
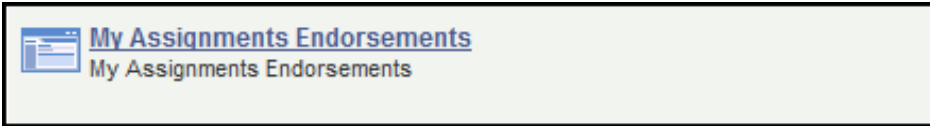


PCS eResume Command Endorsement

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	<p>From the Employee Menu select the 14 More... link.</p> 
2	<p>From the Tasks Menu select the My Assignments Endorsement link.</p> 

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eResume Command Endorsement, continued

Procedures,
continued

Step	Action																																																						
<p>3</p>	<p>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.</p> <div data-bbox="397 590 1382 1083" style="border: 1px solid black; padding: 5px;"> <p>My Assignments Endorsements</p> <p>Don Johnson</p> <p>1. 'Endorsements I Submitted' allows member to bring up only their Endorsements. 2. 'Endorsements I am Endorser On' allows endorser to bring up only those Endorsements submitted to them. 3. Refresh button clears the grid and defaults it back to 'Endorsements I Submitted'. 4. 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> <p> <input type="radio"/> Endorsements I Submitted <input checked="" type="radio"/> Endorsements Requested From Me </p> <p>*Submission Status: <input type="text" value="Pending"/></p> <p>Submission From Date: <input type="text" value=""/> <input type="text" value="31"/></p> <p>Submission To Date: <input type="text" value=""/> <input type="text" value="31"/></p> <p>Submitted By: <input type="text" value=""/></p> <p style="text-align: right;"> <input type="button" value="Populate Grid"/> <input type="button" value="Refresh"/> </p> </div>																																																						
<p>4</p>	<p>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.</p> <div data-bbox="397 1205 1382 1814" style="border: 1px solid black; padding: 5px;"> <p>My Assignments Endorsements</p> <p>Don Johnson</p> <p>1. 'Endorsements I Submitted' allows member to bring up only their Endorsements. 2. 'Endorsements I am Endorser On' allows endorser to bring up only those Endorsements submitted to them. 3. Refresh button clears the grid and defaults it back to 'Endorsements I Submitted'. 4. 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> <p> <input type="radio"/> Endorsements I Submitted <input checked="" type="radio"/> Endorsements Requested From Me </p> <p>Submission Status: <input type="text" value="Pending"/></p> <p>Submission From Date: <input type="text" value=""/> <input type="text" value="31"/></p> <p>Submission To Date: <input type="text" value=""/> <input type="text" value="31"/></p> <p>Submitted By: <input type="text" value=""/></p> <p style="text-align: right;"> <input type="button" value="Populate Grid"/> <input type="button" value="Refresh"/> </p> <table border="1" data-bbox="418 1535 1377 1766"> <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>06/19/2013</td> <td>4321765</td> <td>Allen Wrench</td> <td>WMSL CREW ALPHA - ALAMEDA</td> <td>7654321</td> <td>Don Johnson</td> <td>No</td> <td>Enter Endorsement</td> </tr> <tr> <td><input type="checkbox"/></td> <td>06/19/2013</td> <td>1111111</td> <td>Bolt Cutter</td> <td>CGC CHANDELEUR</td> <td>7654321</td> <td>Don Johnson</td> <td>No</td> <td>Enter Endorsement</td> </tr> <tr> <td><input type="checkbox"/></td> <td>06/19/2013</td> <td>2222222</td> <td>Tek Nician</td> <td>CGC MIDGETT</td> <td>7654321</td> <td>Don Johnson</td> <td>No</td> <td>Enter Endorsement</td> </tr> <tr> <td><input type="checkbox"/></td> <td>06/19/2013</td> <td>3333333</td> <td>Otto Mechanic</td> <td>CGC SHERMAN</td> <td>7654321</td> <td>Don Johnson</td> <td>No</td> <td>Enter Endorsement</td> </tr> <tr> <td><input type="checkbox"/></td> <td>06/19/2013</td> <td>4444444</td> <td>Bo Tengine</td> <td>MSST SF ENG DEPT</td> <td>7654321</td> <td>Don Johnson</td> <td>No</td> <td>Enter Endorsement</td> </tr> </tbody> </table> <p><input type="button" value="Save"/></p> </div>	Dismiss	Submitted Date	Submitted By	Submitter Name	Department Name	Endorser	Endorser Name	Final	Detail	<input type="checkbox"/>	06/19/2013	4321765	Allen Wrench	WMSL CREW ALPHA - ALAMEDA	7654321	Don Johnson	No	Enter Endorsement	<input type="checkbox"/>	06/19/2013	1111111	Bolt Cutter	CGC CHANDELEUR	7654321	Don Johnson	No	Enter Endorsement	<input type="checkbox"/>	06/19/2013	2222222	Tek Nician	CGC MIDGETT	7654321	Don Johnson	No	Enter Endorsement	<input type="checkbox"/>	06/19/2013	3333333	Otto Mechanic	CGC SHERMAN	7654321	Don Johnson	No	Enter Endorsement	<input type="checkbox"/>	06/19/2013	4444444	Bo Tengine	MSST SF ENG DEPT	7654321	Don Johnson	No	Enter Endorsement
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eResume Command Endorsement, continued

Procedures,
continued

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<p>5</p>	<p>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.</p> <div data-bbox="397 562 1380 1291" style="border: 1px solid black; padding: 5px;"> <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: 4321765 Allen Wrench Submitted Date: 05/17/2013 Mbr Comments</p> <p>Previous Endorser: Assigned Endorser: 7654321 Don Johnson</p> <p>Positions Applied For Find First 1-5 of 5 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <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>152322</td> <td>00046042</td> <td>SR ENLISTED RES ADVISOR (SERA) - WASHINGTON, DC</td> <td>SERA</td> <td>04/30/2013</td> <td>Qualified</td> </tr> <tr> <td>154868</td> <td>00000903</td> <td>ENG/TACTICAL BCM - ILWACO, WA</td> <td>Not Req'd</td> <td>05/13/2013</td> <td>Qualified</td> </tr> <tr> <td>152384</td> <td>00070235</td> <td>ESU - DUTY - PORTSMOUTH, VA</td> <td>Not Req'd</td> <td>04/30/2013</td> <td>Qualified</td> </tr> <tr> <td>152374</td> <td>00048988</td> <td>ESU - DUTY - PORTSMOUTH, VA</td> <td>Not Req'd</td> <td>04/30/2013</td> <td>Qualified</td> </tr> <tr> <td>152377</td> <td>00067866</td> <td>INFO SYSTEMS SUPPORT - MIAMI, FL</td> <td>Not Req'd</td> <td>04/30/2013</td> <td>Qualified</td> </tr> </tbody> </table> <p>Endorsement Comments Find First 1-2 of 2 Last</p> <p>Type: General No Policy Requirements</p> <p>Comment: <input style="width: 100%;" type="text"/></p> <hr/> <p>Type: Senior Enlisted Reserve Advise COMDTINST 1306.3</p> <p>Comment: CHIEF WRENCH IS HIGHLY RECOMMENDED FOR THIS ASSIGNMENT. HE MEETS ALL REQUIREMENTS OF COMDTINST 1306.3.</p> <p>Next Endorser: <input style="width: 100px;" type="text"/> <input checked="" type="checkbox"/> Mark Final</p> <p><input type="button" value="Save"/></p> </div> <p>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.</p>	Job Opening ID	Position Number	Posting Title	Endorsement	Date Entered	Rating	152322	00046042	SR ENLISTED RES ADVISOR (SERA) - WASHINGTON, DC	SERA	04/30/2013	Qualified	154868	00000903	ENG/TACTICAL BCM - ILWACO, WA	Not Req'd	05/13/2013	Qualified	152384	00070235	ESU - DUTY - PORTSMOUTH, VA	Not Req'd	04/30/2013	Qualified	152374	00048988	ESU - DUTY - PORTSMOUTH, VA	Not Req'd	04/30/2013	Qualified	152377	00067866	INFO SYSTEMS SUPPORT - MIAMI, FL	Not Req'd	04/30/2013	Qualified
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<p>6</p>	<p>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.</p> <div data-bbox="397 1512 1380 1764" style="border: 1px solid black; padding: 5px;"> <p>Endorsement Detail</p> <p>Save Confirmation</p> <p><input checked="" type="checkbox"/> The Save was successful. Click OK to transfer back to the Endorsement Detail</p> <p><input type="button" value="OK"/></p> </div>																																				

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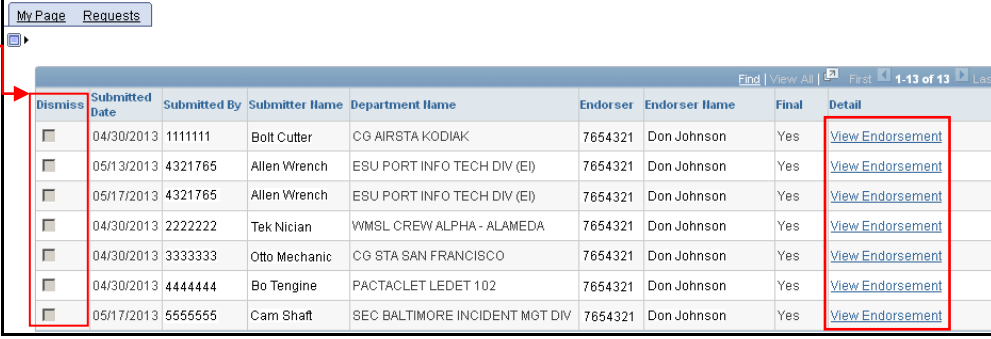
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<p data-bbox="300 464 321 491">7</p> <div data-bbox="115 919 370 1423" style="border: 2px solid red; background-color: yellow; padding: 5px;"> <p>DO NOT click the "Dismiss" checkbox. This does not dismiss the endorsement and send back to the member, 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.</p> </div>	<p data-bbox="841 426 933 453">Action</p> <p data-bbox="394 464 1372 600">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.</p> <div data-bbox="394 604 1344 1192"> <p data-bbox="394 604 735 632">My Assignments Endorsements</p> <p data-bbox="394 653 500 674">Don Johnson ...</p> <p data-bbox="394 680 1109 768"> 1. 'Endorsements I Submitted' allows member to bring up only their Endorsements. 2. 'Endorsements I am Endorser On' allows endorser to bring up only those Endorsements submitted to them. 3. Refresh button clears the grid and defaults it back to 'Endorsements I Submitted'. 4. 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> <p data-bbox="394 785 938 810"> <input type="radio"/> Endorsements I Submitted <input checked="" type="radio"/> Endorsements Requested From Me </p> <p data-bbox="394 842 683 863">Submission Status: Pending</p> <p data-bbox="394 873 683 894">Submission From Date: []</p> <p data-bbox="394 905 683 926">Submission To Date: []</p> <p data-bbox="394 936 699 957">Submitted By: []</p> <p data-bbox="911 894 1003 915">Populate Grid</p> <p data-bbox="1057 894 1133 915">Refresh</p> <table border="1" data-bbox="418 968 1344 1192"> <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>06/19/2013</td> <td>1111111</td> <td>Bolt Cutter</td> <td>CGC CHANDELEUR</td> <td>7654321</td> <td>Don Johnson</td> <td>No</td> <td>Enter Endorsement</td> </tr> <tr> <td><input type="checkbox"/></td> <td>06/19/2013</td> <td>2222222</td> <td>Tek Nician</td> <td>CGC MIDGETT</td> <td>7654321</td> <td>Don Johnson</td> <td>No</td> <td>Enter Endorsement</td> </tr> <tr> <td><input type="checkbox"/></td> <td>06/19/2013</td> <td>3333333</td> <td>Otto Mechanic</td> <td>CGC SHERMAN</td> <td>7654321</td> <td>Don Johnson</td> <td>No</td> <td>Enter Endorsement</td> </tr> <tr> <td><input type="checkbox"/></td> <td>06/19/2013</td> <td>4444444</td> <td>Bo Tengine</td> <td>MSST SF ENG DEPT</td> <td>7654321</td> <td>Don Johnson</td> <td>No</td> <td>Enter Endorsement</td> </tr> </tbody> </table> </div>	Dismiss	Submitted Date	Submitted By	Submitter Name	Department Name	Endorser	Endorser Name	Final	Detail	<input type="checkbox"/>	06/19/2013	1111111	Bolt Cutter	CGC CHANDELEUR	7654321	Don Johnson	No	Enter Endorsement	<input type="checkbox"/>	06/19/2013	2222222	Tek Nician	CGC MIDGETT	7654321	Don Johnson	No	Enter Endorsement	<input type="checkbox"/>	06/19/2013	3333333	Otto Mechanic	CGC SHERMAN	7654321	Don Johnson	No	Enter Endorsement	<input type="checkbox"/>	06/19/2013	4444444	Bo Tengine	MSST SF ENG DEPT	7654321	Don Johnson	No	Enter Endorsement
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