RSCSP Applicant, Endorser and Application Verification Process Guides

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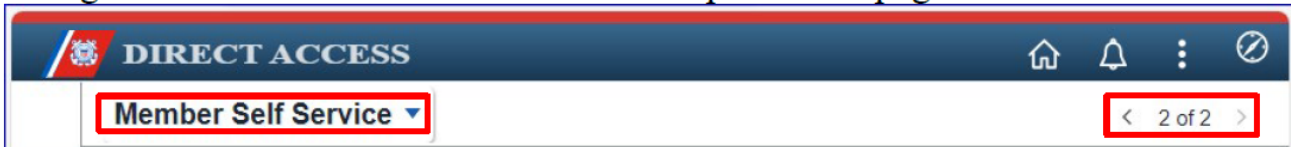
Applicant Process Guide

Step 1
- Log in to Direct Access

Step 2
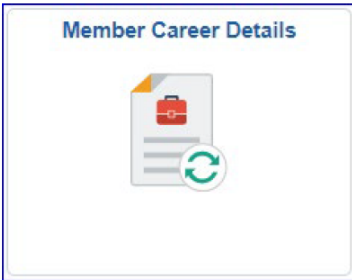- In the "Employee" box, click "Tasks"

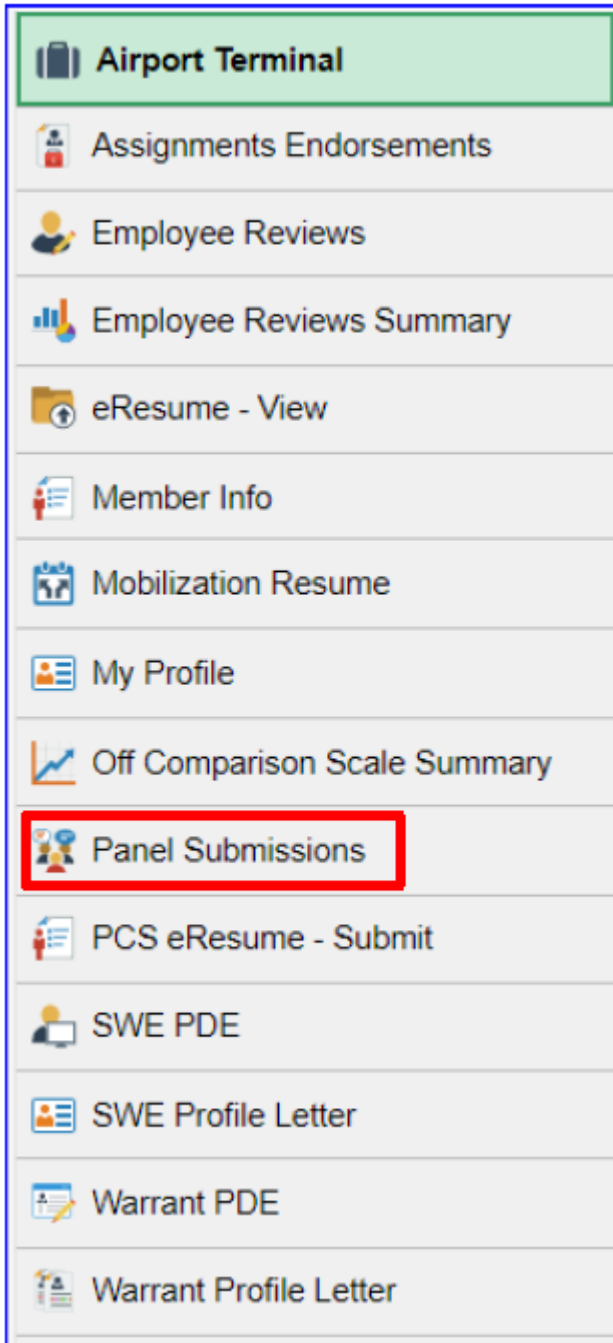Navigate to Member Self Service via the drop down or page arrows.

Step 3
- Click "Member Career Details" tile.

Click the **Member Career Details** tile.

Step 4

- Select "Panel Submissions"

🧳 **Airport Terminal**
👤 Assignments Endorsements
👤 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
📋 Warrant Profile Letter

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 [Command Screening ▼]   [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:**   [Officer ▼]

AD/Res Ind: [Reserve - Active Component ▼]   **Job Code:**   [000094 🔍]

[Search]   [Submit]   Return to My Panel Submissions

Step 6

- Click "Search"

Panel Source: Command Screening   **Bus Unit:**   [Officer ▼]

AD/Res Ind: [Reserve - Active Component ▼]   **Job Code:**   [000094 🔍]

[Search]   [Submit]   Return to My Panel Submissions

Step 7

- Check box under 'Apply' for CMRCSP

Step 8

- Click "Submit"

Step 9

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

Step 10

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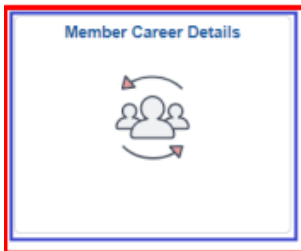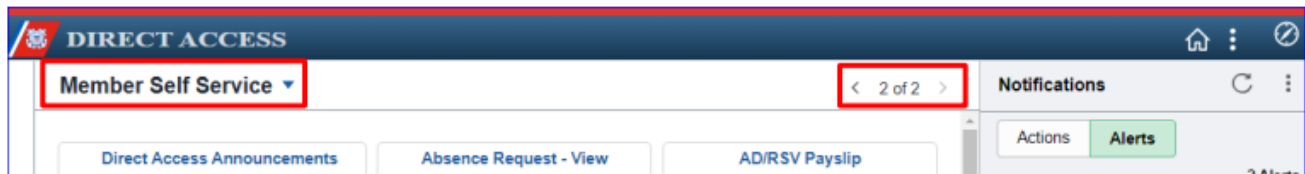- Select Commanding Officer/Endorser
- Save after Completion

Endorser Process Guide
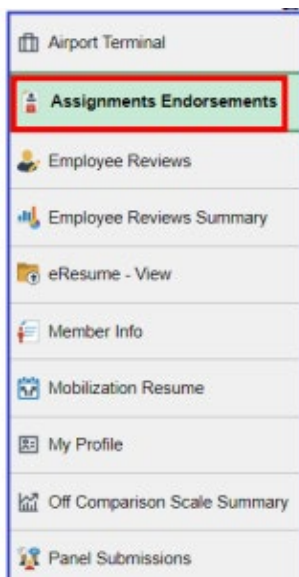
Step 1

- 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"

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	☐	Edit

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: test

Endorser:

1st Submitted   Step 9   Step 11
Endorser:

        ○ Recommend   ○ Not Recommended   ☐ Mark Final

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

Step 12   Last Upd DtTm: 08/08/16 8:56:19AM   by: 1186927

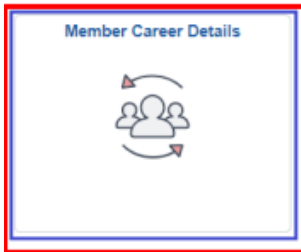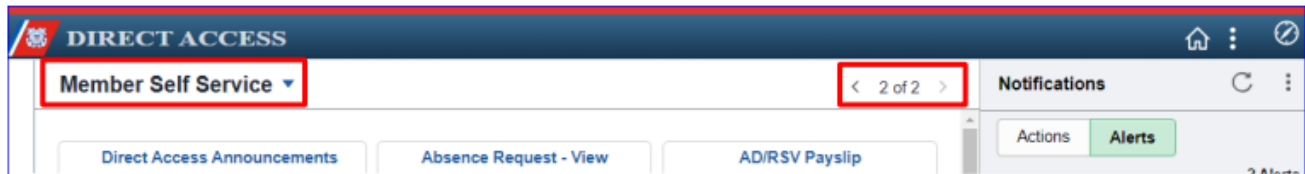   Save   Return to My Panel Submissions

Application Verification Process Guide

Step 1

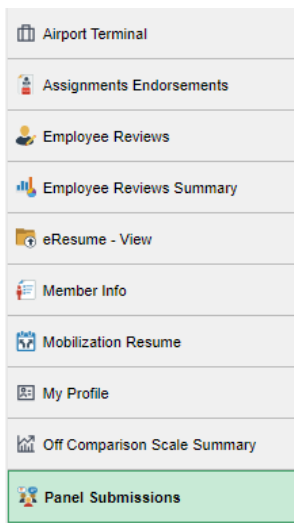- Log in to Direct Access

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.

Step 5

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

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