

Submitting a FlexPAL eResume

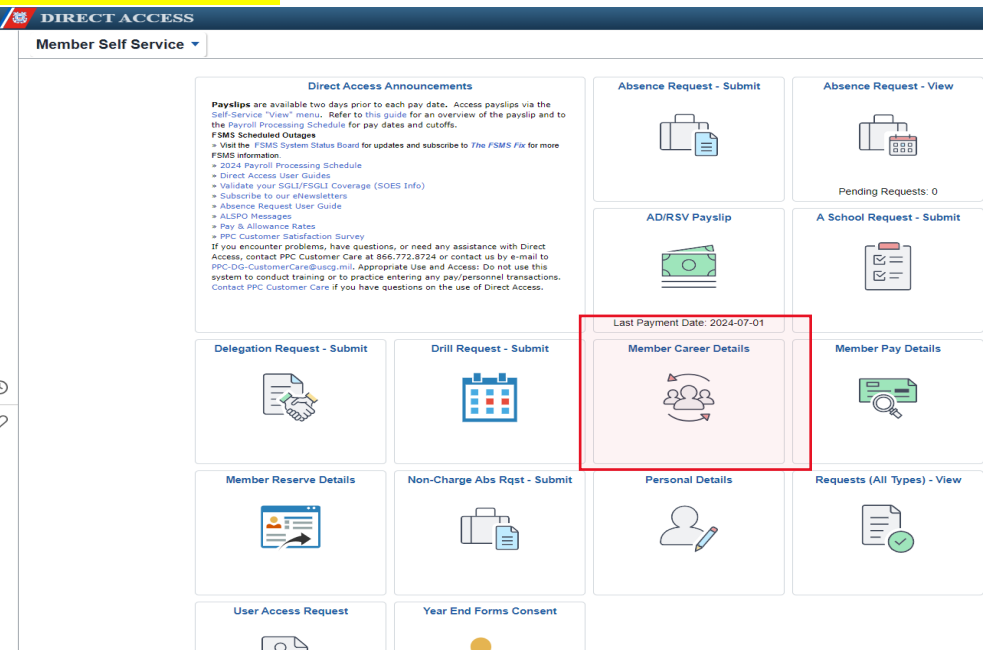
August 2024

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.

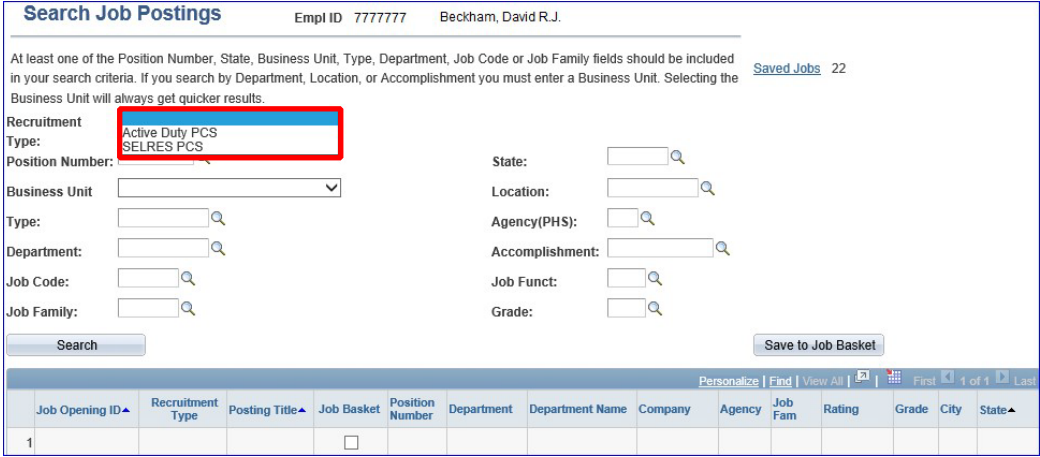
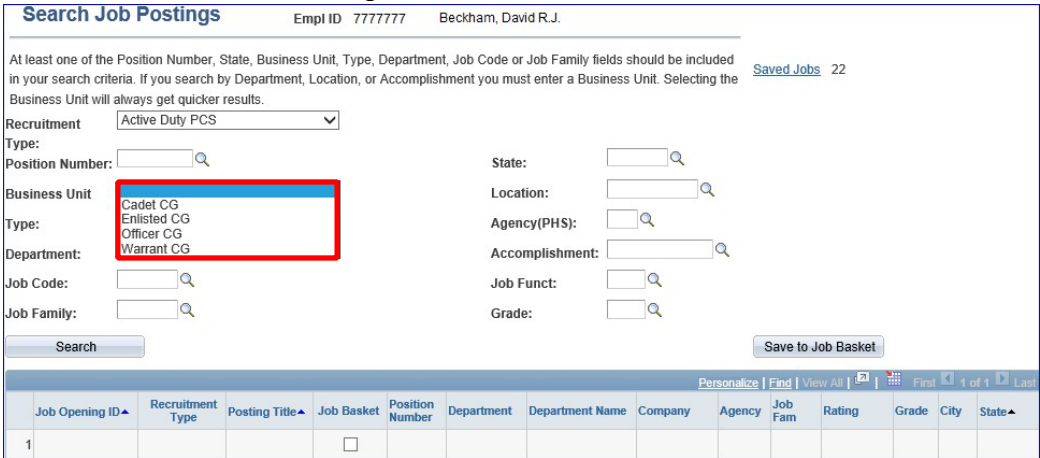
Procedures See below.

Step	Action
1	<p>Log into DA and select the Member Career Details link from the Employee pagelet. On the next paglet opens select PSC eResume – submit located on the left side menu screen.</p> 

Continued on next page

Submitting a FlexPAL eResume, Continued

Procedures,
continued

Step	Action																												
<p>2</p>	<p>The Search Job Postings page will appear. Click the Recruitment Type drop-down and select SELRES PCS.</p>  <p>Search Job Postings Empl ID 7777777 Beckham, David R.J.</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. Selecting the Business Unit will always get quicker results. Saved Jobs 22</p> <p>Recruitment Type: Active Duty PCS SELRES PCS</p> <p>Position Number: <input type="text"/></p> <p>Business Unit: <input type="text"/></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> <table border="1"> <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> <th>Company</th> <th>Agency</th> <th>Job Fam</th> <th>Rating</th> <th>Grade</th> <th>City</th> <th>State</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Job Opening ID	Recruitment Type	Posting Title	Job Basket	Position Number	Department	Department Name	Company	Agency	Job Fam	Rating	Grade	City	State	1			<input type="checkbox"/>										
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<p>3</p>	<p>Click the Business Unit drop-down and select Enlisted CG.</p>  <p>Search Job Postings Empl ID 7777777 Beckham, David R.J.</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. Selecting the Business Unit will always get quicker results. Saved Jobs 22</p> <p>Recruitment Type: Active Duty PCS</p> <p>Position Number: <input type="text"/></p> <p>Business Unit: Cadet CG Enlisted CG Officer CG Warrant CG</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> <table border="1"> <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> <th>Company</th> <th>Agency</th> <th>Job Fam</th> <th>Rating</th> <th>Grade</th> <th>City</th> <th>State</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Job Opening ID	Recruitment Type	Posting Title	Job Basket	Position Number	Department	Department Name	Company	Agency	Job Fam	Rating	Grade	City	State	1			<input type="checkbox"/>										
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Submitting a FlexPAL eResume, Continued

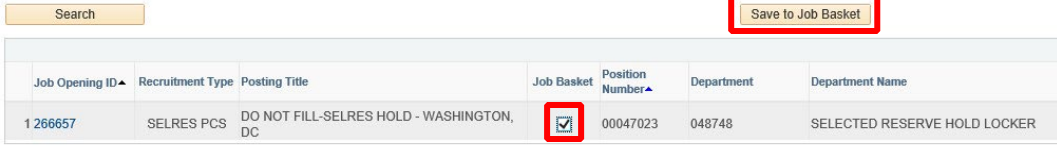
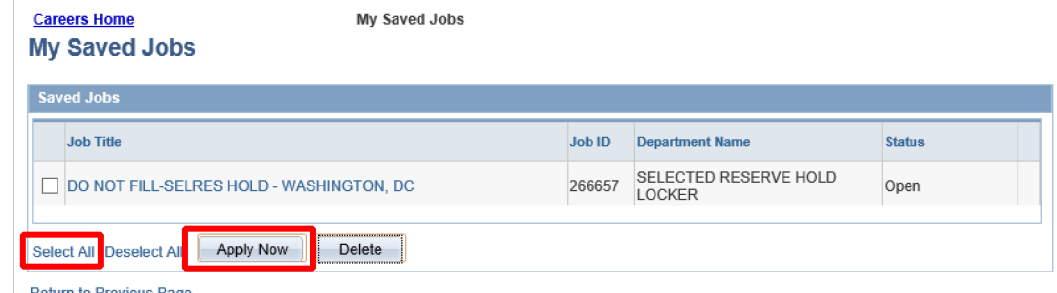
Procedures,
continued

Step	Action																												
<p>4</p>	<p>Select Search</p> <div data-bbox="352 562 1361 996"> <p>Search Job Postings Empl ID 777777 Beckham, David R.J.</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. Selecting the Business Unit will always get quicker results. Saved Jobs 22</p> <p>Recruitment: <input type="text" value="Active Duty PCS"/></p> <p>Type: <input type="text"/></p> <p>Position Number: <input type="text"/></p> <p>Business Unit: <input type="text" value="Enlisted CG"/></p> <p>Type: <input type="text"/></p> <p>Department: <input type="text"/></p> <p>Job Code: <input type="text" value="436092"/> Chief Yeoman</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> <table border="1"> <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> <th>Company</th> <th>Agency</th> <th>Job Fam</th> <th>Rating</th> <th>Grade</th> <th>City</th> <th>State▲</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div>	Job Opening ID▲	Recruitment Type	Posting Title▲	Job Basket	Position Number	Department	Department Name	Company	Agency	Job Fam	Rating	Grade	City	State▲	1			<input type="checkbox"/>										
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<p>5</p>	<p>Enlisted enter position # 00047023 / Officers select position # 00042876</p> <div data-bbox="352 1122 1361 1579"> <p>Search Job Postings Empl ID 2024210 Bethel, Jacqueline M</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. Selecting the Business Unit will always get quicker results. Saved Jobs 11</p> <p>Recruitment: <input type="text" value="SELRES PCS"/></p> <p>Type: <input type="text"/></p> <p>Position Number: <input type="text" value="00047023"/> DO NOT FILL-SELRES HOLD</p> <p>Business Unit: <input type="text" value="Enlisted CG"/></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> <table border="1"> <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>1266657</td> <td>SELRES PCS</td> <td>DO NOT FILL-SELRES HOLD - WASHINGTON, DC</td> <td><input type="checkbox"/></td> <td>00047023</td> <td>048748</td> <td>SELECTED RESERVE HOLD LOCKER</td> </tr> </tbody> </table> </div>	Job Opening ID▲	Recruitment Type	Posting Title	Job Basket	Position Number▲	Department	Department Name	1266657	SELRES PCS	DO NOT FILL-SELRES HOLD - WASHINGTON, DC	<input type="checkbox"/>	00047023	048748	SELECTED RESERVE HOLD LOCKER														
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Submitting a FlexPAL eResume, Continued

Procedures,
continued

Step	Action														
<p>6</p>	<p>Check the Job Basket box and click Save to Job Basket.</p>  <table border="1" data-bbox="288 638 1348 739"> <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>1266657</td> <td>SELRES PCS</td> <td>DO NOT FILL-SELRES HOLD - WASHINGTON, DC</td> <td><input checked="" type="checkbox"/></td> <td>00047023</td> <td>048748</td> <td>SELECTED RESERVE HOLD LOCKER</td> </tr> </tbody> </table>	Job Opening ID	Recruitment Type	Posting Title	Job Basket	Position Number	Department	Department Name	1266657	SELRES PCS	DO NOT FILL-SELRES HOLD - WASHINGTON, DC	<input checked="" type="checkbox"/>	00047023	048748	SELECTED RESERVE HOLD LOCKER
Job Opening ID	Recruitment Type	Posting Title	Job Basket	Position Number	Department	Department Name									
1266657	SELRES PCS	DO NOT FILL-SELRES HOLD - WASHINGTON, DC	<input checked="" type="checkbox"/>	00047023	048748	SELECTED RESERVE HOLD LOCKER									
<p>7</p>	<p>The My Saved Jobs window will appear. Delete any unwanted jobs first by checking the box and clicking Delete. When finished, click Select All and then the Apply Now button.</p>  <p>Careers Home My Saved Jobs</p> <h3>My Saved Jobs</h3> <table border="1" data-bbox="288 1108 1348 1243"> <thead> <tr> <th colspan="4">Saved Jobs</th> </tr> <tr> <th>Job Title</th> <th>Job ID</th> <th>Department Name</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> DO NOT FILL-SELRES HOLD - WASHINGTON, DC</td> <td>266657</td> <td>SELECTED RESERVE HOLD LOCKER</td> <td>Open</td> </tr> </tbody> </table> <p><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>Return to Previous Page</p>	Saved Jobs				Job Title	Job ID	Department Name	Status	<input type="checkbox"/> DO NOT FILL-SELRES HOLD - WASHINGTON, DC	266657	SELECTED RESERVE HOLD LOCKER	Open		
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Submitting a FlexPAL eResume, Continued

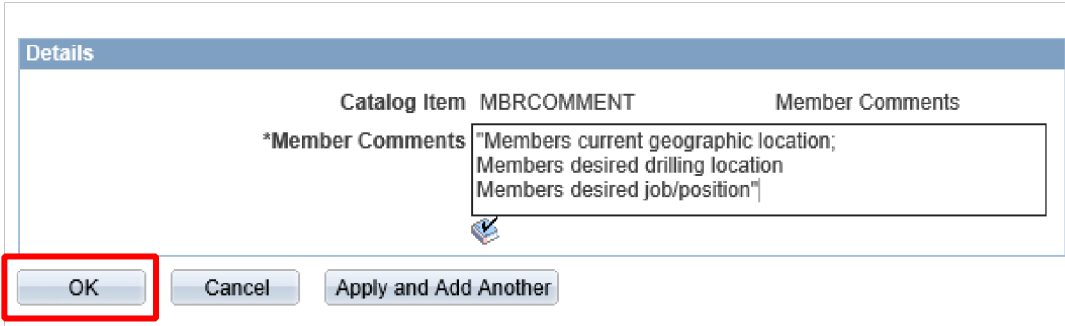
Procedures, continued

Step	Action									
8	<p>Comments must be entered - by clicking the Member Comments link.</p> <p>Apply Now</p> <p>Complete Application Set Job Ranking Preferences</p> <table border="1"> <thead> <tr> <th colspan="3">Jobs you applied for</th> </tr> <tr> <th>Posting Title</th> <th>Rank</th> <th></th> </tr> </thead> <tbody> <tr> <td>DO NOT FILL-SELRES HOLD - WASHINGTON, DC</td> <td></td> <td></td> </tr> </tbody> </table> <p>Jacqueline Bethel 1125 Madison St Apt #307 Alexandria VA 22314</p> <p> <input type="button" value="Previous"/> <input type="button" value="Submit"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> Careers Home Next <input type="button" value="Next"/> </p> <p>Command Endorsement Member Comments</p> <p>Command Endorsement</p> <p>You have not added any command endorsement to your application.</p> <p>+ Add Command Endorsement</p> <p> <input type="button" value="Previous"/> <input type="button" value="Submit"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> Careers Home Next <input type="button" value="Next"/> </p>	Jobs you applied for			Posting Title	Rank		DO NOT FILL-SELRES HOLD - WASHINGTON, DC		
Jobs you applied for										
Posting Title	Rank									
DO NOT FILL-SELRES HOLD - WASHINGTON, DC										

Submitting a FlexPAL eResume, Continued

Procedures,
continued

9	<p>Click Add Member Comments.</p> <p>To add Member Comments, select the Add Member Comments hyperlink below. To change information for Member Comments, select the hyperlink under the Member Comments field. Select the delete icon to remove Member Comments information.</p> 
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Step	Action
9	<p>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.</p> 

Submitting a FlexPAL eResume, Continued

Procedures,
continued

10	<p>To forward your eResume for endorsement, click the Command Endorsement link. (SELRES Junior Enlisted command endorsements are only required for members requesting Early Rotation)</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>The screenshot shows a web interface for 'Member Comments'. At the top, there are navigation buttons: 'Previous', 'Submit', 'Save', 'Cancel', 'Careers Home', and 'Next'. Below these is a red-bordered box containing the text 'Command Endorsement' and 'Member Comments'. Underneath, there is a paragraph of instructions: 'To add Member Comments, select the Add Member Comments hyperlink below. To change information for Member Comments, select the hyperlink under the Member Comments field. Select the delete icon to remove Member Comments information.' Below this is a table with the following structure:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4f81bd; color: white;"> <th colspan="3">Member Comments</th> </tr> <tr> <th style="width: 25%;">Member Comments</th> <th style="width: 55%;">Member Comments</th> <th style="width: 20%;">Delete</th> </tr> </thead> <tbody> <tr> <td style="text-decoration: underline;">Member Comments</td> <td>My goal is to promote to Chief Warrant Officer. Each of my top 5 choices have been carefully selected to improve my professional</td> <td style="text-align: center;">🗑️</td> </tr> </tbody> </table> <p>Below the table is a '+ Add Member Comments' button. At the bottom of the screenshot, there are more navigation buttons: 'Previous', 'Submit', 'Save', 'Cancel', 'Careers Home', and 'Next'.</p> </div>	Member Comments			Member Comments	Member Comments	Delete	Member Comments	My goal is to promote to Chief Warrant Officer. Each of my top 5 choices have been carefully selected to improve my professional	🗑️
Member Comments										
Member Comments	Member Comments	Delete								
Member Comments	My goal is to promote to Chief Warrant Officer. Each of my top 5 choices have been carefully selected to improve my professional	🗑️								

Continued on next page

Step	Action
11	Enter the Endorser Employee ID or click the Lookup icon.

Submitting a FlexPAL eResume, Continued

Procedures,
continued

Command Endorsement [Member Comments](#)

To add Command Endorsement, select the Add Command Endorsement hyperlink below. To change information for Command Endorsement, select the hyperlink under the Command Endorsement field. Select the delete icon to remove Command Endorsement information.

Command Endorsement	Endorser Employee ID	Endorser Employee ID	Delete
Endorsements	<input type="text" value=""/>		

[+ Add Command Endorsement](#)

- 12 Enter the endorser's **Last Name** and **First Name** and click **Look Up**. Make sure you select the correct **Empl ID**.

Look Up Person ID (1)

Empl ID: begins with

Name: begins with

Last Name: begins with

First Name: begins with

Second Last Name: begins with

Alternate Character Name: begins with

Look Up Clear Cancel [Basic Lookup](#)

Search Results


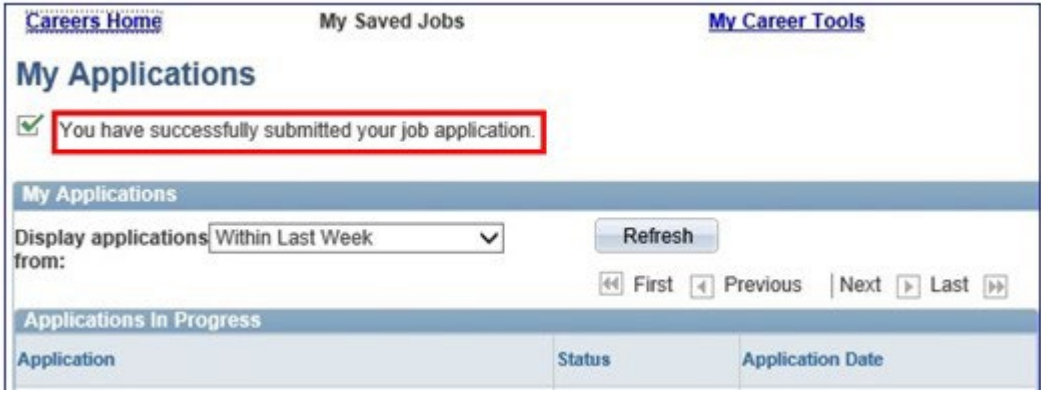
View 100 First 1-95 of 95 Last

Empl ID	Name	Last Name	First Name	Second Last Name	Alternate Character Name
1234567	SERENA WILLIAMS	WILLIAMS	SERENA	(blank)	(blank)

Step	Action
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Submitting a FlexPAL eResume, Continued

Procedures,
continued

<p>13</p>	<p>Click Submit.</p>  <p>Command Endorsement Member Comments</p> <p>To add Command Endorsement, select the Add Command Endorsement hyperlink below. To change information for Command Endorsement, select the hyperlink under the Command Endorsement field. Select the delete icon to remove Command Endorsement information.</p> <table border="1"> <thead> <tr> <th colspan="4">Command Endorsement</th> </tr> <tr> <th>Command Endorsement</th> <th>Endorser Employee ID</th> <th>Endorser Employee ID</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Endorsements</td> <td>1234567</td> <td>Serena Williams</td> <td></td> </tr> </tbody> </table> <p>+ Add Command Endorsement</p> <p> Previous Submit Save Cancel Careers Home Next </p>	Command Endorsement				Command Endorsement	Endorser Employee ID	Endorser Employee ID	Delete	Endorsements	1234567	Serena Williams	
Command Endorsement													
Command Endorsement	Endorser Employee ID	Endorser Employee ID	Delete										
Endorsements	1234567	Serena Williams											
<p>21</p>	<p>The My Applications page will display with the notification.</p>  <p> Careers Home My Saved Jobs My Career Tools </p> <h3>My Applications</h3> <p><input checked="" type="checkbox"/> You have successfully submitted your job application.</p> <p>My Applications</p> <p>Display applications from: Within Last Week Refresh</p> <p> First Previous Next Last </p> <table border="1"> <thead> <tr> <th colspan="3">Applications In Progress</th> </tr> <tr> <th>Application</th> <th>Status</th> <th>Application Date</th> </tr> </thead> </table>	Applications In Progress			Application	Status	Application Date						
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