

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 sections for 'Announcements Updated 1 August 2016' and 'More User Resources'. The main content area is titled 'Employee' and contains a grid of links. A red box highlights the 'Tasks' link in the top row of the grid. Below the 'Employee' section, there are links for 'Manager', 'Tasks', and 'Travel Charge Card Program'.

Step 3

- Click “My Panel Submissions”

The screenshot shows the 'Tasks' menu in the Direct Access portal. The menu is a grid of 15 items, each with an icon and a description. A red box highlights the 'My Panel Submissions' link in the bottom right corner of the grid. The link description reads: '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

Go

History

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:

Search

Submit

Bus Unit:

Job Code:

[Return to My Panel Submissions](#)

Step 6

- Click “Search”

Panel Source: Command Screening

AD/Res Ind:

Search

Submit

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 | CMRCSP 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 "Active Duty Officer Postgraduate and Advanced 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 | CMRCSP 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 Command Screening ▾

Go

History

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

Save

[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 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 'Employee' menu with a red box around it and a red arrow pointing to the 'Tasks' link. The 'Tasks' link is the first item in the menu, followed by 'Profile', '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...'. Below the 'Employee' menu are sections for 'Manager' (with a 'View' link), 'Tasks', and 'Travel Charge Card Program'.

Step 3

- Click “My Assignments Endorsements”

The screenshot shows the Direct Access portal interface with the 'Tasks' menu expanded. The 'Tasks' menu is located at the top left of the main content area. Below it, there are several task cards, each with an icon and a description. A red box highlights the 'My Assignments Endorsements' task card, and a red arrow points to it. The 'My Assignments Endorsements' task card is located in the middle row, second column. The other task cards 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 Email Address', and 'My Member Info', 'My eResume', and 'My Panel Submissions'.

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.

Endorsements I Submitted Endorsements Requested From Me

*Submission Status: Pending

Submission From Date:

Submission To Date:

Submitted By:

| 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"/> | View Endorsement |

Step 8

- Click “Edit”

Endorsement Summary

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

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

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

Member
Comments:

test

Endorser:

1st Submitted
Endorser:

Recommend

Not Recommended

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 'Employee' menu in the Direct Access system. The 'Tasks' link is highlighted with a red box and a red arrow pointing to it. Other links in the menu include Profile, 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... Below the menu, there 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 system. The 'My Panel Submissions' link is highlighted with a red box and a red arrow pointing to it. The page displays a grid of various tasks, each with a brief description: 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).

*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.