Submitting a FlexPAL eResume August 2024

Introduction	This guide provides the procedures for submitting an eResume using Self Service in Direct Access (DA) in accordance with FlexPAL procedures.
Information	Only one eResume may be submitted per day. Any corrections/updates will have to be made on the following day after submission.
	Due to maintenance of important historical data, DA does not allow for deletions of incorrect eResumes. Be sure the document you are submitting is correct, to prevent having unwanted information pending in your My Endorsements section as well as unneeded information pending in your endorsers Requests section.

Procedures See below.

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		er Self Service 🔻			
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The Search Job Postings page will appear. Click the Recruitment Type drop-
down and select SELRES PCS.
Search Job Postings Empl ID 7777777 Beckham, David R.J.
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. Selecting the Business Unit will always get quicker results. Recruitment Type: SELRES PCS Position Number: Location: Location:
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Job Opening IDA Recruitment Type Posting TitleA Job Basket Position Number Department Name Company Agency Job Fam Rating Grade City StateA
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Click the Business Unit drop-down and select Enlisted CG. Search Job Postings Empl ID 7777777 Beckham, David R.J.
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. Selecting the Business Unit will always get quicker results. Recruitment Active Duty PCS
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Comments must be entered - by clicking the Member Comments link.
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Complete Application Set Job Ranking Preferences
Jobs you applied for
Posting Title Rank
DO NOT FILL-SELRES HOLD - WASHINGTON, DC
Apt #307 Alexandria VA 22314 Previous Submit Save Cancel Careers Home Next Command Endorsement Member Comments Command Endorsement You have not added any command endorsement to your application. Add Command Endorsement Previous Submit Save Cancel Careers Home Next Previous Submit Save Cancel Careers Home Next

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9	Enter comments into the Member Comments box. Enter your current geographic location, location you desire to drill and the job/position you would like to fill, click OK .
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	OK Cancel Apply and Add Another

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10	To forward your eR	Resume for endorsement, click the Command Endorsement						
	link. (SELRES Junior Enlisted command endorsements are only required for							
	members requesting	g Early Rotation)						
	1							
	Previous S	ubmit Save Cancel <u>Careers Home</u> <u>Next</u>						
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		choices have been carefully selected to improve my professional						
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Step	Action
11	Enter the Endorser Employee ID or click the Lookup icon.

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13	Click Submit.					
	Command Endorsement Member Comments					
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21	The My Applications page will display with the notification .					
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