
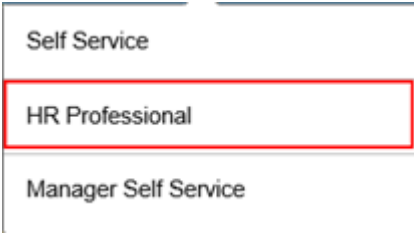

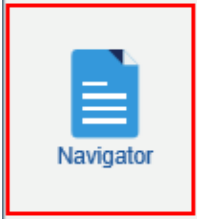
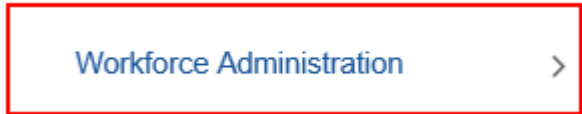


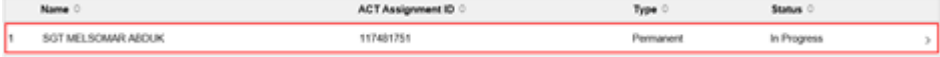


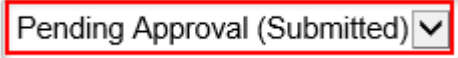
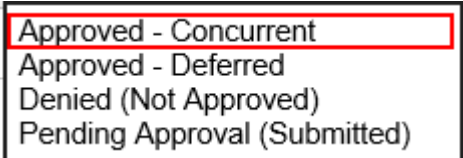







Approve/Deny Command Sponsorship

| Step | Action |
|------|--|
| 1. | <p>Navigate to the HR Professional homepage.</p> <p>Click the Self Service drop-down arrow.</p>  |
| 2. | <p>Continue to navigate to the HR Professional homepage.</p> <p>Click the HR Professional menu item.</p>  |
| 3. | <p>Navigate to the Assignment Elections page.</p> <p>Click the NavBar icon.</p>  |
| 4. | <p>Continue to navigate to the Assignment Elections page.</p> <p>Click the Navigator icon.</p>  |
| 5. | <p>Continue to navigate to the Assignment Elections page.</p> <p>Click the Workforce Administration menu folder.</p>  |

| Step | Action |
|------|---|
| 6. | <p>Continue to navigate to the Assignment Elections page.</p> <p>Click the Assignment Tracking menu folder.</p>  |
| 7. | <p>Continue to navigate to the Assignment Elections page.</p> <p>Click the Manage Member Elections menu item.</p>  |
| 8. | <p>Open the appropriate ACT Assignment ID link.</p>  |
| 9. | <p>When finished with the instructions, proceed to the next step.</p> <p>Click the Next button.</p>  |
| 10. | <p>Review and proceed to the next step.</p> <p>Click the Next button.</p>  |
| 11. | <p>View the Approval Decision options.</p> <p>Click the Approval Decision drop-down arrow.</p>  |
| 12. | <p>Select the appropriate Approval Decision.</p>  |

| Step | Action |
|------|--|
| 13. | <p>Save the decision.</p> <p>Click the Save button.</p>  |
| 14. | <p>Proceed to the next step.</p> <p>Click the Next button.</p>  |
| 15. | <p>Review and proceed to the next step.</p> <p>Click the Next button.</p>  |
| 16. | <p>Mark the questionnaire complete to update the status.</p> <p>Click the Mark Complete button.</p>  |
| 17. | <p>Return to the HR Professional homepage.</p> <p>Click the Home icon or the HR Professional link.</p>  |
| 18. | <p>This completes the Approve/Deny Command Sponsorship topic.</p> <p>Key Takeaways:</p> <ul style="list-style-type: none"> - With the appropriate overseas command travel decision, update the Member Elections page. - 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. <p>End of Procedure.</p> |