

Endorsing Panel Submissions and PCS eResumes

Overview

Introduction This guide provides the procedures for endorsing Panel Submissions and Permanent Change of Station (PCS) eResumes in Direct Access (DA).

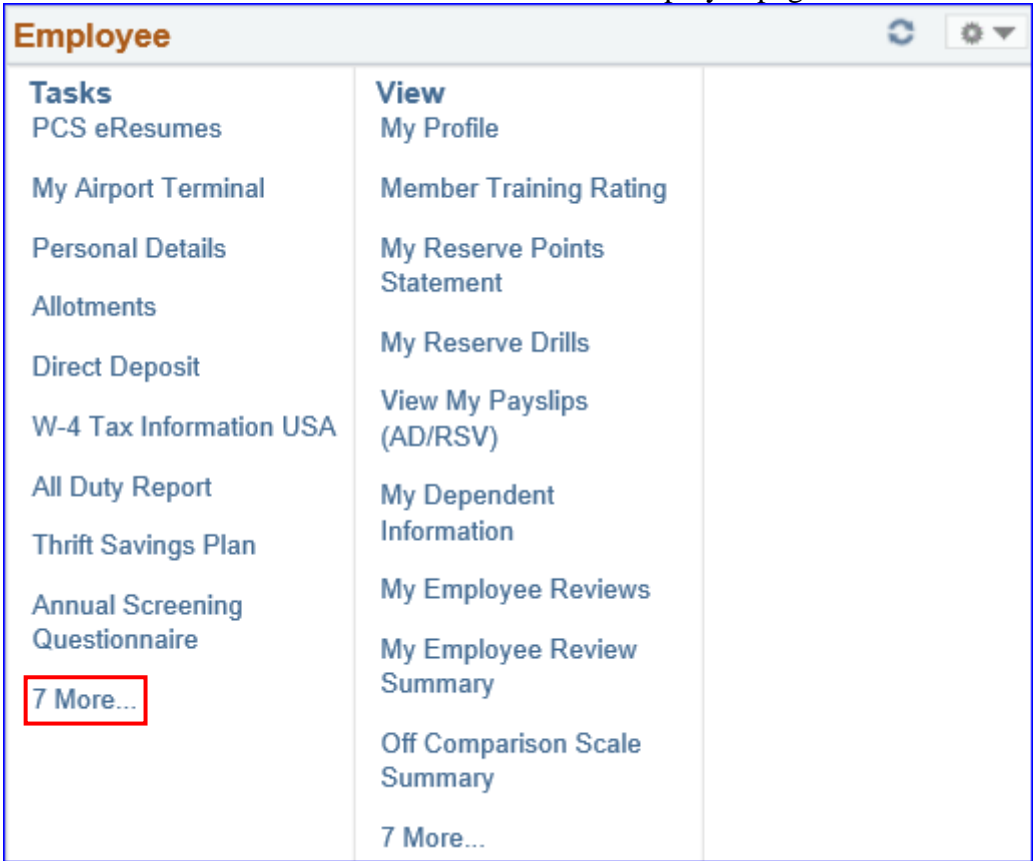
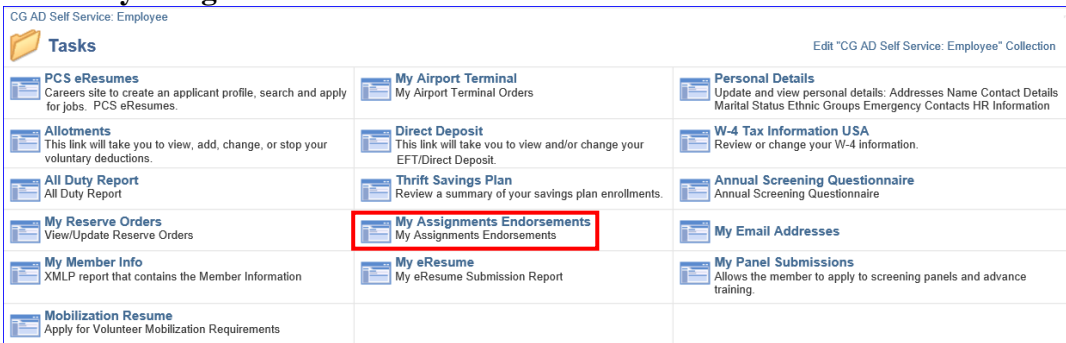
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Endorsing PCS eResumes	6

Endorsing Panel Submissions

Introduction This section provides the procedures for endorsing Panel Submissions in DA.

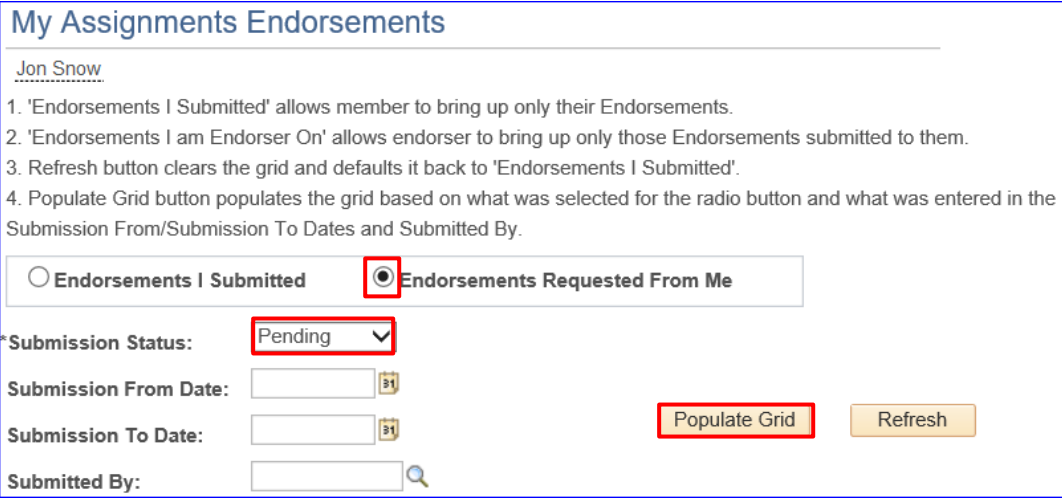
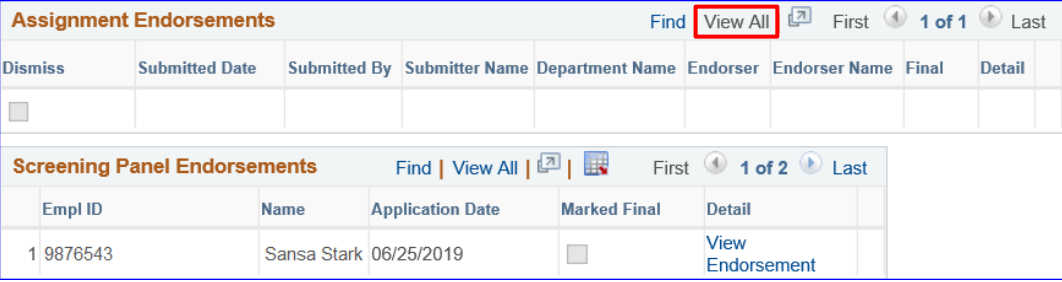
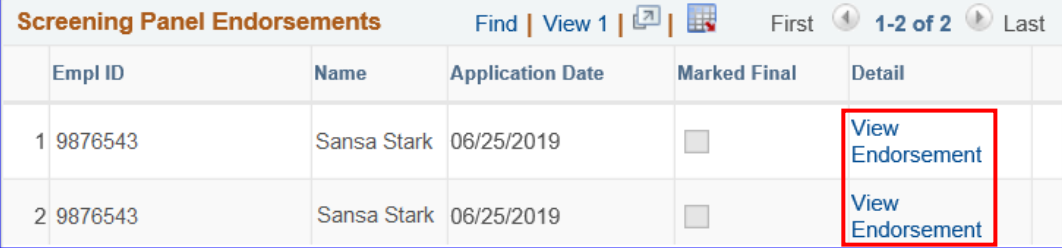
Procedures See below.

Step	Action
1	<p>Select X More... 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 lists: Tasks, PCS eResumes, My Airport Terminal, Personal Details, Allotments, Direct Deposit, W-4 Tax Information USA, All Duty Report, Thrift Savings Plan, Annual Screening Questionnaire, and a red-bordered box containing "7 More...". The right column lists: View, 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...".</p>
2	<p>Select My Assignments Endorsements.</p>  <p>The screenshot shows the "CG AD Self Service: Employee" page with a "Tasks" section. It features a grid of task cards. The card for "My Assignments Endorsements" is highlighted with a red box. The grid includes: PCS eResumes, My Airport Terminal, Personal Details, Allotments, Direct Deposit, W-4 Tax Information USA, All Duty Report, Thrift Savings Plan, Annual Screening Questionnaire, My Reserve Orders, My Assignments Endorsements, My Email Addresses, My Member Info, My eResume, My Panel Submissions, and Mobilization Resume.</p>

Continued on next page

Endorsing Panel Submissions, Continued

Procedures,
continued

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3	<p>Click the Endorsements Requested From Me radio button. Leave the Submission Status at the default of Pending and click Populate Grid.</p>  <p>My Assignments Endorsements</p> <p><u>Jon Snow</u></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 type="radio"/> Endorsements I Submitted <input checked="" type="radio"/> Endorsements Requested From Me </p> <p> *Submission Status: Pending </p> <p> Submission From Date: <input type="text"/> </p> <p> Submission To Date: <input type="text"/> </p> <p> Submitted By: <input type="text"/> </p> <p style="text-align: right;"> Populate Grid Refresh </p>																												
4	<p>The results will display. ALWAYS click View All.</p>  <p>Assignment Endorsements Find View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Dismiss</th> <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><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Screening Panel Endorsements Find View All First 1 of 2 Last</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Name</th> <th>Application Date</th> <th>Marked Final</th> <th>Detail</th> </tr> </thead> <tbody> <tr> <td>1 9876543</td> <td>Sansa Stark</td> <td>06/25/2019</td> <td><input type="checkbox"/></td> <td>View Endorsement</td> </tr> </tbody> </table>	Dismiss	Submitted Date	Submitted By	Submitter Name	Department Name	Endorser	Endorser Name	Final	Detail	<input type="checkbox"/>									Empl ID	Name	Application Date	Marked Final	Detail	1 9876543	Sansa Stark	06/25/2019	<input type="checkbox"/>	View Endorsement
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5	<p>Click the appropriate View Endorsement link.</p>  <p>Screening Panel Endorsements Find View 1 First 1-2 of 2 Last</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Name</th> <th>Application Date</th> <th>Marked Final</th> <th>Detail</th> </tr> </thead> <tbody> <tr> <td>1 9876543</td> <td>Sansa Stark</td> <td>06/25/2019</td> <td><input type="checkbox"/></td> <td>View Endorsement</td> </tr> <tr> <td>2 9876543</td> <td>Sansa Stark</td> <td>06/25/2019</td> <td><input type="checkbox"/></td> <td>View Endorsement</td> </tr> </tbody> </table>	Empl ID	Name	Application Date	Marked Final	Detail	1 9876543	Sansa Stark	06/25/2019	<input type="checkbox"/>	View Endorsement	2 9876543	Sansa Stark	06/25/2019	<input type="checkbox"/>	View Endorsement													
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Endorsing Panel Submissions, Continued

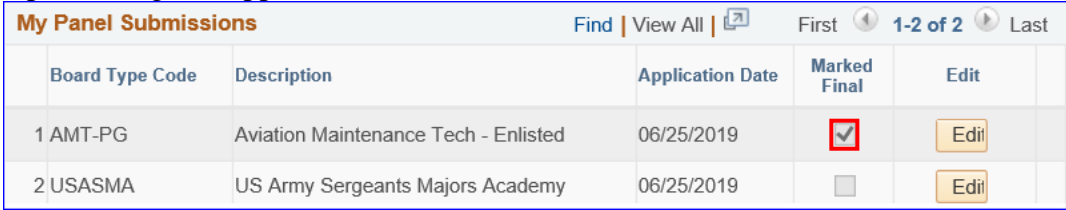
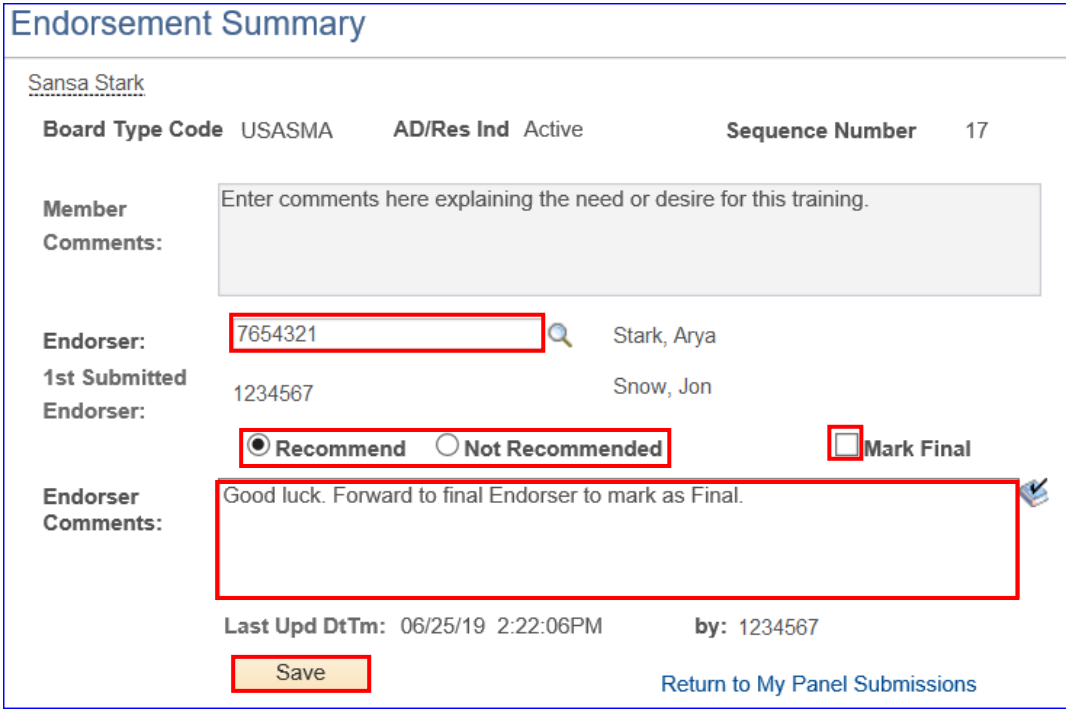
Procedures,
continued

Step	Action															
<p>6</p>	<p>The member's Endorsement Summary will display. Click the Edit button to endorse the application.</p> <p>NOTE: Only those endorsements assigned to the Endorser will be available for edit.</p> <div data-bbox="316 667 1385 981" style="border: 1px solid blue; padding: 5px;"> <p>Endorsement Summary</p> <p>Sansa Stark</p> <p>My Panel Submissions Find View All [icon] First 1-2 of 2 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Board Type Code</th> <th>Description</th> <th>Application Date</th> <th>Marked Final</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td>1 AMT-PG</td> <td>Aviation Maintenance Tech - Enlisted</td> <td>06/25/2019</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Edit</td> </tr> <tr> <td>2 USASMA</td> <td>US Army Sergeants Majors Academy</td> <td>06/25/2019</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Edit</td> </tr> </tbody> </table> </div>	Board Type Code	Description	Application Date	Marked Final	Edit	1 AMT-PG	Aviation Maintenance Tech - Enlisted	06/25/2019	<input type="checkbox"/>	Edit	2 USASMA	US Army Sergeants Majors Academy	06/25/2019	<input type="checkbox"/>	Edit
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<p>7</p>	<p>The Endorsement Summary will display. Endorser Comments are required. Select Recommend/Not Recommended. If you are the final Endorser, check the Mark Final box and click Save. If the request requires additional endorsements, see Step 9.</p> <div data-bbox="316 1160 1385 1888" style="border: 1px solid blue; padding: 5px;"> <p>Endorsement Summary</p> <p>Sansa Stark</p> <p>Board Type Code AMT-PG AD/Res Ind Active Sequence Number 14</p> <p>Member Comments: <input style="width: 100%;" type="text" value="Enter comments here explaining the need or desire for this the training."/></p> <p>Endorser: <input style="width: 150px;" type="text" value="9876543"/> <input type="button" value="Search"/> Snow, Jon</p> <p>1st Submitted Endorser: 9876543 Snow, Jon</p> <p style="text-align: center;"> <input checked="" type="radio"/> Recommend <input type="radio"/> Not Recommended <input checked="" type="checkbox"/> Mark Final </p> <p>Endorser Comments: <div style="border: 1px solid red; padding: 5px; min-height: 60px;">Good Luck</div></p> <p style="text-align: center;">Last Upd DtTm: 06/25/19 12:40:33PM by: 1234567</p> <p style="text-align: center;"> Save Return to My Panel Submissions </p> </div> <p>NOTE: If endorsing more than one application, you can click the Return to My Panel Submissions link after each Save.</p>															

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Endorsing Panel Submissions, Continued

Procedures,
continued

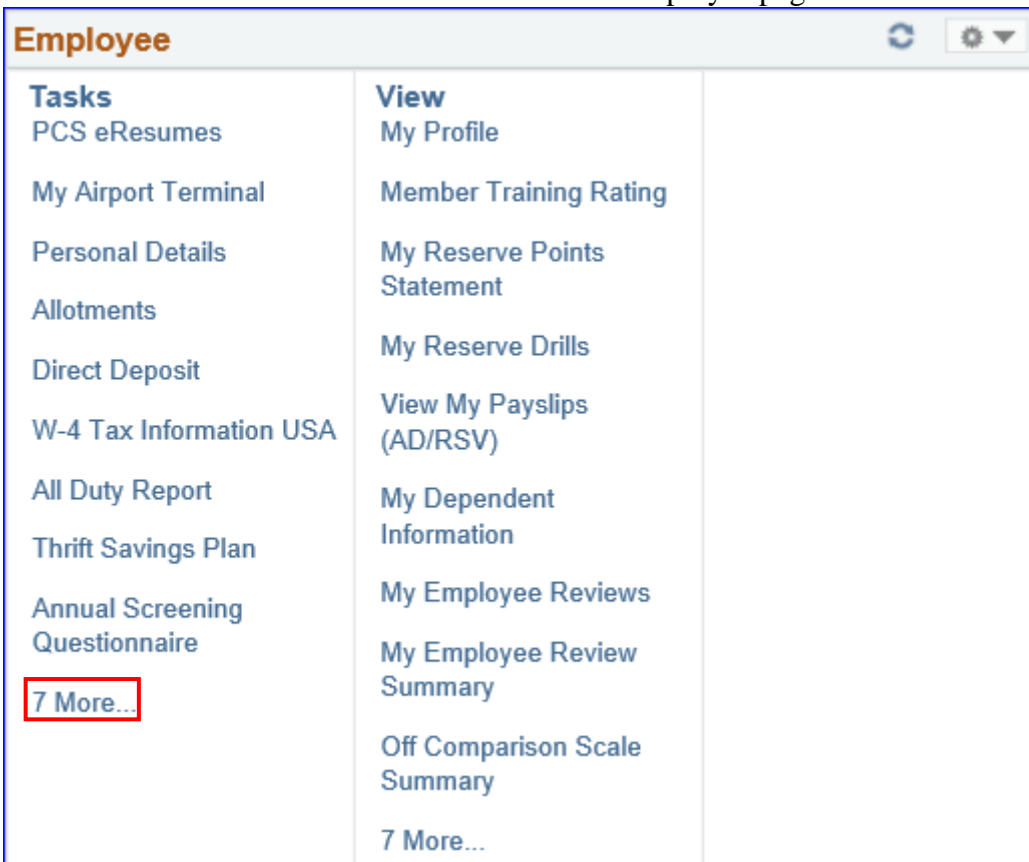
Step	Action															
8	<p>Upon saving, the application will be Marked Final.</p>  <table border="1"> <thead> <tr> <th>Board Type Code</th> <th>Description</th> <th>Application Date</th> <th>Marked Final</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td>1 AMT-PG</td> <td>Aviation Maintenance Tech - Enlisted</td> <td>06/25/2019</td> <td><input checked="" type="checkbox"/></td> <td>Edit</td> </tr> <tr> <td>2 USASMA</td> <td>US Army Sergeants Majors Academy</td> <td>06/25/2019</td> <td><input type="checkbox"/></td> <td>Edit</td> </tr> </tbody> </table>	Board Type Code	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"/>	Edit
Board Type Code	Description	Application Date	Marked Final	Edit												
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9	<p>If the application requires more than one endorser, enter the Endorser Empl ID and DO NOT check the Mark Final box. Endorser Comments are required. Select Recommend/Not Recommended. Click Save.</p>  <p>Endorsement Summary</p> <p>Sansa Stark</p> <p>Board Type Code USASMA AD/Res Ind Active Sequence Number 17</p> <p>Member Comments: Enter comments here explaining the need or desire for this training.</p> <p>Endorser: 7654321 Stark, Arya</p> <p>1st Submitted Endorser: 1234567 Snow, Jon</p> <p><input checked="" type="radio"/> Recommend <input type="radio"/> Not Recommended <input type="checkbox"/> Mark Final</p> <p>Endorser Comments: Good luck. Forward to final Endorser to mark as Final.</p> <p>Last Upd DtTm: 06/25/19 2:22:06PM by: 1234567</p> <p>Save Return to My Panel Submissions</p>															
10	The application will be forwarded to the second endorser to be marked final.															

Endorsing PCS eResumes

Introduction This section provides the procedures for Endorsing a PCS eResume in DA.

Information Due to maintenance of important historical data, DA does not allow for deletions of incorrect eResumes. Members should be submitting data that is correct, to prevent having unwanted information pending in their My Endorsements section as well as unneeded information pending in your Requests section.

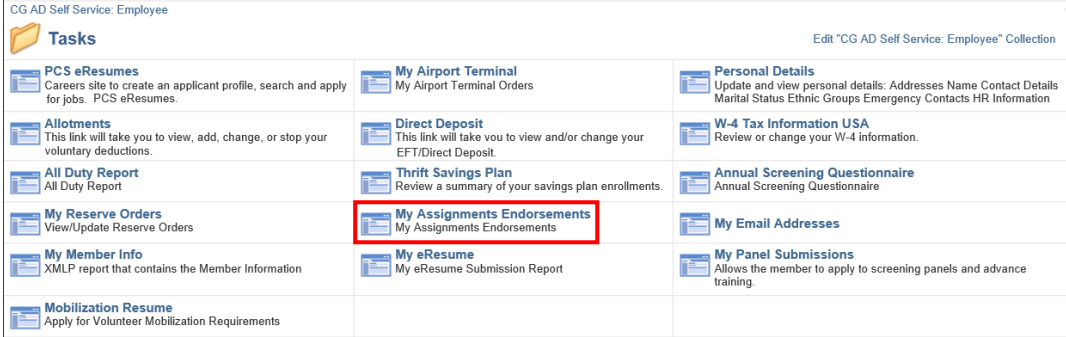
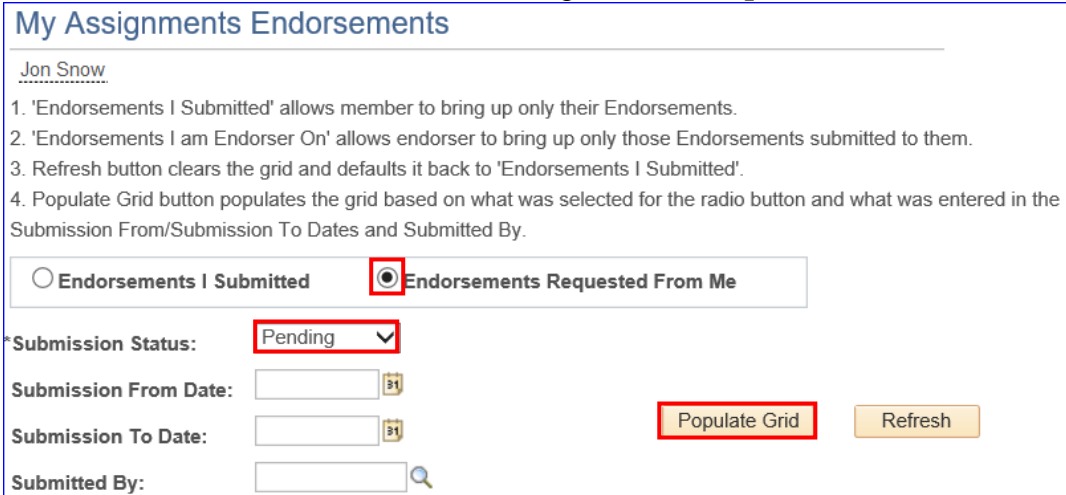
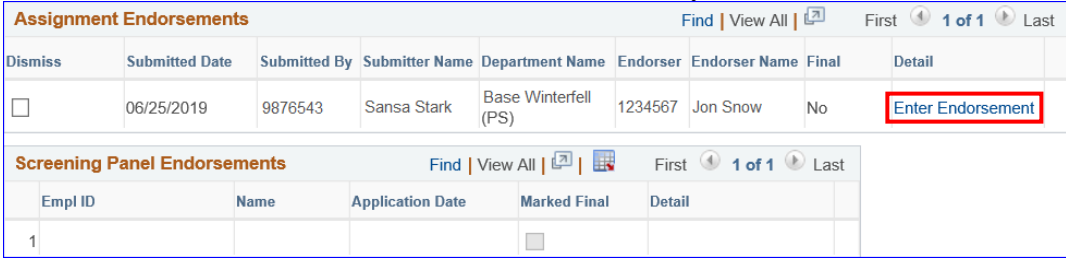
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Step	Action																								
1	<p>Select the X More... link under Tasks from the Employee pagelet.</p>  <p>The screenshot shows the 'Employee' pagelet with a list of tasks and a 'View' column. The '7 More...' link under the 'Tasks' column is highlighted with a red box.</p> <table border="1" data-bbox="316 824 1348 1682"> <thead> <tr> <th data-bbox="323 835 667 880">Employee</th> <th data-bbox="675 835 1018 880">View</th> </tr> </thead> <tbody> <tr> <td data-bbox="323 891 667 936">Tasks</td> <td data-bbox="675 891 1018 936">My Profile</td> </tr> <tr> <td data-bbox="323 938 667 983">PCS eResumes</td> <td data-bbox="675 938 1018 983">Member Training Rating</td> </tr> <tr> <td data-bbox="323 985 667 1030">My Airport Terminal</td> <td data-bbox="675 985 1018 1030">My Reserve Points Statement</td> </tr> <tr> <td data-bbox="323 1032 667 1077">Personal Details</td> <td data-bbox="675 1032 1018 1077">My Reserve Drills</td> </tr> <tr> <td data-bbox="323 1079 667 1124">Allotments</td> <td data-bbox="675 1079 1018 1124">View My Payslips (AD/RSV)</td> </tr> <tr> <td data-bbox="323 1126 667 1171">Direct Deposit</td> <td data-bbox="675 1126 1018 1171">My Dependent Information</td> </tr> <tr> <td data-bbox="323 1173 667 1218">W-4 Tax Information USA</td> <td data-bbox="675 1173 1018 1218">My Employee Reviews</td> </tr> <tr> <td data-bbox="323 1220 667 1265">All Duty Report</td> <td data-bbox="675 1220 1018 1265">My Employee Review Summary</td> </tr> <tr> <td data-bbox="323 1267 667 1312">Thrift Savings Plan</td> <td data-bbox="675 1267 1018 1312">Off Comparison Scale Summary</td> </tr> <tr> <td data-bbox="323 1314 667 1359">Annual Screening Questionnaire</td> <td data-bbox="675 1314 1018 1359">7 More...</td> </tr> <tr> <td data-bbox="323 1361 667 1406">7 More...</td> <td></td> </tr> </tbody> </table>	Employee	View	Tasks	My Profile	PCS eResumes	Member Training Rating	My Airport Terminal	My Reserve Points Statement	Personal Details	My Reserve Drills	Allotments	View My Payslips (AD/RSV)	Direct Deposit	My Dependent Information	W-4 Tax Information USA	My Employee Reviews	All Duty Report	My Employee Review Summary	Thrift Savings Plan	Off Comparison Scale Summary	Annual Screening Questionnaire	7 More...	7 More...	
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Endorsing PCS eResumes, Continued

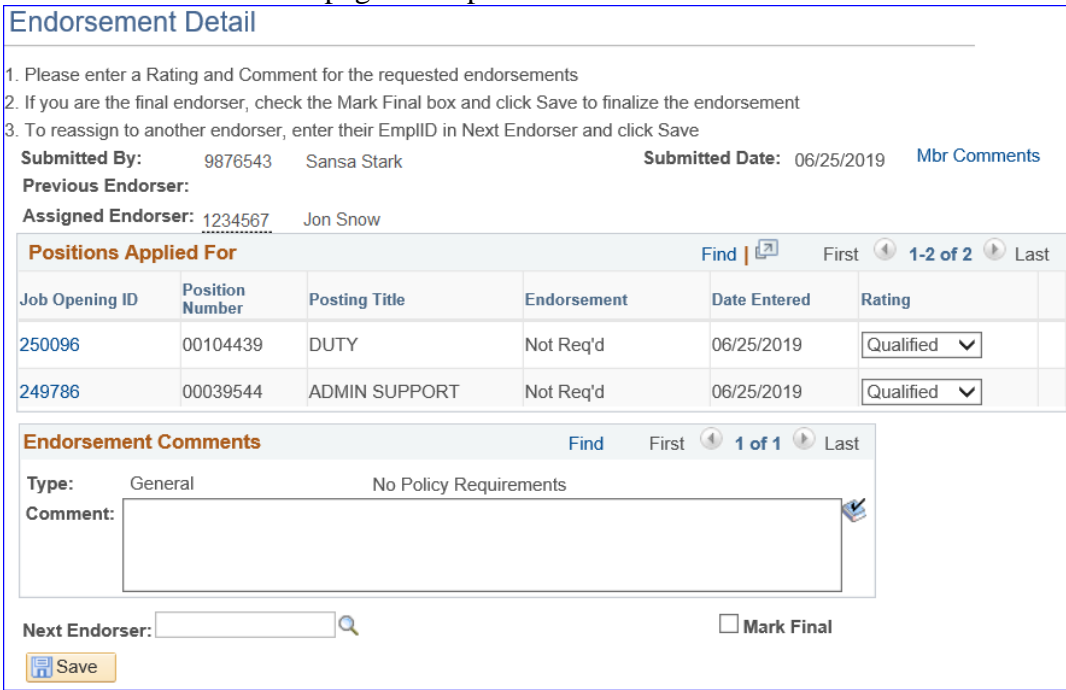
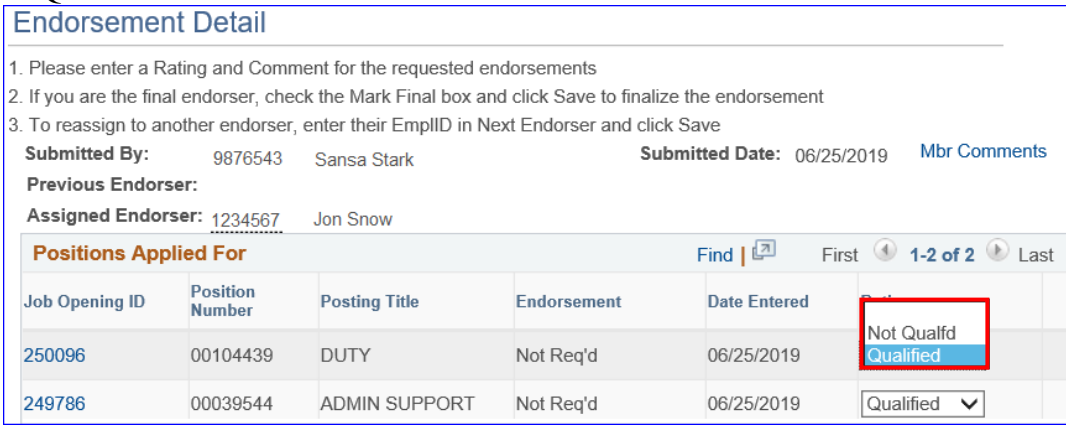
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Dismiss	Submitted Date	Submitted By	Submitter Name	Department Name	Endorser	Endorser Name	Final	Detail																					
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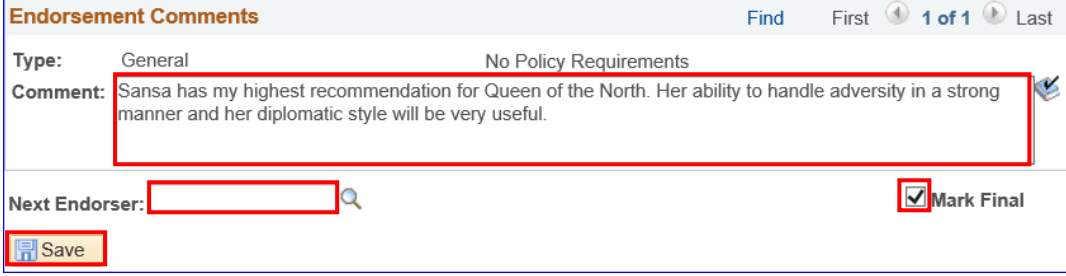
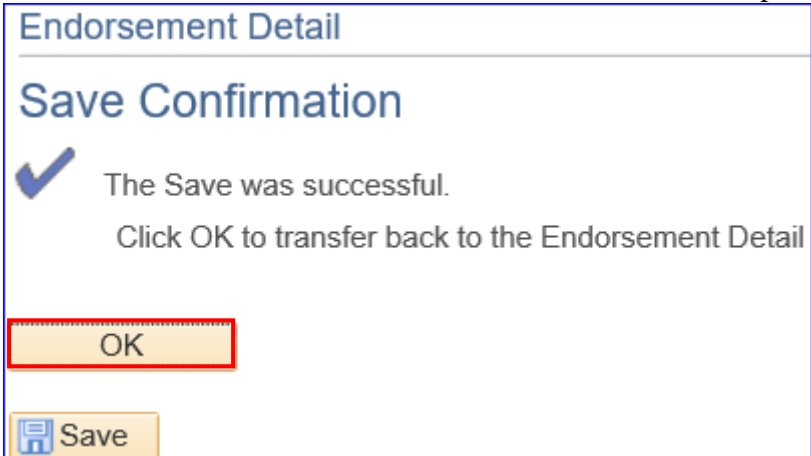
Procedures,
continued

Step	Action																								
5	<p>The Endorsement Detail page will open in a new window.</p>  <p>Endorsement Detail</p> <p>1. Please enter a Rating and Comment for the requested endorsements 2. If you are the final endorser, check the Mark Final box and click Save to finalize the endorsement 3. To reassign to another endorser, enter their EmpID in Next Endorser and click Save</p> <p>Submitted By: 9876543 Sansa Stark Submitted Date: 06/25/2019 Mbr Comments Previous Endorser: Assigned Endorser: 1234567 Jon Snow</p> <table border="1"> <thead> <tr> <th colspan="6">Positions Applied For</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> </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> </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> </tr> </tbody> </table> <p>Endorsement Comments</p> <p>Type: General No Policy Requirements Comment: <input type="text"/></p> <p>Next Endorser: <input type="text"/> <input type="checkbox"/> Mark Final</p> <p><input type="button" value="Save"/></p>	Positions Applied For						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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249786	00039544	ADMIN SUPPORT	Not Req'd	06/25/2019	Qualified																				
6	<p>At this point you can change the Rating to Not Qualified or leave it to the default of Qualified.</p>  <p>Endorsement Detail</p> <p>1. Please enter a Rating and Comment for the requested endorsements 2. If you are the final endorser, check the Mark Final box and click Save to finalize the endorsement 3. To reassign to another endorser, enter their EmpID in Next Endorser and click Save</p> <p>Submitted By: 9876543 Sansa Stark Submitted Date: 06/25/2019 Mbr Comments Previous Endorser: Assigned Endorser: 1234567 Jon Snow</p> <table border="1"> <thead> <tr> <th colspan="6">Positions Applied For</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> </tr> </thead> <tbody> <tr> <td>250096</td> <td>00104439</td> <td>DUTY</td> <td>Not Req'd</td> <td>06/25/2019</td> <td>Not Qualfd Qualified</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> </tr> </tbody> </table>	Positions Applied For						Job Opening ID	Position Number	Posting Title	Endorsement	Date Entered	Rating	250096	00104439	DUTY	Not Req'd	06/25/2019	Not Qualfd Qualified	249786	00039544	ADMIN SUPPORT	Not Req'd	06/25/2019	Qualified
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Endorsing PCS eResumes, Continued

Procedures,
continued

Step	Action
7	<p>Enter your endorsement in the Comment box. After entering comments, either enter the Next Endorser's Empl ID to forward it on or select the Mark Final check box if you are the final endorser. Click Save.</p>  <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> <p>Next Endorser: <input type="text"/> <input checked="" type="checkbox"/> Mark Final</p> <p><input type="button" value="Save"/></p>
8	<p>The Endorsement Detail Save Confirmation window will open. Click OK.</p>  <p>Endorsement Detail</p> <p>Save Confirmation</p> <p>✓ The Save was successful. Click OK to transfer back to the Endorsement Detail</p> <p><input type="button" value="OK"/></p> <p><input type="button" value="Save"/></p>

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Endorsing PCS eResumes, Continued

Procedures,
continued

Step	Action																		
<p>9</p>	<p>DA will return to the Endorsement Detail window, you can close that window.</p> <div data-bbox="319 526 1380 1086" style="border: 1px solid black; padding: 5px;"> <p>Endorsement Detail</p> <hr/> <p>Submitted By: 9876543 Sansa Stark Submitted Date: 06/25/2019 Mbr Comments Final Endorser: 1234567 Jon Snow Marked Final: 06/25/2019 <input checked="" type="checkbox"/> Final</p> <p>Positions Applied For Find First 1-2 of 2 Last</p> <table border="1"> <thead> <tr> <th>Job Opening ID</th> <th>Position Number</th> <th>Posting Title</th> <th>Endorsement</th> <th>Date Entered</th> <th>Rating</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> </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> </tr> </tbody> </table> <p>Endorsement Comments Find First 1 of 1 Last</p> <p>Type: General No Policy Requirements 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> <p><input type="button" value="Save"/></p> </div>	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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<p>10</p>	<p>The My Assignments Endorsements window will appear. Ensure the Endorsements Requested from Me radio button is marked. Click refresh and the eResume that was just endorsed will disappear from the list.</p> <div data-bbox="319 1232 1380 1724" style="border: 1px solid black; padding: 5px;"> <p>My Assignments Endorsements</p> <p><u>Jon Snow</u></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 type="radio"/> Endorsements I Submitted <input checked="" type="radio"/> Endorsements Requested From Me </p> <p>*Submission Status: Pending <input type="button" value="v"/></p> <p>Submission From Date: <input type="text"/> <input type="button" value="31"/></p> <p>Submission To Date: <input type="text"/> <input type="button" value="31"/></p> <p>Submitted By: <input type="text"/> <input type="button" value="m"/></p> <p style="text-align: right;"> <input type="button" value="Populate Grid"/> <input checked="" type="button" value="Refresh"/> </p> </div>																		

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Endorsing PCS eResumes, Continued

Procedures,
continued

Step	Action																												
11	<p>If necessary, repeat steps 4-8 for each remaining member on the list. To view all of your endorsements, select the Endorsements Requested From Me radio button, change Submission Status to All, and click Populate Grid.</p> <div data-bbox="316 600 1385 1099" style="border: 1px solid blue; padding: 5px;"> <p>My Assignments Endorsements</p> <p><u>Jon Snow</u></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. <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <input type="radio"/> Endorsements I Submitted <input checked="" type="radio"/> Endorsements Requested From Me </div> <p>Submission Status: ALL ▼</p> <p>Submission From Date: <input type="text"/> </p> <p>Submission To Date: <input type="text"/> </p> <p>Submitted By: <input type="text"/> </p> <div style="text-align: right; margin-top: 5px;"> Populate Grid Refresh </div> </div>																												
12	<p>Click View Endorsement to view/review.</p> <div data-bbox="316 1173 1385 1424" style="border: 1px solid blue; padding: 5px;"> <p>Assignment Endorsements Find View All First 1 of 1 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Dismiss</th> <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 style="text-align: center;"><input type="checkbox"/></td> <td>06/26/2019</td> <td>2345678</td> <td>Brandon Stark</td> <td>Winterfell Castle</td> <td>1234567</td> <td>Jon Snow</td> <td>No</td> <td style="text-align: center;">View Endorsement</td> </tr> </tbody> </table> <p>Screening Panel Endorsements Find View All First 1 of 1 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Empl ID</th> <th>Name</th> <th>Application Date</th> <th>Marked Final</th> <th>Detail</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> </div>	Dismiss	Submitted Date	Submitted By	Submitter Name	Department Name	Endorser	Endorser Name	Final	Detail	<input type="checkbox"/>	06/26/2019	2345678	Brandon Stark	Winterfell Castle	1234567	Jon Snow	No	View Endorsement	Empl ID	Name	Application Date	Marked Final	Detail	1			<input type="checkbox"/>	
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