PCS eResume Command Endorsement

Introduction

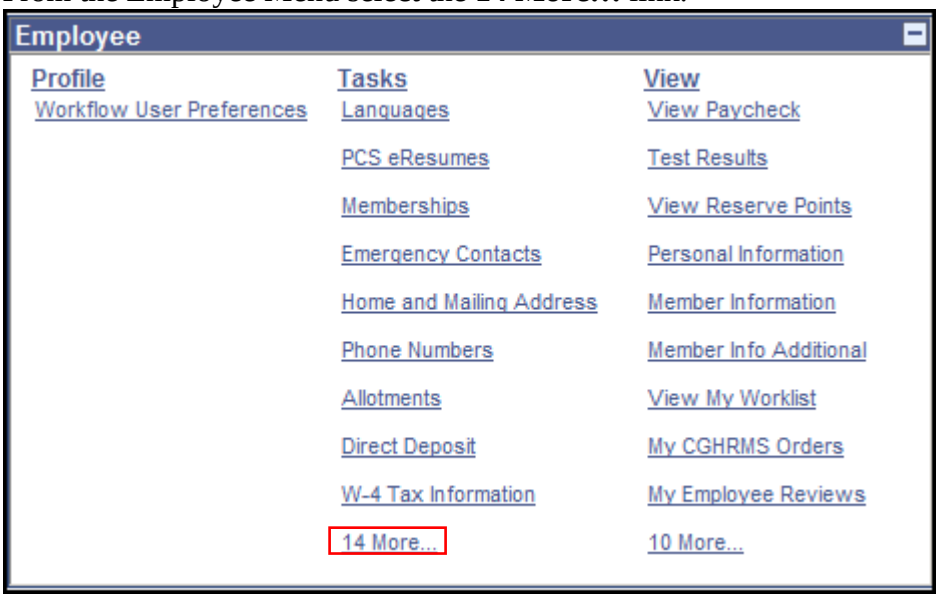
This document provides the procedures for completing a Command Endorsement of a PCS eRésumé.

Self-Service for Commands User Role Required

The DA II PCS eRésumé command endorsement can only be completed by users with the Self-Service for Commands user role. Please see the Guidelines for Granting Command Access topic in the Direct Access Online Help for more information about the Self-Service for Commands user role.

Procedures

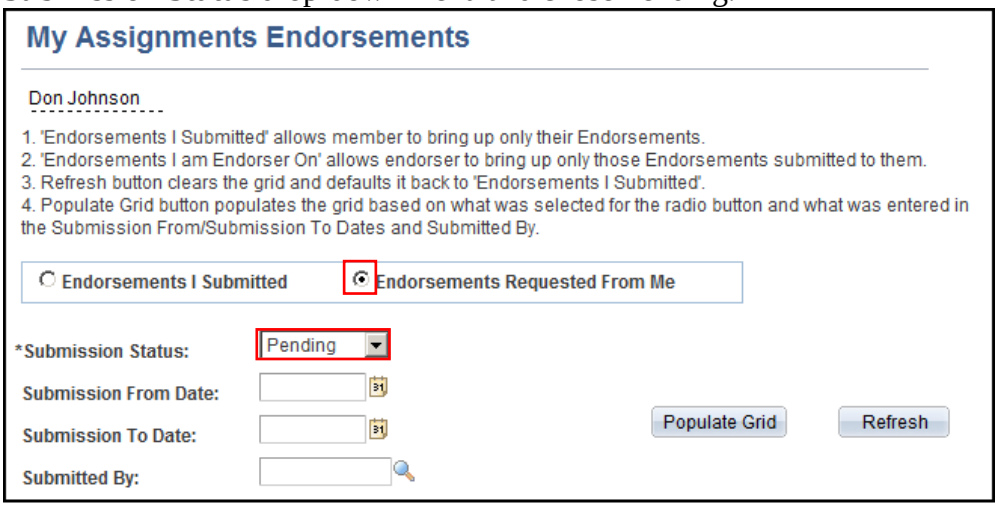
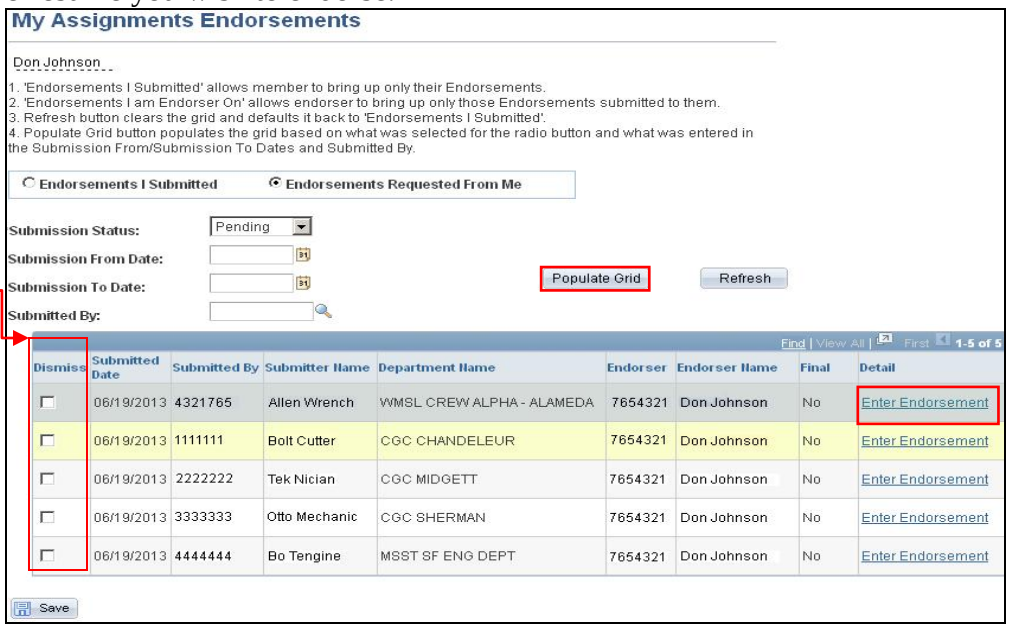
Log into DA Self-Service (https://portal.direct-access.us/) and follow the steps below to endorse an eResume.

Step	Action
1	From the Employee Menu select the **14 More…** link. 
2	From the Tasks Menu select the **My Assignments Endorsement** link.

Continued on next page

eResume Command Endorsement, continued

Procedures,
continued

Step	Action
3	The My Assignments Endorsements page will appear. Select the **Endorsements Requested From Me** radio button. Then click the **Submission Status** drop-down menu and chose Pending. 
4	Click the **Populate Grid** button. All eResumes that were sent to you for endorsement will appear below. Select the **Enter Endorsement** link for the eResume you wish to endorse. 

DO NOT click the "Dismiss" checkbox. This does not dismiss the endorsement and send back to the member, it dismisses the endorsement requirement and sends it directly to the AO. If the member's e-resume needs additional information before you can complete the endorsement, notify the member. The member can add the required information and resubmit for endorsement.

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Procedures,
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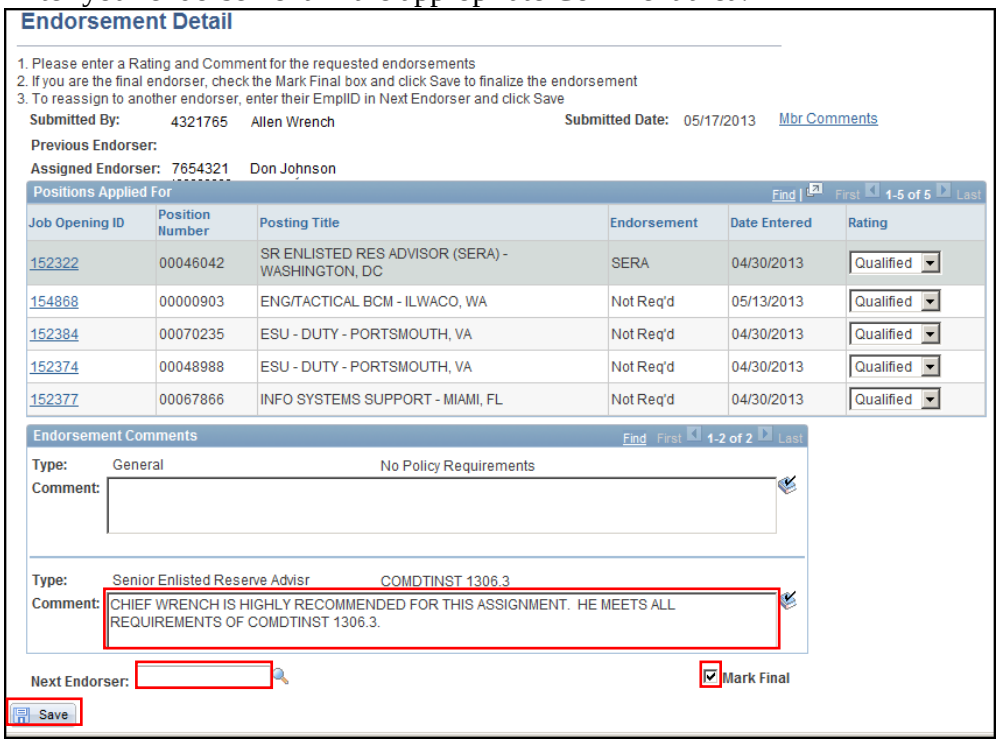
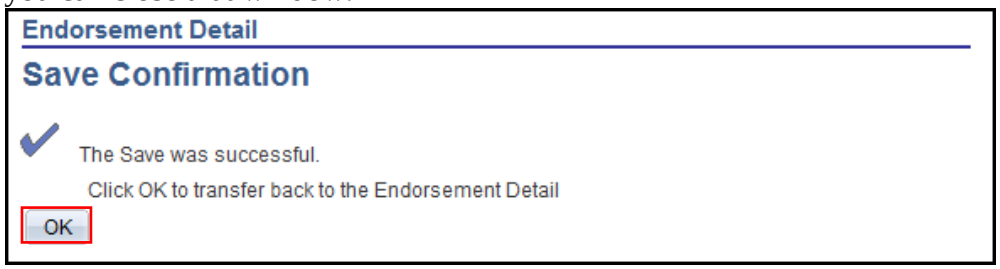
Step	Action
5	The Endorsement Detail will appear in a new window. At this point you can change the Rating to Not Qualified or leave it to the default of Qualified. Enter your endorsement in the appropriate Comment area.  When finished entering your comments, either enter the **Next Endorser's** emplid to forward it on or select the **Mark Final** check box if you are the final endorser. Finally, click the **Save** button.
6	The Endorsement Detail Save Confirmation window will appear. Click the **OK** button to confirm. DA will return to the Endorsement Detail window, you can close that window. 

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Procedures,
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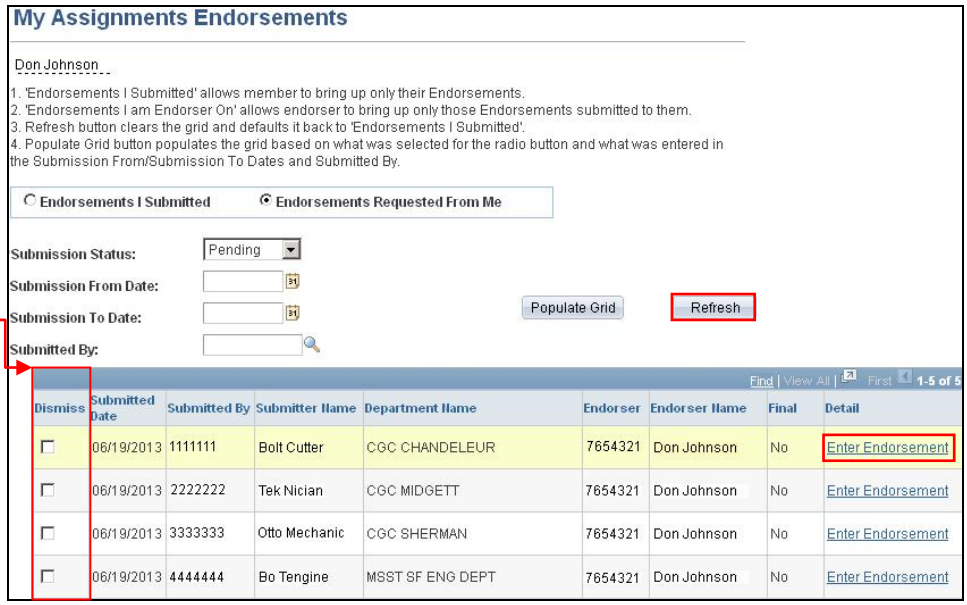
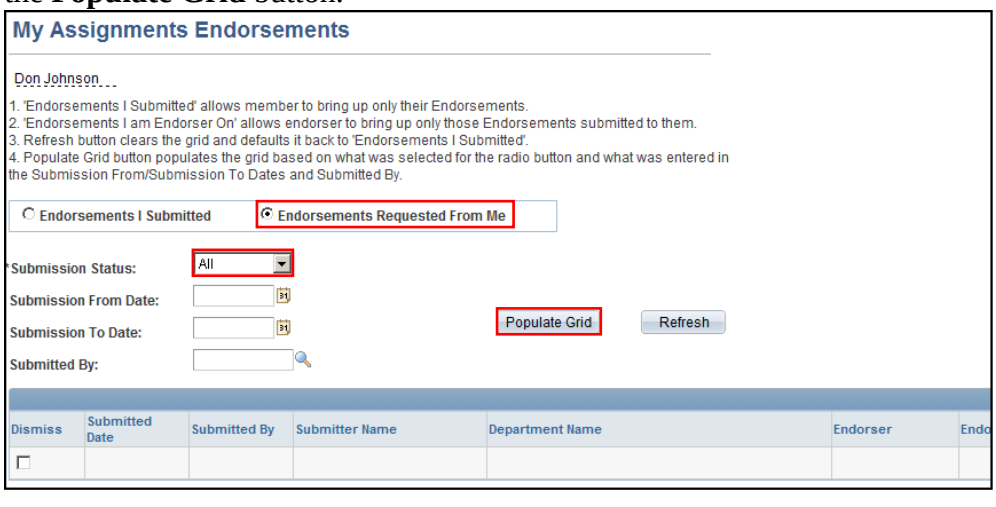
Step	Action
7	The My Assignments Endorsement window will appear. Click the **Refresh** button and the eResume you just endorsed will disappear from the list. Click on **Enter Endorsement** to endorse the next one on the list. Repeat steps 5-6 for each member. 
8	To view all of your endorsements, select the **Endorsements Requested From Me** radio button, change your **Submission Status** to **All**, then click the **Populate Grid** button. 

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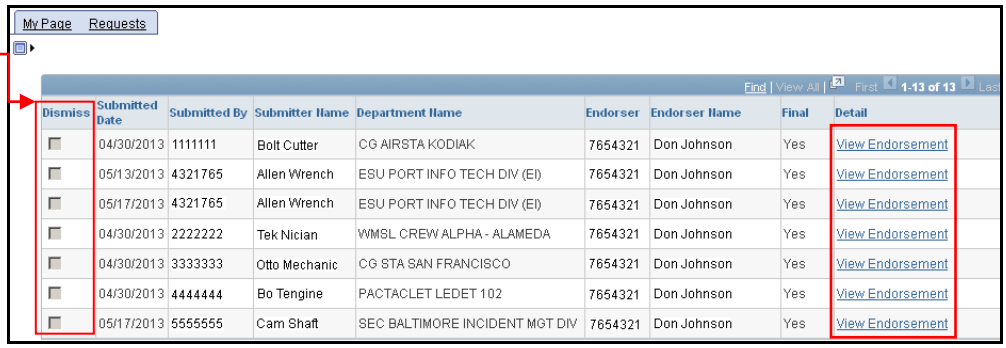
eResume Command Endorsement, continued

Procedures, continued

Step	Action
9	Click on the **View Endorsements** link to view each one. 
10	At this point you are finished with the endorsement process and can return to the Home Menu.

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