

Direct Access

Quick Reference Guide

CUSTOMER SUPPORT

Customer Care: 866-PSC-USCG (772-8724)
785-339-2200

Email: PSCCustomerCare@hrrsic.uscg.mil

On-line Help: <http://www.uscg.mil/hq/psc> (click on the PeopleSoft link) or (CGWEB only) <http://cgweb.uscg.mil/g-w/hrrsic/Direct-Access>

Self-Service Tutorials:

<http://www.uscg.mil/hq/psc/training/>

ANNUAL SCREENING QUESTIONNAIRE

Federal law requires that all Ready Reservists (*Selected Reservists (SELRES) and Individual Ready Reservists (IRR)*) be regularly screened to ensure their availability and fitness for duty if mobilized. Questionnaires must be completed and submitted annually during the month of October.

Note: Members who have completed a Questionnaire within the four months preceding 01 October are not required to submit a new Questionnaire for the current year.

➤ Drilling Selected Reservists with access to the Coast Guard Intranet:

- Will receive a reminder annually, via email, providing you have entered your email address in Direct Access.
- Should complete and submit the Questionnaire through **Self Service** application.

Note: Submitting the Questionnaire via Direct Access Self Service is the preferred and most efficient method. Be sure to verify your email address has been entered and is correct in the system.

➤ Reservists who have not entered an email address in the system:

- Will receive, via mail, a Questionnaire and a self-addressed envelope for returning the completed Questionnaire to PSC. PSC will forward the Questionnaire to the reservists' PERSRU.
- May download the Questionnaire (Microsoft Word format) from the CG intranet:
<http://www.uscg.mil/hq/psc/forms>
Form Number: **CG PSC-3799R**
Complete and forward the Questionnaire to your PERSRU.

Note: PERSRUs will enter completed Questionnaires on behalf of reservists.

Annual Screening Questionnaire

ANNUAL SCREENING QUESTIONNAIRE

Home > Self Service > Employee > Tasks > Annual Screening Questionnaire

Home > Self Service > Employee > Tasks > Annual Screening Questionnaire New Window

Questionnaire ← Occupation Data
Annual Screening Questionnaire
Employee Name
Annual Screening Questionnaire Acknowledgement

Page defaults to the **Questionnaire** tab. Complete this page then click the **Occupation Data** tab or use the link at the bottom of the page.

As a member willing to be deployed, I shall not comply with Military Justice (OCM), among other sanctions, I could receive dismissal, a bad conduct discharge, a dishonorable discharge, or an administrative discharge characterized as other than honorable.
Member's response: I understand and accept I do not understand or do not accept

Recall Availability
Date Notified: 02/28/2002 Date Signed: 02/28/2002
*Member Recall Status: Available
Critical
Hardship
Key Empl
Other

Click on the **Member Recall Status** drop-down arrow and select status. **Note:** Refer to **Members Response** section (pg 2), if you select anything other than **Available**.

Occupation Data Link Personal Information

Click this link to review your **personal information**. If changes need to be made, you may update some of the information through Direct Access Self Service. If you are not able to update your information via Self Service, contact your PERSRU.

Member Recall Status	
Status	Use When
Available	Available for recall.
Critical	Not available for recall due to employment in a critical civilian industry or profession. This is an occupation that could be critical to your community at the same time that a mobilization is necessary (police, fire, EMA, local government official). Document the extenuating circumstances that prevent mobilizing.
Hardship	Not available for recall due to financial or family hardship. Document the extenuating circumstances that prevent mobilizing.
Key Empl	Not available for recall due to employment in key federal position. See appropriate agency (full-time employer of USCGR member) instruction for written designation. USCG's policy to identify its civilian positions is described in COMDTINST 12910.1, dtd 10 SEP 1990, Screening of Civilian Employees in the Reserve Components.
Other	Not available for recall for a reason not listed. Document the extenuating circumstances that prevent mobilizing.

- **Once data is saved and member exits the ASQ, upon re-entry the Questionnaire tab is blank; however, the previously saved data is stored in in the system.**

*If you selected **I do not understand or do not accept**, or anything other than **Available** in the recall status block, refer to **Members Response** (page 2).*

MEMBERS RESPONSE

- If you selected **I do not understand or do not accept**, or anything other than **Available** in the recall status block, you will need to enter a supervisor's Operator ID number and email address so your Annual Screening Questionnaire can be reviewed by your chain of command.

Route to Supervisor:

Email Address:

Enter or lookup your supervisor's Operator ID. Click the magnifying glass to invoke the lookup page.

Lookup Route to Supervisor **Lookup Supervisor's Operator ID**

EmpID:

Name:

Last Name:

SetID:

Department:

[Basic Lookup](#)

Enter data in one or more fields then click **Lookup**.
Tip: Use the % (wildcard) to maximize your search.

Click **Lookup**.

- The results of your lookup will display in a grid. Select your supervisor by clicking on their name. You will be returned to the Questionnaire page and the system will automatically fill-in your supervisor's Operator ID and email address.
- If you entered your supervisor's Operator ID the system will automatically fill-in their email address.
- If your supervisor does not have an email address entered in Direct Access you may enter it manually.

OCCUPATION DATA

COAST GUARD **Occupation Data**

Home > Self Service > Employee > Tasks > Annual Screening Questionnaire [New Window](#)

Questionnaire Occupation Data

Occupational Data

Employee Name: _____ EmpID: 9999999

Civilian Employer Data

Employer: Supv.Name:

Work Phone: Supv Phone:

Address 1: Address 2: Address 3:

City: State:

Postal Code: Country:

Enter your civilian employer information. Lookup state or country codes by clicking the magnifying glass next to the field.

Civilian Occupation Information

Select the job that best matches your civilian occupation:

Standard Occupational Code	Date Posted	Description	<input type="button" value="Add"/>	<input type="button" value="Delete"/>
<input type="text"/> <input type="button" value="🔍"/>	02/28/2002		<input type="button" value="Add"/>	<input type="button" value="Delete"/>

Click on the magnifying glass to search for a code.

OCCUPATION DATA (continuation)

Home > Self Service > Employee > **Lookup Occupational Code**

Lookup Standard Occupational Code

Standard Occupational Classif:

Description:

[Basic Lookup](#)

Description Field:
Enter a keyword preceded by the % (wildcard) then click the **Lookup** button.

Search Results - (%office was entered in the Description field).

Standard Occupational Classif	Description
551011	Air Crew Officers
551013	Armored Assault Vehicle Office
551014	Artillery and Missile Officers
333010	Baillifs, Correctional Officer
131041	Compliance Officers, Except Ag
333012	Correctional Officers and Jail
339031	Gaming Surveillance Officers a
551016	Infantry Officers
132070	Loan Counselors and Officers
132072	Loan Officers
439190	Miscellaneous Office and Admin
439061	Office Clerks, General
439071	Office Machine Operators, Exce
430000	Office and Administrative Supp
439199	Office and Administrative Supp
439000	Other Office and Administrativ
333050	Police Officers
211092	Probation Officers and Correct

Click on a code or job description to return to Occupation Data page.

Search results may contain duplicate descriptions. Select the first (more general) occurrence is the best rule. Already submitted a design recommendation to People Soft.

Civilian Occupation Information **Add Additional Occupation Codes**

Select the job that best matches your civilian occupation:

Standard Occupational Code	Date Posted	Description	<input type="button" value="Add"/>	<input type="button" value="Delete"/>
1 <input type="text" value="439190"/> <input type="button" value="🔍"/>	02/01/2002	Miscellaneous Office and Admin	<input type="button" value="Add"/>	<input type="button" value="Delete"/>
2 <input type="text"/> <input type="button" value="🔍"/>	03/08/2002		<input type="button" value="Add"/>	<input type="button" value="Delete"/>

Click the **Add** button. A blank line will appear.

Click on the magnifying glass (on the blank line) and repeat the steps to lookup and select additional occupation codes.

Enter all data then click **Save**.

Save Confirmation **Save Confirmation**

✓ The Save was successful.
Upon entry the mobilization page appears blank, but your saved data is stored in CCHRMS.

Click **OK** to return to previous page.

Civilian Occupation Information **Delete Occupation Code(s)**

Select the job that best matches your civilian occupation:

Standard Occupational Code	Date Posted	Description	<input type="button" value="Delete"/>
1 <input type="text" value="151071"/> <input type="button" value="🔍"/>	02/01/2002	Network	<input type="button" value="Delete"/>
2 <input type="text" value="439190"/> <input type="button" value="🔍"/>	02/12/2002	Miscellaneous	<input type="button" value="Delete"/>

To delete a code, click the **Delete** button to the right of the occupation description.

Microsoft Internet Explorer **Delete Confirmation**

Delete current/selected rows from this page? The delete will occur when the transaction is saved.

Click **OK** to delete or click **Cancel** if you do not want to delete.

- Be sure to **Save** your work after making changes.