# RSCSP Applicant, Endorser and Application Verification Process Guides

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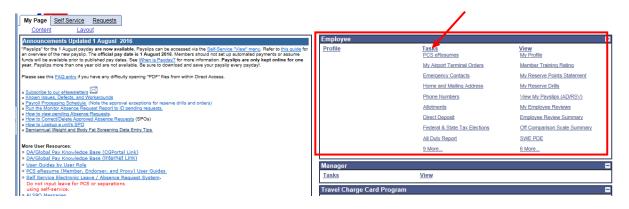
#### **Applicant Process Guide**

#### Step 1

• Log in to Direct Access

#### Step 2

• In the "Employee" box, click "Tasks"



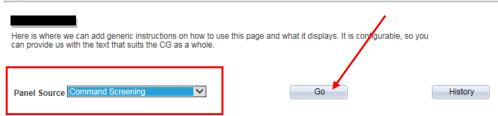
#### Step 3

• Click "My Panel Submissions"



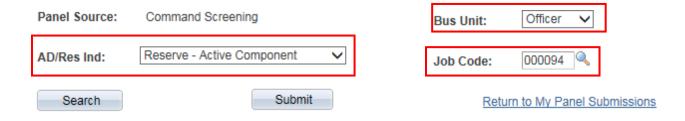
- Select "Command Screening" from the "Panel Source" drop down menu
- Click "Go"

#### My Panel Submissions



## Step 5

- Input the following criteria:
  - AD/Res Ind: Reserve Active Component
  - Bus Unit: Officer
  - Job Code: "000093" (for CAPT) or "000094" (for CDR)



#### Step 6

• Click "Search"

Panel Source: Command Screening

Bus Unit: Officer ✓

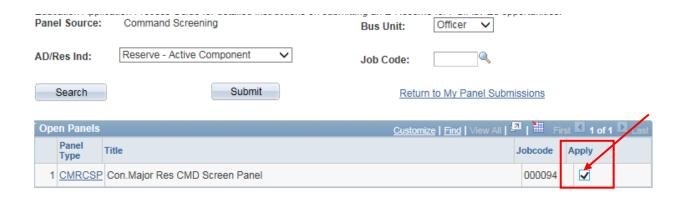
AD/Res Ind: Reserve - Active Component ✓

Search

Submit

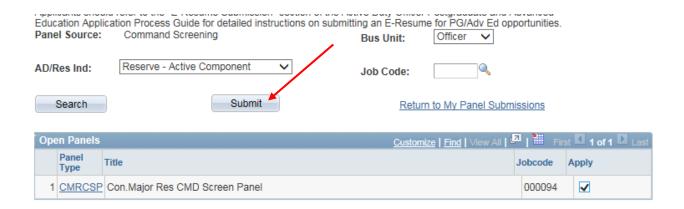
Return to My Panel Submissions

• Check box under 'Apply' for CMRCSP



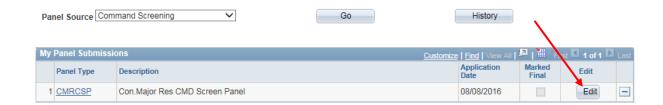
## Step 8

• Click "Submit"

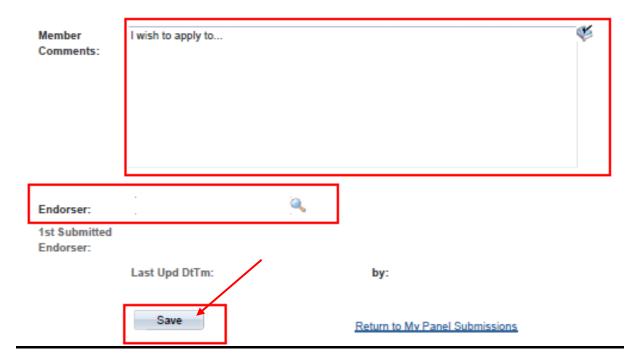


## Step 9

• Click 'Edit' to enter member comments and forward for command endorsement



- Input 'Member Comments'
- Select Commanding Officer/Endorser
- Save after Completion



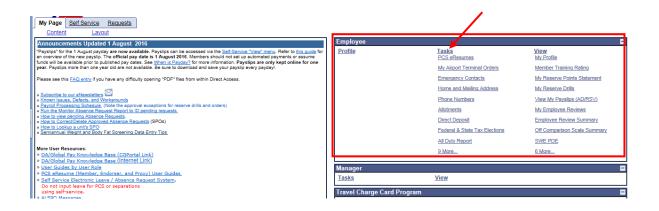
#### **Endorser Process Guide**

## Step 1

• Log in to Direct Access

#### Step 2

• In the "Employee" box, click "Tasks"



## Step 3

• Click "My Assignments Endorsements"



• Select "Endorsements Requested From Me"

#### Step 5

• Select "Pending" from the "Submission Status" drop down menu

#### Step 6

• Click "Populate Grid"

#### Step 7

Click "View Endorsement"

#### My Assignments Endorsements

- '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'.
- 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.



Step 7

• Click "Edit"

## **Endorsement Summary**



## Step 9

• Select "Recommend" or "Not Recommended"

## Step 10

• Input comments in the "Endorser Comment" box. (Note: Command/endorser comments are REQUIRED.)

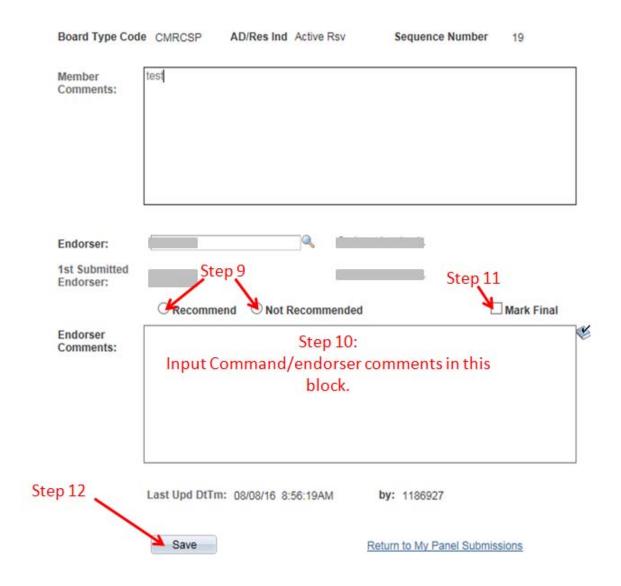
## Step 11

• Click box beside "Mark Final"

## **Step 12**

• Click "Save"

#### **Endorsement Summary**



#### **Application Verification Process Guide**

#### Step 1

• Log in to Direct Access

#### Step 2

• In the "Employee" box, click "Tasks"



#### Step 3

• Click "My Panel Submissions"



<sup>\*</sup>Note: Panel applications that have been successfully submitted will appear in "My Panel Submissions".

• Click "History" to refresh the panels for which you have applied.



## Step 5

- Click "Edit" to add comments and forward for endorsement.
- Click " " to withdraw the application.



\* Note: Once a panel is marked "final" by an endorser, it may no longer be edited.