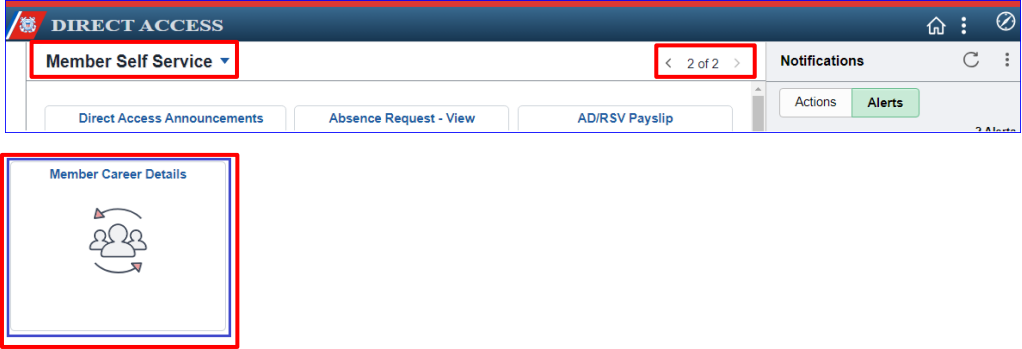
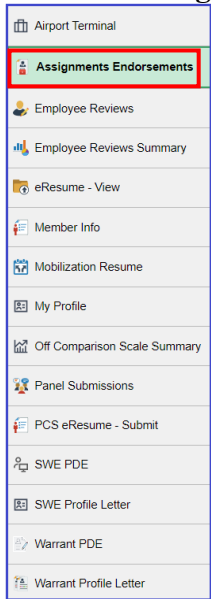


PCS eResume Command Endorsement

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>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 top navigation bar of the DIRECT ACCESS portal. A dropdown menu is open, showing 'Member Self Service' highlighted. Below the navigation bar, there are several tiles: 'Direct Access Announcements', 'Absence Request - View', and 'AD/RSV Payslip'. The 'Member Career Details' tile is highlighted with a red box. It features a circular arrow icon and a group of three people icon.</p>
2	<p>Select the Assignments Endorsements option.</p>  <p>The screenshot shows a vertical list of menu items. The 'Assignments Endorsements' option is highlighted with a red box. Other options 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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PCS eResume Command Endorsement, Continued

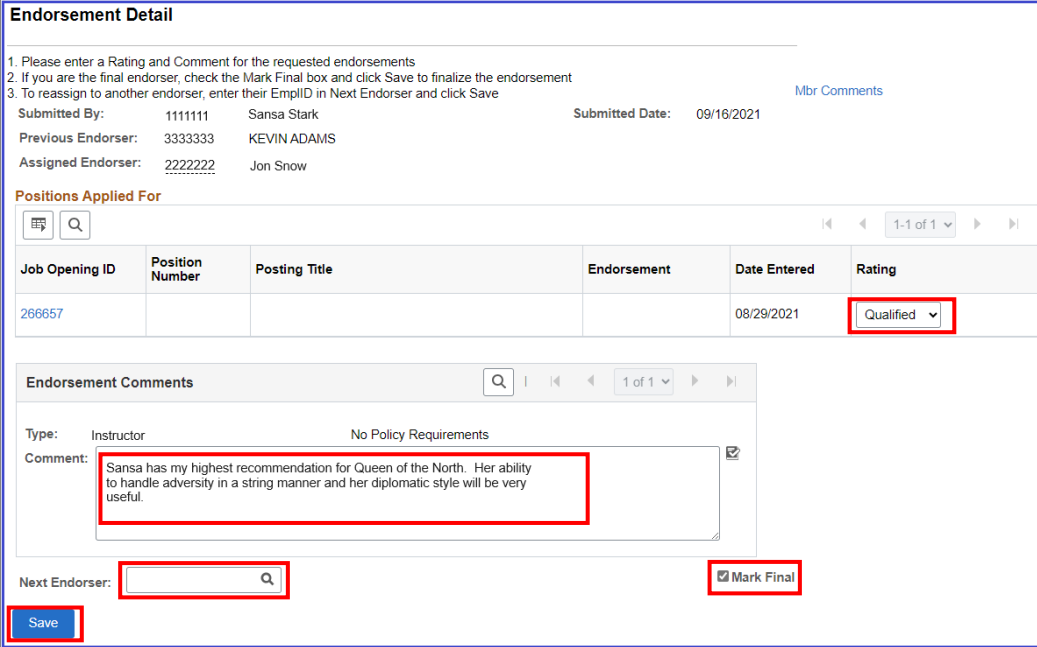
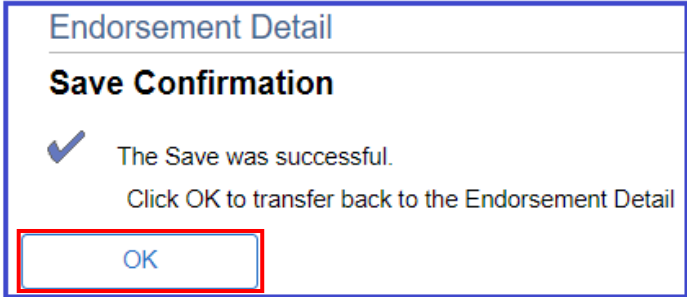
Procedures,
continued

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="331 566 1362 1077" style="border: 1px solid blue; padding: 5px;"> <p>My Assignments Endorsements</p> <p>Sansa Stark.....</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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PCS eResume Command Endorsement, Continued

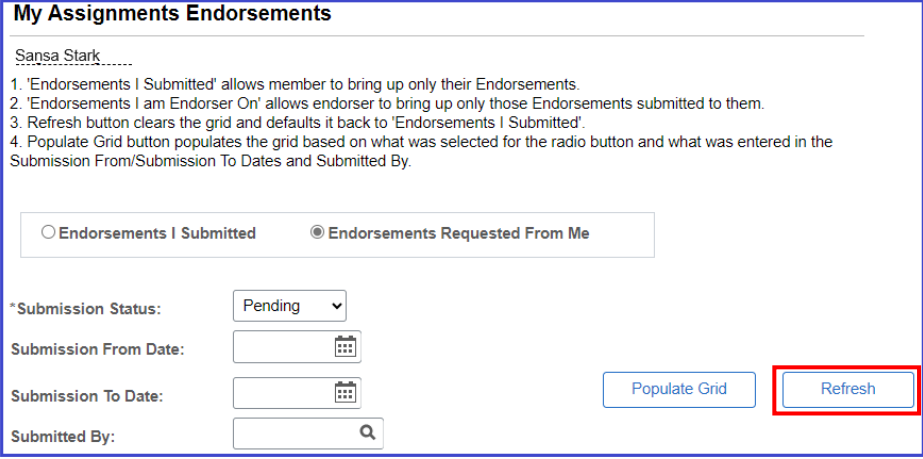
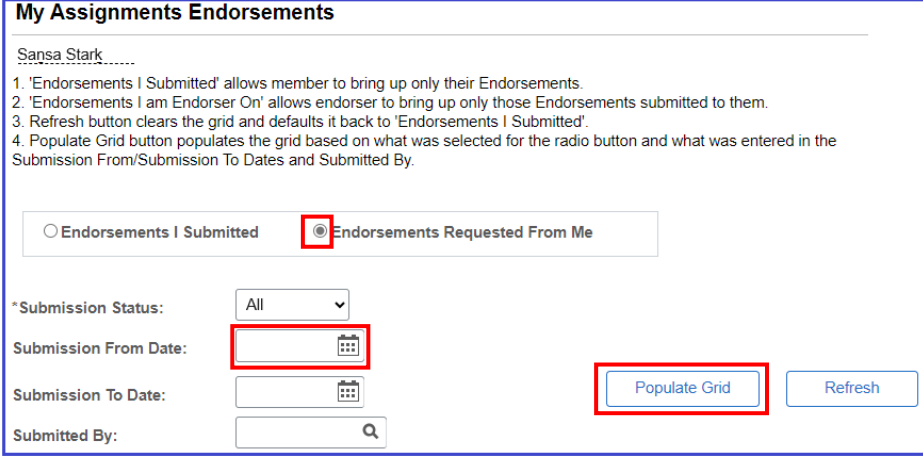
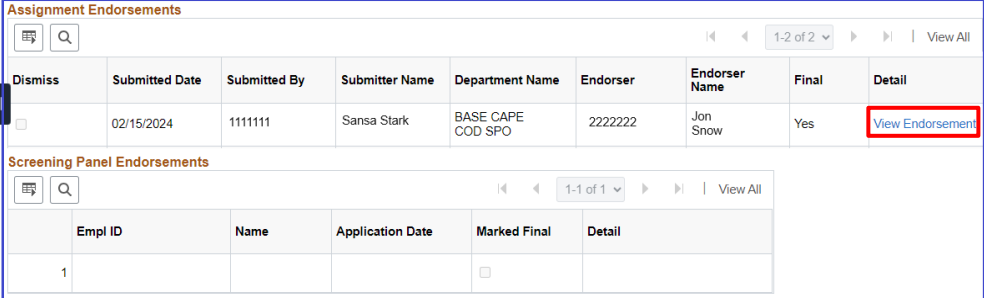
Procedures,
continued

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>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</p> <p>Submitted By: 1111111 Sansa Stark Submitted Date: 09/16/2021 Mbr Comments Previous Endorser: 3333333 KEVIN ADAMS Assigned Endorser: 2222222 Jon Snow</p> <p>Positions Applied For</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>266657</td> <td></td> <td></td> <td></td> <td>08/29/2021</td> <td>Qualified</td> </tr> </tbody> </table> <p>Endorsement Comments</p> <p>Type: Instructor No Policy Requirements</p> <p>Comment: Sansa has my highest recommendation for Queen of the North. Her ability to handle adversity in a string 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>	Job Opening ID	Position Number	Posting Title	Endorsement	Date Entered	Rating	266657				08/29/2021	Qualified
Job Opening ID	Position Number	Posting Title	Endorsement	Date Entered	Rating								
266657				08/29/2021	Qualified								
<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. Click OK to transfer back to the Endorsement Detail</p> <p><input type="button" value="OK"/></p>												

Continued on next page

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>  <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: <input type="text"/> </p> <p>Submission To Date: <input type="text"/> </p> <p>Submitted By: <input type="text"/> </p> <p>Populate Grid Refresh</p>																			
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>  <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: 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> <p>Populate Grid Refresh</p>																			
9	<p>Click View Endorsement to view/review.</p>  <p>Assignment Endorsements</p> <p>Dismiss Submitted Date Submitted By Submitter Name Department Name Endorser Endorser Name Final Detail</p> <table border="1"> <tr> <td><input type="checkbox"/></td> <td>02/15/2024</td> <td>1111111</td> <td>Sansa Stark</td> <td>BASE CAPE COD SPO</td> <td>2222222</td> <td>Jon Snow</td> <td>Yes</td> <td>View Endorsement</td> </tr> </table> <p>Screening Panel Endorsements</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>	<input type="checkbox"/>	02/15/2024	1111111	Sansa Stark	BASE CAPE COD SPO	2222222	Jon Snow	Yes	View Endorsement	Empl ID	Name	Application Date	Marked Final	Detail	1			<input type="checkbox"/>	
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