Direct Access Reserve Program Administrator (RPA) Application & Endorsement Tutorial

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Applicant Process Guide

Step 1

- Self-Service > Employee > Tasks > My Panel Submissions

Step 2

- Select 'Advanced Training' as the Panel Source
- Click 'Go'

Step 3

- Input the following criteria:
    - AD/Res Ind: Active Duty
    - Bus Unit: Officer
    - Job Code: 000097
- Click 'Search'

Step 4

- Check 'Apply' for Reserve Program Administrator (RPAA)
- Click 'Submit'

Step 5

- Click 'Edit' to input and submit your comments to your Command/Endorser

Step 6

- Input 'Member Comments'
- Select Commanding Officer/Endorser
- Save after completion

Board Type Code PGADV   AD/Res Ind Active   Sequence Number   1

Member
Comments: I wish to apply to...

Endorser:

1st Submitted
Endorser:

Last Upd DtTm: by:

Save   Return to My Panel Submissions

Endorser Process Guide

Step 1

- Self-Service > Employee > Tasks > My Assignments Endorsements

Step 2

- View Applicant's Endorsement

Step 3

- Command/Endorser MUST provide comments
- Select Recommend/Not Recommended
- Mark Final
- Save after completion

Endorsement Summary

~~XXXXXX Student Timothy~~

Board Type Code PGADV	**AD/Res Ind** Active	**Sequence Number** 1

Member Comments: I wish to apply to...

Endorser: ~~3005534~~ ~~XXXXXXXXXXXX~~

1st Submitted Endorser: ~~3005534~~ ~~XXXXXXXXXXXX~~

○ Recommend   ○ Not Recommended   ☐ Mark Final

Endorser Comments:

Last Upd DtTm: 02/23/16 11:40:49AM   **by:** ~~2039580~~

[Save]   Return to My Panel Submissions