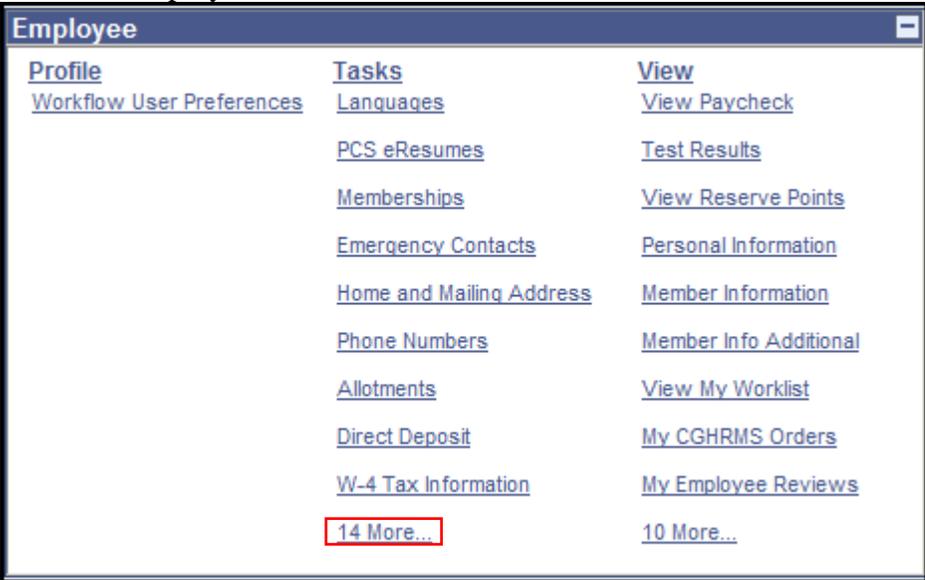


# PCS eResume Command Endorsement

**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. Complete and submit a Direct Access User Role Designation Form (CG-7421B) to request 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 <b>14 More...</b> link.</p> 
2	<p>From the Tasks Menu select the <b>My Assignments Endorsement</b> link.</p> 

*Continued on next page*

# eResume Command Endorsement, continued

Procedures,  
continued

Step	Action
3	<p>The My Assignments Endorsements page will appear. Select the <b>Endorsements Requested From Me</b> radio button. Then click the <b>Submission Status</b> drop-down menu and chose Pending.</p> <div data-bbox="396 590 1382 1083" style="border: 1px solid black; padding: 5px;"> <p><b>My Assignments Endorsements</b></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>

DO NOT click the "Dismiss" checkbox. It doesn't function as expected. If you want to remove an item from your list of pending endorsements you must mark the item "Final" in the endorsement detail (step 5 of this procedure). The member's AO will only see endorsements completed on the member's most recent eresume, so marking an item "Final" on an older submission will not overwrite a more recent request.

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# eResume Command Endorsement, continued

Procedures,  
continued

Step	Action																																				
<p><b>5</b></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 1382 1291" style="border: 1px solid black; padding: 5px;"> <p><b>Endorsement Detail</b></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    <a href="#">Mbr Comments</a></p> <p>Previous Endorser:                  Assigned Endorser: 7654321 Don Johnson</p> <p>Positions Applied For <span style="float: right;">Find   First   1-5 of 5   Last</span></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><a href="#">152322</a></td> <td>00046042</td> <td>SR ENLISTED RES ADVISOR (SERA) - WASHINGTON, DC</td> <td>SERA</td> <td>04/30/2013</td> <td>Qualified <input type="button" value="v"/></td> </tr> <tr> <td><a href="#">154868</a></td> <td>00000903</td> <td>ENG/TACTICAL BCM - ILWACO, WA</td> <td>Not Req'd</td> <td>05/13/2013</td> <td>Qualified <input type="button" value="v"/></td> </tr> <tr> <td><a href="#">152384</a></td> <td>00070235</td> <td>ESU - DUTY - PORTSMOUTH, VA</td> <td>Not Req'd</td> <td>04/30/2013</td> <td>Qualified <input type="button" value="v"/></td> </tr> <tr> <td><a href="#">152374</a></td> <td>00048988</td> <td>ESU - DUTY - PORTSMOUTH, VA</td> <td>Not Req'd</td> <td>04/30/2013</td> <td>Qualified <input type="button" value="v"/></td> </tr> <tr> <td><a href="#">152377</a></td> <td>00067866</td> <td>INFO SYSTEMS SUPPORT - MIAMI, FL</td> <td>Not Req'd</td> <td>04/30/2013</td> <td>Qualified <input type="button" value="v"/></td> </tr> </tbody> </table> <p>Endorsement Comments <span style="float: right;">Find   First   1-2 of 2   Last</span></p> <p>Type: General      No Policy Requirements</p> <p>Comment: <input style="width: 100%;" type="text"/></p> <hr/> <p>Type: Senior Enlisted Reserve Advsr      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 <b>Next Endorser's</b> emplid to forward it on or select the <b>Mark Final</b> check box if you are the final endorser. Finally, click the <b>Save</b> button.</p>	Job Opening ID	Position Number	Posting Title	Endorsement	Date Entered	Rating	<a href="#">152322</a>	00046042	SR ENLISTED RES ADVISOR (SERA) - WASHINGTON, DC	SERA	04/30/2013	Qualified <input type="button" value="v"/>	<a href="#">154868</a>	00000903	ENG/TACTICAL BCM - ILWACO, WA	Not Req'd	05/13/2013	Qualified <input type="button" value="v"/>	<a href="#">152384</a>	00070235	ESU - DUTY - PORTSMOUTH, VA	Not Req'd	04/30/2013	Qualified <input type="button" value="v"/>	<a href="#">152374</a>	00048988	ESU - DUTY - PORTSMOUTH, VA	Not Req'd	04/30/2013	Qualified <input type="button" value="v"/>	<a href="#">152377</a>	00067866	INFO SYSTEMS SUPPORT - MIAMI, FL	Not Req'd	04/30/2013	Qualified <input type="button" value="v"/>
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<p><b>6</b></p>	<p>The Endorsement Detail Save Confirmation window will appear. Click the <b>OK</b> button to confirm. DA will return to the Endorsement Detail window, you can close that window.</p> <div data-bbox="397 1514 1382 1766" style="border: 1px solid black; padding: 5px;"> <p><b>Endorsement Detail</b></p> <p><b>Save Confirmation</b></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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# eResume Command Endorsement, continued

## Procedures, continued

Step	Action																																													
<p data-bbox="300 464 321 491">7</p> <div data-bbox="115 919 370 1476" style="border: 2px solid red; padding: 5px;"> <p>DO NOT click the "Dismiss" checkbox. It doesn't function as expected. If you want to remove an item from your list of pending endorsements you must mark the item "Final" in the endorsement detail (step 5 of this procedure). The member's AO will only see endorsements completed on the member's most recent resume, so marking an item "Final" on an older submission will not overwrite a more recent request.</p> </div>	<p data-bbox="841 426 933 453">Action</p> <p data-bbox="394 464 1373 600">The My Assignments Endorsement window will appear. Click the <b>Refresh</b> button and the eResume you just endorsed will disappear from the list. Click on <b>Enter Endorsement</b> to endorse the next one on the list. Repeat steps 5-6 for each member.</p> <div data-bbox="394 604 1346 1192"> <p data-bbox="394 604 735 632"><b>My Assignments Endorsements</b></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="394 835 683 861">Submission Status: Pending</p> <p data-bbox="394 869 683 894">Submission From Date: [ ]</p> <p data-bbox="394 903 683 928">Submission To Date: [ ]</p> <p data-bbox="394 936 704 961">Submitted By: [ ]</p> <p data-bbox="911 894 1008 915">Populate Grid</p> <p data-bbox="1068 894 1138 915">Refresh</p> <table border="1" data-bbox="394 968 1346 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><a href="#">Enter Endorsement</a></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><a href="#">Enter Endorsement</a></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><a href="#">Enter Endorsement</a></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><a href="#">Enter Endorsement</a></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	<a href="#">Enter Endorsement</a>	<input type="checkbox"/>	06/19/2013	2222222	Tek Nician	CGC MIDGETT	7654321	Don Johnson	No	<a href="#">Enter Endorsement</a>	<input type="checkbox"/>	06/19/2013	3333333	Otto Mechanic	CGC SHERMAN	7654321	Don Johnson	No	<a href="#">Enter Endorsement</a>	<input type="checkbox"/>	06/19/2013	4444444	Bo Tengine	MSST SF ENG DEPT	7654321	Don Johnson	No	<a href="#">Enter Endorsement</a>
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## eResume Command Endorsement, continued

Procedures,  
continued

Step	Action																																																																								
9	<p>Click on the <b>View Endorsements</b> link to view each one.</p> <div data-bbox="393 487 1383 823"><p>My Page Requests</p><table border="1"><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>04/30/2013</td><td>1111111</td><td>Bolt Cutter</td><td>CG AIRSTA KODIAK</td><td>7654321</td><td>Don Johnson</td><td>Yes</td><td><a href="#">View Endorsement</a></td></tr><tr><td><input type="checkbox"/></td><td>05/13/2013</td><td>4321765</td><td>Allen Wrench</td><td>ESU PORT INFO TECH DIV (EI)</td><td>7654321</td><td>Don Johnson</td><td>Yes</td><td><a href="#">View Endorsement</a></td></tr><tr><td><input type="checkbox"/></td><td>05/17/2013</td><td>4321765</td><td>Allen Wrench</td><td>ESU PORT INFO TECH DIV (EI)</td><td>7654321</td><td>Don Johnson</td><td>Yes</td><td><a href="#">View Endorsement</a></td></tr><tr><td><input type="checkbox"/></td><td>04/30/2013</td><td>2222222</td><td>Tek Nician</td><td>WMSL CREW ALPHA - ALAMEDA</td><td>7654321</td><td>Don Johnson</td><td>Yes</td><td><a href="#">View Endorsement</a></td></tr><tr><td><input type="checkbox"/></td><td>04/30/2013</td><td>3333333</td><td>Otto Mechanic</td><td>CG STA SAN FRANCISCO</td><td>7654321</td><td>Don Johnson</td><td>Yes</td><td><a href="#">View Endorsement</a></td></tr><tr><td><input type="checkbox"/></td><td>04/30/2013</td><td>4444444</td><td>Bo Tengine</td><td>PACTACLET LEDET 102</td><td>7654321</td><td>Don Johnson</td><td>Yes</td><td><a href="#">View Endorsement</a></td></tr><tr><td><input type="checkbox"/></td><td>05/17/2013</td><td>5555555</td><td>Cam Shaft</td><td>SEC BALTIMORE INCIDENT MGT DIV</td><td>7654321</td><td>Don Johnson</td><td>Yes</td><td><a href="#">View Endorsement</a></td></tr></tbody></table></div> <p>At this point you are finished with the endorsement process and can return to the Home Menu.</p>	Dismiss	Submitted Date	Submitted By	Submitter Name	Department Name	Endorser	Endorser Name	Final	Detail	<input type="checkbox"/>	04/30/2013	1111111	Bolt Cutter	CG AIRSTA KODIAK	7654321	Don Johnson	Yes	<a href="#">View Endorsement</a>	<input type="checkbox"/>	05/13/2013	4321765	Allen Wrench	ESU PORT INFO TECH DIV (EI)	7654321	Don Johnson	Yes	<a href="#">View Endorsement</a>	<input type="checkbox"/>	05/17/2013	4321765	Allen Wrench	ESU PORT INFO TECH DIV (EI)	7654321	Don Johnson	Yes	<a href="#">View Endorsement</a>	<input type="checkbox"/>	04/30/2013	2222222	Tek Nician	WMSL CREW ALPHA - ALAMEDA	7654321	Don Johnson	Yes	<a href="#">View Endorsement</a>	<input type="checkbox"/>	04/30/2013	3333333	Otto Mechanic	CG STA SAN FRANCISCO	7654321	Don Johnson	Yes	<a href="#">View Endorsement</a>	<input type="checkbox"/>	04/30/2013	4444444	Bo Tengine	PACTACLET LEDET 102	7654321	Don Johnson	Yes	<a href="#">View Endorsement</a>	<input type="checkbox"/>	05/17/2013	5555555	Cam Shaft	SEC BALTIMORE INCIDENT MGT DIV	7654321	Don Johnson	Yes	<a href="#">View Endorsement</a>
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