# 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).

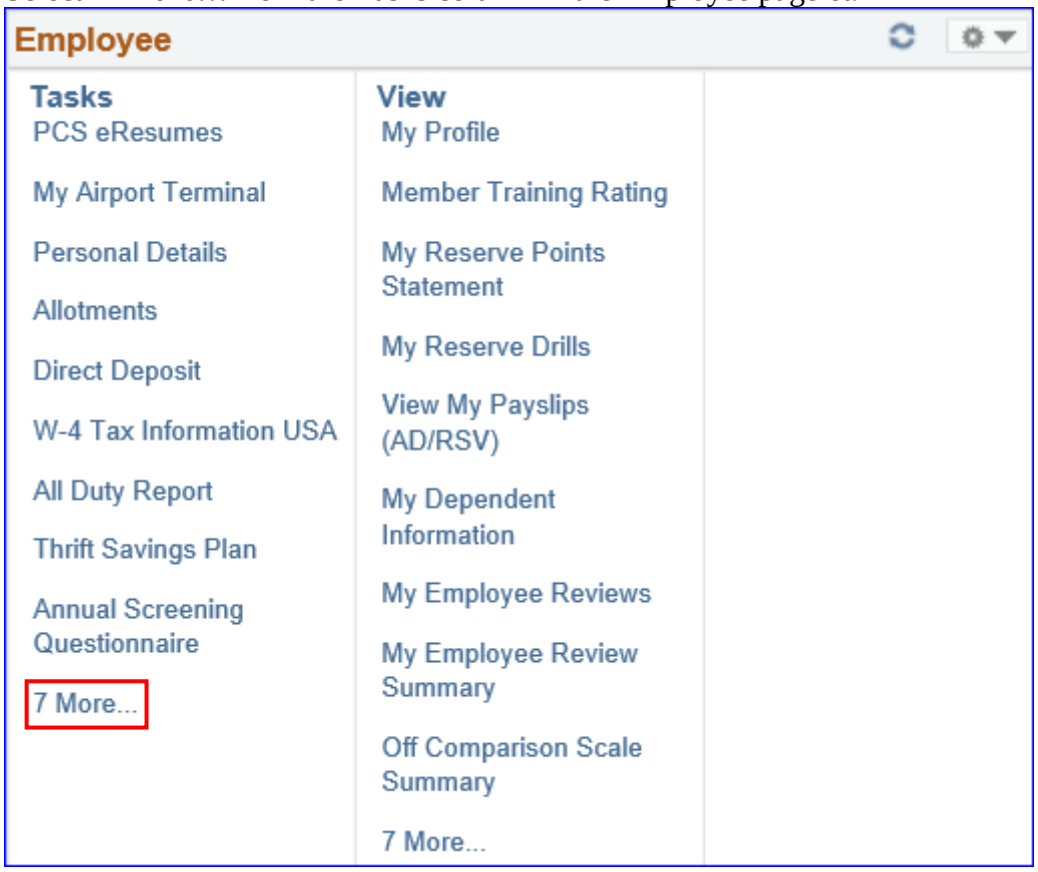
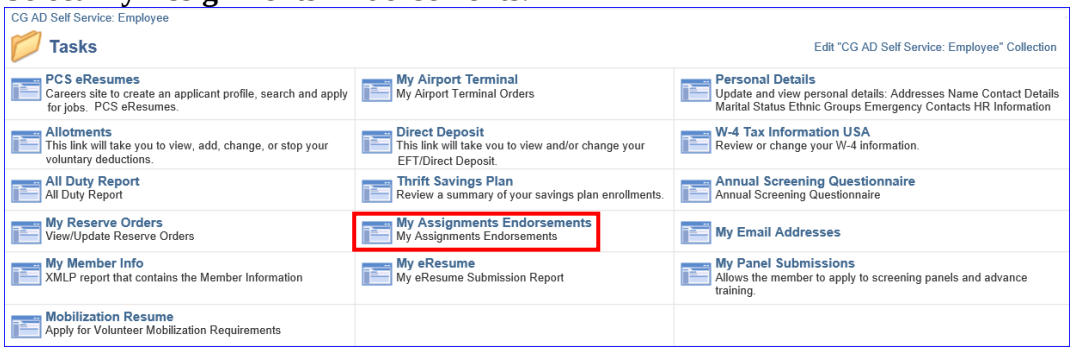
**Contents**


| Topic | See Page |
|---|---|
| Endorsing Panel Submissions | 2 |
| Endorsing PCS eResumes | 6 |

# Endorsing Panel Submissions

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

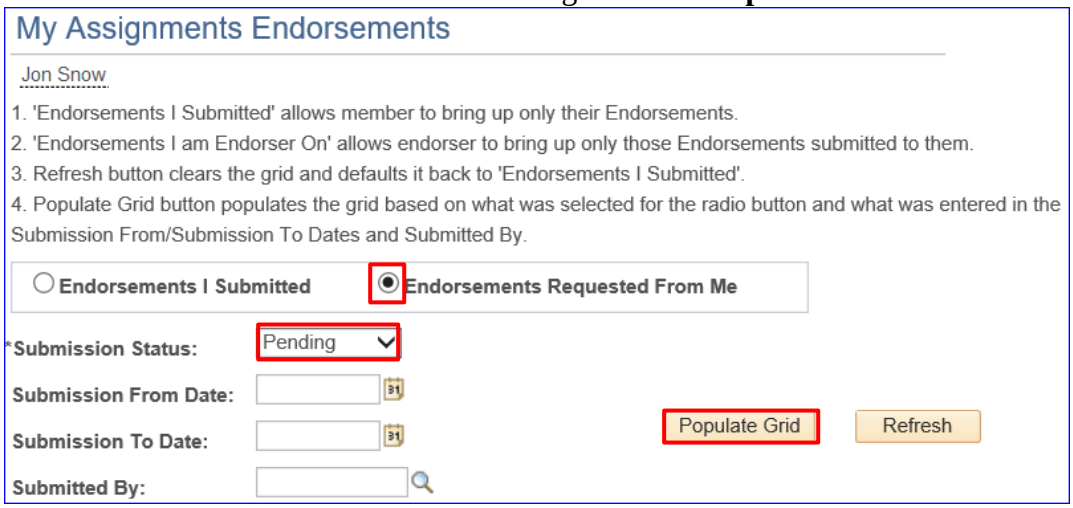
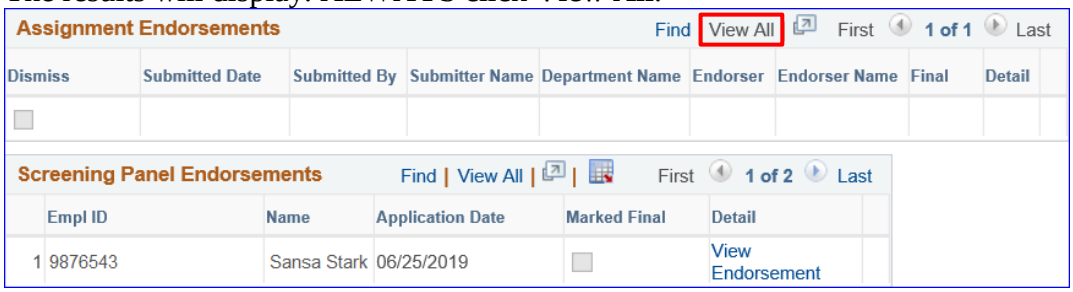
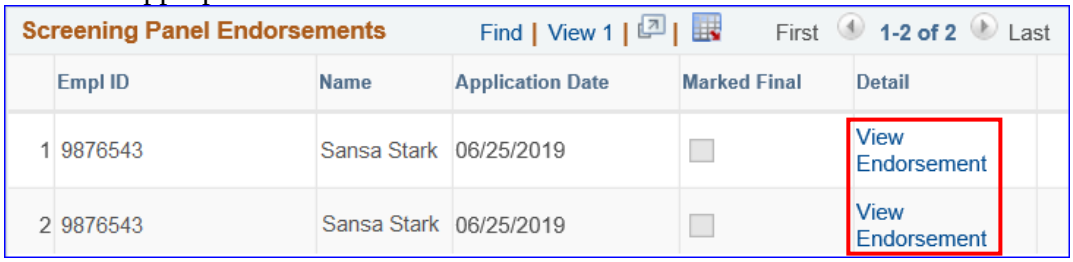
**Procedures** See below.

| Step | Action |
|---|---|
| 1 | Select **X More…** from the Tasks column in the Employee pagelet.<br>  |
| 2 | Select **My Assignments Endorsements**.<br>  |

*Continued on next page*

# Endorsing Panel Submissions, Continued

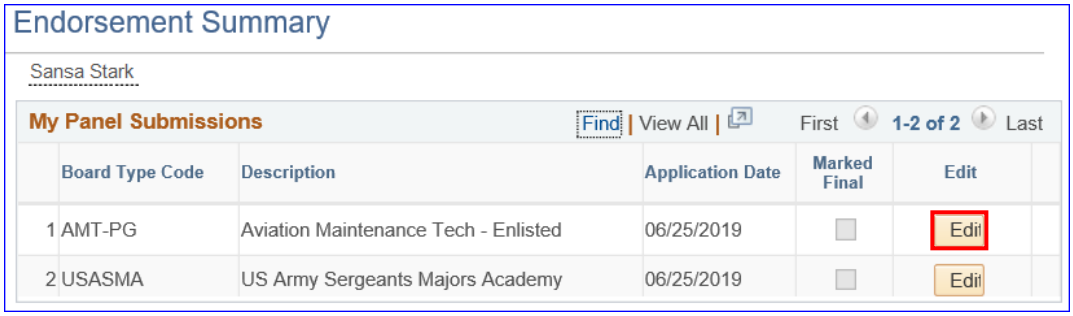
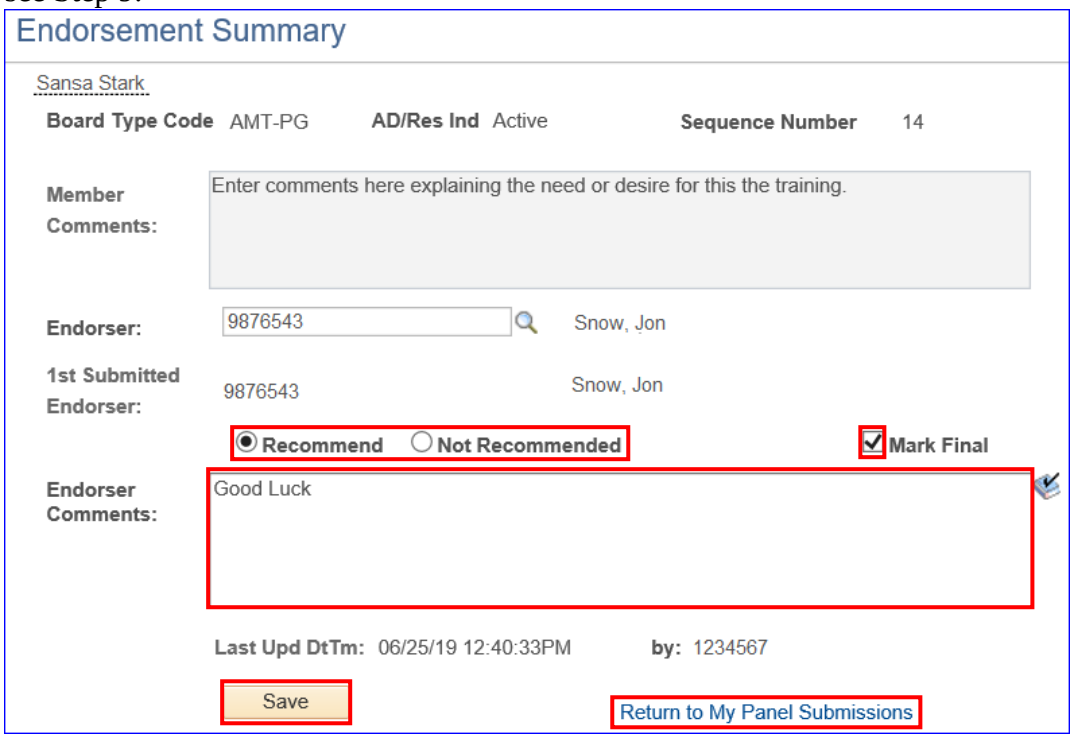
**Procedures**, continued

| Step | Action |
|---|---|
| 3 | Click the **Endorsements Requested From Me** radio button. Leave the **Submission Status** at the default of Pending and click **Populate Grid**.<br>  |
| 4 | The results will display. ALWAYS click **View All**.<br>  |
| 5 | Click the appropriate **View Endorsement** link.<br>  |

*Continued on next page*

# Endorsing Panel Submissions, Continued

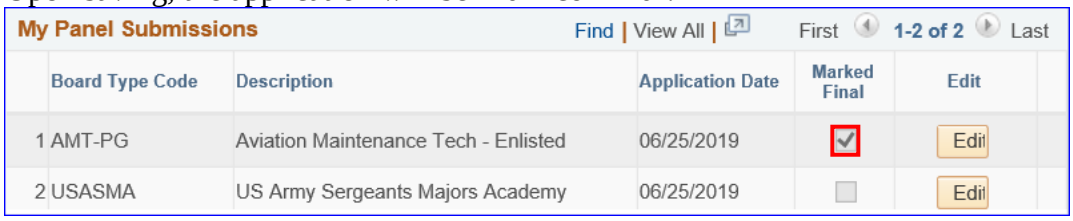
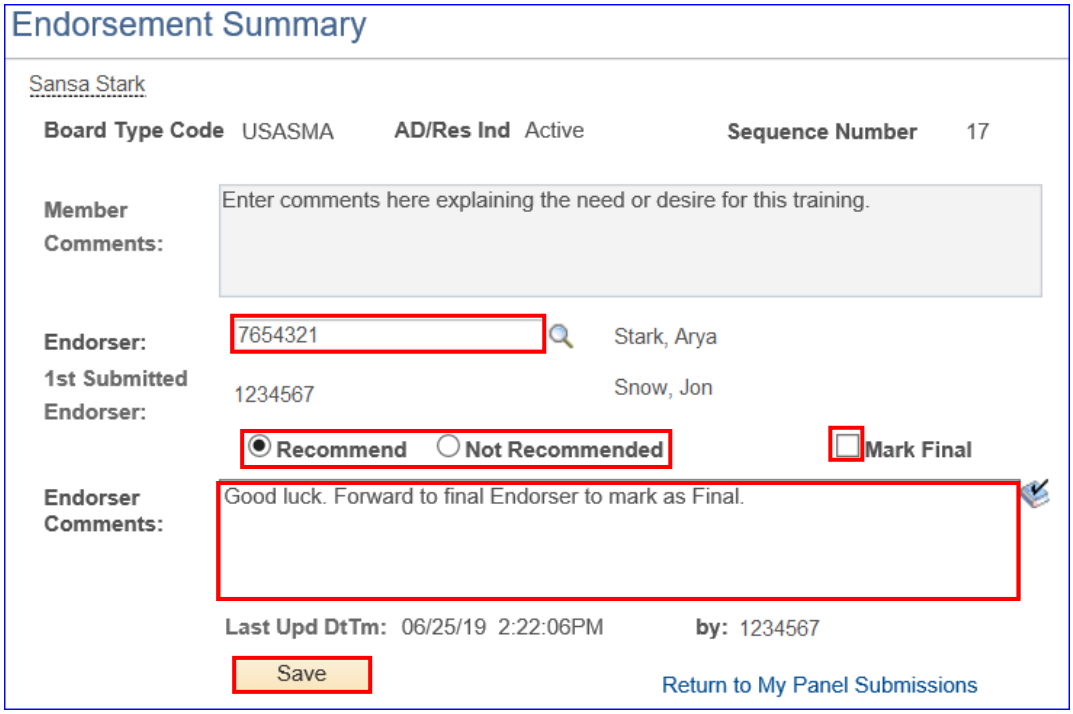
**Procedures**, continued

| Step | Action |
|---|---|
| **6** | The member's Endorsement Summary will display. Click the **Edit** button to endorse the application.<br><br>**NOTE:** Only those endorsements assigned to the Endorser will be available for edit.<br>  |
| **7** | 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.<br>  <br><br>**NOTE:** If endorsing more than one application, you can click the **Return to My Panel Submissions** link after each Save. |

*Continued on next page*

# Endorsing Panel Submissions, Continued

**Procedures**, continued

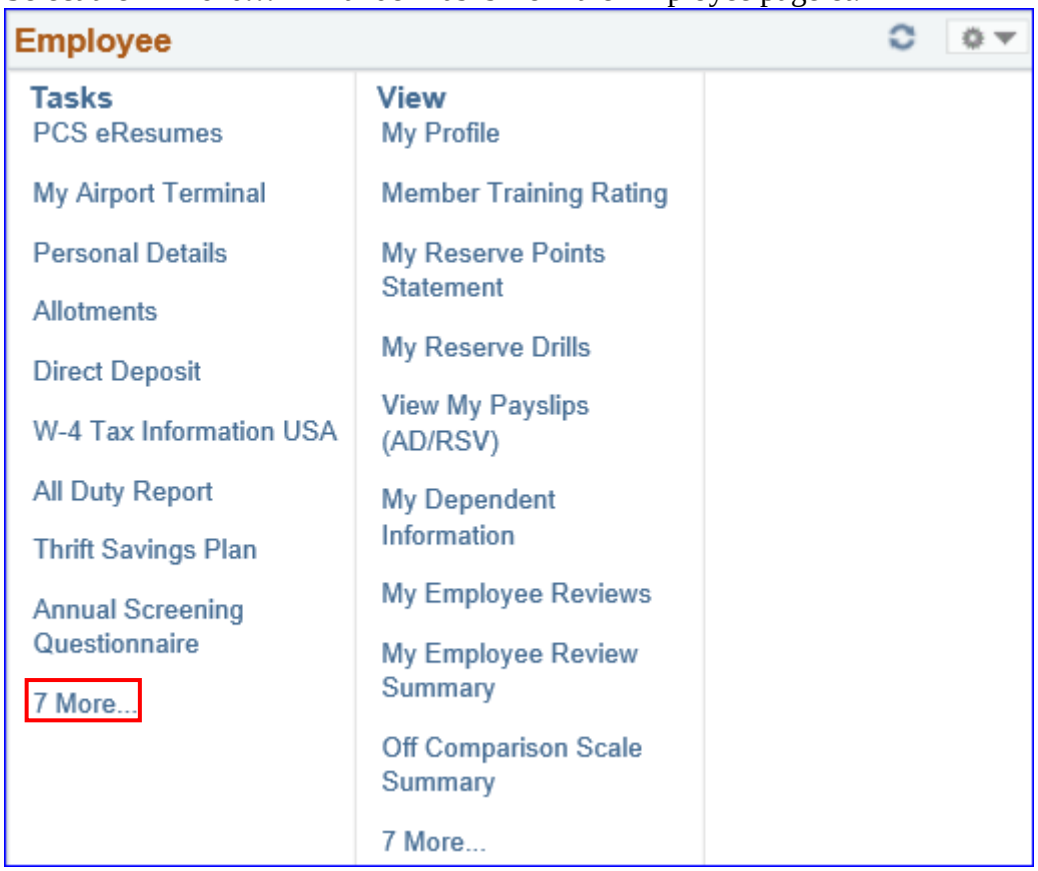
| Step | Action |
|---|---|
| **8** | Upon saving, the application will be **Marked Final**.<br>  <br> |
| **9** | If the application requires more than one endorser, enter the **Endorser** Empl ID and DO NOT check the **Mark Final** box. **Endorser Comments** are required. Select **Recommend/Not Recommended**. Click **Save**.<br>  <br> |
| **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.

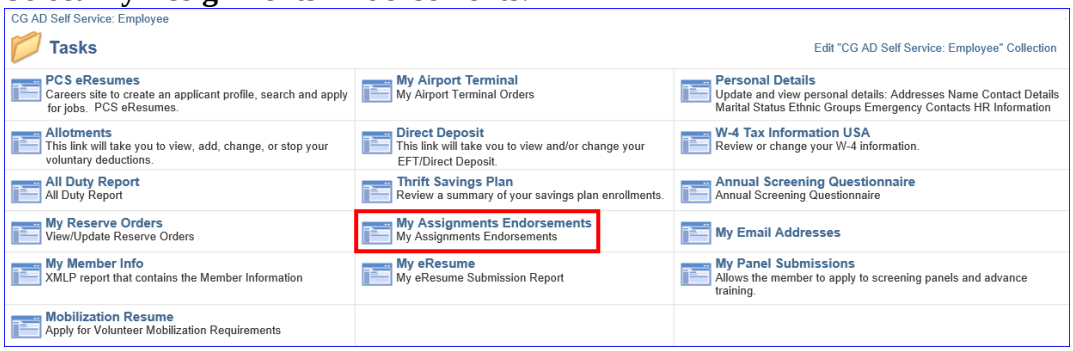
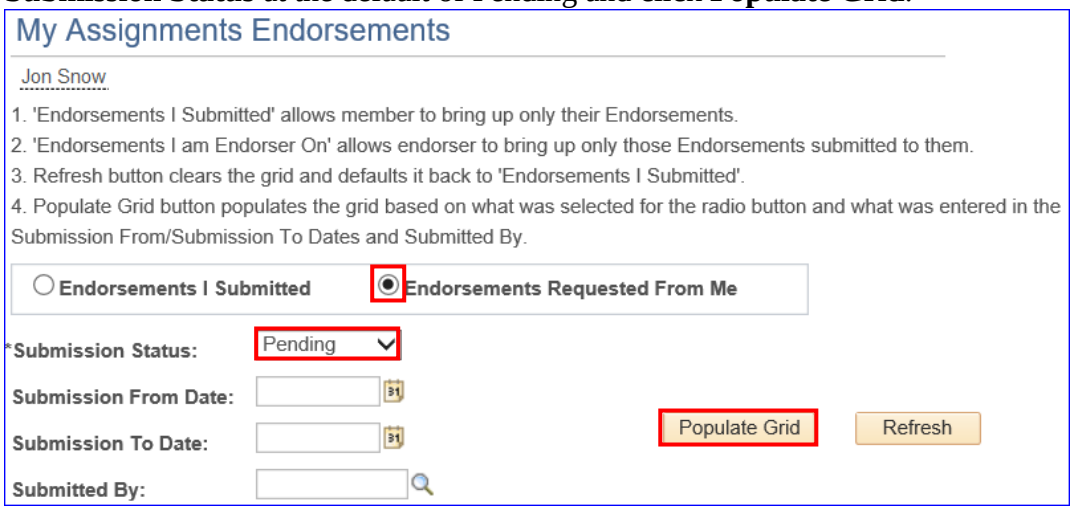
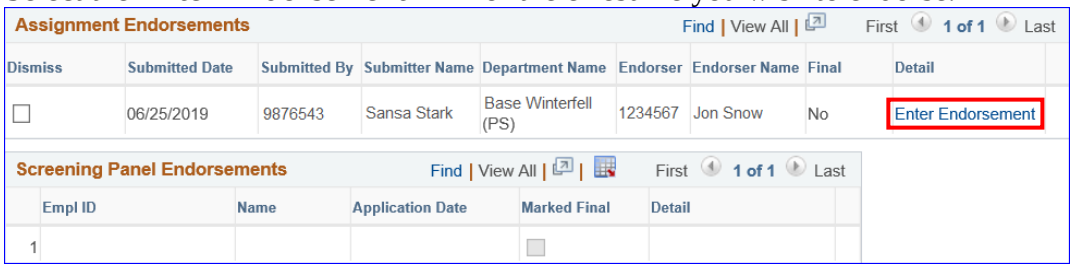
**Procedures** See below.

| Step | Action |
|---|---|
| 1 | Select the **X More…** link under Tasks from the Employee pagelet.   |

*Continued on next page*

# Endorsing PCS eResumes, Continued

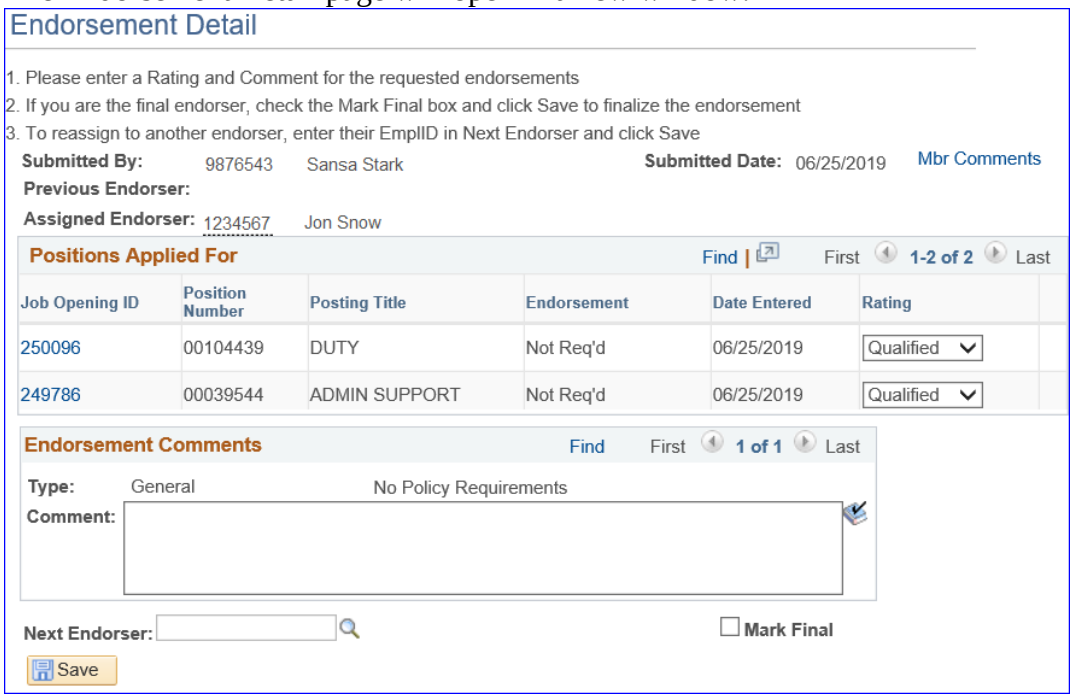
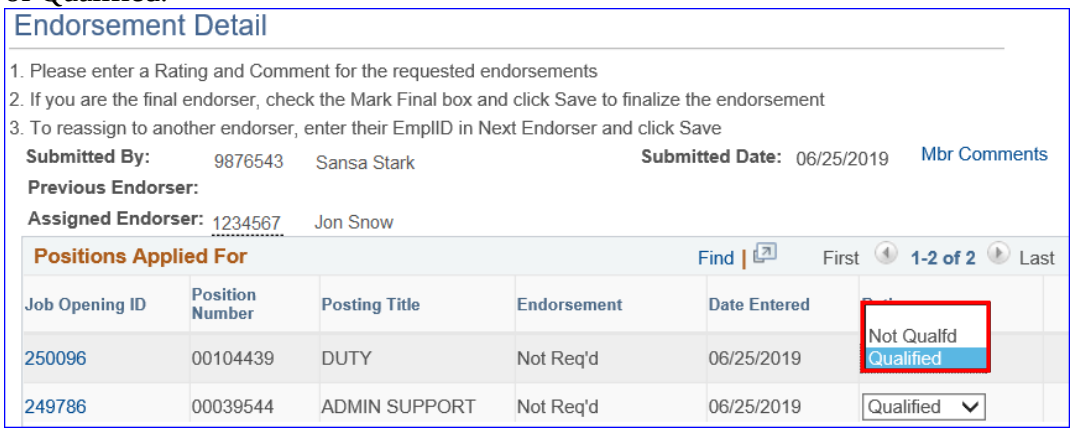
**Procedures**, continued

| Step | Action |
|---|---|
| 2 | Select **My Assignments Endorsements**.<br>  |
| 3 | Click the **Endorsements Requested From Me** radio button. Leave the **Submission Status** at the default of Pending and click **Populate Grid**.<br>  |
| 4 | Select the **Enter Endorsement** link for the eResume you wish to endorse.<br>  |

*Continued on next page*

# Endorsing PCS eResumes, Continued

**Procedures**, continued

| Step | Action |
|---|---|
| 5 | The Endorsement Detail page will open in a new window.<br>  |
| 6 | At this point you can change the **Rating** to Not Qualified or leave it to the default of Qualified.<br>  |

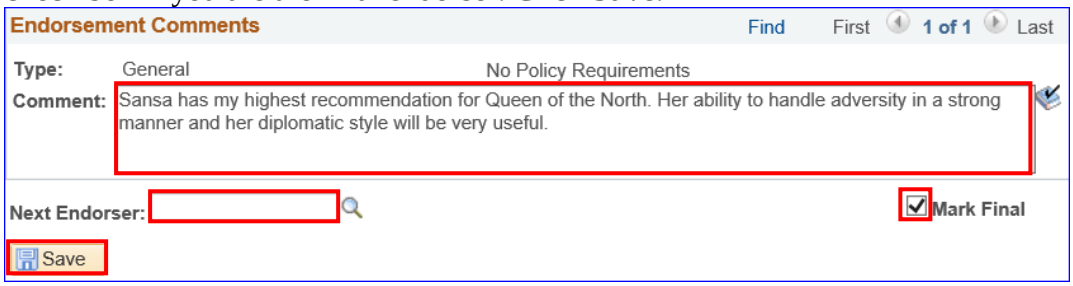
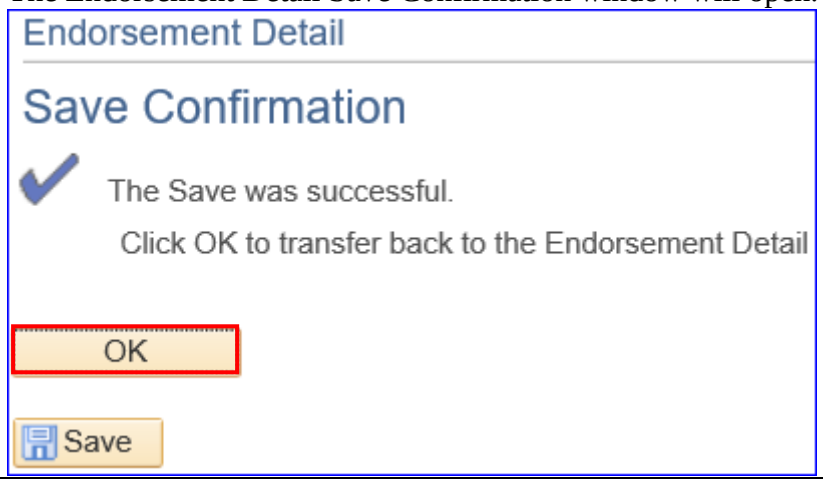




*Continued on next page*

# Endorsing PCS eResumes, Continued

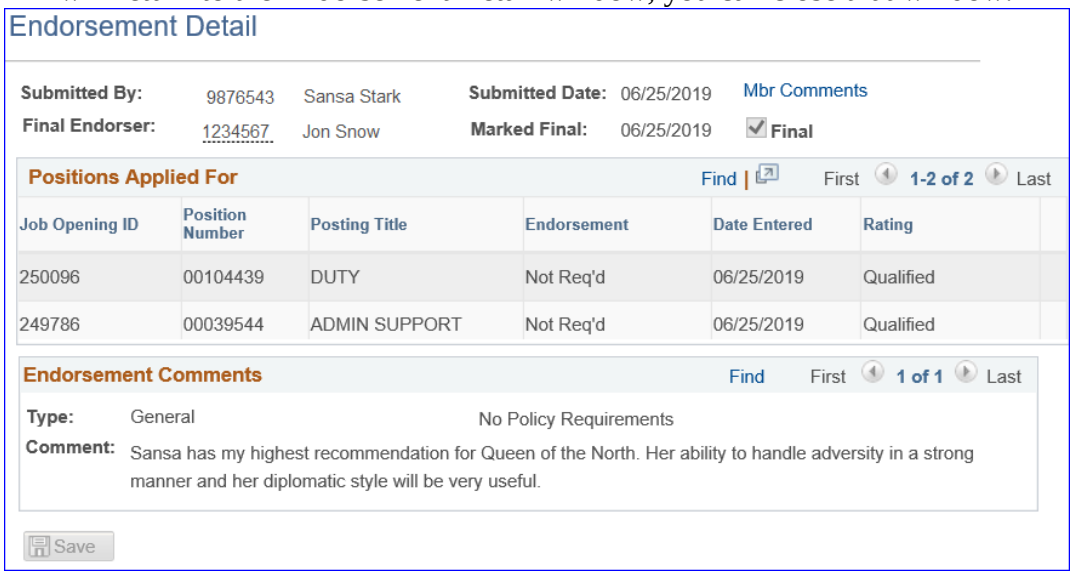
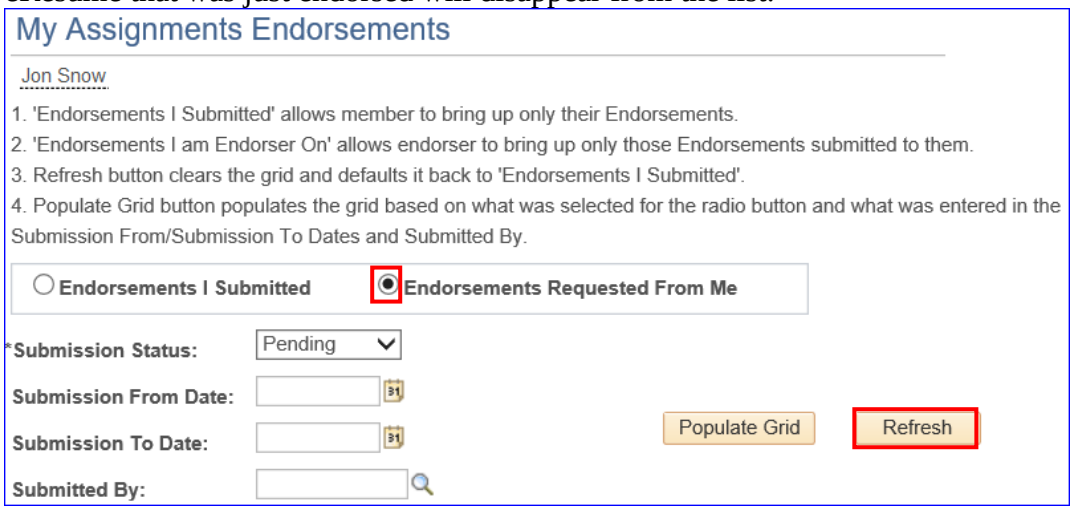
**Procedures**, continued

| Step | Action |
|---|---|
| **7** | 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**.<br>  |
| **8** | The Endorsement Detail Save Confirmation window will open. Click **OK**.<br>  |

*Continued on next page*

# Endorsing PCS eResumes, Continued

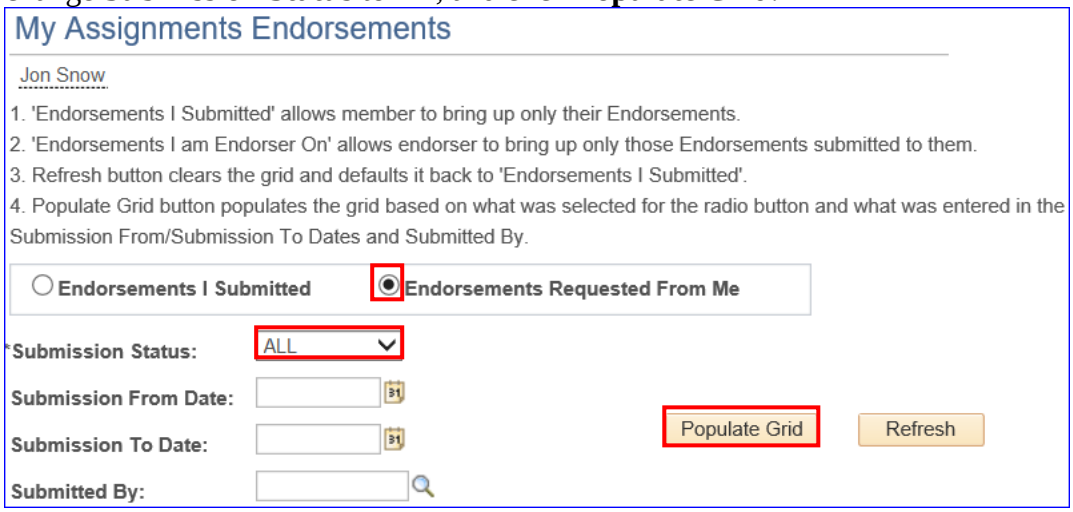
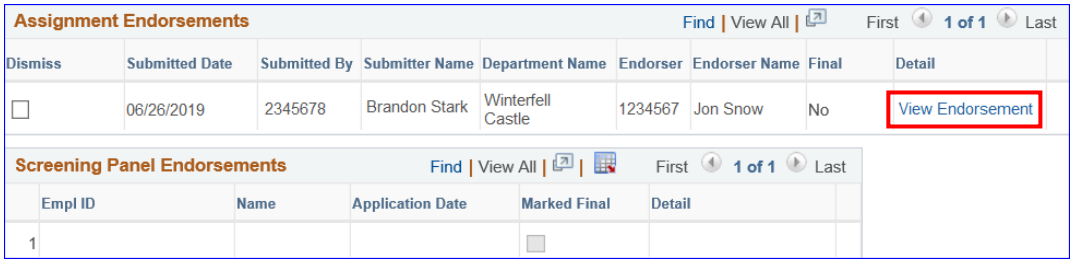
**Procedures**, continued

| Step | Action |
|---|---|
| **9** | DA will return to the Endorsement Detail window, you can close that window.<br>  |
| **10** | 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.<br>  |

*Continued on next page*

# Endorsing PCS eResumes, Continued

**Procedures**, continued

| Step | Action |
|---|---|
| **11** | 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**.   |
| **12** | Click **View Endorsement** to view/review.   |