

Reserve Status Change

Overview

Introduction This transaction is used to change a member's Reserve category, classification and training/pay status. The member's anniversary date can also be corrected using this page. However, only users at PPC have access to change the anniversary date.

Important Information about this transaction Some Reserve Status changes inherently are the result of a PCS assignment change. For example, a PCS reassignment from a SELRES billet to the Inactive Ready Reserve (IRR). In these cases, process the PCS orders first, then complete the Reserve Status Change.

Status changes into RET-2 must be done by PPC (RAS).

Reference [CG Reserve Policy Manual, COMDTINST M1001.28\(series\), Chapter 1, Sections C, D and E](#)

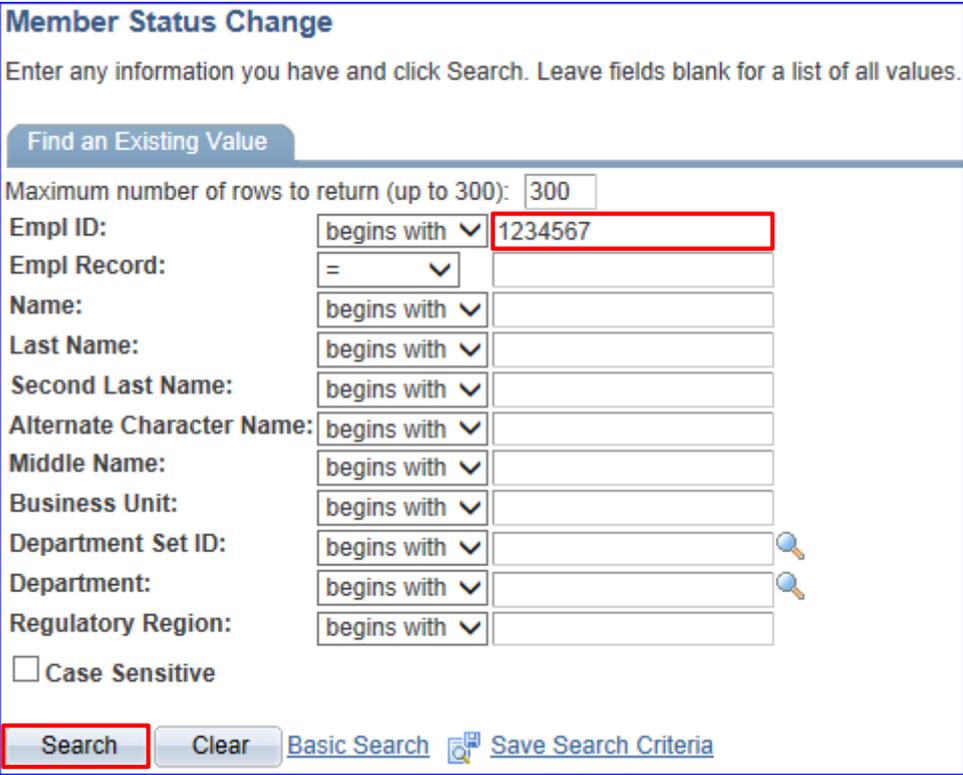
Corrections and Deletions Corrections and deletions cannot be made to a Reserve Member Status. Complete a new entry with the same effective date.

Do not submit a retroactive Member Status Change prior to the current Job Effective Date. If necessary, submit a PPC Customer Care trouble ticket for assistance.

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Overview, Continued

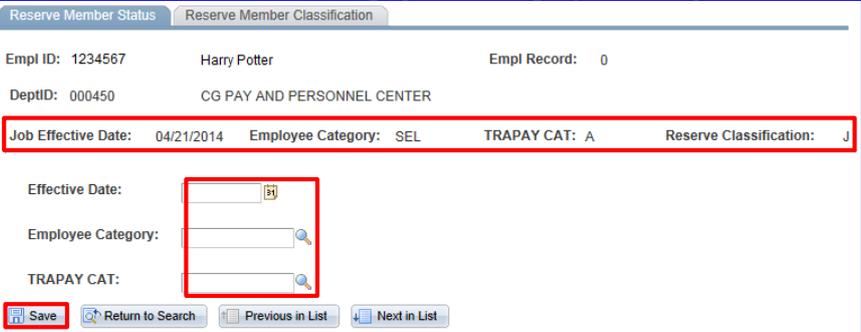
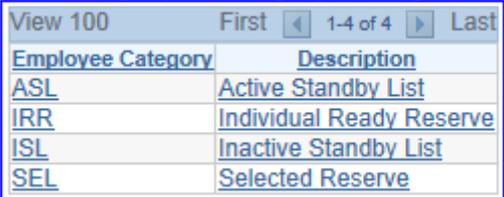
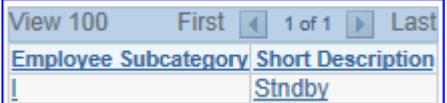
Procedures This section provides the procedures for creating a Reserve Status Change.

Step	Action
1	<p>Locate the Reserve Administration Pagelet and select Member Status Change.</p>  <p>The screenshot shows a window titled "Reserve Administration" with a list of links. The link "Member Status Change" is highlighted with a red rectangular box. Other links include IDT Drills, Annual Screening Questionnaire, View Member Drills, MGIB Enrollments, Member Training Rating, Reserve Member Balances, Training Status, and Reserve Orders.</p>
2	<p>Enter the members EMPLID and click the Search button.</p>  <p>The screenshot shows the "Member Status Change" search interface. It includes a "Find an Existing Value" section with a "Maximum number of rows to return (up to 300):" field set to "300". Below this are several search criteria fields, each with a "begins with" dropdown menu. The "Empl ID:" field is filled with "1234567" and is highlighted with a red box. Other fields include Empl Record, Name, Last Name, Second Last Name, Alternate Character Name, Middle Name, Business Unit, Department Set ID, Department, and Regulatory Region. There is also a "Case Sensitive" checkbox. At the bottom, there are buttons for "Search" (highlighted with a red box), "Clear", "Basic Search", and "Save Search Criteria".</p>

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Overview, Continued

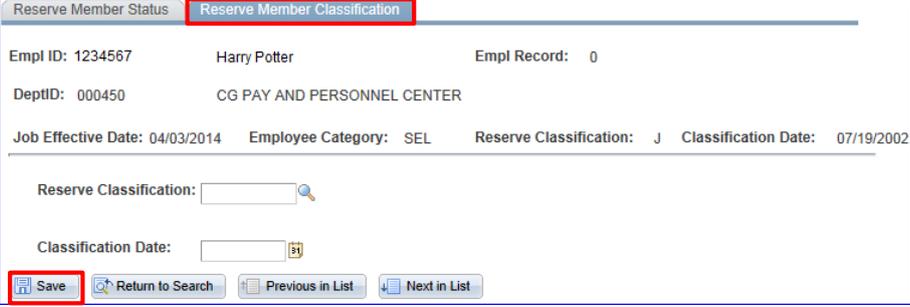
Procedures, continued

Step	Action
3	<p>The Reserve Member Status page will display showing the current status.</p>  <p>Note: If the effective date of the status change is prior to the Job Effective Date identified above, do NOT complete the entry and contact PPC Customer Care for assistance.</p> <ul style="list-style-type: none"> • Enter the Effective Date: • Click the Employee Category lookup button and select an option.  <ul style="list-style-type: none"> • Click the TRAPAY CAT lookup button and select an option. Options vary based on the Employee Category selected above. <ul style="list-style-type: none"> ○ ASL options:  <ul style="list-style-type: none"> ○ IRR options:  <ul style="list-style-type: none"> ○ ISL options: 

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Overview, Continued

Corrections and Deletions, continued

Step	Action
<p>3 (cont)</p>	<p>○ SEL options:</p>  <p>Enter the new Employee Category and TRAPAY CAT, then Save.</p>
<p>4</p>	<p>Reserve Member Classification Tab – Do not edit. This data is set at the time of accession.</p>  <p>The Reserve Classification describes the program a member was accessed into the Coast Guard Reserve. The Classification Date is either the same as the date they enlisted in the USCGR or the date they became a member of the Reserve component following completion of active obligated service.</p>