Endorsing Panel Submissions and PCS eResumes Overview

Introduction This guide provides the procedures for endorsing Panel Submissions and Permanent Change of Station (PCS) eResumes in Direct Access (DA).

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Endorsing Panel Submissions

Introduction This section provides the procedures for endorsing Panel Submissions in Direct Access (DA).

Procedures See below.



Endorsing Panel Submissions, Continued

Procedures,

continued

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Endorsing Panel Submissions, Continued

Procedures,

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Endorsing Panel Submissions, Continued

Procedures,

continued

Step		Actio	n								
8	Upon saving, the application will be Marked Final .										
	Endorsement Summ	ary									
	STARK, SANSA										
	My Panel Submissions		14 A	4.4.4.4	h h l Your All						
				1-1 01 1 🗸	P P View All						
	Board Type Cod	e Description	Application Date	Marked Final	Edit						
	1 PERS	Personnel Administration Warrant	03/05/2024		Edit						
9	If the application re	equires more than one er	dorser, enter	the End	orser Empl ID						
-	and DO NOT chec	the Mark Final box. H	Endorser Con	nments	are required.						
	Select Recommend	d/Not Recommended. (Click Save.								
	Endorsement Summary										
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	Last opti Di	03/00/2-1 0.10.10/101 Mys 120									
	Sav	e Return t	o My Panel Submissions								
10	The application wi	l be forwarded to the se	cond endorse	r to be m	arked final.						

Endorsing PCS eResumes

Introduction This section provides the procedures for Endorsing a PCS eResume in Direct Access (DA).

Information

The **Dismiss** check box does not function. This is a known issue.

Assignment Endorsements										
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Dismiss		Submitted Date	Submitted By	Submitter Name	Department Name	Endorser	Endorser Name	Final	Detail	
		09/16/2021	1111111	Sansa Stark	Winterfell Castle	2222222	Jon Snow	No	Enter Endorsement	
Screenir	ng Pane	I Endorsements								
	■ Q I I I of 1 マ ト ド View All									
Empl ID Name		Name	Application Date	pplication Date Marked Final						
	1									

Due to the maintenance of important historical data, DA does not allow for deletions or dismissals of incorrect eResumes. Members should be submitting data that is correct, to prevent having unwanted information pending in their My Endorsements section as well as unneeded information pending in your Requests section.

Procedures See below.



Continued on next page

Procedures,

continued

Step	Action									
2	Select the Assignments Endorsements option.									
	🗇 Airport Termi	inal								
	Assignments E	Endorsements	1							
	left Employee Rev	views	-							
	IL Employee Rev	views Summary	-							
	Resume - Vie	ew								
	🐖 Member Info									
	B Mobilization R	lesume								
3	Click the	Endorse	ments Re	anested R	rom Me r	adio butto	n Leav	ve th	۹	
5	Submiss	ion Status	s at the de	fault of Pe	ending and	click Por	ulate (Grid		
			, at the ac		inaning una	enen i op		5110	•	
	Note: T	o narrow t	he search	results, er	nter a Subr	nission F	rom Da	nte a	nd/or a	
	Submiss	sion To Da	te and cli	ick Popula	te Grid.			_		
	My Assign	ments Endors	ements							
	Jon Snow									
	1. 'Endorsemen 2. 'Endorsemen 3. Refresh butto	ts I Submitted' allows ts I am Endorser On'	allows endorser to defaults it back to	p only their Endorse bring up only those f Endorsements I Sub	ments. Endorsements submit mitted'	tted to them.				
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	○ Endorse	ements I Submitted	Endorser	ments Requested F	rom Me					
	*Submission S	tatus: Pe	nding 🗸							
	Submission Fr	om Date:								
	Submission To	Date:			Popula	te Grid	Refresh			
	Submitted By:		Q							
4	Select th	e Enter E	ndorsem	ent link fo	r the eRes	ume you v	vish to	endo	orse.	
	Assignment Er	ndorsements					4 44-	£4	h hi l Maru All	
							Endorser			
	Dismiss	Submitted Date	Submitted By	Submitter Name	Department Name	Endorser	Name	Final	Detail	
		09/16/2021	1111111	Sansa Stark	Winterfell Castle	2222222	Jon Snow	No	Enter Endorsement	
	Screening Pap	el Endorsemente								
	(IIII) Q					-1 of 1 🗸 🕨 🕨	View All			
	Emp	bi ID	Name	Application Date	Marked Final	Detail				
	1									

Procedures,

continued

Step	Action										
5	The Endorsement Detail page will open in a new window. At this point you can										
	change the Rating to Not Qualified or leave it to the default of Qualified.										
	Endorsement Detail										
	1. Please enter a Rating and Comment for the requested endorsements 2. If you are the final endorser, check the Mark Final box and click Save to finalize the endorsement 3. To reassign to another endorser, enter their EmpIID in Next Endorser and click Save Submitted By: 1111111 Sansa Stark Submitted Date: 09/16/2021 Previous Endorser: 3333333 KEVIN ADAMS Assigned Endorser: 222222 Jon Snow										
	Positions Applied	For									
	E Q					M	4 1-1 of 1 ∨ ▶ ▶				
	Job Opening ID	Position Number	Posting Title		Endorsement	Date Entered	Rating				
	266657					08/29/2021	Qualified 🗸				
6	Enter your enter the N check box	endorse ext End if you a	ement in the Con lorser's Empl IE re the final endor	ment box to forwates to forwates the sert of the section of the	 After ent rd it on or s Save. 	ering com elect the I	iments, either Mark Final				
	Endorsement Co	mments		QIM	I of 1 ♥	ÞI					
	Type: Instructor No Policy Requirements Comment: Sansa has my highest recommendation for Queen of the North. Her ability to handle adversity in a string manner and her diplomatic style will be very useful. Image: Comment of the North of Comments of the North of Comments of Com										
	Next Endorser:		۹		E	Mark Final					

Procedures,

continued



Procedures,

continued

Step	Action											
8	DA will return to the Endorsement Detail window, you can close that window.											
	Endorsement Detail											
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	Positions Applied For											
	Job Opening ID	Position Number	Posting Title	Endorsement	Date Entered	Rating						
	266657				08/29/2021	Qualified 🗸						
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	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. Cendorsements I Submitted Endorsements Requested From Me											
	*Submission St Submission Fro Submission To Submitted By:	tatus: om Date: Date:	Pending		Populate Grid	Refresh						
			·									

Procedures,

continued

Step		Action									
10	If necess	If necessary, repeat steps 4-7 for each remaining member on the list. To view all									
	of your e	of your endorsements, select the Endorsements Requested From Me radio									
	button, c	outton, change Submission Status to All, and click Populate Grid .									
	My Assię	gnments En	dorsement	5							
	Jon Snow	Jon Snow									
	1. 'Endorsem 2. 'Endorsem	ents I Submitted	allows member er On' allows er	r to bring up only t ndorser to bring u	their Endorsement p only those Endo	s. rsements submi	tted to them.				
	 Refresh bu Populate 0 	utton clears the g Brid button popula	rid and defaults ates the grid bas	it back to 'Endors sed on what was	ements I Submitte selected for the rac	d'. dio button and w	hat was ente	ered in t	he		
	Submission F	From/Submission	To Dates and S	Submitted By.							
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	OEndo	rsements I Subr	litted (1)	Endorsements	Requested From	Me					
	*Submission	n Status:	ALL	~							
	Submission	From Date:									
	Submission	To Date:				Popula	te Grid		Refresh		
	Submitted E	By:		Q							
11	Click Vi	w Endon	comont t	- viou/rou	ion						
11	Assignment En	dorsements	sement to	J view/iev	lew.						
	■ Q					K	◀ 1-1 c	f1 ¥	View All		
	Dismiss	Submitted Date	Submitted By	Submitter Name	Department Name	Endorser	Endorser Name	Final	Detail		
		09/16/2021	1111111	Sansa Stark	Winterfell Castle	2222222	Jon Snow	No	View Endorsement		
	Screening Panel Endorsements										
	Emp	ID	Name	Application Date	Marked Final	Detail					
	1										