

RESERVE CWO APPOINTMENT COMMANDING OFFICER **E-RESUME GUIDANCE**

COS MUST LIMIT THEIR COMMENTS SPECIFICALLY TO WHETHER THE APPLICANT MEETS OR DOES NOT MEET ELIGIBILITY CRITERIA, AND WHETHER THE APPLICANT IS OR IS NOT RECOMMENDED FOR APPOINTMENT.

(1) LOG INTO DIRECT ACCESS AND CLICK ON VIEW WORKLIST SHORTCUT AT THE TOP RIGHT OF THE SCREEN.

(2) CLICK ON THE APPLICANTS NAME TO ACCESS THE E-INTERVIEW.

(3) ONCE YOU HAVE ACCESSED THE APPLICANTS E-RESUME, CLICK ON THE DROP DOWN ARROWS TO MAKE A RECOMMENDATION AND RATE THE APPLICANTS QUALIFICATION FOR CWO APPOINTMENT. TO RECOMMEND THE APPLICANT FOR RC CWO APPOINTMENT, SELECT: MAKE OFFER: IN THE DROP DOWN FIELD.

(4) CLICK ON THE COMMENTS LINK AND ENTER COMMENTS. **COS MAY ONLY ENTER: "ELIGIBLE AND RECOMMENDED FOR APPOINTMENT TO RC CWO" OR "NOT ELIGIBLE AND NOT RECOMMENDED FOR APPOINTMENT TO RC CWO."**

IF THE APPLICANT IS RECOMMENDED FOR RC CWO APPOINTMENT THEN CLICK THE RETURN BUTTON AFTER ENTERING COMMENTS.

(5) THIS WILL RETURN YOU TO THE JOB ENDORSEMENT SCREEN: **IF YOU ARE THE FINAL ENDORSER CLICK ON THE MARK ALL FINAL BUTTON AND THEN CLICK SUBMIT.** NOTE IAW 1.D.2.A.14 OF PERSONNEL MANUAL ONLY COMMANDING OFFICERS ARE AUTHORIZED TO SUBMIT THE FINAL ENDORSEMENT.

(6) IF YOU ARE NOT THE FINAL ENDORSER, CLICK THE SUBMIT BUTTON. THIS WILL BRING YOU BACK TO YOUR WORKLIST WHERE YOU CAN REASSIGN THE E-RESUME.

(7) IF YOU ARE THE FINAL ENDORSER (**COMMANDING OFFICER**) AND YOU HAVE MARKED ALL FINAL BUTTON IN STEP (5) ABOVE YOU CAN CLICK THE MARKED WORKED BUTTON AND IT WILL REMOVE THE E-RESUME FROM YOUR WORKLIST.