

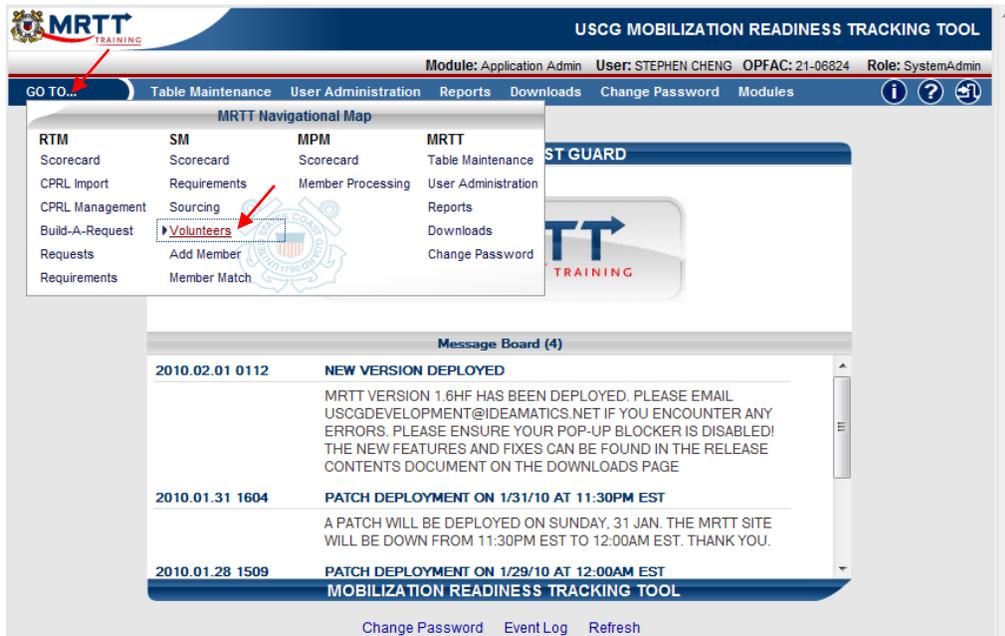
# MRTT Candidate List Extraction – Job Aid

**Purpose** Provide a brief summary of the procedures to query and extract a list of volunteers from the MRTT Volunteer Bulletin Board (VBB) of a requirement.

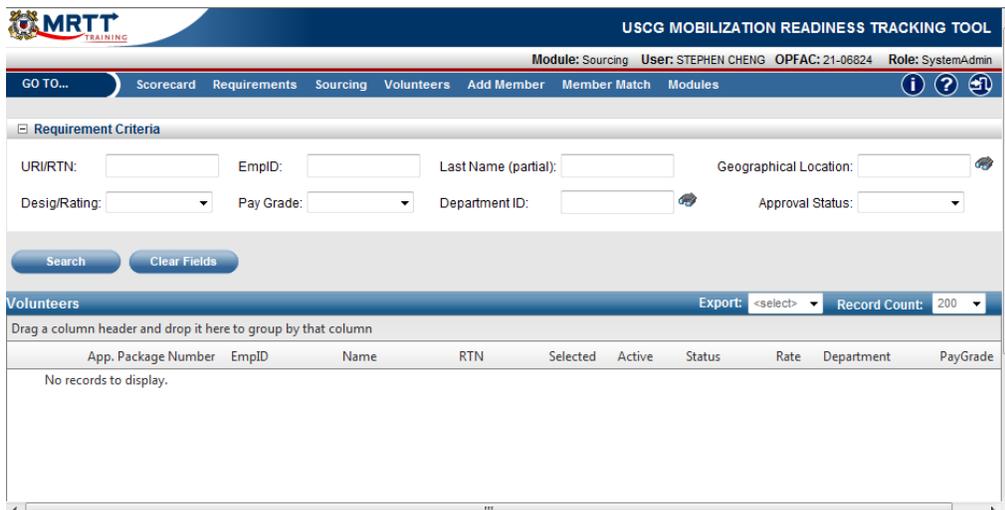
**References**

- (a) Mobilization Readiness Tracking Tool (MRTT)
- (b) United States Coast Guard Mobilization Readiness Tracking Tool (MRTT) User Reference Manual Version -1.6 Revised

**MRTT Volunteer List Extraction** Log into MRTT with your user name and password.

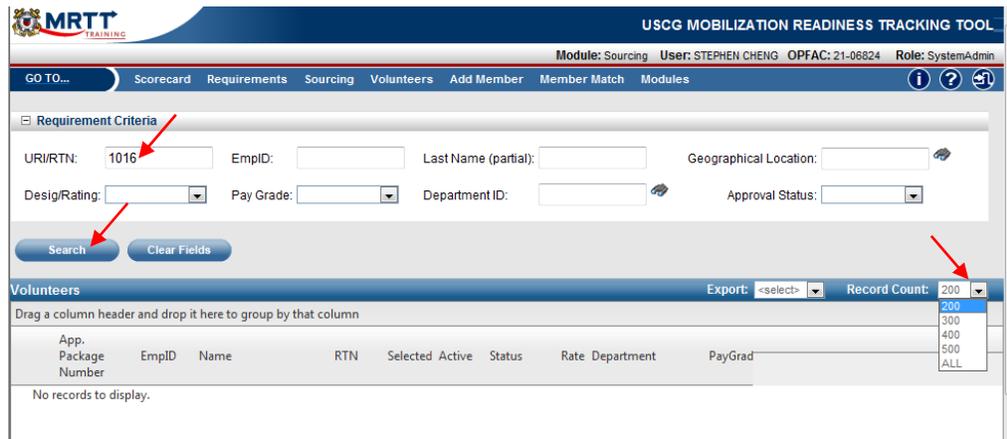


From the “GO TO...” menu, click on “Volunteers” from the Sourcing Module (SM) column of the “GO TO...” menu.

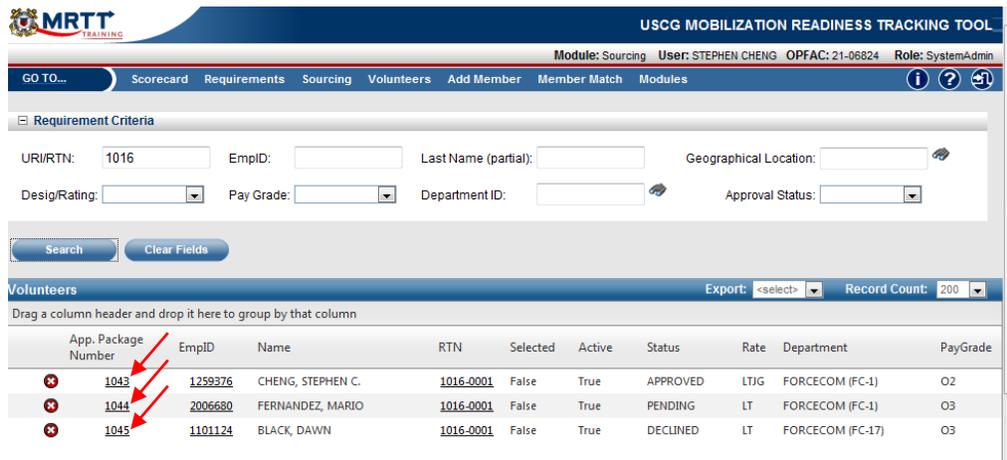


The Volunteers window will now appear.

# MRTT Candidate List Extraction – Job Aid



Enter in the URI or RTN of the request or requirement into the “URI/RTN” field. Depending on the number of volunteers that may be listed by the search, select the correct number of volunteers that you would like to display from the query from the “Record Count” drop down menu. Results will be listed in alphabetical order by the member’s last name. Click on the “Search” button to continue.



Volunteers for the requirement will now be listed in the Volunteers section of the Volunteers window. The volunteers are listed chronologically by application number or the order in which their application for the requirement was received by the application.

# MRTT Candidate List Extraction – Job Aid

## Viewing the Member’s Volunteer Bulletin Board Application

The screenshot shows the 'USCG MOBILIZATION READINESS TRACKING TOOL' interface. The 'Volunteers' section displays a table with columns: App. Package Number, EmpID, Name, RTN, Selected, Active, Status, Rate, Department, and PayGrade. Three rows are visible, with red arrows pointing to the 'App. Package Number' column for rows 1043, 1044, and 1045.

App. Package Number	EmpID	Name	RTN	Selected	Active	Status	Rate	Department	PayGrade
1043	1259276	CHENG, STEPHEN C.	1016-0001	False	True	APPROVED	LTJG	FORCECOM (FC-1)	O2
1044	2006680	FERNANDEZ, MARIO	1016-0001	False	True	PENDING	LT	FORCECOM (FC-1)	O3
1045	1101124	BLACK, DAWN	1016-0001	False	True	DECLINED	LT	FORCECOM (FC-17)	O3

By clicking on the application package number to the left of the member’s EMPLID from the search results of the Volunteer window will open the member’s application from the MRTT Volunteer Bulletin Board.

The screenshot shows the 'MRTT Volunteer Bulletin Board' application form. It has four tabs: 'Personal Information', 'Command POC Information', 'Resume/Comments', and 'Summary'. Red arrows point to the 'Command POC Information', 'Resume/Comments', and 'Summary' tabs. Below the tabs, various fields are filled out, including Application Package Number (1045), EmpID (1101124), Name (Dawn Black), Email (dawn.black@uscg.mil), Home Phone, Work Phone, Rating/Desig (COMM), Component (RESERVE), Clearance (SECRET), Gender (FEMALE), Passport (BLUE), and Permanent Unit (009700 - FORCECOM (FC-1)). A 'Close' button is at the bottom left, also indicated by a red arrow.

You can view information regarding the member’s application to the requirement from the four tabs of information here. Click on the close button to return to the Volunteer window.

# MRTT Candidate List Extraction – Job Aid

## Viewing the Service Member's Record

USCG MOBILIZATION READINESS TRACKING TOOL

Module: Sourcing User: STEPHEN CHENG OPFAC: 21-06824 Role: SystemAdmin

GO TO... Scorecard Requirements Sourcing Volunteers Add Member Member Match Modules

Requirement Criteria

URI/RTN: 1016 EmpID: Last Name (partial): Geographical Location:

Desig/Rating: Pay Grade: Department ID: Approval Status:

Search Clear Fields

Volunteers Export: <select> Record Count: 200

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

App. Package Number	EmpID	Name	RTN	Selected	Active	Status	Rate	Department	PayGrade
1043	1259376	CHENG, STEPHEN C.	1016-0001	False	True	APPROVED	LTJG	FORCECOM (FC-1)	O2
1044	2006680	FERNANDEZ, MARIO	1016-0001	False	True	PENDING	LT	FORCECOM (FC-1)	O3
1045	1101124	BLACK, DAWN	1016-0001	False	True	DECLINED	LT	FORCECOM (FC-17)	O3

By clicking on the member's EMPLID from the search results of the Volunteer window, you will open the service member's record.

USCG Service Member: CHENG, STEPHEN C.

Basic Info. Add'l. Info. Comp. Codes(1) DA Accomplishments(35) Courses(24) TMT Validation

**General Information**

Employee ID: 1259376 Name: CHENG, STEPHEN C.

Rate: Pay Grade: O2

Class: Selected Reserve Gender: Male

Address Line 1: 941 Shorepoint Ct. Address Line 3:

Address Line 2: Apt #F327 Address Line 4:

City: Alameda State: California

Zip: 94501 Main Phone:

Current Clearance: Clearance Date:

**Readiness Information**

Inv. Type: Last Physical: 6/17/2008 Current Mob Mode:

MRTT District: District 11 Salary Plan: OFF Updated Shots: No

ASQ Updated: Last Dental: 3/1/2010 Employee RCD: 0

Duty Type: E Dental Class: 2 Flu Shot Updated: No

Overweight: No

From the service member's record you can view information of the member from the Basic Information, Additional Information, Competency Codes, DA Accomplishments, Courses, TMT and Validation tabs.

# MRTT Candidate List Extraction – Job Aid

USCG Service Member: CHENG, STEPHEN C.

Basic Info. Add'l. Info. Comp. Codes(1) DA Accomplishments(35) Courses(24) TMT Validation

1259376 Name: \* CHENG, STEPHEN C.

Pay Grade: \* O2

Gender: \* Male

Address Line 3:

Address Line 4:

State: California

Main Phone: \*

Clearance Date:

Current Clearance:

**Readiness Information**

Inv. Type:		Last Physical:	6/17/2008	Current Mob Mode:	
MRTT District:	District 11	Salary Plan:	OFF	Updated Shots:	No
ASQ Updated:		Last Dental:	3/1/2010	Employee RCD:	0
Duty Type:	E	Dental Class:	2	Flu Shot Updated:	No
Overweight:	No				

Mouse of the Coast Guard shield and click on Close to exit the service member’s record and return to the Volunteer window.

## Viewing the MRTT Requirement

USCG MOBILIZATION READINESS TRACKING TOOL

Module: Sourcing User: STEPHEN CHENG OPFAC: 21-06824 Role: SystemAdmin

GO TO... Scorecard Requirements Sourcing Volunteers Add Member Member Match Modules

Requirement Criteria

URI/RTN: 1016 EmpID: Last Name (partial): Geographical Location:

Desig/Rating: Pay Grade: Department ID: Approval Status:

Search Clear Fields

Volunteers Export: <select> Record Count: 200

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

App. Package Number	EmpID	Name	RTN	Selected	Active	Status	Rate	Department	PayGrade
1043	1259376	CHENG, STEPHEN C.	1016-0001	False	True	APPROVED	LTJG	FORCECOM (FC-1)	O2
1044	2006680	FERNANDEZ, MARIO	1016-0001	False	True	PENDING	LT	FORCECOM (FC-1)	O3
1045	1101124	BLACK, DAWN	1016-0001	False	True	DECLINED	LT	FORCECOM (FC-17)	O3

By clicking on the RTN to the right of the member’s name from the search results of the Volunteer window will open the requirement that the Volunteers applied for.

# MRTT Candidate List Extraction – Job Aid



Clicking on the different tabs will allow you to view specific information and data pertaining to the requirement.



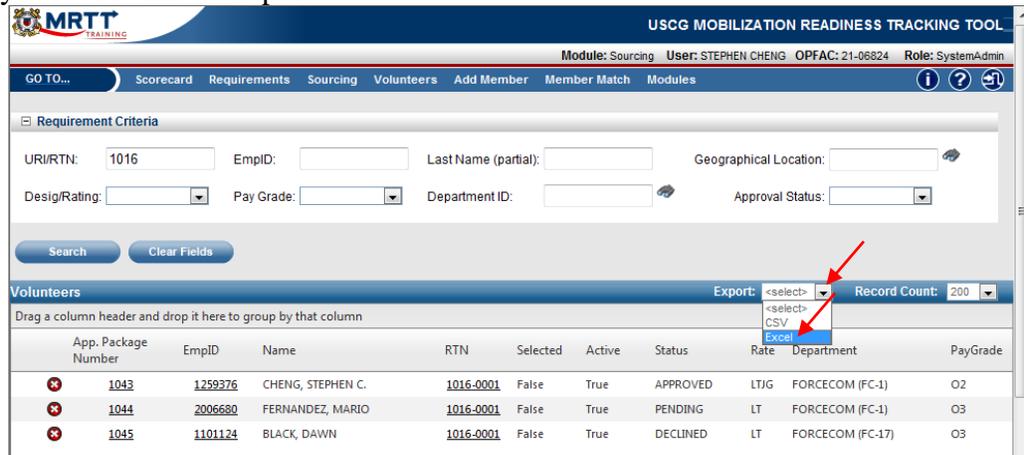
When you are finished with viewing the requirement, mouse over the Coast Guard shield and click Close to return to the Volunteer Window.

# MRTT Candidate List Extraction – Job Aid

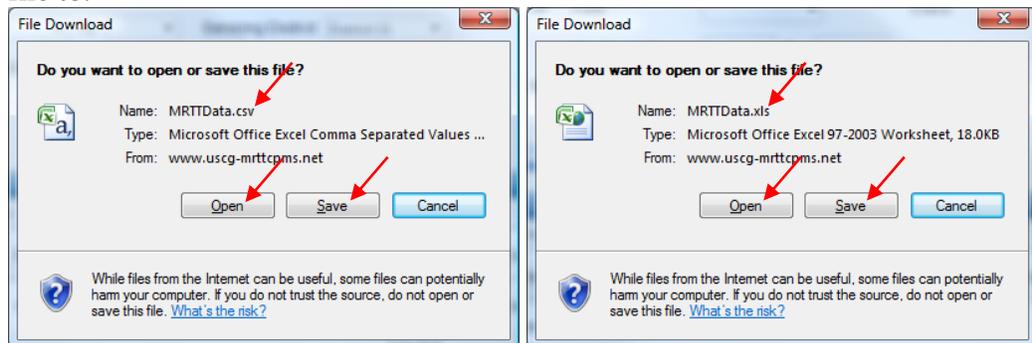
## Exporting Queried Volunteer List

After you have completed a query for volunteers for a requirement, you can export the query results from MRTT to two file formats. The first being comma-separated values (CSV) and second being Microsoft Excel (.xls).

To export the queried results, click the “Export” drop down menu located on the right portion of the Members query results title bar and select which file format you would like to export to.

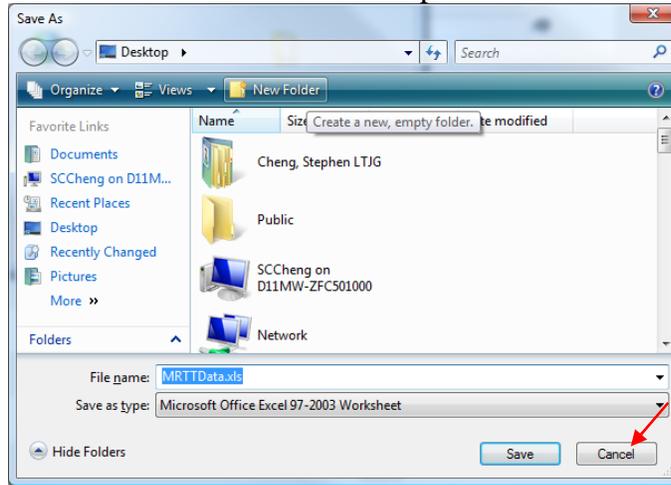


After selecting the file format you would like to export to, MRTT will open a File Download window for you to save the exported file. Notice the difference in the file extensions, one being .csv and the other .xls from the File Download window. Click on the Open button to open and view the file. Click on the Save button to open the Save As window and browse to the location you would like to save the file to.



# MRTT Candidate List Extraction – Job Aid

If you selected to save the file, click the Save button again to save the exported file from the Save As window that opens.



## Viewing the Exported File

Information from the exported candidate list include: Name, Selected, Active, Status, Rate, Department, and Pay Grade.

The screenshot shows the Microsoft Excel interface with the following data in the worksheet:

	A	B	C	D	E	F	G
1	Name	Selected	Active	Status	Rate	Department	PayGrade
2	CHENG, STEPHEN C	FALSE	TRUE	APPROVED	LTJG	FORCECOM (FC-1)	O2
3	FERNANDEZ, MARIO	FALSE	TRUE	PENDING	LT	FORCECOM (FC-1)	O3
4	BLACK, DAWN	FALSE	TRUE	DECLINED	LT	FORCECOM (FC-17)	O3
5							
6							

*End*