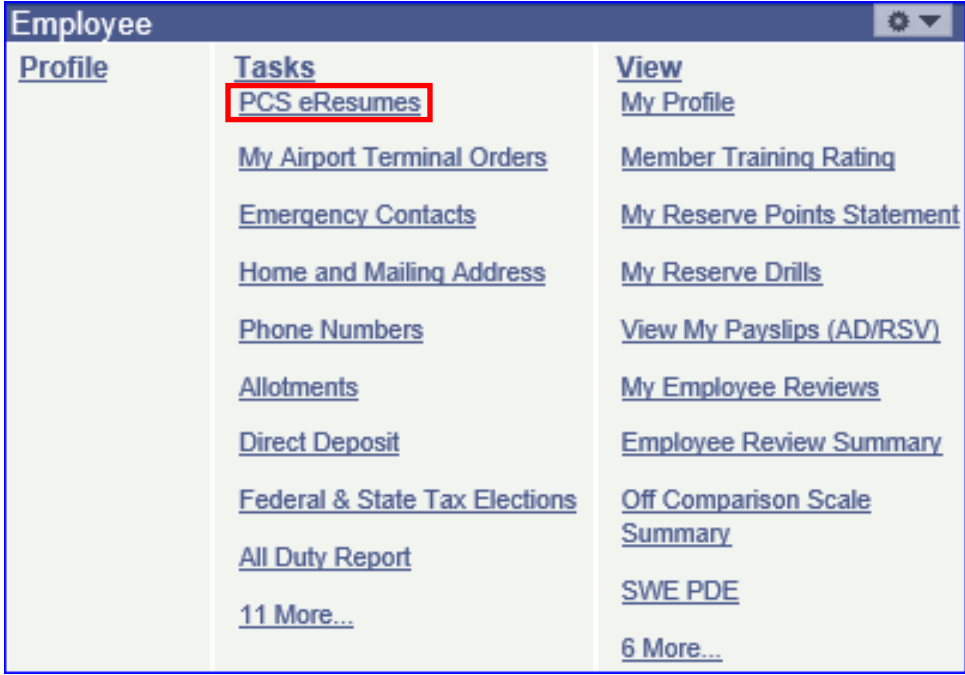


Submitting a FlexPAL eResume

Introduction This guide provides the procedures for submitting an eResume using Self Service in Direct Access (DA) in accordance with FlexPAL procedures.

- Information**
- Only one eResume may be submitted per day. Any corrections/updates will have to be made on the following day after submission.
 - Due to maintenance of important historical data, DA does not allow for deletions of incorrect eResumes. Be sure the document you are submitting is correct, to prevent having unwanted information pending in your My Endorsements section as well as unneeded information pending in your endorsers Requests section.

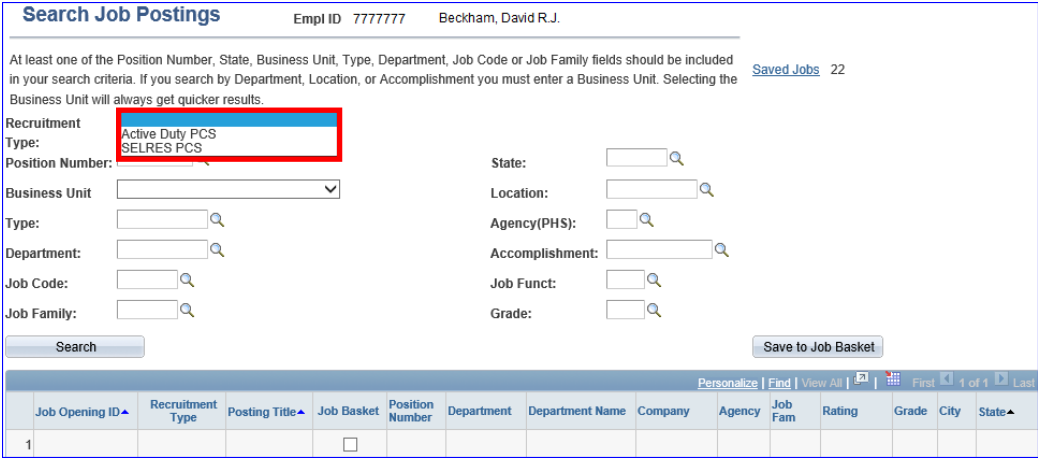
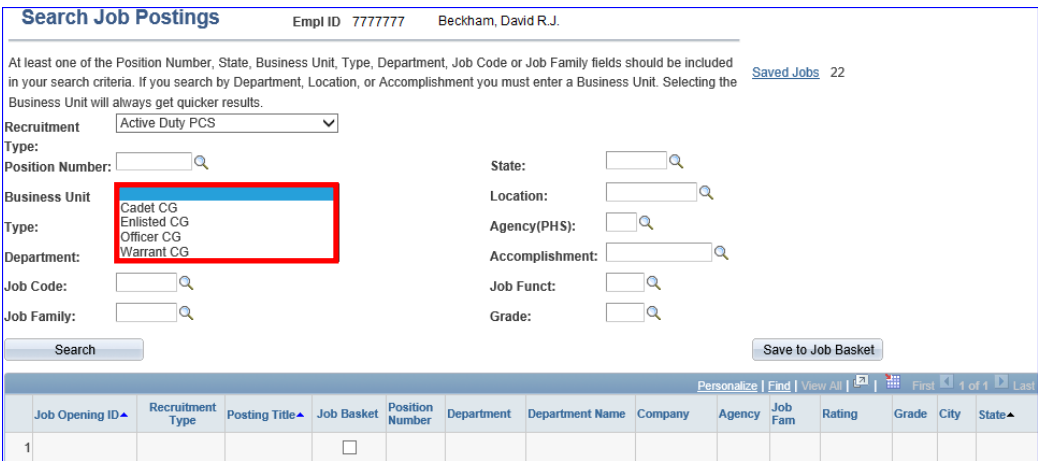
Procedures See below.

Step	Action
1	<p>Log into DA and select the PCS eResumes link from the Employee pagelet.</p>  <p>The screenshot shows the 'Employee' pagelet interface. It has a title bar with a gear icon and a dropdown arrow. Below the title bar are three columns of links:</p> <ul style="list-style-type: none"> Profile: 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, 6 More... Tasks: PCS eResumes (highlighted with a red box), My Airport Terminal Orders, Emergency Contacts, Home and Mailing Address, Phone Numbers, Allotments, Direct Deposit, Federal & State Tax Elections, All Duty Report, 11 More... View: (This column appears to be empty or the links are overlapping with the other columns).

Continued on next page

Submitting a FlexPAL eResume, Continued

Procedures,
continued

Step	Action
<p>2</p>	<p>The Search Job Postings page will appear. Click the Recruitment Type drop-down and select SELRES PCS.</p>  <p>The screenshot shows the 'Search Job Postings' interface. At the top, it displays 'Empl ID 7777777' and 'Beckham, David R.J.'. Below this is a search criteria section with various fields: 'Recruitment Type' (set to 'Active Duty PCS'), 'Position Number', 'Business Unit', 'Type', 'Department', 'Job Code', 'Job Family', 'State', 'Location', 'Agency(PHS)', 'Accomplishment', 'Job Funct', and 'Grade'. The 'Recruitment Type' dropdown menu is open, showing 'Active Duty PCS' and 'SELRES PCS' (highlighted with a red box). A 'Search' button is at the bottom left, and a 'Save to Job Basket' button is at the bottom right. Below the search criteria is a table with columns: Job Opening ID, Recruitment Type, Posting Title, Job Basket, Position Number, Department, Department Name, Company, Agency, Job Fam, Rating, Grade, City, and State. The table contains one row with '1' in the Job Opening ID column.</p>
<p>3</p>	<p>Click the Business Unit drop-down and select Enlisted CG.</p>  <p>The screenshot shows the 'Search Job Postings' interface. The 'Recruitment Type' dropdown is still set to 'Active Duty PCS'. The 'Business Unit' dropdown menu is open, showing 'Cadet CG', 'Enlisted CG' (highlighted with a red box), 'Officer CG', and 'Warrant CG'. The 'Search' and 'Save to Job Basket' buttons are visible. The table below the search criteria is the same as in the previous screenshot, with one row containing '1' in the Job Opening ID column.</p>

Continued on next page

Submitting a FlexPAL eResume, Continued

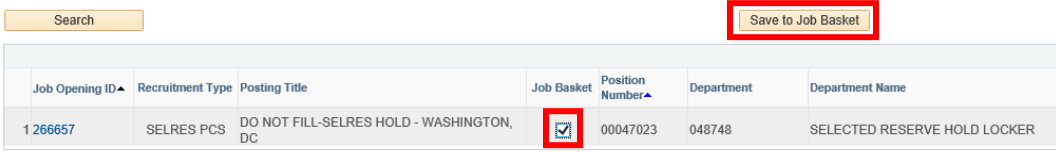
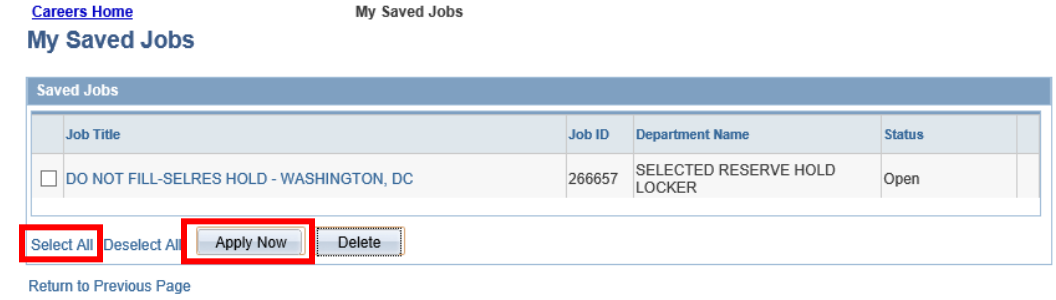
Procedures,
continued

Step	Action																												
<p>4</p>	<p>Select Search</p> <div data-bbox="343 544 1385 1003"> <p>Search Job Postings Empl ID 7777777 Beckham, David R.J.</p> <p>At least one of the Position Number, State, Business Unit, Type, Department, Job Code or Job Family fields should be included in your search criteria. If you search by Department, Location, or Accomplishment you must enter a Business Unit. Selecting the Business Unit will always get quicker results. Saved Jobs 22</p> <p>Recruitment: Active Duty PCS</p> <p>Type: <input type="text"/></p> <p>Position Number: <input type="text"/></p> <p>Business Unit: Enlisted CG</p> <p>Type: <input type="text"/></p> <p>Department: <input type="text"/></p> <p>Job Code: 436092 Chief Yeoman</p> <p>Job Family: <input type="text"/></p> <p>State: <input type="text"/></p> <p>Location: <input type="text"/></p> <p>Agency(PHS): <input type="text"/></p> <p>Accomplishment: <input type="text"/></p> <p>Job Funct: <input type="text"/></p> <p>Grade: <input type="text"/></p> <p>Search Save to Job Basket</p> <table border="1"> <thead> <tr> <th>Job Opening ID</th> <th>Recruitment Type</th> <th>Posting Title</th> <th>Job Basket</th> <th>Position Number</th> <th>Department</th> <th>Department Name</th> <th>Company</th> <th>Agency</th> <th>Job Fam</th> <th>Rating</th> <th>Grade</th> <th>City</th> <th>State</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div>	Job Opening ID	Recruitment Type	Posting Title	Job Basket	Position Number	Department	Department Name	Company	Agency	Job Fam	Rating	Grade	City	State	1			<input type="checkbox"/>										
Job Opening ID	Recruitment Type	Posting Title	Job Basket	Position Number	Department	Department Name	Company	Agency	Job Fam	Rating	Grade	City	State																
1			<input type="checkbox"/>																										
<p>5</p>	<p>Select the FlexPAL position number 00047023.</p> <div data-bbox="343 1133 1385 1615"> <p>Search Job Postings Empl ID</p> <p>At least one of the Position Number, State, Business Unit, Type, Department, Job Code or Job Family fields should be included in your search criteria. If you search by Department, Location, or Accomplishment you must enter a Business Unit. Selecting the Business Unit will always get quicker results. Saved Jobs 11</p> <p>Recruitment: SELRES PCS</p> <p>Type: <input type="text"/></p> <p>Position Number: 00047023 DO NOT FILL-SELRES HOLD</p> <p>Business Unit: Enlisted CG</p> <p>Type: <input type="text"/></p> <p>Department: <input type="text"/></p> <p>Job Code: <input type="text"/></p> <p>Job Family: <input type="text"/></p> <p>State: <input type="text"/></p> <p>Location: <input type="text"/></p> <p>Agency(PHS): <input type="text"/></p> <p>Accomplishment: <input type="text"/></p> <p>Job Funct: <input type="text"/></p> <p>Grade: <input type="text"/></p> <p>Search Save to Job Basket</p> <table border="1"> <thead> <tr> <th>Job Opening ID</th> <th>Recruitment Type</th> <th>Posting Title</th> <th>Job Basket</th> <th>Position Number</th> <th>Department</th> <th>Department Name</th> </tr> </thead> <tbody> <tr> <td>1266657</td> <td>SELRES PCS</td> <td>DO NOT FILL-SELRES HOLD - WASHINGTON, DC</td> <td><input type="checkbox"/></td> <td>00047023</td> <td>048748</td> <td>SELECTED RESERVE HOLD LOCKER</td> </tr> </tbody> </table> </div>	Job Opening ID	Recruitment Type	Posting Title	Job Basket	Position Number	Department	Department Name	1266657	SELRES PCS	DO NOT FILL-SELRES HOLD - WASHINGTON, DC	<input type="checkbox"/>	00047023	048748	SELECTED RESERVE HOLD LOCKER														
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Submitting a FlexPAL eResume, Continued

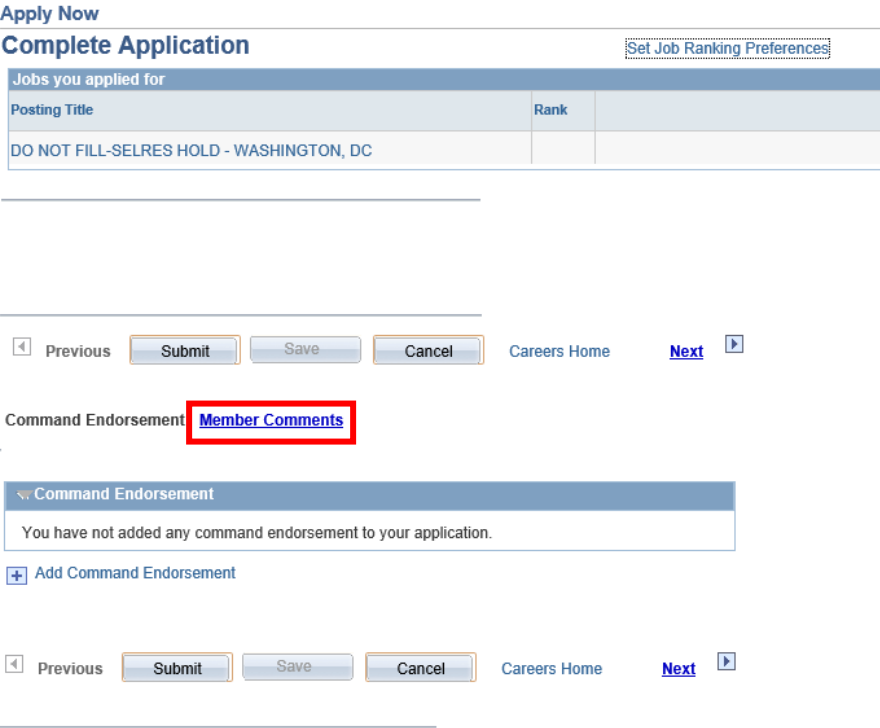

Procedures,
continued

Step	Action
<p>6</p>	<p>Check the Job Basket box and click Save to Job Basket.</p>  <p>The screenshot shows a search interface with a 'Save to Job Basket' button highlighted in red. Below it is a table with columns: Job Opening ID, Recruitment Type, Posting Title, Job Basket, Position Number, Department, and Department Name. The first row contains: 1266657, SELRES PCS, DO NOT FILL-SELRES HOLD - WASHINGTON, DC, a checked box in the Job Basket column, 00047023, 048748, and SELECTED RESERVE HOLD LOCKER.</p>
<p>7</p>	<p>The My Saved Jobs window will appear. Delete any unwanted jobs first by checking the box and clicking Delete. When finished, click Select All and then the Apply Now button.</p>  <p>The screenshot shows the 'My Saved Jobs' window with a 'Careers Home' link and 'My Saved Jobs' title. Below is a 'Saved Jobs' table with columns: Job Title, Job ID, Department Name, and Status. The first row contains: DO NOT FILL-SELRES HOLD - WASHINGTON, DC, 266657, SELECTED RESERVE HOLD LOCKER, and Open. Below the table are buttons for 'Select All', 'Deselect All', 'Apply Now', and 'Delete', with 'Select All', 'Apply Now', and 'Delete' highlighted in red. A 'Return to Previous Page' link is also visible.</p>

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Submitting a FlexPAL eResume, Continued

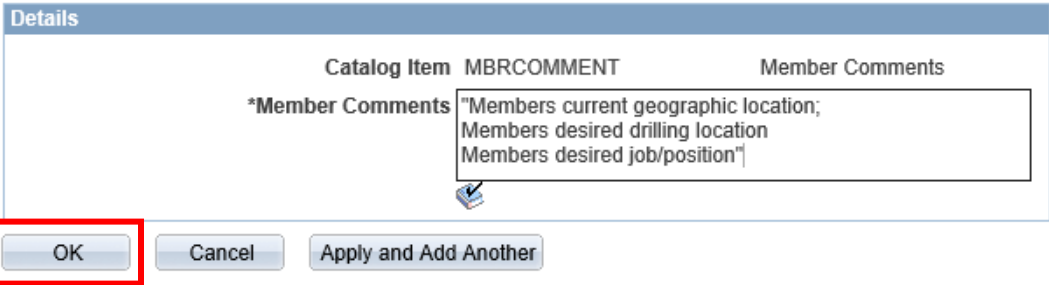

Procedures,
continued

Step	Action
8	<p>Comments may be entered by clicking the Member Comments link.</p>  <p>The screenshot shows the 'Complete Application' page. At the top, there is a 'Jobs you applied for' table with columns for 'Posting Title' and 'Rank'. Below this, there are navigation buttons: 'Previous', 'Submit', 'Save', 'Cancel', 'Careers Home', and 'Next'. A 'Command Endorsement' section contains a red-bordered link for 'Member Comments'. Below that, there is a 'Command Endorsement' box with the text 'You have not added any command endorsement to your application.' and an 'Add Command Endorsement' button. At the bottom, there are more navigation buttons: 'Previous', 'Submit', 'Save', 'Cancel', 'Careers Home', and 'Next'.</p>
9	<p>Click Add Member Comments.</p>  <p>The screenshot shows a table titled 'Member Comments'. The table has columns for 'Member Comments', 'Member Comments', and 'Delete'. The 'Add Member Comments' button is highlighted with a red box. Below the table, there are navigation buttons: 'Previous', 'Submit', 'Save', 'Cancel', 'Careers Home', and 'Next'.</p>

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Submitting a FlexPAL eResume, Continued

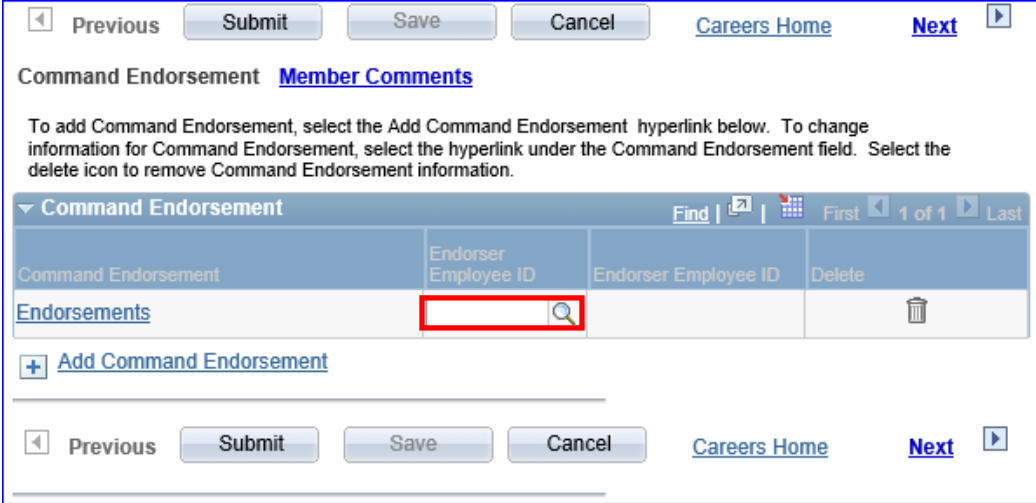
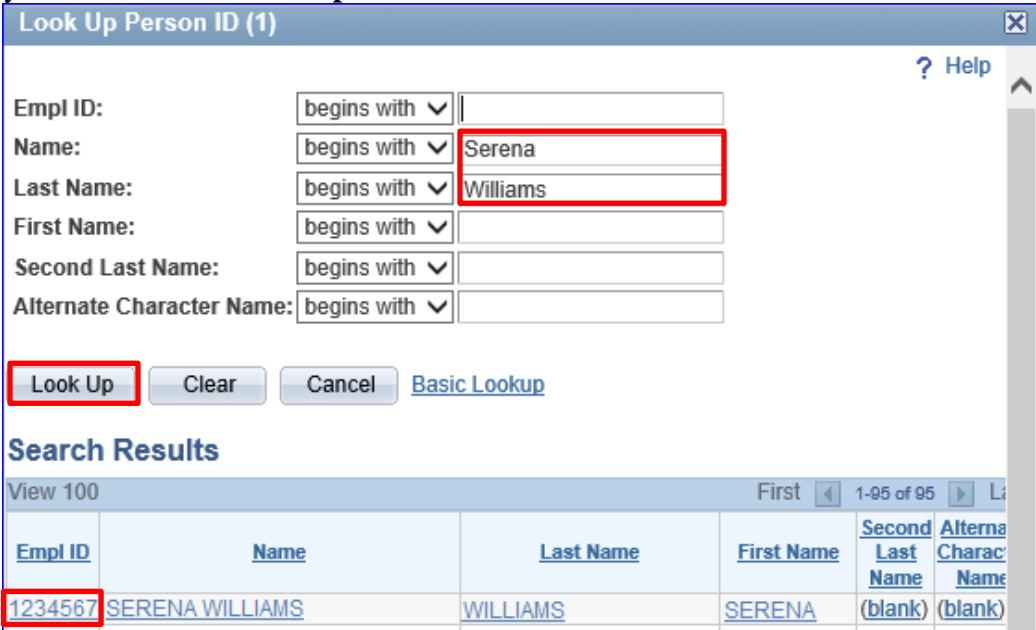
Procedures,
continued

Step	Action
<p>9</p>	<p>Enter comments into the Member Comments box. Enter your current geographic location, location you desire to drill and the job/position you would like to fill, click OK.</p> 
<p>10</p>	<p>To forward your eResume for endorsement, click the Command Endorsement link. (SELRES Junior Enlisted command endorsements are only required for members requesting Early Rotation)</p> 

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Submitting a FlexPAL eResume, Continued

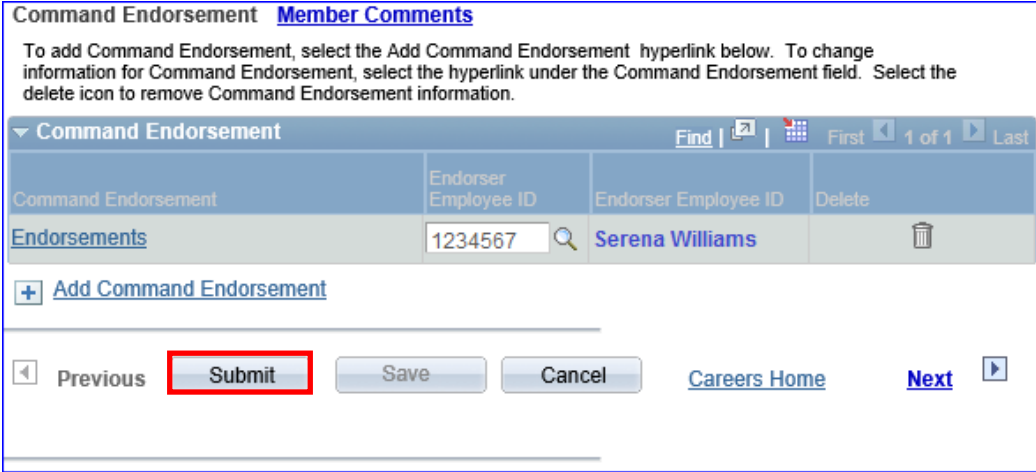
Procedures,
continued

Step	Action												
11	<p>Enter the Endorser Employee ID or click the Lookup icon.</p>  <p>Command Endorsement Member Comments</p> <p>To add Command Endorsement, select the Add Command Endorsement hyperlink below. To change information for Command Endorsement, select the hyperlink under the Command Endorsement field. Select the delete icon to remove Command Endorsement information.</p> <table border="1"> <thead> <tr> <th>Command Endorsement</th> <th>Endorser Employee ID</th> <th>Endorser Employee ID</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Endorsements</td> <td><input type="text"/></td> <td></td> <td></td> </tr> </tbody> </table> <p>+ Add Command Endorsement</p>	Command Endorsement	Endorser Employee ID	Endorser Employee ID	Delete	Endorsements	<input type="text"/>						
Command Endorsement	Endorser Employee ID	Endorser Employee ID	Delete										
Endorsements	<input type="text"/>												
12	<p>Enter the endorser's Last Name and First Name and click Look Up. Make sure you select the correct Empl ID.</p>  <p>Look Up Person ID (1)</p> <p>Empl ID: begins with <input type="text"/></p> <p>Name: begins with <input type="text" value="Serena"/></p> <p>Last Name: begins with <input type="text" value="Williams"/></p> <p>First Name: begins with <input type="text"/></p> <p>Second Last Name: begins with <input type="text"/></p> <p>Alternate Character Name: begins with <input type="text"/></p> <p><input type="button" value="Look Up"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> Basic Lookup</p> <p>Search Results</p> <p>View 100 First 1-95 of 95</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Name</th> <th>Last Name</th> <th>First Name</th> <th>Second Last Name</th> <th>Alternate Character Name</th> </tr> </thead> <tbody> <tr> <td>1234567</td> <td>SERENA WILLIAMS</td> <td>WILLIAMS</td> <td>SERENA</td> <td>(blank)</td> <td>(blank)</td> </tr> </tbody> </table>	Empl ID	Name	Last Name	First Name	Second Last Name	Alternate Character Name	1234567	SERENA WILLIAMS	WILLIAMS	SERENA	(blank)	(blank)
Empl ID	Name	Last Name	First Name	Second Last Name	Alternate Character Name								
1234567	SERENA WILLIAMS	WILLIAMS	SERENA	(blank)	(blank)								

Continued on next page

Submitting a FlexPAL eResume, Continued

Procedures,
continued

Step	Action
<p>13</p>	<p>Click Submit.</p> <p>Command Endorsement Member Comments</p> <p>To add Command Endorsement, select the Add Command Endorsement hyperlink below. To change information for Command Endorsement, select the hyperlink under the Command Endorsement field. Select the delete icon to remove Command Endorsement information.</p> 
<p>21</p>	<p>The My Applications page will display with the notification.</p> 