

RSCSP Applicant, Endorser and Application Verification Process Guides

Table of Contents

Applicant Process Guide	3-7
Endorser Process Guide	8-11
Application Verification Process Guide.....	12-13

Applicant Process Guide

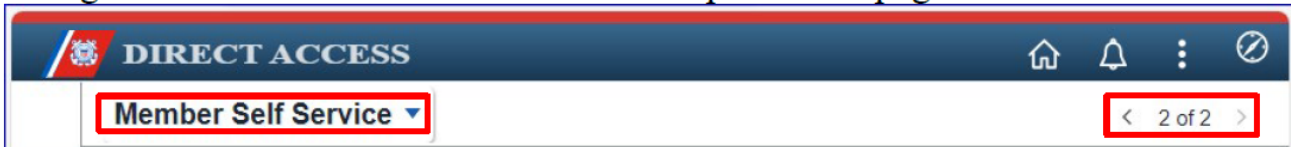
Step 1

- Log in to Direct Access

Step 2

- In the “Employee” box, click “Tasks”

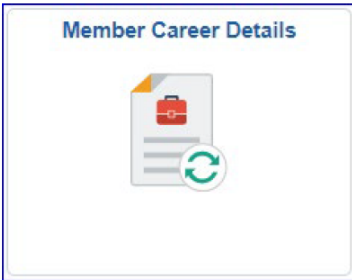
Navigate to Member Self Service via the drop down or page arrows.



Step 3

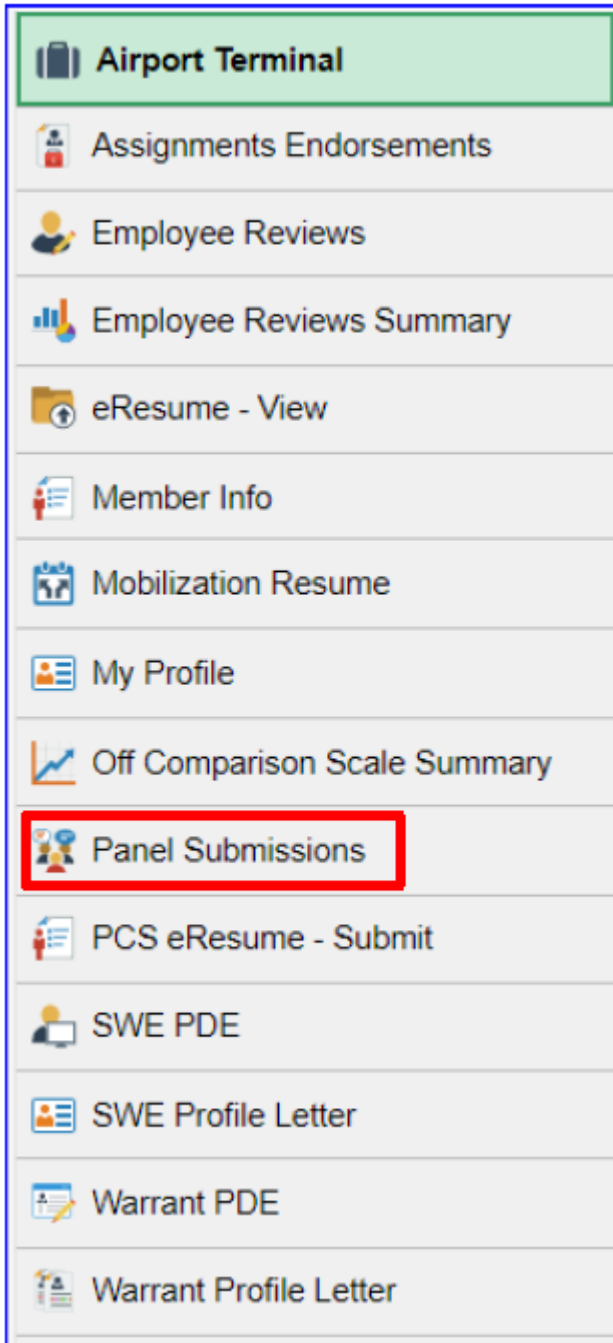
- Click “Member Career Details” tile.

Click the **Member Career Details** tile.



Step 4

- Select “Panel Submissions”



My Panel Submissions



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.

Panel Source:

Go

History

Step 5

- Input the following criteria:
 - AD/Res Ind: Reserve – Active Component
 - Bus Unit: Officer
 - Job Code: “000093” (for CAPT) or “000094” (for CDR)

Panel Source: Command Screening

Bus Unit:

AD/Res Ind:

Job Code:

Search

Submit

[Return to My Panel Submissions](#)

Step 6

- Click “Search”

Panel Source: Command Screening

Bus Unit:

AD/Res Ind:

Job Code:

Search

Submit

[Return to My Panel Submissions](#)

Step 7

- Check box under ‘Apply’ for CMRCSP

Panel Source: Command Screening Bus Unit: Officer

AD/Res Ind: Reserve - Active Component Job Code:

 [Return to My Panel Submissions](#)

Open Panels				Customize	Find	View All	First	1 of 1	Last
Panel Type	Title	Jobcode	Apply						
1 CMRCSP	Con.Major Res CMD Screen Panel	000094	<input checked="" type="checkbox"/>						

Step 8

- Click “Submit”

Education Application Process Guide for detailed instructions on submitting an E-Resume for PG/Adv Ed opportunities.

Panel Source: Command Screening Bus Unit: Officer

AD/Res Ind: Reserve - Active Component Job Code:

 [Return to My Panel Submissions](#)

Open Panels				Customize	Find	View All	First	1 of 1	Last
Panel Type	Title	Jobcode	Apply						
1 CMRCSP	Con.Major Res CMD Screen Panel	000094	<input checked="" type="checkbox"/>						

Step 9

- Click ‘Edit’ to enter member comments and forward for command endorsement

Panel Source

My Panel Submissions					Customize	Find	View All	1 of 1	Last
	Panel Type	Description	Application Date	Marked Final	Edit				
1	CMRCSP	Con.Major Res CMD Screen Panel	08/08/2016	<input type="checkbox"/>	<input type="button" value="Edit"/>				

Step 10

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

Member Comments:

I wish to apply to...

Endorser:

1st Submitted Endorser:

Last Upd DtTm:

by:

[Return to My Panel Submissions](#)

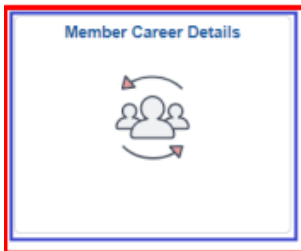
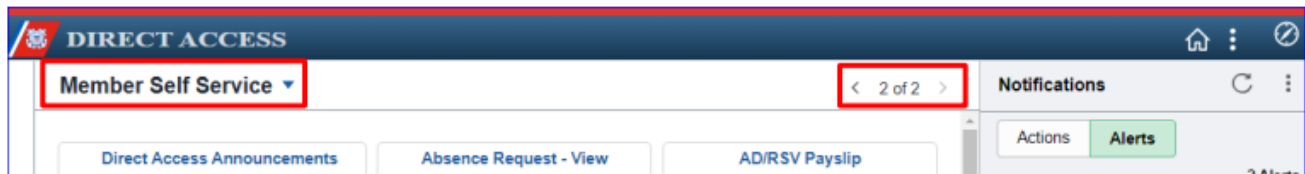
Endorser Process Guide

Step 1

- Log in to Direct Access

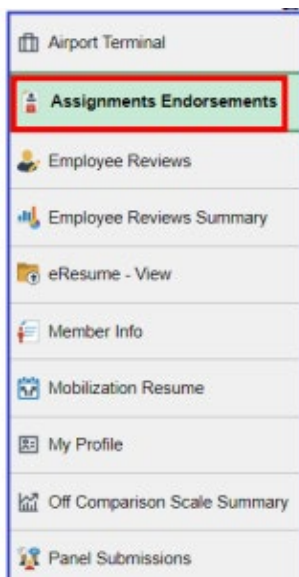
Step 2

- Navigate to **Member Self Service** via the drop down or by page arrows and click on the **Member Career Details** tile



Step 3

- Select the **Assignments Endorsements** option.



Step 4

- Select “Endorsements Requested From Me”

Step 5

- Select “Pending” from the “Submission Status” drop down menu

Step 6

- Click “Populate Grid”

Step 7

- Click “View Endorsement”

My Assignments Endorsements

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 **Step 4** Endorsements Requested From Me

*Submission Status: **Step 5** Pending **Step 6**

Submission From Date: 31

Submission To Date: 31

Submitted By: 🔍

Assignment Endorsements								Find	View All	1 of 1	Last
Dismiss	Submitted Date	Submitted By	Submitter Name	Department Name	Endorser	Endorser Name	Final	Detail			
<input type="checkbox"/>											

Screening Panel Endorsements					Find	View All	1 of 1	Last
Empl ID	Name	Application Date	Marked Final	Detail				
1		08/08/2016	<input type="checkbox"/>	View Endorsement				

Step 8

- Click “Edit”

Endorsement Summary



My Panel Submissions					Find View All First 1 of 1 Last
Board Type Code	Description	Application Date	Marked Final	Edit	
1 CMRCSP	Con.Major Res CMD Screen Panel	08/08/2016	<input type="checkbox"/>		

Step 8

Step 9

- Select “Recommend” or “Not Recommended”

Step 10

- Input comments in the “Endorser Comment” box. (Note: Command/endorser comments are REQUIRED.)

Step 11

- Click box beside “Mark Final”

Step 12

- Click “Save”

Endorsement Summary



Board Type Code CMRCSP AD/Res Ind Active Rsv Sequence Number 19

Member
Comments:

tes

Endorser:

1st Submitted
Endorser:

Recommend Not Recommended Mark Final

Endorser
Comments:

Step 10:
Input Command/endorser comments in this
block.

Step 12

Last Upd DTm: 08/08/16 8:56:19AM by: 1186927

Save

[Return to My Panel Submissions](#)

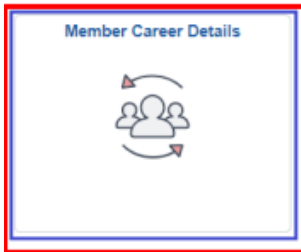
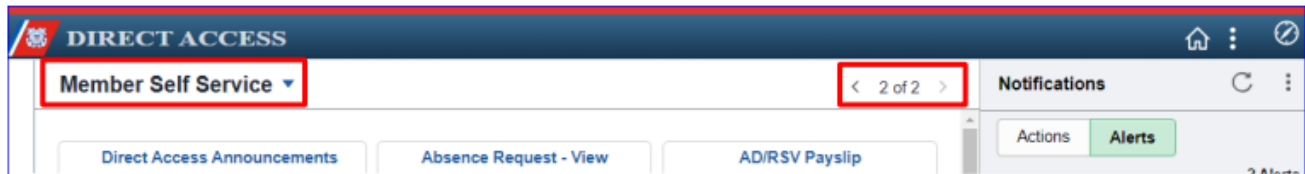
Application Verification Process Guide

Step 1

- Log in to Direct Access

Step 2

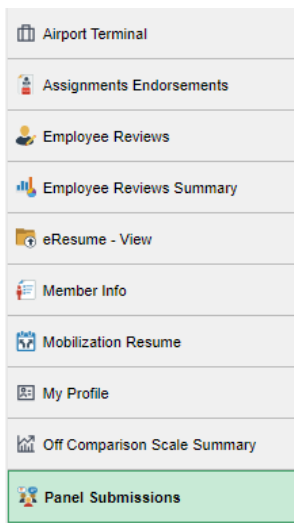
- Select the **Assignments Endorsements** option



Step 3

- Click “Panel Submissions”

*Note: Panel applications that have been successfully submitted will appear in “My Panel Submissions”.



Step 4

- Click “History” to refresh the panels for which you have applied.

Panel Source

My Panel Submissions					
Panel Type	Description	Application Date	Marked Final	Edit	
1	CMRCSP	Con.Major Res CMD Screen Panel	08/08/2016	<input type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="-"/>

My Advanced Training Preferences			
Panel Type	Description	Application Date	Ranking
1			<input type="text"/>

Step 5

- Click “Edit” to add comments and forward for endorsement.
- Click “ - “ to withdraw the application.

Panel Source

My Panel Submissions					
Panel Type	Description	Application Date	Marked Final	Edit	
1	CMRCSP	Con.Major Res CMD Screen Panel	08/08/2016	<input type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="-"/>

My Advanced Training Preferences			
Panel Type	Description	Application Date	Ranking
1			<input type="text"/>

* Note: Once a panel is marked “final” by an endorser, it may no longer be edited.