

Self Service for Command – Reserve Status Change

Introduction This transaction is a view only for commands to review a member's Reserve Status.

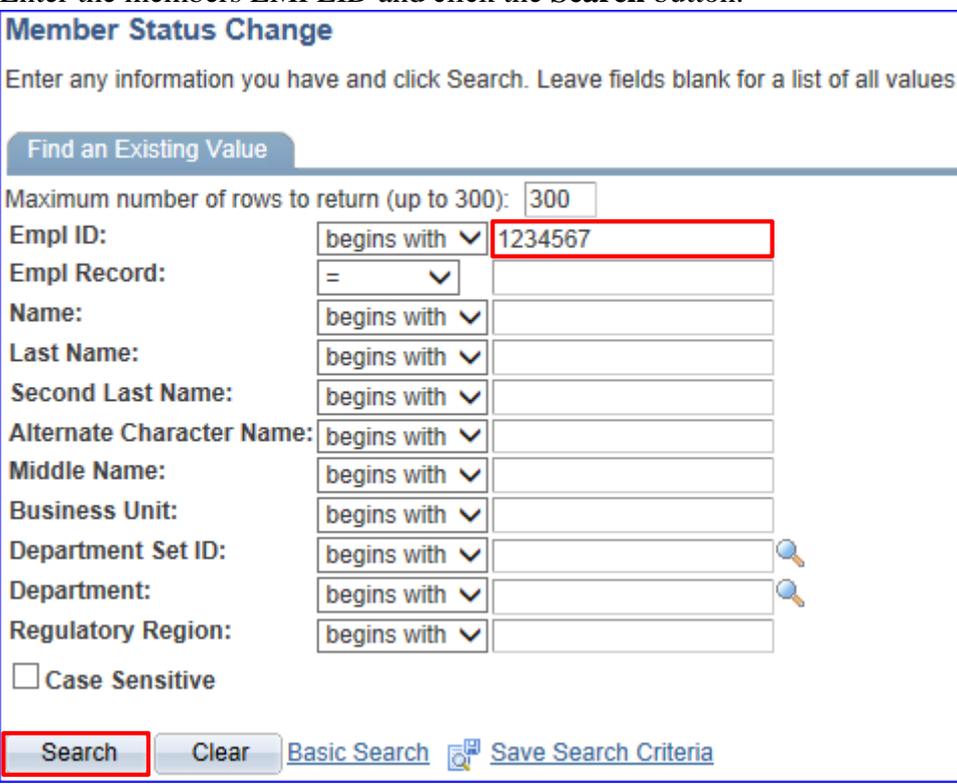
Important Information about this transaction Some Reserve Status changes inherently are the result of a PCS assignment change. For example, a PCS reassignment from a SELRES billet to the Inactive Ready Reserve (IRR). Status changes into RET-2 must be done by PPC (RAS).

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

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Self Service for Command – Reserve Status Change, Continued

Procedures See below.

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.</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 and an input field. The "EMPLID:" field has "1234567" entered and is highlighted with a red box. At the bottom, the "Search" button is highlighted with a red box. Other buttons include "Clear", "Basic Search", and "Save Search Criteria".</p>

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Self Service for Command – Reserve Status Change, Continued

Procedures, (continued)

3	<p>The Reserve Member Status page is view only for commands. The member's current status will display.</p> <div data-bbox="338 595 1398 1039" style="border: 1px solid blue; padding: 5px;"><p>Reserve Member Status Reserve Member Classification</p><p>Empl ID: 1234567 Donald Duck Empl Record: 0</p><p>DeptID: 000450 CG PAY AND PERSONNEL CENTER</p><p>Job Effective Date: 02/10/2014 Employee Category: SEL TRAPAY CAT: A Reserve Classification:</p><p>Effective Date:</p><p>Employee Category:</p><p>TRAPAY CAT:</p><p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/></p><p>Reserve Member Status Reserve Member Classification</p></div>
4	<p>Reserve Member Classification Tab – Does not display the member's classification for command users.</p> <div data-bbox="338 1149 1321 1563" style="border: 1px solid blue; padding: 5px;"><p>Reserve Member Status Reserve Member Classification</p><p>Empl ID: 1234567 Donald Duck Empl Record: 0</p><p>DeptID: 000450 CG PAY AND PERSONNEL CENTER</p><p>Job Effective Date: 02/10/2014 Employee Category: SEL Reserve Classification: Classification Date: 01/13/2013</p><p>Reserve Classification:</p><p>Classification Date:</p><p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/></p><p>Reserve Member Status Reserve Member Classification</p></div>