



Direct Access
Postgraduate/Advanced
Education Application
& Endorsement
Tutorial

Table of Contents

Applicant Process Guide.....3-5

Endorser Process Guide.....6-7

Applicant Process Guide

Step 1

- Self-Service > Employee > Tasks > My Panel Submissions

Main Menu - CC AD Self Service: Employee -

Tasks

- [PC's eResume](#)
View jobs and manage your applications.
- [Home and Mailing Address](#)
Home and Mailing Address
- [Direct Deposit](#)
This link will take you to view and/or change your EFT/Direct Deposit.
- [Thrift Savings Plan](#)
Review a summary of your savings plan enrollments.
- [My Reserve Orders](#)
View/Update Reserve Orders
- [My Member Info](#)
XML report that contains the Member information
- [My Airport Terminal Orders](#)
My Airport Terminal Orders
- [Phone Numbers](#)
Add or update phone numbers, or specify your primary phone number.
- [Federal & State Tax Elections](#)
Review or change your W-4 information.
- [Ethnic Groups](#)
Ethnic Groups
- [My Assignments/Enforcements](#)
My Assignments/Enforcements
- [My eResume](#)
My eResume Submission Report
- [Emergency Contacts](#)
Add or update your emergency contact information.
- [Allotments](#)
This link will take you to view, add, change, or stop your voluntary deductions.
- [All Duty Report](#)
All Duty Report
- [Annual Screening Questionnaire](#)
Annual Screening Questionnaire
- [My Email Addresses](#)
- [My Panel Submissions](#)**
Allows the member to apply to screening panels and advance training.

Step 2

- Select 'Advanced Training' as the Panel Source

Panel Source: **Advanced Training** [Go] [History]

My Panel Submissions [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Panel Type	Description	Application Date	Marked Final	Edit
1			<input type="checkbox"/>	Edit

My Advanced Training Preferences [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Panel Type	Description	Application Date	Ranking
1			

[Save](#)

Step 3

- Input the following criteria:
 - AD/Res Ind: Reserve – Active Component
 - Bus Unit: LEAVE BLANK
 - Job Code: LEAVE BLANK

Panel Source: Advanced Training Bus Unit: Officer

AD/Res Ind: Active Duty Job Code: 000096

Search Submit [Return to My Panel Submissions](#)

Panel Type	Title	Jobcode	Exception Check Box	Apply
1			<input type="checkbox"/>	<input type="checkbox"/>

Step 4

- Check 'Apply' for ALL desired programs (Panel type: RCNSC, AJPME, etc.)
- Note: "Masters in Strategic Intel-Enlisted" is the MSSSI program for both Officer & Enlisted applicants

Panel Source: Advanced Training Bus Unit: Officer

AD/Res Ind: Active Duty Job Code: 000096 Lieutenant

Search Submit [Return to My Panel Submissions](#)

Panel Type	Title	Jobcode	Exception Check Box	Apply
PGADV	NO LONGER IN USE	000096	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Step 5

- Click 'Edit' to input and submit your comments to your Command/Endorser
- Rank your programs in desired order

Endorser Process Guide

Step 1

- Self-Service > Employee > Tasks > My Assignments Endorsements



Step 2

- View Applicant's Endorsement

My Assignments Endorsements

~~XXXXXXXXXX~~

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.

Endorsements I Submitted
 Endorsements Requested From Me

*Submission Status: Pending

Submission From Date:

Submission To Date:

Submitted By:

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

Screening Panel Endorsements				
Empl ID	Name	Application Date	Marked Final	Detail
1 XXXXXXXXXX	XXXXXXXXXX	02/23/2016	<input type="checkbox"/>	View Endorsement

Step 3

- Command/Endorser MUST provide comments
- Select Recommend/Not Recommended
- Mark Final
- Save after completion

Endorsement Summary

~~XXXXXXXXXX~~

Board Type Code PGADV AD/Res Ind Active Sequence Number 1

Member Comments: I wish to apply to...

Endorser: ~~XXXXXXXXXX~~ ~~XXXXXXXXXX~~

1st Submitted Endorser: ~~XXXXXXXXXX~~ ~~XXXXXXXXXX~~

Recommend Not Recommended Mark Final

Endorser Comments:

Last Upd DtTm: 02/23/16 11:40:49AM by: ~~XXXXXXXXXX~~

[Return to My Panel Submissions](#)