

Postgraduate/Advanced Education Overview

Introduction This guide provides the procedures for the submission/endorsement of a Postgraduate/Advanced Education application in Direct Access (DA).

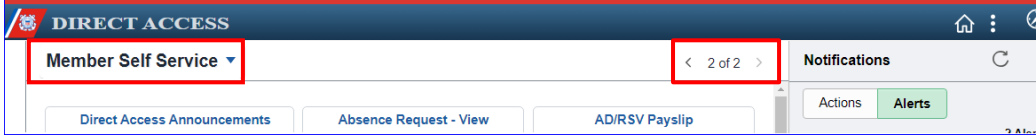
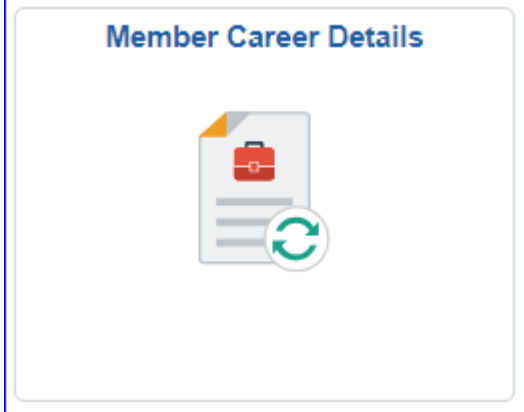
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Submitting a Postgraduate/Advanced Education Application

Introduction This guide provides the procedures for submitting a postgraduate/advanced education application in DA.

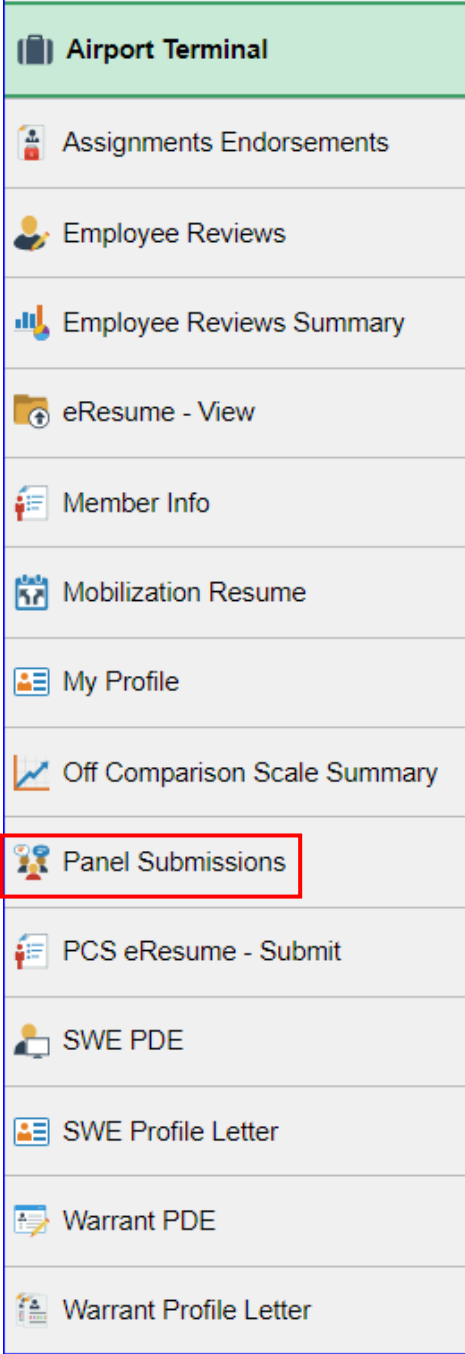
Procedures See below.

| Step | Action |
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| 1 | <p>Navigate to Member Self Service via the drop-down or by page arrows.</p>  |
| 2 | <p>Select the Member Career Details tile.</p>  |

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Submitting a Postgraduate/Advanced Education Application, Continued

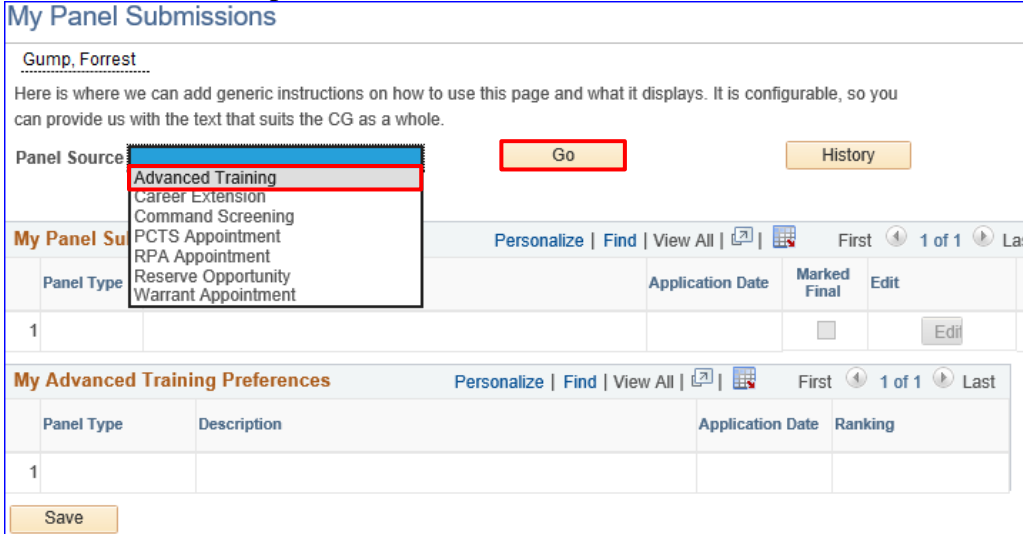
Procedures,
continued

| Step | Action |
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| 3 | <p>Select the Panel Submissions option.</p>  <p>The screenshot shows a vertical list of menu items. The 'Panel Submissions' item, which includes a trophy icon, is highlighted with a red rectangular box. Other items include 'Airport Terminal' (highlighted in green), 'Assignments Endorsements', 'Employee Reviews', 'Employee Reviews Summary', 'eResume - View', 'Member Info', 'Mobilization Resume', 'My Profile', 'Off Comparison Scale Summary', 'PCS eResume - Submit', 'SWE PDE', 'SWE Profile Letter', 'Warrant PDE', and 'Warrant Profile Letter'.</p> |

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Submitting a Postgraduate/Advanced Education Application, Continued

Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | |
|------------|--|--------------------------|------------------|--------------|------|---|--|--------------------------|------|------------|-------------|------------------|---------|---|--|--|--|
| 4 | <p>The My Panel Submissions page will display. Select Advanced Training from the Panel Source drop-down. Then click Go.</p>  <p>My Panel Submissions</p> <p>Gump, Forrest</p> <p>Here is where we can add generic instructions on how to use this page and what it displays. It is configurable, so you can provide us with the text that suits the CG as a whole.</p> <p>Panel Source: Advanced Training (selected), Career Extension, Command Screening, PCTS Appointment, RPA Appointment, Reserve Opportunity, Warrant Appointment</p> <p>Go (highlighted)</p> <p>History</p> <p>Personalize Find View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Panel Type</th> <th>Application Date</th> <th>Marked Final</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td><input type="checkbox"/></td> <td>Edit</td> </tr> </tbody> </table> <p>My Advanced Training Preferences Personalize Find View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Panel Type</th> <th>Description</th> <th>Application Date</th> <th>Ranking</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Save</p> | Panel Type | Application Date | Marked Final | Edit | 1 | | <input type="checkbox"/> | Edit | Panel Type | Description | Application Date | Ranking | 1 | | | |
| Panel Type | Application Date | Marked Final | Edit | | | | | | | | | | | | | | |
| 1 | | <input type="checkbox"/> | Edit | | | | | | | | | | | | | | |
| Panel Type | Description | Application Date | Ranking | | | | | | | | | | | | | | |
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Submitting a Postgraduate/Advanced Education Application, Continued

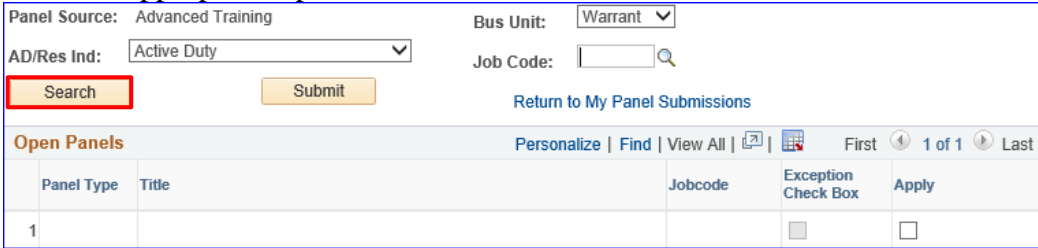
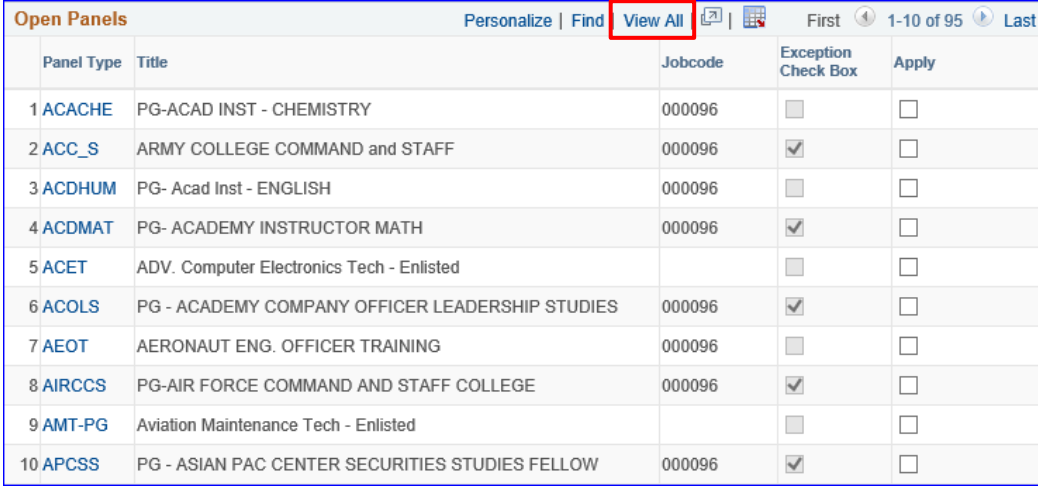
Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | |
|-------------|--|-------------|--------------------------|--------------------------|--|--|------------|-------|---------|---------------------|-------|---|--|--|--------------------------|--------------------------|
| 5 | <p>This page will display with specific instructions. Select the appropriate Bus Unit and AD/Res Ind from the drop-down menus. Enter the Job Code or this may be left blank.</p> <p>My Panel Submissions</p> <p><u>Gump, Forrest</u></p> <p>The PG/Adv Ed application process has changed considerably over the years and will continue to adjust to meet the needs of the Service. Each year, the Coast Guard invests in the future of its officers and select enlisted members through numerous PG/Adv Ed opportunities. Although the immediate program goal is to develop those skills necessary for performance in specific billets, the long-term objective is to build a high level of both technical and managerial competencies among senior Coast Guard personnel. Please read all associated message traffic and the Active Duty Officer Postgraduate and Advanced Education Application Process Guide in its entirety to ensure compliance with current policy and procedures. These documents can be obtained by visiting the OPM-1 PG/Adv Ed Portal Page at https://cqlink.uscg.mil/952612b1.</p> <p>Applicants should apply to PG/Adv Ed by selecting Advanced Education in the drop down tab. Applicants should select from the available PG/Adv Ed programs.</p> <p>Officers may apply for up to three PG/Adv Ed programs.</p> <ol style="list-style-type: none"> 1. Applications for Civil Engineering and Civil Engineering (MBA) programs may be listed together and count as one choice. 2. Additionally, applications for the following programs count as one independent choice, and may be listed as a fourth, fifth, etc. choice in any order: <ul style="list-style-type: none"> Academy Instructor (including Academy Company Officer) Command and Staff Colleges (i.e., Army, Marine Corps, Navy) Marine Safety Industry Training (i.e., Investigations, Marine Environmental Protection, Merchant Marine, and Port Safety and Security) These are the only exceptions to the three-choice rule. Additional choices will not be considered. <p>Officers should carefully consider the order of program choices and list their most desired program first. This is important because if selected as a primary candidate for the first program on an applicant's list, the applicant will be removed from further consideration for the remaining programs on his/her list. No consideration will be given to officers wishing to change the priority order of their programs after the application deadline except in the case of program re-solicitations.</p> <p>Applicants should refer to the "E-Resume Submission" section of the Active Duty Officer Postgraduate and Advanced Education Application Process Guide for detailed instructions on submitting an E-Resume for PG/Adv Ed opportunities.</p> <p>Panel Source: <input type="text" value="Advanced Training"/> Bus Unit: <input type="text" value=""/></p> <p>AD/Res Ind: <input type="text" value=""/> Job Code: <input type="text" value=""/></p> <p><input type="button" value="Search"/> <input type="button" value="Submit"/> Return to My Panel Submissions</p> <table border="1"> <thead> <tr> <th colspan="5">Open Panels</th> </tr> <tr> <th>Panel Type</th> <th>Title</th> <th>Jobcode</th> <th>Exception Check Box</th> <th>Apply</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> | Open Panels | | | | | Panel Type | Title | Jobcode | Exception Check Box | Apply | 1 | | | <input type="checkbox"/> | <input type="checkbox"/> |
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Submitting a Postgraduate/Advanced Education Application, Continued

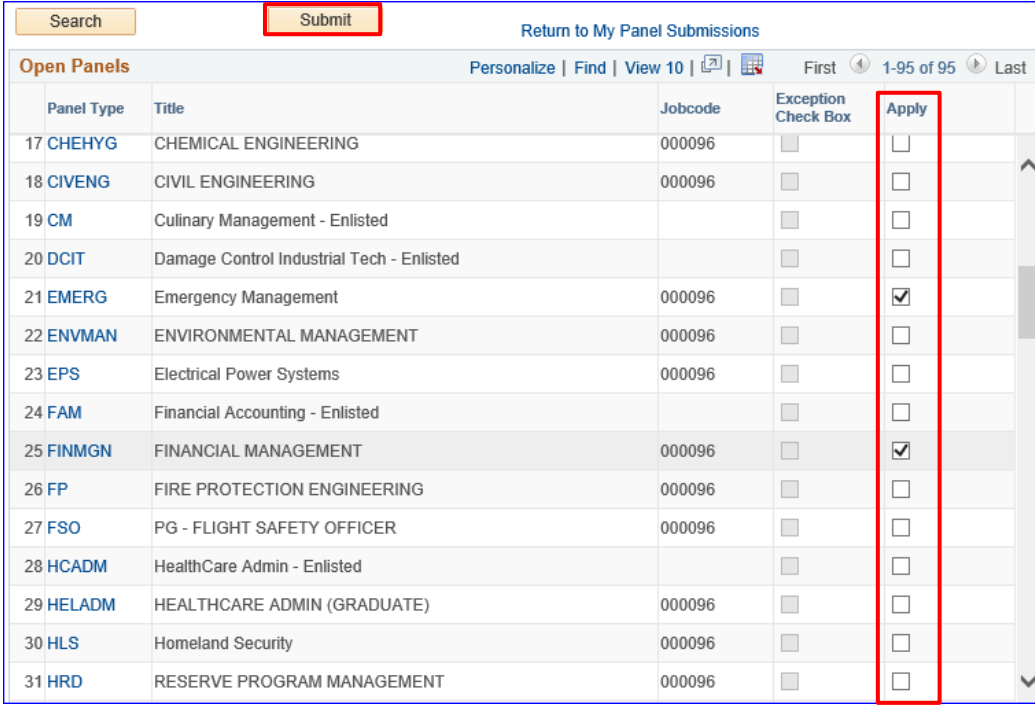
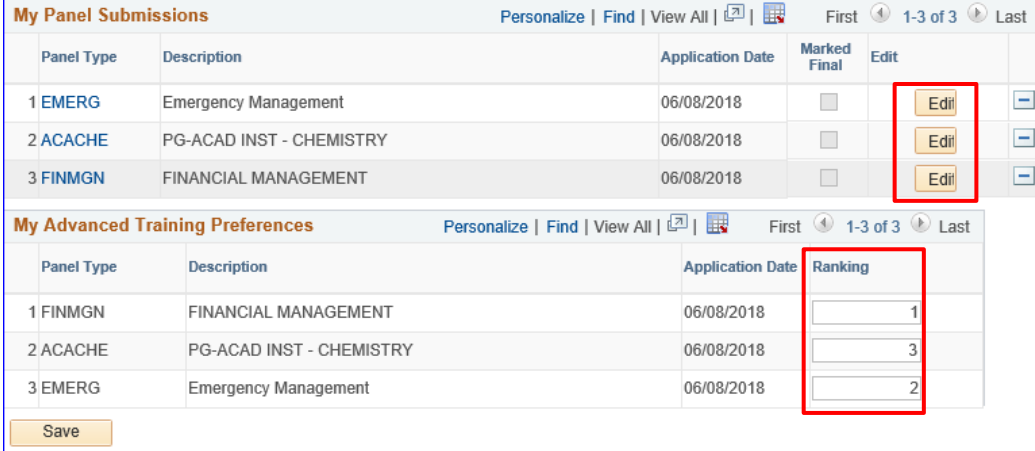
Procedures,
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| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 6 | <p>Once the appropriate options have been selected, click Search.</p>  <p>Panel Source: Advanced Training Bus Unit: Warrant</p> <p>AD/Res Ind: Active Duty Job Code: <input type="text"/></p> <p>Search Submit Return to My Panel Submissions</p> <p>Open Panels Personalize Find View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Panel Type</th> <th>Title</th> <th>Jobcode</th> <th>Exception Check Box</th> <th>Apply</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> | Panel Type | Title | Jobcode | Exception Check Box | Apply | 1 | | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1 | | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | <p>The list of Open Panels will display. Click View All to see the entire list.</p>  <p>Open Panels Personalize Find View All First 1-10 of 95 Last</p> <table border="1"> <thead> <tr> <th>Panel Type</th> <th>Title</th> <th>Jobcode</th> <th>Exception Check Box</th> <th>Apply</th> </tr> </thead> <tbody> <tr> <td>1 ACACHE</td> <td>PG-ACAD INST - CHEMISTRY</td> <td>000096</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>2 ACC_S</td> <td>ARMY COLLEGE COMMAND and STAFF</td> <td>000096</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>3 ACDHUM</td> <td>PG- Acad Inst - ENGLISH</td> <td>000096</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>4 ACDMAT</td> <td>PG- ACADEMY INSTRUCTOR MATH</td> <td>000096</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>5 ACET</td> <td>ADV. Computer Electronics Tech - Enlisted</td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>6 ACOLS</td> <td>PG - ACADEMY COMPANY OFFICER LEADERSHIP STUDIES</td> <td>000096</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>7 AEOT</td> <td>AERONAUT ENG. OFFICER TRAINING</td> <td>000096</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>8 AIRCCS</td> <td>PG-AIR FORCE COMMAND AND STAFF COLLEGE</td> <td>000096</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>9 AMT-PG</td> <td>Aviation Maintenance Tech - Enlisted</td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>10 APCSS</td> <td>PG - ASIAN PAC CENTER SECURITIES STUDIES FELLOW</td> <td>000096</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> | Panel Type | Title | Jobcode | Exception Check Box | Apply | 1 ACACHE | PG-ACAD INST - CHEMISTRY | 000096 | <input type="checkbox"/> | <input type="checkbox"/> | 2 ACC_S | ARMY COLLEGE COMMAND and STAFF | 000096 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 3 ACDHUM | PG- Acad Inst - ENGLISH | 000096 | <input type="checkbox"/> | <input type="checkbox"/> | 4 ACDMAT | PG- ACADEMY INSTRUCTOR MATH | 000096 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 5 ACET | ADV. Computer Electronics Tech - Enlisted | | <input type="checkbox"/> | <input type="checkbox"/> | 6 ACOLS | PG - ACADEMY COMPANY OFFICER LEADERSHIP STUDIES | 000096 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 7 AEOT | AERONAUT ENG. OFFICER TRAINING | 000096 | <input type="checkbox"/> | <input type="checkbox"/> | 8 AIRCCS | PG-AIR FORCE COMMAND AND STAFF COLLEGE | 000096 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 9 AMT-PG | Aviation Maintenance Tech - Enlisted | | <input type="checkbox"/> | <input type="checkbox"/> | 10 APCSS | PG - ASIAN PAC CENTER SECURITIES STUDIES FELLOW | 000096 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Panel Type | Title | Jobcode | Exception Check Box | Apply | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 ACACHE | PG-ACAD INST - CHEMISTRY | 000096 | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 ACC_S | ARMY COLLEGE COMMAND and STAFF | 000096 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 ACDHUM | PG- Acad Inst - ENGLISH | 000096 | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 5 ACET | ADV. Computer Electronics Tech - Enlisted | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 ACOLS | PG - ACADEMY COMPANY OFFICER LEADERSHIP STUDIES | 000096 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 AEOT | AERONAUT ENG. OFFICER TRAINING | 000096 | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 AIRCCS | PG-AIR FORCE COMMAND AND STAFF COLLEGE | 000096 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 AMT-PG | Aviation Maintenance Tech - Enlisted | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 APCSS | PG - ASIAN PAC CENTER SECURITIES STUDIES FELLOW | 000096 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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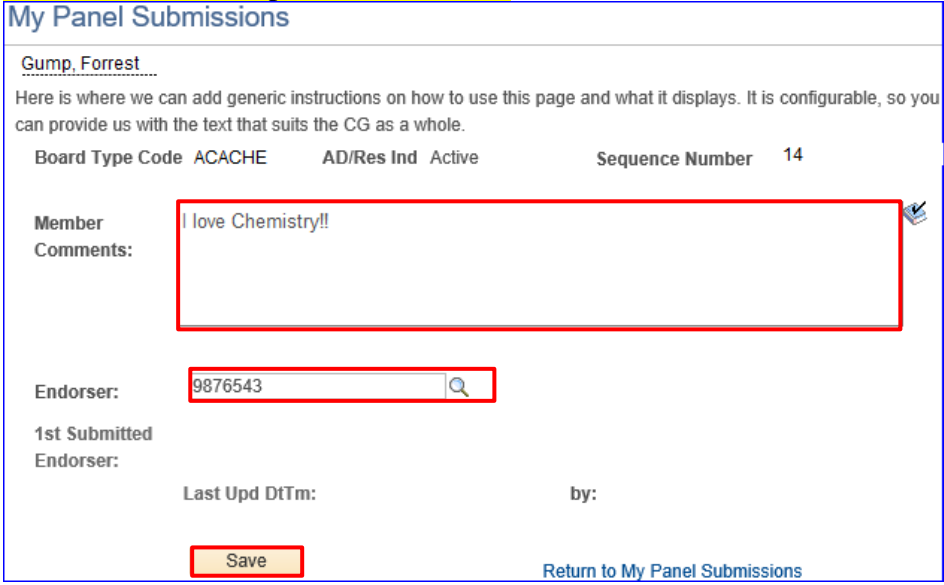
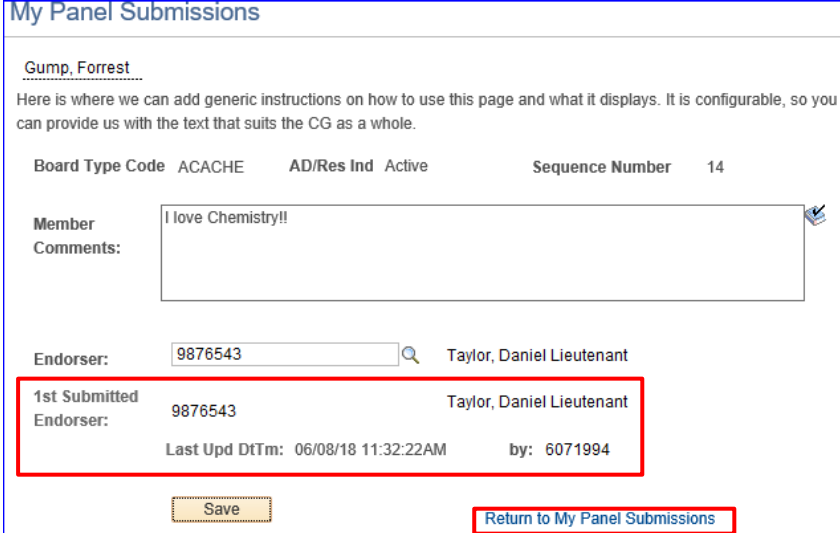
Procedures,
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| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 8 | <p>Check the boxes under Apply for only the desired programs. Then click Submit.</p>  <table border="1" data-bbox="339 577 1377 1279"> <thead> <tr> <th>Panel Type</th> <th>Title</th> <th>Jobcode</th> <th>Exception Check Box</th> <th>Apply</th> </tr> </thead> <tbody> <tr><td>17 CHEHYG</td><td>CHEMICAL ENGINEERING</td><td>000096</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>18 CIVENG</td><td>CIVIL ENGINEERING</td><td>000096</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>19 CM</td><td>Culinary Management - Enlisted</td><td></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>20 DCIT</td><td>Damage Control Industrial Tech - Enlisted</td><td></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>21 EMERG</td><td>Emergency Management</td><td>000096</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> <tr><td>22 ENVMAN</td><td>ENVIRONMENTAL MANAGEMENT</td><td>000096</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>23 EPS</td><td>Electrical Power Systems</td><td>000096</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>24 FAM</td><td>Financial Accounting - Enlisted</td><td></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>25 FINMGN</td><td>FINANCIAL MANAGEMENT</td><td>000096</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> <tr><td>26 FP</td><td>FIRE PROTECTION ENGINEERING</td><td>000096</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>27 FSO</td><td>PG - FLIGHT SAFETY OFFICER</td><td>000096</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>28 HCADM</td><td>HealthCare Admin - Enlisted</td><td></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>29 HELADM</td><td>HEALTHCARE ADMIN (GRADUATE)</td><td>000096</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>30 HLS</td><td>Homeland Security</td><td>000096</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>31 HRD</td><td>RESERVE PROGRAM MANAGEMENT</td><td>000096</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </tbody> </table> | Panel Type | Title | Jobcode | Exception Check Box | Apply | 17 CHEHYG | CHEMICAL ENGINEERING | 000096 | <input type="checkbox"/> | <input type="checkbox"/> | 18 CIVENG | CIVIL ENGINEERING | 000096 | <input type="checkbox"/> | <input type="checkbox"/> | 19 CM | Culinary Management - Enlisted | | <input type="checkbox"/> | <input type="checkbox"/> | 20 DCIT | Damage Control Industrial Tech - Enlisted | | <input type="checkbox"/> | <input type="checkbox"/> | 21 EMERG | Emergency Management | 000096 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 22 ENVMAN | ENVIRONMENTAL MANAGEMENT | 000096 | <input type="checkbox"/> | <input type="checkbox"/> | 23 EPS | Electrical Power Systems | 000096 | <input type="checkbox"/> | <input type="checkbox"/> | 24 FAM | Financial Accounting - Enlisted | | <input type="checkbox"/> | <input type="checkbox"/> | 25 FINMGN | FINANCIAL MANAGEMENT | 000096 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 26 FP | FIRE PROTECTION ENGINEERING | 000096 | <input type="checkbox"/> | <input type="checkbox"/> | 27 FSO | PG - FLIGHT SAFETY OFFICER | 000096 | <input type="checkbox"/> | <input type="checkbox"/> | 28 HCADM | HealthCare Admin - Enlisted | | <input type="checkbox"/> | <input type="checkbox"/> | 29 HELADM | HEALTHCARE ADMIN (GRADUATE) | 000096 | <input type="checkbox"/> | <input type="checkbox"/> | 30 HLS | Homeland Security | 000096 | <input type="checkbox"/> | <input type="checkbox"/> | 31 HRD | RESERVE PROGRAM MANAGEMENT | 000096 | <input type="checkbox"/> | <input type="checkbox"/> |
| Panel Type | Title | Jobcode | Exception Check Box | Apply | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17 CHEHYG | CHEMICAL ENGINEERING | 000096 | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 CIVENG | CIVIL ENGINEERING | 000096 | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19 CM | Culinary Management - Enlisted | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20 DCIT | Damage Control Industrial Tech - Enlisted | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21 EMERG | Emergency Management | 000096 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22 ENVMAN | ENVIRONMENTAL MANAGEMENT | 000096 | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23 EPS | Electrical Power Systems | 000096 | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24 FAM | Financial Accounting - Enlisted | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 25 FINMGN | FINANCIAL MANAGEMENT | 000096 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 26 FP | FIRE PROTECTION ENGINEERING | 000096 | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 27 FSO | PG - FLIGHT SAFETY OFFICER | 000096 | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 28 HCADM | HealthCare Admin - Enlisted | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 29 HELADM | HEALTHCARE ADMIN (GRADUATE) | 000096 | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 30 HLS | Homeland Security | 000096 | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 31 HRD | RESERVE PROGRAM MANAGEMENT | 000096 | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | <p>You must first enter the Ranking number for each course listed under My Advanced Training Preferences. Once rankings have been entered, click Edit for each panel to input and submit your comments to your Command/Endorser.</p>  <table border="1" data-bbox="339 1429 1377 1877"> <thead> <tr> <th>Panel Type</th> <th>Description</th> <th>Application Date</th> <th>Marked Final</th> <th>Edit</th> </tr> </thead> <tbody> <tr><td>1 EMERG</td><td>Emergency Management</td><td>06/08/2018</td><td><input type="checkbox"/></td><td><input type="button" value="Edit"/></td></tr> <tr><td>2 ACACHE</td><td>PG-ACAD INST - CHEMISTRY</td><td>06/08/2018</td><td><input type="checkbox"/></td><td><input type="button" value="Edit"/></td></tr> <tr><td>3 FINMGN</td><td>FINANCIAL MANAGEMENT</td><td>06/08/2018</td><td><input type="checkbox"/></td><td><input type="button" value="Edit"/></td></tr> </tbody> </table> <table border="1" data-bbox="339 1641 1377 1877"> <thead> <tr> <th>Panel Type</th> <th>Description</th> <th>Application Date</th> <th>Ranking</th> </tr> </thead> <tbody> <tr><td>1 FINMGN</td><td>FINANCIAL MANAGEMENT</td><td>06/08/2018</td><td>1</td></tr> <tr><td>2 ACACHE</td><td>PG-ACAD INST - CHEMISTRY</td><td>06/08/2018</td><td>3</td></tr> <tr><td>3 EMERG</td><td>Emergency Management</td><td>06/08/2018</td><td>2</td></tr> </tbody> </table> | Panel Type | Description | Application Date | Marked Final | Edit | 1 EMERG | Emergency Management | 06/08/2018 | <input type="checkbox"/> | <input type="button" value="Edit"/> | 2 ACACHE | PG-ACAD INST - CHEMISTRY | 06/08/2018 | <input type="checkbox"/> | <input type="button" value="Edit"/> | 3 FINMGN | FINANCIAL MANAGEMENT | 06/08/2018 | <input type="checkbox"/> | <input type="button" value="Edit"/> | Panel Type | Description | Application Date | Ranking | 1 FINMGN | FINANCIAL MANAGEMENT | 06/08/2018 | 1 | 2 ACACHE | PG-ACAD INST - CHEMISTRY | 06/08/2018 | 3 | 3 EMERG | Emergency Management | 06/08/2018 | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Panel Type | Description | Application Date | Marked Final | Edit | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 EMERG | Emergency Management | 06/08/2018 | <input type="checkbox"/> | <input type="button" value="Edit"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 ACACHE | PG-ACAD INST - CHEMISTRY | 06/08/2018 | <input type="checkbox"/> | <input type="button" value="Edit"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 FINMGN | FINANCIAL MANAGEMENT | 06/08/2018 | <input type="checkbox"/> | <input type="button" value="Edit"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Panel Type | Description | Application Date | Ranking | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 FINMGN | FINANCIAL MANAGEMENT | 06/08/2018 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 ACACHE | PG-ACAD INST - CHEMISTRY | 06/08/2018 | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 EMERG | Emergency Management | 06/08/2018 | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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Submitting a Postgraduate/Advanced Education Application, Continued

Procedures,
continued

| Step | Action |
|------------------|--|
| <p>10</p> | <p>Enter Member Comments. Enter the EMPLID or use the lookup to select an Endorser and click Save.</p> <p>NOTE: Per ALCGENL 104/23 – Member comments have been shortened to 500 characters. Any content longer than 500 characters will not be provided to the panel. Comments shall not contain gender indicators, personal pronouns, first names, or other prohibited content.</p>  <p>My Panel Submissions</p> <p>Gump, Forrest</p> <p>Here is where we can add generic instructions on how to use this page and what it displays. It is configurable, so you can provide us with the text that suits the CG as a whole.</p> <p>Board Type Code ACACHE AD/Res Ind Active Sequence Number 14</p> <p>Member Comments: I love Chemistry!!</p> <p>Endorser: 9876543</p> <p>1st Submitted Endorser:</p> <p>Last Upd DtTm: by:</p> <p>Save Return to My Panel Submissions</p> |
| <p>11</p> | <p>Upon saving, the 1st Submitted Endorser, Last Upd DtTm, and by fields will populate. Click Return to My Panel Submissions.</p>  <p>My Panel Submissions</p> <p>Gump, Forrest</p> <p>Here is where we can add generic instructions on how to use this page and what it displays. It is configurable, so you can provide us with the text that suits the CG as a whole.</p> <p>Board Type Code ACACHE AD/Res Ind Active Sequence Number 14</p> <p>Member Comments: I love Chemistry!!</p> <p>Endorser: 9876543 Taylor, Daniel Lieutenant</p> <p>1st Submitted Endorser: 9876543 Taylor, Daniel Lieutenant</p> <p>Last Upd DtTm: 06/08/18 11:32:22AM by: 6071994</p> <p>Save Return to My Panel Submissions</p> |

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Submitting a Postgraduate/Advanced Education Application, Continued

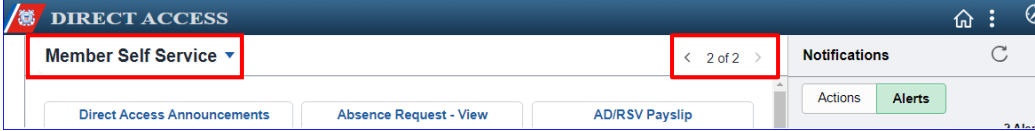
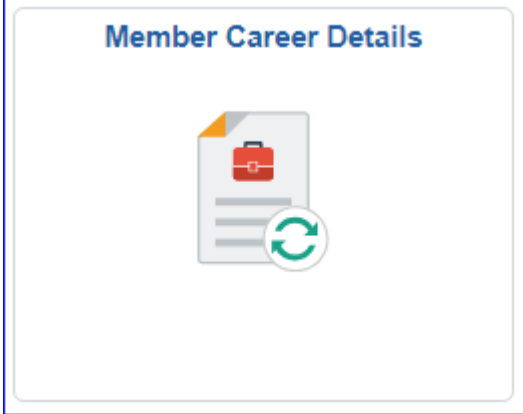
Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------------|---|------------------|--------------------------------|---|--------------|------|---------|----------------------|------------|--------------------------|---|----------|--------------------------|------------|--------------------------|---|----------|----------------------|------------|--------------------------|---|------------|-------------|------------------|---------|----------|----------------------|------------|--------------------------------|---------|----------------------|------------|--------------------------------|----------|--------------------------|------------|--------------------------------|
| 12 | <p>After all comments have been entered, the My Panel Submissions page will reorder the My Advanced Training Preferences per the Rankings entered in step 8 of this guide. Click Save.</p> <div data-bbox="341 613 1377 1066" style="border: 1px solid #ccc; padding: 5px;"> <p>My Panel Submissions Personalize Find View All [?] [grid] First [up] 1-3 of 3 [down] Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Panel Type</th> <th>Description</th> <th>Application Date</th> <th>Marked Final</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td>1 EMERG</td> <td>Emergency Management</td> <td>06/08/2018</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="button" value="Edit"/> <input type="button" value="[-"/></td> </tr> <tr> <td>2 ACACHE</td> <td>PG-ACAD INST - CHEMISTRY</td> <td>06/08/2018</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="button" value="Edit"/> <input type="button" value="[-"/></td> </tr> <tr> <td>3 FINMGN</td> <td>FINANCIAL MANAGEMENT</td> <td>06/08/2018</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="button" value="Edit"/> <input type="button" value="[-"/></td> </tr> </tbody> </table> <p>My Advanced Training Preferences Personalize Find View All [?] [grid] First [up] 1-3 of 3 [down] Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Panel Type</th> <th>Description</th> <th>Application Date</th> <th>Ranking</th> </tr> </thead> <tbody> <tr> <td>1 FINMGN</td> <td>FINANCIAL MANAGEMENT</td> <td>06/08/2018</td> <td style="text-align: center;"><input type="text" value="1"/></td> </tr> <tr> <td>2 EMERG</td> <td>Emergency Management</td> <td>06/08/2018</td> <td style="text-align: center;"><input type="text" value="2"/></td> </tr> <tr> <td>3 ACACHE</td> <td>PG-ACAD INST - CHEMISTRY</td> <td>06/08/2018</td> <td style="text-align: center;"><input type="text" value="3"/></td> </tr> </tbody> </table> <p style="text-align: center;"><input type="button" value="Save"/></p> </div> | Panel Type | Description | Application Date | Marked Final | Edit | 1 EMERG | Emergency Management | 06/08/2018 | <input type="checkbox"/> | <input type="button" value="Edit"/> <input type="button" value="[-"/> | 2 ACACHE | PG-ACAD INST - CHEMISTRY | 06/08/2018 | <input type="checkbox"/> | <input type="button" value="Edit"/> <input type="button" value="[-"/> | 3 FINMGN | FINANCIAL MANAGEMENT | 06/08/2018 | <input type="checkbox"/> | <input type="button" value="Edit"/> <input type="button" value="[-"/> | Panel Type | Description | Application Date | Ranking | 1 FINMGN | FINANCIAL MANAGEMENT | 06/08/2018 | <input type="text" value="1"/> | 2 EMERG | Emergency Management | 06/08/2018 | <input type="text" value="2"/> | 3 ACACHE | PG-ACAD INST - CHEMISTRY | 06/08/2018 | <input type="text" value="3"/> |
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| 1 FINMGN | FINANCIAL MANAGEMENT | 06/08/2018 | <input type="text" value="1"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 EMERG | Emergency Management | 06/08/2018 | <input type="text" value="2"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 ACACHE | PG-ACAD INST - CHEMISTRY | 06/08/2018 | <input type="text" value="3"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Endorsing a Postgraduate/Advanced Education Application

Introduction This guide provides the procedures for endorsing a postgraduate/advanced education application in Direct Access.

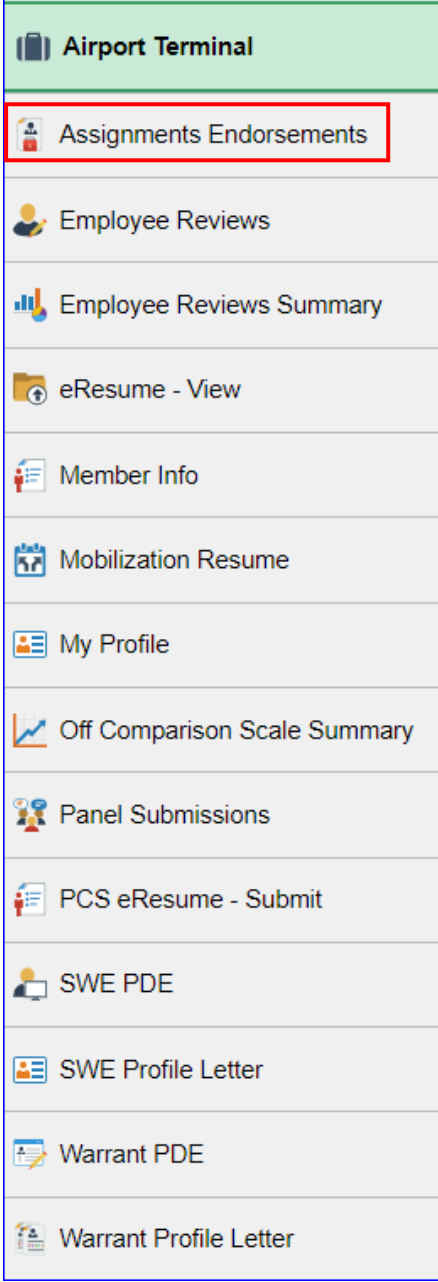
Procedures See below.

| Step | Action |
|------|--|
| 1 | <p>Navigate to Member Self Service via the drop-down or by page arrows.</p>  |
| 2 | <p>Select the Member Career Details tile.</p>  |

Continued on next page

Endorsing a Postgraduate/Advanced Education Application, Continued

Procedures,
continued

| Step | Action |
|------|--|
| 3 | <p>Select the Assignments Endorsements option.</p>  <p>The screenshot shows a vertical list of menu items. The item 'Assignments Endorsements' is highlighted with a red rectangular box. The other items in the list are: Airport Terminal, Employee Reviews, Employee Reviews Summary, eResume - View, Member Info, Mobilization Resume, My Profile, Off Comparison Scale Summary, Panel Submissions, PCS eResume - Submit, SWE PDE, SWE Profile Letter, Warrant PDE, and Warrant Profile Letter.</p> |

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Endorsing a Postgraduate/Advanced Education Application, Continued

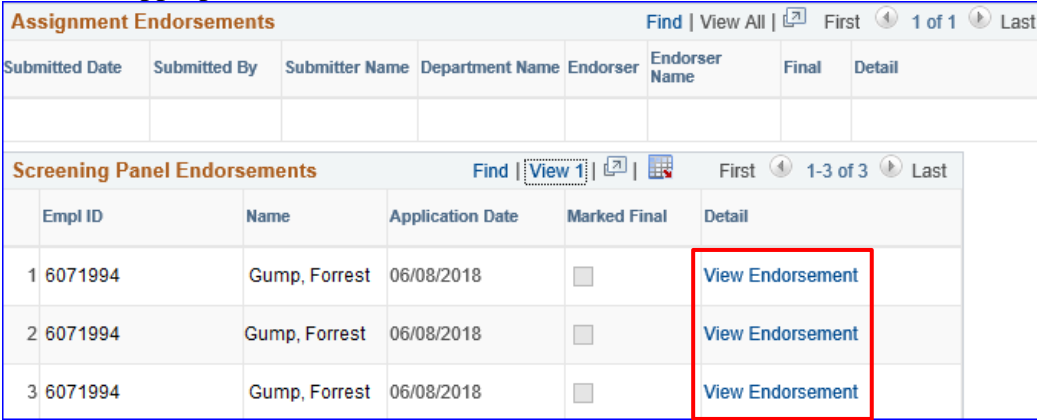
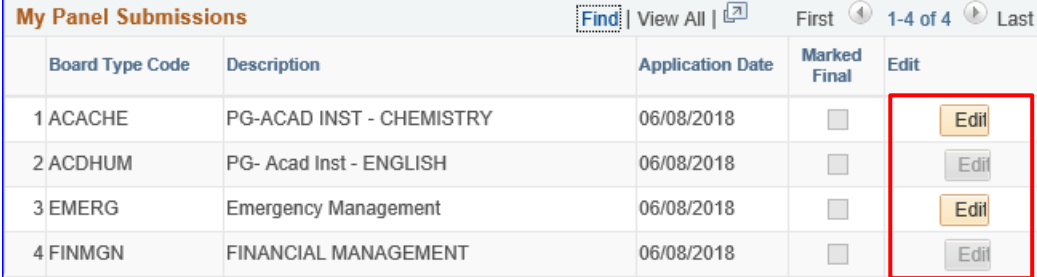
Procedures,
continued

| Step | Action |
|-----------------|--|
| <p>4</p> | <p>The My Assignments Endorsements page will display. Click the Endorsements Requested From Me radio button. Leave the Submission Status at the default of Pending and click Populate Grid.</p> |
| <p>5</p> | <p>The results will display. ALWAYS click View All.</p> |

Continued on next page

Endorsing a Postgraduate/Advanced Education Application, Continued

Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------------|---|------------------|--------------------------|----------------------------------|-----------------|----------|---------------|--------------------------|------------|--------------------------|----------------------|----------|-------------------------|------------|--------------------------|----------------------|---------|----------------------|------------|--------------------------|----------------------|----------|----------------------|---------------|--------------------------|--------------------------|----------------------------------|-----------|---------------|------------|--------------------------|----------------------------------|-----------|---------------|------------|--------------------------|----------------------------------|
| 6 | <p>Click the appropriate View Endorsement link.</p>  <p>Assignment Endorsements Find View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Submitted Date</th> <th>Submitted By</th> <th>Submitter Name</th> <th>Department Name</th> <th>Endorser</th> <th>Endorser Name</th> <th>Final</th> <th>Detail</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <p>Screening Panel Endorsements Find View 1 First 1-3 of 3 Last</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Name</th> <th>Application Date</th> <th>Marked Final</th> <th>Detail</th> </tr> </thead> <tbody> <tr> <td>1 6071994</td> <td>Gump, Forrest</td> <td>06/08/2018</td> <td><input type="checkbox"/></td> <td>View Endorsement</td> </tr> <tr> <td>2 6071994</td> <td>Gump, Forrest</td> <td>06/08/2018</td> <td><input type="checkbox"/></td> <td>View Endorsement</td> </tr> <tr> <td>3 6071994</td> <td>Gump, Forrest</td> <td>06/08/2018</td> <td><input type="checkbox"/></td> <td>View Endorsement</td> </tr> </tbody> </table> | Submitted Date | Submitted By | Submitter Name | Department Name | Endorser | Endorser Name | Final | Detail | | | | | | | | | Empl ID | Name | Application Date | Marked Final | Detail | 1 6071994 | Gump, Forrest | 06/08/2018 | <input type="checkbox"/> | View Endorsement | 2 6071994 | Gump, Forrest | 06/08/2018 | <input type="checkbox"/> | View Endorsement | 3 6071994 | Gump, Forrest | 06/08/2018 | <input type="checkbox"/> | View Endorsement |
| Submitted Date | Submitted By | Submitter Name | Department Name | Endorser | Endorser Name | Final | Detail | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Empl ID | Name | Application Date | Marked Final | Detail | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 6071994 | Gump, Forrest | 06/08/2018 | <input type="checkbox"/> | View Endorsement | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 6071994 | Gump, Forrest | 06/08/2018 | <input type="checkbox"/> | View Endorsement | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 6071994 | Gump, Forrest | 06/08/2018 | <input type="checkbox"/> | View Endorsement | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | <p>The member's Endorsement Summary will display. Click the Edit button to endorse the application.</p> <p>Note: Only those endorsements assigned to the Endorser will be available for edit.</p>  <p>My Panel Submissions Find View All First 1-4 of 4 Last</p> <table border="1"> <thead> <tr> <th>Board Type Code</th> <th>Description</th> <th>Application Date</th> <th>Marked Final</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td>1 ACACHE</td> <td>PG-ACAD INST - CHEMISTRY</td> <td>06/08/2018</td> <td><input type="checkbox"/></td> <td>Edit</td> </tr> <tr> <td>2 ACDHUM</td> <td>PG- Acad Inst - ENGLISH</td> <td>06/08/2018</td> <td><input type="checkbox"/></td> <td>Edit</td> </tr> <tr> <td>3 EMERG</td> <td>Emergency Management</td> <td>06/08/2018</td> <td><input type="checkbox"/></td> <td>Edit</td> </tr> <tr> <td>4 FINMGN</td> <td>FINANCIAL MANAGEMENT</td> <td>06/08/2018</td> <td><input type="checkbox"/></td> <td>Edit</td> </tr> </tbody> </table> | Board Type Code | Description | Application Date | Marked Final | Edit | 1 ACACHE | PG-ACAD INST - CHEMISTRY | 06/08/2018 | <input type="checkbox"/> | Edit | 2 ACDHUM | PG- Acad Inst - ENGLISH | 06/08/2018 | <input type="checkbox"/> | Edit | 3 EMERG | Emergency Management | 06/08/2018 | <input type="checkbox"/> | Edit | 4 FINMGN | FINANCIAL MANAGEMENT | 06/08/2018 | <input type="checkbox"/> | Edit | | | | | | | | | | | |
| Board Type Code | Description | Application Date | Marked Final | Edit | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 ACACHE | PG-ACAD INST - CHEMISTRY | 06/08/2018 | <input type="checkbox"/> | Edit | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 ACDHUM | PG- Acad Inst - ENGLISH | 06/08/2018 | <input type="checkbox"/> | Edit | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 EMERG | Emergency Management | 06/08/2018 | <input type="checkbox"/> | Edit | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 FINMGN | FINANCIAL MANAGEMENT | 06/08/2018 | <input type="checkbox"/> | Edit | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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Endorsing a Postgraduate/Advanced Education Application, Continued

Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------------|--|------------------|-------------------------------------|-------------------------------------|--------------|------|----------|--------------------------|------------|-------------------------------------|-------------------------------------|----------|-------------------------|------------|--------------------------|-------------------------------------|---------|----------------------|------------|--------------------------|-------------------------------------|----------|----------------------|------------|--------------------------|-------------------------------------|
| 8 | <p>The Endorsement Summary will display. Endorser Comments are required. Select Recommend/Not Recommended. Check the Mark Final box. Click Save.</p> <p>NOTE: Per ALCGENL 104/23, Command endorsements have been shortened to 500 characters. Any content longer than 500 characters will not be provided to the panel. Comments shall not contain gender indicators, personal pronouns, first names, or other prohibited content.</p> <div data-bbox="341 763 1377 1518" style="border: 1px solid blue; padding: 5px;"> <p>Endorsement Summary</p> <p>Gump, Forrest</p> <p>Board Type Code ACACHE AD/Res Ind Active Sequence Number 14</p> <p>Member Comments: I love Chemistry!!</p> <p>Endorser: 9876543 Taylor, Daniel Lieutenant</p> <p>1st Submitted Endorser: 9876543 Taylor, Daniel Lieutenant</p> <p> <input checked="" type="radio"/> Recommend <input type="radio"/> Not Recommended <input checked="" type="checkbox"/> Mark Final </p> <p>Endorser Comments: Good Luck</p> <p>Last Upd DtTm: 06/08/18 11:32:22AM by: 6071994</p> <p> <input type="button" value="Save"/> Return to My Panel Submissions </p> </div> | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | <p>Upon saving, the application will be Marked Final.</p> <div data-bbox="341 1576 1233 1899" style="border: 1px solid blue; padding: 5px;"> <p>Endorsement Summary</p> <p>Gump, Forrest</p> <p>My Panel Submissions Find View All First 1-4 of 4 Last</p> <table border="1"> <thead> <tr> <th>Board Type Code</th> <th>Description</th> <th>Application Date</th> <th>Marked Final</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td>1 ACACHE</td> <td>PG-ACAD INST - CHEMISTRY</td> <td>06/08/2018</td> <td><input checked="" type="checkbox"/></td> <td><input type="button" value="Edit"/></td> </tr> <tr> <td>2 ACDHUM</td> <td>PG- Acad Inst - ENGLISH</td> <td>06/08/2018</td> <td><input type="checkbox"/></td> <td><input type="button" value="Edit"/></td> </tr> <tr> <td>3 EMERG</td> <td>Emergency Management</td> <td>06/08/2018</td> <td><input type="checkbox"/></td> <td><input type="button" value="Edit"/></td> </tr> <tr> <td>4 FINMGN</td> <td>FINANCIAL MANAGEMENT</td> <td>06/08/2018</td> <td><input type="checkbox"/></td> <td><input type="button" value="Edit"/></td> </tr> </tbody> </table> </div> | Board Type Code | Description | Application Date | Marked Final | Edit | 1 ACACHE | PG-ACAD INST - CHEMISTRY | 06/08/2018 | <input checked="" type="checkbox"/> | <input type="button" value="Edit"/> | 2 ACDHUM | PG- Acad Inst - ENGLISH | 06/08/2018 | <input type="checkbox"/> | <input type="button" value="Edit"/> | 3 EMERG | Emergency Management | 06/08/2018 | <input type="checkbox"/> | <input type="button" value="Edit"/> | 4 FINMGN | FINANCIAL MANAGEMENT | 06/08/2018 | <input type="checkbox"/> | <input type="button" value="Edit"/> |
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