

My Assignments Endorsements

Overview

Introduction This guide provides the procedures for a member to view their Assignment Endorsements and Screening Panel Endorsements in Direct Access (DA).


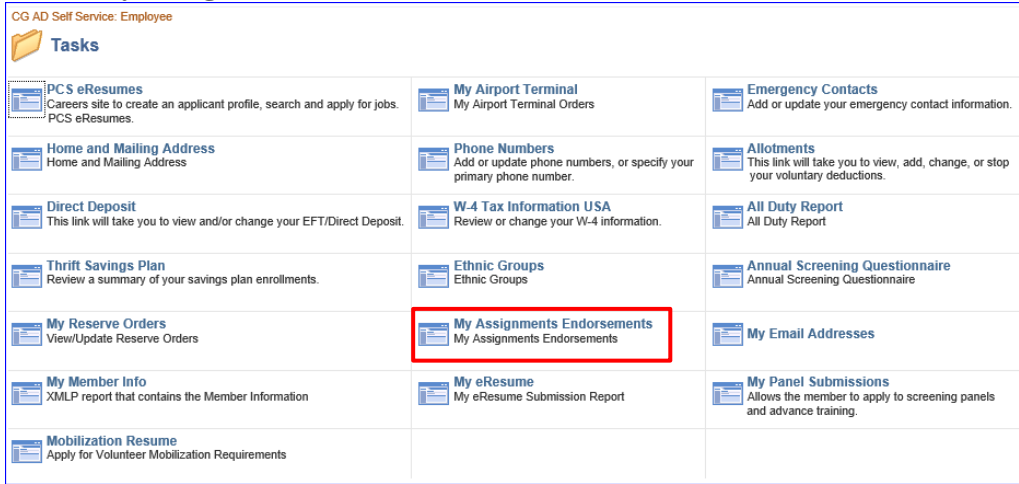
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View My Assignment Endorsements

Introduction This section provides the procedures for a member to view their Assignment Endorsements in Direct Access (DA).

Procedures See below.

Step	Action
1	<p>Select 10 More ... (this number may vary depending on the member) from the Tasks column in the Employee pagelet.</p>  <p>The screenshot shows the 'Employee' pagelet with two columns: 'Tasks' and 'View'. The 'Tasks' column includes links like 'PCS eResumes', 'My Airport Terminal', 'Emergency Contacts', 'Home and Mailing Address', 'Phone Numbers', 'Allotments', 'Direct Deposit', 'W-4 Tax Information USA', 'All Duty Report', and '10 More...'. The 'View' column includes links like 'My Profile', 'Member Training Rating', 'My Reserve Points Statement', 'My Reserve Drills', 'View My Payslips (AD/RSV)', 'My Dependent Information', 'My Employee Reviews', 'My Employee Review Summary', 'Off Comparison Scale Summary', and '7 More...'. The '10 More...' link is highlighted with a red box.</p>
2	<p>Select My Assignments Endorsements.</p>  <p>The screenshot shows the 'Tasks' section with a grid of links. The 'My Assignments Endorsements' link is highlighted with a red box. The grid includes links for 'PCS eResumes', 'My Airport Terminal', 'Emergency Contacts', 'Home and Mailing Address', 'Phone Numbers', 'Allotments', 'Direct Deposit', 'W-4 Tax Information USA', 'All Duty Report', 'Thrift Savings Plan', 'Ethnic Groups', 'Annual Screening Questionnaire', 'My Reserve Orders', 'My Assignments Endorsements', 'My Email Addresses', 'My Member Info', 'My eResume', and 'My Panel Submissions'. The 'My Assignments Endorsements' link is highlighted with a red box.</p>

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View My Assignment Endorsements, Continued

Procedures,
continued

Step	Action																																																															
3	<p>The My Assignments Endorsement page will display. Change the Submission Status to All to view all submitted endorsements. To narrow down the search, you may include the Submission From Date and Submission To Date (these may also be left blank).</p> <p>Click Populate Grid.</p> <div data-bbox="368 712 1385 1361" style="border: 1px solid black; padding: 5px;"> <p>My Assignments Endorsements</p> <p>Sansa Stark</p> <ol style="list-style-type: none"> 'Endorsements I Submitted' allows member to bring up only their Endorsements. 'Endorsements I am Endorser On' allows endorser to bring up only those Endorsements submitted to them. Refresh button clears the grid and defaults it back to 'Endorsements I Submitted'. Populate Grid button populates the grid based on what was selected for the radio button and what was entered in the Submission From/Submission To Dates and Submitted By. <p> <input checked="" type="radio"/> Endorsements I Submitted <input type="radio"/> Endorsements Requested From Me </p> <p>*Submission Status: All ▼</p> <p>Submission From Date: <small>31</small></p> <p>Submission To Date: <small>31</small></p> <p style="text-align: right;"> Populate Grid Refresh </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="8">Assignment Endorsements</th> <th style="text-align: right;">Find View All [?]</th> <th style="text-align: right;">First</th> <th style="text-align: center;">1 of 1</th> <th style="text-align: right;">Last</th> </tr> <tr> <th>Submitted Date</th> <th>Submitted By</th> <th>Submitter Name</th> <th>Department Name</th> <th>Endorser</th> <th>Endorser Name</th> <th>Final</th> <th>Detail</th> <th colspan="4"></th> </tr> </thead> <tbody> <tr> <td colspan="8" style="height: 20px;"></td> <td colspan="4"></td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th colspan="5">Screening Panel Endorsements</th> <th style="text-align: right;">Find View All [?] [X]</th> <th style="text-align: right;">First</th> <th style="text-align: center;">1 of 1</th> <th style="text-align: right;">Last</th> </tr> <tr> <th>Empl ID</th> <th>Name</th> <th>Application Date</th> <th>Marked Final</th> <th>Detail</th> <th colspan="4"></th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td style="text-align: center;">☐</td> <td></td> <td colspan="4"></td> </tr> </tbody> </table> </div>	Assignment Endorsements								Find View All [?]	First	1 of 1	Last	Submitted Date	Submitted By	Submitter Name	Department Name	Endorser	Endorser Name	Final	Detail																	Screening Panel Endorsements					Find View All [?] [X]	First	1 of 1	Last	Empl ID	Name	Application Date	Marked Final	Detail					1			☐					
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View My Assignment Endorsements, Continued

Procedures,
continued

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<p>4</p>	<p>Any submitted endorsements and their status will display. Click View Endorsement to open the endorsement.</p> <div data-bbox="368 562 1385 1160" style="border: 1px solid blue; padding: 5px;"> <p>My Assignments Endorsements</p> <p>Sansa Stark</p> <ol style="list-style-type: none"> 'Endorsements I Submitted' allows member to bring up only their Endorsements. 'Endorsements I am Endorser On' allows endorser to bring up only those Endorsements submitted to them. Refresh button clears the grid and defaults it back to 'Endorsements I Submitted'. Populate Grid button populates the grid based on what was selected for the radio button and what was entered in the Submission From/Submission To Dates and Submitted By. <p> <input checked="" type="radio"/> Endorsements I Submitted <input type="radio"/> Endorsements Requested From Me </p> <p>*Submission Status: <input type="text" value="All"/></p> <p>Submission From Date: <input type="text" value=""/></p> <p>Submission To Date: <input type="text" value=""/></p> <p style="text-align: right;"> <input type="button" value="Populate Grid"/> <input type="button" value="Refresh"/> </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="7">Assignment Endorsements</th> <th style="text-align: right;">Find View All First 1 of 1 Last</th> </tr> <tr> <th>Submitted Date</th> <th>Submitted By</th> <th>Submitter Name</th> <th>Department Name</th> <th>Endorser</th> <th>Endorser Name</th> <th>Final</th> <th>Detail</th> </tr> </thead> <tbody> <tr> <td>06/25/2019</td> <td>9876543</td> <td>Sansa Stark</td> <td>BASE CLEV SPO (PS)</td> <td>1234567</td> <td>Jon Snow</td> <td>Yes</td> <td style="border: 2px solid red;">View Endorsement</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th colspan="6">Screening Panel Endorsements</th> <th style="text-align: right;">Find View All First 1 of 1 Last</th> </tr> <tr> <th>Empl ID</th> <th>Name</th> <th>Application Date</th> <th>Marked Final</th> <th colspan="2">Detail</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> <td colspan="2"></td> </tr> </tbody> </table> </div>	Assignment Endorsements							Find View All First 1 of 1 Last	Submitted Date	Submitted By	Submitter Name	Department Name	Endorser	Endorser Name	Final	Detail	06/25/2019	9876543	Sansa Stark	BASE CLEV SPO (PS)	1234567	Jon Snow	Yes	View Endorsement	Screening Panel Endorsements						Find View All First 1 of 1 Last	Empl ID	Name	Application Date	Marked Final	Detail		1			<input type="checkbox"/>		
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<p>5</p>	<p>The Endorsement Detail page will open up in a new window. Endorsement Comments will be found at the bottom of the page. You will need to 'X' out of the page to exit and return to the My Assignments Endorsements page.</p> <div data-bbox="368 1305 1385 1832" style="border: 1px solid blue; padding: 5px;"> <p>Endorsement Detail</p> <p>Submitted By: 9876543 Sansa Stark Submitted Date: 06/25/2019 Mbr Comments</p> <p>Final Endorser: 1234567 Jon Snow Marked Final: 06/25/2019 <input checked="" type="checkbox"/> Final</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th colspan="7">Positions Applied For</th> <th style="text-align: right;">Find First 1-2 of 2 Last</th> </tr> <tr> <th>Job Opening ID</th> <th>Position Number</th> <th>Posting Title</th> <th>Endorsement</th> <th>Date Entered</th> <th>Rating</th> <th></th> </tr> </thead> <tbody> <tr> <td>250096</td> <td>00104439</td> <td>DUTY</td> <td>Not Req'd</td> <td>06/25/2019</td> <td>Qualified</td> <td></td> </tr> <tr> <td>249786</td> <td>00039544</td> <td>ADMIN SUPPORT</td> <td>Not Req'd</td> <td>06/25/2019</td> <td>Qualified</td> <td></td> </tr> </tbody> </table> <div data-bbox="379 1585 1171 1756" style="border: 2px solid red; padding: 5px; margin-top: 5px;"> <p>Endorsement Comments Find First 1 of 1 Last</p> <p>Type: General No Policy Requirements</p> <p>Comment: Sansa has my highest recommendation for Queen of the North. Her ability to handle adversity in a strong manner and her diplomatic style will be very useful.</p> </div> <p style="margin-top: 5px;"><input type="button" value="Save"/></p> </div>	Positions Applied For							Find First 1-2 of 2 Last	Job Opening ID	Position Number	Posting Title	Endorsement	Date Entered	Rating		250096	00104439	DUTY	Not Req'd	06/25/2019	Qualified		249786	00039544	ADMIN SUPPORT	Not Req'd	06/25/2019	Qualified															
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View Screening Panel Endorsements

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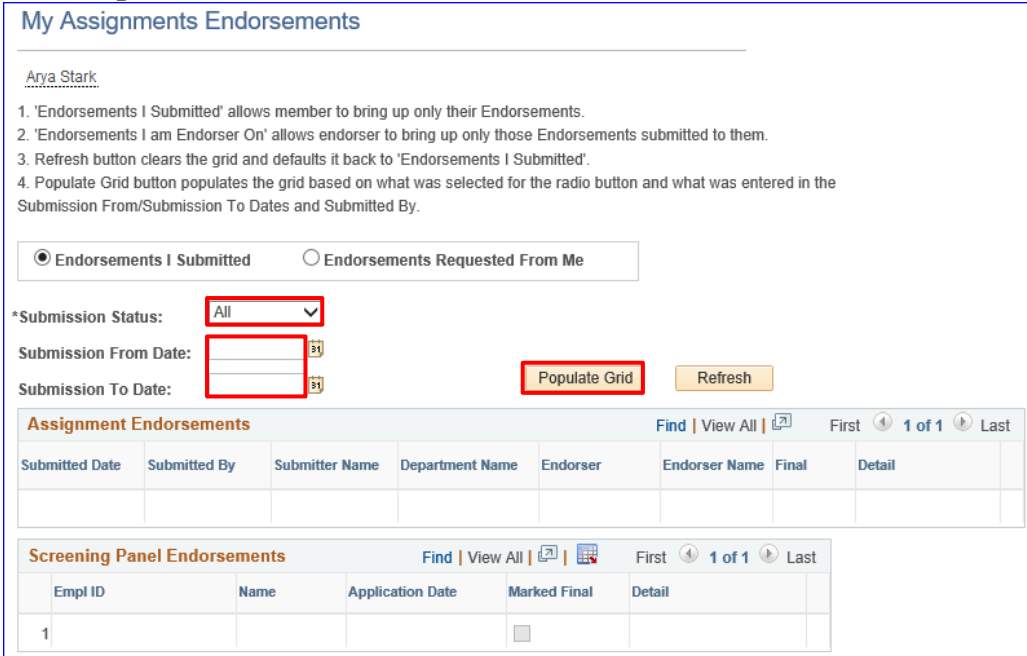
Procedures See below.

Step	Action
<p>1</p>	<p>Select 10 More ... (this number may vary depending on the member) from the Tasks column in the Employee pagelet.</p>  <p>The screenshot shows a window titled 'Employee' with a refresh and settings icon in the top right. It contains two columns of links. The left column is titled 'Tasks' and includes: PCS eResumes, My Airport Terminal, Emergency Contacts, Home and Mailing Address, Phone Numbers, Allotments, Direct Deposit, W-4 Tax Information USA, All Duty Report, and 10 More... The right column is titled 'View' and includes: My Profile, Member Training Rating, My Reserve Points Statement, My Reserve Drills, View My Payslips (AD/RSV), My Dependent Information, My Employee Reviews, My Employee Review Summary, Off Comparison Scale Summary, and 7 More... The '10 More...' link in the left column is highlighted with a blue border.</p>
<p>2</p>	<p>Select My Assignments Endorsements.</p>  <p>The screenshot shows a window titled 'CG AD Self Service: Employee' with a 'Tasks' folder icon. It displays a grid of task cards. The cards include: PCS eResumes, My Airport Terminal, Emergency Contacts, Home and Mailing Address, Phone Numbers, Allotments, Direct Deposit, W-4 Tax Information USA, All Duty Report, Thrift Savings Plan, Ethnic Groups, Annual Screening Questionnaire, My Reserve Orders, My Assignments Endorsements (highlighted with a red box), My Email Addresses, My Member Info, My eResume, and Mobilization Resume. The 'My Assignments Endorsements' card is highlighted with a red rectangular box.</p>

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View Screening Panel Endorsements, Continued

Procedures,
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3	<p>The My Assignments Endorsement page will display. Change the Submission Status to All to view all submitted endorsements. To narrow down the search, you may include the Submission From Date and Submission To Date (these may also be left blank).</p> <p>Click Populate Grid.</p>  <p>My Assignments Endorsements</p> <p>Arya Stark</p> <ol style="list-style-type: none"> 'Endorsements I Submitted' allows member to bring up only their Endorsements. 'Endorsements I am Endorser On' allows endorser to bring up only those Endorsements submitted to them. Refresh button clears the grid and defaults it back to 'Endorsements I Submitted'. Populate Grid button populates the grid based on what was selected for the radio button and what was entered in the Submission From/Submission To Dates and Submitted By. <p> <input checked="" type="radio"/> Endorsements I Submitted <input type="radio"/> Endorsements Requested From Me </p> <p>*Submission Status: All ▾</p> <p>Submission From Date: <small>31</small></p> <p>Submission To Date: <small>31</small></p> <p style="text-align: right;"> Populate Grid Refresh </p> <table border="1" data-bbox="363 1115 1374 1232"> <thead> <tr> <th colspan="7">Assignment Endorsements</th> <th>Find</th> <th>View All</th> <th>1 of 1</th> <th>Last</th> </tr> <tr> <th>Submitted Date</th> <th>Submitted By</th> <th>Submitter Name</th> <th>Department Name</th> <th>Endorser</th> <th>Endorser Name</th> <th>Final</th> <th>Detail</th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <table border="1" data-bbox="363 1243 1182 1361"> <thead> <tr> <th colspan="5">Screening Panel Endorsements</th> <th>Find</th> <th>View All</th> <th>1 of 1</th> <th>Last</th> </tr> <tr> <th>Empl ID</th> <th>Name</th> <th>Application Date</th> <th>Marked Final</th> <th>Detail</th> <th></th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td> </td> <td> </td> <td style="text-align: center;"><input type="checkbox"/></td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Assignment Endorsements							Find	View All	1 of 1	Last	Submitted Date	Submitted By	Submitter Name	Department Name	Endorser	Endorser Name	Final	Detail															Screening Panel Endorsements					Find	View All	1 of 1	Last	Empl ID	Name	Application Date	Marked Final	Detail					1			<input type="checkbox"/>					
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<p>4</p>	<p>Any submitted endorsements and their status will display. Click View Endorsement to open the endorsement.</p> <div data-bbox="352 551 1385 1227" style="border: 1px solid black; padding: 5px;"> <p>My Assignments Endorsements</p> <p>Arya Stark</p> <ol style="list-style-type: none"> 'Endorsements I Submitted' allows member to bring up only their Endorsements. 'Endorsements I am Endorser On' allows endorser to bring up only those Endorsements submitted to them. Refresh button clears the grid and defaults it back to 'Endorsements I Submitted'. Populate Grid button populates the grid based on what was selected for the radio button and what was entered in the Submission From/Submission To Dates and Submitted By. <p> <input checked="" type="radio"/> Endorsements I Submitted <input type="radio"/> Endorsements Requested From Me </p> <p>*Submission Status: <input type="text" value="All"/></p> <p>Submission From Date: <input type="text"/></p> <p>Submission To Date: <input type="text"/></p> <p style="text-align: right;"> <input type="button" value="Populate Grid"/> <input type="button" value="Refresh"/> </p> <table border="1" data-bbox="363 954 1377 1070"> <thead> <tr> <th colspan="8">Assignment Endorsements</th> <th>Find</th> <th>View All</th> <th>First</th> <th>1 of 1</th> <th>Last</th> </tr> <tr> <th>Submitted Date</th> <th>Submitted By</th> <th>Submitter Name</th> <th>Department Name</th> <th>Endorser</th> <th>Endorser Name</th> <th>Final</th> <th>Detail</th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <table border="1" data-bbox="363 1084 1182 1218"> <thead> <tr> <th colspan="5">Screening Panel Endorsements</th> <th>Find</th> <th>View All</th> <th>First</th> <th>1 of 2</th> <th>Last</th> </tr> <tr> <th>Empl ID</th> <th>Name</th> <th>Application Date</th> <th>Marked Final</th> <th>Detail</th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1 7418529</td> <td>Arya Stark</td> <td>06/25/2019</td> <td><input type="checkbox"/></td> <td>View Endorsement</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div>	Assignment Endorsements								Find	View All	First	1 of 1	Last	Submitted Date	Submitted By	Submitter Name	Department Name	Endorser	Endorser Name	Final	Detail																			Screening Panel Endorsements					Find	View All	First	1 of 2	Last	Empl ID	Name	Application Date	Marked Final	Detail						1 7418529	Arya Stark	06/25/2019	<input type="checkbox"/>	View Endorsement																												
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<p>5</p>	<p>The My Panel Submissions page will open. Click Edit to view the endorsement for each panel submission.</p> <div data-bbox="352 1330 1385 1895" style="border: 1px solid black; padding: 5px;"> <p>My Panel Submissions</p> <p>Arya Stark</p> <p>Here is where we can add generic instructions on how to use this page and what it displays. It is configurable, so you can provide us with the text that suits the CG as a whole.</p> <p>Panel Source: <input type="text"/> <input type="button" value="Go"/> <input type="button" value="History"/></p> <table border="1" data-bbox="363 1563 1377 1702"> <thead> <tr> <th colspan="6">My Panel Submissions</th> <th>Personalize</th> <th>Find</th> <th>View All</th> <th>First</th> <th>1-2 of 2</th> <th>Last</th> </tr> <tr> <th>Panel Type</th> <th>Description</th> <th>Application Date</th> <th>Marked Final</th> <th>Edit</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1 AMT-PG</td> <td>Aviation Maintenance Tech - Enlisted</td> <td>06/25/2019</td> <td><input checked="" type="checkbox"/></td> <td>Edit</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2 USASMA</td> <td>US Army Sergeants Majors Academy</td> <td>06/25/2019</td> <td><input type="checkbox"/></td> <td><input type="button" value="Edit"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <table border="1" data-bbox="363 1715 1331 1854"> <thead> <tr> <th colspan="5">My Advanced Training Preferences</th> <th>Personalize</th> <th>Find</th> <th>View All</th> <th>First</th> <th>1-2 of 2</th> <th>Last</th> </tr> <tr> <th>Panel Type</th> <th>Description</th> <th>Application Date</th> <th>Ranking</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1 AMT-PG</td> <td>Aviation Maintenance Tech - Enlisted</td> <td>06/25/2019</td> <td><input type="text" value="1"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2 USASMA</td> <td>US Army Sergeants Majors Academy</td> <td>06/25/2019</td> <td><input type="text" value="2"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><input type="button" value="Save"/></p> </div>	My Panel Submissions						Personalize	Find	View All	First	1-2 of 2	Last	Panel Type	Description	Application Date	Marked Final	Edit								1 AMT-PG	Aviation Maintenance Tech - Enlisted	06/25/2019	<input checked="" type="checkbox"/>	Edit								2 USASMA	US Army Sergeants Majors Academy	06/25/2019	<input type="checkbox"/>	<input type="button" value="Edit"/>								My Advanced Training Preferences					Personalize	Find	View All	First	1-2 of 2	Last	Panel Type	Description	Application Date	Ranking								1 AMT-PG	Aviation Maintenance Tech - Enlisted	06/25/2019	<input type="text" value="1"/>								2 USASMA	US Army Sergeants Majors Academy	06/25/2019	<input type="text" value="2"/>							
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View Screening Panel Endorsements, Continued

Procedures,
continued

Step	Action
6	<p>Member Comments, Endorser Comments, the Endorser's Emplid, and whether the member is Recommended/Not Recommended for the panel will be displayed here.</p> <p>Click Return to My Panel Submissions to exit this page.</p> <p>Note: The panel submission may not be Marked Final if it does not require an endorsement.</p> <div data-bbox="352 779 1383 1570" style="border: 1px solid blue; padding: 5px;"> <p>My Panel Submissions</p> <p><u>Arya Stark</u></p> <p>Here is where we can add generic instructions on how to use this page and what it displays. It is configurable, so you can provide us with the text that suits the CG as a whole.</p> <p>Board Type Code AMT-PG AD/Res Ind Active Sequence Number 14</p> <p>Member Comments: <input style="border: 2px solid red;" type="text" value="Enter comments here explaining the need or desire for this the training."/></p> <p>Endorser: <input style="border: 1px solid gray;" type="text" value="1234567"/> Jon Snow</p> <p>1st Submitted Endorser: <input style="border: 2px solid red;" type="text" value="1234567"/> Jon Snow</p> <p><input checked="" type="radio"/> Recommend <input type="radio"/> Not Recommended <input checked="" type="checkbox"/> Mark Final</p> <p>Endorser Comments: <input style="border: 2px solid red;" type="text" value="Good Luck"/></p> <p>Last Upd DtTm: 06/25/19 2:17:01PM by: 1234567</p> <p><input type="button" value="Save"/> <input style="border: 2px solid red;" type="button" value="Return to My Panel Submissions"/></p> </div>