

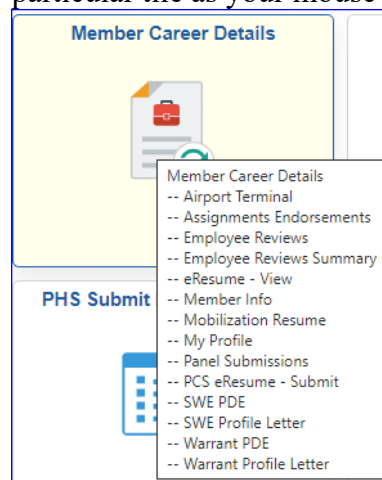
## Member: Submitting a PCS eResume

**Introduction** This guide provides the procedures for submitting a PCS eResume using Self Service in Direct Access (DA).

- Information**
- Only one eResume may be submitted per day. Any corrections/updates will have to be made on the following day after submission.
  - Due to maintenance of important historical data, **DA does not allow for deletions of incorrect eResumes**. Be sure the document you are submitting is correct, to prevent having unwanted information pending in your My Endorsements section as well as your endorsers Requests section.
  - When completing a new PCS eRésumé do not open multiple instances of DA with additional PCS eRésumé windows. Going back and forth between multiple PCS eRésumé windows may result in unexpected behavior (Example: Duplicate choices) and data file corruption.

**Changes to Direct Access Homepage**

You will notice a change in how Direct Access displays upon login. There is a new “hover” feature that shows what is covered under a particular tile as your mouse moves over the tile as shown below.



**Procedures** See below.

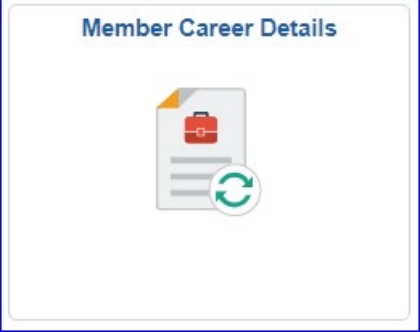
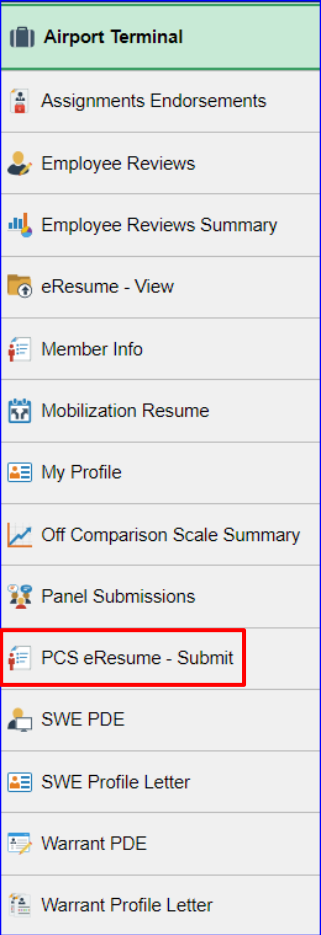
Step	Action
1	<p>Navigate to <b>Member Self Service</b> via the drop-down or by page arrows.</p>

*Continued on next page*

## Member: Submitting a PCS eResume, Continued

---

Procedures,  
continued

Step	Action
2	<p>Click on the <b>Member Career Details</b> tile.</p>  <p>The image shows a square tile with a light blue border. At the top, the text 'Member Career Details' is written in blue. Below the text is a white document icon with a red briefcase on it, and a green circular arrow icon at the bottom right.</p>
3	<p>Select the <b>PCS eResume - Submit</b> option.</p>  <p>The image shows a vertical list of menu items. The first item, 'Airport Terminal', is highlighted with a green background. The item 'PCS eResume - Submit' is highlighted with a red border. The other items are in grey boxes.</p> <ul style="list-style-type: none"> <li>Airport Terminal</li> <li>Assignments Endorsements</li> <li>Employee Reviews</li> <li>Employee Reviews Summary</li> <li>eResume - View</li> <li>Member Info</li> <li>Mobilization Resume</li> <li>My Profile</li> <li>Off Comparison Scale Summary</li> <li>Panel Submissions</li> <li><b>PCS eResume - Submit</b></li> <li>SWE PDE</li> <li>SWE Profile Letter</li> <li>Warrant PDE</li> <li>Warrant Profile Letter</li> </ul>

---

*Continued on next page*

## Member: Submitting a PCS eResume, Continued

### Procedures, continued

Step

4

Action

The Search Job Postings page will display. Click the **Recruitment Type** drop-down and select the appropriate type.

Search Job Postings

Empl ID 1234567Durden, Tyler

At least one of the Position Number, State, Business Unit, Type, Department, Job Code or Job Family fields should be included in your search criteria. If you search by Department, Location, or Accomplishment you must enter a Business Unit. Selecting the Business Unit will always get quicker results. Saved Jobs 1

Recruitment Type: Active Duty PCS

Type: Active Duty PCS

Position Number: SELRES PCS

Business Unit:

Type:

Department:

Job Code:

Job Family:

State:

Location:

Agency(PHS):

Accomplishment:

Job Funct:

Grade:

Search

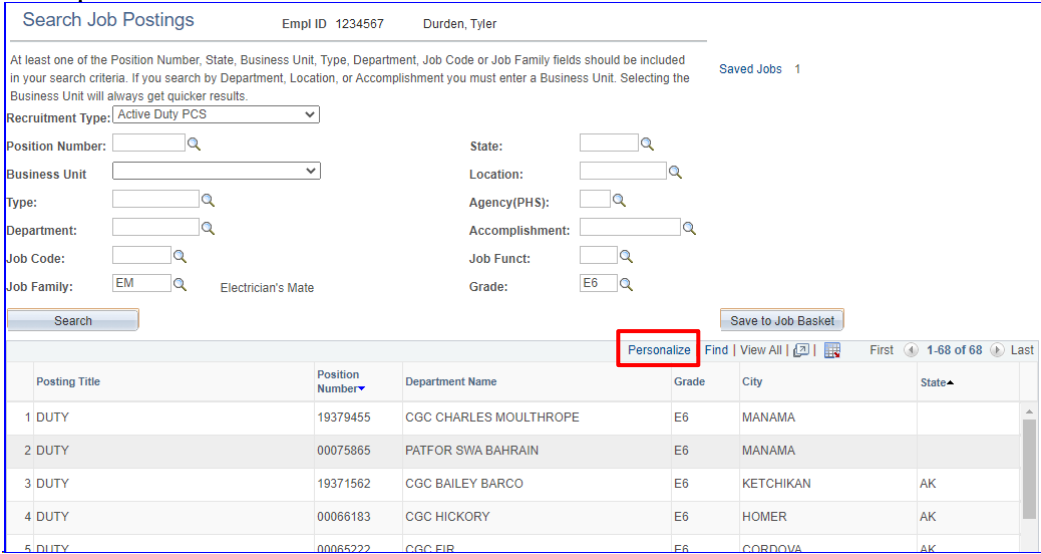
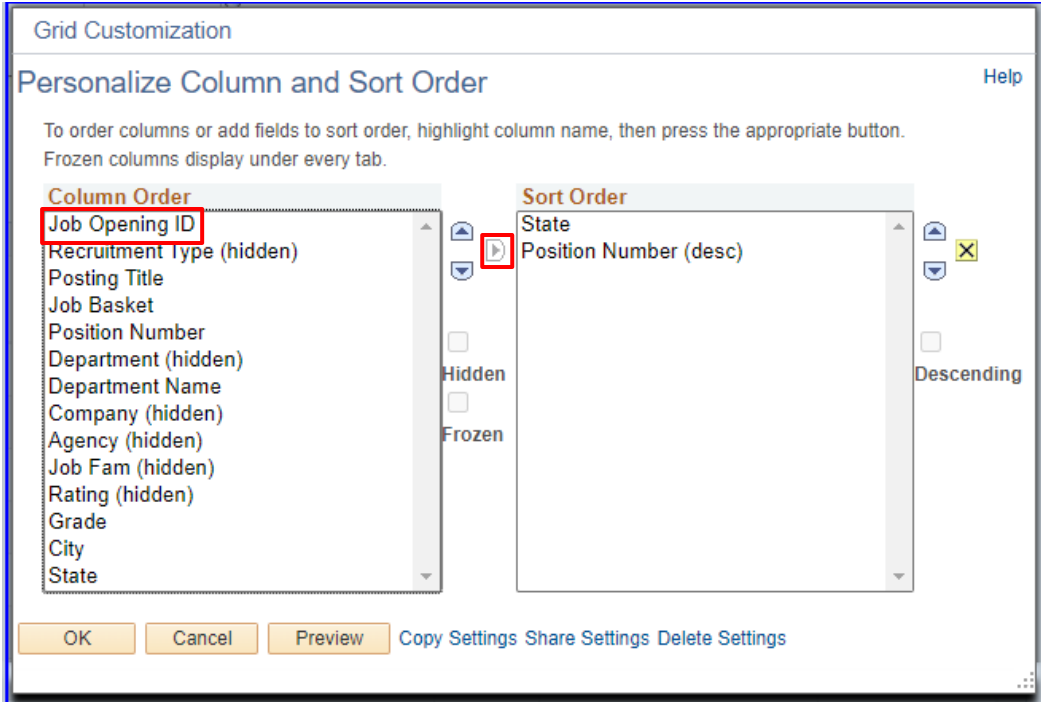
Save to Job Basket

Personalize   Find   View All   1 of 1   First   Last							
Job Opening ID	Posting Title	Job Basket	Position Number	Department Name	Grade	City	State
1		<input type="checkbox"/>					

*Continued on next page*

## Member: Submitting a PCS eResume, Continued

### Procedures, continued

Step	Action
5	<p>If the Search Job Postings page does not display all of the columns required for job selection (as shown in Step 6), click <b>Personalize</b>. If they are displayed, skip to Step 7.</p>  <p>The screenshot shows the 'Search Job Postings' interface. At the top, it displays 'Empl ID 1234567' and 'Durden, Tyler'. Below this, there's a section for search criteria with fields for Position Number, Business Unit, Type, Department, Job Code, Job Family, State, Location, Agency(PHS), Accomplishment, Job Funct, and Grade. A 'Search' button is at the bottom left. To the right of the search criteria, there's a 'Personalize' button highlighted with a red box. Below the search criteria, there's a table of job postings with columns: Posting Title, Position Number, Department Name, Grade, City, and State. The table lists 5 job postings.</p>
6	<p>From the Column Order selection box, select <b>Job Opening ID</b> (required) and click the <b>add arrow icon</b>.</p>  <p>The screenshot shows the 'Grid Customization' dialog box. It has a title bar 'Grid Customization' and a subtitle 'Personalize Column and Sort Order'. Below the subtitle, there's a text box: 'To order columns or add fields to sort order, highlight column name, then press the appropriate button. Frozen columns display under every tab.' There are two main sections: 'Column Order' and 'Sort Order'. In the 'Column Order' section, 'Job Opening ID' is highlighted with a red box. In the 'Sort Order' section, 'Position Number (desc)' is highlighted with a red box. Between the two sections, there's a red box around the 'add arrow icon'. At the bottom, there are buttons for 'OK', 'Cancel', 'Preview', and links for 'Copy Settings', 'Share Settings', and 'Delete Settings'.</p>

*Continued on next page*

## Member: Submitting a PCS eResume, Continued

Procedures,  
continued

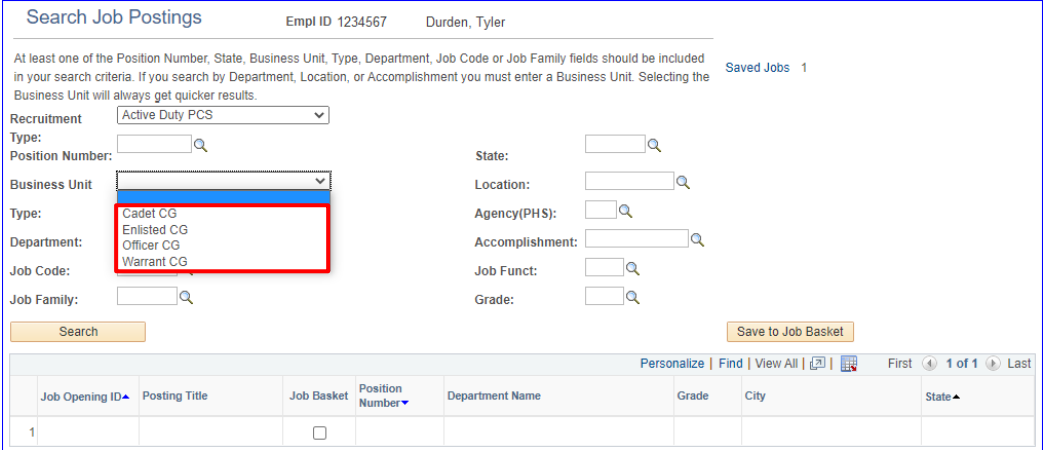
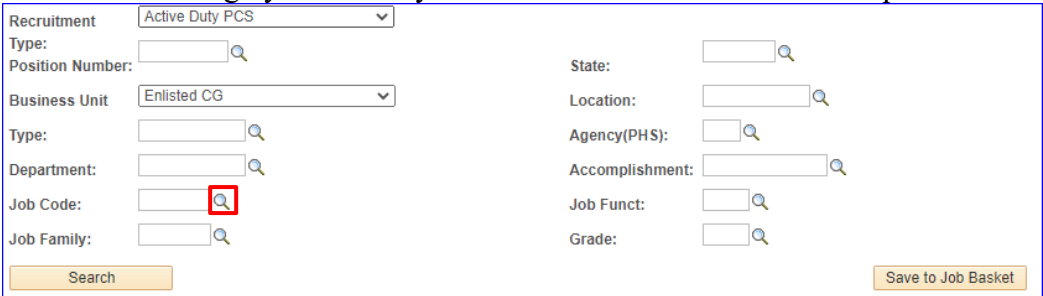
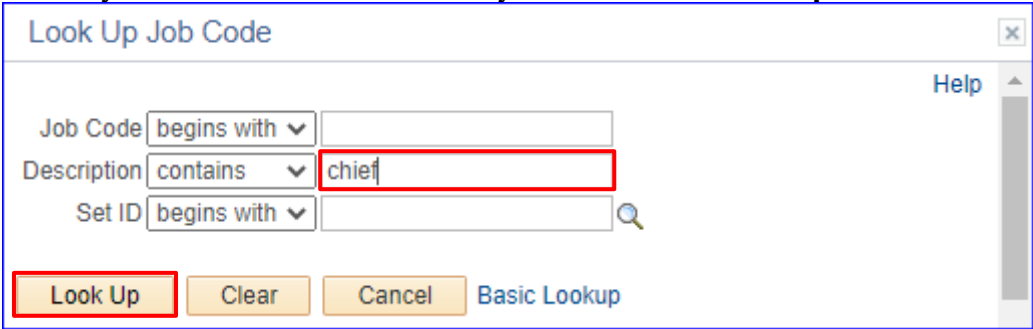
Step	Action
7	<p>Click <b>Job Basket</b> (required) and then the <b>add arrow icon</b> and repeat for any other column wishing to see populated. When completed, click <b>OK</b>.</p> <div><div>Grid Customization</div><div><div>Personalize Column and Sort Order</div><div>Help</div><p>To order columns or add fields to sort order, highlight column name, then press the appropriate button. Frozen columns display under every tab.</p><div><div>Column Order</div><div>Sort Order</div><div><div>Job Opening ID</div><div>Recruitment Type (hidden)</div><div>Posting Title</div><div>Job Basket</div><div>Position Number</div><div>Department (hidden)</div><div>Department Name</div><div>Company (hidden)</div><div>Agency (hidden)</div><div>Job Fam (hidden)</div><div>Rating (hidden)</div><div>Grade</div><div>City</div><div>State</div></div><div><div><div>Hidden</div><div>Frozen</div></div><div><div>State</div><div>Position Number (desc)</div><div>Job Opening ID</div><div>Job Basket</div></div><div><div><div>Descending</div></div></div></div><div><div>OK</div><div>Cancel</div><div>Preview</div><div>Copy Settings</div><div>Share Settings</div><div>Delete Settings</div></div></div></div></div>

8	<p>The added <b>columns</b> will be displayed.</p> <div><div>Job Family: EM Electrician's Mate Grade: E6</div><div>Search</div><div>Save to Job Basket</div><div>Personalize   Find   View All   First 1-68 of 68 Last</div><table><tr><th>Job Opening ID</th><th>Posting Title</th><th>Job Basket</th><th>Position Number</th><th>Department Name</th><th>Grade</th><th>City</th><th>State</th></tr><tr><td>303886</td><td>DUTY</td><td><input type="checkbox"/></td><td>19379455</td><td>CGC CHARLES MOULTHROPE</td><td>E6</td><td>MANAMA</td><td></td></tr><tr><td>303797</td><td>DUTY</td><td><input type="checkbox"/></td><td>00075865</td><td>PATFOR SWA BAHRAIN</td><td>E6</td><td>MANAMA</td><td></td></tr><tr><td>309825</td><td>DUTY</td><td><input type="checkbox"/></td><td>19371562</td><td>CGC BAILEY BARCO</td><td>E6</td><td>KETCHIKAN</td><td>AK</td></tr><tr><td>303770</td><td>DUTY</td><td><input type="checkbox"/></td><td>00066183</td><td>CGC HICKORY</td><td>E6</td><td>HOMER</td><td>AK</td></tr><tr><td>309814</td><td>DUTY</td><td><input type="checkbox"/></td><td>00065222</td><td>CGC FIR</td><td>E6</td><td>CORDOVA</td><td>AK</td></tr><tr><td>303763</td><td>DUTY</td><td><input type="checkbox"/></td><td>00064186</td><td>CGC KUKUI</td><td>E6</td><td>SITKA</td><td>AK</td></tr><tr><td>303762</td><td>DUTY</td><td><input type="checkbox"/></td><td>00054692</td><td>CGC CYPRESS</td><td>E6</td><td>KODIAK</td><td>AK</td></tr></table></div>	Job Opening ID	Posting Title	Job Basket	Position Number	Department Name	Grade	City	State	303886	DUTY	<input type="checkbox"/>	19379455	CGC CHARLES MOULTHROPE	E6	MANAMA		303797	DUTY	<input type="checkbox"/>	00075865	PATFOR SWA BAHRAIN	E6	MANAMA		309825	DUTY	<input type="checkbox"/>	19371562	CGC BAILEY BARCO	E6	KETCHIKAN	AK	303770	DUTY	<input type="checkbox"/>	00066183	CGC HICKORY	E6	HOMER	AK	309814	DUTY	<input type="checkbox"/>	00065222	CGC FIR	E6	CORDOVA	AK	303763	DUTY	<input type="checkbox"/>	00064186	CGC KUKUI	E6	SITKA	AK	303762	DUTY	<input type="checkbox"/>	00054692	CGC CYPRESS	E6	KODIAK	AK
Job Opening ID	Posting Title	Job Basket	Position Number	Department Name	Grade	City	State																																																										
303886	DUTY	<input type="checkbox"/>	19379455	CGC CHARLES MOULTHROPE	E6	MANAMA																																																											
303797	DUTY	<input type="checkbox"/>	00075865	PATFOR SWA BAHRAIN	E6	MANAMA																																																											
309825	DUTY	<input type="checkbox"/>	19371562	CGC BAILEY BARCO	E6	KETCHIKAN	AK																																																										
303770	DUTY	<input type="checkbox"/>	00066183	CGC HICKORY	E6	HOMER	AK																																																										
309814	DUTY	<input type="checkbox"/>	00065222	CGC FIR	E6	CORDOVA	AK																																																										
303763	DUTY	<input type="checkbox"/>	00064186	CGC KUKUI	E6	SITKA	AK																																																										
303762	DUTY	<input type="checkbox"/>	00054692	CGC CYPRESS	E6	KODIAK	AK																																																										

*Continued on next page*

## Member: Submitting a PCS eResume, Continued

### Procedures, continued

Step	Action
9	<p>Click the <b>Business Unit</b> drop-down and select the appropriate item.</p>  <p>The screenshot shows the 'Search Job Postings' interface. At the top, it says 'Search Job Postings' with 'Empl ID 1234567' and 'Durden, Tyler'. Below this is a note: 'At least one of the Position Number, State, Business Unit, Type, Department, Job Code or Job Family fields should be included in your search criteria. If you search by Department, Location, or Accomplishment you must enter a Business Unit. Selecting the Business Unit will always get quicker results.' There are several search fields: Recruitment (Active Duty PCS), Type, Position Number, Business Unit (dropdown), State, Location, Agency(PHS), Accomplishment, Job Code, Job Family, and Grade. The 'Business Unit' dropdown is open, showing a list of options: Cadet CG, Enlisted CG, Officer CG, and Warrant CG. The 'Enlisted CG' option is highlighted with a red box. At the bottom, there is a 'Search' button and a 'Save to Job Basket' button. Below the search fields is a table with columns: Job Opening ID, Posting Title, Job Basket, Position Number, Department Name, Grade, City, and State. The table shows one row with '1' in the Job Opening ID column.</p>
10	<p>Click on the <b>Job Code</b> look-up.</p> <p><b>NOTE:</b> Searching by Job Family and Grade is also a viable search option.</p>  <p>The screenshot shows the 'Search Job Postings' interface. The 'Business Unit' dropdown is now set to 'Enlisted CG'. The 'Job Code' field is highlighted with a red box and a magnifying glass icon, indicating it is the focus of the look-up action. The 'Search' button is at the bottom left, and the 'Save to Job Basket' button is at the bottom right.</p>
11	<p>Select <i>contains</i> from the <b>Description</b> drop-down and type in a unique word to narrow your search results for the rate you want. Click <b>Look Up</b>.</p>  <p>The screenshot shows the 'Look Up Job Code' dialog box. It has three dropdown menus: 'Job Code' (set to 'begins with'), 'Description' (set to 'contains'), and 'Set ID' (set to 'begins with'). The text 'chief' is entered in the text box next to the 'Description' dropdown. The 'Look Up' button is highlighted with a red box. There are also 'Clear' and 'Cancel' buttons, and a 'Basic Lookup' link.</p>

*Continued on next page*

## Member: Submitting a PCS eResume, Continued

Procedures,  
continued

Step

12

Action

Select the appropriate **rating**.

Look Up Job Code

202597	Chief Warrant Officer 2	RETIR
202596	Chief Warrant Officer 3	00003
202596	Chief Warrant Officer 3	RETIR
202595	Chief Warrant Officer 4	00003
202595	Chief Warrant Officer 4	RETIR
436092	Chief Yeoman	00001
436092	Chief Yeoman	RETIR
030010	Chief Dental Program	00000

13

Click **Search**.

Search Job Postings

Empl ID 1234567Durden, Tyler

At least one of the Position Number, State, Business Unit, Type, Department, Job Code or Job Family fields should be included in your search criteria. If you search by Department, Location, or Accomplishment you must enter a Business Unit. Selecting the Business Unit will always get quicker results.

Recruitment

Active Duty PCS

Type:

Position Number:

Business Unit

Enlisted CG

Type:

Department:

Job Code:

H36092

Chief Yeoman

Job Family:

State:

Location:

Agency(PHS):

Accomplishment:

Job Funct:

Grade:

Search

Save to Job Basket

Personalize | Find | View All | 1 of 1 | Last

Job Opening ID	Posting Title	Job Basket	Position Number	Department Name	Grade	City	State
1		<input type="checkbox"/>					

14

All the available positions on the Shopping List will display. To view a position's details, select a **Job Opening ID** link.

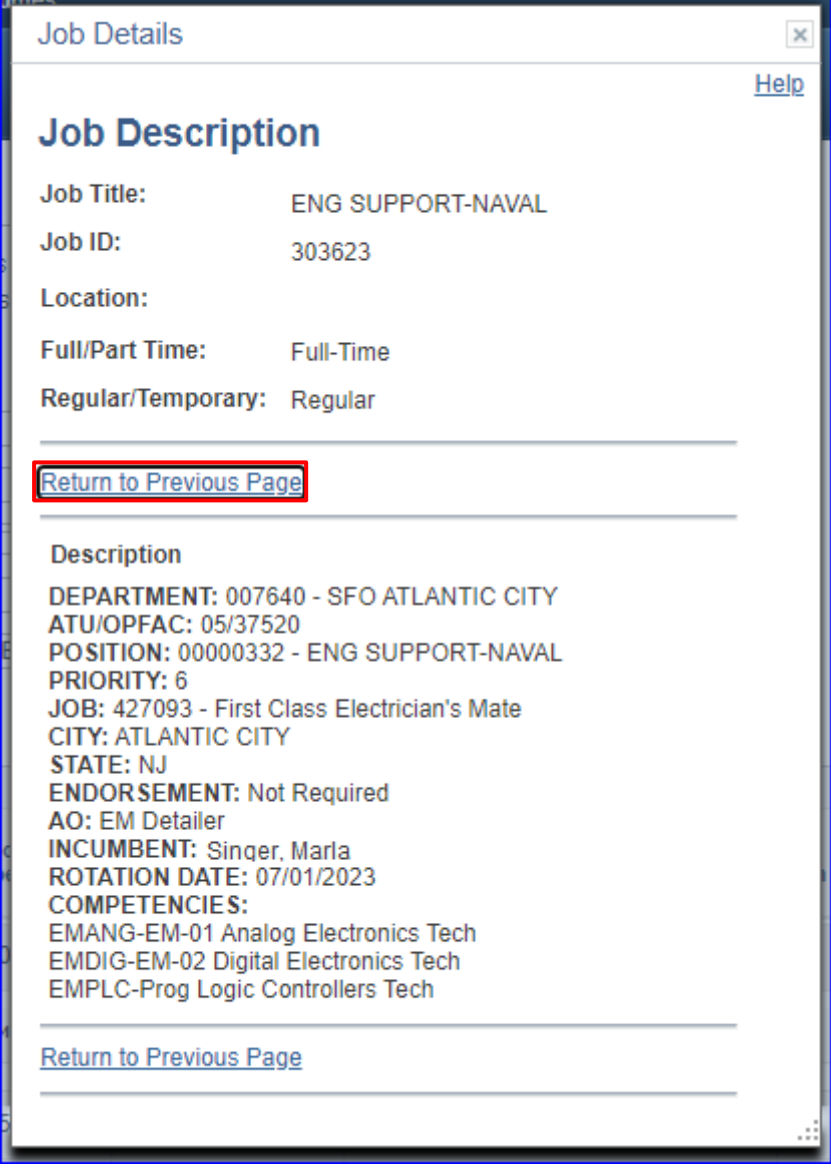
Personalize | Find | View All | 1 of 68 | Last

Job Opening ID	Recruitment Type	Posting Title	Job Basket	Position Number	Department	Department Name	Company	Agency	Job Fam	Rating	Grade	City	State
289664	AD PCS	DUTY - BOSTON, MA	<input type="checkbox"/>	19382519	049037	CGC WILLIAM SPARLING	ACG		EM	EM1	E6	BOSTON	MA
303623	AD PCS	ENG SUPPORT-NAVAL	<input type="checkbox"/>	00000332	007640	SFO ATLANTIC CITY	ACG		EM	EM1	E6	ATLANTIC CITY	NJ
303624	AD PCS	MAT DUTY	<input type="checkbox"/>	00000612	048839	BASE GALV MAT (NMM)	ACG		EM	EM1	E6	GALVESTON	TX
303635	AD PCS	DUTY	<input type="checkbox"/>	00004387	000758	CGC MARCUS HANNA	ACG		EM	EM1	E6	SOUTH PORTLAND	ME
303639	AD PCS	DUTY	<input type="checkbox"/>	00005204	000802	CGC BARBARA MABRITY	ACG		FM	FM1	F6	MOBILE	AL

*Continued on next page*

## Member: Submitting a PCS eResume, Continued

Procedures,  
continued

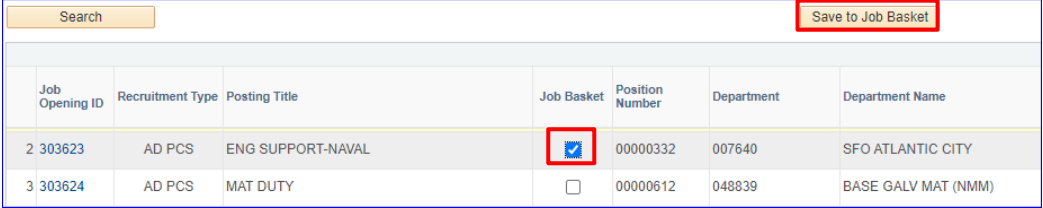
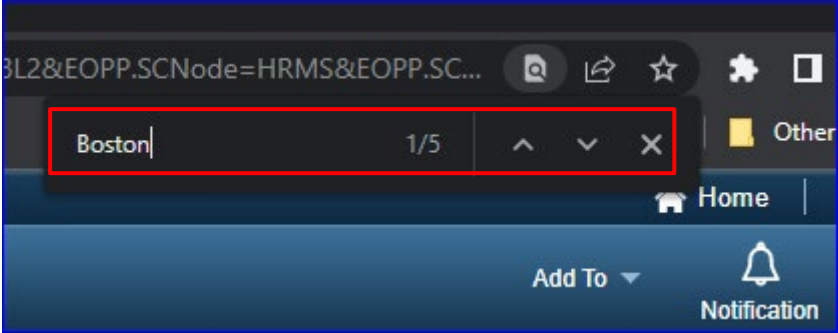
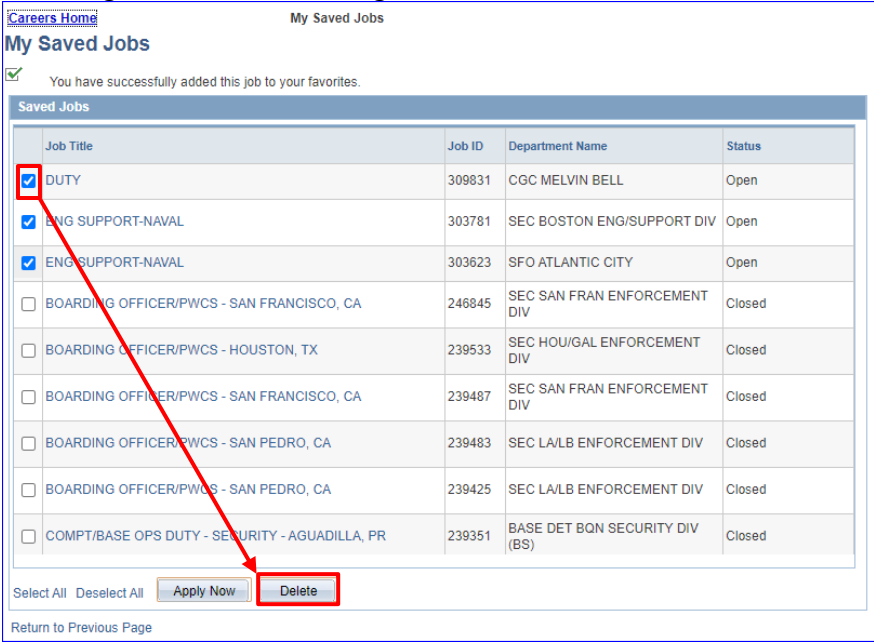
Step	Action
15	<p>The Job Details window will display. This provides items like Incumbent, Rotation Date, and if a command endorsement is required for the position. When finished reviewing, click <b>Return to Previous Page</b>.</p>  <p><b>Job Details</b></p> <p><a href="#">Help</a></p> <p><b>Job Description</b></p> <p>Job Title: ENG SUPPORT-NAVAL</p> <p>Job ID: 303623</p> <p>Location:</p> <p>Full/Part Time: Full-Time</p> <p>Regular/Temporary: Regular</p> <p><a href="#">Return to Previous Page</a></p> <p><b>Description</b></p> <p>DEPARTMENT: 007640 - SFO ATLANTIC CITY      ATU/OPFAC: 05/37520      POSITION: 00000332 - ENG SUPPORT-NAVAL      PRIORITY: 6      JOB: 427093 - First Class Electrician's Mate      CITY: ATLANTIC CITY      STATE: NJ      ENDORSEMENT: Not Required      AO: EM Detailer      INCUMBENT: Singer, Marla      ROTATION DATE: 07/01/2023      COMPETENCIES:      EMANG-EM-01 Analog Electronics Tech      EMDIG-EM-02 Digital Electronics Tech      EMPLC-Prog Logic Controllers Tech</p> <p><a href="#">Return to Previous Page</a></p>

*Continued on next page*



## Member: Submitting a PCS eResume, Continued

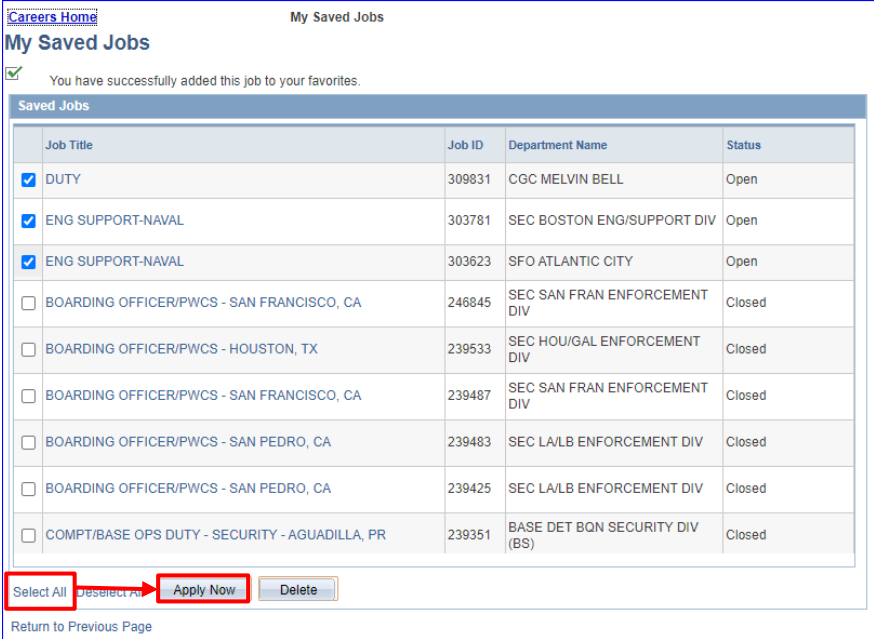
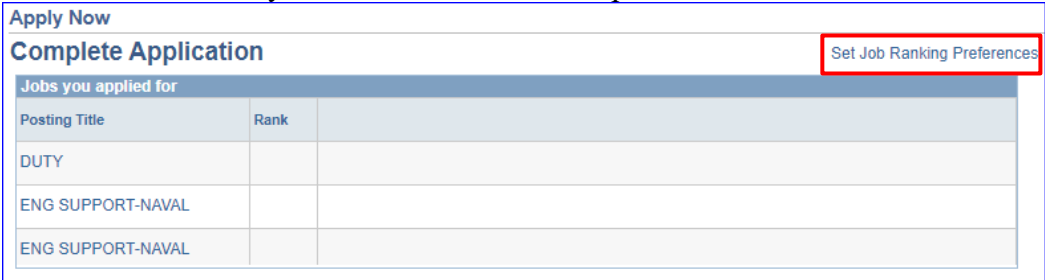
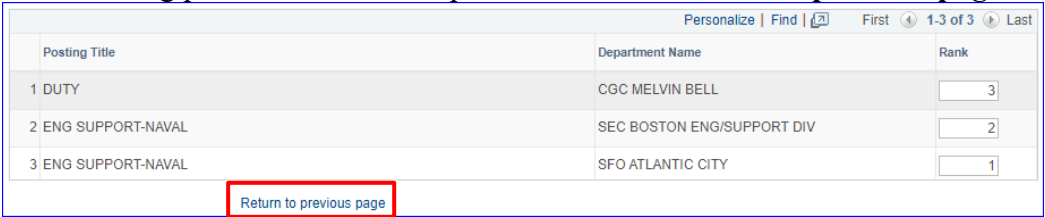
### Procedures, continued

Step	Action
16	<p>Check the <b>Job Basket</b> box for the desired Job posting. After all desired Job Basket boxes are checked, click <b>Save to Job Basket</b>.</p>  <p><b>NOTE:</b> If results are exceptionally long, <b>Ctrl F</b> may also be used on the page to search by city, title etc.</p> 
17	<p>The My Saved Jobs page will display. If necessary, delete any unwanted jobs by checking the <b>box</b> and clicking <b>Delete</b>.</p> 

*Continued on next page*

## Member: Submitting a PCS eResume, Continued

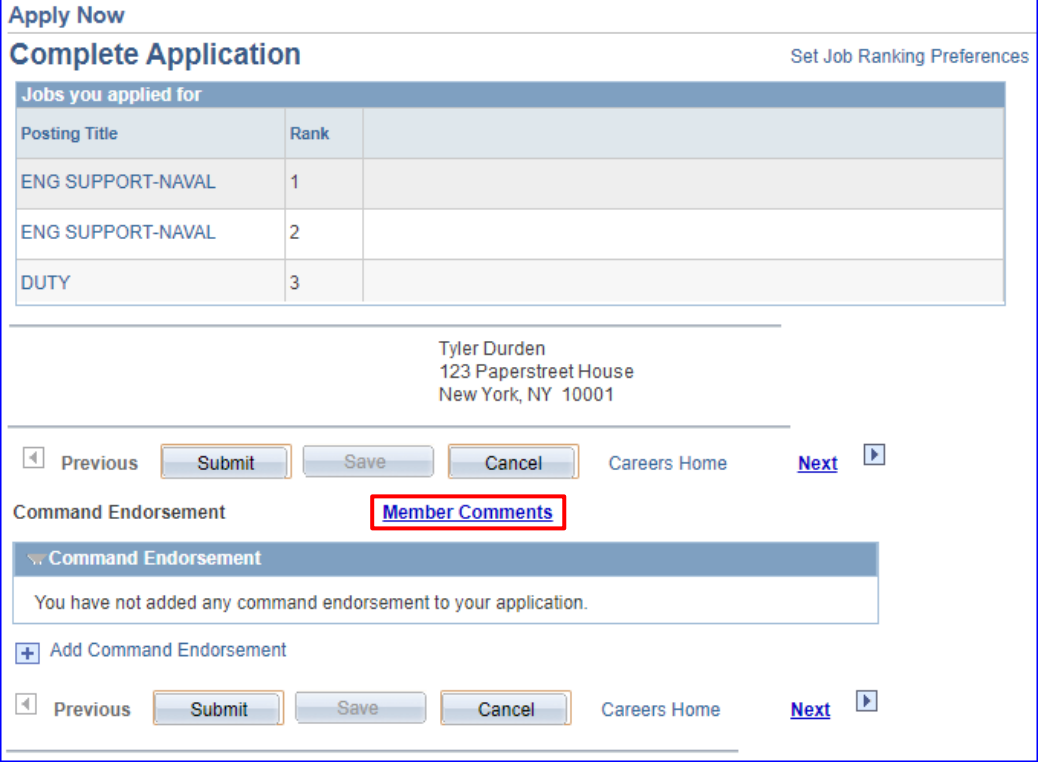
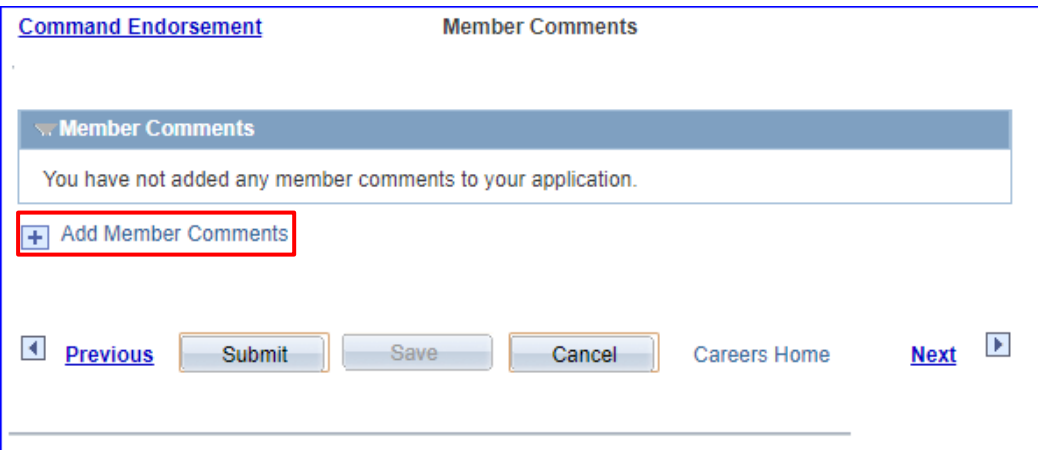
### Procedures, continued

Step	Action
18	<p>When completed, click <b>Select All</b> and <b>Apply Now</b>.</p> 
19	<p>The Complete Application page will display. Click <b>Set Job Ranking Preferences</b> to rank your selections in order of preference.</p> 
20	<p>After ranking positions in order of preference, click <b>Return to previous page</b>.</p> 

*Continued on next page*

## Member: Submitting a PCS eResume, Continued

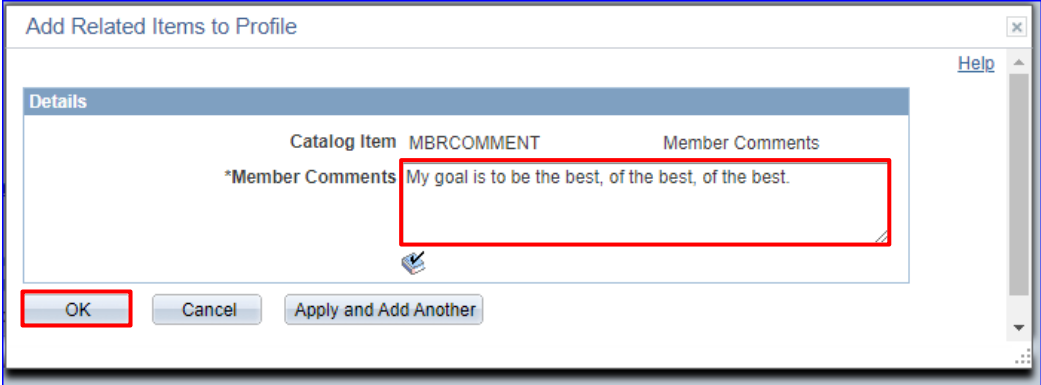
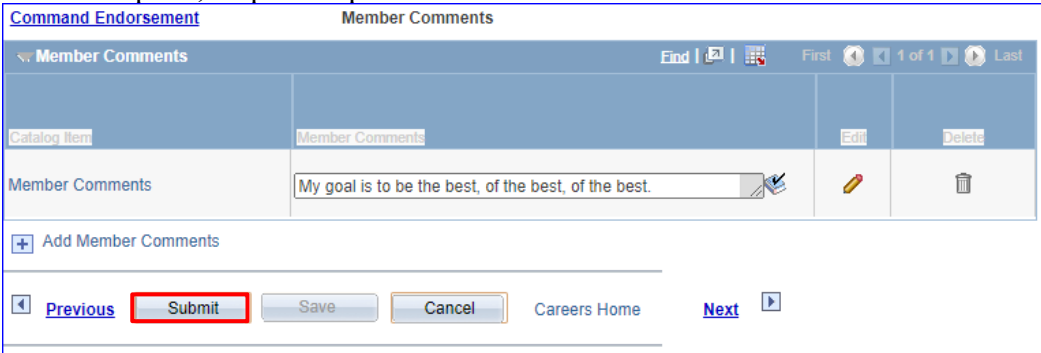
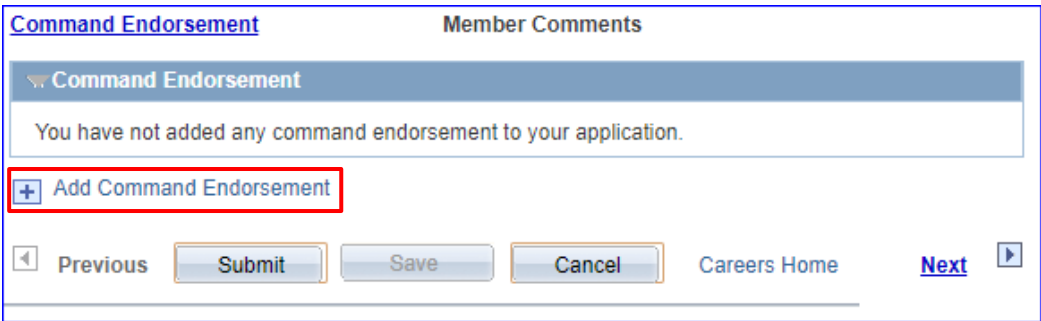
Procedures,  
continued

Step	Action
21	<p>Comments may be entered by clicking the <b>Member Comments</b> link.</p>  <p>The screenshot shows the 'Complete Application' page. At the top, there's a link 'Apply Now' and a 'Set Job Ranking Preferences' link. Below is a table titled 'Jobs you applied for' with columns 'Posting Title' and 'Rank'. The table lists three entries: 'ENG SUPPORT-NAVAL' with rank 1, 'ENG SUPPORT-NAVAL' with rank 2, and 'DUTY' with rank 3. Below the table is contact information for Tyler Durden: 123 Paperstreet House, New York, NY 10001. At the bottom, there are navigation buttons: 'Previous', 'Submit', 'Save', 'Cancel', 'Careers Home', and 'Next'. The 'Member Comments' link is highlighted with a red box.</p>
22	<p>Click <b>Add Member Comments</b>.</p>  <p>The screenshot shows the 'Member Comments' page. At the top, there's a link 'Command Endorsement' and the title 'Member Comments'. Below is a message: 'You have not added any member comments to your application.' Below the message is a button 'Add Member Comments' which is highlighted with a red box. At the bottom, there are navigation buttons: 'Previous', 'Submit', 'Save', 'Cancel', 'Careers Home', and 'Next'.</p>

*Continued on next page*

## Member: Submitting a PCS eResume, Continued

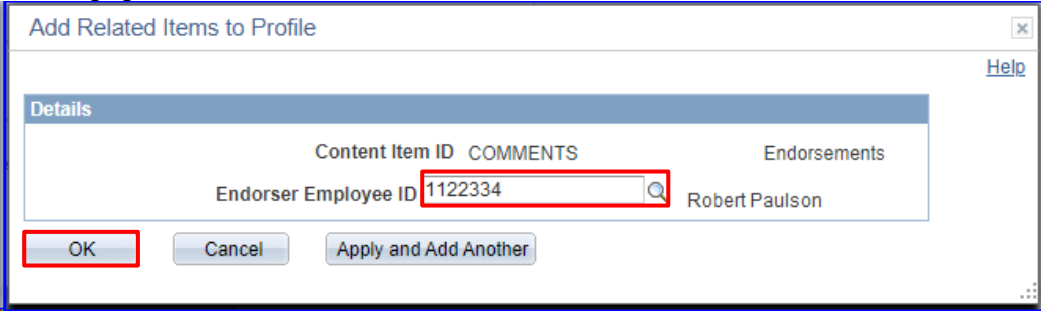
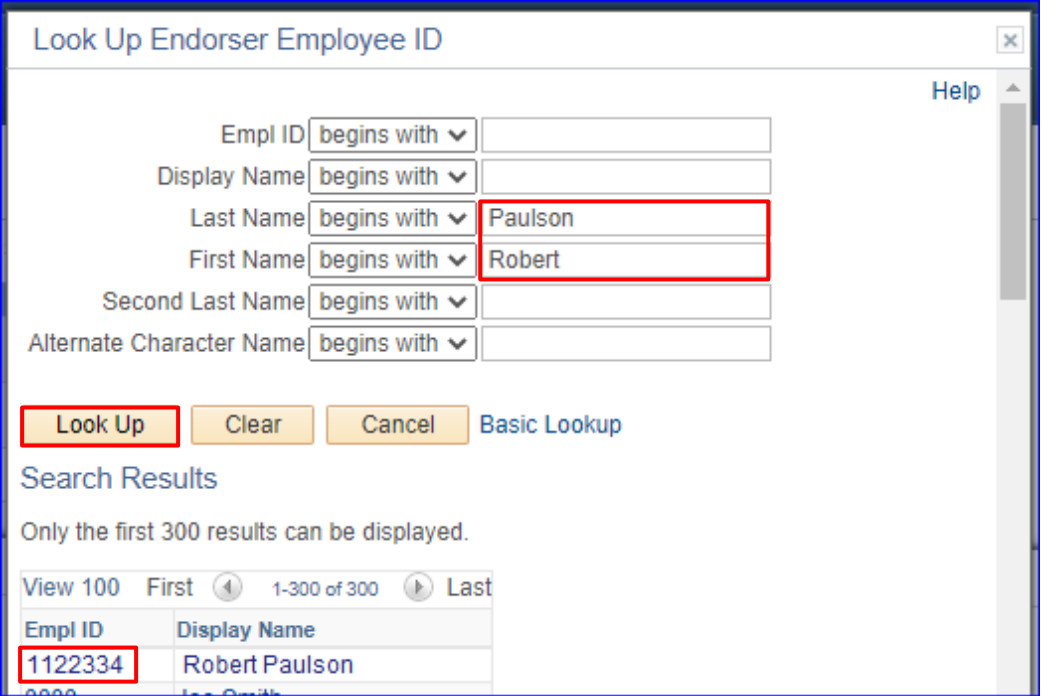
Procedures,  
continued

Step	Action
23	<p>Add Related Items to Profile opens in new window. Enter comments into the <b>Member Comments</b> box. Comments are limited to 1325 characters. Click <b>OK</b>.</p> 
24	<p>If the job you are applying for requires command endorsement, proceed to Step 25. If complete, skip to Step 28.</p> 
25	<p>Click the <b>Add Command Endorsement</b> link.</p> 

*Continued on next page*

## Member: Submitting a PCS eResume, Continued

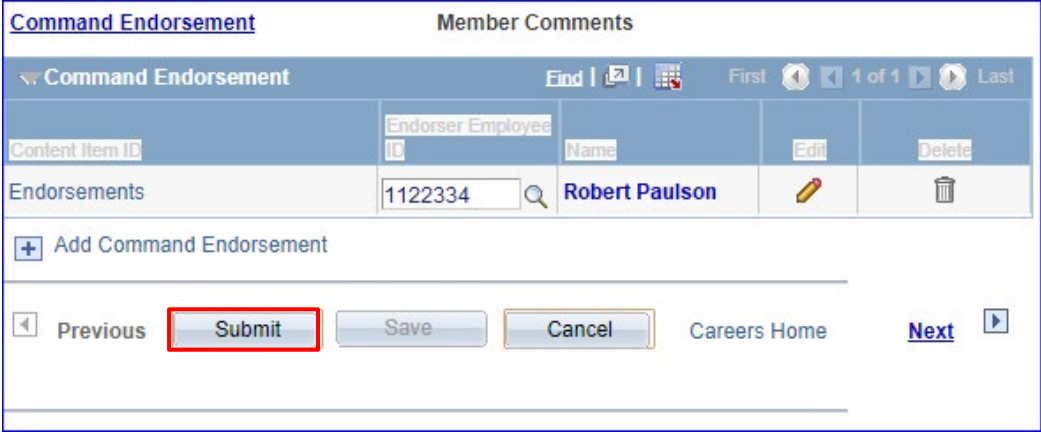
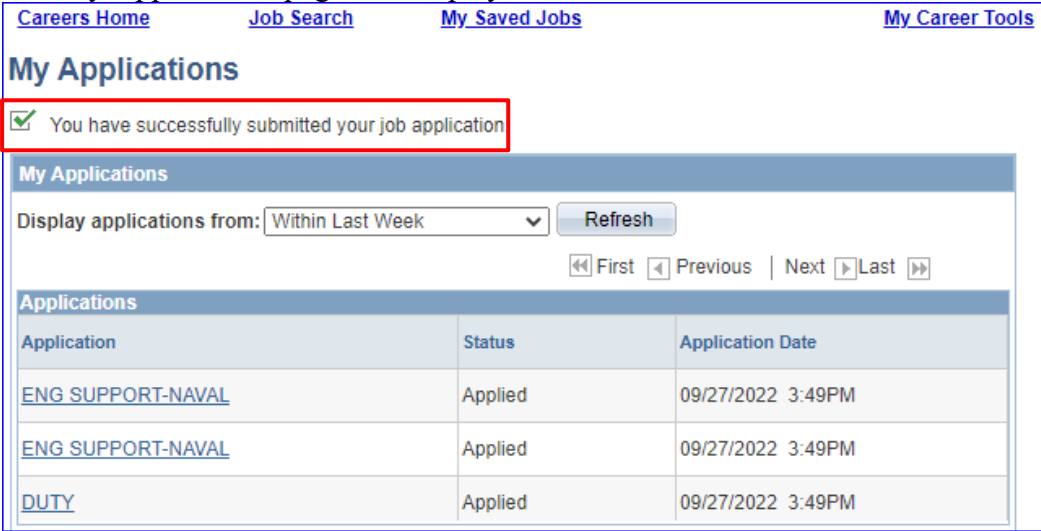
### Procedures, continued

Step	Action
26	<p>Enter the <b>Endorser Employee ID</b> or use the <b>look-up</b> (proceed to step 27), hit Tab to populate the name, and click <b>OK</b>.</p> 
27	<p>If using the look-up icon to search by name, enter the endorser's <b>Last Name</b>, <b>First Name</b>, and click <b>look-up</b>. Select the appropriate <b>Empl ID</b>.</p> 

*Continued on next page*

## Member: Submitting a PCS eResume, Continued

Procedures,  
continued

Step	Action
28	<p><b>Click Submit.</b></p>  <p>The screenshot shows the 'Command Endorsement' page. At the top, there's a 'Member Comments' section. Below it, a table lists endorsements. The first row has 'Content Item ID' as '1122334' and 'Endorser Employee Name' as 'Robert Paulson'. The 'Submit' button is highlighted with a red box. Other buttons like 'Previous', 'Save', 'Cancel', and 'Next' are also visible.</p>
29	<p><b>The My Applications page will display with the success notification.</b></p>  <p>The screenshot shows the 'My Applications' page. A success notification 'You have successfully submitted your job application' is highlighted with a red box. Below it, a table lists applications. The table has columns for 'Application', 'Status', and 'Application Date'. The first two rows show 'ENG SUPPORT-NAVAL' with status 'Applied' and date '09/27/2022 3:49PM'. The third row shows 'DUTY' with status 'Applied' and date '09/27/2022 3:49PM'.</p>