

## **XPO SCREENING PANEL**

THE PURPOSE OF THIS PANEL IS TO ESTABLISH A LIST OF CANDIDATES, CONFIRM ELIGIBILITY, AND NOTIFY ELIGIBLE CANDIDATES VIA ALCGENL MSG SO THEY CAN SUBMIT AN XPO SPECIFIC E-RESUME. THIS INITIATIVE IS AN EFFORT TO EXPEDITE THE XPO NOTIFICATION/ASSIGNMENT PROCESS.

## **RECOMMENDATIONS FOR SUCCESS:**

A. COMMAND ENDORSEMENT - PERSMAN ART 4.C.8.C.2 OUTLINES VERY SPECIFIC ELEMENTS THAT ARE REQUIRED TO BE INCLUDED IN THE COMMAND ENDORSEMENT. FAILURE TO ADDRESS EACH ELEMENT SPECIFICALLY WILL RESULT IN MEMBER BEING FOUND "NOT QUALIFIED". IT IS HIGHLY RECOMMENDED THAT CANDIDATES REQUEST A COPY OF THEIR COMMAND ENDORSEMENT FROM THEIR CO/OIC.

B. COMPETENCIES - MUST BE ENTERED AND ACCURATE IN DIRECT ACCESS IN ORDER TO BE VALID. COMMENTS FROM A MEMBER OR COMMAND DESCRIBING QUALS/COMPETENCIES HELD BY THE MEMBER, BUT NOT ENTERED IN DIRECT ACCESS ARE NOT VALID. TO PROVIDE THE MAXIMUM ASSIGNMENT OPPORTUNITY, MBRS WHO ANTICIPATE EARNING A COMPETENCY PRIOR TO THE XPO ASSIGNMENT PROCESS (FALL 11) THAT WOULD PROVIDE THEM A GREATER VARIETY OF OPPORTUNITIES (I.E. U/W OOD FOR AN XPO AFLOAT POSN) ARE ENCOURAGED TO HAVE THEIR COMMAND INCLUDE THIS IN THEIR ENDORSEMENT. IN THESE CASES THE EXISTENCE OF THE COMPETENCY IN DIRECT ACCESS WILL BE CONFIRMED DURING THE ASSIGNMENT PROCESS.

C. WEIGHT STANDARDS - REF B REQUIRES THAT BOTH THE COMMAND AND THE INDIVIDUAL MBR ENSURE WEIGHT-SCREENING RESULTS ARE ENTERED IN DIRECT ACCESS. IT ALSO REQUIRES MBRS BE IN COMPLIANCE WITH WEIGHT STANDARDS TO BE ASSIGNED TO COMMAND POSITIONS (ASHORE AND AFLOAT), INCLUDING XPO ASSIGNMENTS. FAILURE TO HAVE CURRENT (APR 10 OR LATER) WEIGHT DATA WILL DISQUALIFY A MBR FOR SCREENING/ASSIGNMENT.

D. ENLISTED EVALS - MBRS AND COMMANDS ARE TO ENSURE THE MOST RECENT EVALUATIONS ARE ENTERED AND REFRESHED IN DIRECT ACCESS.

## **DIRECT ACCESS INSTRUCTIONS:**

TO REQUEST XPO SCREENING, DO NOT REQUEST A SPECIFIC BILLET, UNIT, OR POSITION ON YOUR E-RESUME. USE THE FOLLOWING DIRECT ACCESS PROCEDURES:

- A. CREATE A NEW E-RESUME IN DIRECT ACCESS, UNDER HOME - SELF SERVICE - EMPLOYEE - TASKS - CREATE E-RESUME.
- B. SELECT "COMMAND SCREENING" FROM THE "POSITION SOURCE" PULL-DOWN MENU.
- C. SELECT "BM" FROM THE "JOB FAMILY" PULL-DOWN MENU AND CLICK ON THE YELLOW HIGHLIGHTED BOX LABELED "SEARCH".
- D. SELECT "XPO SCREENING PANEL" FROM THE LISTING BY CLICKING ON THE CHECK BOX UNDER THE COLUMN TO THE FAR RIGHT OF YOUR SCREEN LABELED "JOB BASKET".

E. AFTER SELECTING THE SCREENING PANEL, CLICK THE YELLOW HIGHLIGHTED BOX AT THE BOTTOM LEFT OF YOUR SCREEN LABELED "ADD SELECTED TO JOB BASKET".

F. CLICK ON THE BLUE LINK LABELED "VIEW JOB BASKET" DIRECTLY TO THE RIGHT OF THE YELLOW HIGHLIGHTED BOX YOU USED TO ADD THE SELECTION TO YOUR JOB BASKET. THIS ACTION WILL OPEN A NEW SCREEN. ENSURE THAT THE XPO SCREENING PANEL APPEARS. IT WILL SHOW UP AS A BM1 JOB CODE.

G. WHEN YOU SEE YOUR SELECTION IN YOUR JOB BASKET AS DESIRED, CLICK ON "APPLY FOR JOBS IN BASKET" TO PROCEED WITH E-RESUME SUBMISSION. A SCREEN WITH "13 STEPS" WILL OPEN.

H. ASSIGNMENT TO XPO REQUIRES A COMMAND ENDORSEMENT. ENSURE THAT THE CORRECT ENDORSER'S EMPLID IS PLACED IN "STEP 12". WHILE ON THE "STEP 12" SCREEN, SELECT THE YELLOW ARROW NEXT TO "XPO SCREENING PANEL" IN ORDER TO MOVE THE POSITION FROM THE LEFT HAND COLUMN TO THE RIGHT HAND COLUMN ON YOUR SCREEN. ONCE "XPO SCREENING PANEL" IS IN THE RIGHT HAND COLUMN OF YOUR SCREEN, SELECT THE YELLOW HIGHLIGHTED BOX LABELED 'NEXT' AT THE BOTTOM OF YOUR SCREEN. THE WINDOW FOR "STEP 13" WILL OPEN.

I. IF YOU ARE SATISFIED WITH YOUR SELECTION, SELECT THE YELLOW HIGHLIGHTED BOX LABELED "SUBMIT". ONCE YOU SELECT "SUBMIT", YOUR E- RESUME IS COMPLETE. YOU SHOULD RECEIVE A VERIFICATION E-MAIL FROM DIRECT ACCESS INDICATING YOUR E-RESUME IS IN THE SYSTEM.

J. IT IS CRUCIAL THAT YOU REVIEW THE INFORMATION IN ALL "13 STEPS" IN THE E-RESUME PROCESS TO ENSURE THE INFORMATION IS UP TO DATE AND ACCURATE.

MEMBERS UNABLE TO CONNECT TO DIRECT ACCESS DUE TO VESSELS BEING UNDERWAY OR OTHER EXTENUATING CIRCUMSTANCES MAY COMMUNICATE THEIR REQUESTS TO SCREEN VIA RECORD MESSAGE TRAFFIC TO PSC(EPM-2) USING THE SUBJ LINE "XPO SCREENING REQUEST (NAME-EMPLID)". THEY MUST, HOWEVER, FOLLOW UP WITH AN E-RESUME AS SOON AS DIRECT ACCESS CONNECTIVITY IS AVAILABLE.

MEMBERS WHO HAVE SUBMITTED OR INTEND TO SUBMIT A REQUEST TO SCREEN FOR OIC, SHALL NOT SUBMIT AN ADDITIONAL REQUEST TO SCREEN FOR XPO. MEMBERS WHO DID NOT SUCCESSFULLY SCREEN FOR OIC OR DID NOT RECEIVE AN OIC ASSIGNMENT WILL AUTOMATICALLY BE SCREENED FOR XPO.