

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).

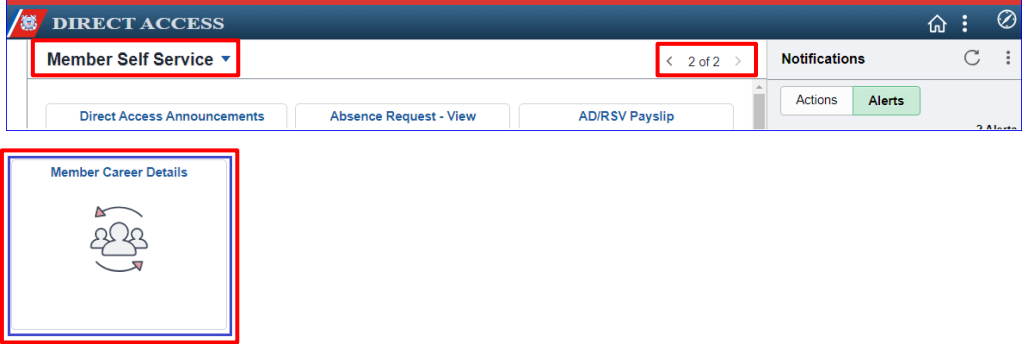
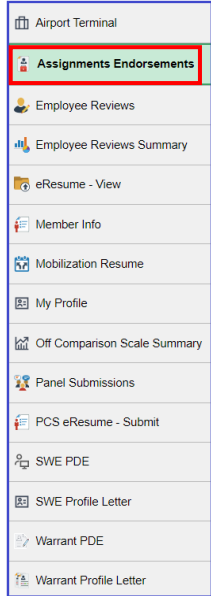
Contents

Topic	See Page
Endorsing Panel Submissions	2
Endorsing PCS eResumes	6

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 and click on the Member Career Details tile.</p>  <p>The screenshot shows the 'DIRECT ACCESS' header with a 'Member Self Service' dropdown menu highlighted in red. Below the header, there are navigation buttons for 'Direct Access Announcements', 'Absence Request - View', and 'AD/RSV Payslip'. A 'Notifications' section is visible on the right. Below the navigation bar, a 'Member Career Details' tile is highlighted with a red border. The tile contains an icon of three people with circular arrows around them.</p>
2	<p>Select the Assignments Endorsements option.</p>  <p>The screenshot shows a vertical list of menu items. The item 'Assignments Endorsements' is highlighted with a red border. Other items in the list include 'Airport Terminal', '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>

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Endorsing Panel Submissions, Continued

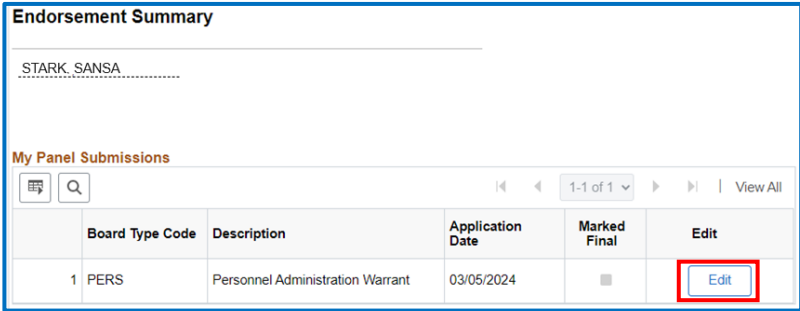
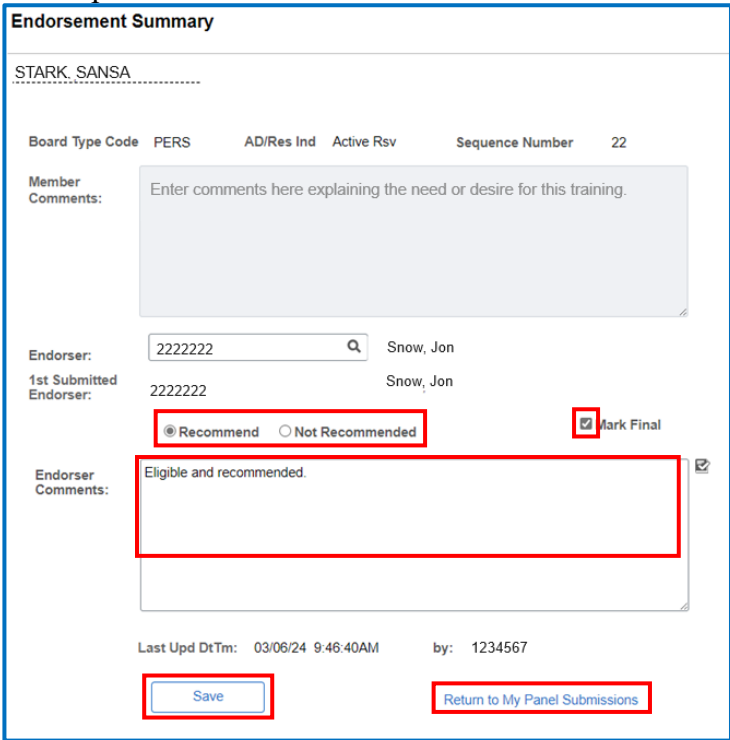
Procedures,
continued

Step	Action
3	<p>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.</p> <div data-bbox="316 566 1375 1111" style="border: 1px solid black; padding: 5px;"> <p>My Assignments Endorsements</p> <hr/> <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: Pending ▼</p> <p>Submission From Date: <input type="text"/> </p> <p>Submission To Date: <input type="text"/> </p> <p>Submitted By: <input type="text"/> </p> <p style="text-align: right;"> Populate Grid Refresh </p> </div>

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Endorsing Panel Submissions, Continued

Procedures,
continued

Step	Action										
<p>6</p>	<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>  <p>Endorsement Summary</p> <p>STARK, SANSA</p> <p>My Panel Submissions</p> <table border="1"> <thead> <tr> <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 PERS</td> <td>Personnel Administration Warrant</td> <td>03/05/2024</td> <td><input type="checkbox"/></td> <td>Edit</td> </tr> </tbody> </table>	Board Type Code	Description	Application Date	Marked Final	Edit	1 PERS	Personnel Administration Warrant	03/05/2024	<input type="checkbox"/>	Edit
Board Type Code	Description	Application Date	Marked Final	Edit							
1 PERS	Personnel Administration Warrant	03/05/2024	<input type="checkbox"/>	Edit							
<p>7</p>	<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>  <p>Endorsement Summary</p> <p>STARK, SANSA</p> <p>Board Type Code PERS AD/Res Ind Active Rsv Sequence Number 22</p> <p>Member Comments: Enter comments here explaining the need or desire for this training.</p> <p>Endorser: 2222222 Snow, Jon</p> <p>1st Submitted Endorser: 2222222 Snow, Jon</p> <p><input checked="" type="radio"/> Recommend <input type="radio"/> Not Recommended <input checked="" type="checkbox"/> Mark Final</p> <p>Endorser Comments: Eligible and recommended.</p> <p>Last Upd DtTm: 03/06/24 9:46:40AM by: 1234567</p> <p>Save Return to My Panel Submissions</p>										

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

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Endorsing Panel Submissions, Continued

Procedures,
continued

Step	Action												
<p>8</p>	<p>Upon saving, the application will be Marked Final.</p> <div data-bbox="320 495 1366 891" style="border: 1px solid blue; padding: 5px;"> <p>Endorsement Summary</p> <p>STARK, SANSA</p> <p>My Panel Submissions</p> <table border="1" data-bbox="331 763 1358 891"> <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>PERS</td> <td>Personnel Administration Warrant</td> <td>03/05/2024</td> <td><input checked="" type="checkbox"/></td> <td>Edit</td> </tr> </tbody> </table> </div>		Board Type Code	Description	Application Date	Marked Final	Edit	1	PERS	Personnel Administration Warrant	03/05/2024	<input checked="" type="checkbox"/>	Edit
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<p>9</p>	<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> <div data-bbox="320 1048 1139 1870" style="border: 1px solid blue; padding: 5px;"> <p>Endorsement Summary</p> <p>STARK, SANSA</p> <p>Board Type Code PERS AD/Res Ind Active Rsv Sequence Number 22</p> <p>Member Comments: Enter comments here explaining the need or desire for this training.</p> <p>Endorser: <input type="text" value="2222222"/> Snow, Jon</p> <p>1st Submitted Endorser: 2222222 Snow, Jon</p> <p><input checked="" type="radio"/> Recommend <input type="radio"/> Not Recommended <input type="checkbox"/> Mark Final</p> <p>Endorser Comments: Eligible and recommended.</p> <p>Last Upd DtTm: 03/06/24 9:46:40AM by: 1234567</p> <p>Save Return to My Panel Submissions</p> </div>												
<p>10</p>	<p>The application will be forwarded to the second endorser to be marked final.</p>												

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.

Dismiss	Submitted Date	Submitted By	Submitter Name	Department Name	Endorser	Endorser Name	Final	Detail
<input type="checkbox"/>	09/16/2021	1111111	Sansa Stark	Winterfell Castle	2222222	Jon Snow	No	Enter Endorsement

Empl ID	Name	Application Date	Marked Final	Detail
1			<input checked="" 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.

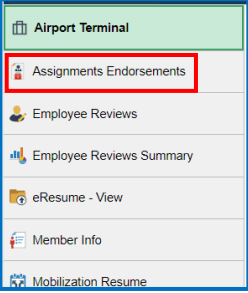
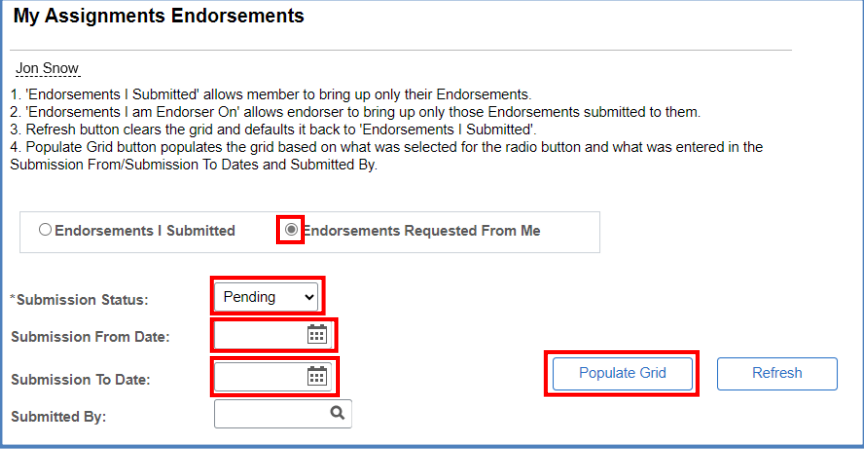
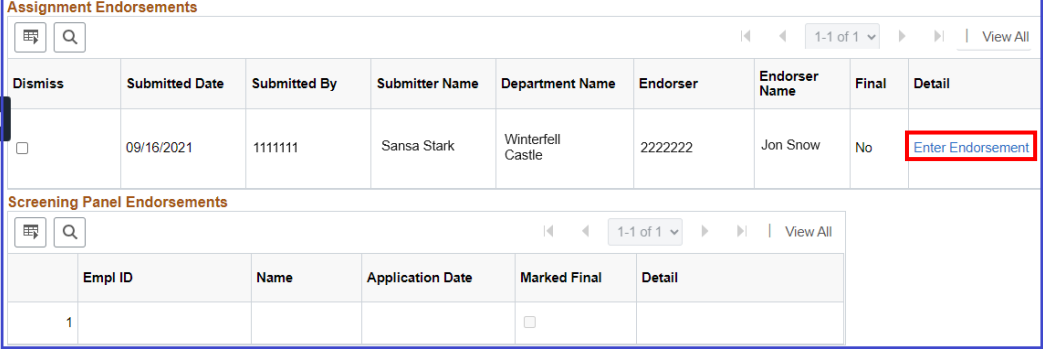
Procedures See below.

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

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Endorsing PCS eResumes, Continued

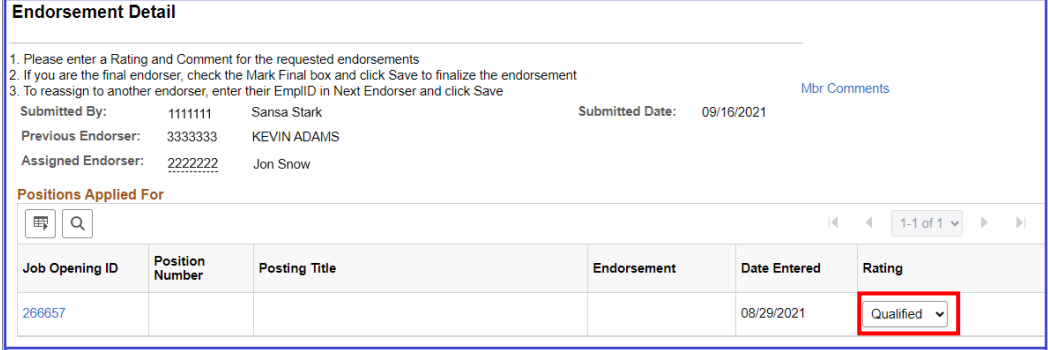
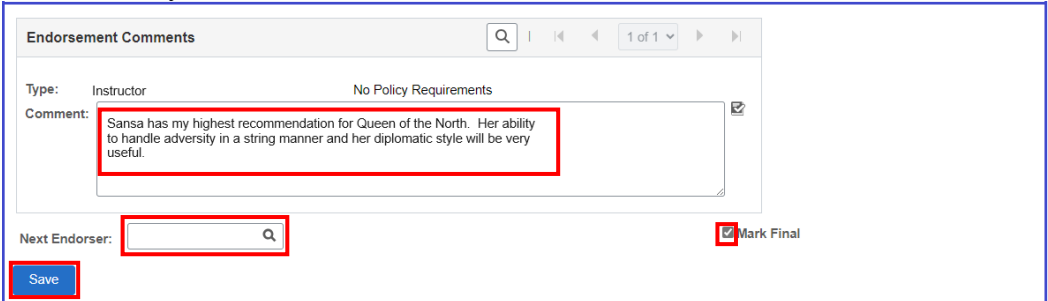
Procedures,
continued

Step	Action																																													
2	<p>Select the Assignments Endorsements option.</p> 																																													
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> 																																													
4	<p>Select the Enter Endorsement link for the eResume you wish to endorse.</p>  <table border="1" data-bbox="320 1525 1366 1872"> <thead> <tr> <th colspan="9">Assignment Endorsements</th> </tr> <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>09/16/2021</td> <td>1111111</td> <td>Sansa Stark</td> <td>Winterfell Castle</td> <td>2222222</td> <td>Jon Snow</td> <td>No</td> <td>Enter Endorsement</td> </tr> </tbody> </table> <table border="1" data-bbox="320 1720 1166 1872"> <thead> <tr> <th colspan="6">Screening Panel Endorsements</th> </tr> <tr> <th>Empl ID</th> <th>Name</th> <th>Application Date</th> <th>Marked Final</th> <th colspan="2">Detail</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td colspan="2"></td> </tr> </tbody> </table>	Assignment Endorsements									Dismiss	Submitted Date	Submitted By	Submitter Name	Department Name	Endorser	Endorser Name	Final	Detail	<input type="checkbox"/>	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		1			<input type="checkbox"/>		
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Endorsing PCS eResumes, Continued

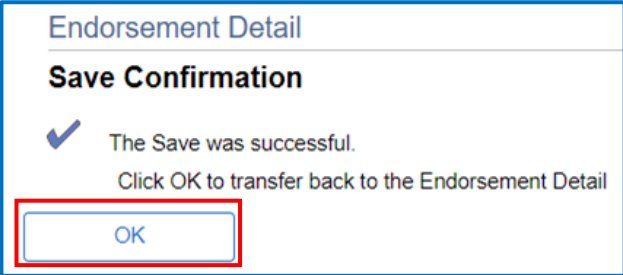
Procedures,
continued

Step	Action
5	<p>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.</p> 
6	<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> 

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Endorsing PCS eResumes, Continued

Procedures,
continued

Step	Action
7	<p>The Endorsement Detail Save Confirmation window will open. Click OK.</p> 

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Endorsing PCS eResumes, Continued

Procedures,
continued

Step	Action												
8	<p>DA will return to the Endorsement Detail window, you can close that window.</p> <div data-bbox="316 495 1362 846" style="border: 1px solid black; padding: 5px;"> <p>Endorsement Detail</p> <p>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 Mbr Comments</p> <p>Submitted By: 1111111 Sansa Stark Submitted Date: 09/16/2021 Previous Endorser: 3333333 KEVIN ADAMS Assigned Endorser: 2222222 Jon Snow</p> <p>Positions Applied For</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <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>266657</td> <td></td> <td></td> <td></td> <td>08/29/2021</td> <td>Qualified v</td> </tr> </tbody> </table> </div>	Job Opening ID	Position Number	Posting Title	Endorsement	Date Entered	Rating	266657				08/29/2021	Qualified v
Job Opening ID	Position Number	Posting Title	Endorsement	Date Entered	Rating								
266657				08/29/2021	Qualified v								
9	<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> <div data-bbox="316 996 1362 1541" style="border: 1px solid black; padding: 5px;"> <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: Pending v</p> <p>Submission From Date: <input type="text" value=""/></p> <p>Submission To Date: <input type="text" value=""/></p> <p>Submitted By: <input type="text" value=""/></p> <p style="text-align: right;"> <input type="button" value="Populate Grid"/> <input checked="" type="button" value="Refresh"/> </p> </div>												

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Endorsing PCS eResumes, Continued

Procedures,
continued

Step	Action																												
10	<p>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.</p> <div data-bbox="320 568 1366 1106" style="border: 1px solid blue; padding: 5px;"> <p>My Assignments Endorsements</p> <hr/> <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 style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <input type="radio"/> Endorsements I Submitted <input checked="" type="radio"/> Endorsements Requested From Me </div> <p>*Submission Status: ALL ▼</p> <p>Submission From Date: <input type="text"/> </p> <p>Submission To Date: <input type="text"/> </p> <p>Submitted By: <input type="text"/> </p> <div style="text-align: right; margin-top: 10px;"> Populate Grid Refresh </div> </div>																												
11	<p>Click View Endorsement to view/review.</p> <div data-bbox="320 1184 1366 1538" style="border: 1px solid blue; padding: 5px;"> <p>Assignment Endorsements</p> <div style="display: flex; justify-content: space-between; align-items: center;"> 1-1 of 1 </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <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 style="text-align: center;"><input type="checkbox"/></td> <td>09/16/2021</td> <td>1111111</td> <td>Sansa Stark</td> <td>Winterfell Castle</td> <td>2222222</td> <td>Jon Snow</td> <td style="text-align: center;">No</td> <td style="text-align: center;">View Endorsement</td> </tr> </tbody> </table> <p>Screening Panel Endorsements</p> <div style="display: flex; justify-content: space-between; align-items: center;"> 1-1 of 1 </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <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 style="text-align: center;">1</td> <td></td> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> </div>	Dismiss	Submitted Date	Submitted By	Submitter Name	Department Name	Endorser	Endorser Name	Final	Detail	<input type="checkbox"/>	09/16/2021	1111111	Sansa Stark	Winterfell Castle	2222222	Jon Snow	No	View Endorsement	Empl ID	Name	Application Date	Marked Final	Detail	1			<input type="checkbox"/>	
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