

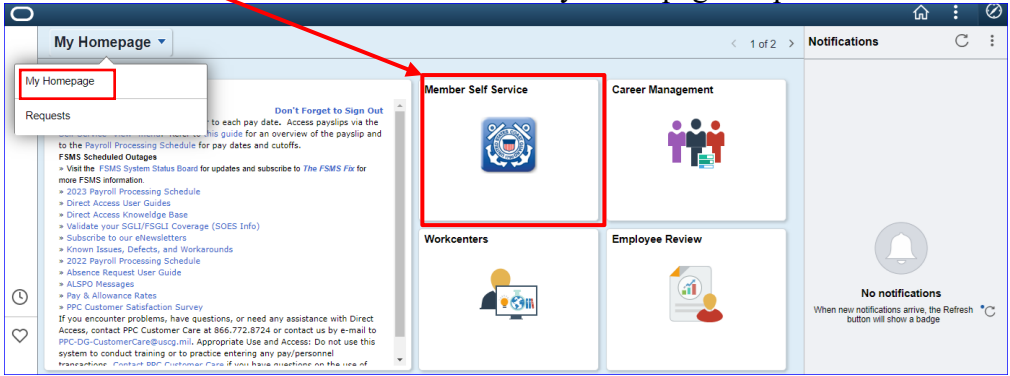
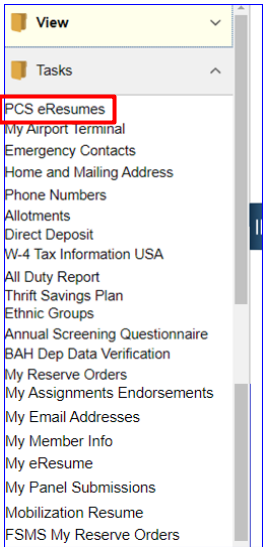
Submitting a PCS eResume

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 unneeded information pending in your endorsers Requests section.

Procedures See below.

Step	Action
1	<p>Click on Member Self Service from the My Homepage drop-down.</p> 
1.5	<p>Select the PCS eResumes option.</p> 

2

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

Search Job Postings Empl ID 1234567 Durden, 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 Active Duty PCS SELRES PCS

Position Number: State:

Business Unit: Location:

Type: Agency(PHS):

Department: Accomplishment:

Job Code: Job Funct:

Job Family: Grade:

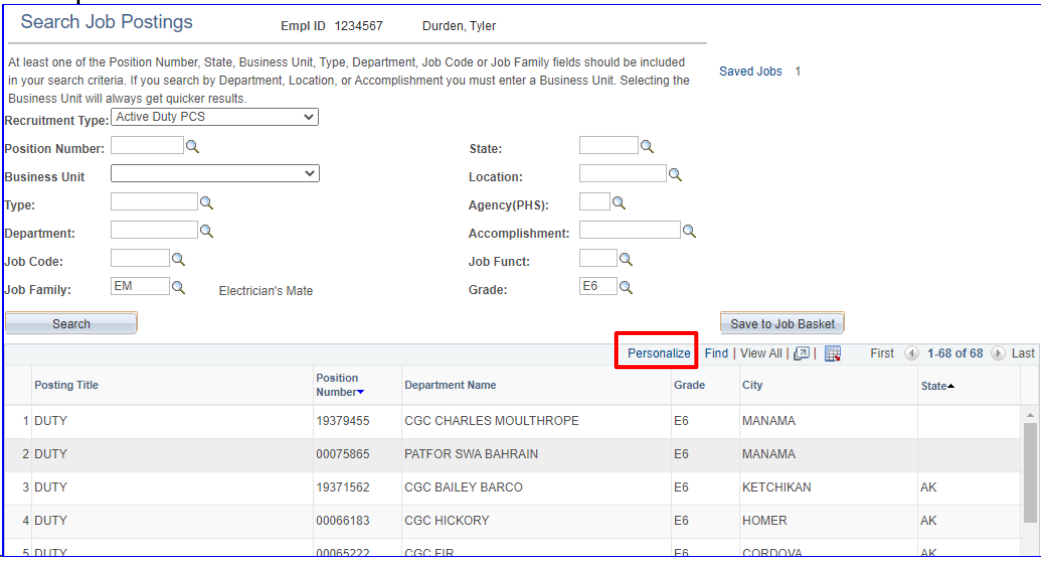
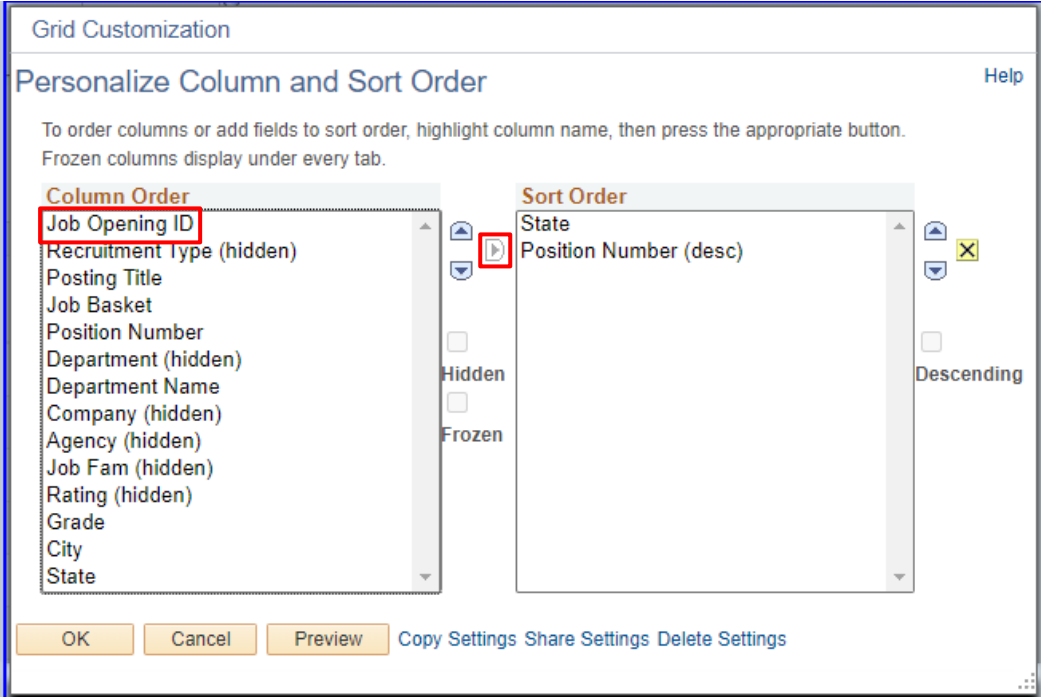
Personalize | Find | View All | | First 1 of 1 Last

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

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Submitting a PCS eResume, Continued

Procedures, continued

Step	Action
3	<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>  <p>The screenshot shows the 'Search Job Postings' interface. At the top, there's a header with 'Empl ID 1234567' and 'Durden, Tyler'. Below it, a message states: '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 search filters for Recruitment Type (Active Duty PCS), Position Number, Business Unit, Type, Department, Job Code, Job Family (EM), State, Location, Agency(PHS), Accomplishment, Job Funct, and Grade (E6). A 'Search' button is present. To the right, there's a 'Save to Job Basket' button and a 'Personalize' button, which is highlighted with a red box. Below the filters is a table of job postings with columns: Posting Title, Position Number, Department Name, Grade, City, and State. The table lists 5 job postings.</p>
4	<p>From the Column Order selection box, select Job Opening ID (required) and click the add arrow icon.</p>  <p>The screenshot shows the 'Grid Customization' dialog box, specifically the 'Personalize Column and Sort Order' section. It includes instructions: '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' list, 'Job Opening ID' is highlighted with a red box. In the 'Sort Order' list, 'Position Number (desc)' is highlighted. Between the two lists is a red box containing a right-pointing arrow icon. At the bottom, there are buttons for 'OK', 'Cancel', 'Preview', and links for 'Copy Settings', 'Share Settings', and 'Delete Settings'.</p>

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Submitting a PCS eResume, Continued

Procedures,
continued

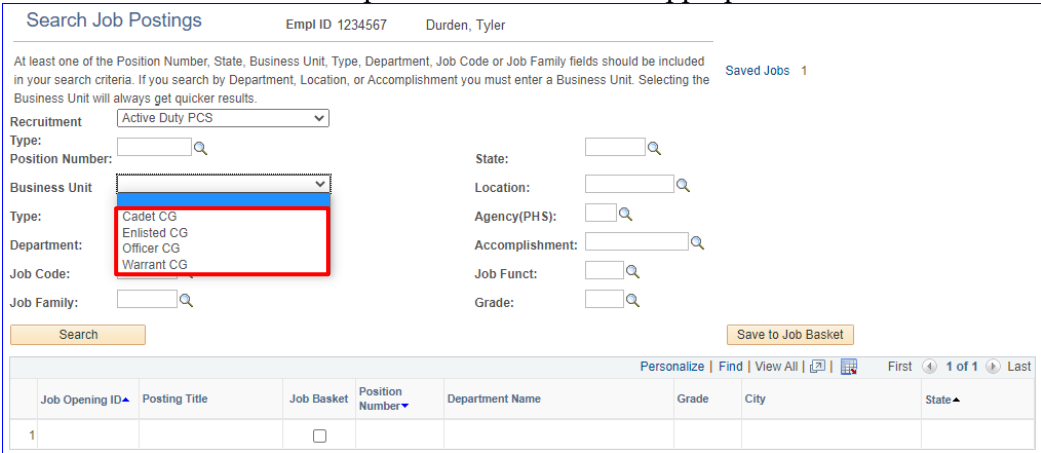
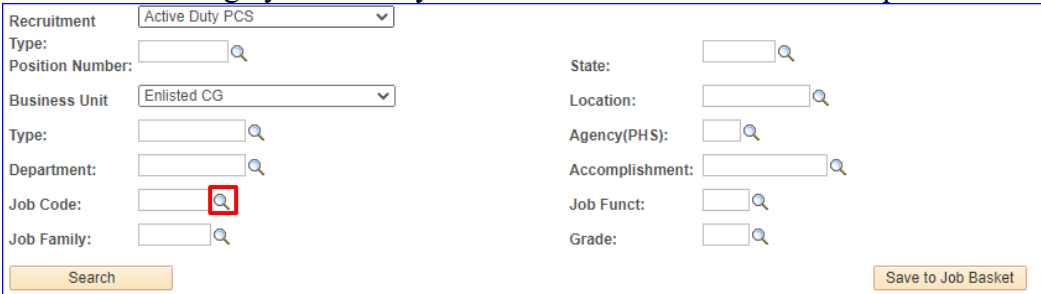
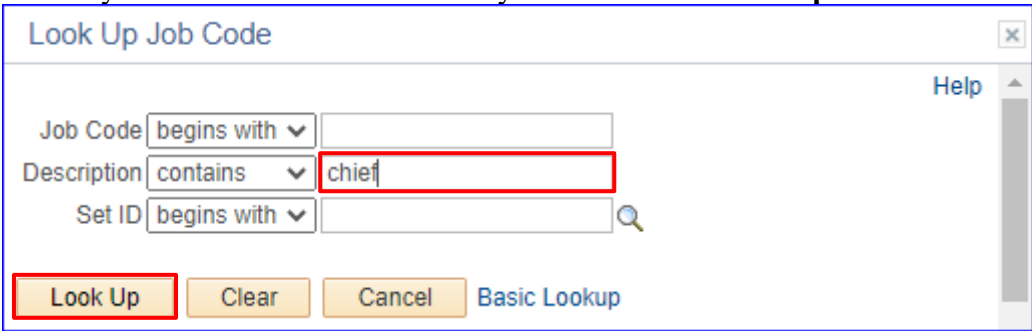
Step	Action
5	<p>Click Job Basket (required) and then the add arrow icon and repeat for any other column wishing to see populated. When completed, click OK.</p> <div><div>Grid Customization</div><div><div>Personalize Column and Sort Order</div><div>Help</div><p>To order columns or add fields to sort 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>Up Arrow</div><div>Down Arrow</div><div>Hidden</div><div>Frozen</div></div><div><div>Right Arrow</div><div>Close</div><div>Descending</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>

6	<p>The added columns 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><div>Personalize</div><div>Find</div><div>View All</div><div>First</div><div>1-68 of 68</div><div>Last</div></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																																																										
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Submitting a PCS eResume, Continued

Procedures, continued

Step	Action
7	<p>Click the Business Unit drop-down and select the appropriate item.</p> 
8	<p>Click on the Job Code look-up.</p> <p>NOTE: Searching by Job Family and Grade is also a viable search option.</p> 
9	<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> 

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Submitting a PCS eResume, Continued

Procedures, continued

Step

10

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

11

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:

State:

Business Unit

Enlisted CG

Location:

Type:

Agency(PHS):

Department:

Accomplishment:

Job Code:

H36092

Chief Yeoman

Job Funct:

Job Family:

Grade:

Search

Save to Job Basket

Personalize

Find

View All

First

1 of 1

Last

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

12

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

First

1-68 of 68

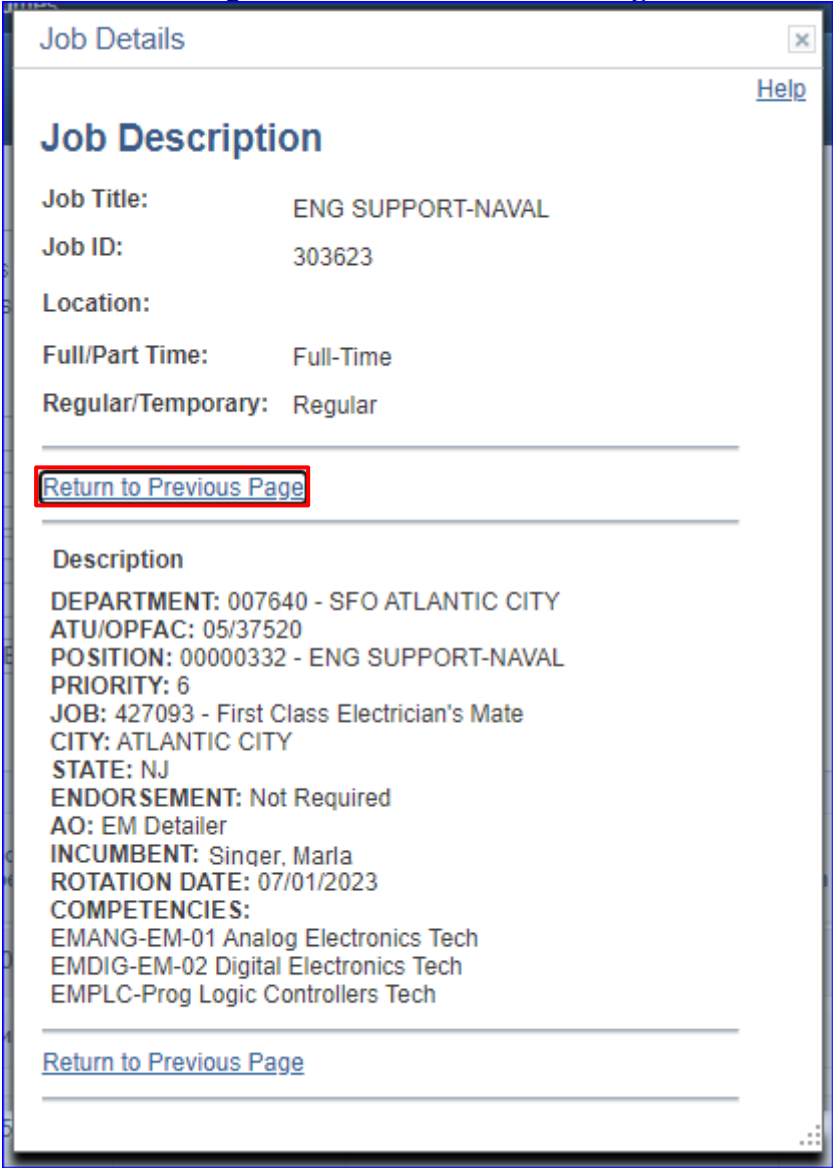
Last

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

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Submitting a PCS eResume, Continued

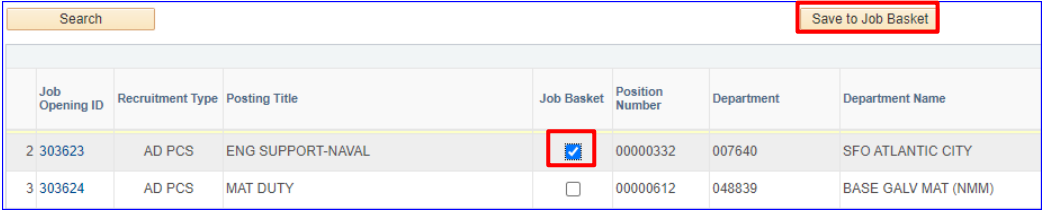
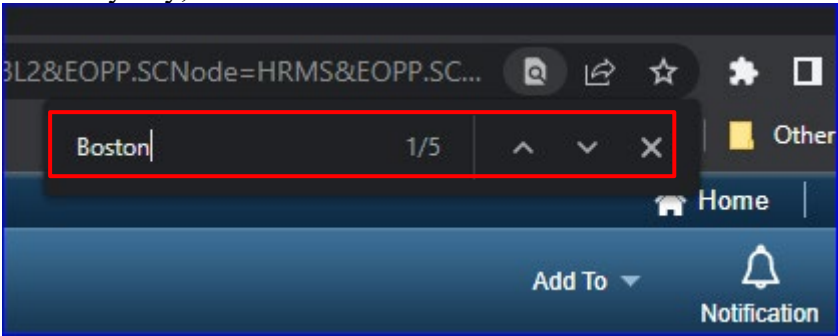
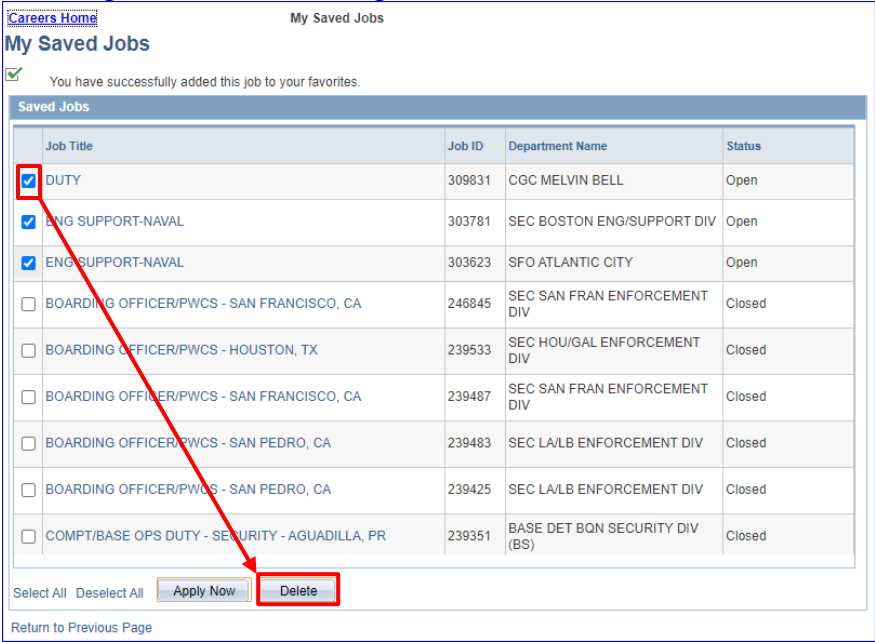
Procedures,
continued

Step	Action
13	<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 'Job Details' window. The 'Job Description' section includes the following information:</p> <ul style="list-style-type: none"> Job Title: ENG SUPPORT-NAVAL Job ID: 303623 Location: Full/Part Time: Full-Time Regular/Temporary: Regular <p>Below the job details is a button labeled 'Return to Previous Page' which is highlighted with a red rectangular box. At the bottom of the window, there is a 'Description' section containing the following text:</p> <ul style="list-style-type: none"> 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>At the bottom of the window, there is another 'Return to Previous Page' link.</p>

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Submitting a PCS eResume, Continued

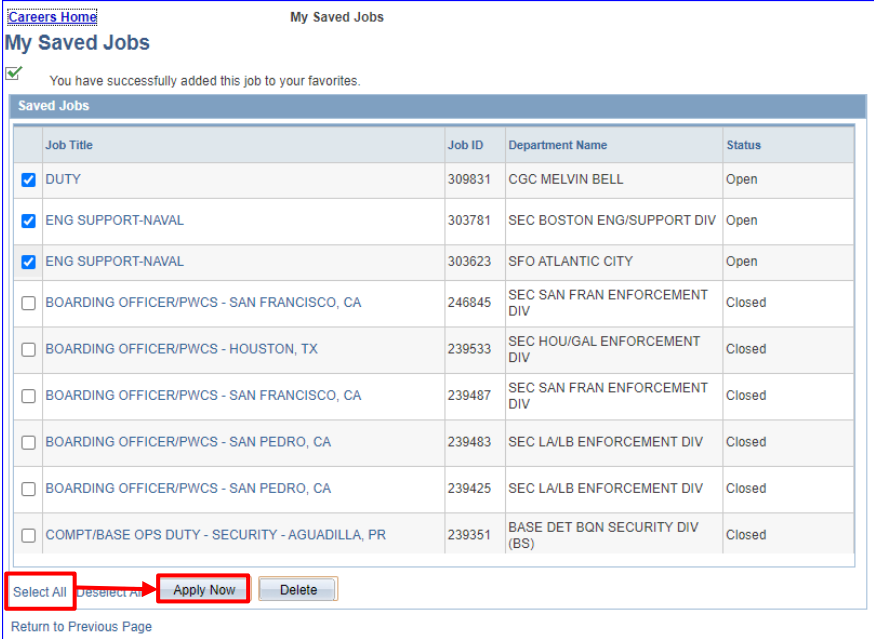
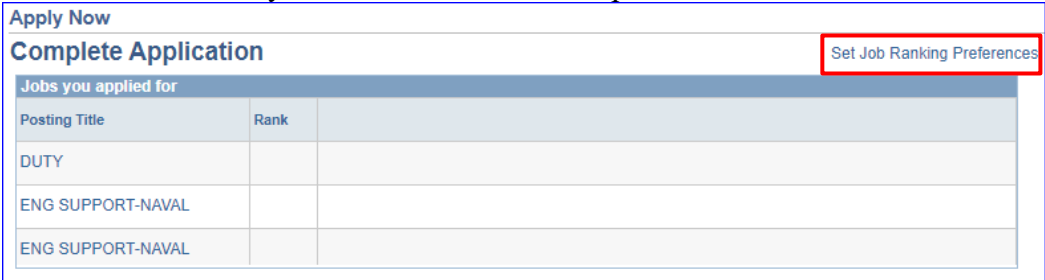
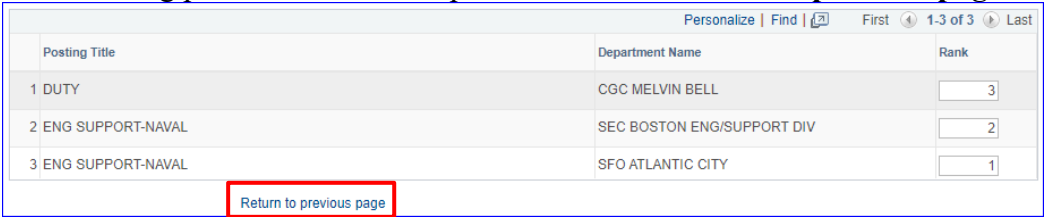
Procedures, continued

Step	Action
14	<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> 
15	<p>The My Saved Jobs page will display. If necessary, delete any unwanted jobs by checking the box and clicking Delete.</p> 

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Submitting a PCS eResume, Continued

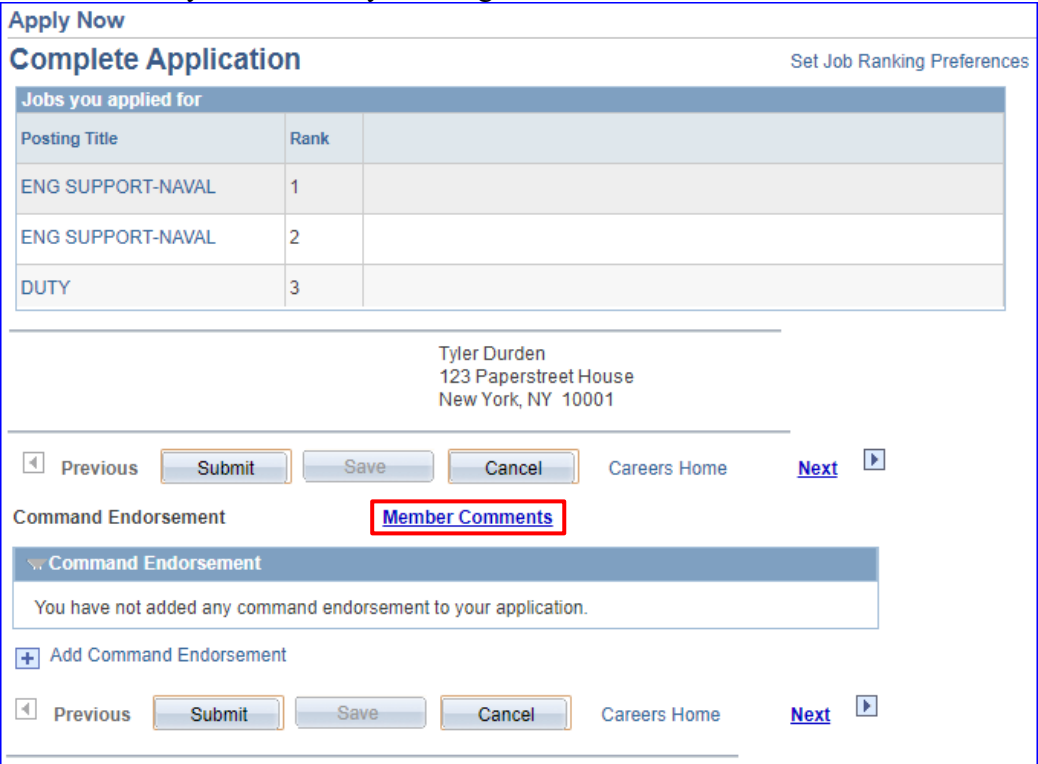
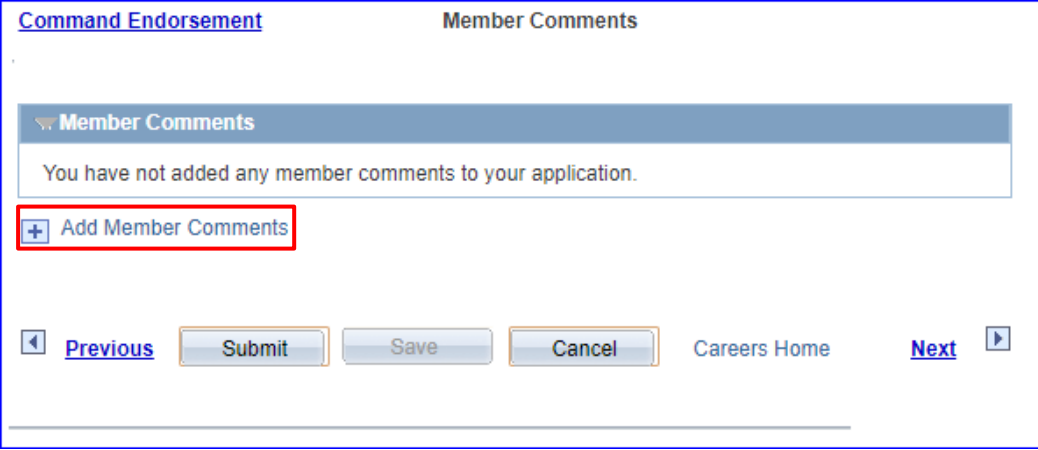
Procedures, continued

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

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Submitting a PCS eResume, Continued

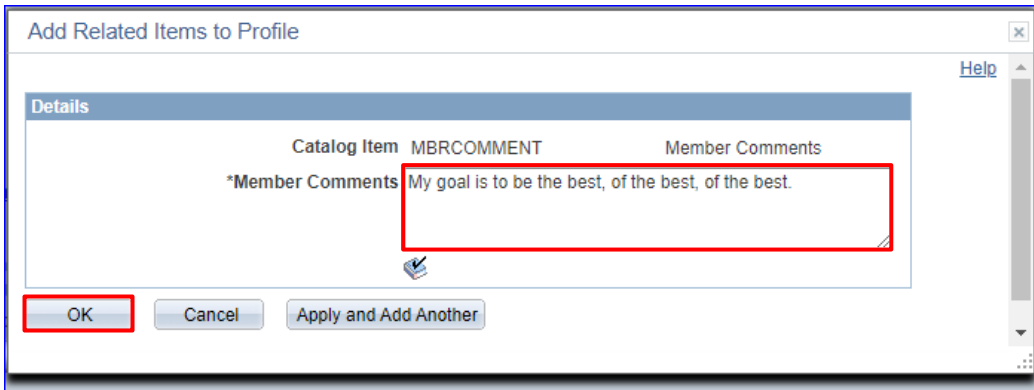
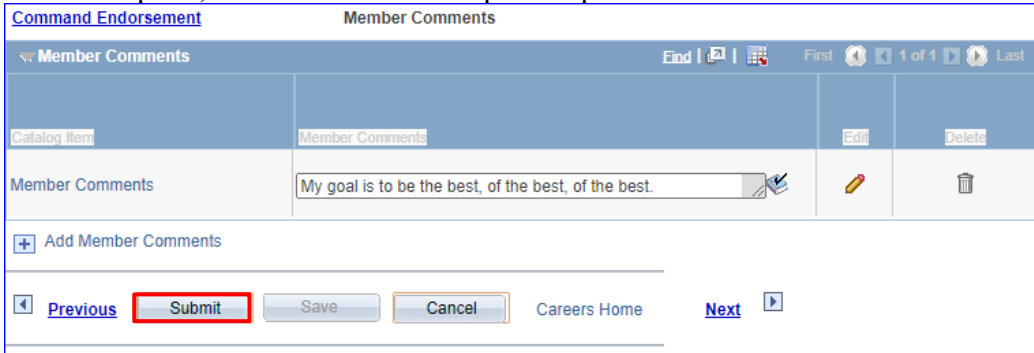
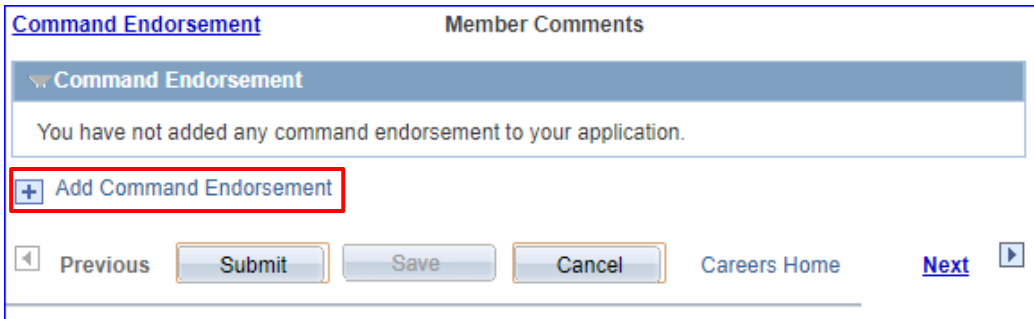
Procedures,
continued

Step	Action
19	<p>Comments may be entered by clicking the Member Comments 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 the 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>
20	<p>Click Add Member Comments.</p>  <p>The screenshot shows the 'Member Comments' page. At the top, there's a link 'Command Endorsement' and a 'Member Comments' link. 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>

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Submitting a PCS eResume, Continued

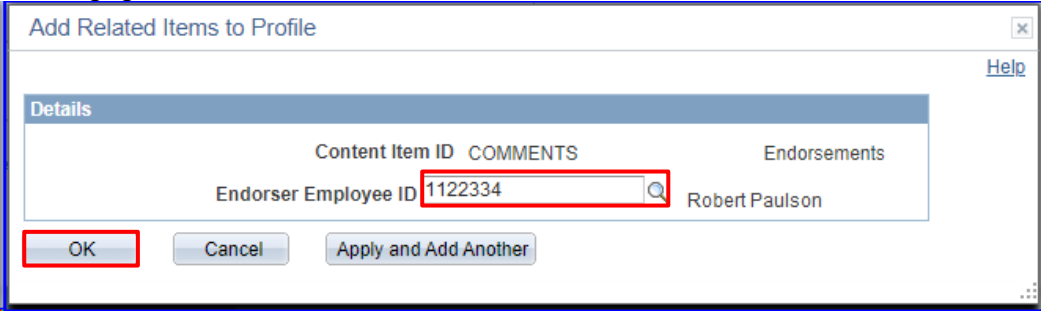
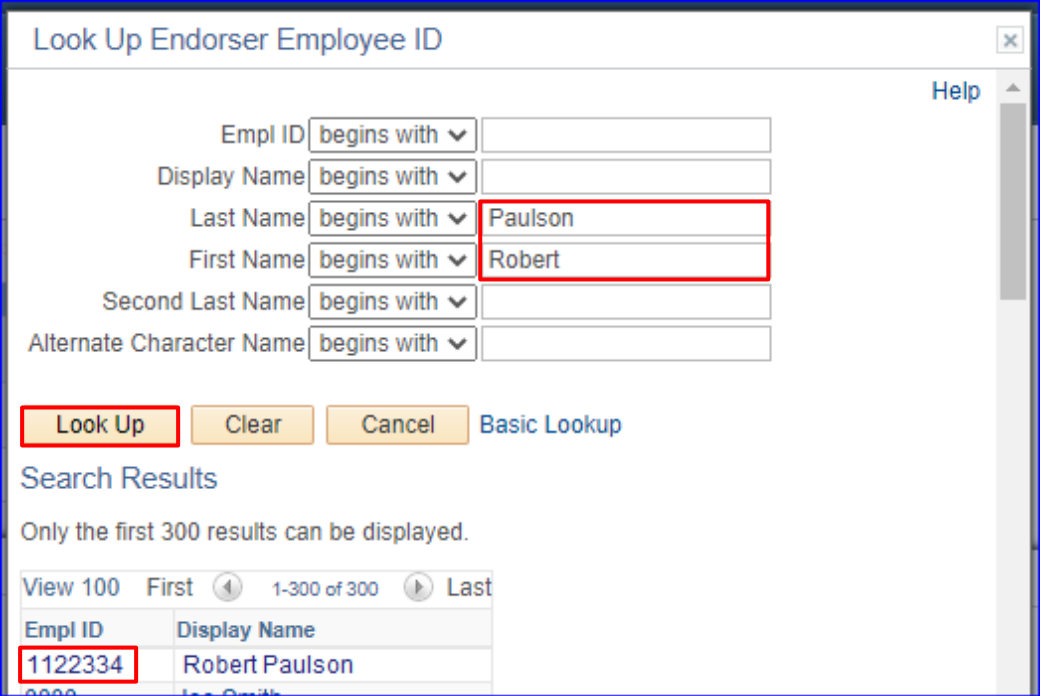
Procedures,
continued

Step	Action
21	<p>Add Related Items to Profile opens in new window. Enter comments into the Member Comments box. Click OK.</p> 
22	<p>If the job you are applying for requires command endorsement, proceed to Step 23. If complete, click Submit and skip to Step 27.</p> 
23	<p>Click the Add Command Endorsement link.</p> 

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Submitting a PCS eResume, Continued

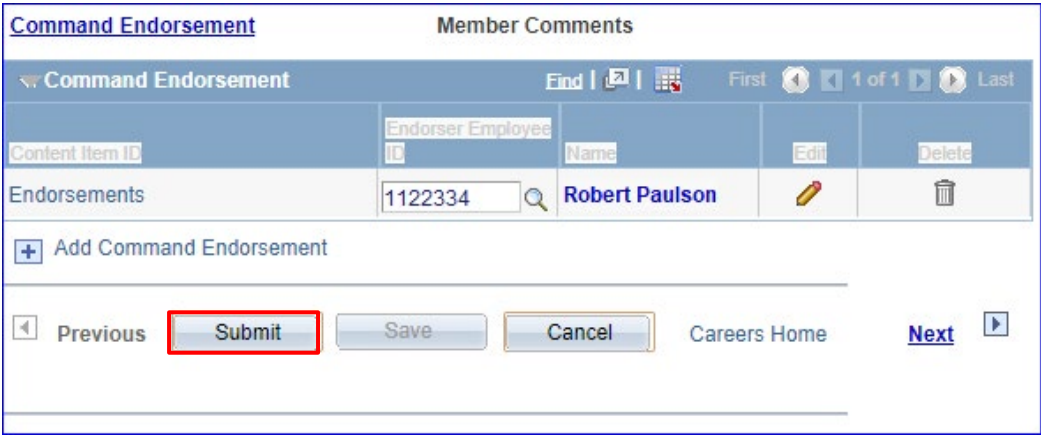
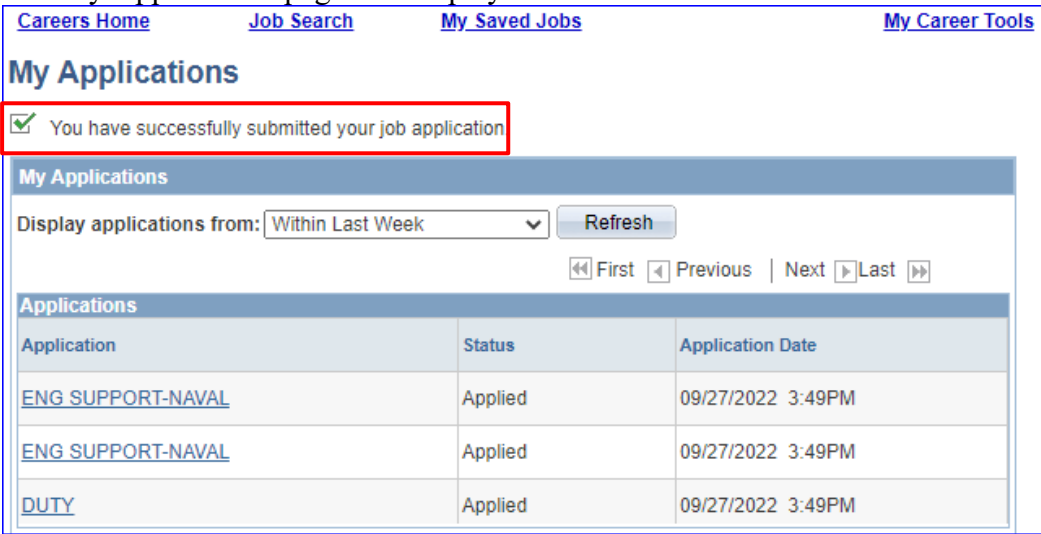
Procedures, continued

Step	Action
24	<p>Enter the Endorser Employee ID or use the look-up (proceed to step 25), hit Tab to populate the name, and click OK.</p> 
25	<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> 

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Submitting a PCS eResume, Continued

Procedures,
continued

Step	Action
26	<p>Click Submit.</p>  <p>The screenshot shows the 'Command Endorsement' page. At the top, there are links for 'Command Endorsement' and 'Member Comments'. Below this is a table with columns: 'Content Item ID', 'Endorser Employee ID', 'Name', 'Edit', and 'Delete'. A single row is visible with 'Endorsements' as the Content Item ID, '1122334' as the Endorser Employee ID, and 'Robert Paulson' as the Name. The 'Submit' button at the bottom is highlighted with a red box.</p>
27	<p>The My Applications page will display with the success notification.</p>  <p>The screenshot shows the 'My Applications' page. At the top, there are links for 'Careers Home', 'Job Search', 'My Saved Jobs', and 'My Career Tools'. Below this is a section titled 'My Applications' with a success notification: 'You have successfully submitted your job application'. Below the notification is a table with columns: 'Application', 'Status', and 'Application Date'. The table lists three applications: 'ENG SUPPORT-NAVAL', 'ENG SUPPORT-NAVAL', and 'DUTY', all with a status of 'Applied' and an application date of '09/27/2022 3:49PM'.</p>