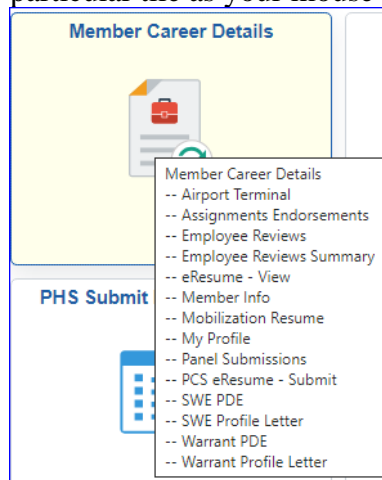


Member: Submitting a PCS eResume

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.



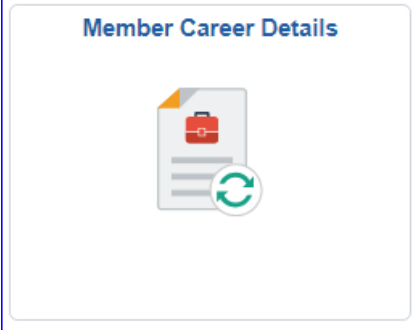
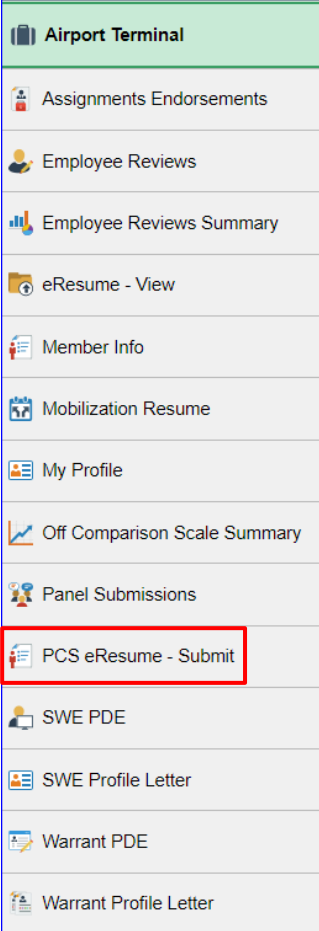
Procedures See below.

Step	Action
1	Navigate to Member Self Service via the drop-down or by page arrows. 

Continued on next page

Member: Submitting a PCS eResume, Continued

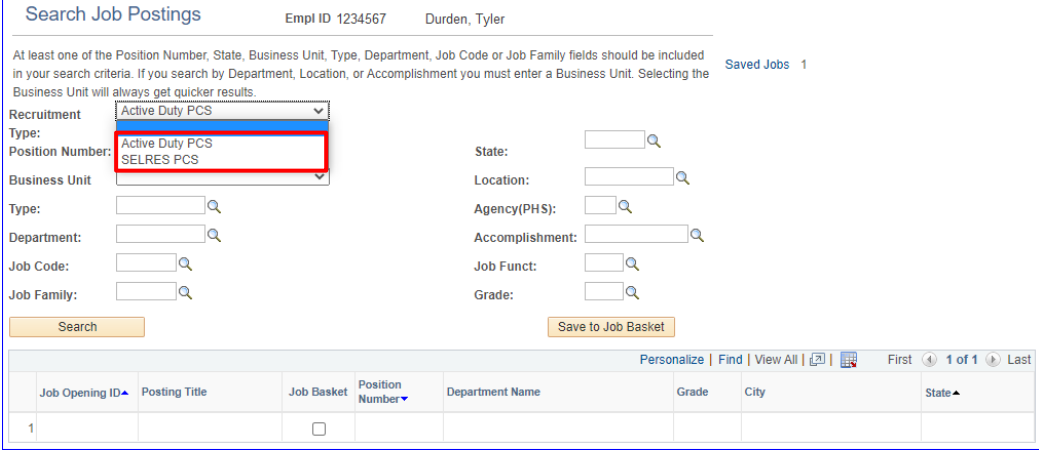
Procedures,
continued

Step	Action
2	<p>Click on the Member Career Details tile.</p> 
3	<p>Select the PCS eResume - Submit option.</p> 

Continued on next page

Member: Submitting a PCS eResume, Continued

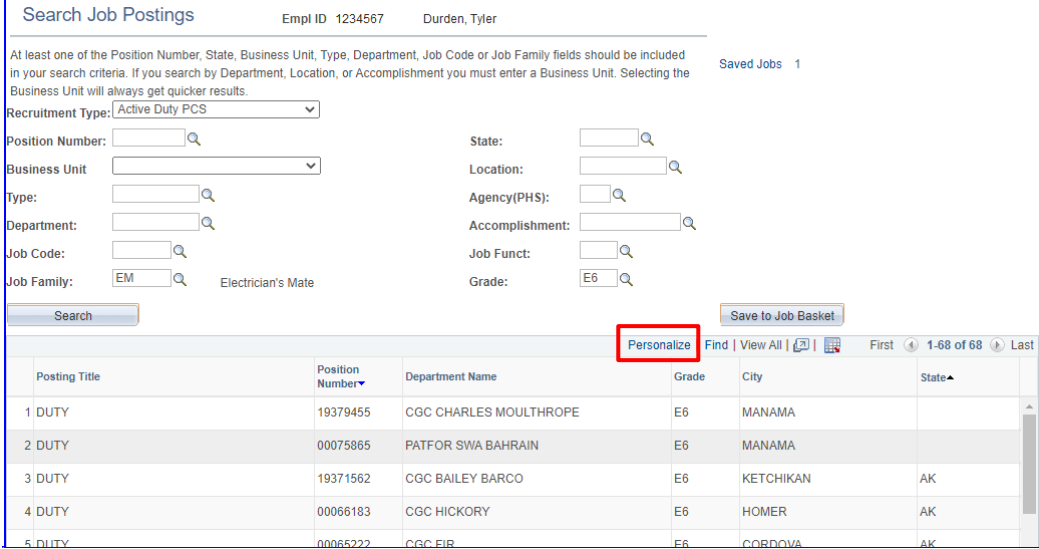
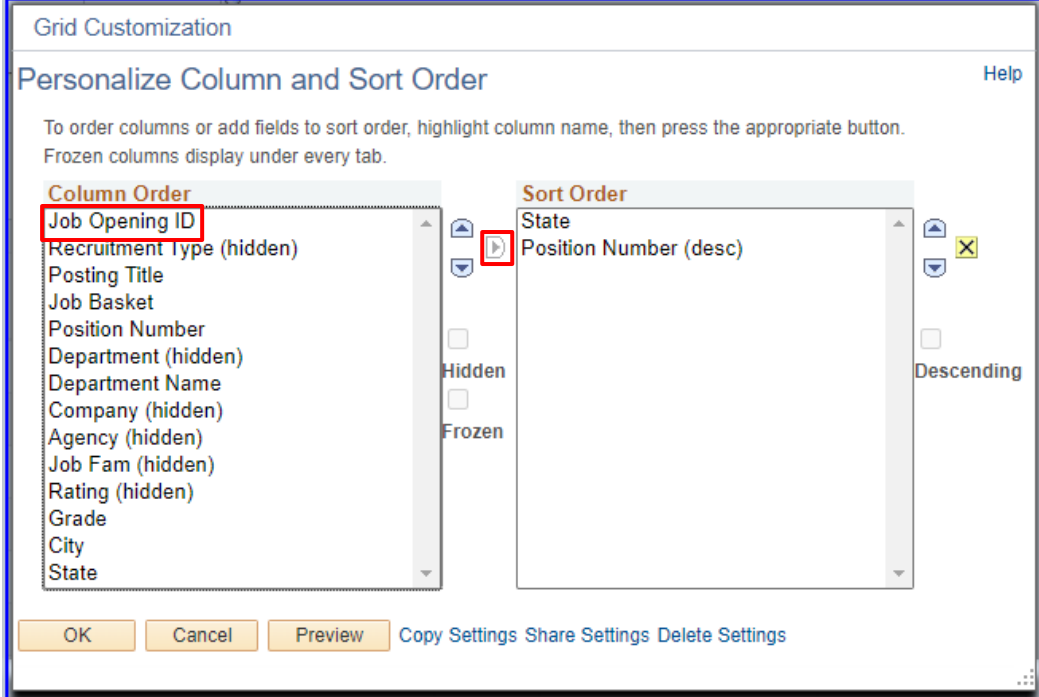
Procedures,
continued

Step	Action																
4	<p>The Search Job Postings page will display. Click the Recruitment Type drop-down and select the appropriate type.</p>  <p>Search Job Postings Empl ID 1234567 Durden, Tyler</p> <p>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</p> <p>Recruitment: Active Duty PCS</p> <p>Type: Active Duty PCS SELRES PCS</p> <p>Position Number: <input type="text"/></p> <p>Business Unit: <input type="text"/></p> <p>Type: <input type="text"/></p> <p>Department: <input type="text"/></p> <p>Job Code: <input type="text"/></p> <p>Job Family: <input type="text"/></p> <p>State: <input type="text"/></p> <p>Location: <input type="text"/></p> <p>Agency(PHS): <input type="text"/></p> <p>Accomplishment: <input type="text"/></p> <p>Job Funct: <input type="text"/></p> <p>Grade: <input type="text"/></p> <p><input type="button" value="Search"/> <input type="button" value="Save to Job Basket"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <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> </thead> <tbody> <tr> <td>1</td> <td></td> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Job Opening ID	Posting Title	Job Basket	Position Number	Department Name	Grade	City	State	1		<input type="checkbox"/>					
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

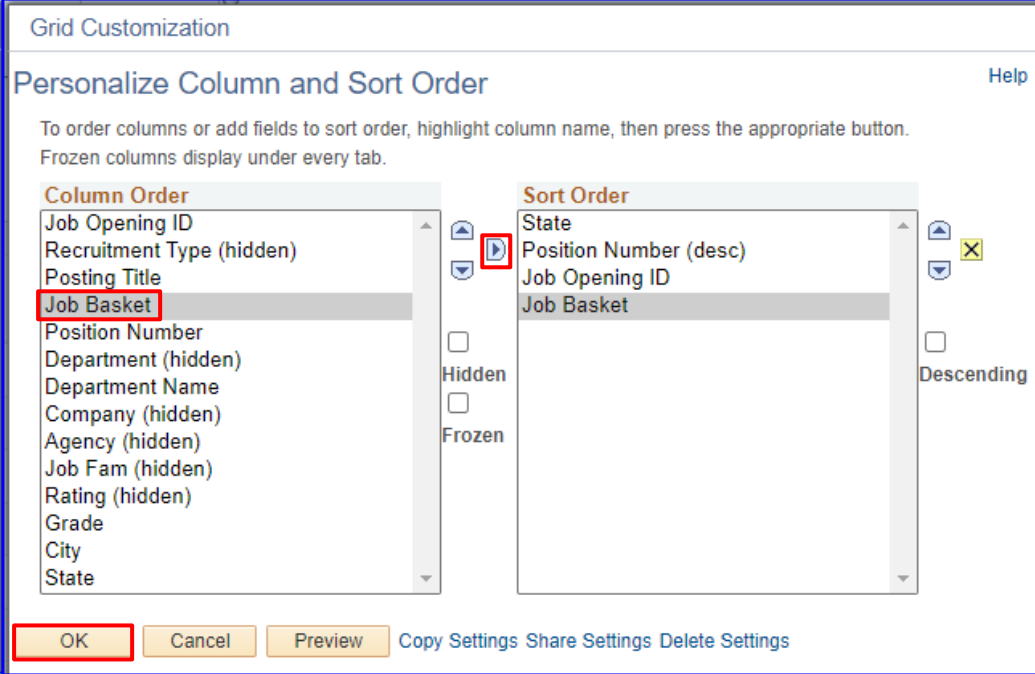
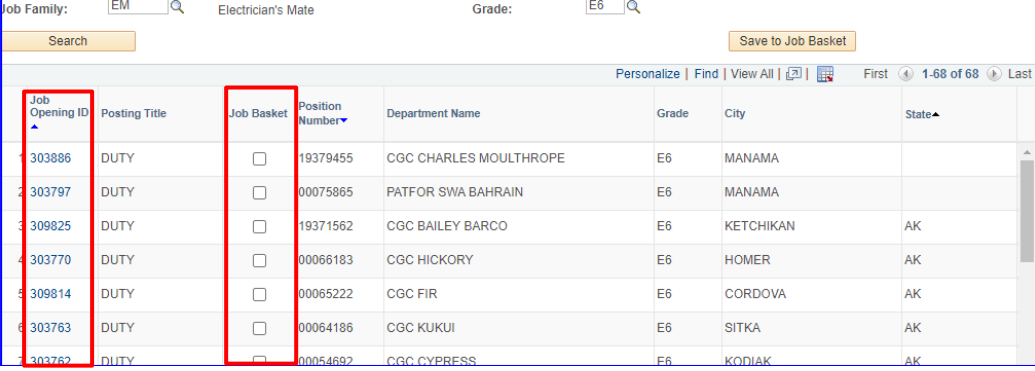
Procedures,
continued

Step	Action																																				
<p>5</p>	<p>If the Search Job Postings page does not display all of the columns required for job selection (as shown in Step 6), click Personalize. If they are displayed, skip to Step 7.</p>  <table border="1" data-bbox="327 958 1369 1146"> <thead> <tr> <th>Posting Title</th> <th>Position Number</th> <th>Department Name</th> <th>Grade</th> <th>City</th> <th>State</th> </tr> </thead> <tbody> <tr> <td>1 DUTY</td> <td>19379455</td> <td>CGC CHARLES MOULTHROPE</td> <td>E6</td> <td>MANAMA</td> <td></td> </tr> <tr> <td>2 DUTY</td> <td>00075865</td> <td>PATFOR SWA BAHRAIN</td> <td>E6</td> <td>MANAMA</td> <td></td> </tr> <tr> <td>3 DUTY</td> <td>19371562</td> <td>CGC BAILEY BARCO</td> <td>E6</td> <td>KETCHIKAN</td> <td>AK</td> </tr> <tr> <td>4 DUTY</td> <td>00066183</td> <td>CGC HICKORY</td> <td>E6</td> <td>HOMER</td> <td>AK</td> </tr> <tr> <td>5 DUTY</td> <td>00065222</td> <td>CGC EIR</td> <td>E6</td> <td>COBDOVA</td> <td>AK</td> </tr> </tbody> </table>	Posting Title	Position Number	Department Name	Grade	City	State	1 DUTY	19379455	CGC CHARLES MOULTHROPE	E6	MANAMA		2 DUTY	00075865	PATFOR SWA BAHRAIN	E6	MANAMA		3 DUTY	19371562	CGC BAILEY BARCO	E6	KETCHIKAN	AK	4 DUTY	00066183	CGC HICKORY	E6	HOMER	AK	5 DUTY	00065222	CGC EIR	E6	COBDOVA	AK
Posting Title	Position Number	Department Name	Grade	City	State																																
1 DUTY	19379455	CGC CHARLES MOULTHROPE	E6	MANAMA																																	
2 DUTY	00075865	PATFOR SWA BAHRAIN	E6	MANAMA																																	
3 DUTY	19371562	CGC BAILEY BARCO	E6	KETCHIKAN	AK																																
4 DUTY	00066183	CGC HICKORY	E6	HOMER	AK																																
5 DUTY	00065222	CGC EIR	E6	COBDOVA	AK																																
<p>6</p>	<p>From the Column Order selection box, select Job Opening ID (required) and click the add arrow icon.</p> 																																				

Continued on next page

Member: Submitting a PCS eResume, Continued

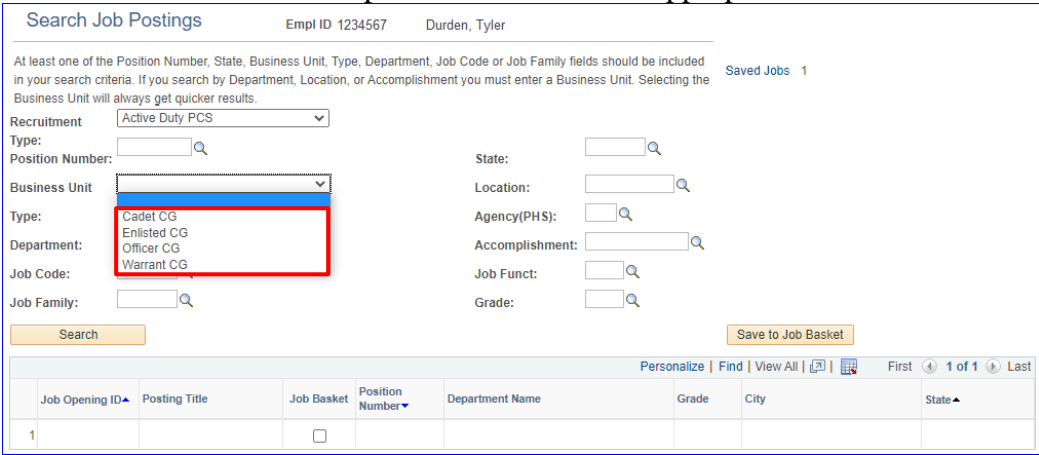
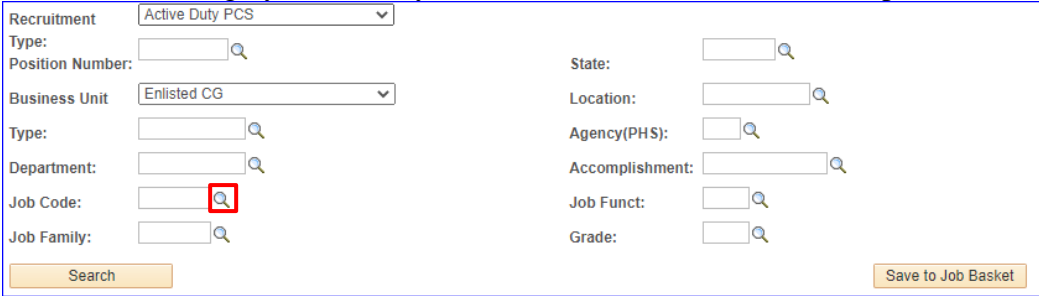
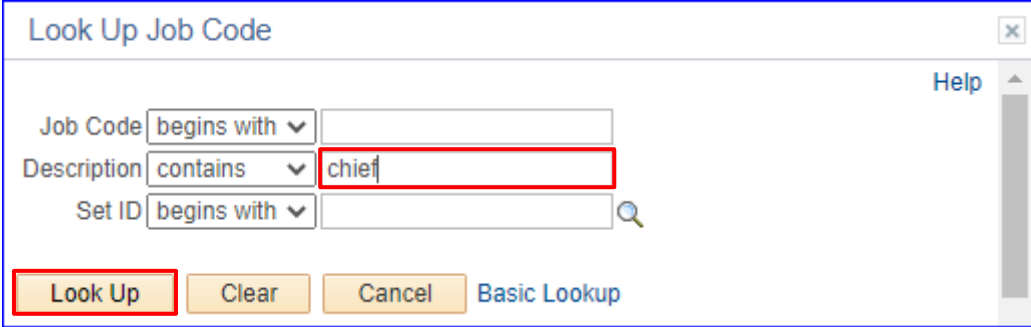
Procedures,
continued

Step	Action																																																																
7	<p>Click Job Basket (required) and then the add arrow icon and repeat for any other column wishing to see populated. When completed, click OK.</p>  <p>The screenshot shows a 'Grid Customization' window titled 'Personalize Column and Sort Order'. It contains two lists: 'Column Order' and 'Sort Order'. In the 'Column Order' list, 'Job Basket' is highlighted. In the 'Sort Order' list, 'Job Basket' is also present. A red box highlights the 'Add' arrow icon between the two lists. At the bottom left, the 'OK' button is highlighted with a red box.</p>																																																																
8	<p>The added columns will be displayed.</p>  <p>The screenshot shows a table of job listings. The columns are: Job Opening ID, Posting Title, Job Basket, Position Number, Department Name, Grade, City, and State. The 'Job Opening ID' and 'Job Basket' columns are highlighted with red boxes. The 'Job Basket' column contains checkboxes for each row.</p> <table border="1" data-bbox="331 1402 1369 1682"> <thead> <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> </thead> <tbody> <tr> <td>1 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>2 303797</td> <td>DUTY</td> <td><input type="checkbox"/></td> <td>00075865</td> <td>PATFOR SWIA BAHRAIN</td> <td>E6</td> <td>MANAMA</td> <td></td> </tr> <tr> <td>3 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>4 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>5 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>6 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>7 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> </tbody> </table>	Job Opening ID	Posting Title	Job Basket	Position Number	Department Name	Grade	City	State	1 303886	DUTY	<input type="checkbox"/>	19379455	CGC CHARLES MOULTHROPE	E6	MANAMA		2 303797	DUTY	<input type="checkbox"/>	00075865	PATFOR SWIA BAHRAIN	E6	MANAMA		3 309825	DUTY	<input type="checkbox"/>	19371562	CGC BAILEY BARCO	E6	KETCHIKAN	AK	4 303770	DUTY	<input type="checkbox"/>	00066183	CGC HICKORY	E6	HOMER	AK	5 309814	DUTY	<input type="checkbox"/>	00065222	CGC FIR	E6	CORDOVA	AK	6 303763	DUTY	<input type="checkbox"/>	00064186	CGC KUKUI	E6	SITKA	AK	7 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																																																										
1 303886	DUTY	<input type="checkbox"/>	19379455	CGC CHARLES MOULTHROPE	E6	MANAMA																																																											
2 303797	DUTY	<input type="checkbox"/>	00075865	PATFOR SWIA BAHRAIN	E6	MANAMA																																																											
3 309825	DUTY	<input type="checkbox"/>	19371562	CGC BAILEY BARCO	E6	KETCHIKAN	AK																																																										
4 303770	DUTY	<input type="checkbox"/>	00066183	CGC HICKORY	E6	HOMER	AK																																																										
5 309814	DUTY	<input type="checkbox"/>	00065222	CGC FIR	E6	CORDOVA	AK																																																										
6 303763	DUTY	<input type="checkbox"/>	00064186	CGC KUKUI	E6	SITKA	AK																																																										
7 303762	DUTY	<input type="checkbox"/>	00054692	CGC CYPRESS	E6	KODIAK	AK																																																										

Continued on next page

Member: Submitting a PCS eResume, Continued

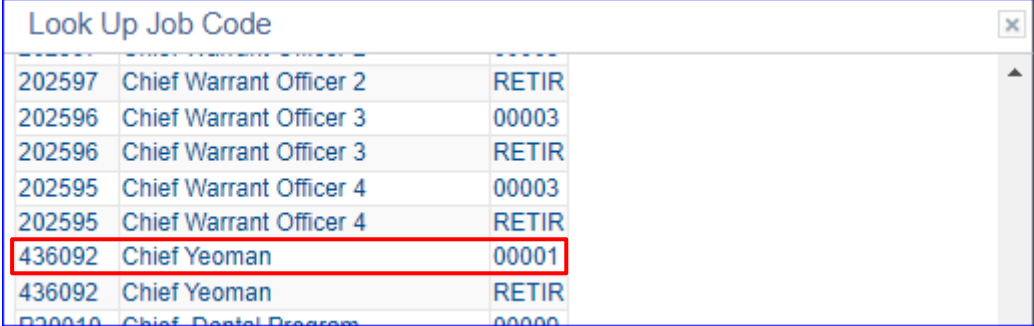
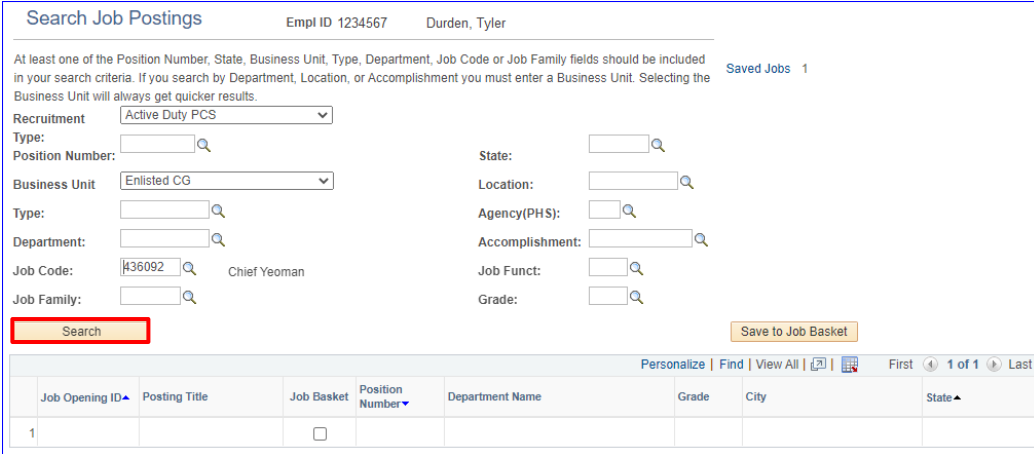

Procedures,
continued

Step	Action
<p>9</p>	<p>Click the Business Unit drop-down and select the appropriate item.</p>  <p>The screenshot shows the 'Search Job Postings' page for user 'Durden, Tyler' (Empl ID 1234567). It includes search filters for Recruitment (Active Duty PCS), Type, Position Number, Business Unit (dropdown), State, Location, Agency(PHS), Accomplishment, Job Code, Job Family, and Job Funct. The Business Unit dropdown is expanded, showing 'Enlisted CG' selected. A table below shows one job opening with ID 1.</p>
<p>10</p>	<p>Click on the Job Code look-up.</p> <p>NOTE: Searching by Job Family and Grade is also a viable search option.</p>  <p>The screenshot shows the search filters with 'Enlisted CG' selected in the Business Unit dropdown. The Job Code field is highlighted with a red box, indicating the next step is to click on it for a look-up.</p>
<p>11</p>	<p>Select <i>contains</i> from the Description drop-down and type in a unique word to narrow your search results for the rate you want. Click Look Up.</p>  <p>The screenshot shows the 'Look Up Job Code' dialog box. The 'Description' dropdown is set to 'contains' and the text 'chief' is entered in the adjacent field. The 'Look Up' button is highlighted with a red box.</p>

Continued on next page

Member: Submitting a PCS eResume, Continued

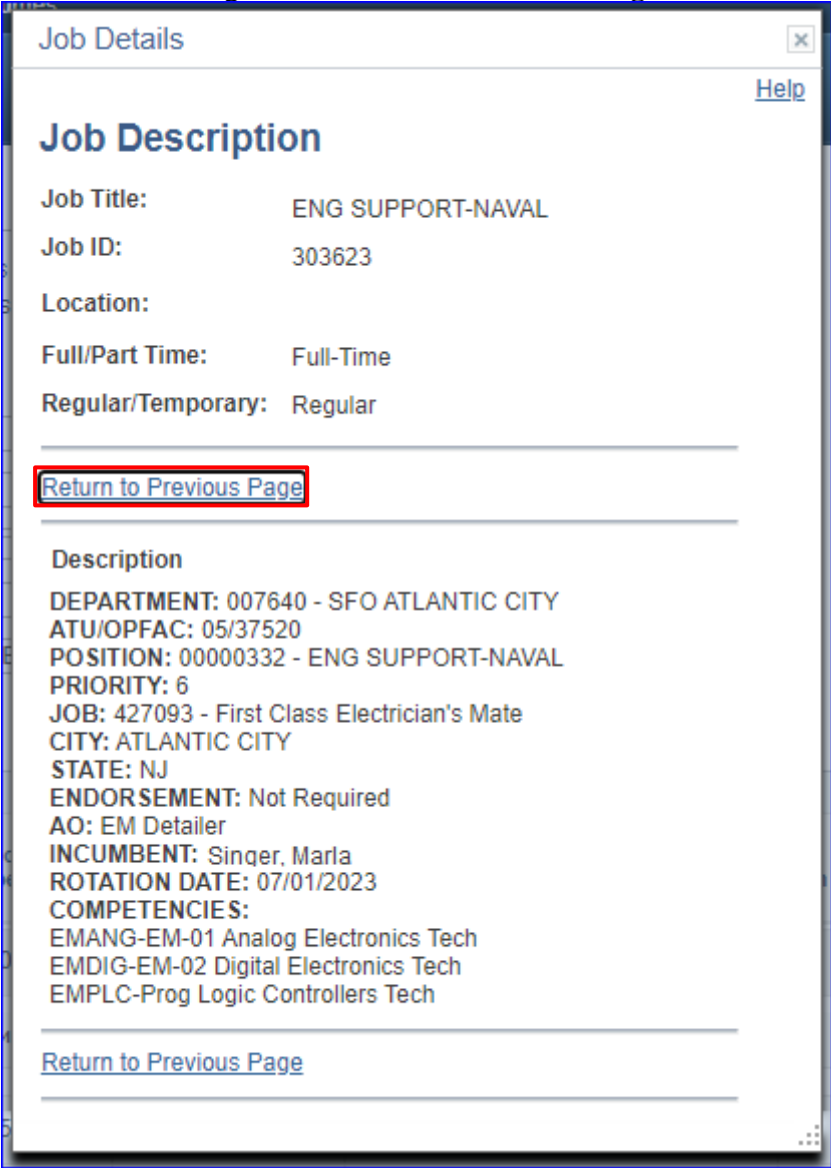
Procedures,
continued

Step	Action																																																																																				
12	<p>Select the appropriate rating.</p>  <table border="1" data-bbox="327 526 1364 851"> <thead> <tr> <th>Job Code</th> <th>Position Title</th> <th>Rating</th> </tr> </thead> <tbody> <tr><td>202597</td><td>Chief Warrant Officer 2</td><td>RETIR</td></tr> <tr><td>202596</td><td>Chief Warrant Officer 3</td><td>00003</td></tr> <tr><td>202596</td><td>Chief Warrant Officer 3</td><td>RETIR</td></tr> <tr><td>202595</td><td>Chief Warrant Officer 4</td><td>00003</td></tr> <tr><td>202595</td><td>Chief Warrant Officer 4</td><td>RETIR</td></tr> <tr style="border: 2px solid red;"><td>436092</td><td>Chief Yeoman</td><td>00001</td></tr> <tr><td>436092</td><td>Chief Yeoman</td><td>RETIR</td></tr> <tr><td>030010</td><td>Chief Dental Program</td><td>00000</td></tr> </tbody> </table>	Job Code	Position Title	Rating	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																																																									
Job Code	Position Title	Rating																																																																																			
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	<p>Click Search.</p>  <p>Search Job Postings Empl ID 1234567 Durden, Tyler</p> <p>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</p> <p>Recruitment: Active Duty PCS</p> <p>Type: <input type="text"/></p> <p>Position Number: <input type="text"/></p> <p>Business Unit: Enlisted CG</p> <p>Type: <input type="text"/></p> <p>Department: <input type="text"/></p> <p>Job Code: 436092 Chief Yeoman</p> <p>Job Family: <input type="text"/></p> <p>State: <input type="text"/></p> <p>Location: <input type="text"/></p> <p>Agency(PHS): <input type="text"/></p> <p>Accomplishment: <input type="text"/></p> <p>Job Funct: <input type="text"/></p> <p>Grade: <input type="text"/></p> <p>Search Save to Job Basket</p> <table border="1" data-bbox="327 1276 1364 1377"> <thead> <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> </thead> <tbody> <tr> <td>1</td> <td></td> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Job Opening ID	Posting Title	Job Basket	Position Number	Department Name	Grade	City	State	1		<input type="checkbox"/>																																																																									
Job Opening ID	Posting Title	Job Basket	Position Number	Department Name	Grade	City	State																																																																														
1		<input type="checkbox"/>																																																																																			
14	<p>All the available positions on the Shopping List will display. To view a position's details, select a Job Opening ID link.</p>  <table border="1" data-bbox="327 1489 1364 1691"> <thead> <tr> <th>Job Opening ID</th> <th>Recruitment Type</th> <th>Posting Title</th> <th>Job Basket</th> <th>Position Number</th> <th>Department</th> <th>Department Name</th> <th>Company</th> <th>Agency</th> <th>Job Fam</th> <th>Rating</th> <th>Grade</th> <th>City</th> <th>State</th> </tr> </thead> <tbody> <tr><td>289664</td><td>AD PCS</td><td>DUTY - BOSTON, MA</td><td><input type="checkbox"/></td><td>19382519</td><td>049037</td><td>CGC WILLIAM SPARLING</td><td>ACG</td><td></td><td>EM</td><td>EM1</td><td>E6</td><td>BOSTON</td><td>MA</td></tr> <tr><td>303623</td><td>AD PCS</td><td>ENG SUPPORT-NAVAL</td><td><input type="checkbox"/></td><td>00000332</td><td>007640</td><td>SFO ATLANTIC CITY</td><td>ACG</td><td></td><td>EM</td><td>EM1</td><td>E6</td><td>ATLANTIC CITY</td><td>NJ</td></tr> <tr><td>303624</td><td>AD PCS</td><td>MAT DUTY</td><td><input type="checkbox"/></td><td>00000612</td><td>048839</td><td>BASE GALV MAT (NMM)</td><td>ACG</td><td></td><td>EM</td><td>EM1</td><td>E6</td><td>GALVESTON</td><td>TX</td></tr> <tr><td>303635</td><td>AD PCS</td><td>DUTY</td><td><input type="checkbox"/></td><td>00004387</td><td>000758</td><td>CGC MARCUS HANNA</td><td>ACG</td><td></td><td>EM</td><td>EM1</td><td>E6</td><td>SOUTH PORTLAND</td><td>ME</td></tr> <tr><td>303639</td><td>AD PCS</td><td>DUTY</td><td><input type="checkbox"/></td><td>00005204</td><td>000802</td><td>CGC BARBARA MABRITY</td><td>ACG</td><td></td><td>EM</td><td>EM1</td><td>E6</td><td>MOBILE</td><td>AL</td></tr> </tbody> </table>	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		EM	EM1	E6	MOBILE	AL
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		EM	EM1	E6	MOBILE	AL																																																																								

Continued on next page

Member: Submitting a PCS eResume, Continued

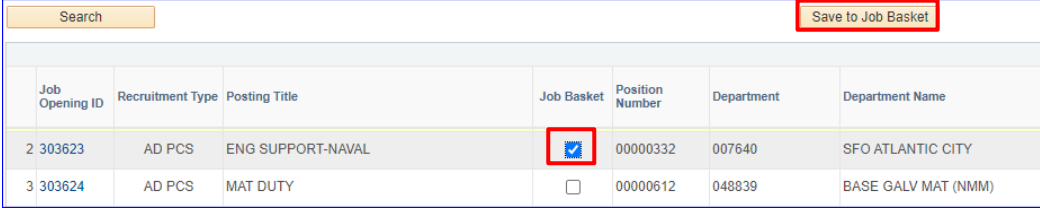
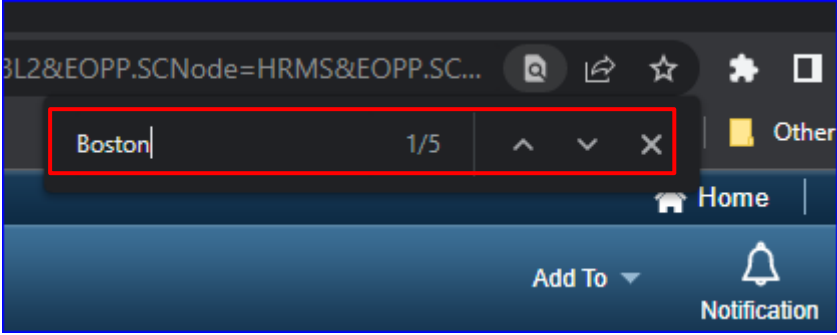
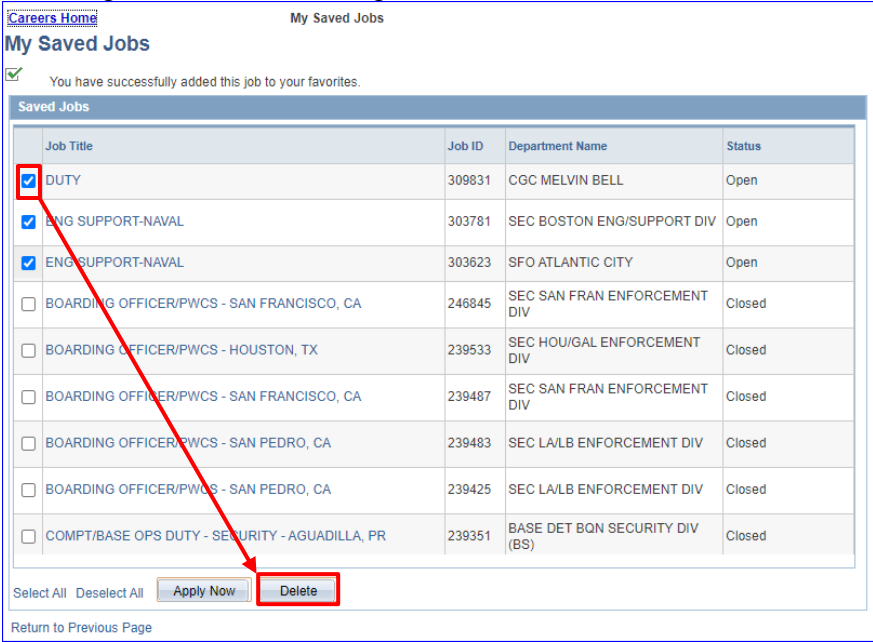
Procedures,
continued

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 Return to Previous Page.</p>  <p>The screenshot shows a window titled "Job Details" with a "Help" link in the top right. The main heading is "Job Description". Below this, several fields are listed: "Job Title: ENG SUPPORT-NAVAL", "Job ID: 303623", "Location:", "Full/Part Time: Full-Time", and "Regular/Temporary: Regular". A red rectangular box highlights the "Return to Previous Page" button. Below the button is a "Description" section containing the following text: "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". At the bottom of the window, another "Return to Previous Page" link is visible.</p>

Continued on next page

Member: Submitting a PCS eResume, Continued

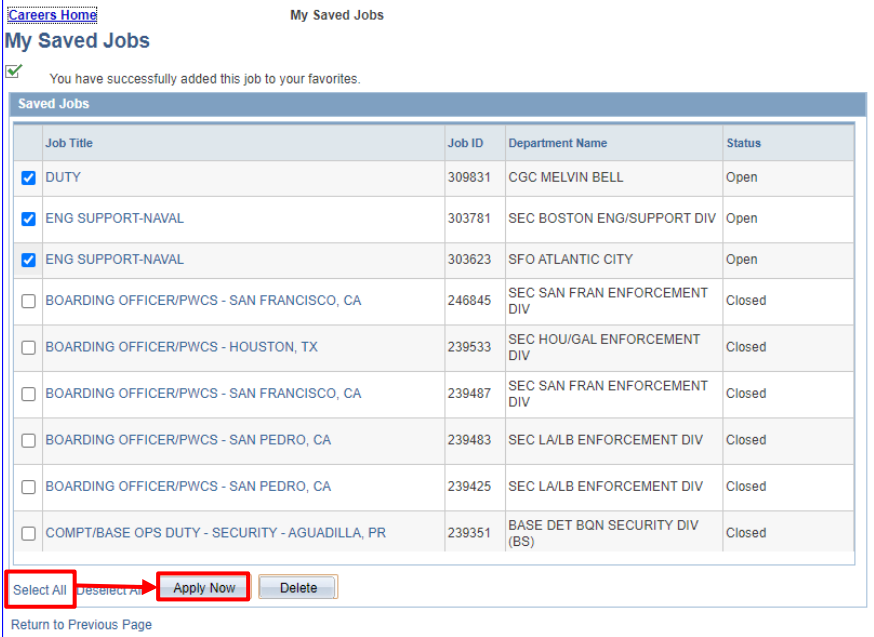
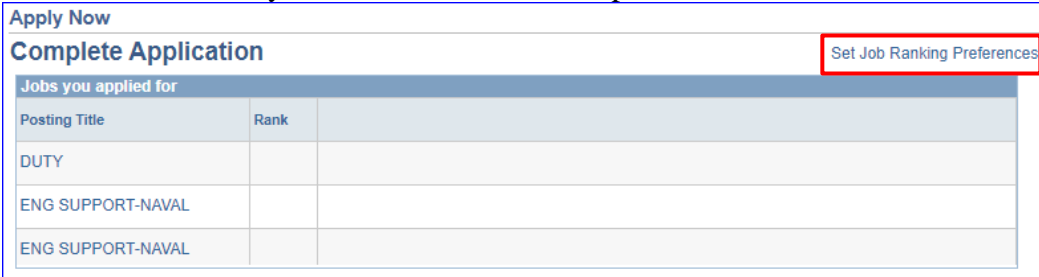
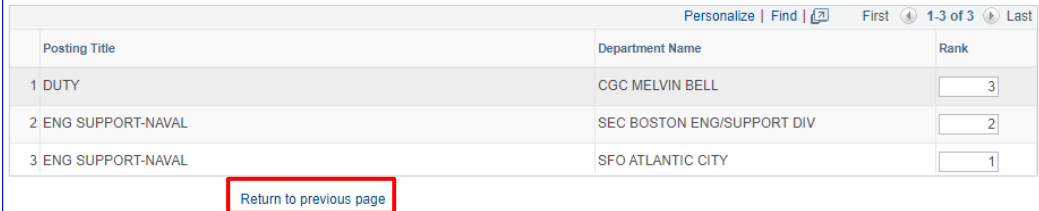
Procedures,
continued

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

Continued on next page

Member: Submitting a PCS eResume, Continued

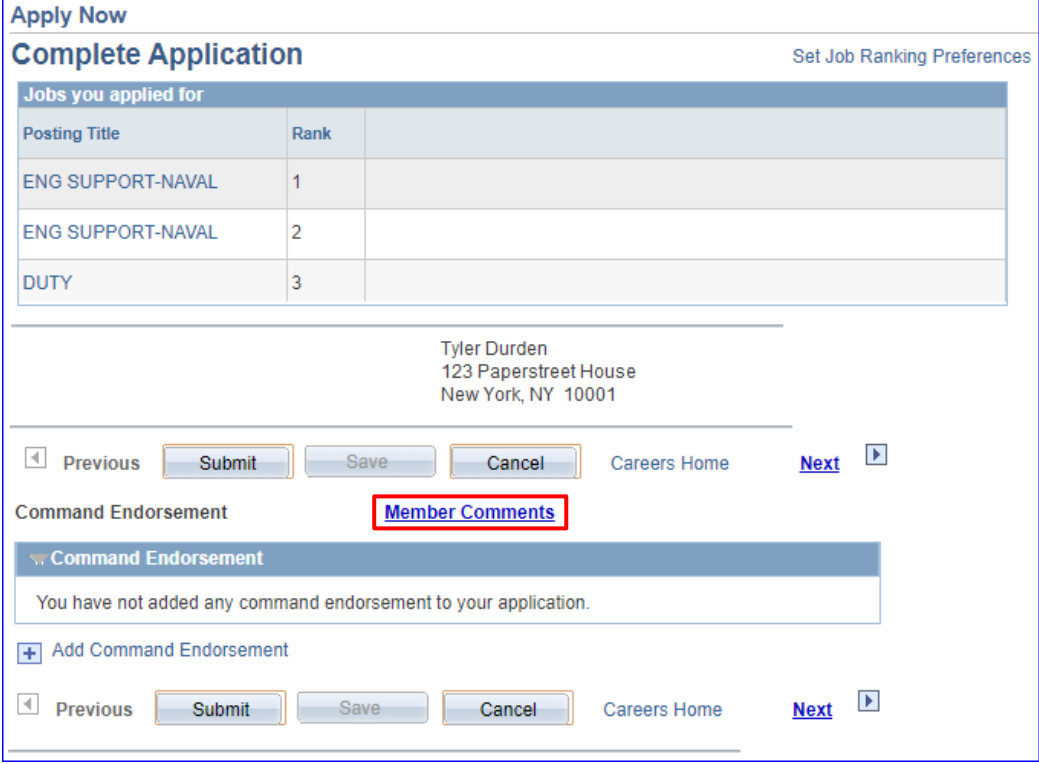
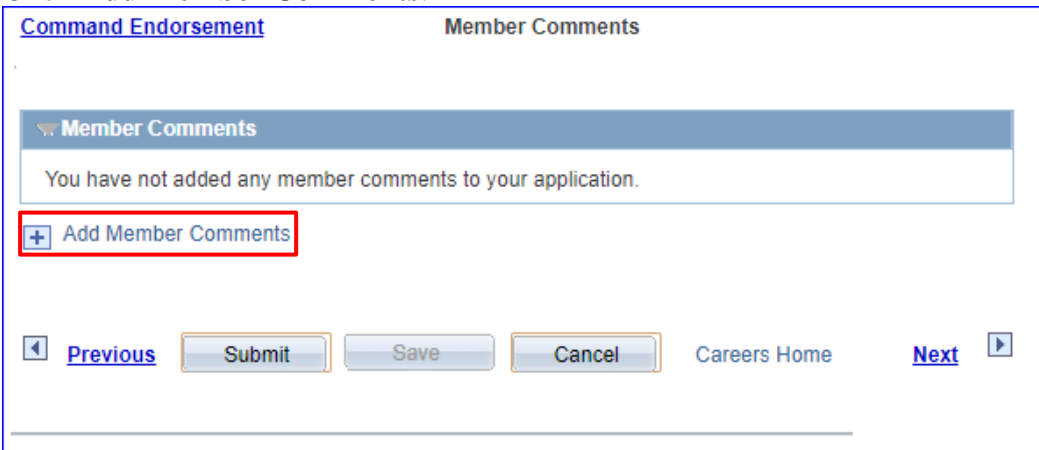
Procedures,
continued

Step	Action																																								
<p>18</p>	<p>When completed, click Select All and Apply Now.</p>  <p>My Saved Jobs</p> <p>You have successfully added this job to your favorites.</p> <table border="1"> <thead> <tr> <th>Job Title</th> <th>Job ID</th> <th>Department Name</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> DUTY</td> <td>309831</td> <td>CGC MELVIN BELL</td> <td>Open</td> </tr> <tr> <td><input checked="" type="checkbox"/> ENG SUPPORT-NAVAL</td> <td>303781</td> <td>SEC BOSTON ENG/SUPPORT DIV</td> <td>Open</td> </tr> <tr> <td><input checked="" type="checkbox"/> ENG SUPPORT-NAVAL</td> <td>303623</td> <td>SFO ATLANTIC CITY</td> <td>Open</td> </tr> <tr> <td><input type="checkbox"/> BOARDING OFFICER/PWCS - SAN FRANCISCO, CA</td> <td>246845</td> <td>SEC SAN FRAN ENFORCEMENT DIV</td> <td>Closed</td> </tr> <tr> <td><input type="checkbox"/> BOARDING OFFICER/PWCS - HOUSTON, TX</td> <td>239533</td> <td>SEC HOU/GAL ENFORCEMENT DIV</td> <td>Closed</td> </tr> <tr> <td><input type="checkbox"/> BOARDING OFFICER/PWCS - SAN FRANCISCO, CA</td> <td>239487</td> <td>SEC SAN FRAN ENFORCEMENT DIV</td> <td>Closed</td> </tr> <tr> <td><input type="checkbox"/> BOARDING OFFICER/PWCS - SAN PEDRO, CA</td> <td>239483</td> <td>SEC LA/LB ENFORCEMENT DIV</td> <td>Closed</td> </tr> <tr> <td><input type="checkbox"/> BOARDING OFFICER/PWCS - SAN PEDRO, CA</td> <td>239425</td> <td>SEC LA/LB ENFORCEMENT DIV</td> <td>Closed</td> </tr> <tr> <td><input type="checkbox"/> COMPT/BASE OPS DUTY - SECURITY - AGUADILLA, PR</td> <td>239351</td> <td>BASE DET BQN SECURITY DIV (BS)</td> <td>Closed</td> </tr> </tbody> </table> <p>Select All Apply Now Delete</p> <p>Return to Previous Page</p>	Job Title	Job ID	Department Name	Status	<input checked="" type="checkbox"/> DUTY	309831	CGC MELVIN BELL	Open	<input checked="" type="checkbox"/> ENG SUPPORT-NAVAL	303781	SEC BOSTON ENG/SUPPORT DIV	Open	<input checked="" type="checkbox"/> ENG SUPPORT-NAVAL	303623	SFO ATLANTIC CITY	Open	<input type="checkbox"/> BOARDING OFFICER/PWCS - SAN FRANCISCO, CA	246845	SEC SAN FRAN ENFORCEMENT DIV	Closed	<input type="checkbox"/> BOARDING OFFICER/PWCS - HOUSTON, TX	239533	SEC HOU/GAL ENFORCEMENT DIV	Closed	<input type="checkbox"/> BOARDING OFFICER/PWCS - SAN FRANCISCO, CA	239487	SEC SAN FRAN ENFORCEMENT DIV	Closed	<input type="checkbox"/> BOARDING OFFICER/PWCS - SAN PEDRO, CA	239483	SEC LA/LB ENFORCEMENT DIV	Closed	<input type="checkbox"/> BOARDING OFFICER/PWCS - SAN PEDRO, CA	239425	SEC LA/LB ENFORCEMENT DIV	Closed	<input type="checkbox"/> COMPT/BASE OPS DUTY - SECURITY - AGUADILLA, PR	239351	BASE DET BQN SECURITY DIV (BS)	Closed
Job Title	Job ID	Department Name	Status																																						
<input checked="" type="checkbox"/> DUTY	309831	CGC MELVIN BELL	Open																																						
<input checked="" type="checkbox"/> ENG SUPPORT-NAVAL	303781	SEC BOSTON ENG/SUPPORT DIV	Open																																						
<input checked="" type="checkbox"/> ENG SUPPORT-NAVAL	303623	SFO ATLANTIC CITY	Open																																						
<input type="checkbox"/> BOARDING OFFICER/PWCS - SAN FRANCISCO, CA	246845	SEC SAN FRAN ENFORCEMENT DIV	Closed																																						
<input type="checkbox"/> BOARDING OFFICER/PWCS - HOUSTON, TX	239533	SEC HOU/GAL ENFORCEMENT DIV	Closed																																						
<input type="checkbox"/> BOARDING OFFICER/PWCS - SAN FRANCISCO, CA	239487	SEC SAN FRAN ENFORCEMENT DIV	Closed																																						
<input type="checkbox"/> BOARDING OFFICER/PWCS - SAN PEDRO, CA	239483	SEC LA/LB ENFORCEMENT DIV	Closed																																						
<input type="checkbox"/> BOARDING OFFICER/PWCS - SAN PEDRO, CA	239425	SEC LA/LB ENFORCEMENT DIV	Closed																																						
<input type="checkbox"/> COMPT/BASE OPS DUTY - SECURITY - AGUADILLA, PR	239351	BASE DET BQN SECURITY DIV (BS)	Closed																																						
<p>19</p>	<p>The Complete Application page will display. Click Set Job Ranking Preferences to rank your selections in order of preference.</p>  <p>Apply Now</p> <p>Complete Application</p> <p>Set Job Ranking Preferences</p> <table border="1"> <thead> <tr> <th>Posting Title</th> <th>Rank</th> </tr> </thead> <tbody> <tr> <td>DUTY</td> <td></td> </tr> <tr> <td>ENG SUPPORT-NAVAL</td> <td></td> </tr> <tr> <td>ENG SUPPORT-NAVAL</td> <td></td> </tr> </tbody> </table>	Posting Title	Rank	DUTY		ENG SUPPORT-NAVAL		ENG SUPPORT-NAVAL																																	
Posting Title	Rank																																								
DUTY																																									
ENG SUPPORT-NAVAL																																									
ENG SUPPORT-NAVAL																																									
<p>20</p>	<p>After ranking positions in order of preference, click Return to previous page.</p>  <p>Personalize Find First 1-3 of 3 Last</p> <table border="1"> <thead> <tr> <th>Posting Title</th> <th>Department Name</th> <th>Rank</th> </tr> </thead> <tbody> <tr> <td>1 DUTY</td> <td>CGC MELVIN BELL</td> <td>3</td> </tr> <tr> <td>2 ENG SUPPORT-NAVAL</td> <td>SEC BOSTON ENG/SUPPORT DIV</td> <td>2</td> </tr> <tr> <td>3 ENG SUPPORT-NAVAL</td> <td>SFO ATLANTIC CITY</td> <td>1</td> </tr> </tbody> </table> <p>Return to previous page</p>	Posting Title	Department Name	Rank	1 DUTY	CGC MELVIN BELL	3	2 ENG SUPPORT-NAVAL	SEC BOSTON ENG/SUPPORT DIV	2	3 ENG SUPPORT-NAVAL	SFO ATLANTIC CITY	1																												
Posting Title	Department Name	Rank																																							
1 DUTY	CGC MELVIN BELL	3																																							
2 ENG SUPPORT-NAVAL	SEC BOSTON ENG/SUPPORT DIV	2																																							
3 ENG SUPPORT-NAVAL	SFO ATLANTIC CITY	1																																							

Continued on next page

Member: Submitting a PCS eResume, Continued

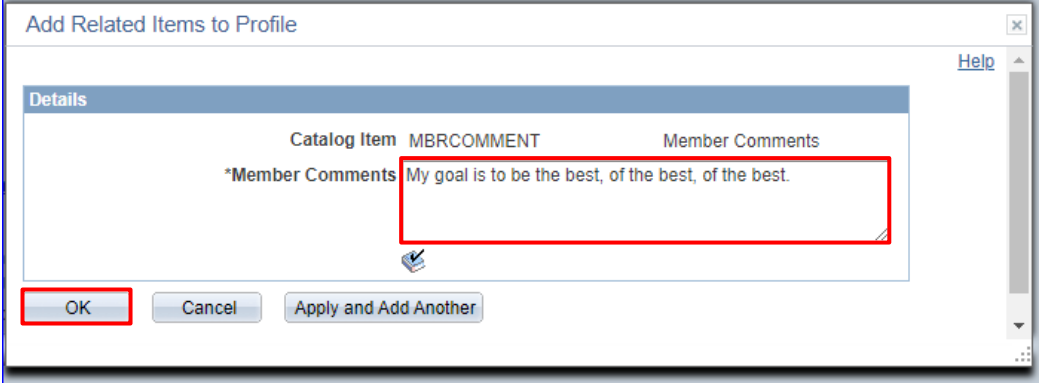
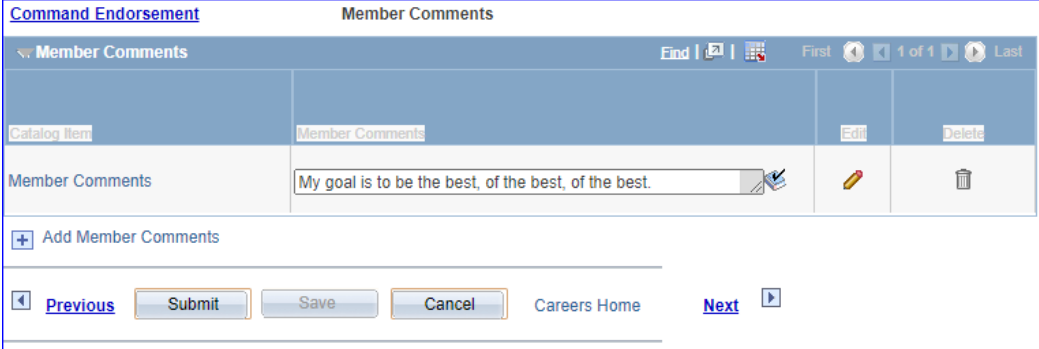
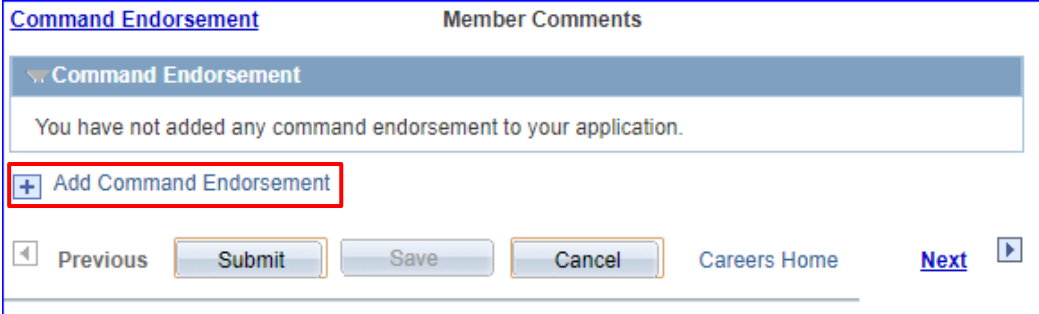
Procedures,
continued

Step	Action												
21	<p>Comments may be entered by clicking the Member Comments link.</p>  <p>Apply Now</p> <p>Complete Application Set Job Ranking Preferences</p> <p>Jobs you applied for</p> <table border="1"> <thead> <tr> <th>Posting Title</th> <th>Rank</th> <th></th> </tr> </thead> <tbody> <tr> <td>ENG SUPPORT-NAVAL</td> <td>1</td> <td></td> </tr> <tr> <td>ENG SUPPORT-NAVAL</td> <td>2</td> <td></td> </tr> <tr> <td>DUTY</td> <td>3</td> <td></td> </tr> </tbody> </table> <p>Tyler Durden 123 Paperstreet House New York, NY 10001</p> <p>Previous <input type="button" value="Submit"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> Careers Home Next</p> <p>Command Endorsement Member Comments</p> <p>Command Endorsement</p> <p>You have not added any command endorsement to your application.</p> <p><input type="button" value="+ Add Command Endorsement"/></p> <p>Previous <input type="button" value="Submit"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> Careers Home Next</p>	Posting Title	Rank		ENG SUPPORT-NAVAL	1		ENG SUPPORT-NAVAL	2		DUTY	3	
Posting Title	Rank												
ENG SUPPORT-NAVAL	1												
ENG SUPPORT-NAVAL	2												
DUTY	3												
22	<p>Click Add Member Comments.</p>  <p>Command Endorsement Member Comments</p> <p>Member Comments</p> <p>You have not added any member comments to your application.</p> <p><input type="button" value="+ Add Member Comments"/></p> <p>Previous <input type="button" value="Submit"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> Careers Home Next</p>												

Continued on next page

Member: Submitting a PCS eResume, Continued

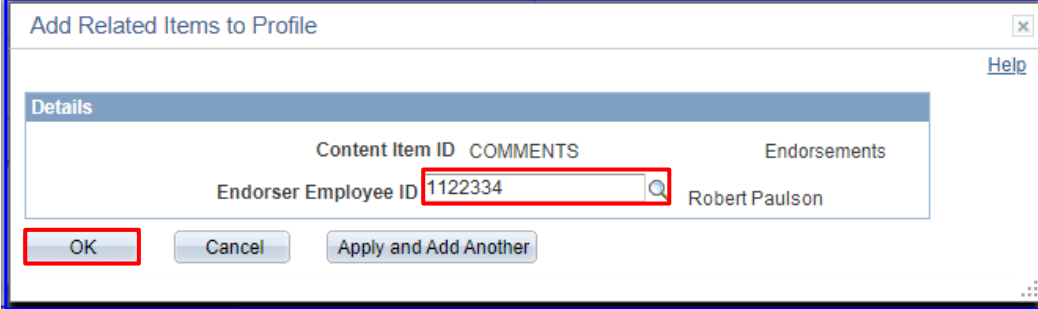
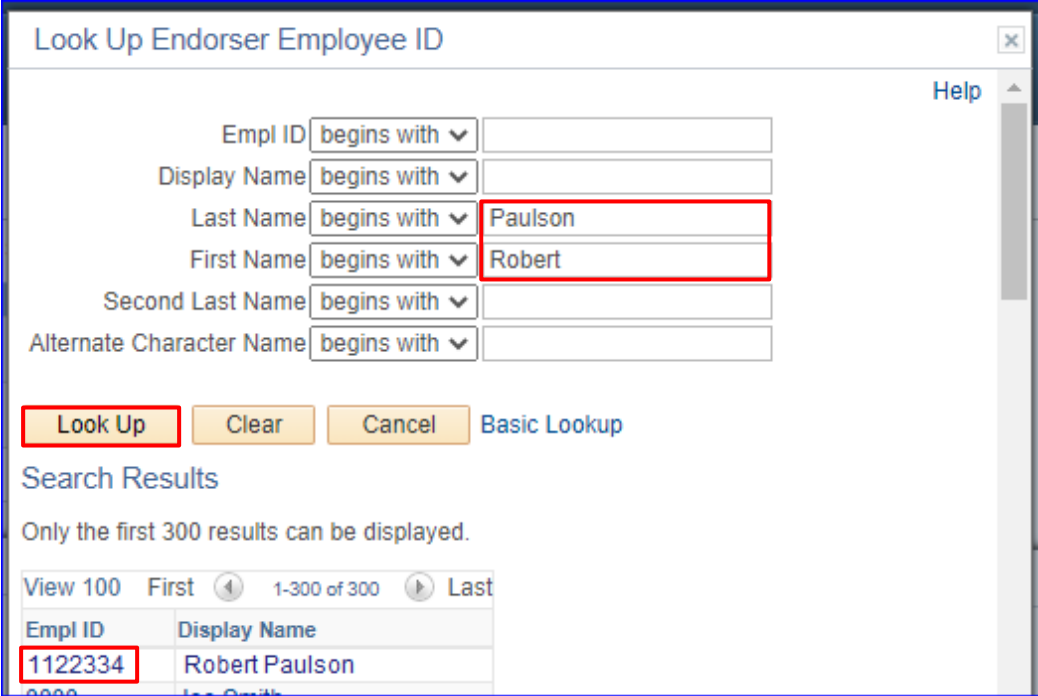
Procedures,
continued

Step	Action
23	<p>Add Related Items to Profile opens in new window. Enter comments into the Member Comments box. Comments are limited to 1325 characters. Click OK.</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 Add Command Endorsement link.</p> 

Continued on next page

Member: Submitting a PCS eResume, Continued

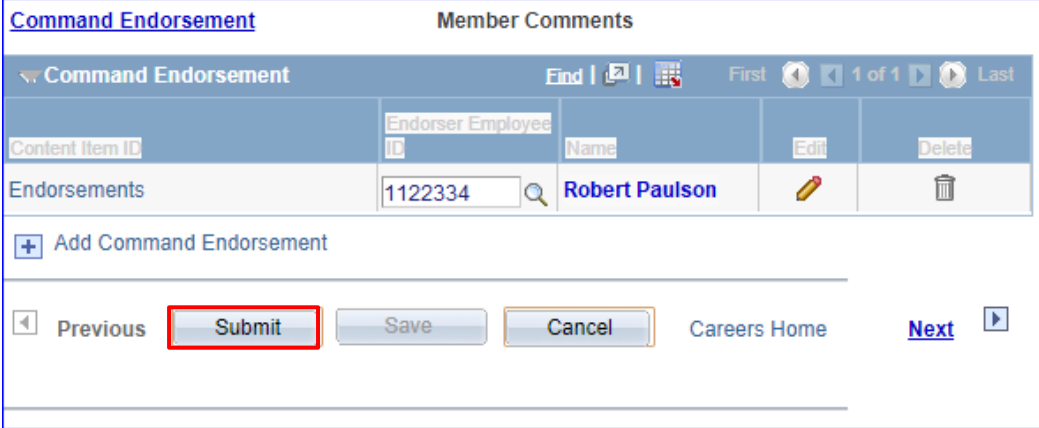
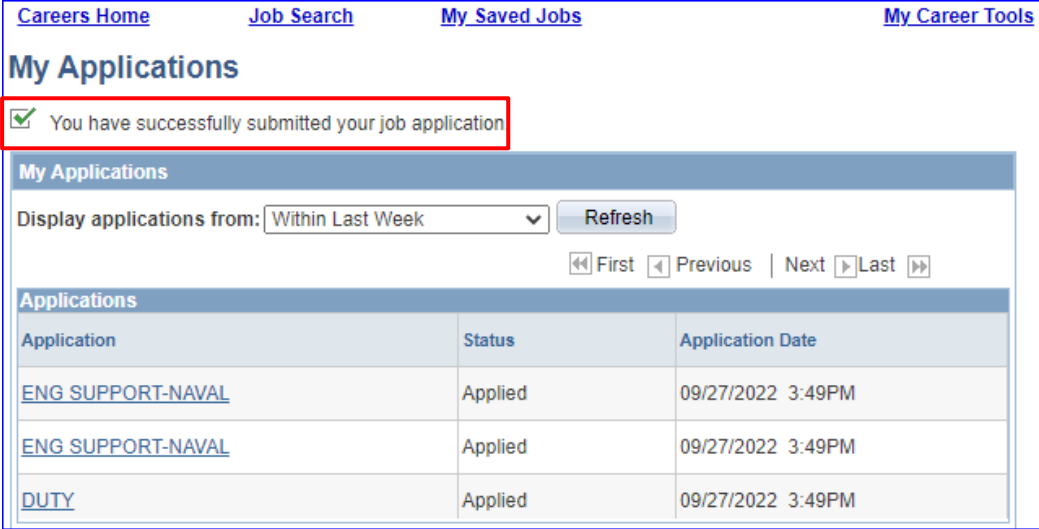
Procedures,
continued

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

Continued on next page

Member: Submitting a PCS eResume, Continued

Procedures,
continued

Step	Action												
28	<p>Click Submit.</p>  <p>Command Endorsement Member Comments</p> <p>Command Endorsement Find 1 of 1 First Last</p> <table border="1"> <thead> <tr> <th>Content Item ID</th> <th>Endorser Employee ID</th> <th>Name</th> <th>Edit</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Endorsements</td> <td>1122334</td> <td>Robert Paulson</td> <td></td> <td></td> </tr> </tbody> </table> <p>+ Add Command Endorsement</p> <p>Previous Submit Save Cancel Careers Home Next</p>	Content Item ID	Endorser Employee ID	Name	Edit	Delete	Endorsements	1122334	Robert Paulson				
Content Item ID	Endorser Employee ID	Name	Edit	Delete									
Endorsements	1122334	Robert Paulson											
29	<p>The My Applications page will display with the success notification.</p>  <p>Careers Home Job Search My Saved Jobs My Career Tools</p> <p>My Applications</p> <p><input checked="" type="checkbox"/> You have successfully submitted your job application</p> <p>My Applications</p> <p>Display applications from: Within Last Week Refresh</p> <p>First Previous Next Last</p> <table border="1"> <thead> <tr> <th>Application</th> <th>Status</th> <th>Application Date</th> </tr> </thead> <tbody> <tr> <td>ENG SUPPORT-NAVAL</td> <td>Applied</td> <td>09/27/2022 3:49PM</td> </tr> <tr> <td>ENG SUPPORT-NAVAL</td> <td>Applied</td> <td>09/27/2022 3:49PM</td> </tr> <tr> <td>DUTY</td> <td>Applied</td> <td>09/27/2022 3:49PM</td> </tr> </tbody> </table>	Application	Status	Application Date	ENG SUPPORT-NAVAL	Applied	09/27/2022 3:49PM	ENG SUPPORT-NAVAL	Applied	09/27/2022 3:49PM	DUTY	Applied	09/27/2022 3:49PM
Application	Status	Application Date											
ENG SUPPORT-NAVAL	Applied	09/27/2022 3:49PM											
ENG SUPPORT-NAVAL	Applied	09/27/2022 3:49PM											
DUTY	Applied	09/27/2022 3:49PM											