Approve/Deny Command Sponsorship

Action
Navigate to the HR Professional homepage.
Click the Self Service drop-down arrow.
~ Self Service
Continue to navigate to the HR Professional homepage.
Click the HR Professional menu item.
Self Service
HR Professional
Managar Salf Sanica
Manager Self Service
Navigate to the Assignment Elections page.
Click the NavBar icon.
Continue to navigate to the Assignment Elections page.
Click the Navigator icon.
Navigator
Continue to navigate to the Assignment Elections page.
Click the Workforce Administration menu folder.
Workforce Administration

Step	Action
6.	Continue to navigate to the Assignment Elections page.
	Click the Assignment Tracking menu folder.
	Assignment Tracking >
7.	Continue to navigate to the Assignment Elections page.
	Click the Manage Member Elections menu item.
	Manage Member Elections
8.	Open the appropriate ACT Assignment ID link.
	Name ACTAssignment ID Type Staux 1 SGT MELSOMAR ABOLK 117451251 Permanent In Progress >
0	When finished with the instructions, meased to the next ster
9.	when infished with the instructions, proceed to the next step.
	Click the Next button.
	Next >
10.	Review and proceed to the next step.
	Click the Next button.
	Next >
11	View the Approval Degision options
11.	view the Approval Decision options.
	Click the Approval Decision drop-down arrow.
	Pending Approval (Submitted)
12.	Select the appropriate Approval Decision.
	Approved - Concurrent
	Denied (Not Approved)
	Pending Approval (Submitted)

Step	Action
13.	Save the decision.
	Click the Save button.
	Save
14.	Proceed to the next step.
	Click the Next button.
	Next >
15.	Review and proceed to the next step.
	Click the Next button.
	Next >
16.	Mark the questionnaire complete to update the status.
	Click the Mark Complete button.
	Mark Complete
17.	Return to the HR Professional homepage.
	Click the Home icon or the HR Professional link.
	☆ へ ム : ∅
18.	This completes the Approve/Deny Command Sponsorship topic.
	Key Takeaways:
	- With the appropriate overseas command travel decision, update the Member
	- Once the command sponsorship decision is entered, mark the Member Elections
	Activity Guide complete. - A filter is available to assist for searching when there is a large number of Member
	assignments.
	Ena of Proceaure.