

Endorsing Panel Submissions and PCS eResumes Overview

Introduction This guide provides the procedures for endorsing Panel Submissions and Permanent Change of Station (PCS) eResumes in Direct Access (DA).

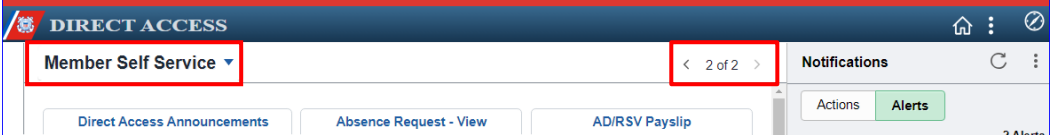
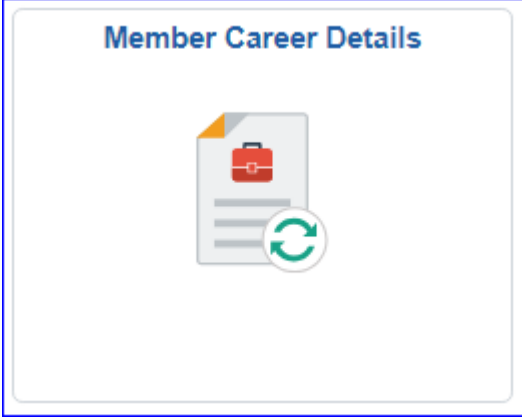
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Endorsing Panel Submissions

Introduction This section provides the procedures for endorsing Panel Submissions in Direct Access (DA).

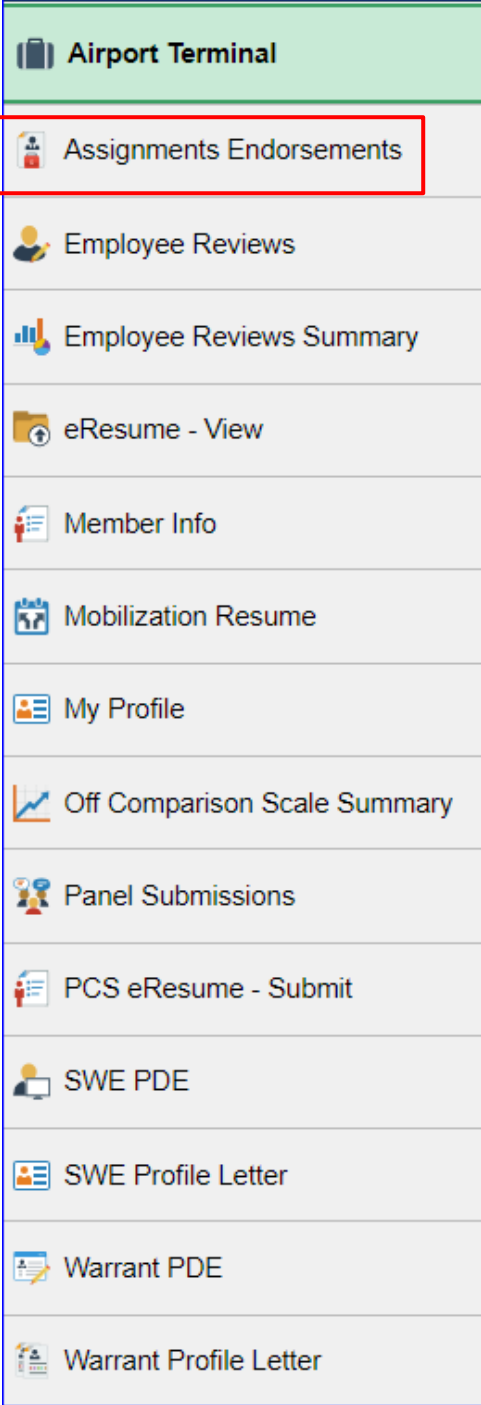
Procedures See below.

Step	Action
1	<p>Navigate to Member Self Service via the drop-down or by page arrows.</p> 
1.5	<p>Select the Member Career Details tile.</p> 

Continued on next page

Endorsing Panel Submissions, Continued

Procedures,
continued

Step	Action
2	<p>Select the Assignments Endorsements option.</p>  <p>The screenshot displays a vertical list of menu items, each with an icon and text. The items are: 'Airport Terminal' (green header), 'Assignments Endorsements' (highlighted with a red box), 'Employee Reviews', 'Employee Reviews Summary', 'eResume - View', 'Member Info', 'Mobilization Resume', 'My Profile', 'Off Comparison Scale Summary', 'Panel Submissions', 'PCS eResume - Submit', 'SWE PDE', 'SWE Profile Letter', 'Warrant PDE', and 'Warrant Profile Letter'. The entire list is enclosed in a blue border.</p>

Continued on next page

Endorsing Panel Submissions, Continued

Procedures, continued

Step	Action																												
3	<p>Click the Endorsements Requested From Me radio button. Leave the Submission Status at the default of Pending and click Populate Grid.</p> <p>My Assignments Endorsements</p> <p><u>Jon Snow</u></p> <p>1. 'Endorsements I Submitted' allows member to bring up only their Endorsements. 2. 'Endorsements I am Endorser On' allows endorser to bring up only those Endorsements submitted to them. 3. Refresh button clears the grid and defaults it back to 'Endorsements I Submitted'. 4. Populate Grid button populates the grid based on what was selected for the radio button and what was entered in the Submission From/Submission To Dates and Submitted By.</p> <div><div><input type="radio"/> Endorsements I Submitted</div><div><input checked="" type="radio"/> Endorsements Requested From Me</div></div> <p>*Submission Status: <div>Pending</div></p> <p>Submission From Date: <div></div></p> <p>Submission To Date: <div></div></p> <p>Submitted By: <div></div></p> <div><div>Populate Grid</div><div>Refresh</div></div>																												
4	<p>The results will display. ALWAYS click View All.</p> <div><div>Assignment Endorsements</div><div>Find <div>View All</div> First 1 of 1 Last</div><table><tr><th>Dismiss</th><th>Submitted Date</th><th>Submitted By</th><th>Submitter Name</th><th>Department Name</th><th>Endorser</th><th>Endorser Name</th><th>Final</th><th>Detail</th></tr><tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table><div><div>Screening Panel Endorsements</div><div>Find View All First 1 of 2 Last</div><table><tr><th>Empl ID</th><th>Name</th><th>Application Date</th><th>Marked Final</th><th>Detail</th></tr><tr><td>1 9876543</td><td>Sansa Stark</td><td>06/25/2019</td><td><input type="checkbox"/></td><td>View Endorsement</td></tr></table></div></div>	Dismiss	Submitted Date	Submitted By	Submitter Name	Department Name	Endorser	Endorser Name	Final	Detail	<input type="checkbox"/>									Empl ID	Name	Application Date	Marked Final	Detail	1 9876543	Sansa Stark	06/25/2019	<input type="checkbox"/>	View Endorsement
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5	<p>Click the appropriate View Endorsement link.</p> <div><div>Screening Panel Endorsements</div><div>Find View 1 First 1-2 of 2 Last</div><table><tr><th>Empl ID</th><th>Name</th><th>Application Date</th><th>Marked Final</th><th>Detail</th></tr><tr><td>1 9876543</td><td>Sansa Stark</td><td>06/25/2019</td><td><input type="checkbox"/></td><td>View Endorsement</td></tr><tr><td>2 9876543</td><td>Sansa Stark</td><td>06/25/2019</td><td><input type="checkbox"/></td><td>View Endorsement</td></tr></table></div>	Empl ID	Name	Application Date	Marked Final	Detail	1 9876543	Sansa Stark	06/25/2019	<input type="checkbox"/>	View Endorsement	2 9876543	Sansa Stark	06/25/2019	<input type="checkbox"/>	View Endorsement													
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Endorsing Panel Submissions, Continued

Procedures, continued

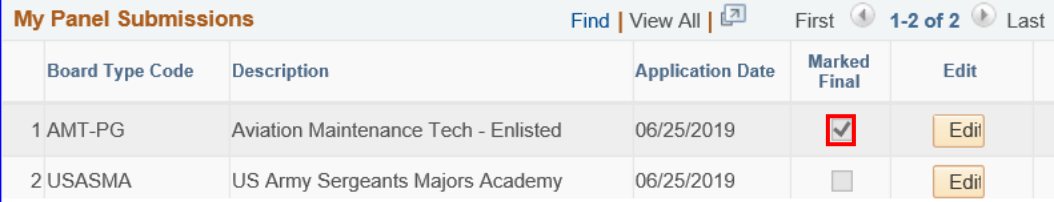
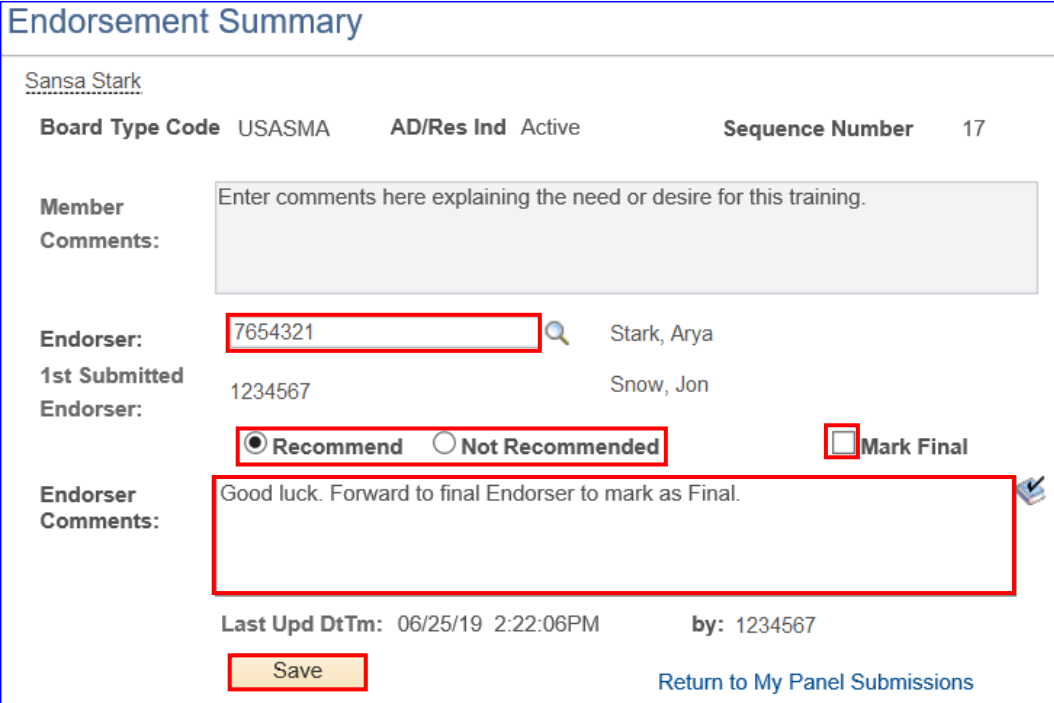
Step	Action																		
6	<p>The member's Endorsement Summary will display. Click the Edit button to endorse the application.</p> <p>NOTE: Only those endorsements assigned to the Endorser will be available for edit.</p> <div><h3>Endorsement Summary</h3><div><div>Sansa Stark</div><div><div>My Panel Submissions</div><div><div>Find</div><div>View All</div><div>First</div><div>1-2 of 2</div><div>Last</div></div></div><table><thead><tr><th></th><th>Board Type Code</th><th>Description</th><th>Application Date</th><th>Marked Final</th><th>Edit</th></tr></thead><tbody><tr><td>1</td><td>AMT-PG</td><td>Aviation Maintenance Tech - Enlisted</td><td>06/25/2019</td><td><input type="checkbox"/></td><td><div>Edit</div></td></tr><tr><td>2</td><td>USASMA</td><td>US Army Sergeants Majors Academy</td><td>06/25/2019</td><td><input type="checkbox"/></td><td><div>Edit</div></td></tr></tbody></table></div></div>		Board Type Code	Description	Application Date	Marked Final	Edit	1	AMT-PG	Aviation Maintenance Tech - Enlisted	06/25/2019	<input type="checkbox"/>	<div>Edit</div>	2	USASMA	US Army Sergeants Majors Academy	06/25/2019	<input type="checkbox"/>	<div>Edit</div>
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1	AMT-PG	Aviation Maintenance Tech - Enlisted	06/25/2019	<input type="checkbox"/>	<div>Edit</div>														
2	USASMA	US Army Sergeants Majors Academy	06/25/2019	<input type="checkbox"/>	<div>Edit</div>														
7	<p>The Endorsement Summary will display. Endorser Comments are required. Select Recommend/Not Recommended. If you are the final Endorser, check the Mark Final box and click Save. If the request requires additional endorsements, see Step 9.</p> <div><h3>Endorsement Summary</h3><div><div>Sansa Stark</div><div><div>Board Type Code</div>AMT-PG<div>AD/Res Ind</div>Active<div>Sequence Number</div>14</div><div><div>Member Comments:</div><div>Enter comments here explaining the need or desire for this the training.</div></div><div><div>Endorser:</div><div><div>9876543</div><div></div><div>Snow, Jon</div></div></div><div><div>1st Submitted Endorser:</div><div><div>9876543</div><div></div><div>Snow, Jon</div></div></div><div><div><div><input checked="" type="radio"/> Recommend</div><div><input type="radio"/> Not Recommended</div></div><div><input checked="" type="checkbox"/> Mark Final</div></div><div><div>Endorser Comments:</div><div>Good Luck</div></div><div><div>Last Upd DtTm:</div>06/25/19 12:40:33PM<div>by:</div>1234567</div><div><div>Save</div><div>Return to My Panel Submissions</div></div></div></div>																		

NOTE: If endorsing more than one application, you can click the **Return to My Panel Submissions** link after each Save.

Continued on next page

Endorsing Panel Submissions, Continued

Procedures,
continued

Step	Action
8	<p>Upon saving, the application will be Marked Final.</p> 
9	<p>If the application requires more than one endorser, enter the Endorser Empl ID and DO NOT check the Mark Final box. Endorser Comments are required. Select Recommend/Not Recommended. Click Save.</p> 
10	The application will be forwarded to the second endorser to be marked final.

Endorsing PCS eResumes

Introduction This section provides the procedures for Endorsing a PCS eResume in Direct Access (DA).

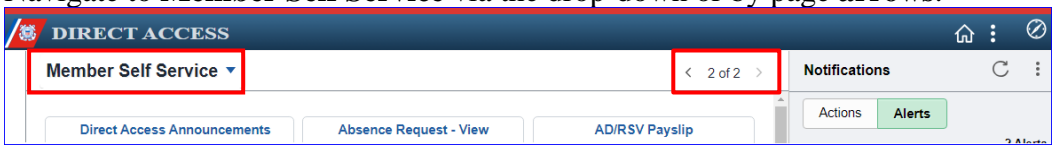
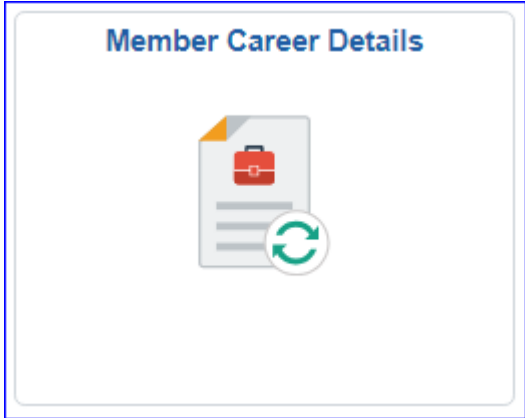
Information The **Dismiss** check box does not function. This is a known issue.

Assignment Endorsements								
Dismiss	Submitted Date	Submitted By	Submitter Name	Department Name	Endorser	Endorser Name	Final	Detail
<input type="checkbox"/>	06/25/2019	9876543	Sansa Stark	Base Winterfell (PS)	1234567	Jon Snow	No	Enter End

Screening Panel Endorsements				
Empl ID	Name	Application Date	Marked Final	Detail
1			<input type="checkbox"/>	

Due to the maintenance of important historical data, DA does not allow for deletions or dismissals of incorrect eResumes. Members should be submitting data that is correct, to prevent having unwanted information pending in their My Endorsements section as well as unneeded information pending in your Requests section.

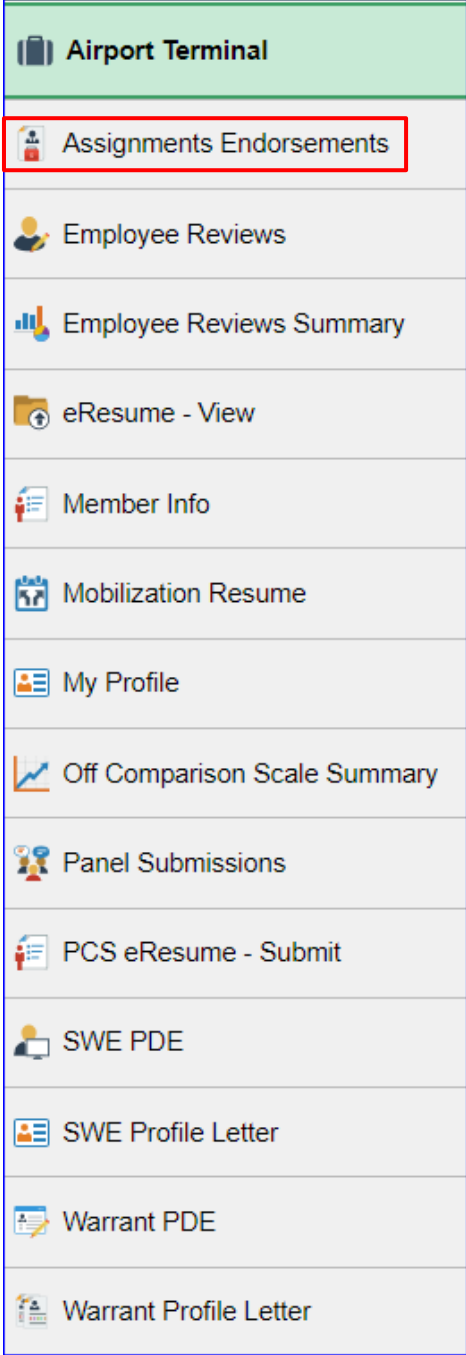
Procedures See below.

Step	Action
1	<p>Navigate to Member Self Service via the drop-down or by page arrows.</p> 
1.5	<p>Select the Member Career Details tile.</p> 

Continued on next page

Endorsing PCS eResumes, Continued

Procedures,
continued

Step	Action
2	<p>Select the Assignments Endorsements option.</p>  <p>The screenshot displays a vertical list of menu items. The first item, 'Airport Terminal', is highlighted with a green background. The second item, 'Assignments Endorsements', is highlighted with a red rectangular border. The remaining items are: 'Employee Reviews', 'Employee Reviews Summary', 'eResume - View', 'Member Info', 'Mobilization Resume', 'My Profile', 'Off Comparison Scale Summary', 'Panel Submissions', 'PCS eResume - Submit', 'SWE PDE', 'SWE Profile Letter', 'Warrant PDE', and 'Warrant Profile Letter'.</p>

Continued on next page

Endorsing PCS eResumes, Continued

Procedures,
continued

Step	Action																												
3	<p>Click the Endorsements Requested From Me radio button. Leave the Submission Status at the default of Pending and click Populate Grid.</p> <p>Note: To narrow the search results, enter a Submission From Date and/or a Submission To Date and click Populate Grid.</p> <div><h3>My Assignments Endorsements</h3><p><u>Jon Snow</u></p><ol style="list-style-type: none">'Endorsements I Submitted' allows member to bring up only their Endorsements.'Endorsements I am Endorser On' allows endorser to bring up only those Endorsements submitted to them.Refresh button clears the grid and defaults it back to 'Endorsements I Submitted'.Populate Grid button populates the grid based on what was selected for the radio button and what was entered in the Submission From/Submission To Dates and Submitted By.<div><div><input type="radio"/> Endorsements I Submitted</div><div><input checked="" type="radio"/> Endorsements Requested From Me</div></div><div><div>*Submission Status: Pending</div><div>Submission From Date:</div><div>Submission To Date:</div><div>Submitted By:</div></div><div><div>Populate Grid</div><div>Refresh</div></div></div>																												
4	<p>Select the Enter Endorsement link for the eResume you wish to endorse.</p> <div><div><h3>Assignment Endorsements</h3><div>Find View All First 1 of 1 Last</div><table><thead><tr><th>Dismiss</th><th>Submitted Date</th><th>Submitted By</th><th>Submitter Name</th><th>Department Name</th><th>Endorser</th><th>Endorser Name</th><th>Final</th><th>Detail</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>06/25/2019</td><td>9876543</td><td>Sansa Stark</td><td>Base Winterfell (PS)</td><td>1234567</td><td>Jon Snow</td><td>No</td><td>Enter Endorsement</td></tr></tbody></table></div><div><div><h3>Screening Panel Endorsements</h3><div>Find View All First 1 of 1 Last</div><table><thead><tr><th>Empl ID</th><th>Name</th><th>Application Date</th><th>Marked Final</th><th>Detail</th></tr></thead><tbody><tr><td>1</td><td></td><td></td><td><input type="checkbox"/></td><td></td></tr></tbody></table></div></div></div>	Dismiss	Submitted Date	Submitted By	Submitter Name	Department Name	Endorser	Endorser Name	Final	Detail	<input type="checkbox"/>	06/25/2019	9876543	Sansa Stark	Base Winterfell (PS)	1234567	Jon Snow	No	Enter Endorsement	Empl ID	Name	Application Date	Marked Final	Detail	1			<input type="checkbox"/>	
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1			<input type="checkbox"/>																										

Continued on next page

Endorsing PCS eResumes, Continued

Procedures,
continued

Step

5

Action

The Endorsement Detail page will open in a new window.

Endorsement Detail

1. Please enter a Rating and Comment for the requested endorsements

2. If you are the final endorser, check the Mark Final box and click Save to finalize the endorsement

3. To reassign to another endorser, enter their EmplID in Next Endorser and click Save

Submitted By:9876543Sansa StarkSubmitted Date:06/25/2019Mbr Comments

Previous Endorser:

Assigned Endorser:1234567Jon Snow

Positions Applied ForFindFirst1-2 of 2Last

Job Opening ID	Position Number	Posting Title	Endorsement	Date Entered	Rating
250096	00104439	DUTY	Not Req'd	06/25/2019	Qualified
249786	00039544	ADMIN SUPPORT	Not Req'd	06/25/2019	Qualified

Endorsement CommentsFindFirst1 of 1Last

Type:GeneralNo Policy Requirements

Comment:

Next Endorser:Mark Final

Save

6

At this point you can change the **Rating** to Not Qualified or leave it to the default of Qualified.

Endorsement Detail

1. Please enter a Rating and Comment for the requested endorsements

2. If you are the final endorser, check the Mark Final box and click Save to finalize the endorsement

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Submitted By:9876543Sansa StarkSubmitted Date:06/25/2019Mbr Comments

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Positions Applied ForFindFirst1-2 of 2Last

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Continued on next page

Endorsing PCS eResumes, Continued












Procedures, continued

Step	Action
7	<p>Enter your endorsement in the Comment box. After entering comments, either enter the Next Endorser's Empl ID to forward it on or select the Mark Final check box if you are the final endorser. Click Save.</p> 
8	<p>The Endorsement Detail Save Confirmation window will open. Click OK.</p> 

Continued on next page

Endorsing PCS eResumes, Continued

Procedures,
continued

Step	Action																				
9	<p>DA will return to the Endorsement Detail window, you can close that window.</p> <p>Endorsement Detail</p> <div><div>Submitted By: 9876543 Sansa StarkSubmitted Date: 06/25/2019Mbr Comments</div><div>Final Endorser: 1234567 Jon SnowMarked Final: 06/25/2019<input checked="" type="checkbox"/> Final</div><div><div>Positions Applied For</div><div>Find  First 1-2 of 2 Last</div><table><thead><tr><th>Job Opening ID</th><th>Position Number</th><th>Posting Title</th><th>Endorsement</th><th>Date Entered</th><th>Rating</th></tr></thead><tbody><tr><td>250096</td><td>00104439</td><td>DUTY</td><td>Not Req'd</td><td>06/25/2019</td><td>Qualified</td></tr><tr><td>249786</td><td>00039544</td><td>ADMIN SUPPORT</td><td>Not Req'd</td><td>06/25/2019</td><td>Qualified</td></tr></tbody></table><div><div>Endorsement Comments</div><div>FindFirst1 of 1Last</div><div>Type: GeneralNo Policy Requirements</div><div>Comment: Sansa has my highest recommendation for Queen of the North. Her ability to handle adversity in a strong manner and her diplomatic style will be very useful.</div><div> Save</div></div></div></div> <tr><td>10</td><td><p>The My Assignments Endorsements window will appear. Ensure the Endorsements Requested from Me radio button is marked. Click refresh and the eResume that was just endorsed will disappear from the list.</p><p>My Assignments Endorsements</p><p>Jon Snow</p><p>1. 'Endorsements I Submitted' allows member to bring up only their Endorsements.</p><p>2. 'Endorsements I am Endorser On' allows endorser to bring up only those Endorsements submitted to them.</p><p>3. Refresh button clears the grid and defaults it back to 'Endorsements I Submitted'.</p><p>4. Populate Grid button populates the grid based on what was selected for the radio button and what was entered in the Submission From/Submission To Dates and Submitted By.</p><div><div><input type="radio"/> Endorsements I Submitted<input checked="" type="radio"/> Endorsements Requested From Me</div><div><div>*Submission Status: Pending</div><div>Submission From Date: <input type="text"/> </div><div>Submission To Date: <input type="text"/> </div><div>Submitted By: <input type="text"/> </div><div>Populate GridRefresh</div></div></div></td></tr>	Job Opening ID	Position Number	Posting Title	Endorsement	Date Entered	Rating	250096	00104439	DUTY	Not Req'd	06/25/2019	Qualified	249786	00039544	ADMIN SUPPORT	Not Req'd	06/25/2019	Qualified	10	<p>The My Assignments Endorsements window will appear. Ensure the Endorsements Requested from Me radio button is marked. Click refresh and the eResume that was just endorsed will disappear from the list.</p> <p>My Assignments Endorsements</p> <p>Jon Snow</p> <p>1. 'Endorsements I Submitted' allows member to bring up only their Endorsements.</p> <p>2. 'Endorsements I am Endorser On' allows endorser to bring up only those Endorsements submitted to them.</p> <p>3. Refresh button clears the grid and defaults it back to 'Endorsements I Submitted'.</p> <p>4. Populate Grid button populates the grid based on what was selected for the radio button and what was entered in the Submission From/Submission To Dates and Submitted By.</p> <div><div><input type="radio"/> Endorsements I Submitted<input checked="" type="radio"/> Endorsements Requested From Me</div><div><div>*Submission Status: Pending</div><div>Submission From Date: <input type="text"/> </div><div>Submission To Date: <input type="text"/> </div><div>Submitted By: <input type="text"/> </div><div>Populate GridRefresh</div></div></div>
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Continued on next page

Endorsing PCS eResumes, Continued

Procedures,
continued

Step	Action																												
11	<p>If necessary, repeat steps 4-8 for each remaining member on the list. To view all of your endorsements, select the Endorsements Requested From Me radio button, change Submission Status to All, and click Populate Grid.</p> <p>My Assignments Endorsements</p> <p><u>Jon Snow</u></p> <p>1. 'Endorsements I Submitted' allows member to bring up only their Endorsements. 2. 'Endorsements I am Endorser On' allows endorser to bring up only those Endorsements submitted to them. 3. Refresh button clears the grid and defaults it back to 'Endorsements I Submitted'. 4. Populate Grid button populates the grid based on what was selected for the radio button and what was entered in the Submission From/Submission To Dates and Submitted By.</p> <p> <input type="radio"/> Endorsements I Submitted <input checked="" type="radio"/> Endorsements Requested From Me </p> <p>*Submission Status: ALL</p> <p>Submission From Date: <input type="text"/> 31</p> <p>Submission To Date: <input type="text"/> 31</p> <p>Submitted By: <input type="text"/> 🔍</p> <p> <input type="button" value="Populate Grid"/> <input type="button" value="Refresh"/> </p>																												
12	<p>Click View Endorsement to view/review.</p> <p>Assignment Endorsements Find View All 📄 First 1 of 1 Last</p> <table> <tr> <th>Dismiss</th><th>Submitted Date</th><th>Submitted By</th><th>Submitter Name</th><th>Department Name</th><th>Endorser</th><th>Endorser Name</th><th>Final</th><th>Detail</th></tr> <tr> <td><input type="checkbox"/></td><td>06/26/2019</td><td>2345678</td><td>Brandon Stark</td><td>Winterfell Castle</td><td>1234567</td><td>Jon Snow</td><td>No</td><td>View Endorsement</td></tr> </table> <p>Screening Panel Endorsements Find View All 📄 📅 First 1 of 1 Last</p> <table> <tr> <th>Empl ID</th><th>Name</th><th>Application Date</th><th>Marked Final</th><th>Detail</th></tr> <tr> <td>1</td><td></td><td></td><td><input type="checkbox"/></td><td></td></tr> </table>	Dismiss	Submitted Date	Submitted By	Submitter Name	Department Name	Endorser	Endorser Name	Final	Detail	<input type="checkbox"/>	06/26/2019	2345678	Brandon Stark	Winterfell Castle	1234567	Jon Snow	No	View Endorsement	Empl ID	Name	Application Date	Marked Final	Detail	1			<input type="checkbox"/>	
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1			<input type="checkbox"/>																										