

# Postgraduate/Advanced Education Direct Access Tutorial



Coast Guard Personnel Service Center

Officer Personnel Management Division



**AVOID THE MOST COMMON  
MISTAKES MADE IN THE  
PG/ADV ED APPLICATION  
PROCESS BY  
SUCCESSFULLY  
COMPLETING YOUR  
E-RESUME FOR PG/ADV ED  
PROGRAMS**



**Coast Guard Personnel Service Center**

**Officer Personnel Management Division**



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## Tasks

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Annual Screening Questionnaire

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**From the Self Service Menu  
Select: Create E-Resume**



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## View Job Postings

Enter your search criteria then click Search

### Search Criteria

**Position Source:** Active Duty PCS  ← Select a Position Source Code

**Position:**  Select a Position Nbr or leave blank for all

**Dept Type:**   Select a Type or leave blank for all

**Department:**   Select a Dept or leave blank for all

**State:**   Select a State or leave blank for all

**Job Family:** COMOFF  Select a Job Family or leave blank for all

**Job Code:**   Select a Jobcode or leave blank for all

**Accomplishment:**   Select an Accomplishment or leave blank for all

**Competency:**   Select a Competency or leave blank for all

**Keyword(s):**  Optional

Include positions NOT on shopping list

**Step 1: Change 'Active Duty PCS' to 'Advanced Training' using the drop-down menu.**

Jobcode	Dept	Position	City	State	Job Title
					<a href="#">Job Title</a>

[View Job Basket](#)



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### View Job Postings

Enter your search criteria then click Search

**Search Criteria**

**Position Source:**  Select a Position Source Code

**Position:**  Select a Position Nbr or leave blank for all

**Dept Type:**  Select a Type or leave blank for all

**Department:**  Select a Dept or leave blank for all

**State:**  Select a State or leave blank for all

**Job Family:**  Select a Job Family or leave blank for all

**Job Code:**  Select a Jobcode or leave blank for all

**Accomplishment:**  Select an Accomplishment or leave blank for all

**Competency:**  Select a Competency or leave blank for all

**Keyword(s):**  Optional

**Include positions NOT on shopping list**

Ensure the Position Source is 'Advanced Training'.

Step 2: Ensure Job Family is 'COMOFF'

Step 3: Enter Job Code '000096'. All PG/Adv Ed entries are under code '000096'.

Step 4: Select this option.

Jobcode	Dept	Position	City	State	Job Title
					<a href="#">Job Title</a>

[View Job Basket](#)



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### View Job Postings

Enter your search criteria then click Search

Search Criteria

Position Source:  Select a Position Source Code

Position:  Select a Position Nbr or leave blank for all

Dept Type:  Select a Type or leave blank for all

Department:  Select a Dept or leave blank for all

State:  Select a State or leave blank for all

Job Family:  Select a Job Family or leave blank for all

Job Code:  Select a Jobcode or leave blank for all

Accomplishment:  Select an Accomplishment or leave blank for all

Competency:  Select a Competency or leave blank for all

Keyword(s):  Optional

Include positions NOT on shopping list

All positions are listed under the LT Job Code: '000096'

All listed positions should be listed under the 'PSC OPM' Department. If you see anything other than 'PSC OPM', check to ensure that 'Advanced Training' is selected in the Position Source drop-down box

Click 'View All' to see all PG/Adv Ed Listings

Jobcode	Dept	Position	City	State	Job Title	Status	Position Source	Job Req #	Job Basket
LT	PSC OPM	ARLINGTON	VA	<a href="#">PG-CHEMICAL ENG - HAZMAT</a>	Closed	Adv Trng	083949	<input type="checkbox"/>	
LT	PSC OPM	ARLINGTON	VA	<a href="#">PG-INDUSTRIAL HYGIENE - HAZMAT</a>	Closed	Adv Trng	083950	<input type="checkbox"/>	
LT	PSC OPM	ARLINGTON	VA	<a href="#">PG-STRATEGIC INTELLIGENCE</a>	Closed	Adv Trng	083951	<input type="checkbox"/>	
LT	PSC OPM	ARLINGTON	VA	<a href="#">PG-MAR AFFAIRS LIV MAR RES</a>	Closed	Adv Trng	083952	<input type="checkbox"/>	
LT	PSC OPM	ARLINGTON	VA	<a href="#">PG-CIVIL ENGINEERING</a>	Closed	Adv Trng	083953	<input type="checkbox"/>	

View All First 1-25 of 73 Last



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**View Job Postings**

Enter your search criteria then click Search

Search Criteria

**Position Source:** Advanced Training  Select a Position Source Code  
**Position:**  Select a Position Nbr or leave blank for all  
**Dept Type:**  Select a Type or leave blank for all  
**Department:**  Select a Dept or leave blank for all  
**State:**  Select a State or leave blank for all  
**Job Family:** COMOFF Select a Job Family or leave blank for all  
**Job Code:** 000096 Select a Jobcode or leave blank for all  
**Accomplishment:**  Select an Accomplishment or leave blank for all  
**Competency:**  Select a Competency or leave blank for all  
**Keyword(s):**  Optional  
 **Include positions NOT on shopping list**

Search

**Step 5: Select the PG/Adv Ed Program you desire by 'checking' the job basket box**

Jobcode	Dept	Position	City	State	Job Title	Status	View 25 Position Source	Job Req #	Job Basket
LT	PSC OPM	ARLINGTON	VA	<a href="#">PG-CHEMICAL ENG - HAZMAT</a>	Closed	Adv Trng	083949	<input type="checkbox"/>	
LT	PSC OPM	ARLINGTON	VA	<a href="#">PG-INDUSTRIAL HYGIENE - HAZMAT</a>	Closed	Adv Trng	083950	<input type="checkbox"/>	
LT	PSC OPM	ARLINGTON	VA	<a href="#">PG-STRATEGIC INTELLIGENCE</a>	Closed	Adv Trng	083951	<input checked="" type="checkbox"/>	
LT	PSC OPM	ARLINGTON	VA	<a href="#">PG-MAR AFFAIRS LIV MAR RES</a>	Closed	Adv Trng	083952	<input type="checkbox"/>	
LT	PSC OPM	ARLINGTON	VA	<a href="#">PG-CIVIL ENGINEERING</a>	Closed	Adv Trng	083953	<input type="checkbox"/>	
LT	PSC OPM	ARLINGTON	VA	<a href="#">PG-CIVIL ENGINEERING (MBA)</a>	Closed	Adv Trng	083954	<input type="checkbox"/>	
LT	PSC OPM	ARLINGTON	VA	<a href="#">PG-OCEAN ENGINEERING</a>	Closed	Adv Trng	083955	<input type="checkbox"/>	
LT	PSC OPM	ARLINGTON	VA	<a href="#">PG-FINANCIAL MANAGEMENT</a>	Closed	Adv Trng	083956	<input type="checkbox"/>	



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### View Job Postings

Enter your search criteria then click Search

Search Criteria

Position Source:  Select a Position Source Code

Position:  Select a Position Nbr or leave blank for all

Dept Type:  Select a Type or leave blank for all

Department:  Select a Dept or leave blank for all

State:  Select a State or leave blank for all

Job Family:  Select a Job Family or leave blank for all

Job Code:  Select a Jobcode or leave blank for all

Accomplishment:  Select an Accomplishment or leave blank for all

Competency:  Select a Competency or leave blank for all

Keyword(s):  Optional

Include positions NOT on shopping list

Once you select the PG/Adv Ed program, press the 'Add Selected to Job Basket' button

Selecting 'View Job Basket' will display jobs you currently have in your Job Basket

View All First  1 of 1  Last

Jobcode	Dept	Position	City	State	Job Title	Status	Position Source	Job Req #	Job Basket
LT	PSC OPM		ARLINGTON	VA	<a href="#">PG-STRATEGIC INTELLIGENCE</a>	Closed	Adv Trng	083951	<input checked="" type="checkbox"/>

[View Job Basket](#)



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**View Job Postings**

**Job Basket**

Here is the list of the jobs you have currently selected in your job basket.

View All    First ◀ 1-3 of 3 ▶ Last

Position Number	Position Desc	Department	Job Code	
	PG-FINANCIAL MANAGEMENT	PSC OPM	LT	<input type="checkbox"/> <input type="checkbox"/>
	PG-MARINE ENV PROT IND TRNG	PSC OPM	LT	<input type="checkbox"/> <input type="checkbox"/>
	PG-STRATEGIC INTELLIGENCE	PSC OPM	LT	<input type="checkbox"/> <input type="checkbox"/>

[Apply for Jobs in Basket](#)

[Return to Job Postings](#)

If satisfied with your selections, click '[Apply for Jobs In Basket](#)'. If you are not satisfied return to the job postings to modify your selections.

You may apply for up to 3 programs. In this scenario, the applicant is applying for the Strategic Intel, Financial Management, and Marine Environmental Protection Industry Training Programs.



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## Apply for Job

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- 11
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- 13

### Your Online Resume

Review your information on the following pages and update anything which has changed or is incorrect. Move between the pages by clicking on the Next and Previous buttons at the bottom of each page. Alternatively click the circled numbers above to return to completed pages.

If you change your resume the date will be recorded and any new jobs you apply for will use the new information. Jobs you applied for previously will continue to use the old information. This is because recruitment decisions may have already been made based on the original information you supplied.

When you reach the last page click the Submit button to confirm any changes and to apply for any jobs in your basket.

Continue with the E-Resume process.  
Ensure you review your information at each step.

Next



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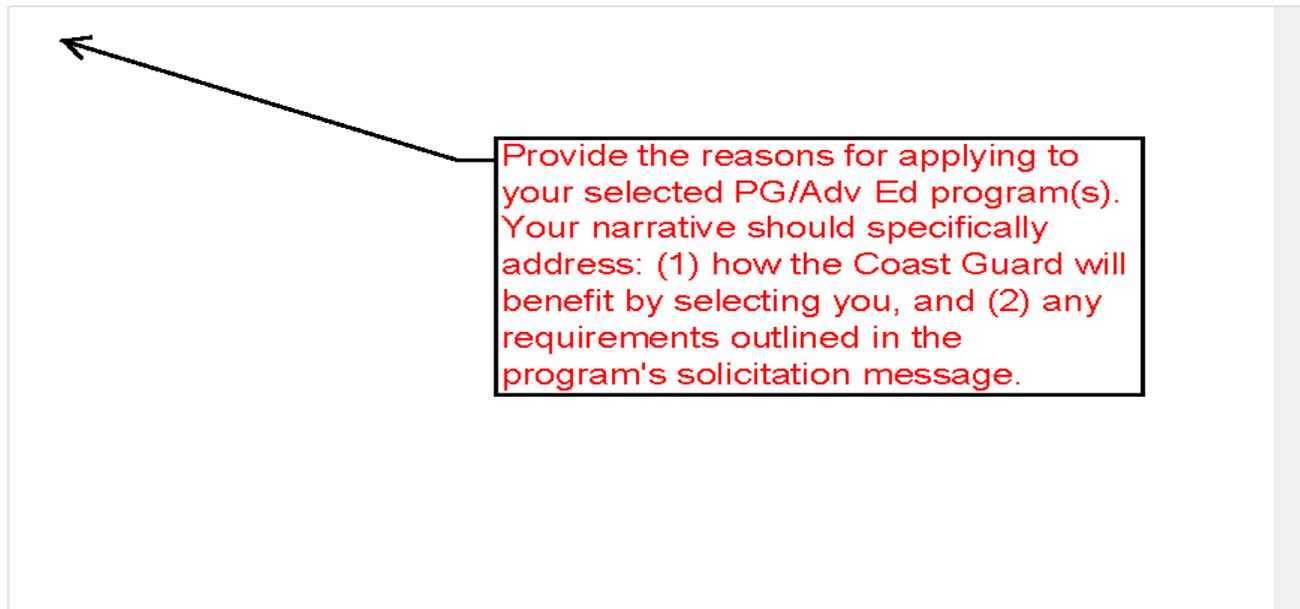
[Help](#)

Apply for Job

- ①
- ②
- ③
- ④
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- ⑥
- ⑦
- ⑧
- ⑨
- ⑩
- ⑪
- ⑫
- ⑬

**Full Text Resume**

If you already have a resume on your computer you may copy the text and paste it into the following box.



Provide the reasons for applying to your selected PG/Adv Ed program(s). Your narrative should specifically address: (1) how the Coast Guard will benefit by selecting you, and (2) any requirements outlined in the program's solicitation message.

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Next



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Apply for Job

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Enter the EMPLID for the person who will endorse your E-Resume.  
A positive command endorsement IS required for all PG/Adv Ed programs.

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Preferences

Move the positions from your Job Basket in your preferred order. (Even if there is only one position in the Job Basket). Use the YELLOW right arrow button next to the position to move the job to the right. The position will be added at the end of your list. Positions can be deleted from the Job Preference Order and then added again to re-sort if necessary.

Enter the Endorser Emplid:    
 No Endorsement Required

Add each position, in preference order, by selecting the yellow 'Add' button.

Job Basket				View All			First	1-3 of 3	Last	Pref Order				View All			First	1-3 of 3	Last
Position	Position Desc	Department	Job Code	Add	Del	Position	Descr												
	PG-STRATEGIC INTELLIGENCE	PSC OPM	LT	▶	<input type="checkbox"/>	1	PG-STRATEGIC INTELLIGENCE												
	PG-FINANCIAL MANAGEMENT	PSC OPM	LT	▶	<input type="checkbox"/>	2	PG-FINANCIAL MANAGEMENT												
	PG-MARINE ENV PROT IND TRNG	PSC OPM	LT	▶	<input type="checkbox"/>	3	PG-MARINE ENV PROT IND TRNG												

[Transfer to Convey Career Intentions](#)

Delete Selected Positions

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Next



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[Apply for Job](#)

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**Preferences**

Move the positions from your Job Basket in your preferred order. (Even if there is only one position in the Job Basket). Use the YELLOW right arrow button next to the position to move the job to the right. The position will be added at the end of your list. Positions can be deleted from the Job Preference Order and then added again to re-sort if necessary.

Enter the Endorser Emplid:

No Endorsement Required

Job Basket		View All	First	1-3 of 3	Last	Pref Order	View All	First	Last
Position	Position Desc	Department	Job Code	Add	Del	Position	Descr		
	PG-STRATEGIC INTELLIGENCE	PSC OPM	LT		<input type="checkbox"/>	1	PG-STRATEGIC INTELLIGENCE		
	PG-FINANCIAL MANAGEMENT	PSC OPM	LT		<input type="checkbox"/>	2	PG-FINANCIAL MANAGEMENT		
	PG-MARINE ENV PROT IND TRNG	PSC OPM	LT		<input type="checkbox"/>	3	PG-MARINE ENV PROT IND TRNG		

You should carefully consider the order of your program choices. List your most desired program FIRST - see pgs. 13 & 16 of the Process Guide for more info on [Order of Program Selection](#).

[Help](#)

To delete a program from your selections, select the box to the left of the program name and select '[Delete Selected Positions](#)'.

[Transfer to Convey Career Intentions](#)

To continue, select '[Next](#)'.



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### Apply for Job

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- ⑫
- ⑬

### Submit Resume

If you wish to review your information use the previous and next links or click the step numbers above, to navigate through the pages. When you have checked your information click the Submit button below to send us your resume.

Certain parts of your resume can be updated after submission, such as your email address, but the rest cannot be changed because the information in your resume may be used in the candidate selection process and as such will be assumed to be a snapshot of your position at the time of submission. If your resume information changes significantly in the future, and you wish to apply for more jobs, you will be required to submit a new resume.

Submit

You will be notified by email when we have received your resume.

The company is not responsible for the verification of data provided and shall not be liable for any errors, factual, transcription or otherwise, contained in the information posted.

Once you are satisfied with the order of the PG/Adv Ed panels you applied for, select 'Submit' to complete your E-Resume.

You may go back to review your E-Resume by selecting 'Previous'.

Previous



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[Help](#)

[Apply for Job](#)

## Submit Confirmation

Resume Submitted Successfully

OK

Confirmation that your E-Resume was submitted successfully in Direct Access.

To self-check that OPM-1 received your application and verify your completed command endorsement, follow the steps on pg. 18 of the Process Guide. DO NOT contact OPM-1 to verify receipt of your application if you have not reviewed your completed E-Resume through Direct Access using the instructions on pg. 18 of the Process Guide.



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## **COMMANDING OFFICERS' ROLE**

Commanding Officers (CO) have an important responsibility to identify and encourage qualified officers and enlisted members who demonstrate character and leadership potential to pursue advanced leadership positions through continued education. However, each candidate is ultimately responsible for initiating and completing all eligibility requirements prior to the established deadline; which includes obtaining a positive CO's endorsement. Only those individuals who have clearly demonstrated sustained superior performance, outstanding leadership abilities, and the potential to continue to serve successfully should be recommended for PG/Adv Ed opportunities. If a CO feels an individual is not qualified for PG/Adv Ed opportunities, that applicant should not be recommended and should be counseled on what is required to receive a positive endorsement.

## **E-INTERVIEW SUBMISSION**

The CO's endorsement, the E-Interview, must contain a written opinion of the applicant's interests, ability, and potential value to the Service relating to the requested program(s). Only endorsements from the Commanding Officer, Chief of Military Personnel in Logistics, or Reporting Officer/Reviewer with the "Mark All Final" privilege in Direct Access, cognizant Directorate Deputies, or Executive Assistants for personnel assigned at Coast Guard Headquarters are authorized.

Note: Any member that does not receive a positive endorsement will not be eligible to compete.

## **COMMAND E-RESUME ENDORSEMENT PROCESS**

To correctly endorse an applicant's E-Resume use the following guidance:

1. Log into Direct Access.
2. Click on "Worklist" shortcut/hyperlink at the top right of the screen.
3. Click on the applicant's name in your worklist to access the "Job Endorsement" page.
4. Once in the "Job Endorsement" page, click on the drop down arrows to make a "Recommendation" of "Make Offer or Reject", and a "Rating" of "Average or Excellent" of the applicant's qualification for the PG/Adv Ed requested program(s).
5. Click on the "Comments" link corresponding to the PG/Adv Ed program(s) and enter comments. After entering comments click on "Return".
6. This will return you to the "Job Endorsement" screen. If you are the final endorser click on the "Mark All Final" button and then click "Submit".
7. If you are not the final endorser only click the "Submit" button. This brings you back to your worklist where you can "Reassign" the E-Resume. Enter the next endorser's "Operator ID" and select "OK".
8. Note: Operator ID is the User ID used by a member to log on Direct Access (which may be a member's EMPLID, initials/name or combination).
9. If you are the final endorser, click the "Marked Worked" button to remove the E-Resume from your worklist.

# 1. Log into Direct Access.

Oracle | PeopleSoft Enterprise Sign-in - Windows Internet Explorer provided by U.S. Coast Guard

https://portal.direct-access.us/psp/EPPRD/?cmd=login&languageCd=ENG&

File Edit View Favorites Tools Help

**ORACLE**  
**PEOPLESOFT ENTERPRISE**

User ID:   
Password:

[Sign In](#)

**EMPLID Password**

Please review Title 18 USC Section 130 and Title 5 USC Section 552A below.

[Forgot My Password](#)

**Title 18 USC Section 130**  
Unauthorized access is prohibited by Title 18 USC Section 1030. Unauthorized access may also be a violation of other Federal Law or governmental policy, and may result in criminal and/or administrative penalties. Users shall not access other users' or system files without proper authority. Absence of access controls IS NOT authorization for access! USCG information systems and related equipment are intended for communication, transmission, processing and storage of U.S. Government information. These systems and equipment are subject to monitoring to ensure proper functioning, protect against improper or unauthorized use or access, and verify the presence or performance of applicable security features or procedures, and other like purposes. Such security monitoring may result in the acquisition, recording, and analysis of all data being communicated, transmitted, processed or stored in this system by a user. If security monitoring reveals evidence of possible criminal activity, such evidence may be provided to law enforcement personnel. Use of this system constitutes consent to such monitoring.

**Title 5 USC Section 552A**  
This system contains information protected under the provisions of the privacy Act of 1974 (5 USC 522A). Any privacy information displayed on the screen or printed must be protected from unauthorized disclosure. Employees who violate privacy safeguards may be subject to disciplinary actions, a fine of up to \$5,000 per disclosure, or both. Information in this system is provided for use in official Coast Guard business only. Requests for information from this system from persons or organizations outside of the U.S. Coast Guard should be forwarded to Commandant CG-6.

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2. Click on "Worklist" shortcut/hyperlink at the top right of the screen.

Employee-facing registry content - Windows Internet Explorer provided by U.S. Coast Guard

https://portal.direct-access.us/psp/EPPRD/EMPLOYEE/EMPL/h/?tz

United States Coast Guard  
U.S. Department of Homeland Security

Home Add to My Links Sign out

My Links Select One:

My Page Requests

Content Layout

Announcements Updated 16 April 2014

April Leave and Earnings statements (LEs) Posted: LEs for April are available. Go to ["View Paycheck"](#) under Employee Self Service to view.

April Reserve Points Statements Posted: Reserve retirement point data for April 2014 is available. Go to ["View Reserve Points"](#) under Employee Self Service to view.

Direct Access II [Technology Refresh Projects](#) -

- » PCS eResume: [More information and instructions](#).
- » Assignment Processing: [More information and instructions](#).
- » Accessions: [More information and instructions](#).

More User Resources:

- » [Military Assistance Company \(MAC\) Allotments Service Ending](#)
- » [PCS eResume \(Member, Endorser, and Proxy\) User Guides](#)  
Disregard the address displaying next to the SUBMIT button on the E-Resume page. The address may not be your current address. This is a known issue. The address carries no importance for internal applicants. Go to Self-Service, Tasks, [Home and Mailing Address](#) to view or update current address information.
- » [Recruiting and Accessions](#)
- » [Self Service Electronic Leave / Absence Request System](#).  
Reminder! Do not input leave for PCS or separations using self-service. Your SPO will include the leave on your orders.
- » [Assignment Processing](#)
- » [Person Profile \(Competencies, Languages, Memberships, Education and Licenses\)](#).
- » [Portal Navigation Demos and Guides](#)
- » [Direct Access Online Help](#)
- » [SPO Manual](#)
- » [ALSPQ Messages](#)
- » [Pay & Allowance Rates](#)
- » [PPC Customer Satisfaction Survey](#)

If you encounter problems, have questions, or need any assistance with Direct Access, contact PPC Customer Care at 866.772.8724 or use the [online Trouble-Ticket Form](#).

If you have time out or other issues when using Direct Access I

Employee

Manager

- Tasks
- Schedule Multiple Drills
- Schedule Drills
- Manage Reserve Member
- Reserve Orders
- View
- View My Worklist
- Personal Information
- All Duty

Self Service for Commands

Servicing Personnel Office

Travel Charge Card Program

Travel Charge Card Reports

Person Profile

Assignments

Assignments Reports

Click "View My Worklist"

3. Click on the applicant's name in your worklist to access the "Job Endorsement" page.

United States Coast Guard  
U.S. Department of Homeland Security

Home Add to My Links Sign out

My Links Select One:

Main Menu > Self Service > Manager > View > [New Window](#) [Help](#)

Worklist for 2067053: BENJAMIN ALLEN MAY

Work List Filters: Interview Worklist

Item Name	From	Date From	Work Item	Description	Link	Mark Worked	Reassign
1	BENJAMIN ALLEN MAY	02/16/2011	Interview Worklist	HR_SUBMIT_RESUME_APP	<a href="#">MAY, BENJAMIN FN CG STA BRANT P</a>	Mark Worked	Reassign
2	BENJAMIN ALLEN MAY	05/01/2014	Interview Worklist	HR_SUBMIT_RESUME_APP	<a href="#">MAY, BENJAMIN YN3 PSC OPM-2-ADM</a>	Mark Worked	Reassign

[Refresh](#)

Click Applicant Name

- Once in the "Job Endorsement" page, click on the drop down arrows to make a "Recommendation" of "Make Offer or Reject", and a "Rating" of "Average or Excellent" of the applicant's qualification for the PG/Adv Ed requested program(s).

The screenshot shows a web browser window titled "View My Worklist - Windows Internet Explorer provided by U.S. Coast Guard". The address bar shows the URL: <https://portal.direct-access.us/psp/EPPRD/EMPLOYEE/USCGP1HR>. The page header includes the United States Coast Guard logo and the text "United States Coast Guard U.S. Department of Homeland Security". Navigation links include "Home", "Add to My Links", "Sign out", and "My Links Select One:". A breadcrumb trail reads "Main Menu > Self Service > Manager > View >".

The main content area is titled "Job Endorsement" and contains the following text: "Listed below are the job postings for which the member has applied. Update the interview results for each job request where appropriate. Press the 'Mark All Final' button at the right to finalize all the endorsements." A yellow "Mark All Final" button is located to the right of this text.

Below the text is a table titled "Interview Schedule":

#	Position #	Description	Date	*Recommendation	*Rating	Final Comments
1	<a href="#">Position #</a>	PG-INDUSTRIAL HYGIENE - HAZMAT	05/01/2014	Make Offer	Average	<a href="#">Comments</a>

Annotations with red boxes and arrows point to specific elements: "Click 'Comments' (Read Step 5)" points to the "Comments" link; "Average" or "Excellent" points to the "Rating" dropdown; "Make Offer" or "Reject" points to the "Recommendation" dropdown; and "Submit" points to the yellow "Submit" button.

Below the table is a "Resume Text" section with a right-pointing arrow and a yellow "Submit" button.

5. Click on the “Comments” link corresponding to the PG/Adv Ed program(s) and enter comments. After entering comments click on “Return”.

**Enter Interview Results**

**Interview Detail**

Applicant: MAY, BENJAMIN

\*Interview Date: 05/01/2014 [BT] Job Requisition #: 083950

\*Interview Level: Phone

Interviewer ID: MAY, BENJAMIN

\*Rating: Average

\*Recommendation: Make Offer  Final Recommendation

Comment: Type comments here...

[Return](#)

\* Required Field

The postgraduate program leads to a Master's degree in Industrial Hygiene or a closely related Safety and Environmental Health discipline. Program course of study should emphasize the following areas: Industrial Hygiene, Safety, Safety Engineering, Environmental Health, or Ergonomics. Upon completion of program, graduates can expect assignment as field safety and environment health officers. Other possible assignments include Headquarters and TRACEN Yorktown. Follow-on tours have included command staff at Marine Safety Units, cutters, strike teams, division chiefs positions within Headquarters and MLC staffs.

6. This will return you to the "Job Endorsement" screen. If you are the final endorser click on the "Mark All Final" button and then click "Submit".

View My Worklist - Windows Internet Explorer provided by U.S. Coast Guard

https://portal.direct-access.us/psp/EPPRD/EMPLOYEE/USCGP1HR

View My Worklist

File Edit View Favorites Tools Help

United States Coast Guard  
U.S. Department of Homeland Security

Home Add to My Links Sign out

My Links Select One:

Main Menu > Self Service > Manager > View > [New Window](#) [Help](#)

### Job Endorsement

Listed below are the job postings for which the member has applied. Update the interview results for each job request where appropriate. Press the "Mark All Final" button at the right to finalize all the endorsements.

[Mark All Final](#)

# Position #	Description	Date	*Recommendation	*Rating	Final Comments
1 <a href="#">Position #</a>	PG-INDUSTRIAL HYGIENE - HAZMAT	05/01/2014	Make Offer	Average	<input type="checkbox"/> <a href="#">Comments</a>

[Resume Text](#) [Submit](#)

Final Endorser Will Click "Mark All Final"

If Not Final Endorser See Step 7

Click Submit

7. If you are not the final endorser only click the “Submit” button. This brings you back to your worklist where you can “Reassign” the E-Resume. Enter the next endorser’s “Operator ID” and select “OK”.

The screenshot shows a web browser window titled "View My Worklist - Windows Internet Explorer provided by U.S. Coast Guard". The address bar shows the URL: <https://portal.direct-access.us/psp/EPPRD/EMPLOYEE/USCGP1HR>. The page header includes the United States Coast Guard logo and the text "United States Coast Guard U.S. Department of Homeland Security". Navigation links include "Home", "Add to My Links", "Sign out", and "My Links Select One:". A breadcrumb trail reads "Main Menu > Self Service > Manager > View >". There are also links for "New Window" and "Help".

The main content area contains a form with the following elements:

- Operator ID:** A text input field with a search icon to its right. A red callout box labeled "Send To Final Endorser's EMPLID or Name" points to this field.
- Comment:** A text input field. A red callout box labeled "Comments For Final Endorser To Read" points to this field.
- Buttons:** Two buttons labeled "OK" and "Cancel". A red callout box labeled "Click OK" points to the "OK" button.

8. Note: Operator ID is the User ID used by a member to log on Direct Access (which may be a member's EMPLID, initials/name or combination). Endorsement must show check-mark in the Final block prior to hitting submit.

View My Worklist - Windows Internet Explorer provided by U.S. Coast Guard

https://portal.direct-access.us/psp/EPPRD/EMPLOYEE/USCGP1HR

View My Worklist

File Edit View Favorites Tools Help

**United States Coast Guard**  
U.S. Department of Homeland Security

Home Add to My Links Sign out

My Links Select One:

Main Menu > Self Service > Manager > View >

New Window Help

### Job Endorsement

Listed below are the job postings for which the member has applied. Update the interview results for each job request where appropriate. Press the "Mark All Final" button at the right to finalize all the endorsements.

Mark All Final

Interview Schedule							
#	Position #	Description	Date	*Recommendation	*Rating	Final	Comments
1	Position #	PG-INDUSTRIAL HYGIENE - HAZMAT	05/01/2014	Make Offer	Average	<input checked="" type="checkbox"/>	Comments

Resume Text

Submit

Click "Submit"

MUST BE MARKED FINAL PRIOR TO SUBMITTING

9. If you are the final endorser, click the “Marked Worked” button to remove the E-Resume from your worklist.

United States Coast Guard  
U.S. Department of Homeland Security

Home Add to My Links Sign out

My Links Select One:

Main Menu > Self Service > Manager > View > [New Window](#) [Help](#)

Worklist for 2067053: BENJAMIN ALLEN MAY

Work List Filters: Interview Worklist

From	Date From	Work Item	Description	Link	Mark Worked	Reassign
1 BENJAMIN ALLEN MAY	05/01/2014	Interview Worklist	HR_SUBMIT_RESUME_APP	<a href="#">MAY.BENJAMIN.YN3</a> <a href="#">PSC.OPM-2-ADM</a>	Mark Worked	Reassign

Refresh

Click "Mark Worked" To Clear From List