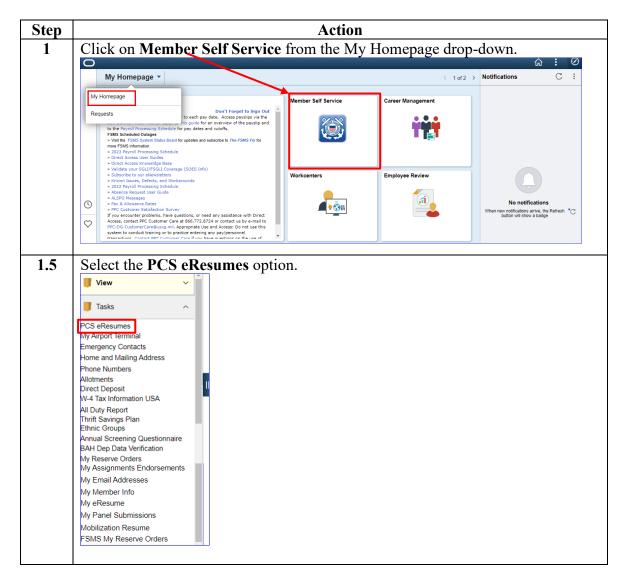
#### Submitting a PCS eResume

Introduction	This guide provides the procedures for submitting a PCS eResume using Self Service in Direct Access (DA).
Information	<ul> <li>Only one eResume may be submitted per day. Any corrections/updates will have to be made on the following day after submission.</li> <li>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.</li> </ul>

**Procedures** See below.



Search Job Postings		ropriate type.			1
Search Job Postings	Empl ID 1234567	Durden, Tyler			
		nt, Job Code or Job Family fields should be inc shment you must enter a Business Unit. Select			
Business Unit will always get quicker re-		anneni you musi emer a business onit. Seleci	nig me		
Recruitment Active Duty PCS	~				
Type: Position Number: Active Duty PCS SELRES PCS		State:			
Business Unit		Location:	٩		
Туре:		Agency(PHS):			
Department:		Accomplishment:	Q		
Job Code:		Job Funct:			
Job Family:		Grade:			
Search		Save to Job Basket			
		Perco	nalize   Find   View All   r	团   🔜 🛛 First 🕢 1 of 1 🛞 Last	
		reisu	numero I i nuo I view All I [	Last 🐨 Last	

Continued on next page

#### Procedures,

continued

Step			Action			
3	If the Search Job Postin	ngs pag	e does not display al	l of t	he columns	required for
	job selection (as shown		1 1			-
	to Step 7.				2	
	Carach Jak Deatinger	npl ID 1234567	Durden, Tyler			
	At least one of the Position Number, State, Business				Saved Jobs 1	
	in your search criteria. If you search by Department, I Business Unit will always get quicker results.	ocation, or Accom	plishment you must enter a Business Unit. Sele	cting the	Saved Jobs	
	Recruitment Type: Active Duty PCS	*	,	_		
	Position Number:Q Business Unit	~	State:	2		
			Agency(PHS):	~		
	Department:		Accomplishment:	Q		
	Job Code:		Job Funct:			
	Job Family: EM Q Electrician's N	late	Grade: E6 Q			
	Search				Save to Job Basket	
	Deskine Title	Position	Per Department Name	Grade	ind   View All   🔄   🔜	First (1-68 of 68 (1) Last
	Posting Title	Number-			City	State
	1 DUTY 2 DUTY	19379455	CGC CHARLES MOULTHROPE 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 FIR	E6	CORDOVA	AK
	<b>F</b> (1 C 1 C 1	1 4	· 1 1 / T 1		• 10 (	• 1\ 1
4	From the Column Orde		ion box, select <b>Job</b>	Oper	ing ID (req	uired) and
	click the add arrow ic	on.				
	Grid Customization					
	Personalize Column	and So	t Order			Help
			er, highlight column name, the	n press	the appropriate bu	tton.
	Frozen columns display unde	r every tab.				
	Column Order Job Opening ID		Sort Order			
	Recruitment Type (hidden)	)	Position Num	ber (de	esc)	
	Posting Title			(		
	Job Basket					
	Position Number Department (hidden)					
	Department Name		Hidden			Descending
	Company (hidden)		E			
	Agency (hidden)		Frozen			
	Job Fam (hidden) Rating (hidden)					
	Grade					
	City					
	State		<b>T</b>			*
	OK Canaal	Draviau	Conv Pottingo Sharo Potting	Delete	Cottings	
	OK Cancel	Preview	Copy Settings Share Settings	Delete	Settings	

#### Procedures,

continued

)					Action				
					and then the <b>add a</b> n populated. When co				
	Grid (	Customizatio	n						
	Perso	nalize Co	lumn a	and So	ort Order			He	lp
		der columns or n columns disp			rder, highlight column name, b.	then press	the appropriate bu	utton.	
	Job Recr Post Job Posi Depa Com Ager Job	e	en) 3	) Preview	Sort Orde State Position N Job Open Job Baske Hidden Frozen	lumber (de ing ID et		▲ ★ ► ►	ng
	Job Family: Search		Electrician's N		Grade: E6	Personalize   Find		First 🕢 1-68 of 68 🕑 1	.ast
	Opening ID		Job Basket	Number	Department Name	Grade	City	State▲	
	1 303886	DUTY		19379455	CGC CHARLES MOULTHROPE	E6	MANAMA		
	2 303797	DUTY		00075865	PATFOR SWA BAHRAIN	E6	MANAMA	AK	
	3 309825	DUTY		19371562	CGC BAILEY BARCO	E6	KETCHIKAN		
		DUT (	_	00000.55	0.00 1000000				
	4 303770	DUTY		00066183	CGC HICKORY	E6	HOMER	AK	
	5 309814	DUTY		00065222	CGC FIR	E6	CORDOVA	AK AK	
			_					AK	

Procedures,

continued

Step	Action	
7	Click the <b>Business Unit</b> drop-down and select the appropriate item.	
	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 Saved Jobs 1	
	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 V Type:	
	Position Number: State:	
	Business Unit Location: Q	
	Type:         Cadel CG         Agency(PHS):         Q           Enlisted CG         Officer CG         Accomplishment:         Q	
	Job Code: Job Funct:	
	Job Family: Grade: Q	
	Search Save to Job Basket	
	Personalize   Find   View All   🖉   🧱 First 🚯 1 of 1 🔇	Last
	Job Opening IDA Posting Title Job Basket Position Number Department Name Grade City State	
8	Click on the <b>Job Code</b> look-up.	
	1	
	<b>NOTE:</b> Searching by Job Family and Grade is also a viable search option.	
	Recruitment Active Duty PCS V	
	Type:	
	Position Number: State: State:	
	Job Code:Q	
	Job Family: Grade: Q	
	Search Save to Job Bas	sket
9	Select contains from the Description drop-down and type in a unique word t	0
	narrow your search results for the rate you want. Click Look Up.	
	Look Up Job Code	×
	Help	<b>_</b>
	Job Code begins with 🗸	
	Description contains V chief	
	Set ID begins with 🗸	
	Look Up Clear Cancel Basic Lookup	

#### Procedures,

continued

Step	Action
10	elect the appropriate <b>rating</b> .
	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
	D30010 Objef Deptel Drearem 00000
11	Search Job Postings Empl ID 1234567 Durden, Tyler
	the east one of the Position Number, State, Business Unit, Type, Department, Job Code or Job Family fields should be included     your search criteria. If you search by Department, Location, or Accomplishment you must enter a Business Unit. Selecting the     usiness Unit always get quicker results.     ecruitment         Active Duty PCS         vpe:
	Search Save to Job Basket
	Personalize   Find   View All [2]   First ③ 1 of 1 ④ Last           Job Opening ID         Posting Title         Job Basket         Department Name         Grade         City         State
	1
12	Il the available positions on the Shopping List will display. To view a osition's details, select a <b>Job Opening ID</b> link.
	Job Opening ID Recruitment Type Posting Title Job Basket Postion Department Department Name Company Agency Job Recruitment Type Posting Title Job Basket Postion Department Name Company Agency Job
	289664 AD PCS DUTY-BOSTON, MA DIS2519 049037 CGC WILLIAM SPARLING ACG EM EM1 E6 BOSTON MA 303623 AD PCS ENG SUPPORT-NAVAL D0000332 007640 SFO ATLANTIC CITY ACG EM EM1 E6 ATLANTIC CITY NJ
	303624         AD PCS         MAT DUTY         O0000612         048839         BASE GALV MAT (NMM)         ACG         EM         EM1         E6         GALVESTON         TX
	303835 AD PCS DUTY
	103839 AD PCS DUTY O00005204 000802 CGC BARBARA MABRITY ACG EM EM1 E6 MOBILE AL

Continued on next page

#### Procedures,

continued

Step	Action	
13	The Job Details window will display. This provi	
	Rotation Date, and if a command endorsement is finished reviewing, click <b>Return to Previous Pa</b>	
	Job Details	
	Job Details	×
	Job Description	<u>Help</u>
	Job Description	
	Job Title: ENG SUPPORT-NAVAL	
	Job ID: 303623	
	Location:	
	Full/Part Time: Full-Time	
	Regular/Temporary: Regular	
	Return to Previous Page         Description         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         ENDOR SEMENT: Not Required         AO: EM Detailer         INCUMBENT: Singer, Marla         ROTATION DATE: 07/01/2023         COMPETENCIES:         EMANG-EM-01 Analog Electronics Tech         EMPLC-Prog Logic Controllers Tech         EMPLC-Prog Logic Controllers Tech         Return to Previous Page	

#### Procedures,

continued

		A	ction			
Theck the <b>Job</b>	Basket box for t	the desig	red Job p	osting	After al	l desired Job
asket boxes a	are checked, click	x Save t	o Job Ba	asket.		
Search						Save to Job Basket
Job Opening ID	Type Posting Title		Job Basket	Position Number	Department	Department Name
2 303623 AD PC	S ENG SUPPORT-NAVAL			00000332	007640	SFO ATLANTIC CITY
3 303624 AD PC	S MAT DUTY			00000612	048839	BASE GALV MAT (NI
L2&EOPP.SCN Boston	lode=HRMS&EOP	PP.SC 1/5	ی م ~	×	A Cthe Cthe Cthe Cthe Cthe Cthe Cthe Cthe	her
-	l Jobs page will d		Add To If necess		A Notificatio	
hecking the b						
hecking the b	ox and clicking l					
hecking the b	oox and clicking I My Saved Jobs					
hecking the b areers Home My Saved Jobs You have successfully a Saved Jobs	oox and clicking I My Saved Jobs	Job ID	If necess	ary, de	lete any	
hecking the b	oox and clicking I My Saved Jobs	Job ID 309831	If necess	ary, de	lete any	
An ecking the b An ecking the b An extension of the ext	oox and clicking I My Saved Jobs	Job ID           309831           303781	Department Name CGC MELVIN BEI SEC BOSTON EN	ary, de	lete any Status Open DIV Open	
hecking the b areers Home Ny Saved Jobs You have successfully a Saved Jobs Job Title 2 DUTY 2 ING SUPPORT-NAVAL 2 ENG SUPPORT-NAVAL	OOX and clicking I My Saved Jobs	Delete. Job ID 309831 303781 303623	Department Name CGC MELVIN BEI SEC BOSTON EN SFO ATLANTIC C SEC SAN FRAN I	ary, de LL IG/SUPPORT I	lete any Status Open Open Open	
Areers Home Ay Saved Jobs You have successfully a Saved Jobs Job Title DUTY ENG SUPPORT-NAVAL BOARDING OFFICER/P	DOX and clicking I My Saved Jobs	Job ID           309831           303623           246845	Department Name CGC MELVIN BEI SEC BOSTON EN SFO ATLANTIC C SEC SAN FRAN I DIV SEC HOU/GAL EI	ary, de	lete any Status Open Open Open Cosed	
And the second s	DOX and clicking I My Saved Jobs added this job to your favorites.	Job ID           309831           303781           303623           246845           239533	Department Name CGC MELVIN BEI SEC BOSTON EN SFO ATLANTIC C SEC SAN FRAN E DIV SEC HOU/GAL EI DIV SEC SAN FRAN E	ary, de	lete any Status Open Open Open Open Closed Closed	
hecking the b	DOX and clicking I My Saved Jobs added this job to your favorites.	Job ID           309831           303623           246845           239533           239487	Department Name CGC MELVIN BEI SEC BOSTON EN SFO ATLANTIC C SEC SAN FRAN I DIV SEC HOU/GAL EI DIV SEC SAN FRAN I	ary, de	Itele any       Itele any	
hecking the b	DOX and clicking I My Saved Jobs added this job to your favorites. WCS - SAN FRANCISCO, CA WCS - HOUSTON, TX WCS - SAN FRANCISCO, CA WCS - SAN PEDRO, CA	Job ID           309831           303623           246845           239533           239487	Department Name CGC MELVIN BEI SEC BOSTON EN SFO ATLANTIC C SEC SAN FRAN E DIV SEC HOU/GAL EI DIV SEC HOU/GAL EI DIV SEC LA/LB ENFC	ary, de ary, de	Itele any       Itele any       Status       Open	
hecking the b arears Home by Saved Jobs You have successfully a Saved Jobs Job Title DUTY ENG SUPPORT-NAVAL BOARDING OFFICER/P BOARDING OFFICER/P BOARDING OFFICER/P BOARDING OFFICER/P	DOX and clicking I My Saved Jobs added this job to your favorites. WCS - SAN FRANCISCO, CA WCS - HOUSTON, TX WCS - SAN FRANCISCO, CA WCS - SAN PEDRO, CA	Job ID           309831           303623           246845           239533           239487	Department Name CGC MELVIN BEI SEC BOSTON EN SFO ATLANTIC C SEC SAN FRAN I DIV SEC HOU/GAL EI DIV SEC SAN FRAN I	ary, de	Itele any       Itele any	

#### Procedures,

continued

When completed, click Select           Careers Home         My Saved Jobs	All and			1
Careers Home My Saved Jobs				
You have successfully added this job to your favorites.				
Saved Jobs				
Job Title	Job ID	Department Name	Status	
DUTY	309831	CGC MELVIN BELL	Open	
ENG SUPPORT-NAVAL	303781	SEC BOSTON ENG/SUPPORT DIV	Open	
ENG SUPPORT-NAVAL	303623	SFO ATLANTIC CITY	Open	
BOARDING OFFICER/PWCS - SAN FRANCISCO, CA	246845	SEC SAN FRAN ENFORCEMENT DIV	Closed	
BOARDING OFFICER/PWCS - HOUSTON, TX	239533	SEC HOU/GAL ENFORCEMENT DIV	Closed	
BOARDING OFFICER/PWCS - SAN FRANCISCO, CA	239487	SEC SAN FRAN ENFORCEMENT DIV	Closed	
BOARDING OFFICER/PWCS - SAN PEDRO, CA	239483	SEC LA/LB ENFORCEMENT DIV	Closed	
BOARDING OFFICER/PWCS - SAN PEDRO, CA	239425	SEC LA/LB ENFORCEMENT DIV	Closed	
		BASE DET BON SECURITY DIV		
COMPT/BASE OPS DUTY - SECURITY - AGUADILLA, PR Select All Deselect Return to Previous Page		isplay. Click Set .		g
Return to Previous Page The Complete Application page Preferences to rank your select	e will d	isplay. Click Set .	Job Rankin	g
Select All Deselect APPLY Now Delete Return to Previous Page The Complete Application page Preferences to rank your select Apply Now	e will d	isplay. Click Set .	Job Rankin ce.	
Return to Previous Page The Complete Application page Preferences to rank your select	e will d	isplay. Click Set .	Job Rankin ce.	
Select All Deselect Apply Now Delete Return to Previous Page The Complete Application page Preferences to rank your select Apply Now Complete Application	e will d	isplay. Click Set .	Job Rankin ce.	
Select All Deselect Apply Now Delete Return to Previous Page The Complete Application page Preferences to rank your select Apply Now Complete Application Jobs you applied for	e will d	isplay. Click Set .	Job Rankin ce.	
Select All Desenect Apply Now Delete Return to Previous Page Che Complete Application page Preferences to rank your select Apply Now Complete Application Jobs you applied for Posting Title Rank	e will d	isplay. Click Set .	Job Rankin ce.	
Select All Deselect All Deselect All Deselect All Deselect All Deselect Apply Now Delete Che Complete Application page Preferences to rank your select Apply Now Complete Application Jobs you applied for Posting Title Rank DUTY	e will d	isplay. Click Set .	Job Rankin ce.	
Select All Deselect A poly Now Delete Return to Previous Page Che Complete Application page Preferences to rank your select Apply Now Complete Application Jobs you applied for Posting Title Rank DUTY ENG SUPPORT-NAVAL	e will d	isplay. Click Set .	Job Rankin ce.	
Select All Desenect Apply Now     Delete       Return to Previous Page     Preferences       Complete Application page       Apply Now       Complete Application       Jobs you applied for       Posting Title       Rank       DUTY       ENG SUPPORT-NAVAL	e will d	isplay. Click Set order of preferen	Job Rankin ce. Set Jo	ob Ranki
Select All Deselect A poly Now Delete Return to Previous Page Che Complete Application page Preferences to rank your select Apply Now Complete Application Jobs you applied for Posting Title Rank DUTY ENG SUPPORT-NAVAL	e will d	(IBS) isplay. Click Set order of preferen	Job Rankin ce. Set Jo	ob Ranki
Select All Desenect Apply Now     Delete       Return to Previous Page     Preferences       Complete Application page       Apply Now       Complete Application       Jobs you applied for       Posting Title       Rank       DUTY       ENG SUPPORT-NAVAL	e will d	(IBS) isplay. Click Set order of preferen	Job Rankin ce. Set Jo urn to prev	ob Ranki
Select All Desenect Page       Apply Now       Delete         Return to Previous Page         The Complete Application page         Preferences to rank your select         Apply Now         Complete Application         Jobs you applied for         Posting Title         Rank         DUTY         ENG SUPPORT-NAVAL         ENG SUPPORT-NAVAL	e will d	isplay. Click Set order of preferen	Job Rankin ce. Set Jo urn to prev	ob Rankii
Select All Deselect Apply Now Delete Return to Previous Page Che Complete Application page Preferences to rank your select Apply Now Complete Application Jobs you applied for Posting Title Rank DUTY ENG SUPPORT-NAVAL ENG SUPPORT-NAVAL After ranking positions in order Posting Title	e will d	(65) isplay. Click Set order of preferen order of preferen ference, click Ret Perso	Job Rankin ce. Set Jo urn to prev nalize   Find   [2] Fi	ob Rankir

#### Procedures,

continued

Comments may be entered by clicking the Member Comments link.   Apply Now   Complete Application   Set Job syou applied for   Posting Title   Rank   ENG SUPPORT-NAVAL   1   ENG SUPPORT-NAVAL   2   DUTY   3     Tyler Durden   123 Paperstreet House   New York, NY 10001     Image: Previous   Submit   Save   Cancel   Careers Home   Next     Command Endorsement   Member Comments   Vou have not added any member comments to your application.   Image: New York NY Optication   Image: New York NY Optication   Image: New York NY 10001     Click Add Member Comments.   Command Endorsement   Member Comments   Vou have not added any member comments to your application.   Image: New York NY Optication   Image: New York NY Optication     Image: New York NY Optication     Image: New York NY Optication     Image: New York NY Optication     Image: New York NY Optication     Image: New York NY Optication     Image: New York NY Optication     Image: New York NY Optication     Image: New York NY Optication     Image: New York NY Optication     Image: New York NY Optication     Image: New York NY Optication     Image: New Yor	tep	Action
Complete Application       Set Job Ranking Prefere         Jobs you applied for       Pesting Title         Pesting Title       Rank         ENG SUPPORT-NAVAL       1         ENG SUPPORT-NAVAL       2         DUTY       3         Tyler Durden       123 Paperstreet House         New York, NY 10001       Previous         Submit       Save         Command Endorsement       Member Comments         Vou have not added any command endorsement to your application.       Add Command Endorsement         Previous       Submit       Save         Click Add Member Comments.       Cancel       Careers Home         Member Comments       Member Comments         Vou have not added any member comments to your application.       Add Member Comments         You have not added any member comments to your application.       Add Member Comments	)	
Jobs you applied for         Posting Title       Rank         ENG SUPPORT-NAVAL       1         ENG SUPPORT-NAVAL       2         DUTY       3         Tyler Durden 123 Praperstreet House New York, NY 10001         Image: Previous       Submit       Save         Command Endorsement       Member Comments         You have not added any command endorsement to your application.       Image: Previous         Image: Previous       Submit       Save         Click Add Member Comments.       Cancel       Careers Home         Image: Previous       Submit       Save       Cancel         Click Add Member Comments.       You have not added any member comments to your application.       Image: Previous         Image: Previous       Submit       Save       Cancel         Click Add Member Comments.       You have not added any member comments to your application.         Image: Add Member Comments       You have not added any member comments to your application.		
Posting Title       Rank         ENG SUPPORT-NAVAL       1         ENG SUPPORT-NAVAL       2         DUTY       3         Tyler Durden 123 Paperstreet House New York, NY 10001         Image: Previous       Submit         Submit       Save         Command Endorsement       Member Comments         You have not added any command endorsement to your application.       ▶         Add Command Endorsement       Member Cancel       Careers Home         Member Comments       ▶         Click Add Member Comments.       ▶         Command Endorsement       Member Comments         Member Comments       ▶         Member Comments       ▶         Add Member Comments       ▶		
ENG SUPPORT-NAVAL 2 DUTY 3 Tyler Durden 123 Paperstreet House New York, NY 10001 Previous Submit Save Cancel Careers Home Next Command Endorsement You have not added any command endorsement to your application. Add Command Endorsement Previous Submit Save Cancel Careers Home Next Click Add Member Comments. Command Endorsement Member Comments Command Endorsement Member Comments Member Comments You have not added any member comments to your application. Add Member Comments You have not added any member comments to your application. Add Member Comments		
DUTY       3         Tyler Durden 123 Paperstreet House New York, NY 10001         Previous       Submit         Save       Cancel         Command Endorsement       Member Comments         You have not added any command endorsement to your application.       Mext         Add Command Endorsement       Next         Previous       Submit       Save         Cancel       Careers Home       Next    Click Add Member Comments.          Command Endorsement       Member Comments		ENG SUPPORT-NAVAL 1
Tyler Durden   123 Paperstreet House   New York, NY 10001   Previous Submit Save Cancel Careers Home Next    Command Endorsement   You have not added any command endorsement to your application.   Add Command Endorsement   Previous Submit Save Cancel Careers Home Next    Click Add Member Comments.   Command Endorsement   Member Comments   You have not added any command endorsement to your application.   Add Command Endorsement   Member Comments   You have not added any member comments to your application.   Add Member Comments   You have not added any member comments to your application.		ENG SUPPORT-NAVAL 2
123 Paperstreet House New York, NY 10001         Previous       Submit       Save       Carcel       Careers Home       Next       Next         Command Endorsement       Member Comments         You have not added any command endorsement to your application.         Add Command Endorsement         You have not added any command endorsement to your application.         Add Command Endorsement         Previous       Submit       Save       Careers Home       Next       Next         Click Add Member Comments.         Command Endorsement       Member Comments         You have not added any member comments to your application.         You have not added any member comments to your application.         Add Member Comments		DUTY 3
Command Endorsement   Member Comments     You have not added any command endorsement to your application.     Add Command Endorsement     You have not added any member comments to your application.     Click Add Member Comments.     Command Endorsement     Member Comments     You have not added any member comments to your application.		123 Paperstreet House
Note:		
You have not added any command endorsement to your application.    Add Command Endorsement     Previous    Submit    Save    Cancel   Careers Home   Next      Click Add Member Comments.    Command Endorsement   Member Comments   You have not added any member comments to your application.    Add Member Comments		
Add Command Endorsement  Add Command Endorsement  Previous Submit Save Cancel Careers Home Next  Click Add Member Comments.  Command Endorsement Member Comments  Member Comments You have not added any member comments to your application.  Add Member Comments		
Previous Submit Save Cancel Careers Home Next ►   Click Add Member Comments.   Command Endorsement   Member Comments   You have not added any member comments to your application.   The Add Member Comments		
Click Add Member Comments. Command Endorsement Member Comments Member Comments You have not added any member comments to your application. Add Member Comments		Add Command Endorsement
Command Endorsement       Member Comments         Image: Member Comments       You have not added any member comments to your application.         Image: Add Member Comments       Add Member Comments		Previous Submit Save Cancel Careers Home Next
Command Endorsement       Member Comments          Member Comments         You have not added any member comments to your application.               Add Member Comments		
The second secon		Click Add Member Comments.
You have not added any member comments to your application.  Add Member Comments		Command Endorsement Member Comments
You have not added any member comments to your application.  Add Member Comments		
Add Member Comments		🤜 Member Comments
Add Member Comments		You have not added any member comments to your application.
Previous Submit Save Cancel Careers Home Next		+ Add Member Comments
		Previous Submit Save Cancel Careers Home Next
	L	

Continued on next page

#### Procedures,

continued

Step	Action
21	Add Related Items to Profile opens in new window. Enter comments into the
	Member Comments box. Click OK.
	Add Related Items to Profile
	Details
	Catalog Item MBRCOMMENT Member Comments
	*Member Comments My goal is to be the best, of the best, of the best.
	OK Cancel Apply and Add Another
22	If the job you are applying for requires command endorsement, proceed to Step
	23. If complete, slick <b>Submit</b> and skip to Step 27.
	Command Endorsement Member Comments
	🔜 Member Comments Eind   🔤   🧱 First 🔕 📢 1 of 1 🖸 😥 Last
	Catalog Item Member Comments Edit Delete
	Member Comments My goal is to be the best, of the best. If the best.
	Add Member Comments
	Previous     Submit     Save     Cancel     Careers Home     Next
23	Click the Add Command Endorsement link.
-	Command Endorsement Member Comments
	Second Endorsement
	You have not added any command endorsement to your application.
	Add Command Endorsement
	Previous Submit Save Cancel Careers Home Next

#### Procedures,

continued

Step	Action	
24	Enter the Endorser Employee ID or use the look-up (proceed to step 2	25), hit
	Tab to populate the name, and click <b>OK</b> .	
	Add Related Items to Profile	×
		Help
	Details	
	Content Item ID COMMENTS Endorsements	
	Endorser Employee ID 1122334 Q Robert Paulson	
	OK Cancel Apply and Add Another	
	Cancer Apply and Add Another	
25	If using the look-up icon to search by name, enter the endorsers Last N	ame
-0	<b>First Name</b> , and click <b>look-up</b> . Select the appropriate <b>Empl ID</b> .	
	Look Up Endorser Employee ID	×
		Help 📤
	Empl ID begins with 🗸	
	Display Name begins with 🗸	
	Last Name begins with 🗸 Paulson	
	First Name begins with 🗸 Robert	
	Second Last Name begins with 🗸	
	Alternate Character Name begins with 🗸	
	Look Up Clear Cancel Basic Lookup	
	Search Results	
	Only the first 200 results can be displayed	
	Only the first 300 results can be displayed.	
	View 100 First 🕢 1-300 of 300 🕑 Last	
	Empl ID Display Name	
	1122334 Robert Paulson	
	R 0000 Use Oarik	

#### Procedures,

continued

Step	Action		
26	Click Submit.		
	Command Endorsement	t Member Comments	
	The Command Endorsement	Eind   🗷	📕 First 🚯 🚺 1 of 1 D 💽 Last
	Content Item ID	Endorser Employee ID Name	Edit Delete
	Endorsements	1122334 Q Robert Pa	ulson 🥖 📋
	Add Command Endorsement		
	Previous     Submit	Save Cancel	Careers Home <u>Next</u>
27       The My Applications page will display with the success notification.         Careers Home       Job Search       My Saved Jobs			
	My Applications         You have successfully submitted your job application         My Applications		
Display applications from: Within Last Week   Refresh  First  Previous			Previous Next Dast
	Applications		
	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
			[]