03 April 2024

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).
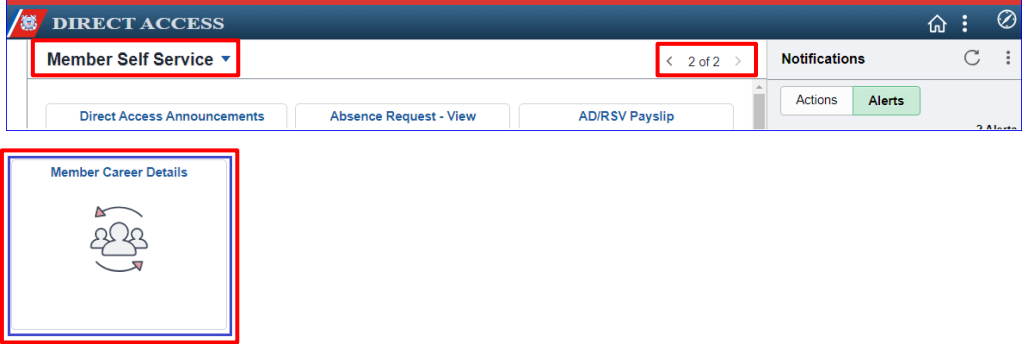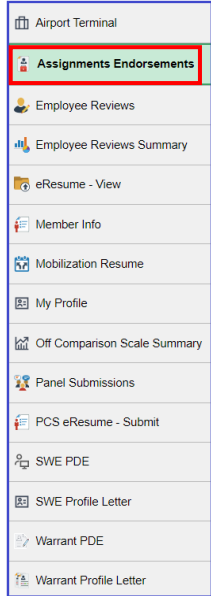
Contents

Endorsing Panel Submissions

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

Procedures   See below.

Step	Action
1	Navigate to **Member Self Service** via the drop-down or by page **arrows** and click on the **Member Career Details** tile.
2	Select the **Assignments Endorsements** option.

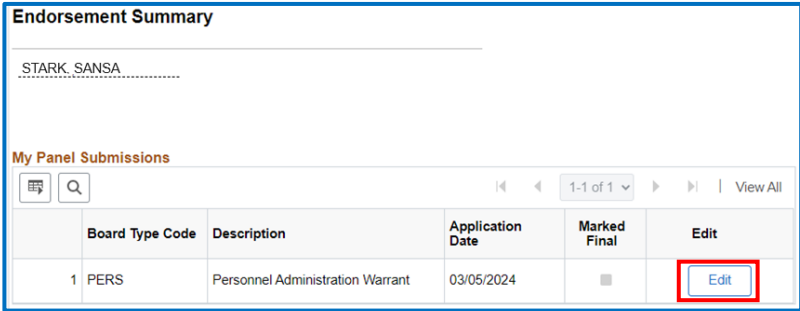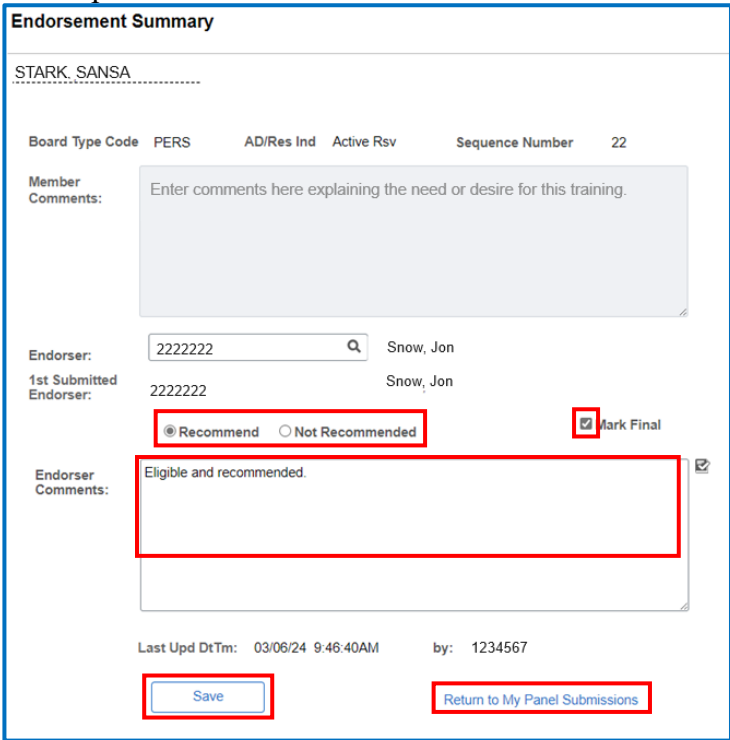# Endorsing Panel Submissions, Continued

Procedures,
continued

Step	Action
3	The My Assignments Endorsements page will appear. Select the **Endorsements Requested From Me** radio button. Choose Pending from the **Submission Status** drop-down. Click **Populate Grid**. **My Assignments Endorsements** Jon Snow 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. ○ Endorsements I Submitted ◉ Endorsements Requested From Me *Submission Status: [Pending ▼] Submission From Date: [📅] Submission To Date: [📅] [Populate Grid] [Refresh] Submitted By: [🔍]
4	The results will display. ALWAYS click **View All**. **Assignment Endorsements** 1-1 of 1 ▼ View All 	Dismiss	Submitted Date	Submitted By	Submitter Name	Department Name	Endorser	Endorser Name	Final	Detail	 	☐	09/16/2021	1111111	Sansa Stark	Winterfell Castle	2222222	Jon Snow	No	Enter Endorsement	 **Screening Panel Endorsements** 1-1 of 1 ▼ View All 	Empl ID	Name	Application Date	Marked Final	Detail	 	1			☐		
5	Click the appropriate **View Endorsement** link. **Screening Panel Endorsements** 1-19 of 19 ▼ View 1 	Empl ID	Name	Application Date	Marked Final	Detail	 	1	1111111	Sansa Stark	06/07/2016	☐	View Endorsement	

Continued on next page

Endorsing Panel Submissions, Continued

Procedures,
continued

Step	Action
6	The member's Endorsement Summary will display. Click the **Edit** button to endorse the application. **NOTE:** Only those endorsements assigned to the Endorser will be available for edit.
7	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. **NOTE:** If endorsing more than one application, you can click the **Return to My Panel Submissions** link after each Save.

Endorsing Panel Submissions, Continued

Procedures,
continued

Step	Action
8	Upon saving, the application will be **Marked Final**.
9	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**.
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.

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.
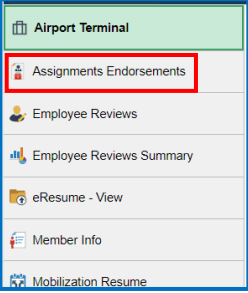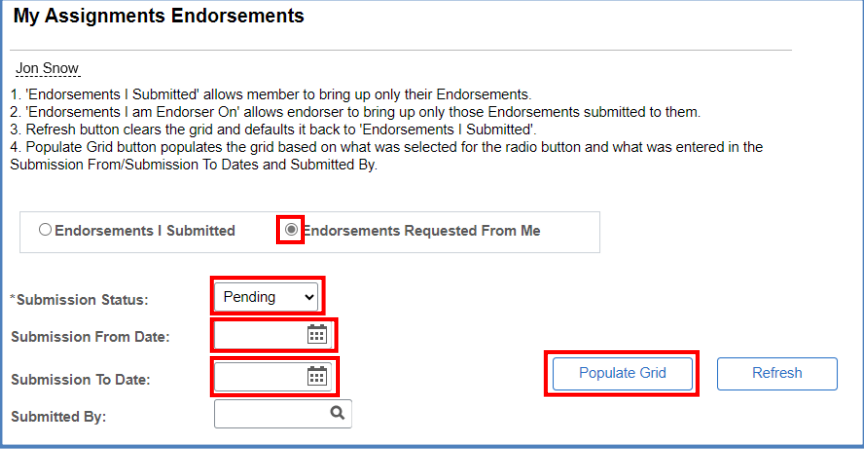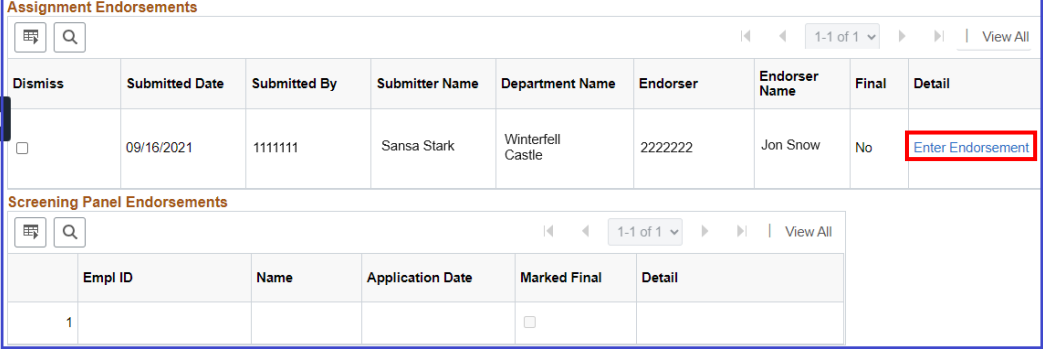
Procedures	See below.

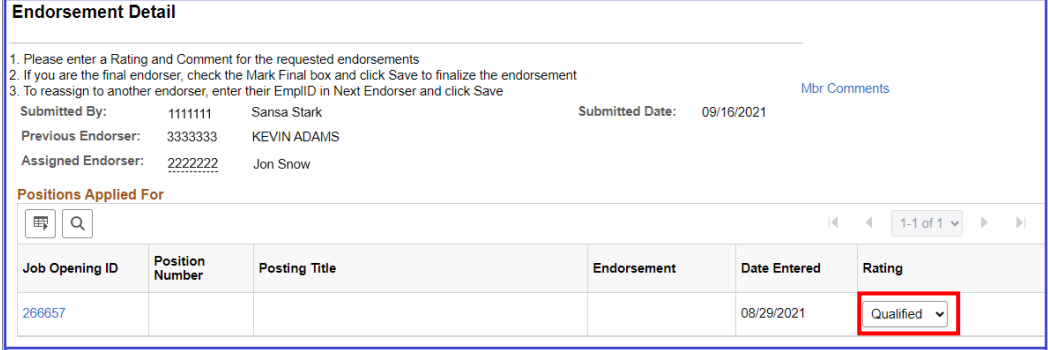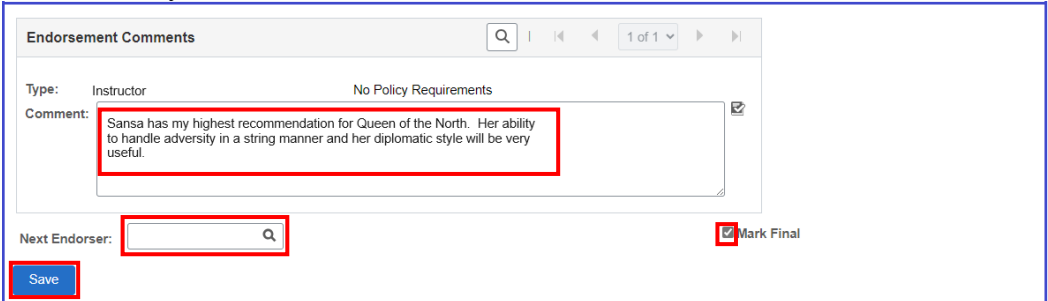| Step	Action
1	Navigate to **Member Self Service** via the drop-down or by page **arrows** and click on the **Member Career Details** tile.

Endorsing PCS eResumes, Continued

Procedures, continued

Step	Action
2	Select the **Assignments Endorsements** option. ![Airport Terminal menu with options: Assignments Endorsements (highlighted), Employee Reviews, Employee Reviews Summary, eResume - View, Member Info, Mobilization Resume]
3	Click the **Endorsements Requested From Me** radio button. Leave the **Submission Status** at the default of Pending and click **Populate Grid**. **Note:** To narrow the search results, enter a **Submission From Date** and/or a **Submission To Date** and click Populate Grid. **My Assignments Endorsements** Jon Snow 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. ○ Endorsements I Submitted ● Endorsements Requested From Me *Submission Status: Pending Submission From Date: Submission To Date: Submitted By: [Populate Grid] [Refresh]
4	Select the **Enter Endorsement** link for the eResume you wish to endorse. **Assignment Endorsements** 	Dismiss	Submitted Date	Submitted By	Submitter Name	Department Name	Endorser	Endorser Name	Final	Detail
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☐	09/16/2021	1111111	Sansa Stark	Winterfell Castle	2222222	Jon Snow	No	Enter Endorsement | **Screening Panel Endorsements** |	Empl ID	Name	Application Date	Marked Final	Detail
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1				☐		

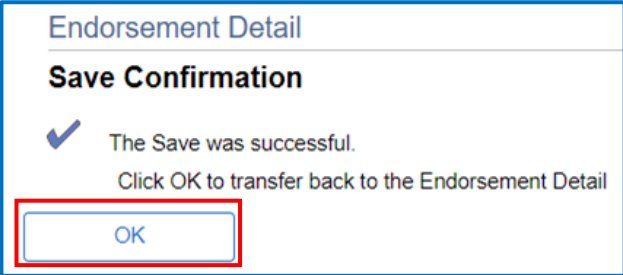# Endorsing PCS eResumes, Continued

Procedures, continued

Step	Action
5	The Endorsement Detail page will open in a new window. At this point you can change the **Rating** to Not Qualified or leave it to the default of Qualified.
6	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**.

Endorsing PCS eResumes, Continued

Procedures,
continued

Step	Action
7	The Endorsement Detail Save Confirmation window will open. Click **OK**. **Endorsement Detail** **Save Confirmation** ✔ The Save was successful. Click OK to transfer back to the Endorsement Detail [OK]

Endorsing PCS eResumes, Continued

Procedures,
continued

Step	Action
8	DA will return to the Endorsement Detail window, you can close that window.
9	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.

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Endorsing PCS eResumes, Continued

Procedures,
continued

Step	Action
10	If necessary, repeat steps 4-7 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**. **My Assignments Endorsements** Jon Snow 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. ○ Endorsements I Submitted ◉ Endorsements Requested From Me *Submission Status: ALL Submission From Date: Submission To Date: Submitted By: [Populate Grid] [Refresh]
11	Click **View Endorsement** to view/review. **Assignment Endorsements** 	Dismiss	Submitted Date	Submitted By	Submitter Name	Department Name	Endorser	Endorser Name	Final	Detail	 	☐	09/16/2021	1111111	Sansa Stark	Winterfell Castle	2222222	Jon Snow	No	View Endorsement	 **Screening Panel Endorsements** 		Empl ID	Name	Application Date	Marked Final	Detail	 	1				☐		