

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”

The screenshot shows the Direct Access portal interface. On the left, there are navigation tabs for 'My Page', 'Self Service', and 'Requests'. Below these are links for 'Content' and 'Layout'. The main content area is titled 'Announcements Updated 1 August 2016' and contains several links for user resources, including 'Subscribe to our eNewsletters', 'Known Issues, Defects, and Workarounds', and 'Payroll Processing Schedule'. On the right, there is a blue-bordered box labeled 'Employee' containing a list of menu items: Profile, Tasks, PCS eResumes, My Airport Terminal Orders, Emergency Contacts, Home and Mailing Address, Phone Numbers, Allotments, Direct Deposit, Federal & State Tax Elections, All Duty Report, and 9 More... The 'Tasks' item is highlighted with a red box and a red arrow pointing to it. Below the 'Employee' box are sections for 'Manager' (with a 'View' link) and 'Travel Charge Card Program'.

## Step 3

- Click “My Panel Submissions”

The screenshot shows the 'Tasks' page in the Direct Access portal. The page title is 'Main Menu > GG AD Self Service: Employee > Tasks'. The page contains a grid of task cards, each with an icon and a description. The tasks include: PCS eResumes, My Airport Terminal Orders, Emergency Contacts, Home and Mailing Address, Phone Numbers, Allotments, Direct Deposit, Federal & State Tax Elections, All Duty Report, Thrift Savings Plan, Ethnic Groups, Annual Screening Questionnaire, My Reserve Orders, My Assignments Endorsements, My Email Addresses, My Member Info, My eResume, and My Panel Submissions. The 'My Panel Submissions' card is highlighted with a red box. Its description reads: 'My Panel Submissions. Allows the member to apply to screening panels and advance training.'

## Step 4

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

### My Panel Submissions

Here is where we can add generic instructions on how to use this page and what it displays. It is configurable, so you can provide us with the text that suits the CG as a whole.

Panel Source:

## Step 5

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

Panel Source: Command Screening

AD/Res Ind:

Bus Unit:

Job Code:

[Return to My Panel Submissions](#)

## Step 6

- Click “Search”

Panel Source: Command Screening

AD/Res Ind:

Bus Unit:

Job Code:

[Return to My Panel Submissions](#)

## Step 7

- Check box under ‘Apply’ for CMRCSP

Panel Source: Command Screening      Bus Unit: Officer

AD/Res Ind: Reserve - Active Component      Job Code:

           [Return to My Panel Submissions](#)

Open Panels				Customize	Find	View All	First	1 of 1	Last
	Panel Type	Title	Jobcode	Apply					
1	<a href="#">CMRCSP</a>	Con.Major Res CMD Screen Panel	000094	<input checked="" type="checkbox"/>					

## Step 8

- Click “Submit”

Applicants should refer to the E-Resume Submission section of the Member Duty Station / Registration and Services Education Application Process Guide for detailed instructions on submitting an E-Resume for PG/Adv Ed opportunities.

Panel Source: Command Screening      Bus Unit: Officer

AD/Res Ind: Reserve - Active Component      Job Code:

           [Return to My Panel Submissions](#)

Open Panels				Customize	Find	View All	First	1 of 1	Last
	Panel Type	Title	Jobcode	Apply					
1	<a href="#">CMRCSP</a>	Con.Major Res CMD Screen Panel	000094	<input checked="" type="checkbox"/>					

## Step 9

- Click ‘Edit’ to enter member comments and forward for command endorsement

Panel Source

My Panel Submissions						Customize	Find	View All	1 of 1	Last
	Panel Type	Description	Application Date	Marked Final	Edit					
1	<a href="#">CMRCSP</a>	Con.Major Res CMD Screen Panel	08/08/2016	<input type="checkbox"/>	<input type="button" value="Edit"/>					

### Step 10

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

Member Comments:

I wish to apply to...

Endorser:

1st Submitted Endorser:

Last Upd DtTm:

by:

[Return to My Panel Submissions](#)

# Endorser Process Guide

## Step 1

- Log in to Direct Access

## Step 2

- In the “Employee” box, click “Tasks”

The screenshot shows the Direct Access website interface. On the left, there is a 'My Page' section with tabs for 'Self Service' and 'Requests'. Below this, there are 'Announcements Updated 1 August 2016' and a list of 'More User Resources'. On the right, there is an 'Employee' menu with a red box around it and a red arrow pointing to the 'Tasks' link. The 'Tasks' link is highlighted in blue. Below the 'Employee' menu, there are sections for 'Manager' and 'Travel Charge Card Program'.

## Step 3

- Click “My Assignments Endorsements”

The screenshot shows the Direct Access website interface. At the top, there is a 'Main Menu > DG AQ Self Service: Employee >' breadcrumb. Below this, there is a 'Tasks' section with a grid of links. A red box highlights the 'My Assignments Endorsements' link, and a red arrow points to it. The 'My Assignments Endorsements' link is highlighted in blue. Other links in the grid include 'PCS eResumes', 'My Airport Terminal Orders', 'Emergency Contacts', 'Home and Mailing Address', 'Phone Numbers', 'Allotments', 'Direct Deposit', 'Federal & State Tax Elections', 'All Duty Report', 'Thrift Savings Plan', 'Ethnic Groups', 'Annual Screening Questionnaire', 'My Reserve Orders', 'My eResumes', 'My Email Addresses', and 'My Member Info'.

## Step 4

- 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

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.

Step 4

Endorsements I Submitted  Endorsements Requested From Me

Step 5

\*Submission Status: Pending

Submission From Date:

Submission To Date:

Submitted By:

Step 6

Populate Grid Refresh

Dismiss	Submitted Date	Submitted By	Submitter Name	Department Name	Endorser	Endorser Name	Final	Detail
<input type="checkbox"/>								

Empl ID	Name	Application Date	Marked Final	Detail
1		08/08/2016	<input type="checkbox"/>	<a href="#">View Endorsement</a>

Step 7



## Step 8

- Click “Edit”

### Endorsement Summary

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My Panel Submissions		Find   View All   21	First	1 of 1	Last
Board Type Code	Description	Application Date	Marked Final	Edit	
1 CMRCSP	Con.Major Res CMD Screen Panel	08/08/2016	<input type="checkbox"/>	<a href="#">Edit</a>	

Step 8



## 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

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Board Type Code CMRCSP    AD/Res Ind Active Rsv    Sequence Number 19

Member  
Comments:

test

Endorser:

1st Submitted  
Endorser:

Recommend     Not Recommended

Step 9

Mark Final

Endorser  
Comments:

Step 10:  
Input Command/endorser comments in this  
block.

Step 12

Last Upd DtTm: 08/08/16 8:56:19AM

by: 1186927

[Return to My Panel Submissions](#)

# Application Verification Process Guide

## Step 1

- Log in to Direct Access

## Step 2

- In the “Employee” box, click “Tasks”

The screenshot shows the Direct Access portal interface. On the left, there are navigation tabs for 'My Page', 'Self Service', and 'Requests'. Below these are links for 'Content' and 'Layout'. The main content area is titled 'Announcements Updated 1 August 2016' and contains several links for user resources. On the right, there is a blue-bordered box labeled 'Employee' containing a list of menu items: Profile, Tasks, PCS eResumes, My Airport Terminal Orders, Emergency Contacts, Home and Mailing Address, Phone Numbers, Allotments, Direct Deposit, Federal & State Tax Elections, All Duty Report, 9 More..., View My Profile, Member Training Rating, My Reserve Points Statement, My Reserve Drills, View My Payslips (AD/RSV), My Employee Reviews, Employee Review Summary, Off Comparison Scale Summary, SWE PDE, and 6 More... A red arrow points to the 'Tasks' link in this menu. Below the 'Employee' menu are sections for 'Manager' (with a 'View' link) and 'Travel Charge Card Program'.

## Step 3

- Click “My Panel Submissions”

The screenshot shows the 'Tasks' page in the Direct Access portal. The page title is 'Tasks' and the breadcrumb is 'Main Menu > CG AD Self Service: Employee >'. The page contains a grid of task cards. The cards include: PCS eResumes (View jobs and manage your applications), My Airport Terminal Orders (My Airport Terminal Orders), Emergency Contacts (Add or update your emergency contact information), Home and Mailing Address (Home and Mailing Address), Phone Numbers (Add or update phone numbers, or specify your primary phone number), Allotments (This link will take you to view, add, change, or stop your voluntary deductions), Direct Deposit (This link will take you to view and/or change your EFT/Direct Deposit), Federal & State Tax Elections (Review or change your W-4 information), All Duty Report (All Duty Report), Thrift Savings Plan (Review a summary of your savings plan enrollments), Ethnic Groups (Ethnic Groups), Annual Screening Questionnaire (Annual Screening Questionnaire), My Reserve Orders (View/Update Reserve Orders), My Assignments Endorsements (My Assignments Endorsements), My Email Addresses, My Member Info (XMLP report that contains the Member Information), My eResume (My eResume Submission Report), and My Panel Submissions (Allows the member to apply to screening panels and advance training). A red arrow points to the 'My Panel Submissions' card.

\*Note: Panel applications that have been successfully submitted will appear in “My Panel Submissions”.

## Step 4

- Click “History” to refresh the panels for which you have applied.

Panel Source

My Panel Submissions					
Panel Type	Description	Application Date	Marked Final	Edit	
1	CMRCSP	Con.Major Res CMD Screen Panel	08/08/2016	<input type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="-"/>

My Advanced Training Preferences			
Panel Type	Description	Application Date	Ranking
1			<input type="text"/>

## Step 5

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

Panel Source

My Panel Submissions					
Panel Type	Description	Application Date	Marked Final	Edit	
1	CMRCSP	Con.Major Res CMD Screen Panel	08/08/2016	<input type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="-"/>

My Advanced Training Preferences			
Panel Type	Description	Application Date	Ranking
1			<input type="text"/>

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