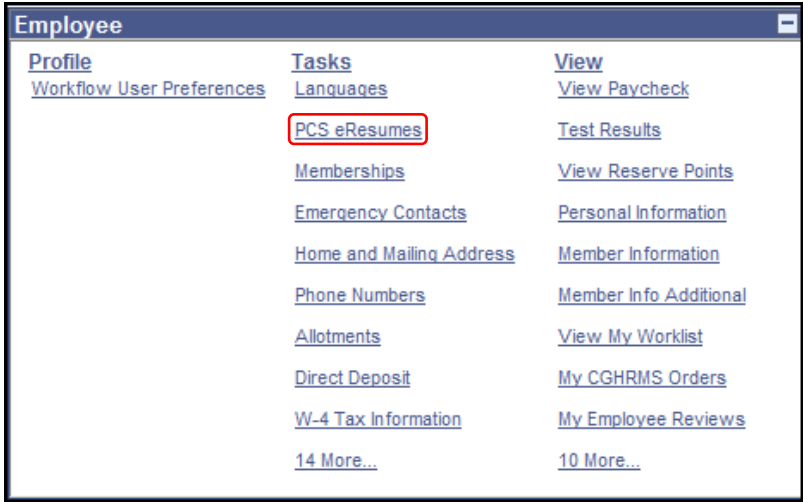
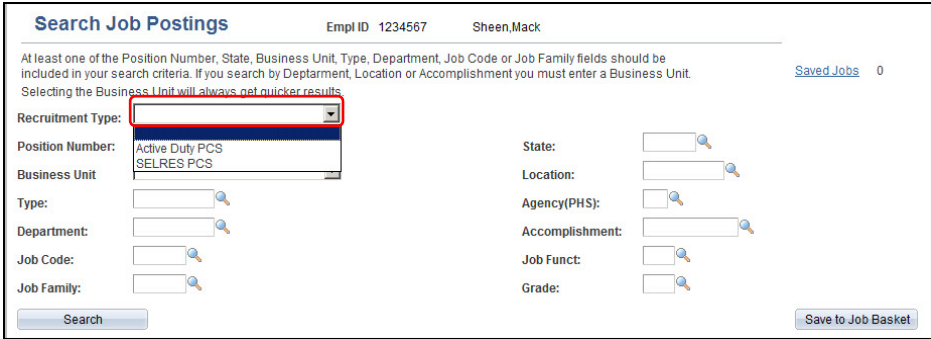


Self-Service eResume

Introduction This document provides the procedures for submitting a Self-Service eResume in Direct Access.


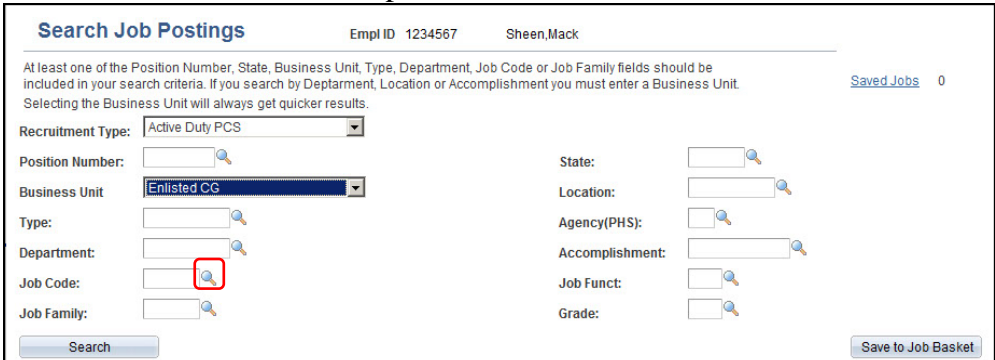

Procedures Log into DA Self-Service (add hyperlink) and follow the steps below to submit an eResume.

Step	Action
1	<p>Select the PCS eResumes link from the home menu page.</p>  <p>The screenshot shows the 'Employee' self-service menu. It is organized into three columns: Profile, Tasks, and View. The 'PCS eResumes' link is located under the 'Tasks' column and is highlighted with a red rectangular box. Other links in the 'Tasks' column include Languages, Memberships, Emergency Contacts, Home and Mailing Address, Phone Numbers, Allotments, Direct Deposit, W-4 Tax Information, and 14 More... The 'Profile' column includes Workflow User Preferences. The 'View' column includes View Paycheck, Test Results, View Reserve Points, Personal Information, Member Information, Member Info Additional, View My Worklist, My CGHRMS Orders, My Employee Reviews, and 10 More...</p>
2	<p>The Search Job Postings window appears. Click the Recruitment Type drop-down and select the appropriate type.</p>  <p>The screenshot shows the 'Search Job Postings' window. At the top, it displays 'Empl ID 1234567' and 'Sheen, Mack'. Below this, there is a search criteria section with a note: 'At least one of the Position Number, State, Business Unit, Type, Department, Job Code or Job Family fields should be included 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.' The 'Recruitment Type' field is a drop-down menu that is currently open, showing two options: 'Active Duty PCS' and 'SELRES PCS'. The 'Recruitment Type' label is highlighted with a red rectangular box. Other fields include Position Number, Business Unit, Type, Department, Job Code, Job Family, State, Location, Agency(PHS), Accomplishment, Job Funct, and Grade. There are search icons (magnifying glasses) next to several fields. At the bottom, there are 'Search' and 'Save to Job Basket' buttons. A 'Saved Jobs 0' indicator is in the top right corner.</p>

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Self-Service eResume, continued

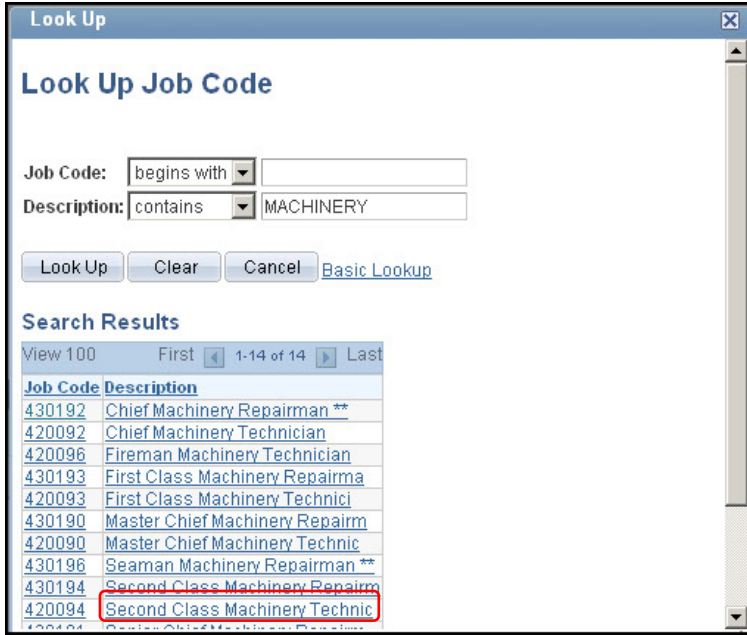
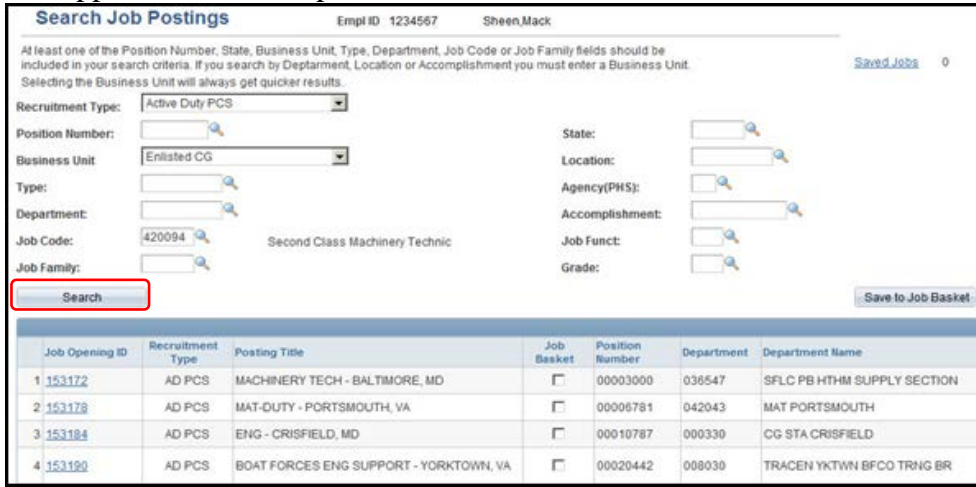
Procedures, continued

Step	Action
3	<p>Click the Business Unit drop-down button and select the appropriate item.</p> 
4	<p>Click on the Job Code look up.</p> 
5	<p>Click on the Description drop-down button and choose contains. Type in a unique word that will identify the rating you are searching for. Click the Look Up button.</p> 

Continued on next page

Self-Service eResume, continued

Procedures, continued

Step	Action
6	<p>Select the appropriate rating.</p>  <p>Note: In this example we chose Second Class Machinery Technician.</p>
7	<p>Select the Search button. All the available positions on the Shopping List will appear in the lower portion of the window.</p>  <p>Note: You may refine your search by filling in the State or Location fields.</p>

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Self-Service eResume, continued

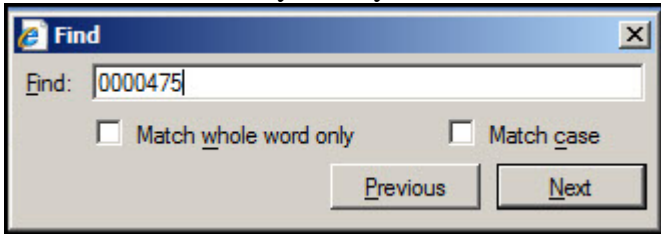
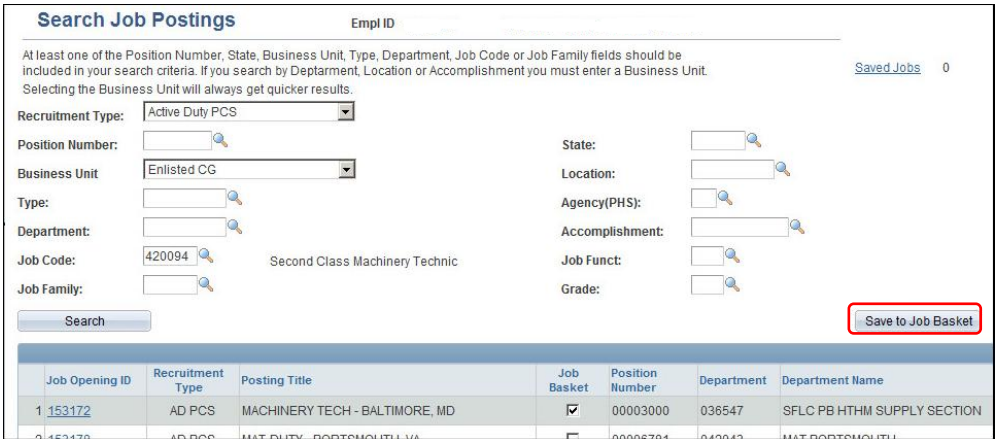
Procedures, continued

Step	Action																																				
8	<p>If you wish to view the Position Details on a particular position, select the Job Opening ID link.</p> <table><tr><th></th><th>Job Opening ID</th><th>Recruitment Type</th><th>Posting Title</th><th>Job Basket</th><th>Position Number</th></tr><tr><td>1</td><td>153172</td><td>AD PCS</td><td>MACHINERY TECH - BALTIMORE, MD</td><td><input type="checkbox"/></td><td>00003000</td></tr><tr><td>2</td><td>153178</td><td>AD PCS</td><td>MAT-DUTY - PORTSMOUTH, VA</td><td><input type="checkbox"/></td><td>00006781</td></tr><tr><td>3</td><td>153184</td><td>AD PCS</td><td>ENG - CRISFIELD, MD</td><td><input type="checkbox"/></td><td>00010787</td></tr><tr><td>4</td><td>153190</td><td>AD PCS</td><td>BOAT FORCES ENG SUPPORT - YORKTOWN, VA</td><td><input type="checkbox"/></td><td>00020442</td></tr><tr><td>5</td><td>153191</td><td>AD PCS</td><td>BOAT FORCES ENG SUPPORT - YORKTOWN, VA</td><td><input type="checkbox"/></td><td>00020473</td></tr></table> <p>The following window will appear.</p> <div><p>Job Details</p><p>Job Description</p><p>Job Title: MACHINERY TECH - BALTIMORE, MD</p><p>Job ID: 153172</p><p>Location:</p><p>Full/Part Time: Full-Time</p><p>Regular/Temporary: Regular</p><p>Return to Previous Page</p><p>Description</p><p>DEPARTMENT: 036547 - SFLC PB HTHM SUPPLY SECTION ATU/OPFAC: 38/52000 POSITION: 00003000 - MACHINERY TECH PRIORITY: 5 JOB: 420094 - Second Class Machinery Technic CITY: BALTIMORE STATE: MD ENDORSEMENT: Not Required AO: MK D5, PATFORSWA INCUMBENT: WRENCH,ALLEN ROTATION DATE: 07/01/2013 COMPETENCY: NONE-NONE</p><p>Return to Previous Page</p></div> <p>When you are finished viewing the Position Details, select the Return to Previous Page link.</p> <p>Note: This lists items like Incumbent, Rotation Date, and if there is a command endorsement required for the position.</p>		Job Opening ID	Recruitment Type	Posting Title	Job Basket	Position Number	1	153172	AD PCS	MACHINERY TECH - BALTIMORE, MD	<input type="checkbox"/>	00003000	2	153178	AD PCS	MAT-DUTY - PORTSMOUTH, VA	<input type="checkbox"/>	00006781	3	153184	AD PCS	ENG - CRISFIELD, MD	<input type="checkbox"/>	00010787	4	153190	AD PCS	BOAT FORCES ENG SUPPORT - YORKTOWN, VA	<input type="checkbox"/>	00020442	5	153191	AD PCS	BOAT FORCES ENG SUPPORT - YORKTOWN, VA	<input type="checkbox"/>	00020473
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Continued on next page

Self-Service eResume, continued

Procedures, continued

Step	Action																																								
9	<p>If you desire to apply for that position, click the Job Basket check box.</p> <table><thead><tr><th></th><th>Job Opening ID</th><th>Recruitment Type</th><th>Posting Title</th><th>Job Basket</th><th>Position Number</th><th>Department</th><th>Department Name</th></tr></thead><tbody><tr><td>1</td><td>153172</td><td>AD PCS</td><td>MACHINERY TECH - BALTIMORE, MD</td><td><input checked="" type="checkbox"/></td><td>00003000</td><td>036547</td><td>SFLC PB HTHM SUPPLY SECTION</td></tr><tr><td>2</td><td>153178</td><td>AD PCS</td><td>MAT-DUTY - PORTSMOUTH, VA</td><td><input type="checkbox"/></td><td>00006781</td><td>042043</td><td>MAT PORTSMOUTH</td></tr><tr><td>3</td><td>153184</td><td>AD PCS</td><td>ENG - CRISFIELD, MD</td><td><input type="checkbox"/></td><td>00010787</td><td>000330</td><td>CG STA CRISFIELD</td></tr><tr><td>4</td><td>153190</td><td>AD PCS</td><td>BOAT FORCES ENG SUPPORT - YORKTOWN, VA</td><td><input type="checkbox"/></td><td>00020442</td><td>008030</td><td>TRACEN YKTWN BFCO TRNG BR</td></tr></tbody></table>		Job Opening ID	Recruitment Type	Posting Title	Job Basket	Position Number	Department	Department Name	1	153172	AD PCS	MACHINERY TECH - BALTIMORE, MD	<input checked="" type="checkbox"/>	00003000	036547	SFLC PB HTHM SUPPLY SECTION	2	153178	AD PCS	MAT-DUTY - PORTSMOUTH, VA	<input type="checkbox"/>	00006781	042043	MAT PORTSMOUTH	3	153184	AD PCS	ENG - CRISFIELD, MD	<input type="checkbox"/>	00010787	000330	CG STA CRISFIELD	4	153190	AD PCS	BOAT FORCES ENG SUPPORT - YORKTOWN, VA	<input type="checkbox"/>	00020442	008030	TRACEN YKTWN BFCO TRNG BR
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10	<p>You can find specific jobs by using the Find feature (Ctrl-F). Search by Position Number, City, or any word in the Position title.</p> <div></div>																																								
11	<p>Once you have selected all the positions you wish to apply for, click the Save to Job Basket button.</p> <div></div>																																								

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Self-Service eResume, continued

Procedures, continued

Step	Action																									
12	<p>The My Saved Jobs window appears. At this point you can either delete positions from your Job Basket or apply for them. Once you decide on your final list, click the Select All link and then click the Apply Now button.</p> <div> <div> <div> </div> <div>You have successfully saved your new jobs.</div> </div> <div> <div>Saved Jobs</div> <table> <tr> <th></th><th>Job Title</th><th>Job ID</th><th>Department Name</th><th>Status</th></tr> <tr> <td><input checked="" type="checkbox"/></td><td>LEDET 104 MEMBER - SAN DIEGO, CA</td><td>154814</td><td>TACLET PACAREA LEDET 104</td><td>Open</td></tr> <tr> <td><input checked="" type="checkbox"/></td><td>ENG - JUNEAU, AK</td><td>154802</td><td>CG STA JUNEAU</td><td>Open</td></tr> <tr> <td><input checked="" type="checkbox"/></td><td>DUTY - SAN DIEGO, CA</td><td>154720</td><td>CGC SHERMAN</td><td>Open</td></tr> <tr> <td><input checked="" type="checkbox"/></td><td>MACHINERY TECH - BALTIMORE, MD</td><td>153172</td><td>SFLC PB HTHM SUPPLY SECTION</td><td>Open</td></tr> </table> <div> <div>Select All</div> <div>Deselect All</div> <div>Apply Now</div> <div>Delete</div> </div> <div>Return to Previous Page</div> </div> </div>		Job Title	Job ID	Department Name	Status	<input checked="" type="checkbox"/>	LEDET 104 MEMBER - SAN DIEGO, CA	154814	TACLET PACAREA LEDET 104	Open	<input checked="" type="checkbox"/>	ENG - JUNEAU, AK	154802	CG STA JUNEAU	Open	<input checked="" type="checkbox"/>	DUTY - SAN DIEGO, CA	154720	CGC SHERMAN	Open	<input checked="" type="checkbox"/>	MACHINERY TECH - BALTIMORE, MD	153172	SFLC PB HTHM SUPPLY SECTION	Open
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13	<p>The Complete Application window will appear. Click the Set Job Ranking Preferences link to rank your positions in order of preference.</p> <div> <div>Complete Application</div> <div>Set Job Ranking Preferences</div> <div>Jobs you applied for</div> <table> <tr> <th>Posting Title</th><th>Rank</th><th></th></tr> <tr> <td>LEDET 104 MEMBER - SAN DIEGO, CA</td><td></td><td></td></tr> <tr> <td>ENG - JUNEAU, AK</td><td></td><td></td></tr> <tr> <td>DUTY - SAN DIEGO, CA</td><td></td><td></td></tr> <tr> <td>MACHINERY TECH - BALTIMORE, MD</td><td></td><td></td></tr> </table> </div>	Posting Title	Rank		LEDET 104 MEMBER - SAN DIEGO, CA			ENG - JUNEAU, AK			DUTY - SAN DIEGO, CA			MACHINERY TECH - BALTIMORE, MD												
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14	<p>Rank your positions in order of preference. Click the Return to previous page link to go to the next step.</p> <div> <div> <div>Customize Find First 1-4 of 4 Last</div> <table> <tr> <th>Posting Title</th><th>Department Name</th><th>Rank</th></tr> <tr> <td>1 LEDET 104 MEMBER - SAN DIEGO, CA</td><td>TACLET PACAREA LEDET 104</td><td>1</td></tr> <tr> <td>2 ENG - JUNEAU, AK</td><td>CG STA JUNEAU</td><td>4</td></tr> <tr> <td>3 DUTY - SAN DIEGO, CA</td><td>CGC SHERMAN</td><td>2</td></tr> <tr> <td>4 MACHINERY TECH - BALTIMORE, MD</td><td>SFLC PB HTHM SUPPLY SECTION</td><td>3</td></tr> </table> <div>Return to previous page</div> </div> </div>	Posting Title	Department Name	Rank	1 LEDET 104 MEMBER - SAN DIEGO, CA	TACLET PACAREA LEDET 104	1	2 ENG - JUNEAU, AK	CG STA JUNEAU	4	3 DUTY - SAN DIEGO, CA	CGC SHERMAN	2	4 MACHINERY TECH - BALTIMORE, MD	SFLC PB HTHM SUPPLY SECTION	3										
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Self-Service eResume, continued

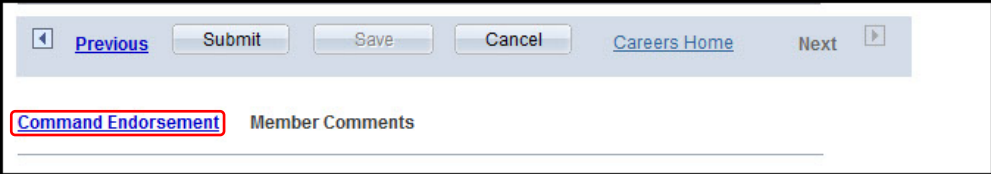
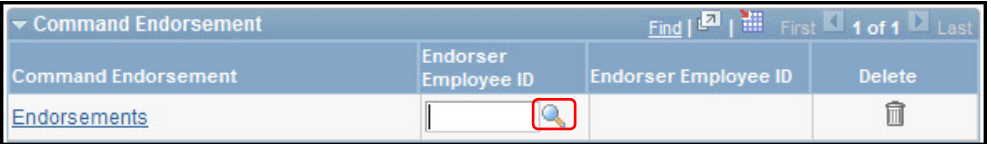
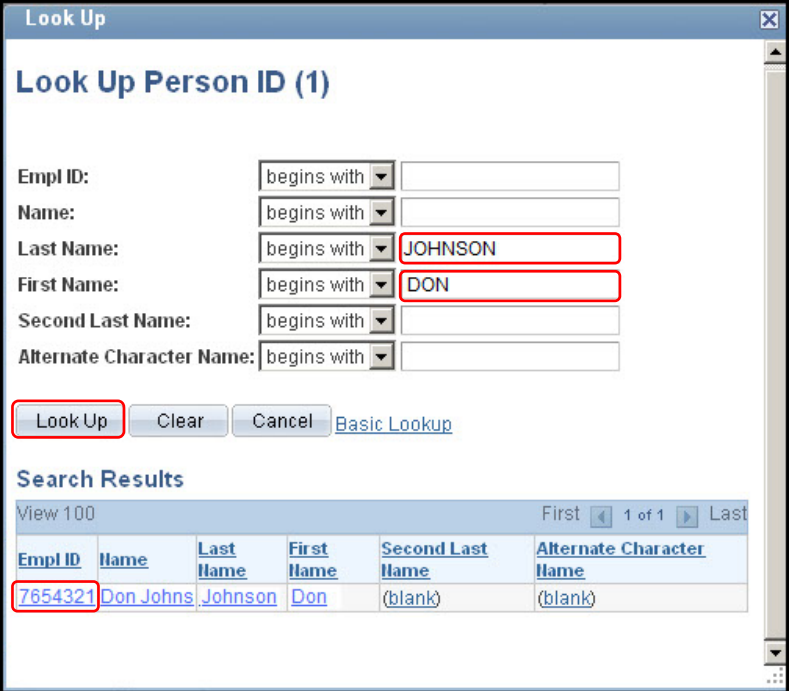
Procedures, continued

Step	Action
15	<p>If you wish to add comments, click the Member Comments link. Then click the Add Member Comments link.</p> <p>Disregard the address displaying on the PCS E-Resume page. The address may not be your current address. This is a known issue. The address carries no importance for internal applicants. Go to Self-Service, Tasks, Home and Mailing Address to view or update current address information.</p>
16	<p>The Add Member Comments window will appear. Enter your comments in the field. When you are finished click the OK button.</p> <p>OK Cancel Apply and Add Another</p>

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Self-Service eResume, continued

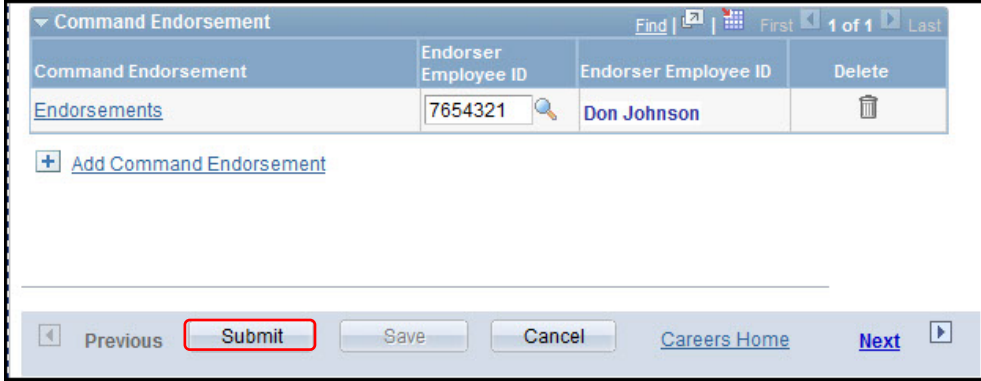
Procedures, continued

Step	Action
17	<p>To forward your eResume for endorsement, click the Command Endorsement link.</p>  <p>The screenshot shows a navigation bar with buttons: Previous, Submit, Save, Cancel, Careers Home, and Next. Below the buttons, the link 'Command Endorsement' is highlighted with a red box, followed by 'Member Comments'.</p>
18	<p>Enter the Endorser's EMPLID or click the Endorser Employee ID look up.</p>  <p>The screenshot shows a table with columns: Command Endorsement, Endorser Employee ID, Endorser Employee ID, and Delete. The 'Endorser Employee ID' column has a search icon (magnifying glass) next to it, which is highlighted with a red box.</p>
19	<p>Enter the Endorser's Last Name and First Name, then click the Look Up button. Select the proper EMPLID or Name.</p>  <p>The screenshot shows a 'Look Up' dialog box titled 'Look Up Person ID (1)'. It contains several input fields with 'begins with' dropdown menus: Empl ID, Name, Last Name (containing 'JOHNSON'), First Name (containing 'DON'), Second Last Name, and Alternate Character Name. The 'Look Up' button is highlighted with a red box. Below the input fields, there is a 'Search Results' section showing a table with columns: Empl ID, Name, Last Name, First Name, Second Last Name, and Alternate Character Name. The first row of the table is highlighted with a red box, showing Empl ID '7654321', Name 'Don Johns', Last Name 'Johnson', First Name 'Don', Second Last Name '(blank)', and Alternate Character Name '(blank)'.</p>

Continued on next page

Self-Service eResume, continued

Procedures, continued

Step	Action
20	<p>Make sure the proper Endorser Employee ID and name appear. Click the Submit button.</p> 
21	<p>The Save Confirmation window will appear. Click the OK button to finish your eResume.</p> 