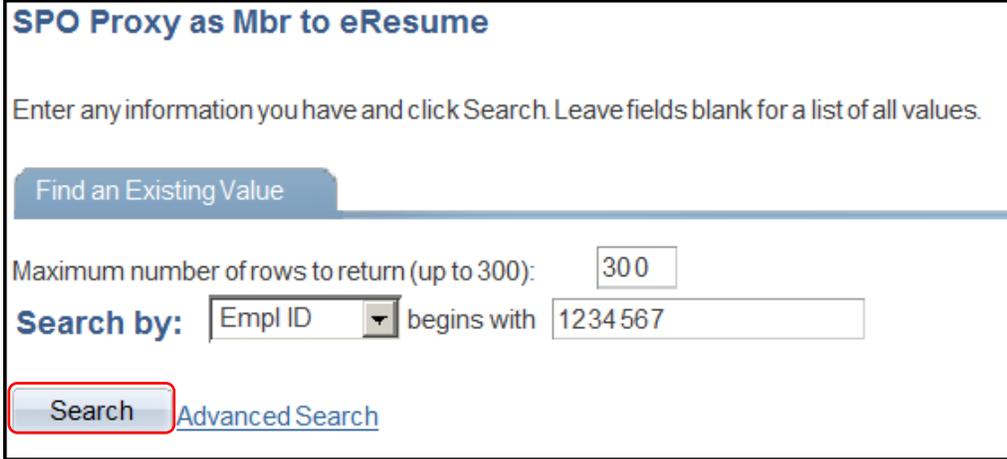


# Proxy Member for eResume

**Introduction** This document provides the procedures for submitting an eResume via Proxy for a member in Direct Access.

**Procedures** Log into DA Self-Service (add hyperlink) and follow the steps below to submit an eResume via Proxy for a member.

Step	Action
1	<p>Select the <b>Proxy Member for eResume</b> link from the home menu page.</p>  <p>The screenshot shows a web interface titled "Servicing Personnel Office". It contains a grid of links. The link "Proxy Member for eResume" is highlighted with a red rectangular box. Other visible links include "Email Address", "Direct Deposit", "Allotments", "SGLI + FSGLI", "Job Data", "Add a Person", "Proxy - Submit Absence Request", "Accrue Pay", "Dependent Information", "Hire Applicant", "Add Employment Instance", "Modify a Person", and "Search/Match".</p>
2	<p>The SPO Proxy as Mbr to eResume window appears. Enter the member's EMPLID and click the <b>Search</b> button.</p>  <p>The screenshot shows a search window titled "SPO Proxy as Mbr to eResume". It contains the instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this is a search bar with a "Find an Existing Value" button. There is a field for "Maximum number of rows to return (up to 300):" with the value "300" entered. The "Search by:" dropdown is set to "Empl ID" and the "begins with" field contains "1234567". The "Search" button is highlighted with a red rectangular box. A link for "Advanced Search" is also visible.</p>

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# Self-Service eResume, continued

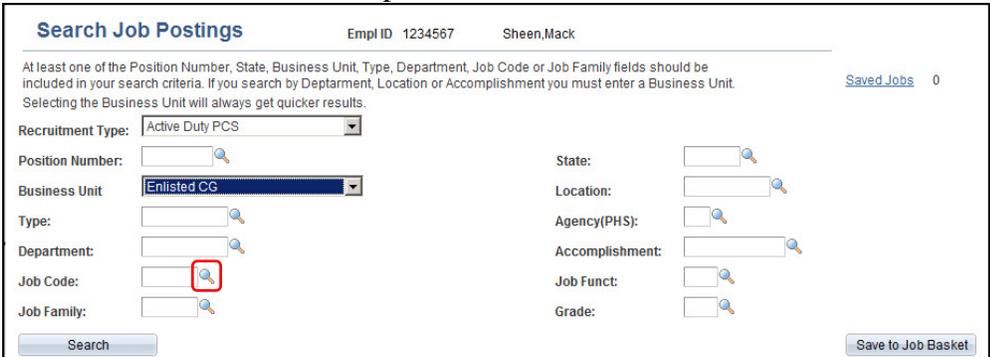
Procedures,  
continued

Step	Action
3	<p>The Enter an eResume as a Proxy for Another Member page appears. Click on <b>Proxy as member to Submit eResume</b>.</p> <div data-bbox="360 525 1365 772"><p><b>Enter an eResume as a Proxy for Another Member</b></p><p>Selecting the button will transfer you into the eResume Application as the member selected and shown below.</p><p>Empl ID 1234567      Sheen, Mack</p><p><input type="button" value="Proxy as Member to Submit eResume"/></p></div>
4	<p>The Search Job Postings window appears. Click the <b>Recruitment Type</b> drop-down and select the appropriate type.</p> <div data-bbox="360 871 1284 1205"><p><b>Search Job Postings</b>      Empl ID 1234567      Sheen, Mack</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. <a href="#">Saved Jobs</a> 0</p><p>Selecting the Business Unit will always get quicker results.</p><p>Recruitment Type: <input type="text" value="▼"/></p><p>Position Number: <input type="text" value="Active Duty PCS"/></p><p>Business Unit: <input type="text" value="SELRES PCS"/></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><input type="button" value="Search"/>      <input type="button" value="Save to Job Basket"/></p></div>

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# Self-Service eResume, continued

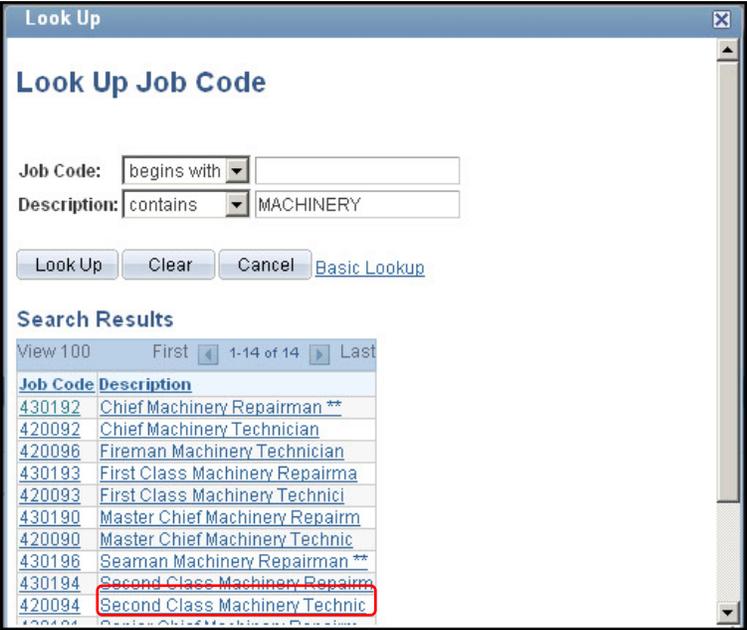
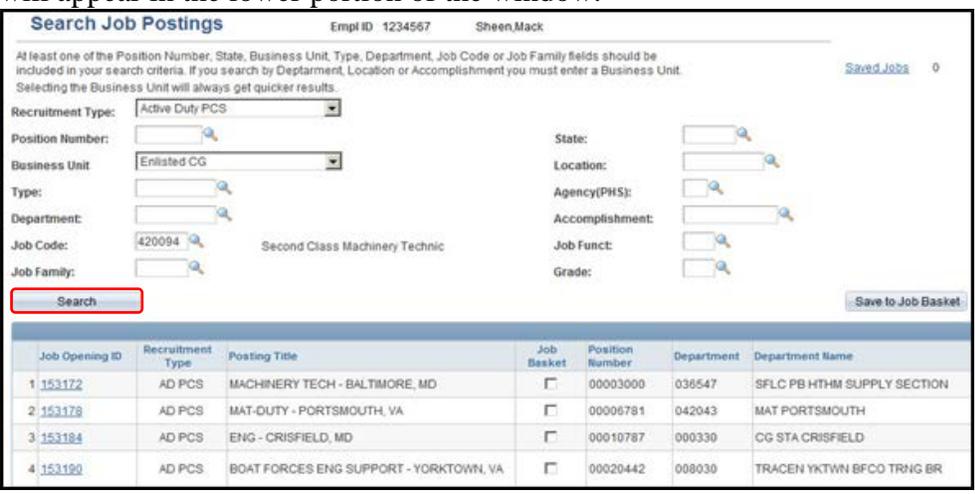
## Procedures, continued

Step	Action
5	<p>Click the <b>Business Unit</b> drop-down button and select the appropriate item.</p>  <p>The screenshot shows the 'Search Job Postings' interface with the following fields: Recruitment Type (Active Duty PCS), Position Number, Business Unit (dropdown menu open), Type, Department, Job Code, Job Family, State, Location, Agency(PHS), Accomplishment, Job Funct, and Grade. A 'Search' button and a 'Save to Job Basket' button are also visible.</p>
6	<p>Click on the <b>Job Code</b> look up.</p>  <p>The screenshot shows the 'Search Job Postings' interface with the 'Business Unit' dropdown menu set to 'Enlisted CG'. The 'Job Code' field has a magnifying glass icon highlighted with a red box.</p>
7	<p>Click on the <b>Description</b> drop-down button and choose <b>contains</b>. Type in a unique word that will identify the rating you are searching for. Click the <b>Look Up</b> button.</p>  <p>The screenshot shows the 'Look Up Job Code' dialog box with the following fields: Job Code (begins with), Description (contains), and a text input field containing 'MACHINERY'. There are 'Look Up', 'Clear', and 'Cancel' buttons, and a 'Basic Lookup' link. Below the input fields, there is a 'Search Results' section with a message: 'Only the first 300 results of a possible 2037 can be displayed. Enter more search key information and search again to reduce the number of search results.' and a 'View 100' link.</p>

Continued on next page

# Self-Service eResume, continued

Procedures,  
continued

Step	Action																																			
<p><b>8</b></p>	<p>Select the appropriate rating.</p>  <p><b>Note:</b> In this example we chose Second Class Machinery Technician.</p>																																			
<p><b>9</b></p>	<p>Select the <b>Search</b> button. All the available positions on the Shopping List will appear in the lower portion of the window.</p>  <table border="1" data-bbox="397 1575 1372 1743"> <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>1 153172</td> <td>AD PCS</td> <td>MACHINERY TECH - BALTIMORE, MD</td> <td><input type="checkbox"/></td> <td>00003000</td> <td>036547</td> <td>SFLC PB HTHM SUPPLY SECTION</td> </tr> <tr> <td>2 153178</td> <td>AD PCS</td> <td>MAT-DUTY - PORTSMOUTH, VA</td> <td><input type="checkbox"/></td> <td>00006781</td> <td>042043</td> <td>MAT PORTSMOUTH</td> </tr> <tr> <td>3 153184</td> <td>AD PCS</td> <td>ENG - CRISFIELD, MD</td> <td><input type="checkbox"/></td> <td>00010787</td> <td>000330</td> <td>CG STA CRISFIELD</td> </tr> <tr> <td>4 153190</td> <td>AD PCS</td> <td>BOAT FORCES ENG SUPPORT - YORKTOWN, VA</td> <td><input type="checkbox"/></td> <td>00020442</td> <td>008030</td> <td>TRACEN YKTWN BFCO TRNG BR</td> </tr> </tbody> </table> <p><b>Note:</b> You may refine your search by filling in the State or Location fields.</p>	Job Opening ID	Recruitment Type	Posting Title	Job Basket	Position Number	Department	Department Name	1 153172	AD PCS	MACHINERY TECH - BALTIMORE, MD	<input type="checkbox"/>	00003000	036547	SFLC PB HTHM SUPPLY SECTION	2 153178	AD PCS	MAT-DUTY - PORTSMOUTH, VA	<input type="checkbox"/>	00006781	042043	MAT PORTSMOUTH	3 153184	AD PCS	ENG - CRISFIELD, MD	<input type="checkbox"/>	00010787	000330	CG STA CRISFIELD	4 153190	AD PCS	BOAT FORCES ENG SUPPORT - YORKTOWN, VA	<input type="checkbox"/>	00020442	008030	TRACEN YKTWN BFCO TRNG BR
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# Self-Service eResume, continued

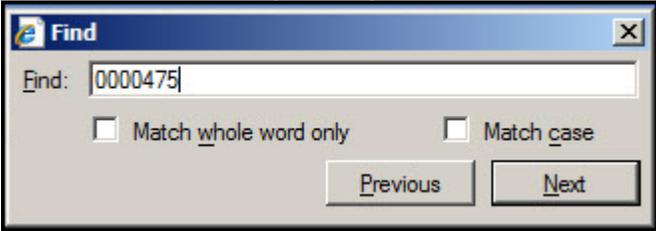
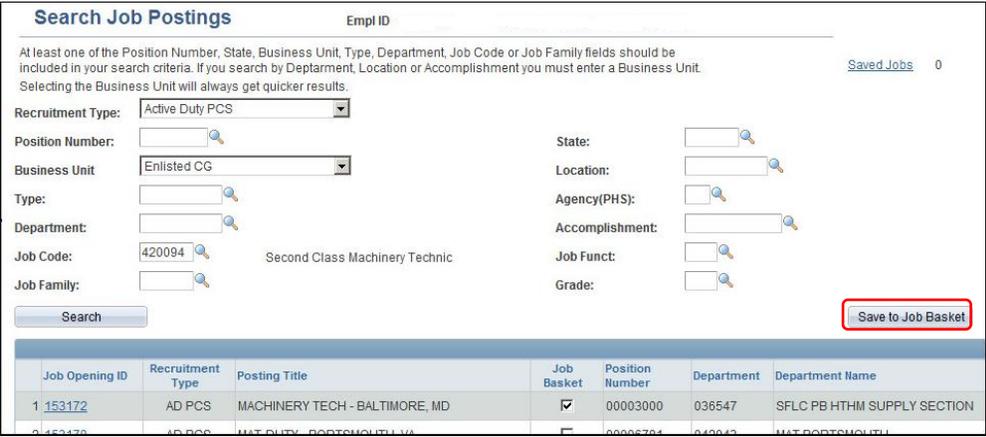
Procedures,  
continued

Step	Action																														
<p data-bbox="280 464 313 489"><b>10</b></p>	<p data-bbox="370 464 1317 527">If you wish to view the Position Details on a particular position, select the <b>Job Opening ID</b> link.</p> <table border="1" data-bbox="370 533 1138 779"> <thead> <tr> <th>Job Opening ID</th> <th>Recruitment Type</th> <th>Posting Title</th> <th>Job Basket</th> <th>Position Number</th> </tr> </thead> <tbody> <tr> <td><a href="#">153172</a></td> <td>AD PCS</td> <td>MACHINERY TECH - BALTIMORE, MD</td> <td><input type="checkbox"/></td> <td>00003000</td> </tr> <tr> <td><a href="#">153178</a></td> <td>AD PCS</td> <td>MAT-DUTY - PORTSMOUTH, VA</td> <td><input type="checkbox"/></td> <td>00006781</td> </tr> <tr> <td><a href="#">153184</a></td> <td>AD PCS</td> <td>ENG - CRISFIELD, MD</td> <td><input type="checkbox"/></td> <td>00010787</td> </tr> <tr> <td><a href="#">153190</a></td> <td>AD PCS</td> <td>BOAT FORCES ENG SUPPORT - YORKTOWN, VA</td> <td><input type="checkbox"/></td> <td>00020442</td> </tr> <tr> <td><a href="#">153191</a></td> <td>AD PCS</td> <td>BOAT FORCES ENG SUPPORT - YORKTOWN, VA</td> <td><input type="checkbox"/></td> <td>00020473</td> </tr> </tbody> </table> <p data-bbox="370 806 821 840">The following window will appear.</p> <div data-bbox="370 842 1138 1591" style="border: 1px solid black; padding: 5px;"> <p data-bbox="375 846 483 867"><b>Job Details</b></p> <p data-bbox="386 905 591 930"><b>Job Description</b></p> <p data-bbox="386 968 841 993">Job Title: MACHINERY TECH - BALTIMORE, MD</p> <p data-bbox="386 999 618 1024">Job ID: 153172</p> <p data-bbox="386 1035 464 1056">Location:</p> <p data-bbox="386 1073 634 1094">Full/Part Time: Full-Time</p> <p data-bbox="386 1104 623 1125">Regular/Temporary: Regular</p> <p data-bbox="386 1157 574 1178"><a href="#">Return to Previous Page</a></p> <hr/> <p data-bbox="394 1224 488 1245">Description</p> <p data-bbox="394 1255 846 1518">DEPARTMENT: 036547 - SFLC PB HTHM SUPPLY SECTION              ATU/OPFAC: 38/52000              POSITION: 00003000 - MACHINERY TECH              PRIORITY: 5              JOB: 420094 - Second Class Machinery Technic              CITY: BALTIMORE              STATE: MD              ENDORSEMENT: Not Required              AO: MK D5, PATFORSWA              INCUMBENT: WRENCH,ALLEN              ROTATION DATE: 07/01/2013              COMPETENCY:              NONE-NONE</p> <p data-bbox="386 1560 574 1581"><a href="#">Return to Previous Page</a></p> </div> <p data-bbox="370 1598 1305 1661">When you are finished viewing the Position Details, select the <b>Return to Previous Page</b> link.</p> <p data-bbox="370 1692 1263 1755"><b>Note:</b> This lists items like Incumbent, Rotation Date, and if there is a command endorsement required for the position.</p>	Job Opening ID	Recruitment Type	Posting Title	Job Basket	Position Number	<a href="#">153172</a>	AD PCS	MACHINERY TECH - BALTIMORE, MD	<input type="checkbox"/>	00003000	<a href="#">153178</a>	AD PCS	MAT-DUTY - PORTSMOUTH, VA	<input type="checkbox"/>	00006781	<a href="#">153184</a>	AD PCS	ENG - CRISFIELD, MD	<input type="checkbox"/>	00010787	<a href="#">153190</a>	AD PCS	BOAT FORCES ENG SUPPORT - YORKTOWN, VA	<input type="checkbox"/>	00020442	<a href="#">153191</a>	AD PCS	BOAT FORCES ENG SUPPORT - YORKTOWN, VA	<input type="checkbox"/>	00020473
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# Self-Service eResume, continued

## Procedures, continued

Step	Action																																			
<p><b>11</b></p>	<p>If you desire to apply for that position, click the <b>Job Basket</b> check box.</p> <table border="1" data-bbox="396 495 1382 695"> <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>1 153172</td> <td>AD PCS</td> <td>MACHINERY TECH - BALTIMORE, MD</td> <td><input checked="" type="checkbox"/></td> <td>00003000</td> <td>036547</td> <td>SFLC PB HTHM SUPPLY SECTION</td> </tr> <tr> <td>2 153178</td> <td>AD PCS</td> <td>MAT-DUTY - PORTSMOUTH, VA</td> <td><input type="checkbox"/></td> <td>00006781</td> <td>042043</td> <td>MAT PORTSMOUTH</td> </tr> <tr> <td>3 153184</td> <td>AD PCS</td> <td>ENG - CRISFIELD, MD</td> <td><input type="checkbox"/></td> <td>00010787</td> <td>000330</td> <td>CG STA CRISFIELD</td> </tr> <tr> <td>4 153190</td> <td>AD PCS</td> <td>BOAT FORCES ENG SUPPORT - YORKTOWN, VA</td> <td><input type="checkbox"/></td> <td>00020442</td> <td>008030</td> <td>TRACEN YKTNW BFCO TRNG BR</td> </tr> </tbody> </table>	Job Opening ID	Recruitment Type	Posting Title	Job Basket	Position Number	Department	Department Name	1 153172	AD PCS	MACHINERY TECH - BALTIMORE, MD	<input checked="" type="checkbox"/>	00003000	036547	SFLC PB HTHM SUPPLY SECTION	2 153178	AD PCS	MAT-DUTY - PORTSMOUTH, VA	<input type="checkbox"/>	00006781	042043	MAT PORTSMOUTH	3 153184	AD PCS	ENG - CRISFIELD, MD	<input type="checkbox"/>	00010787	000330	CG STA CRISFIELD	4 153190	AD PCS	BOAT FORCES ENG SUPPORT - YORKTOWN, VA	<input type="checkbox"/>	00020442	008030	TRACEN YKTNW BFCO TRNG BR
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<p><b>12</b></p>	<p>You can find specific jobs by using the Find feature (<b>Ctrl-F</b>). Search by Position Number, City, or any word in the Position title.</p> 																																			
<p><b>13</b></p>	<p>Once you have selected all the positions you wish to apply for, click the <b>Save to Job Basket</b> button.</p> 																																			

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## Self-Service eResume, continued

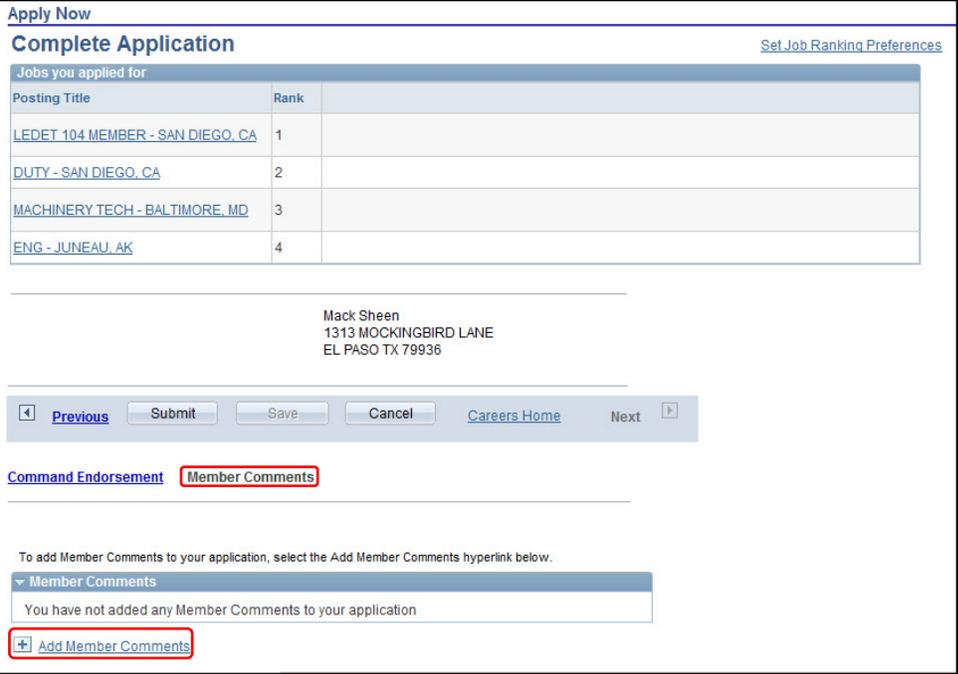
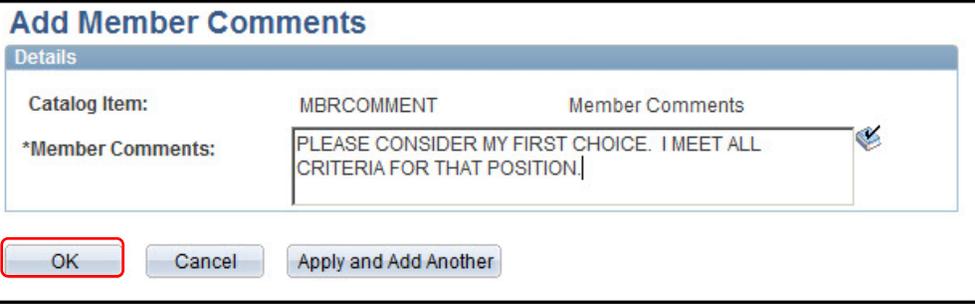
Procedures,  
continued

Step	Action																														
<p><b>14</b></p>	<p>The My Saved Jobs window appears. At this point you can either delete positions from your Job Basket or apply for them. Once you decide on your final list, click the <b>Select All</b> link and then click the <b>Apply Now</b> button.</p> <div data-bbox="396 569 1377 1073" style="border: 1px solid black; padding: 5px;"> <p><b>My Saved Jobs</b></p> <p><input checked="" type="checkbox"/> You have successfully saved your new jobs.</p> <table border="1" data-bbox="418 680 1354 953"> <thead> <tr> <th colspan="5">Saved Jobs</th> </tr> <tr> <th></th> <th>Job Title</th> <th>Job ID</th> <th>Department Name</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td><a href="#">LEDET 104 MEMBER - SAN DIEGO, CA</a></td> <td>154814</td> <td>TACLET PACAREA LEDET 104</td> <td>Open</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><a href="#">ENG - JUNEAU, AK</a></td> <td>154802</td> <td>CG STA JUNEAU</td> <td>Open</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><a href="#">DUTY - SAN DIEGO, CA</a></td> <td>154720</td> <td>CGC SHERMAN</td> <td>Open</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><a href="#">MACHINERY TECH - BALTIMORE, MD</a></td> <td>153172</td> <td>SFLC PB HTHM SUPPLY SECTION</td> <td>Open</td> </tr> </tbody> </table> <p data-bbox="418 982 850 1010"> <input checked="" type="button" value="Select All"/> <input type="button" value="Deselect All"/> <input checked="" type="button" value="Apply Now"/> <input type="button" value="Delete"/> </p> <p data-bbox="418 1031 613 1058"><a href="#">Return to Previous Page</a></p> </div>	Saved Jobs						Job Title	Job ID	Department Name	Status	<input checked="" type="checkbox"/>	<a href="#">LEDET 104 MEMBER - SAN DIEGO, CA</a>	154814	TACLET PACAREA LEDET 104	Open	<input checked="" type="checkbox"/>	<a href="#">ENG - JUNEAU, AK</a>	154802	CG STA JUNEAU	Open	<input checked="" type="checkbox"/>	<a href="#">DUTY - SAN DIEGO, CA</a>	154720	CGC SHERMAN	Open	<input checked="" type="checkbox"/>	<a href="#">MACHINERY TECH - BALTIMORE, MD</a>	153172	SFLC PB HTHM SUPPLY SECTION	Open
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<p><b>15</b></p>	<p>The Complete Application window will appear. Click the <b>Set Job Ranking Preferences</b> link to rank your positions in order of preference.</p> <div data-bbox="396 1171 1377 1423" style="border: 1px solid black; padding: 5px;"> <p><b>Complete Application</b> <span style="float: right;"><input checked="" type="button" value="Set Job Ranking Preferences"/></span></p> <p>Jobs you applied for</p> <table border="1" data-bbox="412 1226 1338 1415"> <thead> <tr> <th>Posting Title</th> <th>Rank</th> </tr> </thead> <tbody> <tr> <td><a href="#">LEDET 104 MEMBER - SAN DIEGO, CA</a></td> <td></td> </tr> <tr> <td><a href="#">ENG - JUNEAU, AK</a></td> <td></td> </tr> <tr> <td><a href="#">DUTY - SAN DIEGO, CA</a></td> <td></td> </tr> <tr> <td><a href="#">MACHINERY TECH - BALTIMORE, MD</a></td> <td></td> </tr> </tbody> </table> </div>	Posting Title	Rank	<a href="#">LEDET 104 MEMBER - SAN DIEGO, CA</a>		<a href="#">ENG - JUNEAU, AK</a>		<a href="#">DUTY - SAN DIEGO, CA</a>		<a href="#">MACHINERY TECH - BALTIMORE, MD</a>																					
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<p><b>16</b></p>	<p>Rank your positions in order of preference. Click the <b>Return to previous page</b> link to go to the next step.</p> <div data-bbox="396 1528 1377 1780" style="border: 1px solid black; padding: 5px;"> <table border="1" data-bbox="412 1541 1360 1709"> <thead> <tr> <th>Posting Title</th> <th>Department Name</th> <th>Rank</th> </tr> </thead> <tbody> <tr> <td>1 LEDET 104 MEMBER - SAN DIEGO, CA</td> <td>TACLET PACAREA LEDET 104</td> <td><input type="text" value="1"/></td> </tr> <tr> <td>2 ENG - JUNEAU, AK</td> <td>CG STA JUNEAU</td> <td><input type="text" value="4"/></td> </tr> <tr> <td>3 DUTY - SAN DIEGO, CA</td> <td>CGC SHERMAN</td> <td><input type="text" value="2"/></td> </tr> <tr> <td>4 MACHINERY TECH - BALTIMORE, MD</td> <td>SFLC PB HTHM SUPPLY SECTION</td> <td><input type="text" value="3"/></td> </tr> </tbody> </table> <p data-bbox="623 1745 769 1772" style="text-align: center;"><input checked="" type="button" value="Return to previous page"/></p> </div>	Posting Title	Department Name	Rank	1 LEDET 104 MEMBER - SAN DIEGO, CA	TACLET PACAREA LEDET 104	<input type="text" value="1"/>	2 ENG - JUNEAU, AK	CG STA JUNEAU	<input type="text" value="4"/>	3 DUTY - SAN DIEGO, CA	CGC SHERMAN	<input type="text" value="2"/>	4 MACHINERY TECH - BALTIMORE, MD	SFLC PB HTHM SUPPLY SECTION	<input type="text" value="3"/>															
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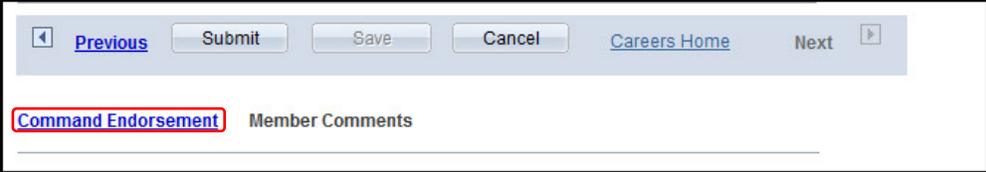
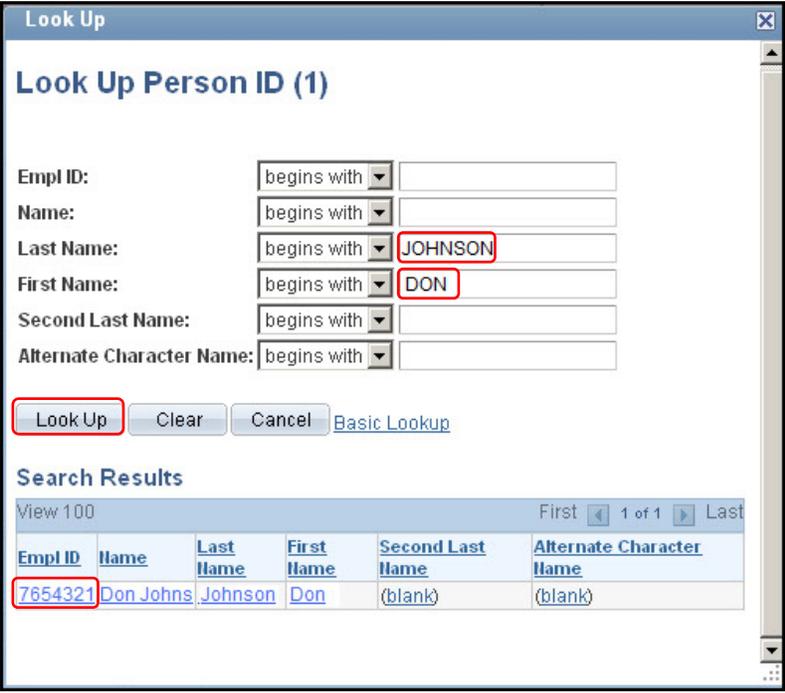
## Procedures, continued

Step	Action												
<p><b>17</b></p>	<p>If you wish to add comments, click the <b>Member Comments</b> link. Then click the <b>Add Member Comments</b> link.</p>  <p><b>Apply Now</b></p> <p><b>Complete Application</b> <a href="#">Set Job Ranking Preferences</a></p> <table border="1"> <thead> <tr> <th colspan="2">Jobs you applied for</th> </tr> <tr> <th>Posting Title</th> <th>Rank</th> </tr> </thead> <tbody> <tr> <td><a href="#">LEDET 104 MEMBER - SAN DIEGO, CA</a></td> <td>1</td> </tr> <tr> <td><a href="#">DUTY - SAN DIEGO, CA</a></td> <td>2</td> </tr> <tr> <td><a href="#">MACHINERY TECH - BALTIMORE, MD</a></td> <td>3</td> </tr> <tr> <td><a href="#">ENG - JUNEAU, AK</a></td> <td>4</td> </tr> </tbody> </table> <p>Mack Sheen 1313 MOCKINGBIRD LANE EL PASO TX 79936</p> <p>◀ Previous Submit Save Cancel Careers Home Next ▶</p> <p><a href="#">Command Endorsement</a> <b>Member Comments</b></p> <p>To add Member Comments to your application, select the Add Member Comments hyperlink below.</p> <p>▼ Member Comments</p> <p>You have not added any Member Comments to your application</p> <p><b>+ Add Member Comments</b></p>	Jobs you applied for		Posting Title	Rank	<a href="#">LEDET 104 MEMBER - SAN DIEGO, CA</a>	1	<a href="#">DUTY - SAN DIEGO, CA</a>	2	<a href="#">MACHINERY TECH - BALTIMORE, MD</a>	3	<a href="#">ENG - JUNEAU, AK</a>	4
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<p><b>18</b></p>	<p>The Add Member Comments window will appear. Enter your comments in the field. When you are finished click the <b>OK</b> button.</p>  <p><b>Add Member Comments</b></p> <p>Details</p> <p>Catalog Item: MBRCOMMENT Member Comments</p> <p>*Member Comments: PLEASE CONSIDER MY FIRST CHOICE. I MEET ALL CRITERIA FOR THAT POSITION.</p> <p><b>OK</b> Cancel Apply and Add Another</p>												

*Continued on next page*

# Self-Service eResume, continued

Procedures,  
continued

Step	Action
19	<p>To forward your eResume for endorsement, click the <b>Command Endorsement</b> link.</p> 
20	<p>Enter the Endorser's EMPLID or click the <b>Endorser Employee ID</b> look up.</p> 
21	<p>Enter the Endorser's Last Name and First Name, then click the <b>Look Up</b> button. Select the proper EMPLID or Name.</p> 

*Continued on next page*

## Self-Service eResume, continued

### Procedures, continued

Step	Action								
22	<p>Make sure the proper Endorser Employee ID and name appear. Click the <b>Submit</b> button.</p>  <p>The screenshot shows a table titled "Command Endorsement" with the following data:</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><a href="#">Endorsements</a></td><td>7654321</td><td>Don Johnson</td><td></td></tr></tbody></table> <p>Below the table is a link: <a href="#">+ Add Command Endorsement</a></p> <p>At the bottom of the screenshot, the "Submit" button is highlighted with a red box. Other buttons include "Previous", "Save", "Cancel", "Careers Home", and "Next".</p>	Command Endorsement	Endorser Employee ID	Endorser Employee ID	Delete	<a href="#">Endorsements</a>	7654321	Don Johnson	
Command Endorsement	Endorser Employee ID	Endorser Employee ID	Delete						
<a href="#">Endorsements</a>	7654321	Don Johnson							
23	<p>The Save Confirmation window will appear. Click the <b>OK</b> button to finish your eResume.</p>  <p>The screenshot shows a dialog box titled "Application Submission" with the following text:</p> <p><b>Save Confirmation</b></p> <p> The Save was successful. Your eResume submission for 2013-05-15 is complete.</p> <p>The "OK" button is highlighted with a red box.</p>								