



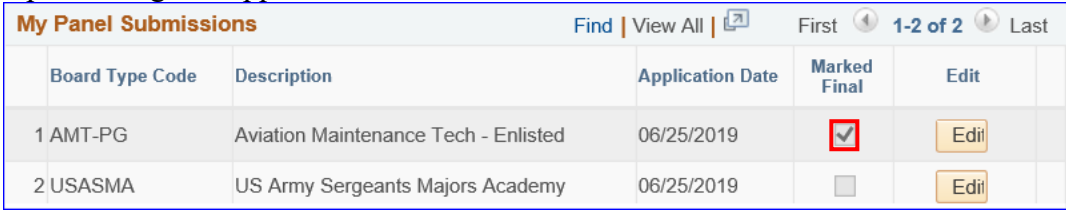
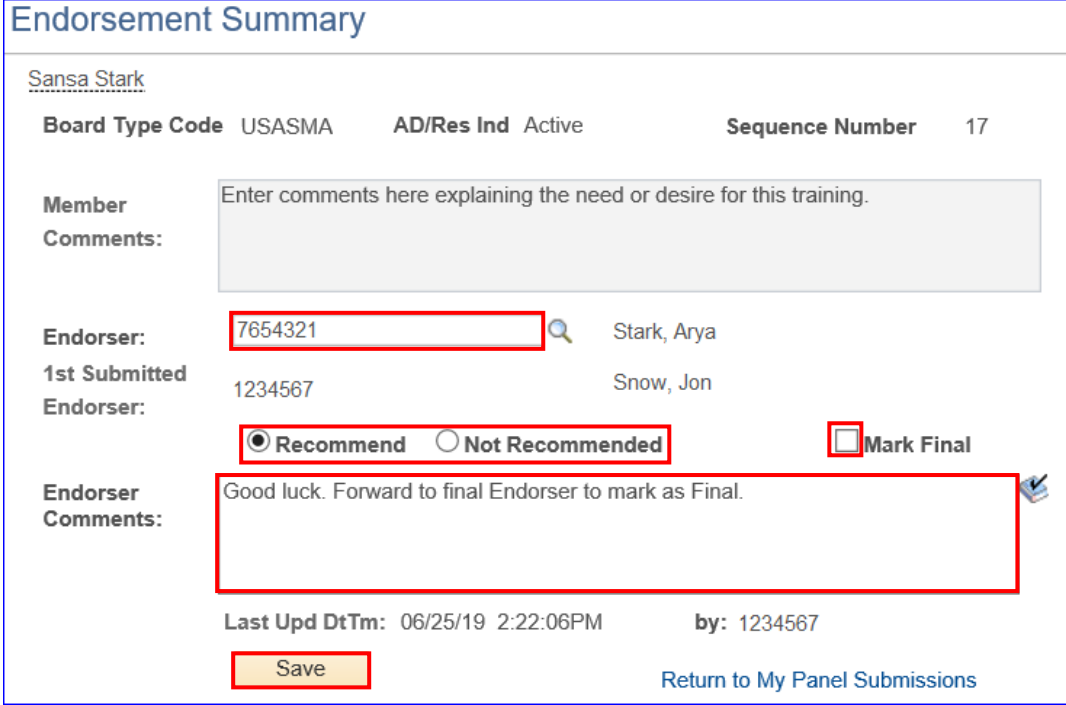






## Endorsing Panel Submissions, Continued

Procedures,  
continued

Step	Action															
8	<p>Upon saving, the application will be <b>Marked Final</b>.</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 AMT-PG</td> <td>Aviation Maintenance Tech - Enlisted</td> <td>06/25/2019</td> <td><input checked="" type="checkbox"/></td> <td><a href="#">Edit</a></td> </tr> <tr> <td>2 USASMA</td> <td>US Army Sergeants Majors Academy</td> <td>06/25/2019</td> <td><input type="checkbox"/></td> <td><a href="#">Edit</a></td> </tr> </tbody> </table>	Board Type Code	Description	Application Date	Marked Final	Edit	1 AMT-PG	Aviation Maintenance Tech - Enlisted	06/25/2019	<input checked="" type="checkbox"/>	<a href="#">Edit</a>	2 USASMA	US Army Sergeants Majors Academy	06/25/2019	<input type="checkbox"/>	<a href="#">Edit</a>
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2 USASMA	US Army Sergeants Majors Academy	06/25/2019	<input type="checkbox"/>	<a href="#">Edit</a>												
9	<p>If the application requires more than one endorser, enter the <b>Endorser Empl ID</b> and <b>DO NOT</b> check the <b>Mark Final</b> box. <b>Endorser Comments</b> are required. Select <b>Recommend/Not Recommended</b>. Click <b>Save</b>.</p>  <p><b>Endorsement Summary</b></p> <p><u>Sansa Stark</u></p> <p><b>Board Type Code</b> USASMA    <b>AD/Res Ind</b> Active    <b>Sequence Number</b> 17</p> <p><b>Member Comments:</b> Enter comments here explaining the need or desire for this training.</p> <p><b>Endorser:</b> <input type="text" value="7654321"/> Stark, Arya</p> <p><b>1st Submitted Endorser:</b> 1234567 Snow, Jon</p> <p><input checked="" type="radio"/> <b>Recommend</b>    <input type="radio"/> <b>Not Recommended</b>    <input type="checkbox"/> <b>Mark Final</b></p> <p><b>Endorser Comments:</b> Good luck. Forward to final Endorser to mark as Final.</p> <p><b>Last Upd DtTm:</b> 06/25/19 2:22:06PM    <b>by:</b> 1234567</p> <p><a href="#">Save</a>    <a href="#">Return to My Panel Submissions</a></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.

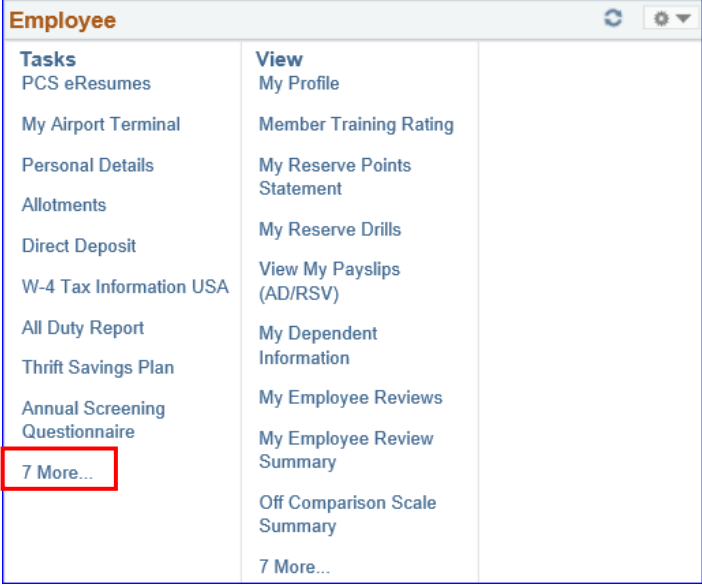
Assignment Endorsements								Find   View All   [?] First 1 of 1
Dismiss	Submitted Date	Submitted By	Submitter Name	Department Name	Endorser	Endorser Name	Final	Detail
<input type="checkbox"/>	06/25/2019	9876543	Sansa Stark	Base Winterfell (PS)	1234567	Jon Snow	No	<a href="#">Enter Endor</a>

Screening Panel Endorsements					Find   View All   [?] First 1 of 1 Last
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.

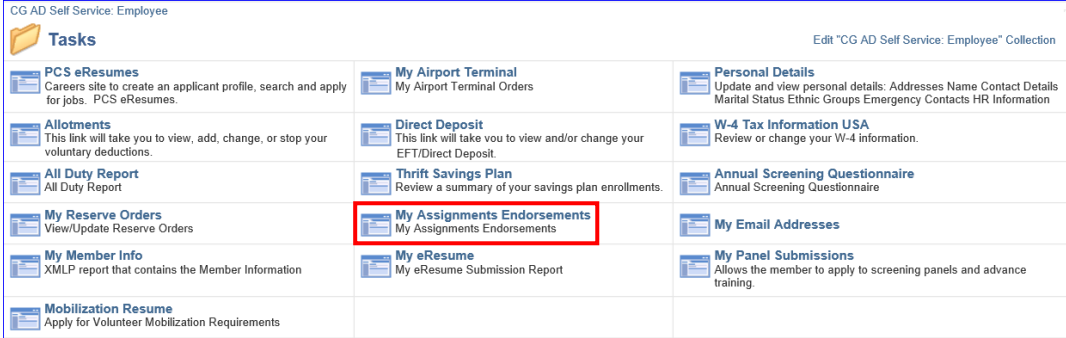
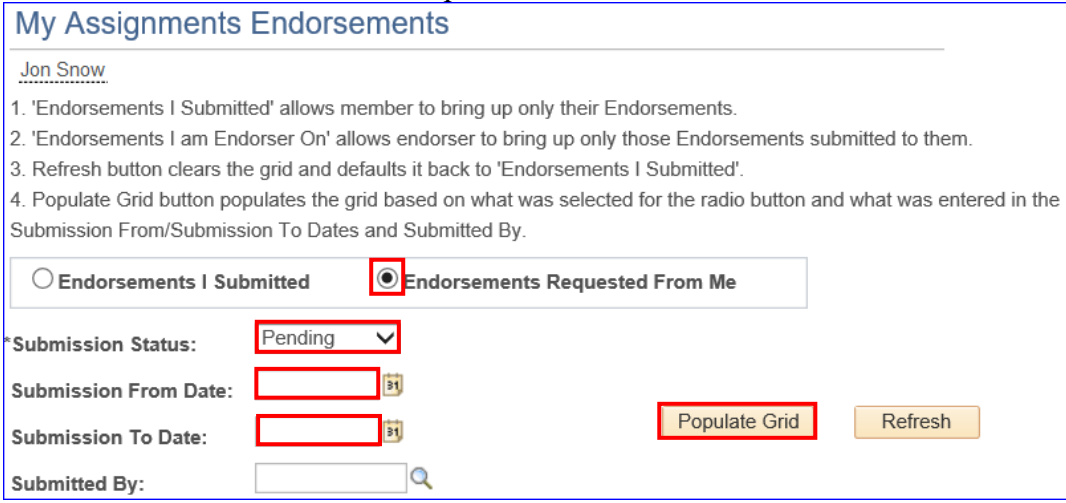
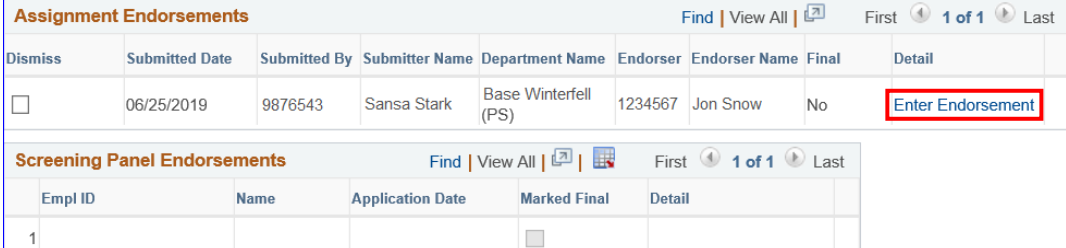
**Procedures** See below.

Step	Action
1	<p>Select the <b>X More...</b> link under Tasks from the Employee pagelet.</p>  <p>The screenshot shows the 'Employee' pagelet with a 'Tasks' section. The tasks listed are: PCS eResumes, My Airport Terminal, Personal Details, Allotments, Direct Deposit, W-4 Tax Information USA, All Duty Report, Thrift Savings Plan, Annual Screening Questionnaire, 7 More..., View My Profile, Member Training Rating, My Reserve Points Statement, My Reserve Drills, View My Payslips (AD/RSV), My Dependent Information, My Employee Reviews, My Employee Review Summary, Off Comparison Scale Summary, and 7 More... The '7 More...' link under the 'Tasks' section is highlighted with a red box.</p>

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# Endorsing PCS eResumes, Continued

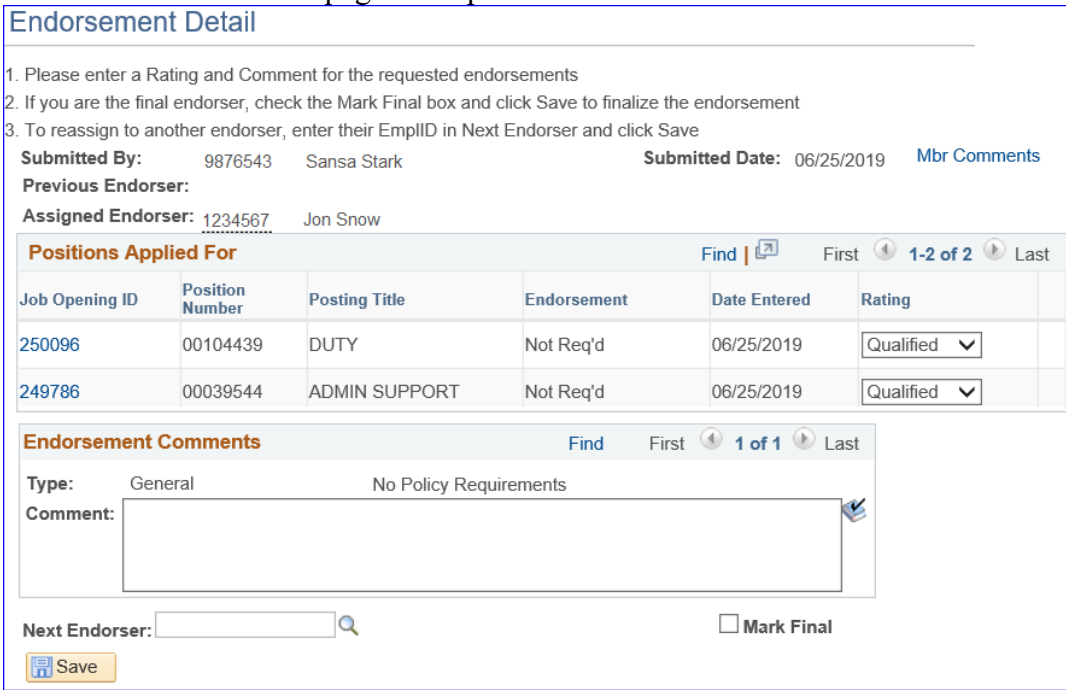
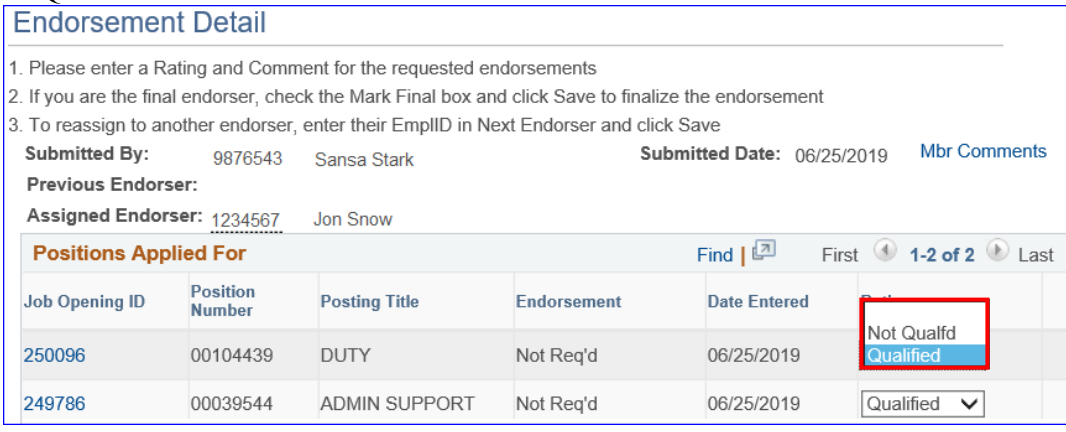
Procedures,  
continued

Step	Action																												
2	<p><b>Select My Assignments Endorsements.</b></p>  <p>CG AD Self Service: Employee</p> <p>Edit "CG AD Self Service: Employee" Collection</p> <p><b>Tasks</b></p> <ul style="list-style-type: none"> <li><b>PCS eResumes</b>: Careers site to create an applicant profile, search and apply for jobs. PCS eResumes.</li> <li><b>Allotments</b>: This link will take you to view, add, change, or stop your voluntary deductions.</li> <li><b>All Duty Report</b>: All Duty Report</li> <li><b>My Reserve Orders</b>: View/Update Reserve Orders</li> <li><b>My Member Info</b>: XMLP report that contains the Member Information</li> <li><b>Mobilization Resume</b>: Apply for Volunteer Mobilization Requirements</li> <li><b>My Airport Terminal</b>: My Airport Terminal Orders</li> <li><b>Direct Deposit</b>: This link will take you to view and/or change your EFT/Direct Deposit.</li> <li><b>Thrift Savings Plan</b>: Review a summary of your savings plan enrollments.</li> <li><b>My Assignments Endorsements</b>: My Assignments Endorsements</li> <li><b>My eResume</b>: My eResume Submission Report</li> <li><b>Personal Details</b>: Update and view personal details: Addresses Name Contact Details Marital Status Ethnic Groups Emergency Contacts HR Information</li> <li><b>W-4 Tax Information USA</b>: Review or change your W-4 information.</li> <li><b>Annual Screening Questionnaire</b>: Annual Screening Questionnaire</li> <li><b>My Email Addresses</b></li> <li><b>My Panel Submissions</b>: Allows the member to apply to screening panels and advance training.</li> </ul>																												
3	<p><b>Click the Endorsements Requested From Me radio button. Leave the Submission Status at the default of Pending and click Populate Grid.</b></p> <p><b>Note:</b> To narrow the search results, enter a <b>Submission From Date</b> and/or a <b>Submission To Date</b> and click Populate Grid.</p>  <p><b>My Assignments Endorsements</b></p> <p>Jon Snow</p> <ol style="list-style-type: none"> <li>'Endorsements I Submitted' allows member to bring up only their Endorsements.</li> <li>'Endorsements I am Endorser On' allows endorser to bring up only those Endorsements submitted to them.</li> <li>Refresh button clears the grid and defaults it back to 'Endorsements I Submitted'.</li> <li>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.</li> </ol> <p> <input type="radio"/> Endorsements I Submitted         <input checked="" type="radio"/> <b>Endorsements Requested From Me</b> </p> <p>         *Submission Status: Pending     </p> <p>         Submission From Date:     </p> <p>         Submission To Date:     </p> <p>         Submitted By:     </p> <p> <input type="button" value="Populate Grid"/> <input type="button" value="Refresh"/> </p>																												
4	<p><b>Select the Enter Endorsement link for the eResume you wish to endorse.</b></p>  <p><b>Assignment Endorsements</b> Find   View All   First 1 of 1 Last</p> <table border="1"> <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><a href="#">Enter Endorsement</a></td> </tr> </tbody> </table> <p><b>Screening Panel Endorsements</b> Find   View All   First 1 of 1 Last</p> <table border="1"> <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>	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	<a href="#">Enter Endorsement</a>	Empl ID	Name	Application Date	Marked Final	Detail	1			<input type="checkbox"/>	
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# Endorsing PCS eResumes, Continued

Procedures,  
continued

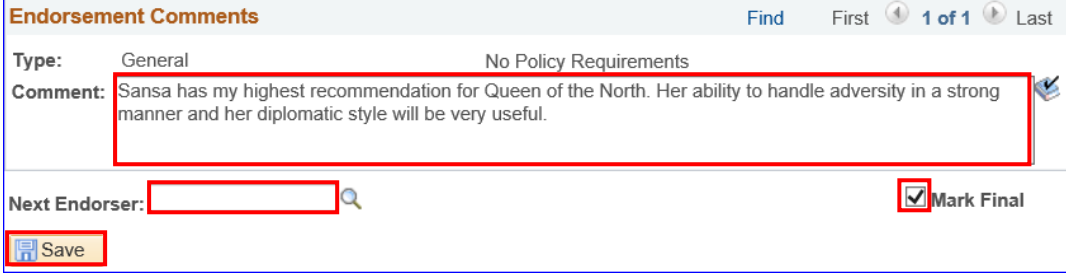
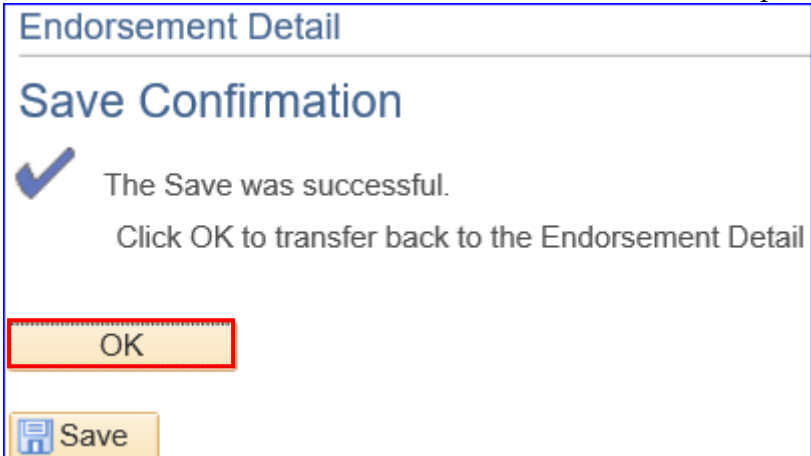
Step	Action																		
5	<p>The Endorsement Detail page will open in a new window.</p>  <p><b>Endorsement Detail</b></p> <p>1. Please enter a Rating and Comment for the requested endorsements                  2. If you are the final endorser, check the Mark Final box and click Save to finalize the endorsement                  3. To reassign to another endorser, enter their EmpID in Next Endorser and click Save</p> <p>Submitted By: 9876543 Sansa Stark Submitted Date: 06/25/2019 Mbr Comments                  Previous Endorser:                  Assigned Endorser: 1234567 Jon Snow</p> <p><b>Positions Applied For</b> Find   [?] First 1-2 of 2 Last</p> <table border="1"> <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> <p><b>Endorsement Comments</b> Find First 1 of 1 Last</p> <p>Type: General No Policy Requirements                  Comment: <input type="text"/></p> <p>Next Endorser: <input type="text"/> <input type="checkbox"/> Mark Final  <input type="button" value="Save"/></p>	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
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249786	00039544	ADMIN SUPPORT	Not Req'd	06/25/2019	Qualified														
6	<p>At this point you can change the <b>Rating</b> to Not Qualified or leave it to the default of Qualified.</p>  <p><b>Endorsement Detail</b></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 EmpID in Next Endorser and click Save</p> <p>Submitted By: 9876543 Sansa Stark Submitted Date: 06/25/2019 Mbr Comments                  Previous Endorser:                  Assigned Endorser: 1234567 Jon Snow</p> <p><b>Positions Applied For</b> Find   [?] First 1-2 of 2 Last</p> <table border="1"> <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>Not Qualfd 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>	Job Opening ID	Position Number	Posting Title	Endorsement	Date Entered	Rating	250096	00104439	DUTY	Not Req'd	06/25/2019	Not Qualfd Qualified	249786	00039544	ADMIN SUPPORT	Not Req'd	06/25/2019	Qualified
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*Continued on next page*



## Endorsing PCS eResumes, Continued

Procedures,  
continued

Step	Action
7	<p>Enter your endorsement in the <b>Comment</b> box. After entering comments, either enter the <b>Next Endorser's</b> Empl ID to forward it on or select the <b>Mark Final</b> check box if you are the final endorser. Click <b>Save</b>.</p>  <p><b>Endorsement Comments</b> Find First 1 of 1 Last</p> <p>Type: General No Policy Requirements</p> <p>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.</p> <p>Next Endorser: <input type="text"/> <input checked="" type="checkbox"/> Mark Final</p> <p><input type="button" value="Save"/></p>
8	<p>The Endorsement Detail Save Confirmation window will open. Click <b>OK</b>.</p>  <p><b>Endorsement Detail</b></p> <p><b>Save Confirmation</b></p> <p>✓ The Save was successful.</p> <p>Click OK to transfer back to the Endorsement Detail</p> <p><input type="button" value="OK"/></p> <p><input type="button" value="Save"/></p>

*Continued on next page*

# Endorsing PCS eResumes, Continued

Procedures,  
continued

Step	Action																		
<p>9</p>	<p>DA will return to the Endorsement Detail window, you can close that window.</p> <div data-bbox="319 526 1385 1086" style="border: 1px solid black; padding: 5px;"> <p><b>Endorsement Detail</b></p> <hr/> <p>Submitted By: 9876543 Sansa Stark Submitted Date: 06/25/2019 <a href="#">Mbr Comments</a>            Final Endorser: 1234567 Jon Snow Marked Final: 06/25/2019 <input checked="" type="checkbox"/> Final</p> <p><b>Positions Applied For</b> Find    First 1-2 of 2 Last</p> <table border="1"> <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> <p><b>Endorsement Comments</b> Find First 1 of 1 Last</p> <p>Type: General No Policy Requirements            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.</p> <p><input type="button" value="Save"/></p> </div>	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
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249786	00039544	ADMIN SUPPORT	Not Req'd	06/25/2019	Qualified														
<p>10</p>	<p>The My Assignments Endorsements window will appear. Ensure the <b>Endorsements Requested from Me</b> radio button is marked. Click <b>refresh</b> and the eResume that was just endorsed will disappear from the list.</p> <div data-bbox="319 1232 1385 1736" style="border: 1px solid black; padding: 5px;"> <p><b>My Assignments Endorsements</b></p> <p><u>Jon Snow</u></p> <ol style="list-style-type: none"> <li>'Endorsements I Submitted' allows member to bring up only their Endorsements.</li> <li>'Endorsements I am Endorser On' allows endorser to bring up only those Endorsements submitted to them.</li> <li>Refresh button clears the grid and defaults it back to 'Endorsements I Submitted'.</li> <li>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.</li> </ol> <p> <input type="radio"/> Endorsements I Submitted           <input checked="" type="radio"/> Endorsements Requested From Me         </p> <p>*Submission Status: Pending <input type="button" value="v"/></p> <p>Submission From Date: <input type="text"/> <input type="button" value="31"/></p> <p>Submission To Date: <input type="text"/> <input type="button" value="31"/></p> <p>Submitted By: <input type="text"/> <input type="button" value="magnifying glass"/></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																												
11	<p>If necessary, repeat steps 4-8 for each remaining member on the list. To view all of your endorsements, select the <b>Endorsements Requested From Me</b> radio button, change <b>Submission Status</b> to All, and click <b>Populate Grid</b>.</p> <div data-bbox="316 600 1386 1099" style="border: 1px solid blue; padding: 5px;"> <p><b>My Assignments Endorsements</b></p> <p><u>Jon Snow</u></p> <ol style="list-style-type: none"> <li>'Endorsements I Submitted' allows member to bring up only their Endorsements.</li> <li>'Endorsements I am Endorser On' allows endorser to bring up only those Endorsements submitted to them.</li> <li>Refresh button clears the grid and defaults it back to 'Endorsements I Submitted'.</li> <li>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.</li> </ol> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <input type="radio"/> Endorsements I Submitted    <input checked="" type="radio"/> Endorsements Requested From Me         </div> <p>Submission Status: <span style="border: 1px solid red; padding: 2px;">ALL</span> ▼</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: 5px;"> <span style="border: 1px solid red; padding: 2px 10px;">Populate Grid</span>    <span style="background-color: #f0f0f0; padding: 2px 10px; border: 1px solid #ccc;">Refresh</span> </div> </div>																												
12	<p>Click <b>View Endorsement</b> to view/review.</p> <div data-bbox="316 1173 1386 1424" style="border: 1px solid blue; padding: 5px;"> <p><b>Assignment Endorsements</b> <span style="float: right;">Find   View All   </span> First <span style="font-weight: bold;">1 of 1</span> Last</p> <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>06/26/2019</td> <td>2345678</td> <td>Brandon Stark</td> <td>Winterfell Castle</td> <td>1234567</td> <td>Jon Snow</td> <td style="text-align: center;">No</td> <td style="text-align: center;"><span style="border: 1px solid red; padding: 2px;">View Endorsement</span></td> </tr> </tbody> </table> <p><b>Screening Panel Endorsements</b> <span style="float: right;">Find   View All   </span> First <span style="font-weight: bold;">1 of 1</span> Last</p> <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"/>	06/26/2019	2345678	Brandon Stark	Winterfell Castle	1234567	Jon Snow	No	<span style="border: 1px solid red; padding: 2px;">View Endorsement</span>	Empl ID	Name	Application Date	Marked Final	Detail	1			<input type="checkbox"/>	
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