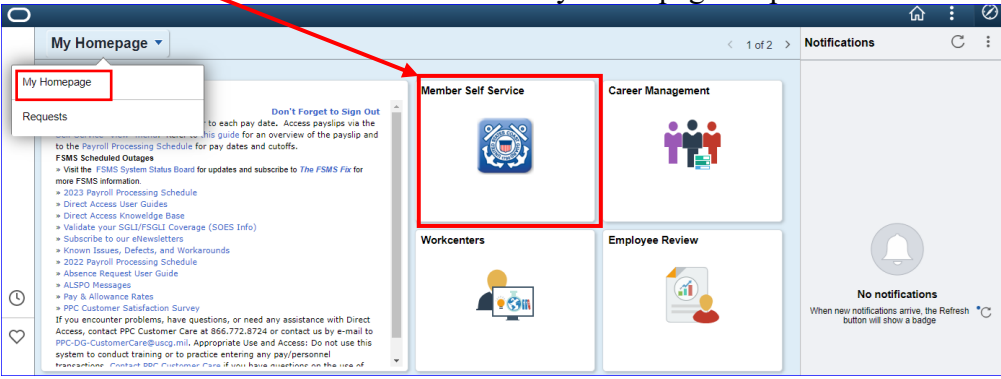
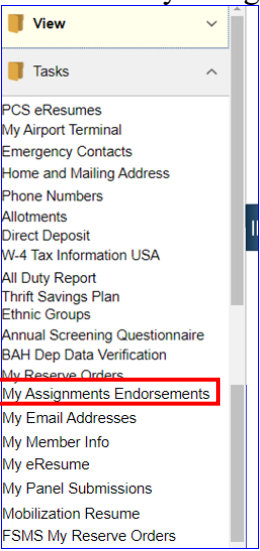


PCS eResume Command Endorsement

Introduction This guide provides the procedures for completing a Command Endorsement of a PCS eResume.

Information Due to maintenance of important historical data, DA does not allow for deletions 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>Click on Member Self Service from the My Homepage drop-down.</p> 
2	<p>Select the My Assignments Endorsements option.</p> 

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PCS eResume Command Endorsement, Continued

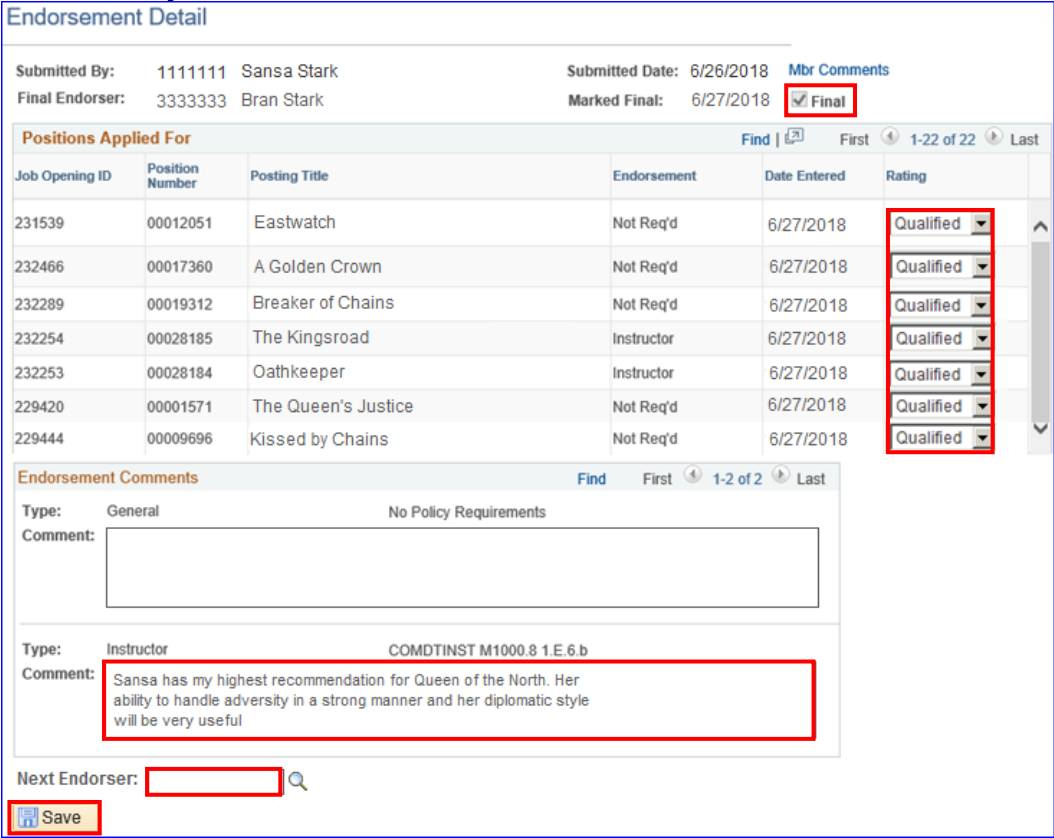

Procedures,
continued

Step	Action																										
<p>3</p>	<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="316 562 1374 1081" style="border: 1px solid blue; padding: 5px;"> <p>My Assignments Endorsements</p> <p>Sansa Stark...</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: 5px 0;"> <input type="radio"/> Endorsements I Submitted <input checked="" type="radio"/> Endorsements Requested From Me </div> <p>*Submission Status: Pending ▼</p> <p>Submission From Date: <input type="text"/> <input type="button" value="B1"/></p> <p>Submission To Date: <input type="text"/> <input type="button" value="B1"/></p> <p>Submitted By: <input type="text"/> <input type="button" value="🔍"/></p> <div style="text-align: right; margin-top: 10px;"> Populate Grid <input type="button" value="Refresh"/> </div> </div>																										
<p>4</p>	<p>Select the Enter Endorsement link for the eResume you wish to endorse.</p> <div data-bbox="316 1160 1374 1435" style="border: 1px solid blue; padding: 5px;"> <p>Assignment Endorsements Find View All <input type="button" value="🔍"/> First 1 of 1 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <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>6/26/2018</td> <td>1111111</td> <td>Sansa Stark</td> <td>Winterfell Castle</td> <td>2222222</td> <td>Jon Snow</td> <td>No</td> <td style="text-align: center;">Enter Endorsement</td> </tr> </tbody> </table> <p>Screening Panel Endorsements Find View All <input type="button" value="🔍"/> First 1 of 1 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>1</td> <td></td> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> </div>	Submitted Date	Submitted By	Submitter Name	Department Name	Endorser	Endorser Name	Final	Detail	6/26/2018	1111111	Sansa Stark	Winterfell Castle	2222222	Jon Snow	No	Enter Endorsement	Empl ID	Name	Application Date	Marked Final	Detail	1			<input type="checkbox"/>	
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PCS eResume Command Endorsement, Continued

Procedures,
continued

Step	Action																																																
<p>5</p>	<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. Enter your endorsement in the appropriate Comment box. After entering comments, either enter the Next Endorser's emplid to forward it on or select the Mark Final check box if you are the final endorser. Click Save.</p>  <p>Endorsement Detail</p> <p>Submitted By: 1111111 Sansa Stark Submitted Date: 6/26/2018 Mbr Comments Final Endorser: 3333333 Bran Stark Marked Final: 6/27/2018 <input checked="" type="checkbox"/> Final</p> <p>Positions Applied For Find First 1-22 of 22 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>231539</td> <td>00012051</td> <td>Eastwatch</td> <td>Not Req'd</td> <td>6/27/2018</td> <td>Qualified</td> </tr> <tr> <td>232466</td> <td>00017360</td> <td>A Golden Crown</td> <td>Not Req'd</td> <td>6/27/2018</td> <td>Qualified</td> </tr> <tr> <td>232289</td> <td>00019312</td> <td>Breaker of Chains</td> <td>Not Req'd</td> <td>6/27/2018</td> <td>Qualified</td> </tr> <tr> <td>232254</td> <td>00028185</td> <td>The Kingsroad</td> <td>Instructor</td> <td>6/27/2018</td> <td>Qualified</td> </tr> <tr> <td>232253</td> <td>00028184</td> <td>Oathkeeper</td> <td>Instructor</td> <td>6/27/2018</td> <td>Qualified</td> </tr> <tr> <td>229420</td> <td>00001571</td> <td>The Queen's Justice</td> <td>Not Req'd</td> <td>6/27/2018</td> <td>Qualified</td> </tr> <tr> <td>229444</td> <td>00009696</td> <td>Kissed by Chains</td> <td>Not Req'd</td> <td>6/27/2018</td> <td>Qualified</td> </tr> </tbody> </table> <p>Endorsement Comments Find First 1-2 of 2 Last</p> <p>Type: General No Policy Requirements Comment: <input type="text"/></p> <p>Type: Instructor COMDTINST M1000.8 1.E.6.b 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 type="button" value="Search"/></p> <p><input type="button" value="Save"/></p>	Job Opening ID	Position Number	Posting Title	Endorsement	Date Entered	Rating	231539	00012051	Eastwatch	Not Req'd	6/27/2018	Qualified	232466	00017360	A Golden Crown	Not Req'd	6/27/2018	Qualified	232289	00019312	Breaker of Chains	Not Req'd	6/27/2018	Qualified	232254	00028185	The Kingsroad	Instructor	6/27/2018	Qualified	232253	00028184	Oathkeeper	Instructor	6/27/2018	Qualified	229420	00001571	The Queen's Justice	Not Req'd	6/27/2018	Qualified	229444	00009696	Kissed by Chains	Not Req'd	6/27/2018	Qualified
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<p>6</p>	<p>The Endorsement Detail Save Confirmation window will open. Click OK. DA will return to the Endorsement Detail window, you can close that window.</p>  <p>Endorsement Detail</p> <p>Save Confirmation</p> <p><input checked="" type="checkbox"/> The Save was successful.</p> <p><input type="button" value="OK"/></p>																																																

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PCS eResume Command Endorsement, Continued

Procedures,
continued

Step	Action																										
7	<p>The My Assignments Endorsements window will appear. Click Refresh and the eResume that was just endorsed will disappear from the list. If necessary, repeat steps 4-6 for each remaining member on the list.</p> <div data-bbox="316 562 1332 1032" style="border: 1px solid blue; padding: 5px;"> <p>My Assignments Endorsements</p> <p>Sansa Stark</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. <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: []</p> <p>Submission To Date: []</p> <p>Submitted By: []</p> <p style="text-align: right;"> <input type="button" value="Populate Grid"/> <input style="border: 2px solid red;" type="button" value="Refresh"/> </p> </div>																										
8	<p>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="316 1128 1332 1599" style="border: 1px solid blue; padding: 5px;"> <p>My Assignments Endorsements</p> <p>Sansa Stark</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. <p> <input type="radio"/> Endorsements I Submitted <input checked="" style="border: 2px solid red;" type="radio"/> Endorsements Requested From Me </p> <p>*Submission Status: All</p> <p>Submission From Date: []</p> <p>Submission To Date: []</p> <p>Submitted By: []</p> <p style="text-align: right;"> <input style="border: 2px solid red;" type="button" value="Populate Grid"/> <input type="button" value="Refresh"/> </p> </div>																										
9	<p>Click View Endorsement to view/review.</p> <div data-bbox="316 1664 1332 1910" style="border: 1px solid blue; padding: 5px;"> <p>Assignment Endorsements Find View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <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>6/26/2018</td> <td>1111111</td> <td>Sansa Stark</td> <td>Winterfell Castle</td> <td>2222222</td> <td>Jon Snow</td> <td>No</td> <td>View Endorsement</td> </tr> </tbody> </table> <p>Screening Panel Endorsements 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> </div>	Submitted Date	Submitted By	Submitter Name	Department Name	Endorser	Endorser Name	Final	Detail	6/26/2018	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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