



Direct Access Reserve
Program Administrator
(RPA) Application &
Endorsement Tutorial

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Applicant Process Guide

Step 1

- Self-Service > Employee > Tasks > My Panel Submissions

Main Menu - OC AD Self Service: Employee -

Tasks

- [PC's eResume](#)
View jobs and manage your applications.
- [Home and Mailing Address](#)
Home and Mailing Address
- [Direct Deposit](#)
This link will take you to view and/or change your EFT/Direct Deposit.
- [Thrift Savings Plan](#)
Review a summary of your savings plan enrollments.
- [My Reserve Orders](#)
View/Update Reserve Orders
- [My Member Info](#)
XML report that contains the Member information
- [My Airport Terminal Orders](#)
My Airport Terminal Orders
- [Phone Numbers](#)
Add or update phone numbers, or specify your primary phone number.
- [Federal & State Tax Elections](#)
Review or change your W-4 information.
- [Ethnic Groups](#)
Ethnic Groups
- [My Assignments/Enforcements](#)
My Assignments/Enforcements
- [My eResume](#)
My eResume Submission Report
- [Emergency Contacts](#)
Add or update your emergency contact information.
- [Allotments](#)
This link will take you to view, add, change, or stop your voluntary deductions.
- [All Duty Report](#)
All Duty Report
- [Annual Screening Questionnaire](#)
Annual Screening Questionnaire
- [My Email Addresses](#)
- [My Panel Submissions](#)**
Allows the member to apply to screening panels and advance training.

Step 2

- Select 'Advanced Training' as the Panel Source
- Click 'Go'

Panel Source: **Advanced Training** [Go] [History]

My Panel Submissions [Customize](#) | [Find](#) | [View All](#) | [Print](#) | [First](#) | [1 of 1](#) | [Last](#)

| Panel Type | Description | Application Date | Marked Final | Edit |
|------------|-------------|------------------|--------------------------|----------------------|
| 1 | | | <input type="checkbox"/> | Edit |

My Advanced Training Preferences [Customize](#) | [Find](#) | [View All](#) | [Print](#) | [First](#) | [1 of 1](#) | [Last](#)

| Panel Type | Description | Application Date | Ranking |
|------------|-------------|------------------|---------|
| 1 | | | |

[Save](#)

Step 3

- Input the following criteria:
 - AD/Res Ind: Active Duty
 - Bus Unit: Officer
 - Job Code: 000097
- Click 'Search'

Panel Source: Bus Unit:

AD/Res Ind: Job Code:

[Return to My Panel Submissions](#)

| Panel Type | Title | Jobcode | Exception Check Box | Apply |
|------------|-------|---------|--------------------------|--------------------------|
| 1 | | | <input type="checkbox"/> | <input type="checkbox"/> |

Step 4

- Check 'Apply' for Reserve Program Administrator (RPAA)
- Click 'Submit'

Panel Source: Bus Unit:

AD/Res Ind: Job Code: Lieutenant

[Return to My Panel Submissions](#)

| Panel Type | Title | Jobcode | Exception Check Box | Apply |
|-------------------------|------------------|---------|--------------------------|-------------------------------------|
| 1 PGADV | NO LONGER IN USE | 000096 | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Step 5

- Click 'Edit' to input and submit your comments to your Command/Endorser

Panel Source:

| Panel Type | Description | Application Date | Marked Final | Edit |
|-------------------------|------------------|------------------|--------------------------|-------------------------------------|
| 1 PGADV | NO LONGER IN USE | 02/23/2016 | <input type="checkbox"/> | <input type="button" value="Edit"/> |

Step 6

- Input 'Member Comments'
- Select Commanding Officer/Endorser
- Save after completion

| | | | | | |
|--|--|------------|--------|-----------------|-----|
| Board Type Code | PGADV | AD/Res Ind | Active | Sequence Number | 1 |
| Member Comments: | <input type="text" value="I wish to apply to..."/> | | | | |
| Endorser: | <input type="text"/> | | | | |
| 1st Submitted Endorser: | | | | | |
| Last Upd DtTm: | | | | | by: |
| <input type="button" value="Save"/> | | | | | |
| Return to My Panel Submissions | | | | | |

Endorser Process Guide

Step 1

- Self-Service > Employee > Tasks > My Assignments Endorsements



Step 2

- View Applicant's Endorsement

My Assignments Endorsements

~~XXXXXXXXXX~~

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:

| Assignment Endorsements | | | | | | | | |
|--------------------------|----------------|--------------|----------------|-----------------|----------|---------------|-------|--------|
| Dismiss | Submitted Date | Submitted By | Submitter Name | Department Name | Endorser | Endorser Name | Final | Detail |
| <input type="checkbox"/> | | | | | | | | |

| Screening Panel Endorsements | | | | | |
|------------------------------|-----------------------|------------------|--------------------------|------------------|--|
| Empl ID | Name | Application Date | Marked Final | Detail | |
| 1 | XXXXXXXXXX | 02/23/2016 | <input type="checkbox"/> | View Endorsement | |

Step 3

- Command/Endorser MUST provide comments
- Select Recommend/Not Recommended
- Mark Final
- Save after completion

Endorsement Summary

~~XXXXXXXXXXXX~~

Board Type Code PGADV AD/Res Ind Active Sequence Number 1

Member
Comments:

I wish to apply to...

Endorser: ~~XXXXXXXXXX~~ ~~XXXXXXXXXXXX~~

1st Submitted
Endorser: ~~XXXXXXXXXX~~ ~~XXXXXXXXXXXX~~

Recommend Not Recommended Mark Final

Endorser
Comments:

Last Upd DtTm: 02/23/16 11:40:49AM by: ~~XXXXXXXXXX~~

[Return to My Panel Submissions](#)