



My eResume Submission Report

Introduction This guide provides the procedures for members to view their My eResume Submission Report in Direct Access (DA).


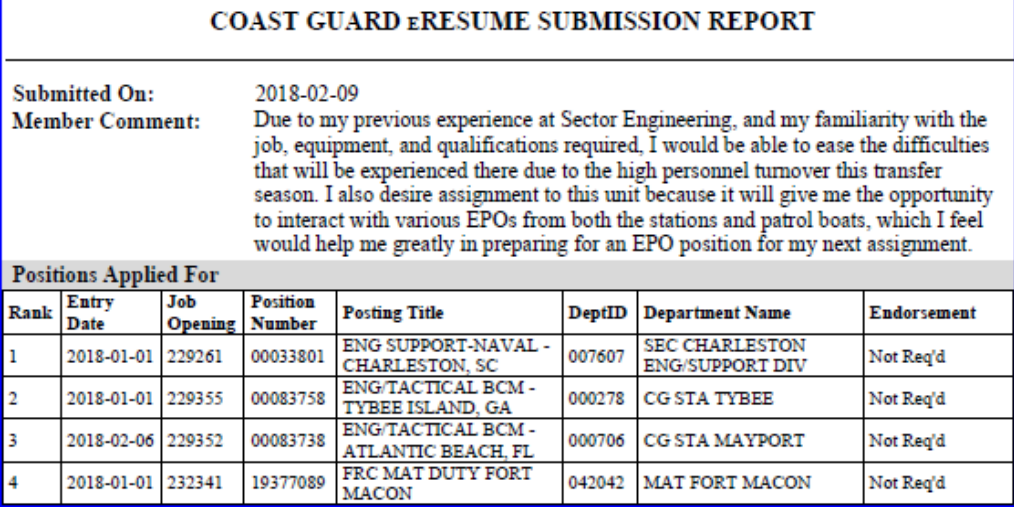
Procedures See below.

Step	Action
1	<p>Select 11 More... under Tasks in the Employee Pagelet.</p>  <p>The screenshot shows a window titled 'Employee' with a 'Tasks' section. The tasks listed are: PCS eResumes, My Airport Terminal, Emergency Contacts, Home and Mailing Address, Phone Numbers, Allotments, Direct Deposit, W-4 Tax Information USA, All Duty Report, 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 '11 More...' link is highlighted with a red box.</p>
2	<p>Select My eResume.</p>  <p>The screenshot shows the 'CG AD Self Service: Employee' page with a 'Tasks' section. The tasks are arranged in a grid. The 'My eResume' link, which leads to the 'My eResume Submission Report', is highlighted with a red box.</p>

Continued on next page

My eResume Submission Report, Continued

Procedures,
continued

Step	Action																																								
3	<p>The Coast Guard eResume Submission Report page will display. The member's Emplid and Name will auto-populate. Click Create Report.</p> 																																								
4	<p>The Coast Guard eResume Submission Report will open in a new window. The report will provide a list of all the positions the member has applied for and may be multiple pages depending on the number of eResumes the member has submitted.</p>  <table border="1" data-bbox="368 1397 1385 1615"> <thead> <tr> <th>Rank</th> <th>Entry Date</th> <th>Job Opening</th> <th>Position Number</th> <th>Posting Title</th> <th>DeptID</th> <th>Department Name</th> <th>Endorsement</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2018-01-01</td> <td>229261</td> <td>00033801</td> <td>ENG SUPPORT-NAVAL - CHARLESTON, SC</td> <td>007607</td> <td>SEC CHARLESTON ENG/SUPPORT DIV</td> <td>Not Req'd</td> </tr> <tr> <td>2</td> <td>2018-01-01</td> <td>229355</td> <td>00083758</td> <td>ENG/TACTICAL BCM - TYBEE ISLAND, GA</td> <td>000278</td> <td>CG STA TYBEE</td> <td>Not Req'd</td> </tr> <tr> <td>3</td> <td>2018-02-06</td> <td>229352</td> <td>00083738</td> <td>ENG/TACTICAL BCM - ATLANTIC BEACH, FL</td> <td>000706</td> <td>CG STA MAYPORT</td> <td>Not Req'd</td> </tr> <tr> <td>4</td> <td>2018-01-01</td> <td>232341</td> <td>19377089</td> <td>FRC MAT DUTY FORT MACON</td> <td>042042</td> <td>MAT FORT MACON</td> <td>Not Req'd</td> </tr> </tbody> </table>	Rank	Entry Date	Job Opening	Position Number	Posting Title	DeptID	Department Name	Endorsement	1	2018-01-01	229261	00033801	ENG SUPPORT-NAVAL - CHARLESTON, SC	007607	SEC CHARLESTON ENG/SUPPORT DIV	Not Req'd	2	2018-01-01	229355	00083758	ENG/TACTICAL BCM - TYBEE ISLAND, GA	000278	CG STA TYBEE	Not Req'd	3	2018-02-06	229352	00083738	ENG/TACTICAL BCM - ATLANTIC BEACH, FL	000706	CG STA MAYPORT	Not Req'd	4	2018-01-01	232341	19377089	FRC MAT DUTY FORT MACON	042042	MAT FORT MACON	Not Req'd
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5	<p>To exit, 'X' out of the window. To return to the Self Service menu page, click the House icon in the upper right corner of Direct Access.</p> 