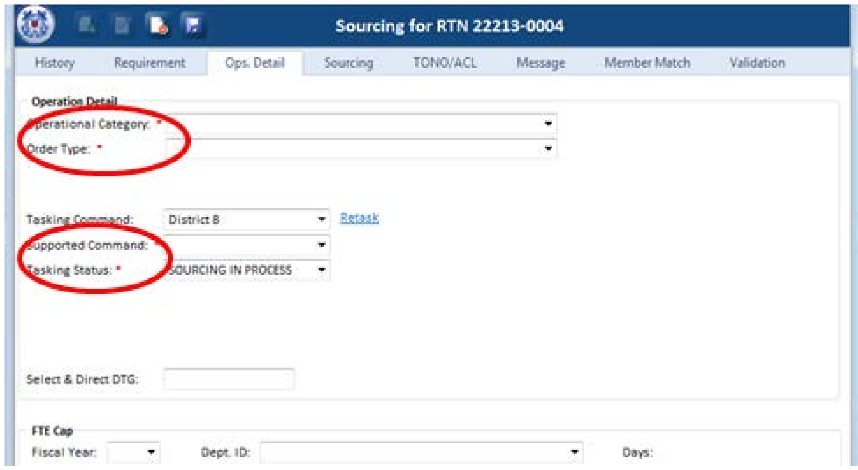


Figure 6-7 Details about response and orders

A.4.a. Operational Category

There are five choices listed under the Operational Category drop-down menu:

- Named contingency.
  - ➢ DOD named events (e.g. Operation Desert Storm, Iraqi Freedom, Enduring Freedom).
- Major disaster.
  - ➢ Hurricanes, floods, etc.
  - ➢ Most often you select major disasters as the Operational Category.
- Operational support.
  - ➢ Daily operations of the USCG.
  - ➢ Commonly used for DXR shops and PSC for ADOS orders.
- Exercises.
  - ➢ USCG and Non-USCG exercises.
- Planned operations.
  - ➢ Large planned events and operations like Summer Stock and Mass Migration.

A.4.b. Orders Type	The order type corresponds to the type of personnel being sourced. • Active duty personnel: Active Duty TDY • Civilian personnel: Civilian TDY • Auxiliary personnel: Auxiliary TDY • Reserve Personnel: ➢ The majority of the order types listed are reserve personnel. ➢ Carefully select the appropriate order type. If type of response has not been selected, consult your RFRS or DXR staff.
A.4.c. Tasking Command	Select the district you are currently supporting and member who is filling the requirement. You also re-task the RTN to someone else's scorecard.
A.4.d. Supported Command	The district that is being supported for an event.
A.4.e. Tasking Status	This is the default to sourcing in progress. You manually change this to sourced when you have completely sourced a member to the RTN.
NOTE:	**If tasking status is not manually changed to sourced it adversely affects reports.**
A.4.f. Funding Cost Center	The funding cost center is a unique cost center created specifically for the incident. Care should be taken to select the appropriate named incident/cost center. Refer to Chapter 2 Mobilization Readiness Tracking Tool A.7.
A.5. Sourcing Tab	In the **Sourcing** tab, complete sourcing dates and select volunteers or BNC. Follow these steps under the sourcing tab: 1. Click the **Check to Notify** box when complete. This notifies the service personnel officer (SPO) distribution list of member deployment.

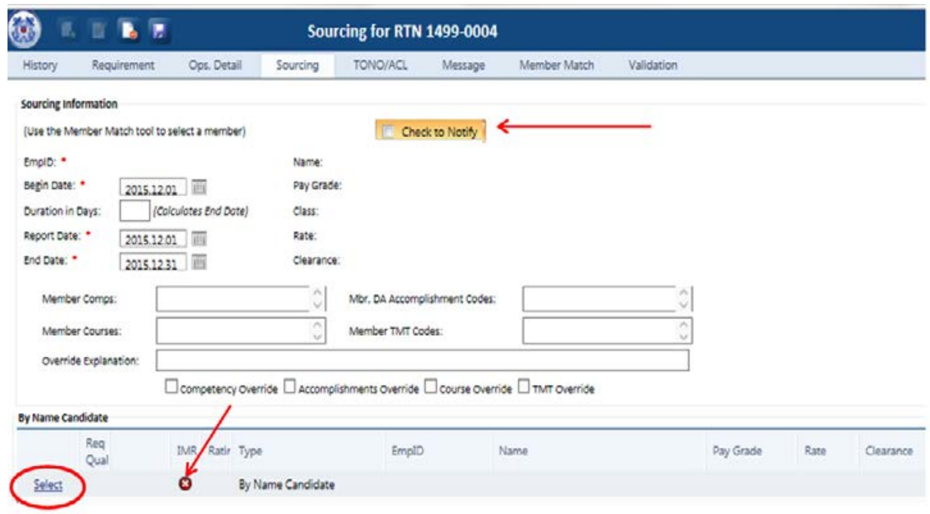


Figure 6-8 Sourcing tab

Continue with these steps:

2. Enter in the **Begin Date** of the sourcing. This could be the start date of the member's orders. The orders start date may be before the report date to allow for travel to the ICP. The requirement dates default to the date created for 30 days, so make sure you edit the dates to correct sourcing dates.

3. Enter in the **Report Date**. It is the date the member reports to the ICP ready for duty.

4. If you have a BNC listed in the BNC field, you select the member by clicking the hyperlink.

5. If you want to review the BNC’s readiness, click the **individual medical readiness** icon.

A.6. TONO/ ACL Tab

The **TONO/LOA** tab displays the TONO and accounting data information. If this information was entered in the RTN, it shows up on this tab.

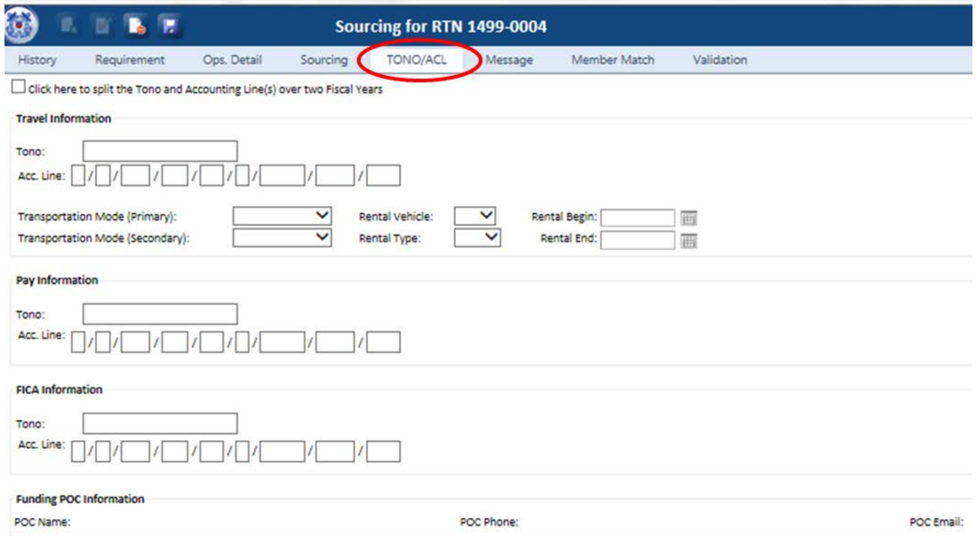


Figure 6-9 TONO/ACL tab

A.7. Message Tab

The **Message** tab allows you to select a message template based on the type of orders you issue. To fill the requirement, search for appropriate personnel by using multiple filters. This depends on civilian, reserve, and active duty type orders.

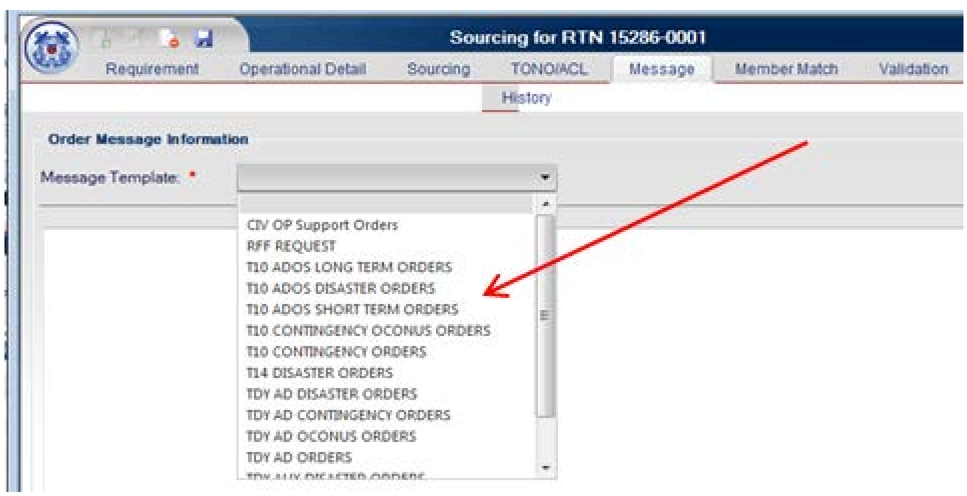


Figure 6-10 Message tab *Acronyms for these orders are only used in the programming screen shot

A.8. Member Match Tab

The **Member Match** tab allows you to search for candidates to fill the requirement. Use multiple filters to find the right candidate.

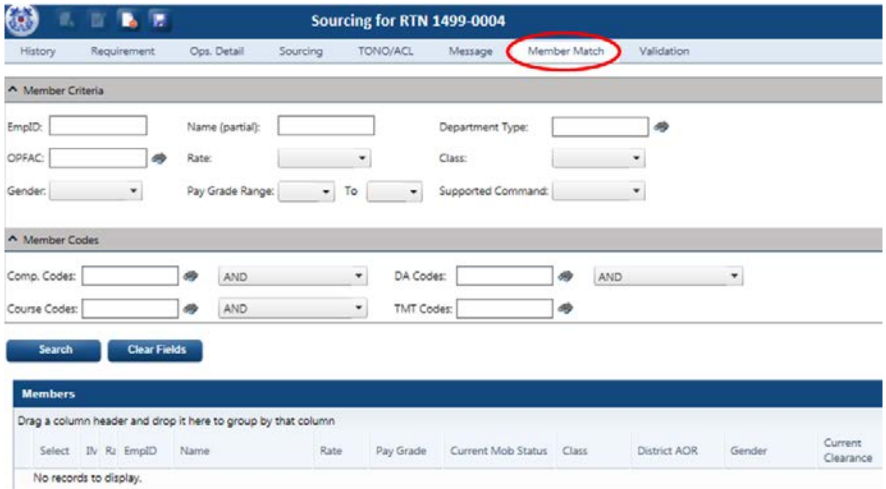


Figure 6-11 Member Match

A.8.a. Search categories

You can search by:

- **EMPLID**.
- **Name**.
- **Competency Codes**.
- **OPFAC**.
- **Rate**.
- **Class**.
- **Gender**.
- **Pay Grade Range**.
- **By District AOR**.
- **DA Codes**.
- **Course Codes**.
- **TMT Codes**.

Once you have searched and found an appropriate candidate, source the person to the RTN by following these steps:

1. Click the hyperlink by the member's name. This sources the member to the RTN and populates the member's information on the Sourcing Tab.
2. Click **Save** once you have completed all fields. The floppy disk icon saves your record.

A validation error appears if a field is missed. It reflects green if it has been sourced.

NOTE: **Verify the tasking status on the Ops Detail page is "sourced". The validation won't be "sourced" otherwise.**

A.9. Sourcing Considerations

Below are some best practices to consider before you source a member to a RTN:

- Are personnel from your own AOR? Districts can only source personnel from their district command. If the district does not have the resources to meet the requirement, the requirement must be forwarded up the chain of command or re-tasked as appropriate.
- Does member meet the specified needs of the requirement? If there are any questions regarding the stated need in the RTN, the sourcer should request clarification from the requester.
- Is member medically ready for MOB? This question especially comes into play when sourcing reserve personnel.
- Does member have command endorsement for voluntary assignments to be absent from permanent unit and fill the temporary position?
- Are there currently significant work-life issues that would prevent the member from filling the position?
- If member is a reservist, has member been vetted against all applicable policy requirements (1095, 16/18 year rule, etc.)?
- When multiple, equally qualified candidates are available, is member the most financially responsible choice?
- Does member have the government travel card to cover official travel costs?
- Does member have passport (official red passport, not blue tourist passport)? Can the member get a passport and visa before the report date?

Citation	Enabling Authority	In response to:	Type & Limitation:
14 U.S.C. 712	Secretary of Homeland Security	Serious natural or manmade accidents or catastrophes	**Involuntary**- Not more than 60 days per four-month period or 120 days per two year period
10 U.S.C. 12301 (a)	Congress	**Full Mobilization**- War or national emergency declared by Congress	**Involuntary**- Duration of war or national emergency plus six months
10 U.S.C. 12301 (b)	Secretary concerned	At any time: Active duty for training- annual training	**Involuntary**- Annual training, operational missions (not to exceed 15 days)
10 U.S.C. 12301 (d)	Designated authority (ADOS or Extended Active Duty)	At any time- ADOS-AC/RC	**Voluntary**-
10 U.S.C. 12302	President	**Partial Mobilization**- National emergency declared by the President	**Involuntary**- Not more than 24 consecutive months.
10 U.S.C. 12304	President	**Presidential Recall**- SELRES augmentation for any mission deemed necessary by the President	**Involuntary**- Not more than 365 days.

Table 6-1 Titles 10 and 14 Authorities of the U.S.C. conferred to recall reservists to active duty

Section B: Viewing Volunteers

B.1. Viewing Volunteers

Volunteers are highly desirable and should be considered first if the sourcing cell and the self-referrals are truly qualified and eligible. Users use VBB to search for volunteers that have submitted applications. This search also allows users to view the status of a volunteer's application.

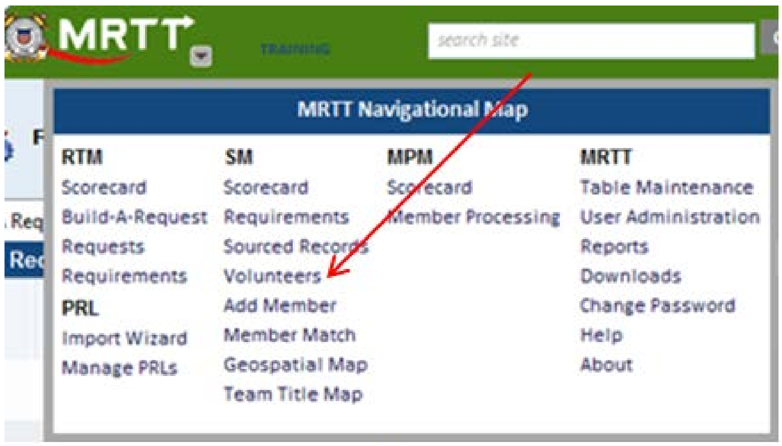


Figure 6-12 This displays the volunteer link in the MRTT navigation map

Search for volunteers who have submitted applications using the VBB, by following these steps:

1. Under SM, click the **Volunteers**.

2. Enter requirement criteria and click on **Search**.

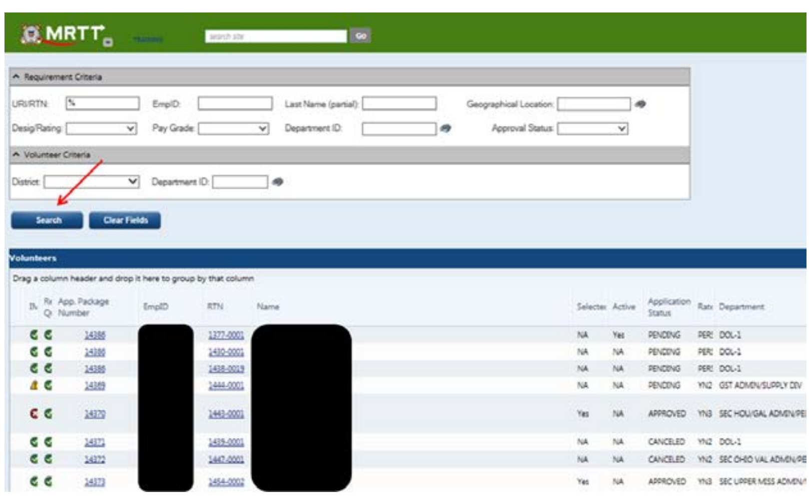


Figure 6-13 Searching for submitted applications

B.2. Web Grid

Once a user has entered in their search criteria and clicked on **Search**, the applications matching the criteria are displayed on the web grid. The following is a list of columns in the volunteer search web grid.

- The **App Package Number** column displays the number that was assigned to the application when it was submitted. By clicking on this hyperlink, a user can view the completed volunteer application.
- The **RTN** column displays the RTN that the volunteer applied for. By clicking on this hyperlink a user can view the original RTN.
- The **Selected** column displays volunteer selection status. A value of true means the applicant was selected. A value of false means the application was not selected or the application has not been filled yet.
- The **Active** column displays the status of the RTN that the volunteer has submitted an application for. A value of true means that the RTN has not been sourced yet. A value of false means that the RTN has been sourced.
- The **Application status** column displays the status of the volunteer's application. A value of pending means that the command has not yet made a decision on the volunteer's application. A value of approved means the command has approved the volunteer for this requirement (but does not mean they have been sourced to it). A value of denied means the command denied the volunteer for this requirement and they will not be considered as a candidate.

Section C: Viewing Sourced Members

C.1. Viewing Sourced Members

Under the SM section heading:

1. Select **Sourced Records** to view sourced members.

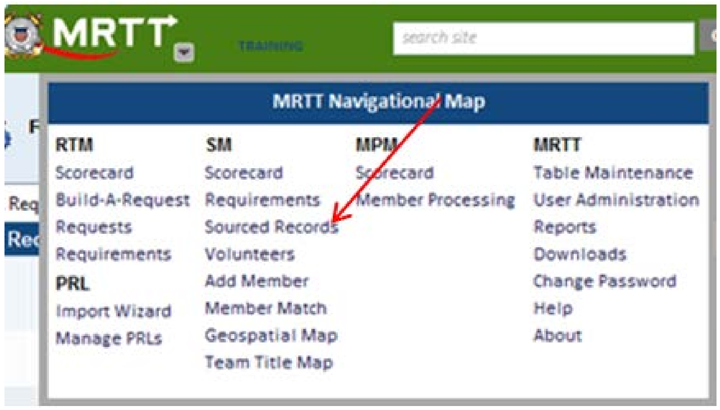


Figure 6-14 MRTT Navigational Menu showing sourced members

The following information describes the fields in the Sourced Record. Each field has a unique description described on the following page.

Field	Description
EMPLID	Allows you to search by Employee ID.
Last Name	Allows you to search by service member last name. Enter one or more characters followed by the wildcard character (%) to do a search by partial last name.
Cost center	Allows you to select a cost center from the drop-down list.
District	Allows you to search based on a geographic location from the drop-down list.
Mob-Mode	Allows you to search by MOB mode. Valid options include: MOB, DEMOB, and Terminated.
Competencies	Allows you to search for a competency code.
RTN	Allows you to search by a RTN.
PRL	Allows you to search based on PRL code.
Operational category	Allows you to search by operational category (contingency, major disaster, or operational support).
OPFAC	Allows you to search for requirements by OPFAC.
Sourcing status	Allows you to search based on sourcing status. Valid options include: partial sourced, sourced, and planned for internal sourcing.
Major disaster	Allows you to search by major disaster name (Hurricane Irene, Hurricane Sandy, etc.)

Table 6-2 Describes fields of the sourced record

C.2. Record search in SM repository

To search for a record in the SM repository:

1. First enter your search criteria on the browse page. Click **Search** and your results display in the results grid.
2. Then select a row to display information.

C.3. Execute a Search

To execute a search:

1. From the sourcing home page, click on **Sourcing** to display the Sourcing Search page.
2. Enter your search criteria in the **Member Search Criteria** and/or the **Source Search Criteria** fields. Enter search criteria in one or more fields. You do not need to enter data in all of the fields.

NOTE: **To start over again or to execute a new search, click on Clear Fields. This erases all characters in the Search Criteria fields.**

After you enter your search criteria, follow these steps

3. Click on **Search** or press the **Enter** key. The records matching your search criteria display in the results grid at the bottom of the page.

4. Click on the **Select** button that corresponds to a requirement to display the sourcing record.

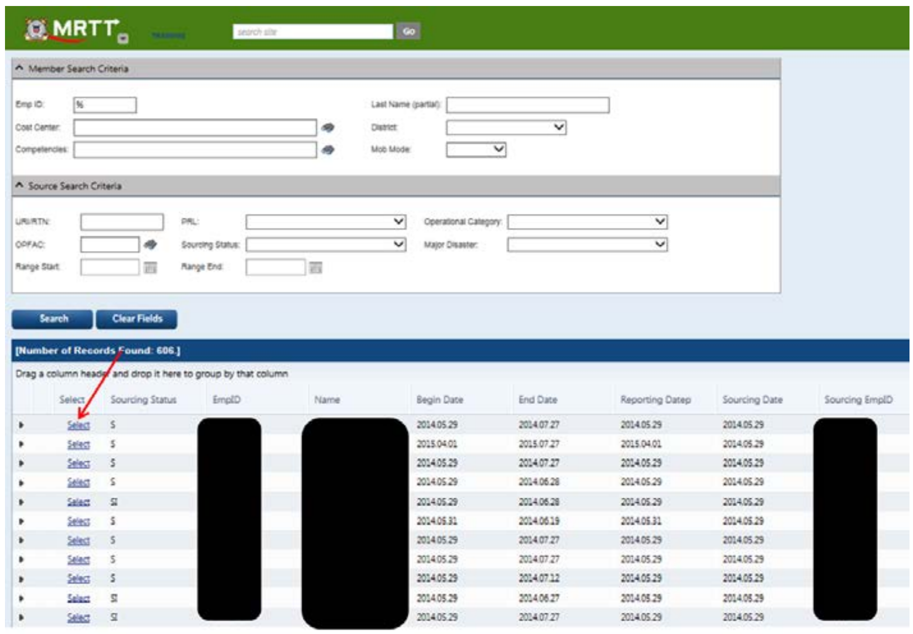


Figure 6-15 This is an example of search results from searching in Sourced Records Module

Next continue with these steps:

5. Click on the **Select** to view the sourcing record.

6. Clicking on the arrow leads you to another **Select** hyperlink. This link takes you to the requirement record.

Section D: Searching For Candidates

D.1. Member Match

The **Member Match** tab displays a search feature that allows the sourcer to view a group of potential candidates based on several different criteria. Below are your filters:

- **EMPLID**.
- **Name**.
- **Competency Codes**.
- **OPFAC**.
- **Rate**.
- **Class**.
- **Gender**.
- **Pay Grade Range**.
- **Supported Command**.
- **DA Codes**.
- **Course Codes**.
- **TMT Codes**.

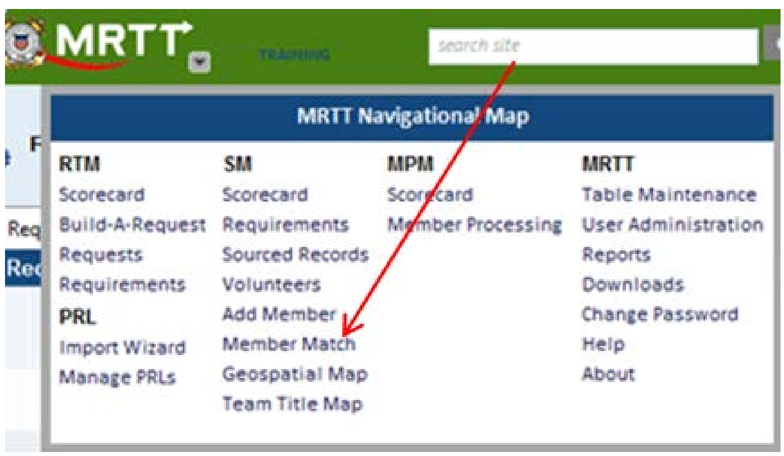


Figure 6-16 Displays the Member Match link, in the MRTT navigation map

This hyperlink displays the same member match used in the sourcing record. By entering any combination of search criteria, the Member Match returns all those members in the USCG that match that criteria entered.

Section E: Generate Message Orders

E.1. Generate Message Orders

The 3rd tab on the SM scorecard is the **Orders-Ready Sourced Requirements** scorecard. Orders messages are source based messages that display the order information and are intended to be copied into the orders for members.

The requirements on the scorecard are sourced. There are currently 13 templates:

- Civilian OP Support Orders.
- RFF Request.
- T10 ADOS Long Term Orders.
- T10 ADOS Disaster Orders.
- T10 ADOS Short Term Orders.
- T10 Contingency outside the contiguous United States (OCONUS) Orders.
- T10 Contingency Orders.
- T14 Disaster Orders.
- TDY Active Duty Disaster Orders.
- TDY Active Duty Contingency Orders.
- TDY Active Duty OCONUS Orders.
- TDY Active Duty Orders.
- TDY Active Duty Training Orders.
- TDY Auxiliary Disaster Orders.
- TDY Auxiliary Orders.
- TDY Civilian Disaster Orders.

A system administrator can edit the template in the table maintenance section of the application. However, since the markup language tags are specific to the table structure/naming schema, the user cannot enter in new fields into the template.

NOTE: **Remember: System Administrator, Administrator, Processor, and Sourcer roles all have the ability to view Sourced Requirements assigned to their Tasking Command.**

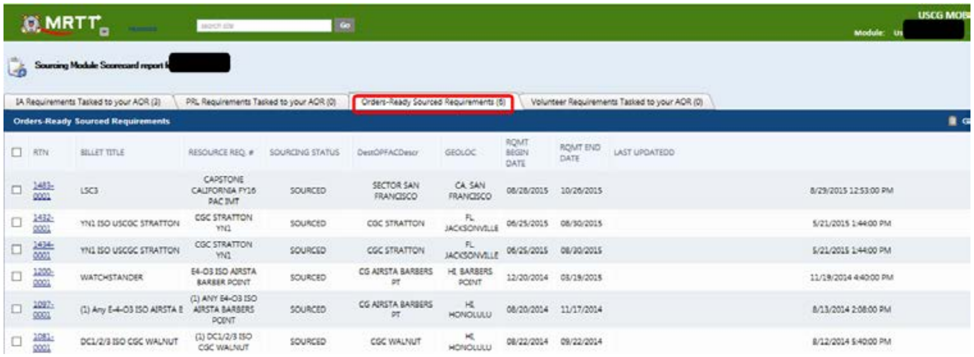


Figure 6-17 Figure of the Orders Ready Sourced Requirements Tab

E.2. Steps to Generate Message

Follow these steps to generate a message:

1. From the **Orders-Ready Sourced Requirements** tab, check the requirement box(es) for the message and then click on **Generate Message** on the top of the scorecard.
2. A validation screen appears along with any validation errors. If there are no errors, a blank screen will appear with the option to **Generate** or **Close**. Click the **Close** button to cancel message generation and the **Generate** button to generate the message.
3. Click on **Generate**.
4. The message generates in the text area.

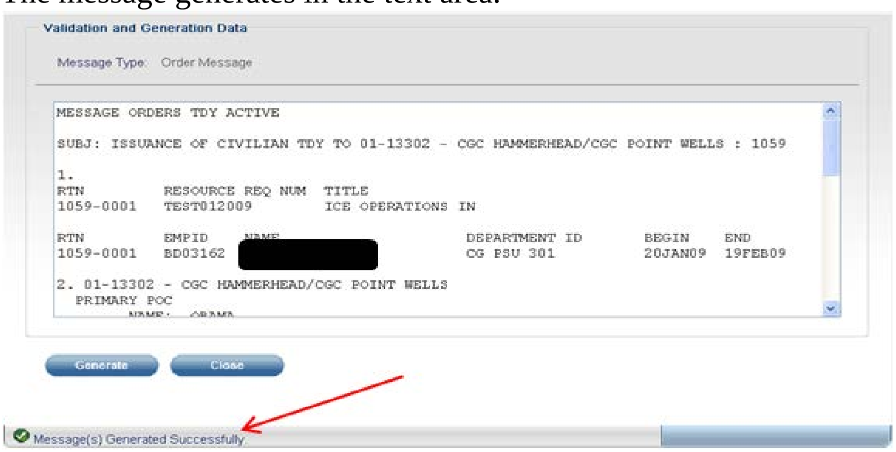


Figure 6-18 Displays that a message was generated successfully

You have now successfully generated a message. Proceed with these steps next:

5. Click on the **Close** button to exit out of the message generation screen. You are now back on the **Orders-Ready Sourced Requirements** scorecard.
6. Click on **Refresh Grid** towards the top of the scorecard. Once the scorecard refreshes, the requirement you just generated a message for is no longer listed on this scorecard.

NOTE: **You can generate messages for more than one requirement at a time, as long as they are from the same URI.**

Some important pieces of information to keep in mind:

- Once you have a sourced record, you can generate message orders, copy and paste in email or use ADMIN OIX.
- One of the most important tasks to a MOB or personnel is communicating orders information to the member's unit.
- Basic orders information should be LOA's, 72 document types, and/or information about reserve Title 14/Title 10.
- Explain any other entitlements like quarters and messing availability, personal protective equipment, as well as equipment necessary to complete the mission.
- The order templates have very basic and minimum amount of information required for orders.

Chapter 7: Member Processing Module

Introduction

This chapter discusses the processing of the incident management team and SPO processing team. The member processing module instructs on mobilization of members from home units, and to checking in and out members from an incident command. It is used to manage the responding forces. The chapter also discusses updating member information and printing member T-cards.

In This Chapter

This chapter contains the following sections:

Section A: Service Personnel Officer Processing

A.1. Service Personnel Officer (SPO) Processing

Mobilization and demobilization of service personnel officers are processed on the MOB processing tab of MRTT. The MOB Processing tab consists of MOB checklist and DEMOB checklist. This information includes the MOB and DEMOB dates as well as, checklists from reference (f), Personnel and Pay Procedures Manual, PPCINST M1000.2 (series) (Chapters 2 and 11) which lists all recall process tasks.

A.2. Mobilization processing

Go to the MOB Processing tab to complete the check-in process for recalling USCG reservist members.

1. Check all tasks on **Checklist Task**.
2. If you cannot complete the checklist, click the **Save** button. The record is saved with a MOB mode of **In Process** and a red X will be visible on the **MOB Processing** tab.
3. Once you complete all tasks on the checklist, click the **Save** button. A green check mark appears on the **MOB Processing** tab. The service member has been processed for recall. This checklist is only used for USCG reservist. It is not for active duty personnel.

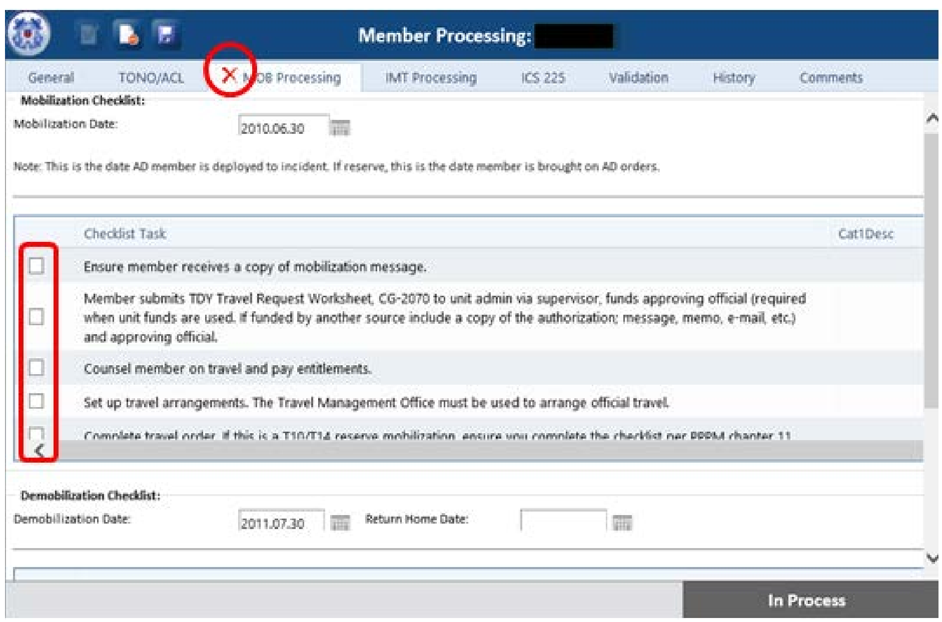


Figure 7-1 Example of member processing menu

A.3. Demobilization processing

To demobilize a service member, complete the DEMOB checklist and enter a DEMOB date. Follow these procedures:

1. Check all DEMOB tasks on the Checklist Task.
2. If you cannot complete the checklist, click the **Save** button. A red X will be visible on the **MOB Processing** tab.
3. Once you complete all tasks on the checklist, click the **Save** button. A green check mark appears on the **MOB Processing** tab. The service member has been processed for DEMOB.
4. Enter in a date in the **Return Home Date** field when the member returns from TDY.

Section B: Incident Management Team Processing

B.1. IMT Processing

Commands ordering external resources check members in and out on the IMT processing tab.

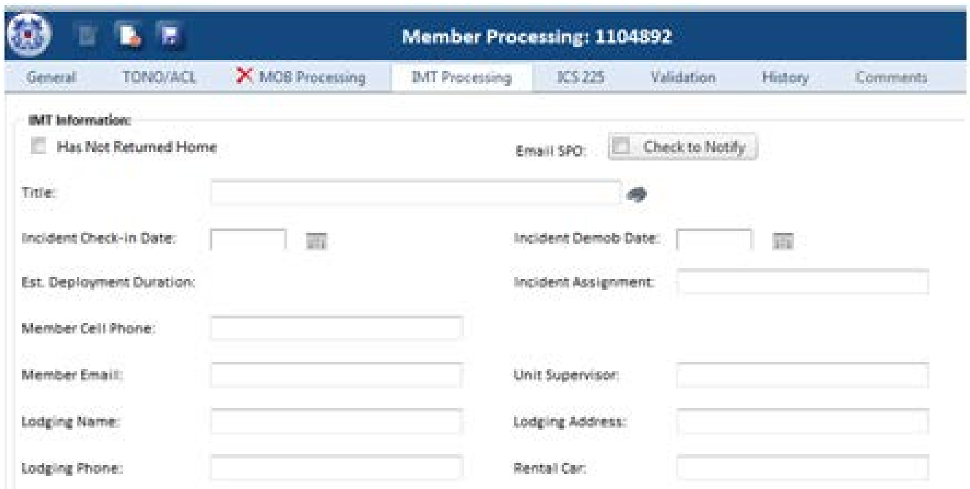


Figure 7-2 MRTT navigation map showing IMT processing

B.2. Ordering External Resources

Follow these steps to order external resources:

1. Under MPM, click on **Member Processing** to search for the member you want to update.

Figure 7-3 MRTT navigation map showing Member Processing under MPM column

NOTE: **Requestors, Approvers and Sourcers cannot access the MPM.**

2. Search by **EMPLID** or by **Last Name**. It is best to use EMPLIDs to ensure you get the right member.

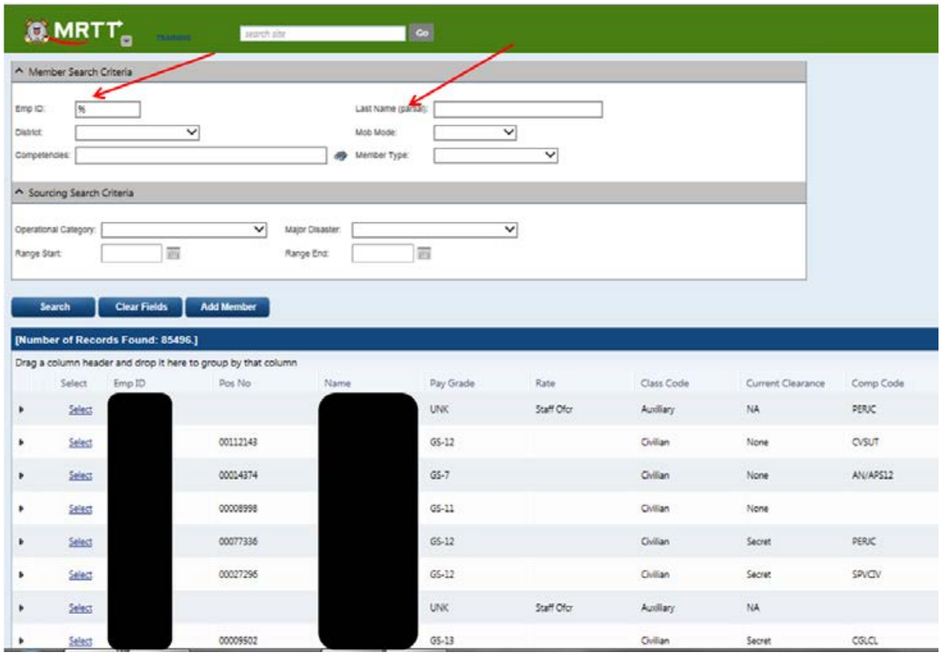


Figure 7-4 Searching by EMPLID or name

3. Click on the arrow to expand the member history. Member may have multiple sourcing records from multiple incidents.

4. Click **Process** to open up the member processing window.

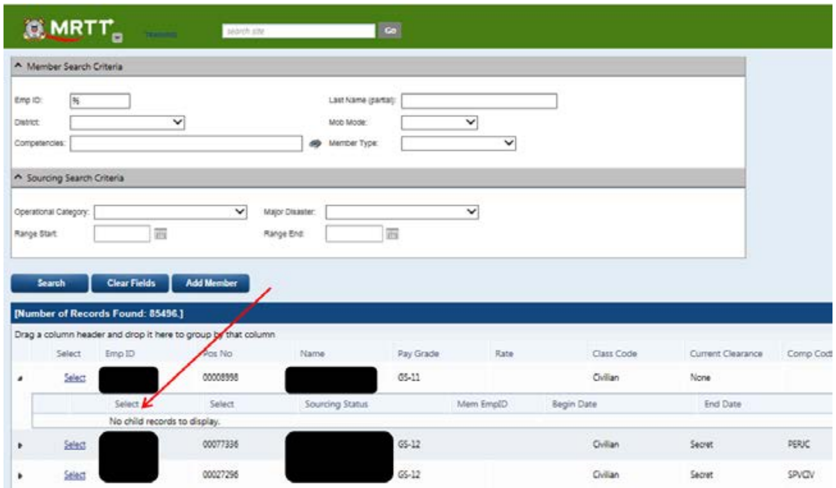


Figure 7-5 Expanding the member history

B.3. Member Processing

The following is an explanation of tabs under Member Processing:

- **General** tab has basic information about the requirement.
- **TONO/ACL** has the TONO and accounting data information.
- **MOB Processing** tab has MOB/DEMOB checklists to be completed by the members command ADMIN/SPO.
- **IMT Processing** tab has basic information on the member.
- **ICS 225** is the completed incident evaluation form which records the member's performance. It can be entered into MRTT to capture the deployment history of members.
- **Validation**, **History** and **Comments** tabs have general information about the member and the requirement.

B.4. IMT Processing Tab

The IMT Processing tab has information that the IMTs use to check-in/out a member when they arrive at the incident and depart the incident. This tab is accessed by processors and administrators in MRTT. MPM cannot be accessed by requestors, approvers and sourcers.

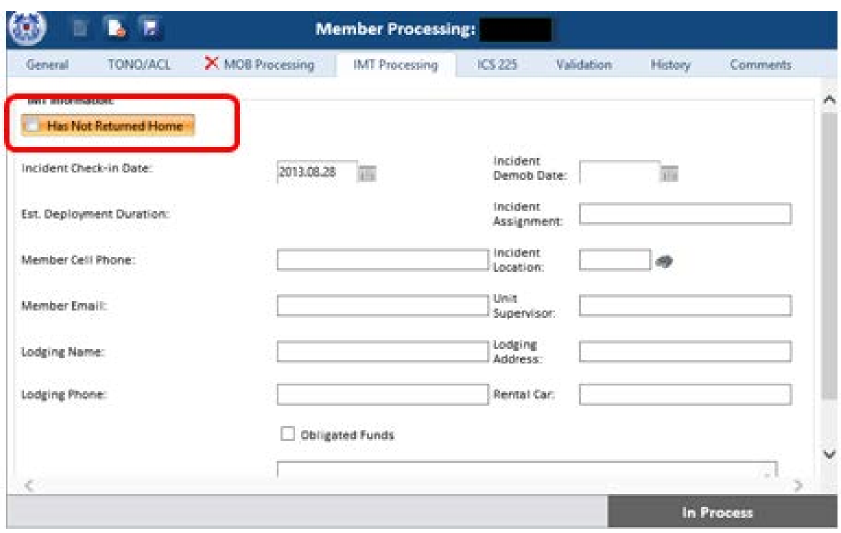


Figure 7-6 Member processing "Has Not Returned Home"

NOTE:

The field "Has Not Returned Home" automatically changes when a date is entered in the Returned Home date field under the MOB processing tab. It reflects the member has "Returned Home Safely".

NOTE:	**If the SPO was notified when the member was sourced in the SM, the SPO will be notified when there is an incident DEMOB date. Entry of date triggers email notification.**

NOTE:	**Check the box in the IMT processing to notify the members SPO.**

B.4.a. Member Location & ICS section

Update member's location and ICS section as shown below.

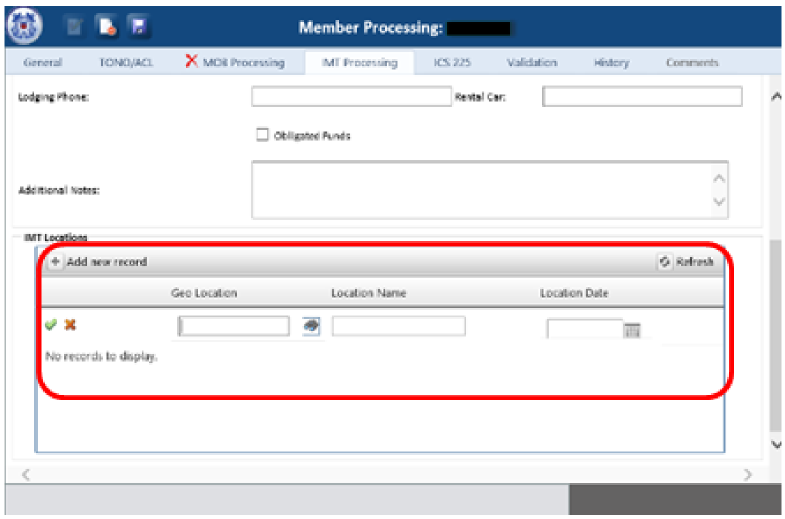


Figure 7-7 IMT processing tab

B.4.b. ICS 225 Tab

The ICS 225 tab is an Incident Personnel Performance Rating form. Supervisors rate a member's performance on a scale from 1-5 in response to a series of questions. The rating is an average of the total ratings, including those of other jobs performed by the member. Upon checking out of an incident, fill out this form in DEMOB. The rating breakdown is as follows:

Rating Type	Description	Icon
Exceeded Expectations	Member's average rating is greater than or equal to 35.	
Met Standards	Member's average rating is greater than or equal to 25 but less than 35.	
Unacceptable	Member's average rating is less than 25.	

Table 7-1 Incident Personnel Performance Rating

NOTE: **Rating icons appear within the "Rating" field in the following tabs web grid: Member Match (SM), Sourcing Tab of the Requirement (SM), and ICS 225 tab of the member record (MPM).**

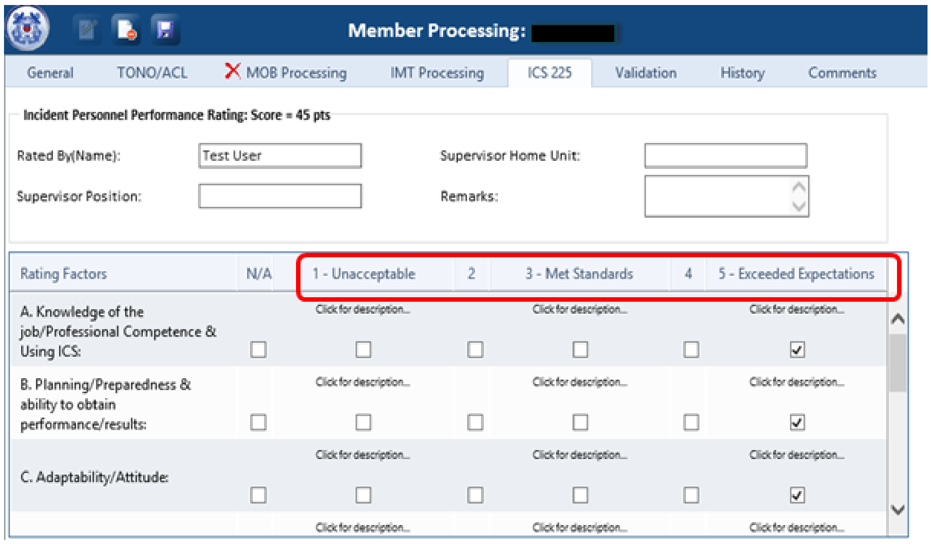


Figure 7-8 Rating example

Section C: Updating Members Information

C.1. Finding Member Information

To update member information you must first find the member.

1. Under the **MPM** section heading choose **Member Processing** to find members.

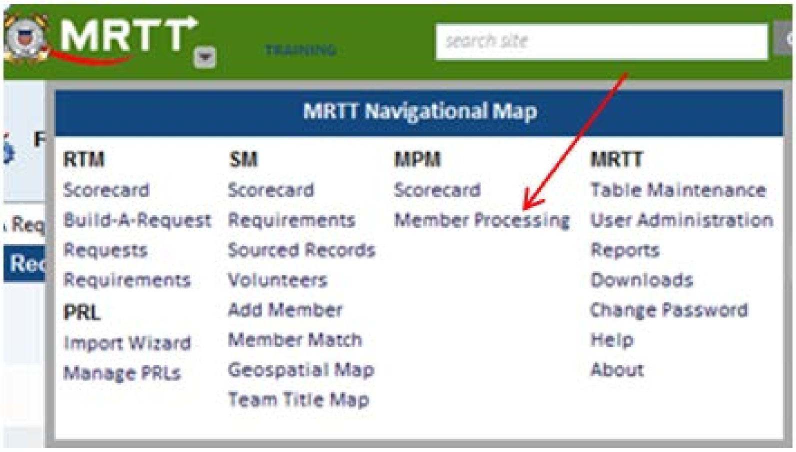


Figure 7-9 Click on Member Processing link to search for the member you want to update

It is best to search by EMPLID to find the member; however you can search by name or partial name. To do so, continue with these steps:

2. Once you find your member, click the arrow to expand the member deployment history. The most recent deployment appears at the end.
3. Select **Process** to get member processing.

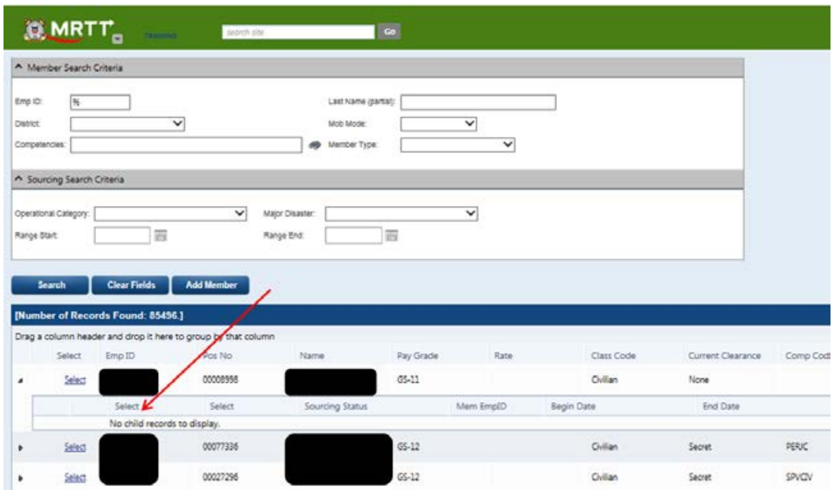


Figure 7-10 Searching by last name

C.2. Working for Same or Different IC

If member is working for the same IC, you can update the Job Title, Location and ICS section. These changes reflect on the Geospatial Map and IMT processing report.

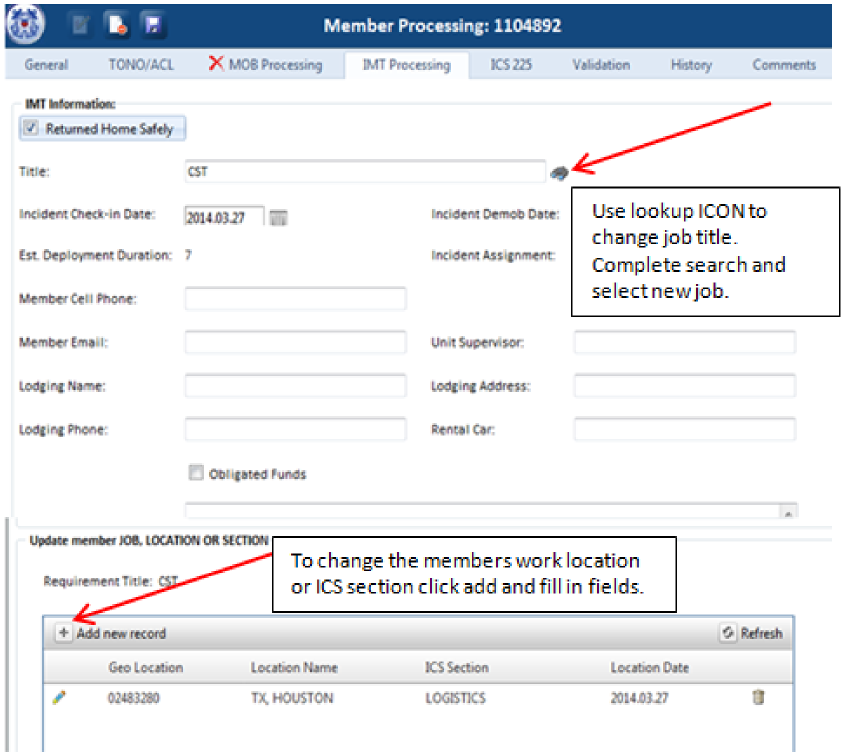


Figure 7-11 Updating the Member Processing tab

If the member is going to be assigned to a different IC:

- DEMOB this member in the current requirement.
- Assign the member to the new requirements.

Remember requirements are generated by Incident Commands and should be built in MRTT to accurately account for members.

C.3. Incident Command considerations

By updating member info, you are able to keep up with the fluid changes at an IC and retain a COP of members working at the command. With the ICS command and ICS sections you have a working personnel allowance list and useful reports to sustain the event.

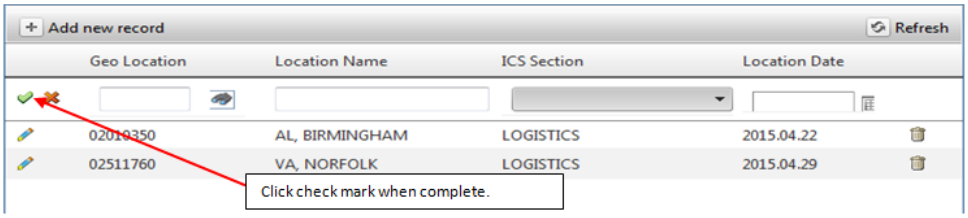


Figure 7-12 Updating member information

C.4. Updating Members Location

Sometimes the member has to change the work locations but will still work for the same IC. Update the work location.

If a member is driving daily to multiple locations but returns to the incident command geographic location, leave it the same.

C.5. Updating Members Job Title

Update the member job titles. Members are ordered into a designated job or start off in one job but might switch at some point.

Update job titles for personnel management and COP. If you immediately change the member job title that was originally sourced, complete a new RFF request. Since the job was sourced by a higher command with distinct requirements, complete new request.

C.6. Updating Members Section

This is similar to changing jobs. If you switch jobs you may change ICS sections (i.e. from logistics to planning).

Only change member information if they are still working at the same IC. If a member changes ICs, the member has new requirements that should be generated by that IC.

Section D: Print Member T-Card

D.1. Member T-Cards

T-Cards have member information, member incident check-in time, and check-in date. Request a member's T-Card when checking in at an incident.

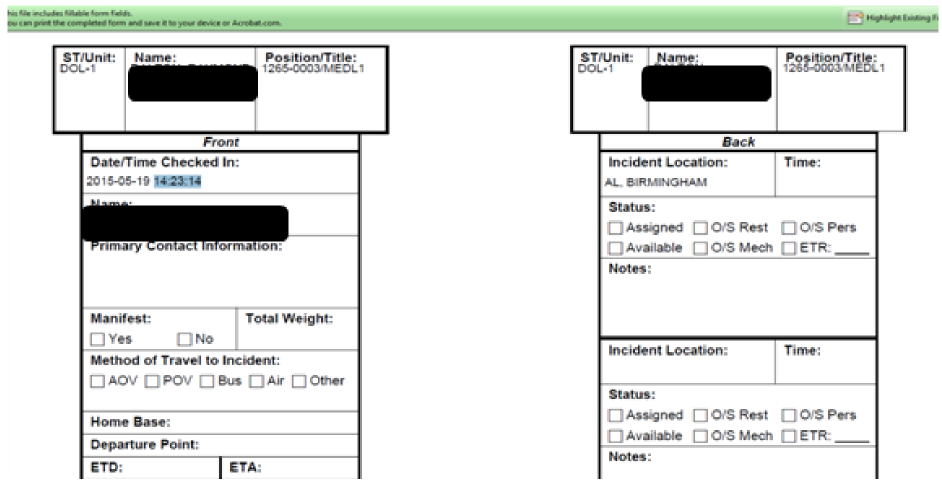


Figure 7-13 Member T-card example

D.2. Search for members by EMPLID or Name

To print a member T-card, find the member first.

1. Under the **MPM**, select **Member Processing** to find members.

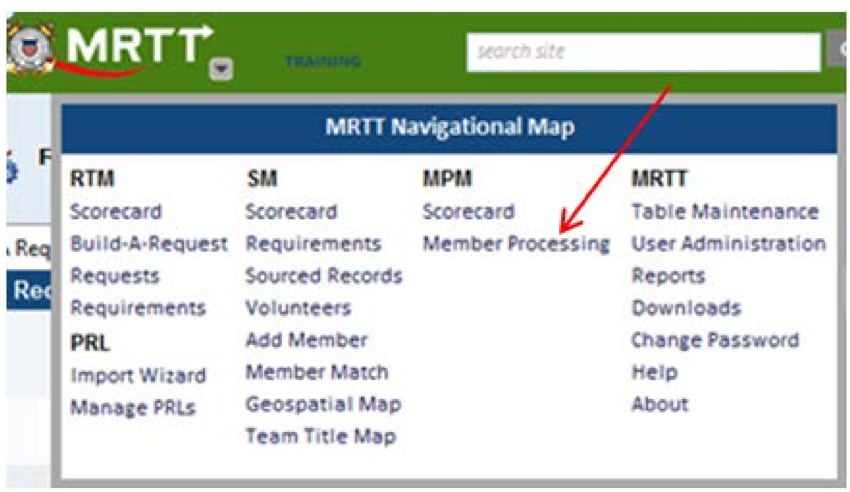


Figure 7-14 Select member processing

2. Search by **EMPLID** or by **Name**. Use EMPLIDs to ensure you get the right member.
3. Click on the arrow to expand the member history. Member may have multiple sourcing records from multiple incidents.

4. Click the **Process** link to open up the member-processing window. A Member Processing window appears.

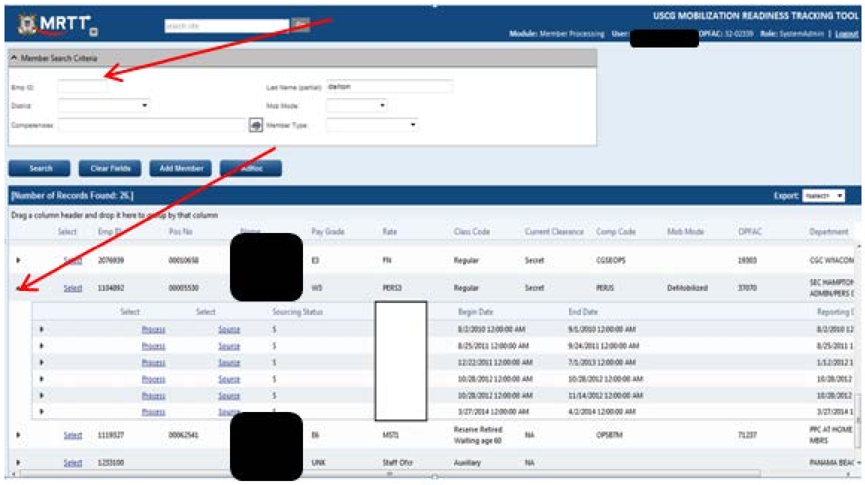


Figure 7-15 Expanding member history

D.3. Print T-Card

From the Member Processing screen, do the following:

1. Click on the Coast Guard Shield icon on the upper left corner of the screen. A drop-down list appears.
2. Click on **Form**.
3. Click on **T-Card**.

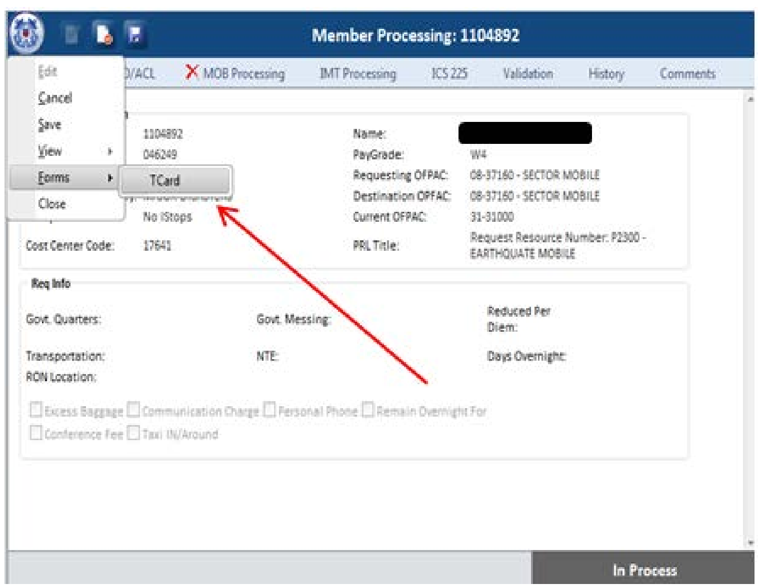


Figure 7-16 Choosing member T-card

4. Print member T-Card on card stock or regular paper.
5. Fold T-Card in half.

This page intentionally left blank.

Chapter 8:
Advanced Entries

Introduction

This chapter discusses how to correct data and who has authority to edit entries. This shows how to extend member at an incident or just extend the requirement.

In This Chapter

This chapter contains the following sections:

Section A: Correcting Data

A.1. User Access Different users will have different access levels to RTN editing. Below is a table of roles and editing access levels.

Role	Access to RTN Editing
View only	Cannot edit RTN data, only view.
Planner	Can upload a PRL. View all non-activated PRLs and RTN data.
Requestor	Can build a request and validate for approval. Can edit self-built RTNs. RTN is locked for requestor when RTN status is updated to approved.
Approver	Can build, validate, and approve a request. Cannot source a request. RTN is locked for approver when RTN status is updated to approved.
Sourcer	Can build, validate, approve, and source a request. Can edit self-built RTN. RTN is locked upon member checked into the MPM.
Processor	Can build a request, validate, approve, and source a request. Processors can edit any RTN. RTN is locked upon member checked into the MPM.
Administrator	Can perform all of the functions of a processor in addition to grant access to all roles below them. Can edit any RTN even if member checked in the MPM.
System Administrator	Can perform all of the functions of an administrator plus system administration. Can edit any RTN even if member checked in the MPM.

Table 8-1 Who can correct data in a requirement

A.2. Update Request Information

To update request information:

1. From the MRTT Navigation Map, click on **Requests** under RTM column.
2. Perform a search for a request, requirement or sourced records. See Chapter 3, Section F, Searching for Requests and Requirement Tracking Number for instructions on how to perform a search for a request.
3. Click **Edit**.
4. Update one or as many fields as necessary.
5. Click **Save** to record your changes.

A.2.a. Update Requirement Page

On the requirement page, continue with these steps:

1. Click **Edit.**
2. Update data entries (e.g., data pertinent to approval for sourcing).
3. Click **Save** to record your changes.

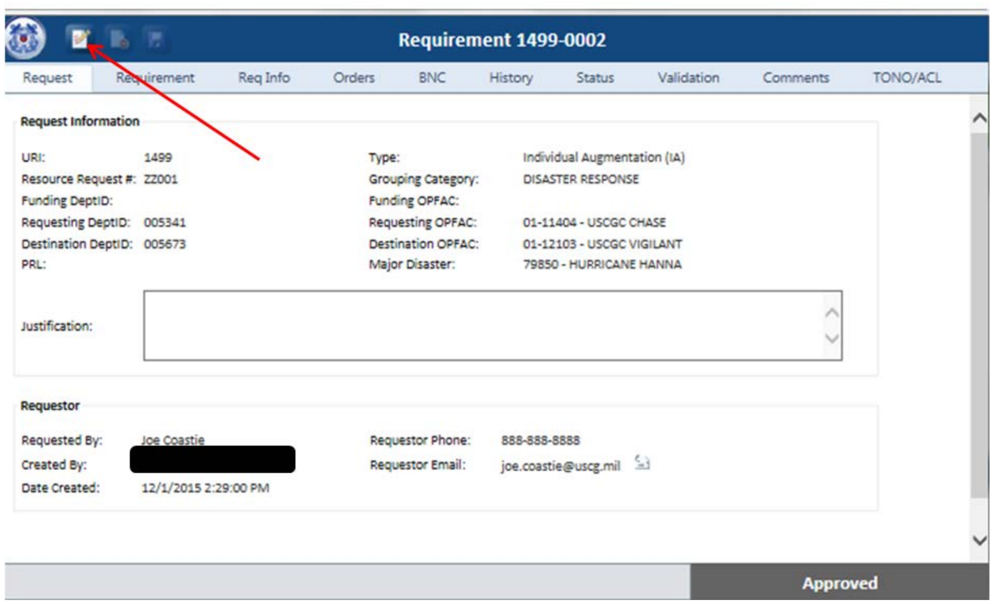


Figure 8-1 Requirement page

A.2.b. Update Request Page

On the request package page, continue with these steps:

1. Click **Edit.**
2. Edit request package.
3. Add requirements.
4. Click **Save** to record your changes.

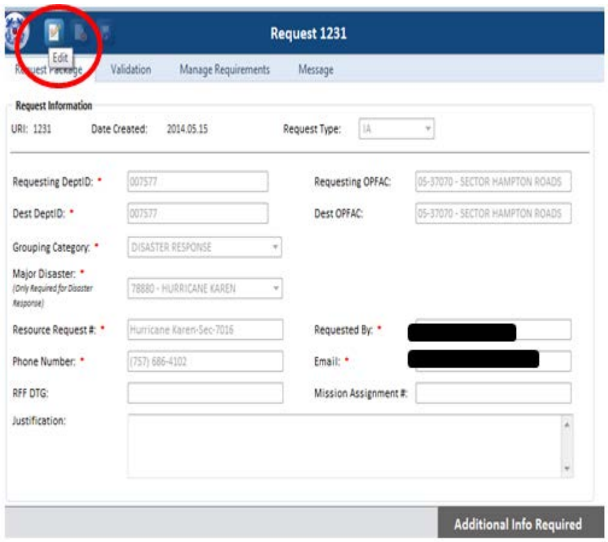


Figure 8-2 Request page

A.2.c. Update Single Sourced Record Page for a Member

On the requirements page, look for the edit icon in the sourced record page.

1. Click **Edit.**
2. Edit member record.
3. Click **Save** to record your changes.

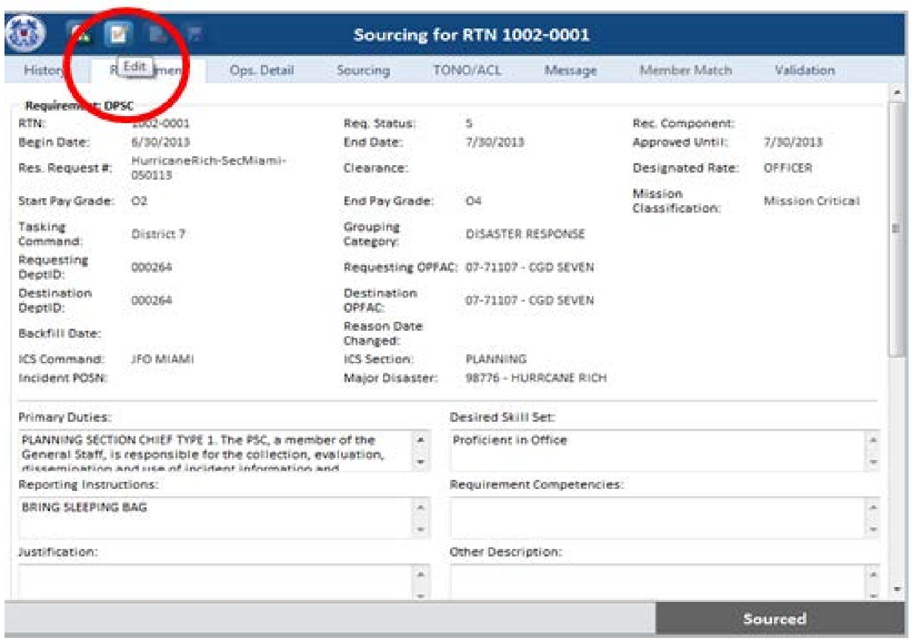


Figure 8-3 Single sourced record page for a member via requirement tab

---

A.2.d. Editing Sourcing History Record

To edit a sourced record complete the following steps:

1. Search the Sourced Record link under SM column.
2. Click on the record.
3. Click on the **Select** link under the History Tab. This will open up the record.
4. Click **Cancel**.
5. Click **Edit**.
6. Now edit in the sourced record.

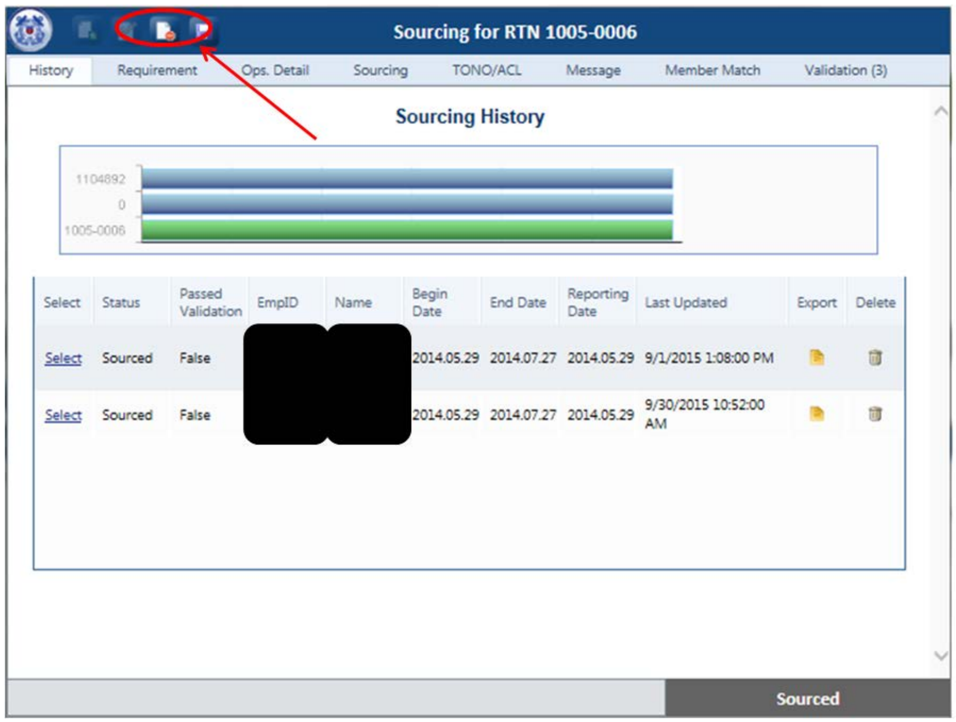


Figure 8-4 Editing sourcing history record for a member via history tab

Section B: Extending a Member and Requirement

B.1. Extending a Member

To extend a member sourced to a requirement, find the members sourcing record. Follow these steps:

1. Click on **Sourced Records** under SM column on the MRTT Navigational Map.

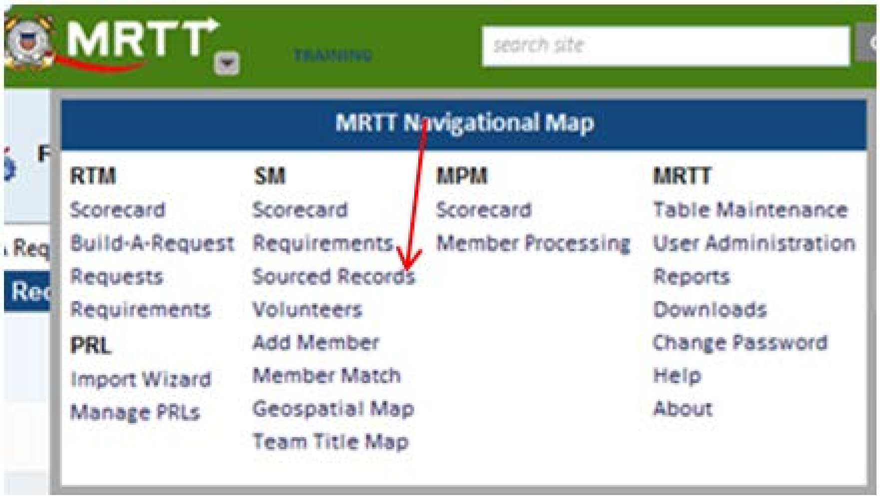


Figure 8-5 Accessing sourced members record

2. Search by **RTN**, **EMPLID**, or **Last Name**.
3. Select the member record for extension.

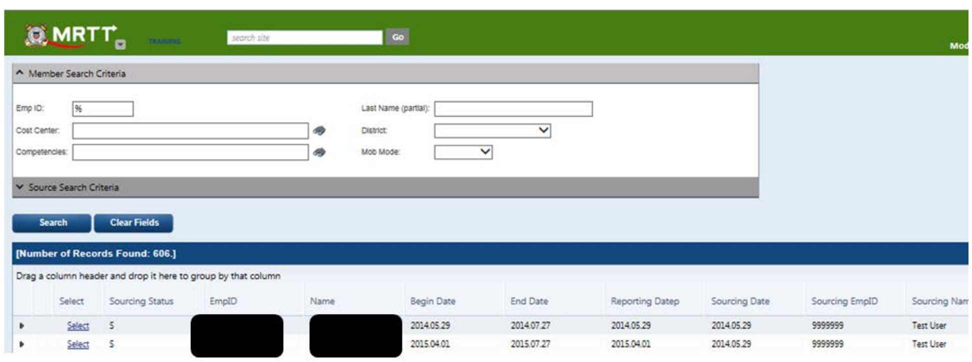


Figure 8-6 Select the member record you want to extend

4. Click **Extension** from the drop down menu below the Coast Guard shield icon in the upper left hand corner.

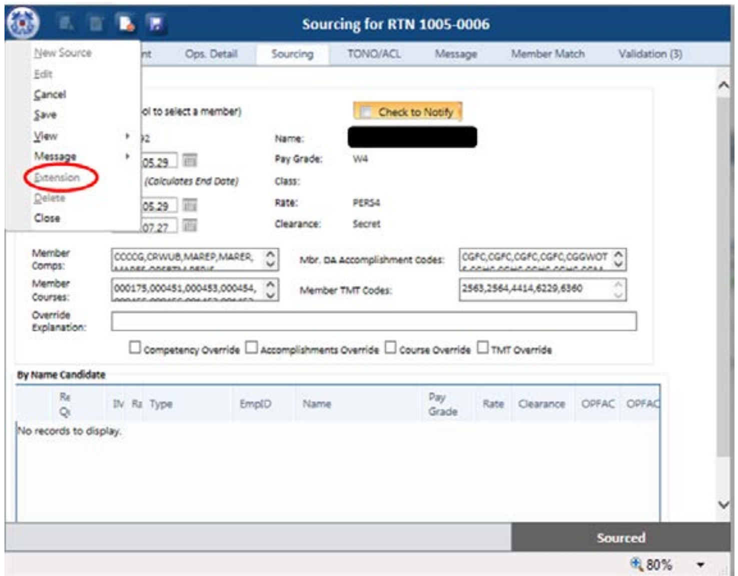


Figure 8-7 Selecting an extension

5. Enter sourcing end date. The new end date changes the requirement dates.

6. Click **Save**.

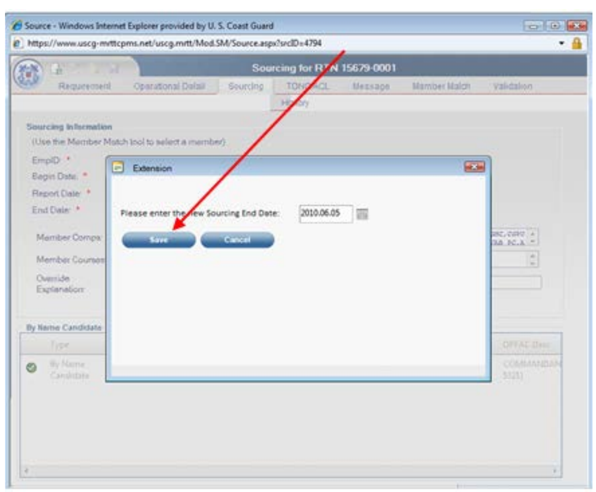


Figure 8-8 Entering in new sourcing end date

Section C: Extending the Requirement

C.1. Extending the Requirement

To extend the requirement but not the member, follow these procedures:

1. Click on **Requirements** under SM column on the MRTT Navigational Map
2. Search for your RTN.
3. Click the requirement link under the RTM.

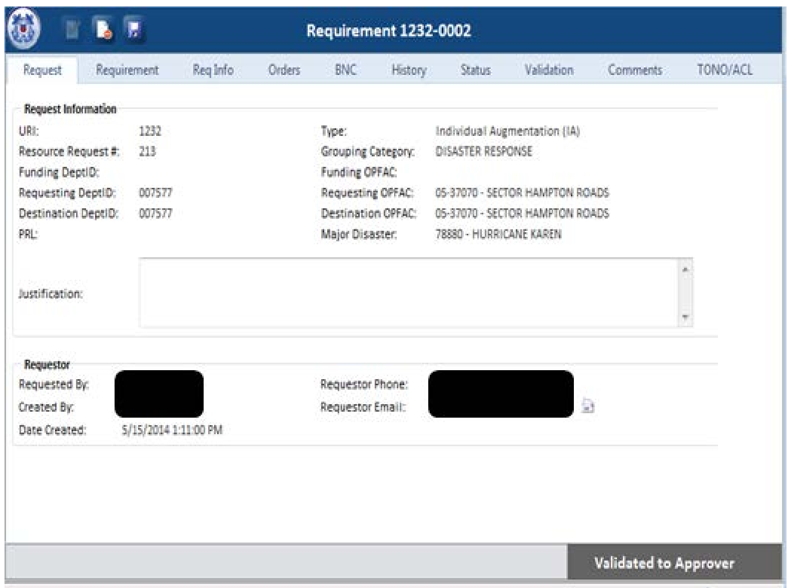


Figure 8-9 Sourcing member by RTN

4. Open up the requirement from the Coast Guard Shield icon and select **Extend Requirement**.

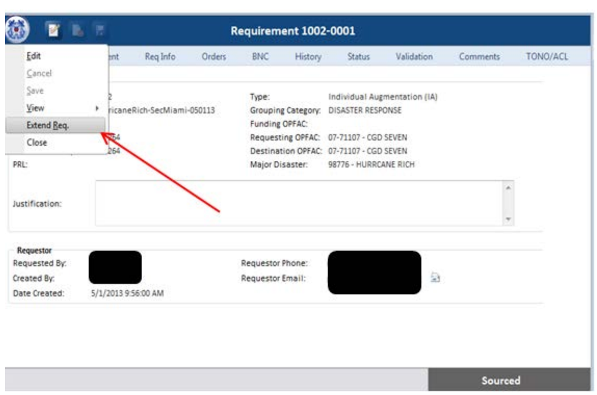


Figure 8-10 Choosing to extend requirement

5. Enter the new requirement end date in the **End Date** field.
6. Enter in the same date for all three fields (**End Date, Approved Thru Date, Approved Backfill Date**).
7. Select one of the three reasons from drop-down list for **Reason for Date Change**: **TDY Extension**, **Reserve Active Duty of Operational Support**, **New Member Backfill**. This feature is used more for the reserve community.
8. Click **Submit**.

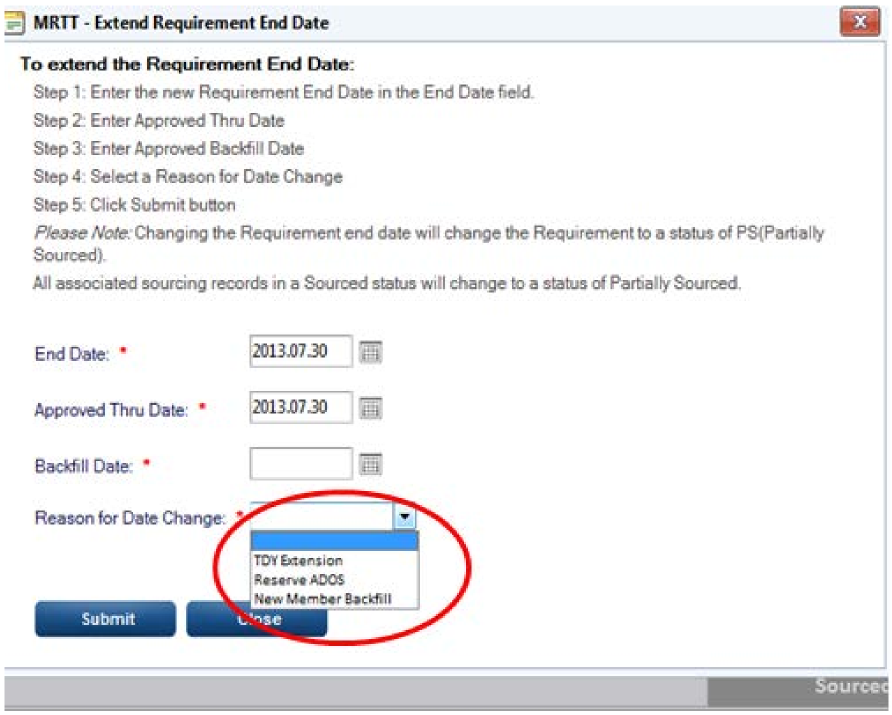


Figure 8-11 Example of filling three categories in Member extension

Section D: Adding Non-Coast Guard Personnel to Mobilization Readiness Tracking Tool

D.1. Adding Non-Coast Guard Personnel to MRTT

To account for USCG contractors and chaplains, add a member record in MRTT. A sourcer or system administrator adds members to the service member list.

Follow these steps to add a member:

1. From **MRTT Navigational Map**, under SM column, click **Add Member**. A **New Member** screen appears.

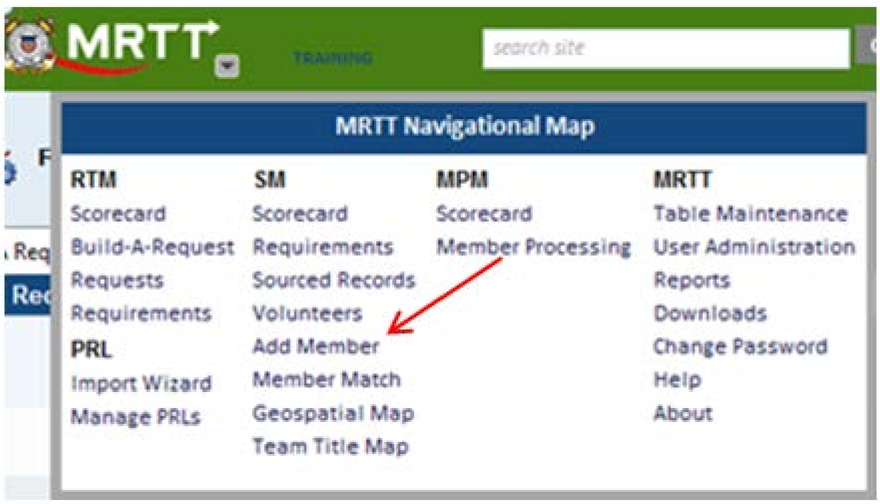


Figure 8-12 Navigation Map-Add Member

2. Enter **information** on the Basic Information tab.

   - When entering a name in the **Name** Field, you will enter in last name followed by a comma and first name (i.e. Coastie, Joe).
   - On **Readiness Information** section, enter the member's district of origin in the **MRTT District** field.

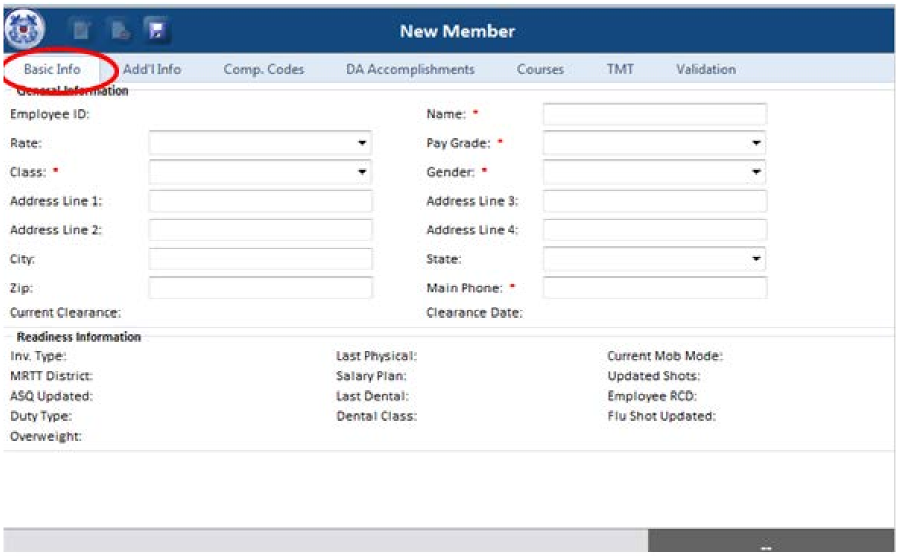


Figure 8-13 Entering new member basic information

3. Click on the **Save** button when complete.
4. MRTT generates a generic EMPLID for the member. Use the **EMPLID** to search for the member and sourced member.

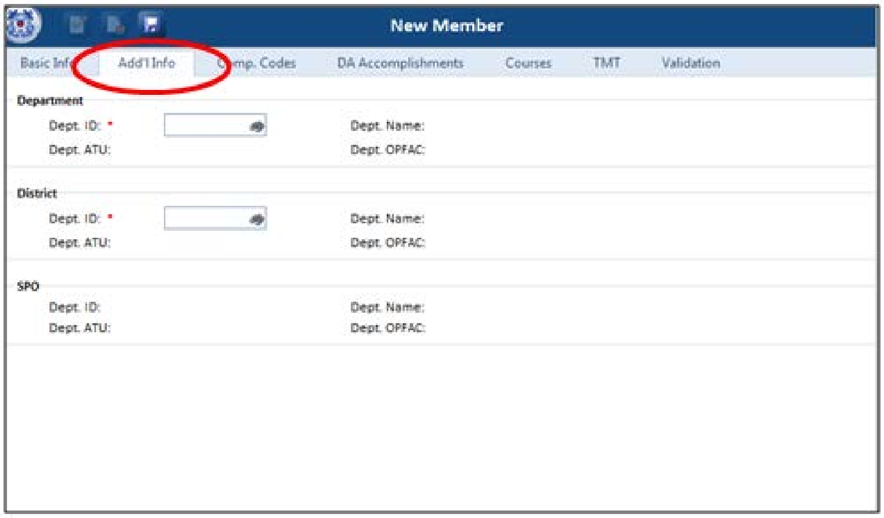


Figure 8-14 Additional Information needed

This page intentionally left blank.

Chapter 9: Geospatial Map

Introduction

This chapter discusses how the geospatial map gives you a COP of forces deployed for multiple events or one event. It is a boots on ground truth of responding forces. The geospatial map breaks down members by district administrative target unit (ATU), geographic location, and assigned incident command.

In This Chapter

This chapter contains the following sections:

Section A: Using the Geospatial Map

A.1. Access the Geospatial Map

Access the geospatial map from the MRTT navigation map. The geospatial map is a COP of force layout. The map is viewed in real time and based on our most current information.

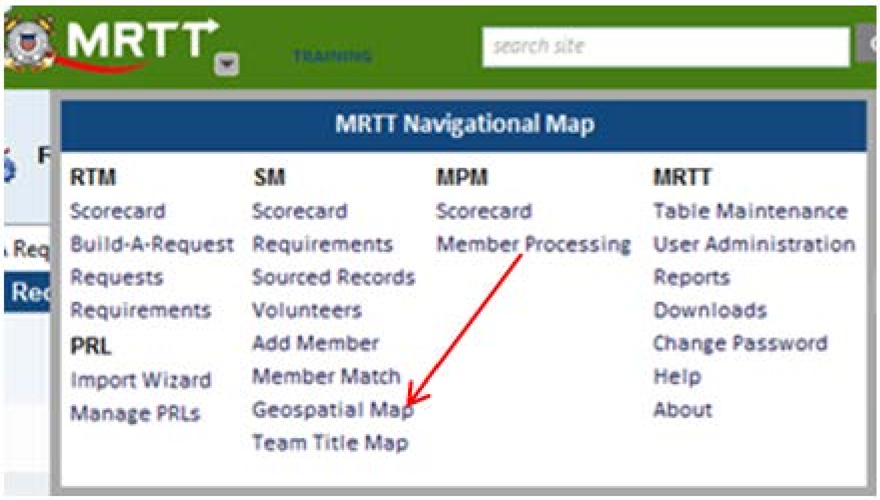


Figure 9-1 Accessing the geospatial map

A.2. Filtering Data

Filter your data according to the following criteria:

- **Major Disaster**: Filters out by disaster codes.
- **Major Commands** (MACOMS): Filters major commands and responders.

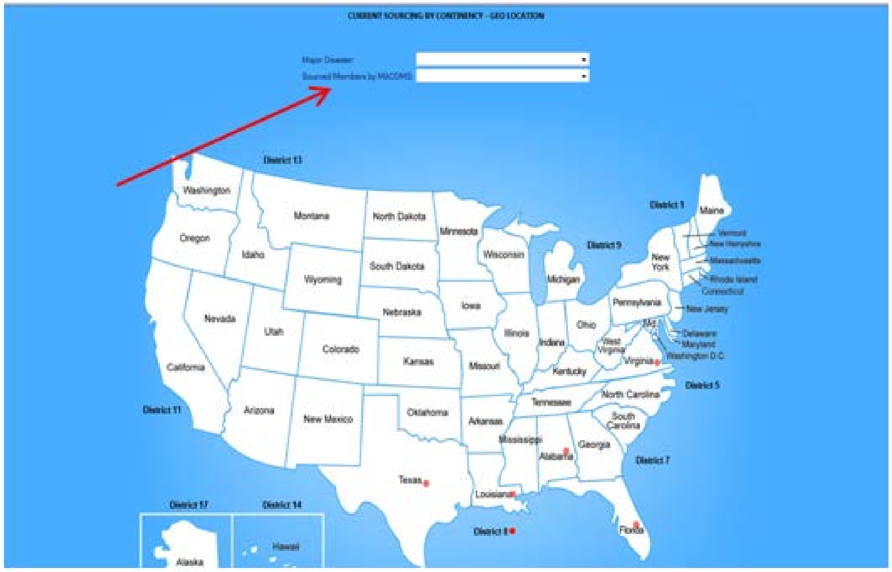


Figure 9-2 Filtering data

A.2.a. Filter by Major Disaster

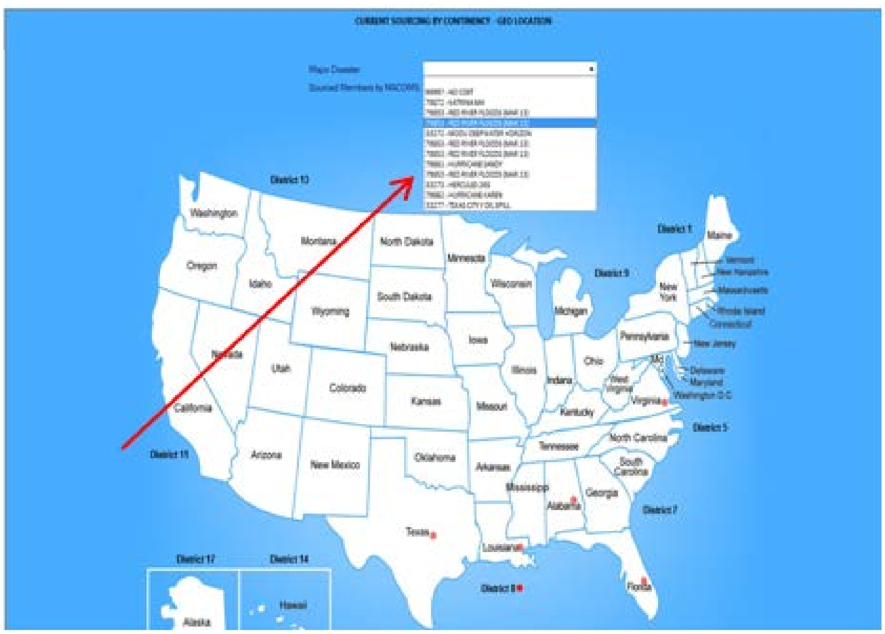


Figure 9-3 Entering disaster codes

Select the **Disaster Code** to narrow your criteria.

A.2.b. Filter by MACOMS

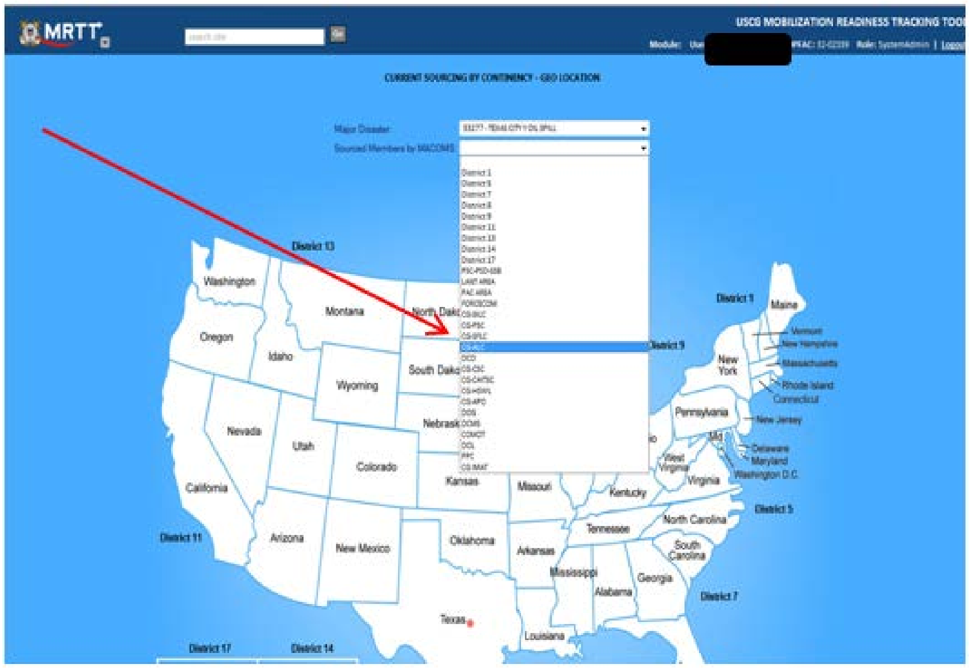


Figure 9-4 Entering MACOMS

To find out what personnel are responding by MACOMS, follow these steps.

1. Select your criteria to show responding forces by MACOMS.
2. To find out who is assigned to a district ATU command, click on the district.
3. To find out where members are assigned by geographic location click on a red dot on the map. Red dots represent a sourcing record where the members are physically located.

A.3. Filter by District

To pull up the geographical location of members of a district unit, click on a district. This also produces a list of ICS command locations within the district. Red dots represent a sourcing record where the members are physically located.

Figure 9-5 Selecting a district

A.3.a. Filter Members in an Incident Command

View members assigned to different Incident Commands.

Figure 9-6 Accessing a member in an incident command

A.3.b. Filter by Sourced Requirements in the Geospatial Map

Follow these steps to see sourced requirements in the Geospatial map:

1. View the **ICS Command** of a member and their job description.
2. Click on the **Source** hyperlink to go to the member sourcing record.

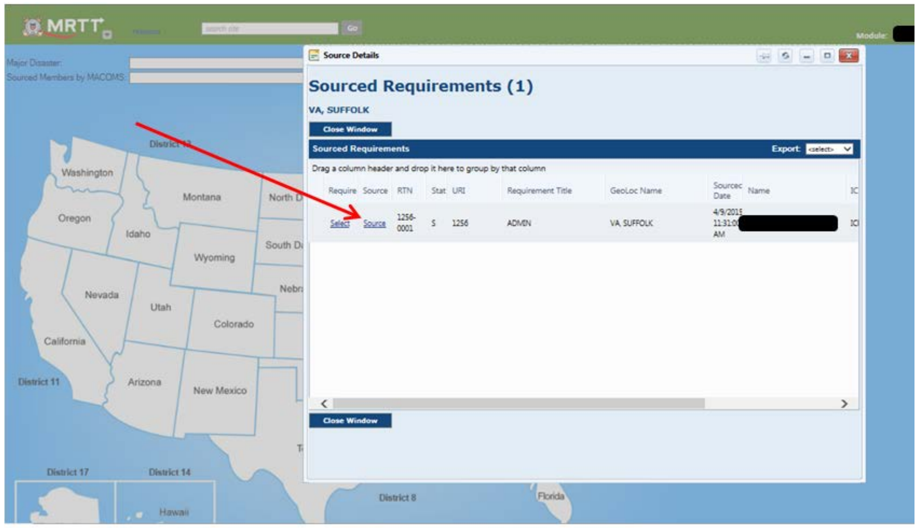


Figure 9-7 Searching for a sourced document

Chapter 10:
MRTT Reports

Introduction

This chapter discusses the different type of reports commonly used by an Incident Command to help monitor, manage and support responding forces.

In This Chapter

This chapter contains the following sections:

Section A: Reports

A.1. General Reporting Instructions

Each report has a different purpose. Some reports are intended for IMTs and others are for headquarters and AREA commands.

Running a report is a multi-step process.

1. From the MRTT Navigation Map under MRTT, select **Reports**.
2. From the **Select a Report** drop-down list, click a report.
3. Click **Run Report**.
4. Select criteria.
5. Click **View Report**.

Each report can be exported into different formats.

Figure 10-1 MRTT Navigational Map - choosing reports

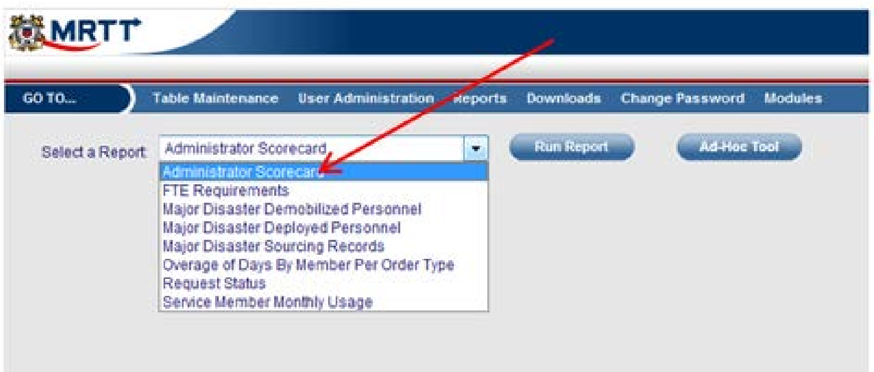


Figure 10-2 Choosing administrator scorecard

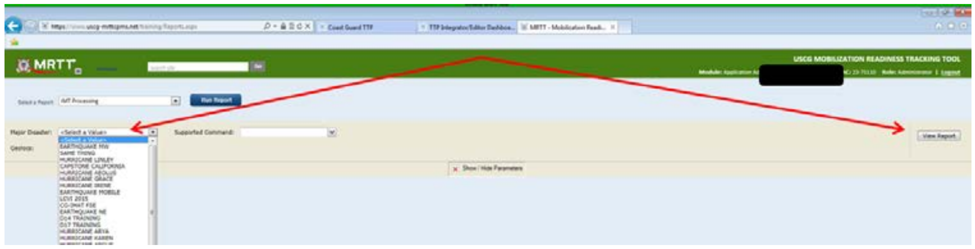


Figure 10-3 Choose and view a report

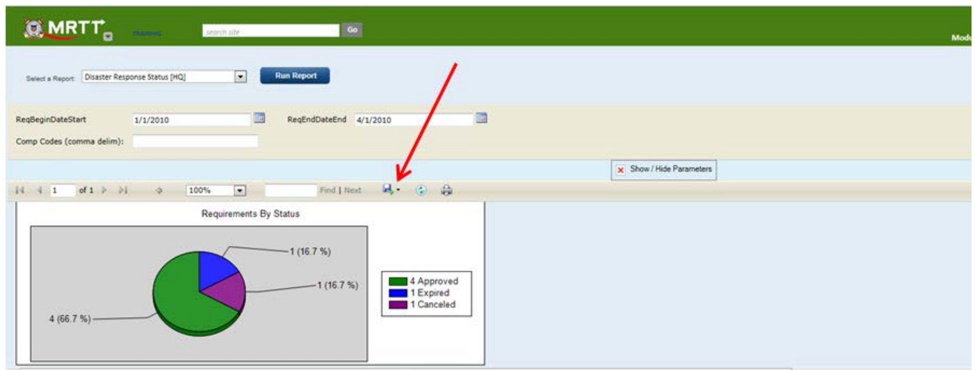


Figure 10-4 Reports are exportable to different formats

A.2. Reports for Incident Commander

There are five different types of formats you can send to an incident commander.

- IMT Processing – Contains all of the details on IMT Processing tab. This includes who has checked in, checked out and who has returned home safely after DEMOB. See section C of this chapter for more information on these reports.
- Major Disaster Sourcing – Contains historically sourced records to a single incident. See section E of this chapter for more information on these reports.
- Request Status – Status of an individual request generated from an ICS 213 RR form. See section G of this chapter for more information on these reports.
- Disaster Inbound/Outbound personnel – Roster of personnel reporting and departing within increments of 7/14/21/30/45 days. See section H of this chapter for more information on these reports.
- Open Requirements and Sourced – Status of all generated requirements. Good for sending along with RFF situation report. See section I of this chapter for more information on these reports.

Section B: Disaster Response Status Report

B.1. Generating a Disaster Response Status Report

The Disaster Response Status report shows all incidents and their requirements during a selected timeframe.

To generate a disaster response status report follow these steps:

1. From the MRTT Navigation Map under MRTT, select **Reports**.
2. Select **Disaster Response Status** report from the drop-down menu.
3. Enter your time frame dates. A report with all requirements by status with sourced dates in that timeframe appears.

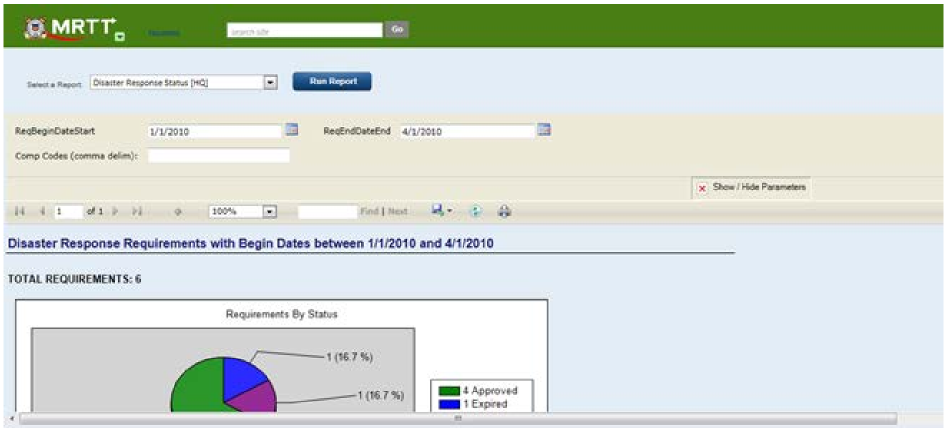


Figure 10-5 Requirement with sourced dates in certain timeframe

This report gives you the status of all requirements built for incidents. You can see from below:

- 150 requirements were sourced with members.
- 17 requirements were expired where no action was taken on the requirements.
- 122 requirements were validated to the approver.
- 3 requirements were approved.
- 31 requirements were canceled, probably due to error.
- 4 requirements were created but pending approval status.

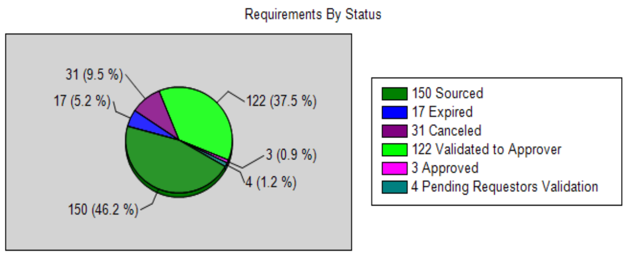


Figure 10-6 Requirements by status

B.2. Data Fields

RTN	22643-0001
TITLE	RESP TECH
RESOURCE REQUEST #	4592
STATUS	Sourced
Begin Date	3/28/2014 12:00:00 AM
End Date	4/3/2014 12:00:00 AM
Geoloc	TX, TEXAS CITY
Destination Department	MSU TEXAS CITY
EMPID	[redacted]
SOURCED MEMBER	[redacted]
Rate	LTJG
PayGrade	O2
Class	Regular
Home Unit	BASE NOLA INFO TECH DIV (EI)
Current OPFAC	31-31070
Cost Center	TEXAS CITY Y OIL SPILL
Order Type	ActiveDuty TDY
TONO (travel)	11142948YW100000
Accounting Line (travel)	2/8/SZ/108/95/0/N14026/33277/2100
Begin Date	3/28/2014 12:00:00 AM
End Date	4/3/2014 12:00:00 AM
Source Duration	7
Sourcing Status	Sourced
IMT Report Date	3/28/2014 12:00:00 AM
IMT Depart Date	4/1/2014 12:00:00 AM
Passed Validation	TRUE
On VBB	TRUE
Mission Assignment #	

Figure 10-7 Disaster response data fields

B.3. Glossary of Terms in Data Fields

- **RTN:** The requirement tracking number is the unique number given to a requirement.
- **Title:** Job title of the requirement.
- **Resource Request #:** Number generated from the ICS 213 RR request.
- **Status:** The requirement status.
- **Begin Date:** The begin date for the requirement.
- **End Date:** The end date for the requirement.
- **Geographical:** The geographical location of the requirement.
- **Destination Department:** The destination department is the supported Coast Guard command.
- **EMPID:** The member's employee identification number.
- **Sourced Member:** The member who is sourced to the requirement.
- **Rate:** The rate of the member.
- **Pay Grade:** The pay grade of the member.
- **Class:** The member class or component.
- **Home Unit:** The members' home unit.
- **Current OPFAC:** The members home OPFAC.
- **Cost Center:** The cost center is the name of the incident.
- **Order Type:** The order type issued to the member. It should match the component type of the member.
- **TONO (Travel):** The travel order number.
- **Accounting Line (Travel):** The accounting line for the travel orders.
- **Begin Date:** The sourced begin date for the member.
- **End Date:** The sourced end date for the member.
- **Source Duration:** The cumulative amount of sourced time.
- **Sourcing Status:** The sourcing status of the requirement.
- **IMT Report Date:** The date the member reported into the IMT.
- **IMT Report Date:** The date the member departed from the IMT.
- **Passed Validation:** All records go through validation rules to ensure data integrity.
    - ➢ Record validation will be True if it passes.
    - ➢ Record validation will be False if it doesn't pass.

- **On VBB:** The requirement on the Volunteer Bulletin Board will be True or False.
- **Mission Assignment #:** The Mission Assignment number is the number issued by FEMA, or USAID.

NOTE: **Run reports to check the date integrity. If Passed Validation is FALSE, you will have inaccurate reports. Research the problem and fix validation errors.**

Section C: Incident Management Team Processing Report

C.1. Generating a IMT Processing Report

The Incident Management Team Processing report includes all the details on the IMT Processing tab. Follow these steps to view who has checked in, checked out, and who has returned home safely after DEMOB.

1. From the MRTT Navigation Map under MRTT, select **Reports**.
2. Select **Incident Management Team Processing Report** from the drop-down menu.
3. In the **Major Disaster** field, select the incident.
4. In the **Supported Command** field, select the district of the supported command.
5. In the **Geolocs** field, select all of the pertinent geographical location(s).

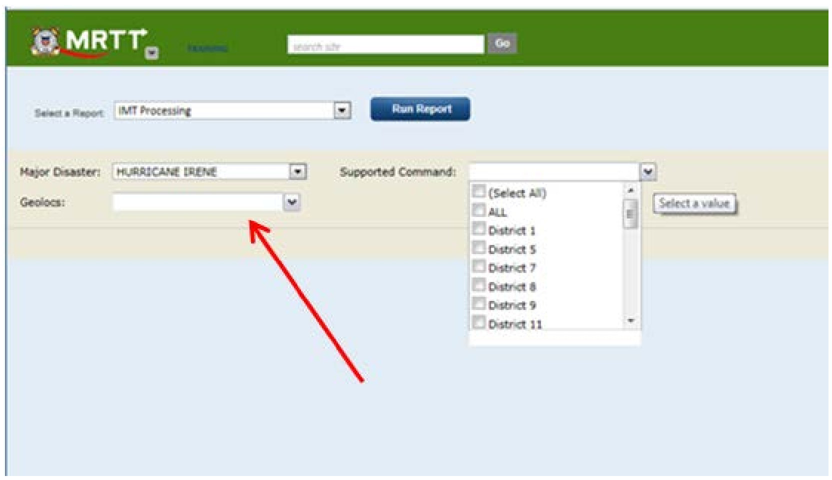


Figure 10-8 Selecting a IMT process report

This report gives you a member's estimated arrival based on sourced dates and if they have checked into the incident.

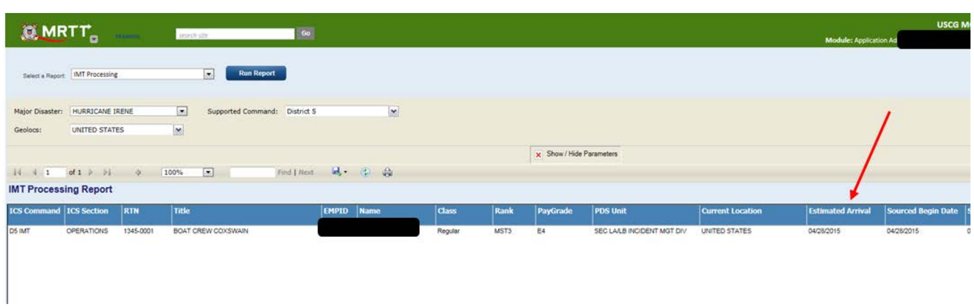


Figure 10-9 Sourced dates

C.2. Data Fields

RTN	22643-0001
Title	RESP TECH
EMPID	
Name	[redacted]
Class	Regular
Rank	LTJG
PDS Unit	BASE NOLA INFO TECH DIV;EI)
Current Location	TX, TEXAS CITY
Estimated Arrival	03/28/2014
Check In Date	03/28/2014
Check Out Date	04/01/2014
Special Ops Assigned	
Est. Duration	5
Lodging Name	
Lodging Address	
Lodging Phone #	
Member Cell #	
Member Email	
Unit Supervisor	
Vehicle	
TONO (TRAV)	11142948 YW100000
ACCT # (TRAV)	2/8/52/108/95/8/N14026/33277/2100
Obligated	FALSE
Comment Field	
ICS Command	UC TEXAS CITY
ICS Section	OPERATIONS
Return Home	

Figure 10-10 IMT processing data fields

C.3. Glossary of Terms in Data Fields

- **RTN:** The requirement tracking number is the unique number given to a requirement.
- **Title:** Job title of the requirement.
- **EMPID:** The member's employee identification number.
- **Name:** The member who is sourced to the requirement.
- **Class:** The member class or component.
- **Rank:** The rank of the member.
- **PDS Unit:** The member's home unit.
- **Current Location:** The geographical location of the requirement.
- **Estimated Arrival:** The estimated sourced begin date of the member.
- **Check-in Date:** The date member checked into the IMT.
- **Check-out Date:** The date member checked out of the IMT.
- **Special Ops Assigned:** Any special job requirements the member is fulfilling.
- **Estimated Duration:** The estimated total number of sourced days.
- **Lodging Name:** The lodging name where the member is staying.
- **Lodging Address:** The lodging address where the member is staying.
- **Lodging Phone #:** The lodging phone number where the member is staying.
- **Member Cell #:** The member's cell phone number.
- **Member Email:** The member's email address.
- **Unit Supervisor:** The member's supervisor at the incident command.
- **Vehicle:** Does the member have a vehicle? True or False?
- **TONO (Trav):** The TONO assigned to the member.
- **ACCT # (Trav):** The accounting data line assigned to the member.
- **Obligated:** Verification of obligated funds.
    - True — there are obligated funds.
    - False — there are no obligated funds.
- **Comment Field:** This comment field is available for additional comments.
- **ICS Command:** The ICS command assignment of the member.

- **ICS Section:** The ICS Section of the member.
- **Return Home:** Verification the member has returned home safely after demobilizing from the IMT.
  - True — Member has returned home.
  - False — Member has not returned home.

Section D: Major Disaster Demobilized Report

D.1. Generating a Major Disaster Demobilized Report

This report provides you a DEMOB snapshot. This data is based on the DEMOB date in the IMT Processing tab. It is not based on sourcing end dates. Follow these steps to generate a major disaster DEMOB report:

1. From the MRTT Navigation Map under MRTT, select **Reports**.
2. Select **Major Disaster Demobilized Report** from the drop-down menu.
3. In the **Major Disaster** field, select the incident from the drop-down list.
4. Enter an **End Date**. Enter the date of the report.

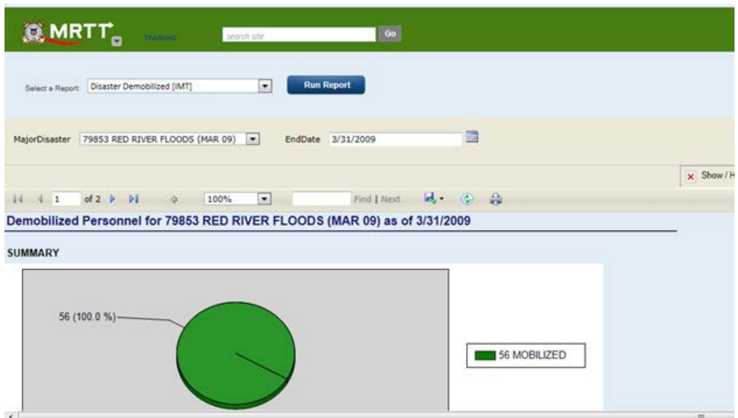


Figure 10-11 Selecting a major disaster DEMOB date

Below is a snapshot of how many members are mobilized and demobilized. You can see what type of orders were issued.

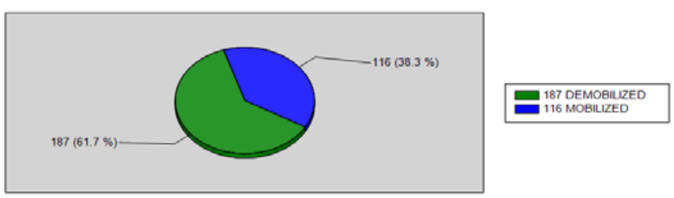


Figure 10-12 Snapshot of mobilized and demobilized members

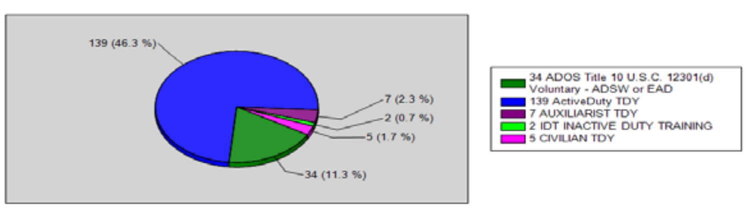


Figure 10-13 Mobilized members by order type

D.2. Data Fields

Emp ID	
Name	[redacted]
Rate	MST3
Class	Regular
Current ATU	08
Current OPFAC	33268
Department	MSU BATON ROUGE
District	D8 PLNG & FORCE RDNS DIV (DX)
Order Type	ActiveDuty TDY
Begin Date	2014/03/28
GEOLOC	
End Date	2014/04/04
Total Days	7
Mob Mode	DEMOBILIZED

Figure 10-14 Major Disaster DEMOB data fields

D.3. Glossary of Terms in Data Fields

- **EMPID:** The member's employee identification number.
- **Name:** The member who is sourced to the requirement.
- **Rate:** The rate of the member.
- **Class:** The member class or component.
- **Current ATU:** The ATU for the member's home unit.
- **Current OPFAC:** The OPFAC for the member's home unit.
- **Department:** The department name of the member's home unit.
- **District:** The district that the member works in geographically and has direct access to.
- **Order Type:** The order type issued to the member. It should match the component type of the member.
- **Begin Date:** The sourced begin date for the member.
- **Geographical:** The geographical location of the requirement.
- **End Date:** The sourced end date for the member.

- **Total Days:** The total number of sourced days for the member.
- **MOB Mode:** The member is mobilized while assigned to the IMT. Manually enter in a DEMOB date when demobilized.

Section E: Major Disaster Sourcing Records

E.1. Generating a Major Disaster Sourcing Records report

The Major Disaster Sourcing Records report is a large collection of sourced records for an incident.

1. From the MRTT Navigation Map under MRTT, select **Reports**.
2. Select **Major Disaster Sourcing Records** from the drop-down menu.
3. In the **Major Disaster** field, select the incident.

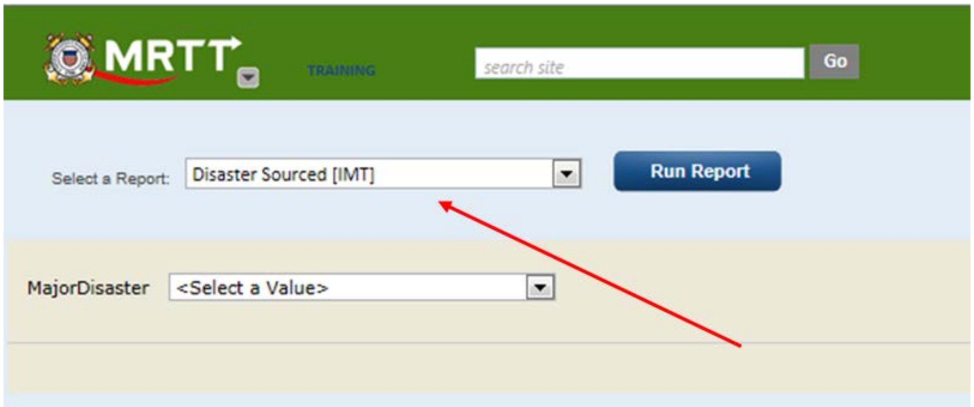


Figure 10-15 Select major disaster sourcing record

E.2. Data Fields

Emp ID	[redacted]
Name	[redacted]
Pay Grade	O5
Rate	CDR
Class	Selected Reserve
RTN	21572-0001
Requirement Title	EPLO FEMA REGION THREE
Resource Request #	D5 HURRICANE SANDY-IMT
Current ATU	05
Current OPFAC	71105
OPFAC Description	D5 PLNG & FORCE RDNS DIV (DX)
Destination OPFAC	05-71105
OPFAC Description	D5 READINESS & RESERVE
Cost Center	
Operational Category	MAJOR DISASTERS
Major Disaster	HURRICANE SANDY
Geoloc	PA, PHILADELPHIA
Servicing District	
Order Type	ADOS Title 10 U.S.C. 12301(d) Volurtary - ADSW or EAD
Requirement Status	Sourced
Sourcing Status	Sourced
Passed Validation	TRUE
Begin Date	10/27/2012 12:00:00 AM
End Date	11/1/2012 12:00:00 AM

Figure 10-16 Major Disaster Sourcing Records data fields

E.3. Glossary of Terms in Data Fields

- **EMPID:** The member's employee identification number.
- **Name:** The member sourced to the requirement.
- **Pay Grade:** The pay grade of the member.
- **Rate:** The rate of the member.
- **Class:** The member class or component.
- **RTN:** The requirement tracking number is the unique number given to a requirement.
- **Requirement Title:** The job title of the requirement.
- **Resource Request #:** The number generated from the ICS 213 RR request form. Each ICS 213 RR's should be unique.
- **Current ATU:** The ATU of the member's home unit.
- **Current OPFAC:** The OPFAC of the member's home unit.

- **OPFAC Description:** The name of the member's home unit.
- **Destination OPFAC:** The destination OPFAC for the USCG unit.
- **OPFAC Description:** The name for the destination USCG unit.
- **Cost Center:** The cost center usually combined with the name of the incident.
- **Operational Category:** The operational category of the requirement.
- **Major Disaster:** The name of the disaster.
- **Geographical:** Geographical location of the requirement.
- **Servicing District:** The district being support for a disaster. This entry comes from the requirement status tab of the RTN.
- **Order Type:** The order type issued to the member. It should match the component type of the member.
- **Requirement Status:** The sourcing status of the requirement.
- **Sourcing Status:** The sourcing status of the requirement.
- **Passed Validation:** All records go through validation rules to ensure data integrity.
  - Record validation will be True if it passes.
  - Record validation will be False if it doesn't pass.
- **Begin Date:** The sourced begin date for the member.
- **End Date:** The sourced end date for the member.

NOTE: **Run reports to check the date integrity. If Passed Validation is FALSE, you will have inaccurate reports. Research the problem and fix validation errors.**

Section F: Major Disaster Deployed Personnel Report

F.1. Generating a Major Disaster Deployed Personnel Report

A Major Disaster Deployed Personnel report gives a snapshot of the forces. It is similar to the Major Disaster Sourcing Records report in that it is a large incident data report of sourced records.

1. From the MRTT Navigation Map under MRTT, select **Reports**.
2. Select **Major Disaster Deployed Personnel Report** from the drop-down menu.
3. In the **Major Disaster** field, select the incident.

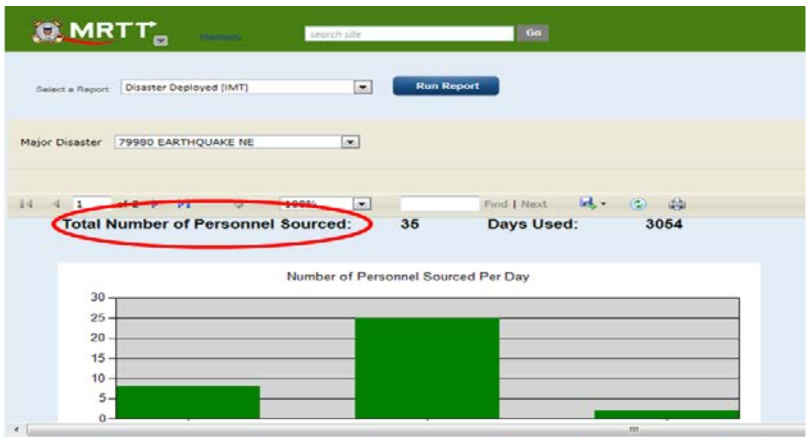


Figure 10-17 Major disaster deployed personnel report

TOTAL NUMBER OF PERSONNEL SOURCED: 837

DAYS USED:26080

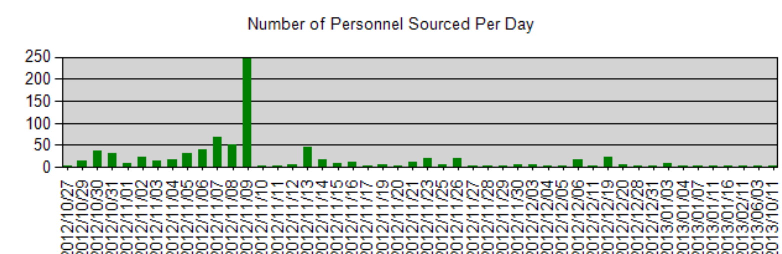


Figure 10-18 Total number of personnel sourced graph

This information is very valuable to senior leadership during large, protracted events. It is also very valuable when assessing force strength demands for lessons learned in After Action Reports.

F.2. Sourced Personnel Order Types

Below is a snapshot of sourced personnel by order type. You can see what type of orders were issued.

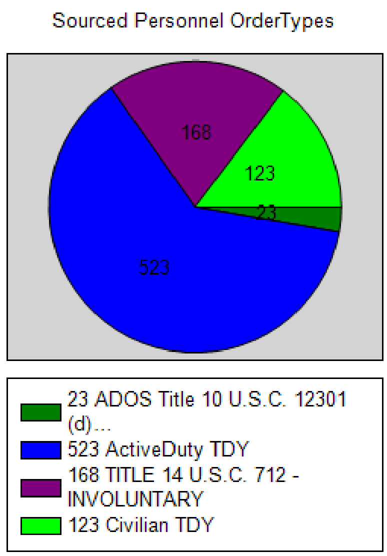


Figure 10-19 Sourced personnel order types

F.3. Sourced Personnel Class

Below is a snapshot of sourced personnel by class.

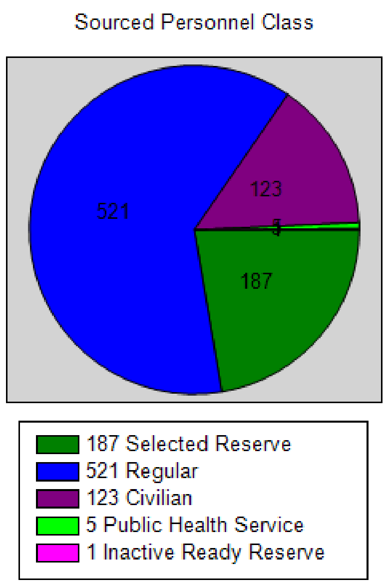


Figure 10-20 Sourced personnel class

F.3.a. Sourced Personnel By District

Below is a snapshot of sourced personnel by district.

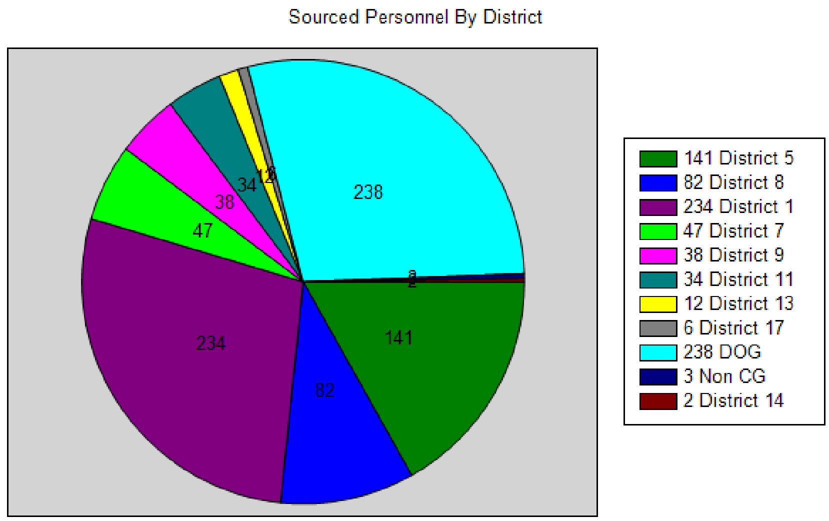


Figure 10-21 Sourced personnel by district

During initial ramp-up and sustainment phases of a major contingency, this graphic is extremely valuable when establishing mission risk and second event capacity thresholds by each AOR. It can also be used to operationally re-level available manpower capacity and project future garrison positioning.

F.4. Data Fields

Emp ID	
Name	[redacted]
Rate	MK3
Pay Grade	E4
Class	Regular
Current ATU	08
Current OPFAC	37190
Department ID	007559
Department Description	SEC LOWER MISS ENFORCEMENT DIV
District	D8 PLNG & FORCE RDNS DIV (DX)
Requested By	LT HEIDI BEVIS RESL CGD1 IVT
Requesting OPFAC	01-71101
Requesting Department	CGD ONE
Destination OPFAC	01-71101
Destination Deparmtent	CGD ONE
Geoloc	MA, BOSTON
Begin Date	10/30/2012 12:00:00 AM
End Date	11/6/2012 12:00:00 AM
Resource Request #	DART SLMR - Hurricane Sandy R 291331Z OCT 12

Figure 10-22 Major Disaster deployed content for data fields

F.5. Glossary of Terms in Data Fields

- **EMPID:** The members employee identification number.
- **Name:** The member who sourced the requirement.
- **Rate:** The rate of the member.
- **Pay Grade:** The pay grade of the member.
- **Class:** The member class or component.
- **Current ATU:** The ATU for the member's home unit.
- **Current OPFAC:** The OPFAC for the member's home unit.
- **Department ID:** The DEPTID for the member's home unit.
- **Department Description:** The name of the member's home unit.
- **District:** The district that the member works in geographically and has district access to.

- **Requested By:** The requesting POC.
- **Requesting OPFAC:** The requesting OPFAC.
- **Reqesting Department:** The unit genereating the requirements.
- **Destination OPFAC:** The destination OPFAC for the USCG unit.
- **Destination Department:** The name for the destination USCG unit.
- **Geoloc:** The geographical location of the requirement.
- **Begin Date:** The sourced begin date for the member.
- **End Date:** The sourced end date for the member.
- **Resource Request #:** The resource request number generated from the ICS 213 RR request form.

Section G: Request Status Report

G.1. Generating Request Status Report

To view the status of an individual request generated from an ICS 213 RR form, follow these steps:

1. From the MRTT Navigation Map under MRTT, select **Reports**.
2. Select **Request Status Report** from the drop-down menu.
3. In **URI** field, enter URI associated to the ICS 213 RR#.
4. The report appears with the basic information on the request and who is ordered into the positions.

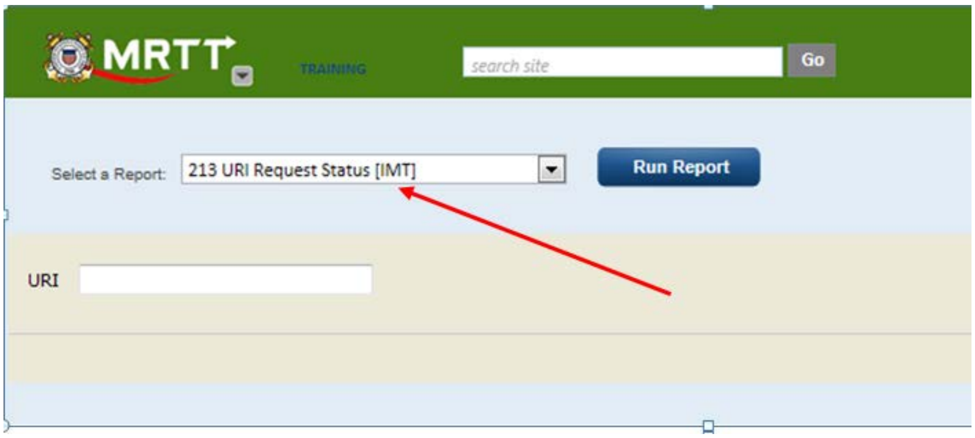


Figure 10-23 Request status report

Request Report for URI : 1499

RTN	TITLE	RESOURCE REQUEST #	STATUS	Begin Date	End Date	Destination OPFAC	Destination Department	EMPID	SOURCED MEMBER
1499-0004	YN	ZZ001	Approved	12/01/2015	12/31/2015	01-12103	USCGC VIGILANT		
1499-0002	Practice	ZZ001	Approved	12/01/2015	12/31/2015	01-12103	USCGC VIGILANT		
1499-0003	Practice	ZZ001	Approved	12/01/2015	12/31/2015	01-12103	USCGC VIGILANT		
1499-0004		ZZ001	Additional Info Required	12/02/2015	01/01/2016	01-12103	USCGC VIGILANT		

Figure 10-24 Basic information from request

G.2. Data Fields

RTN	23841-0001
TITLE	C4IT OFF
RESOURCE REQUEST #	CAT OPS CYBER SHIELD - 0001
STATUS	Sourced
Begin Date	8/12/2015
End Date	2/7/2016
Destination OPFAC	98-70098
Destination Department	COMMANDANT (CG-2)
EMPID	[redacted]
SOURCED MEMBER	[redacted]
Rate	ISM2
PayGrade	W2
Class	Regular
Current OPFAC	49-52800
Cost Center	OPERATION CYBER SHIELD
Servicing District	
Order Type	ActiveDuty TDY
Begin Date	8/19/2015
End Date	9/17/2015
Sourcing Status	Sourced
Passed Validation	TRUE

Figure 10-25 Request status data fields

G.3. Glossary of Terms in Data Fields

- **RTN:** The requirement tracking number is the unique number given to a requirement.
- **Title:** The job title of the requirement.
- **Resource Request #:** The number of the requested resource.
- **Status:** This is the requirement status.
- **Begin Date:** The sourced begin date for the member.
- **End Date:** The sourced end date for the member.
- **Destination OPFAC:** The destination OPFAC for the USCG unit.
- **Destination Department:** The department name for the destination USCG unit.
- **EMPID:** The member's employee identification number.
- **Sourced Member:** The member that is sourced to the request.
- **Rate:** The rate of the member.
- **Pay Grade:** The pay grade of the member.
- **Class:** The member class or component.
- **Current OPFAC:** The OPFAC for the member's home unit.
- **Cost Center:** Cost Center which is usually combined with the name of the incident.
- **Servicing District:** The district being supported for a disaster. This entry comes from the requirement status tab of the RTN.
- **Order Type:** The order type issued to the member. It should match the component type of the member.
- **Begin Date:** The sourced begin date for the member.
- **End Date:** The sourced end date for the member.
- **Sourcing Status:** The sourcing status of the requirement.
- **Passed Validation:** All records go through validation rules to ensure data integrity.
  - Record validation will be True if it passes.
  - Record validation will be False if it doesn't pass.

Section H: Disaster Inbound and Outbound Personnel Report

H.1. Generating Disaster Inbound and Outbound Personnel Report

The Disaster Inbound and Outbound Personnel report accounts for personnel reporting and departing in increments of 7/14/21/30/45 days.

1. From the MRTT Navigation Map under MRTT, select **Reports**.
2. Select **Disaster Inbound and Outbound Personnel Report** from the drop-down menu.
3. In the **Major Disaster** field, select the incident.
4. In the **Source Duration** field, select the increment of days you want to view.
5. In the **Inbound/Outbound** field, select a value.

Select the interval for the report. The increments of 7/14/21/30/45 days end on the date when the report was run. The longer the interval, the further back the report will cover. The dates are the sourcing begin and end dates. This information will assist the ORDM to prepare the daily staffing report, if required.

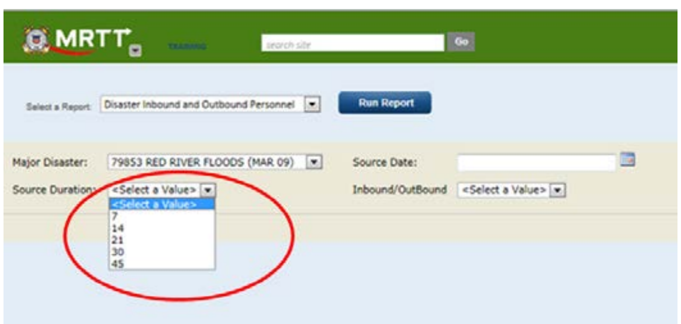


Figure 10-26 Sourcing intervals

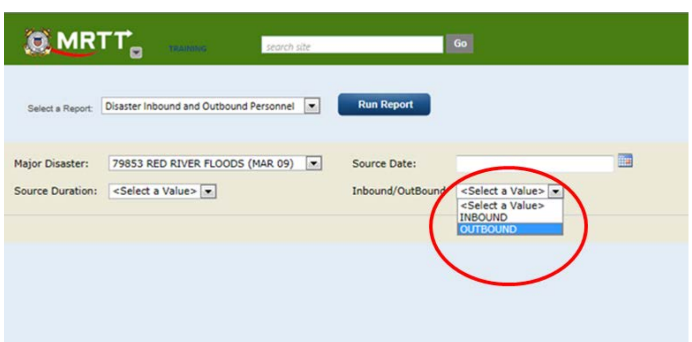


Figure 10-27 Inbound/outbound reports

H.2. Data Fields

Title	ADMIN
Other	
Incident Command Post / POC	[redacted]
Physical Location	TX, GALVESTON
RTN	22683-0023
EMPLID	[redacted]
Full Name	[redacted]
Member's Rate	LCDR
Member's Pay Grade	O4
Component	Selected Reserve
Order Type	ADOS Title 10 U.S.C. 12301(d) Voluntary - ADSW or EAD
Source Begin Date (Order Begin)	2014/03/24
Source Report Date	2014/03/24
Source End Date (Order End)	2014/03/28
ICS Command	AC GALVESTON
ICS Section	COMMAND

Figure 10-28 Disaster inbound/outbound personnel data fields

- **Title:** The job title of the requirement.
- **Other:** Other reporting requirements.
- **Incident Command Post/POC:** The Incident Command Post/POC member's name.
- **Physical Location:** The geographical location of the requirement.
- **RTN:** The requirement tracking number is the unique number given to a requirement.
- **EMPLID:** The member's employee identification number.
- **Full Name:** The member who is sourced to the requirement.
- **Member's Rate:** The rate of the member.
- **Member's Pay Grade:** The pay grade of the member.
- **Component**: The member class or component.
- **Order Type**: The order type issued to the member. It should match the component type of the member.
- **Source Begin Date**: The sourced begin date for the member.

- **Source Report Date**: The sourced report date for the member.
- **Source End Date**: The sourced end date for the member.
- **ICS Command**: The ICS command that the member is currently assigned to.
- **ICS Section**: The ICS section that the member is currently assigned to.

Section I: Open Requirements and Sourced by Date Report

I.1. Generating Open Requirements and Sourced by Date Report

The Open Requirements and Source by Date report provide a lot of information on the status of each requirement built at the incident.

1. From the MRTT Navigation Map under MRTT, select **Reports**.
2. Select **Open Requirements and Sourced by Date Report** from the drop-down menu.
3. In the **Major Disaster** field, select the incident.

I.2. Data Fields

Title	RESP TECH
Other	
Incident Command Post / POC	[redacted]
Cost Center	TEXAS CITY Y OIL SPILL
Physical Location	TX, TEXAS CITY
RTN	22643-0001
Desired Rate	OFFICER
Min Pay Grade	O2
Max Pay Grade	O2
Requested Begin Date	3/28/2014 12:00:00 AM
Requested End Date	4/3/2014 12:00:00 AM
Duration of Requested Dates	7
Required Competencies	MAREF
Required DA Accomplishments	
Required Courses - Other	
Required TMT Codes	
Positional Skills	
Primary Duties	Performs technical level response operations pertaining to oil and
213 Form Number	4592
BNC EMPLID	[redacted]
BNC Full Name	
BNC Component	Regular
RFF Message DTG	
Approved/Sourced	Sourced
Current RTN	22643-0001
EMPLID	[redacted]
Full Name	
Member's Rate	LTJG
Member's Pay Grade	O2
Component	Regular
Order Type	Active Duty TDY
Travel TONO	11142948YW100000
Travel ACCT	2/8/SZ/108/95/0/N14026/33277/2100
PAY TONO	
PAY ACCT	
FICA TONO	
FICA ACCT	
Source Begin Date (Order Begin)	2014.03.28
Source Report Date	2014.03.28
Source End Date (Order End)	2014.04.03
IMT Report Date	2014.03.28
IMT Depart Date	2014.04.01
Message DTG	
ICS Command	UC TEXAS CITY
ICS Section	OPERATIONS

Figure 10-29 Open requirements and sourced by date data fields

I.3. Data Fields

- **Title**: The job title of the requirement.
- **Other**: Other reporting requirements.
- **ICS Command**: The member's command.
- **Cost Center:** The cost center usually combined with the name of the incident.
- **Physical Location:** Geographical location of the requirement.
- **RTN:** The unique number given to a requirement.
- **Desired Rate:** Desired requested rate for the requirement.
- **Min Pay Grade:** Minimum pay grade range requested.
- **Max Pay Grade:** Maximum pay grade range requested.
- **Requested Begin Date:** Begin requirement date requested.
- **Requested End Date:** End requirement date requested.
- **Duration of Requested Dates:** Duration in days of the requirement.
- **Required Competencies:** Requested competencies of the requirement.
- **Required DA Accomplishments:** Requested DA accomplishments of the requirement.
- **Required Courses-Other:** Requested courses of the requirement.
- **Required TMT Codes:** Requested TMT competencies of the requirement.
- **Positional Skills:** Desired positional skills requested for the requirement.
- **Primary Duties:** Primary duties needed for the requirement.
- **213 Form Number:** ICS 213 RR number from the form which links the 213 number to an MRTT request.
- **BNC EMPLID:** The BNC EMPLID as the requested source to fill the requirement.
- **BNC Full Name:** The BNC name as the requested source to fill the requirement.
- **BNC Component:** The BNC member class or component.
- **RFF Message DTG:** The date, time, or group of the request for forces message.
- **Approved/Sourced:** The status of the requirement.
- **Current RTN:** The requirement tracking number is the unique number given to a requirement.

- **EMPLID:** The EMPLID of the sourced member to the requirement. This can be different from the BNC in the requirement.
- **Full Name:** The name of the sourced member to the requirement.
- **Member's Rate:** The member's rate.
- **Member's Pay Grade:** Pay grade of the member.
- **Component:** The member class or component.
- **Order Type:** The order type issued to the member. It should match the component type of the member.
- **Travel TONO:** Travel order number for travel orders.
- **Travel ACCT:** Travel accounting line for the travel orders.
- **PAY TONO:** Travel order number for pay on AD reserve orders.
- **PAY ACCT:** Travel accounting line for pay on AD reserve orders.
- **FICA TONO:** Travel order number for FICA on AD reserve orders.
- **FICA ACCT:** Travel accounting line for FICA on AD reserve orders.
- **Source Begin Date (Order Begin):** The sourced begin date for the member.
- **Source Report Date:** The sourced report date for the member.
- **Source End Date (Order End):** The sourced end date for the member.
- **IMT Report Date:** The date the member reported into the IMT.
- **IMT Depart Date:** The date the member departed the IMT.
- **Message DTG:** The message, date, time, group, release of RFF up the chain of command.
- **ICS Command:** ICS command that the member is currently assigned.
- **ICS Section:** ICS section that the member is currently assigned.

This page intentionally left blank.

Appendix A: Glossary and Acronyms

ADMINOIX	Administrative Official Information Exchange.
AD	Active Duty.
ADOS-AC	Active Duty for Operational Support-Active Component.
AI	Additional information.
AOR	Area of responsibility.
ATU	Administrative Target Unit.
BNC	By name candidate.
BP	British Petroleum.
CIV	Civilian.
COP	Common operating picture.
CPRL	Contingency personnel requirement list.
DA	Direct access.
DB	Database.
DCMS	Deputy Commandant for Mission Support.
DEMOB	Demobilization.
DEPTID	Department identification number.
DMOB	Demobilization Unit Leader.

DOD	Department of Defense.
DOL	Director of Operational Logistics.
DSE	Deployable Support Element.
DSF	Deployable Specialized Forces.
DWH	Deepwater Horizon.
DXR	District Reserve Force Readiness.
EMPLID	Employee identification number.
ERT	Emergency Response Team.
FEMA	Federal Emergency Management Agency.
Force Elements	Force elements include all USCG cutters and squadrons, aircraft and augmentation forces, per reference (g) Contingency Preparedness Planning Manual Vol II, COMDTINST M3010.12 (series).
GEOLOCS	Geographical locations.
IA	Individual augmentees.
IAP	Incident action plan.
IC	Incident command.
ICP	Incident command post.
ICS	Incident Command System.
IMT	Incident management team.
LOA	Line of accounting.

MA	Mission assignment.
MACOMS	Major Commands.
MOB	Mobilization.
MPM	Member processing module.
MRTT	Mobilization Readiness Tracking Tool.
OCONUS	Outside the contiguous United States.
OPFAC	Operational facility number.
OPS	Operations.
ORDM	Ordering manager.
OSLTF	Oil Spill Liability Trust Fund.
POC	Point of contact.
PRL	Personnel requirement list.
PSC	Planning section chief.
PSC-PSD-SSB	Personnel Service Command- Personnel Division-Surge Staffing Branch.
PS	Partially sourced.
RESL	Resource unit leader.
RFA	Request for assistance.
RFF	Request for forces.
RFRS	Reserve Force Readiness System.

RP	Responsible party.
RTM	Requirement tracking module.
RTN	Requirement tracking number.
SA	Situational awareness.
SCKN	Check in/status recorder.
SECDHS	Secretary of the Department of Homeland Security.
SELRES	Selected reserve.
Short Title	Short title is a name for force elements.
SITL	Situation unit leader.
SM	Sourcing module.
SPO	Servicing Personnel Office.
SSB	Surge Staffing Branch.
Sub-Force Elements	Force elements that may augment existing units or be combined with other force elements to create larger teams, details, units or forces. Examples of sub-force elements are Command and Control Teams, Logistics Support Teams, etc.
T-Card	T-Cards have member information, member incident check-in time, and check-in date. They serve as member verification during check-in.
TDY	Temporary duty.
TMT	Training management tool.
TONO	Travel ordering number.

TTP	Tactics, techniques, and procedures.
UAC	Unified Area Command.
URI	Unique requesting identifier.
USAID	United States Agency for International Development.
USCG	United States Coast Guard.
UTC	Unit type code.
VBB	Volunteer bulletin board.
WQSB	Watch Quarter Station bill.

This page intentionally left blank.

Appendix B: Examples of Reports and Flow Charts

B.1. Example of Admin OIX sample request for short term ADOS-AC Reserve Personnel Support

ADMIN OIX SAMPLE REQUEST FOR SHORT TERM ADOS-AC RESERVE PERSONNEL SUPPORT

From: Requesting Unit
To: CMD-SMB-CG-PSC@USCG.MIL
Info: DXR/DX
Email Subject Line: REQUEST FOR REQUEST FOR SHORT-TERM ADOS-AC RESERVE PERSONNEL SUPPORT

Body of Email:
A. Active Duty for Operational Support (ADOS), COMDTINST 1330.1D
B. Reference Command Approval Correspondence

1. IAW Ref A, (unit) is requesting for the following reserve personnel support:
2. Rate/Rank:
3. Component: Reserve
4. Date required: Start date to End date
5. Required Qualifications:
6. Required Security Clearance:
7. Description of Duties:
8. Candidates/Volunteers: None Identified.
9. MRTT URI RTN#: XXXXX-XXXX.
10. Funding Department ID:
11. Accounting data/TONOs for new ADOS orders:
12. Reporting Instructions: //Unit Address/contact number/reporting information//
13. Requesting Unit POC: //RATE/RANK/FIRST/LAST// at XXX-XXX-XXXX or
email: First.M.Last@USCG.MIL.
14. DXR/DX POC: //RATE/RANK/FIRST/LAST// at XXX-XXX-XXXX or email:
First.M.Last@USCG.MIL.

B.2. Contingency Staffing Flow Chat

On the following page you will find a USCG Contingency Staffing Flow Chart.

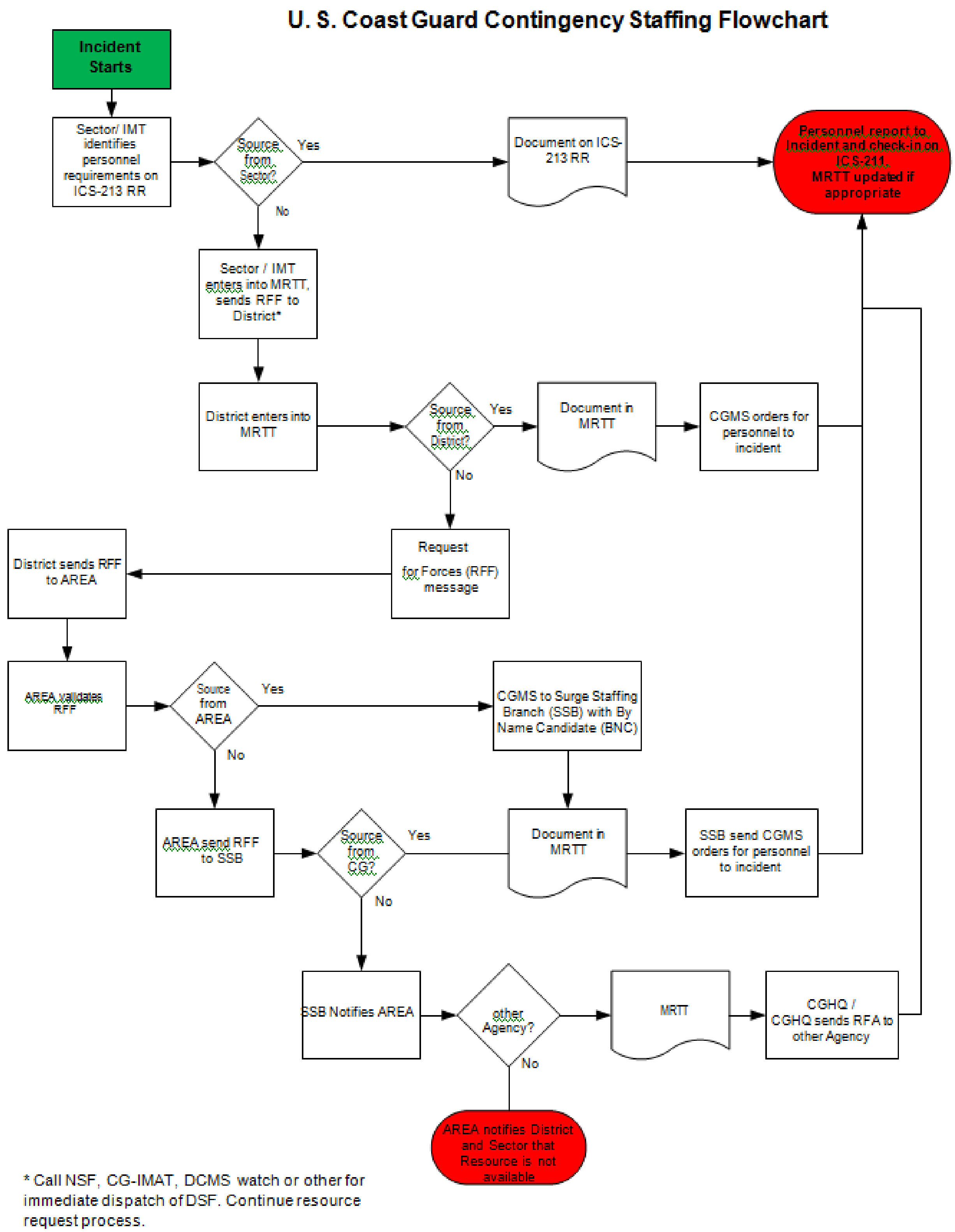


Figure B-1 1 U.S. Coast Guard Contingency Staffing Flow Chart

Appendix C:
Adding a Force Element to MRTT

Add a Force Element to MRTT for a Contingency Response	
Sometime there is a need to capture a FORCE ELEMENT never used before during a contingency. It is important to capture the skill set use and the job description for future contingency responses	
REQUIRED FIELDS TO CREATE FE	
FORCE ELEMENT TITLE This is the long title of job.	
SUB FORCE ELEMENT TITLE This is the sub element of the Force Element. Example would be a Deputy Logistics Section Chief.	
SHORT TITLE Need a short title for the position like ICS; LSC3, IC3, PSC1	
OPTIONAL FIELDS BUT HIGHLY RECOMMENDED These are the prerequisites for the member to be qualified in the position listed above. You can use the lookup feature in MRTT with member match to find the qualifications needed.	
COMPCODES Competency codes from DA	
TMTCODES TMT codes	
COURSECODES Course codes from DA	
DACODES Accomplishment codes from DA	
PRIMARY DUTIES what are the duties of the position, be generic	
DESIRED SKILLSET what other requirements needed to complete the job that is not already identified above.	
Incident Section Chief verification signature	

This page intentionally left blank.

Index