

**PPC SPO Manual,  
Part VII, Reserve Unique Transactions  
Chapter 2, Annual Screening Questionnaire (ASQ)**

## Chapter Overview

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### Introduction

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 and submit updated information to their chain of command. Coast Guard reservists will complete the screening annually.

Reserve members serving on EAD contracts are not in the ready reserve and do not need to complete the ASQ. However, they should complete the ASQ as soon as possible following their release from active duty.

**Note:** Members who have completed a questionnaire within the four months preceding 1 October are not required to submit a new questionnaire for the current year. The questionnaire is designed to be done as often as the information or recall availability changes and anytime of the year.

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### In this chapter

This guide covers the following topics:

Topic	See Page
<a href="#">How to Complete the ASQ</a>	VII-2-2
<a href="#">ASQ Status Report</a>	VII-2-11
<a href="#">Supervisor Notification</a>	VII-2-19

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## How to Complete the ASQ

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**Introduction**      This section provides the procedure for entering a Reserve Screening Questionnaire. Self-Service and SPO procedures are similar; both are presented here.

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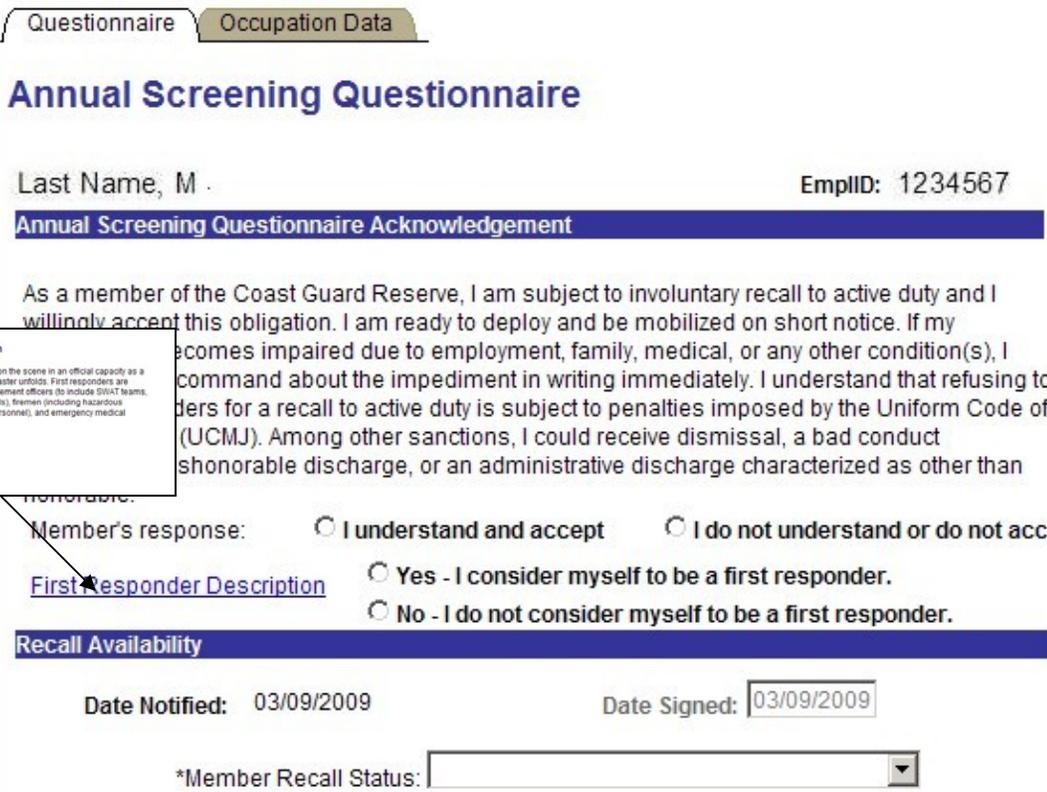
**Procedure**        Start Internet Explorer, sign into the system and follow these steps to complete this procedure.

Step	Action
1	<p>Select menu items in the following order:</p> <p>➔ <b>Self-Service</b> --- <a href="#">Home</a> &gt; <a href="#">Self-Service</a> &gt; <a href="#">Employee</a> &gt; <a href="#">Tasks</a> &gt; <b>Annual Screening Questionnaire</b></p> <p>➔ <b>Non Self-Service (SPO)</b> -- <a href="#">Home</a> &gt; <a href="#">Administer Workforce</a> &gt; <a href="#">Administer Workforce (GBL)</a> &gt; <a href="#">Use</a> &gt; <b>Annual Screening Questionnaire</b></p> <p>Non self-service users complete the Employee lookup page, enter the member's employee ID and click <span style="border: 1px solid black; padding: 2px;">Search</span> (see Search Tips for help if necessary).</p> <p> When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification.</p>

*Continued on next page*

## How to Complete the ASQ, Continued

Procedure (continued)

Step	Action
2	<p>The Annual Screening Questionnaire page will display. There are two tabs to complete on this page, the questionnaire tab (which is displayed first) and the occupation data tab. <b>Both tabs must be reviewed before saving any changes.</b></p> <ul style="list-style-type: none"> <li>• Read the Annual Screening Questionnaire Acknowledgement and select the response.</li> <li>• Read the First Responder Description (Click the link to open the description page, click the return button to return to the ASQ page) and select the response (<i>Yes-I consider my self to be a first responder</i> or <i>No-I do not consider myself to be a first responder</i>)</li> </ul>  <p><b>First Responder Description</b>  <small>The men and women who are first on the scene in an official capacity as a domestic natural or man-made disaster victims. First responders are generally State and local law enforcement officers (to include SWAT teams, bomb-dog teams, and bomb squads), firemen (including hazardous material and search and rescue personnel), and emergency medical technicians.</small></p> <p><a href="#">Return</a></p>

Continued on next page

## How to Complete the ASQ, Continued

Procedure (continued)

Step	Action												
<p><b>3</b></p>	<p>Complete the Recall Availability section by clicking on the drop-down arrow in the Member Recall Status block and choosing the status.</p> <div data-bbox="321 541 945 722" style="border: 1px solid black; padding: 5px;"> <p>*Member Recall Status: <span style="float: right;">▼</span></p> <ul style="list-style-type: none"> <li>Available</li> <li>Critical</li> <li>Hardship</li> <li>Key Empl</li> <li>Other</li> </ul> </div> <table border="1" data-bbox="311 737 1409 1360" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Status</th> <th>Use when...</th> </tr> </thead> <tbody> <tr> <td><b>Available</b></td> <td>Available for recall</td> </tr> <tr> <td><b>Critical</b></td> <td>Not available for recall due to employment in a critical civilian industry or profession. Document the extenuating circumstances that prevent mobilizing. 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).</td> </tr> <tr> <td><b>Hardship</b></td> <td>Not available for recall due to financial or family hardship. Document the extenuating circumstances that prevent mobilizing.</td> </tr> <tr> <td><b>Key Empl</b></td> <td>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 <a href="#">COMDTINST 12910.1(series), Screening of Civilian Employees in the Reserve Components</a>.</td> </tr> <tr> <td><b>Other</b></td> <td>Not available for recall for a reason not listed. Document the extenuating circumstances that prevent mobilizing.</td> </tr> </tbody> </table>	Status	Use when...	<b>Available</b>	Available for recall	<b>Critical</b>	Not available for recall due to employment in a critical civilian industry or profession. Document the extenuating circumstances that prevent mobilizing. 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).	<b>Hardship</b>	Not available for recall due to financial or family hardship. Document the extenuating circumstances that prevent mobilizing.	<b>Key Empl</b>	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 <a href="#">COMDTINST 12910.1(series), Screening of Civilian Employees in the Reserve Components</a> .	<b>Other</b>	Not available for recall for a reason not listed. Document the extenuating circumstances that prevent mobilizing.
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<p><b>4</b></p>	<p>If you answered "<b>I do not understand or do not accept</b>" in the Member's Response section (Step 3 above) or selected anything other than "<b>Available</b>" in the recall status block, you will need to enter a supervisor's Operator ID number and email address so the ASQ can be reviewed by your chain of command.</p> <div data-bbox="337 1564 847 1640" style="border: 1px solid black; padding: 5px;"> <p>Route to Supervisor: <input style="width: 80px;" type="text"/> <input type="button" value="🔍"/></p> <p>Email Address: <input style="width: 180px;" type="text"/></p> </div> <p>Click the <input type="button" value="🔍"/> icon next to the Route to Supervisor block to lookup the Operator ID. The lookup page will open. Enter some search criteria and click the Lookup button.</p>												

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## How to Complete the ASQ, Continued

Procedure (continued)

Step	Action
<p><b>4</b> (con't)</p>	<p><b>Lookup Route to Supervisor</b></p> <p>EmplID: <input type="text"/>            Name: <input type="text"/>            Last Name: <input type="text"/>            SetID: <input type="text"/>            Department: <input type="text"/> <input type="button" value="Q"/></p> <p><input type="button" value="Lookup"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> <a href="#">Basic Lookup</a></p> <p>Click on the supervisor's name to return to the Questionnaire. The Route to Supervisor and email address blocks will be filled in by the system. If your supervisor does not have an email address in the system, you may enter it manually. Be sure to use all lowercase letters and to use the complete email address (e.g. jsmith@domain.uscg.mil).</p>
<p><b>5</b></p>	<p>Switch to the Occupation Data tab by clicking the tab name <b>Occupation Data</b> or using the link (<a href="#">Occupation Data</a>) at the bottom of the page.</p> <ul style="list-style-type: none"> <li>• Enter the civilian employment data. Mandatory fields (cannot be left blank) are denoted by an asterisk (*).</li> <li>• If you have previously entered the required data AND there are no changes, mark the checkbox next to "My SOC Codes are valid". The system will validate the supplied Occupational Data codes and prompt you to update the <b>Standard Occupational Code</b> if necessary (See step 6).</li> </ul> <p><b>Occupational Data</b></p> <p>EmplID: <input type="text"/> <input type="checkbox"/> My SOC Codes are valid <input type="checkbox"/> As Of Date: <input type="text" value="03/24/2010"/></p> <p><b>Civilian Employer Data</b></p> <p>**Employer: <input type="text"/> **Supv.Name: <input type="text"/>            **Work Phone: <input type="text"/> Supv Phone: <input type="text"/>            *Employment Status: <input type="text"/> Self Employed <input type="checkbox"/>            Address 1: <input type="text"/>            Address 2: <input type="text"/>            Address 3: <input type="text"/>            City: <input type="text"/> State: <input type="text"/> <input type="button" value="Q"/>            Postal Code: <input type="text"/> *Country: <input type="text" value="USA"/> <input type="button" value="Q"/></p> <p><i>Must be checked to save Occupational Data</i></p>

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## How to Complete the ASQ, Continued

Procedure (continued)

Step	Action	
<b>5</b> (con't)	<b>Field</b>	<b>Enter</b>
	<b>*Employer</b>	Enter the employer's name (e. g. "Bank of America", "Houston Police Dept.").  <u>Students</u> - Enter name of school. <u>Not Employed</u> - Enter "Not Applicable"
	<b>*Supv.Name</b>	Enter the name of the supervisor.  <u>Students/Not Employed</u> - Enter the member's name
	<b>*Work Phone</b>	Enter the telephone number, including the area code, for the member's employer.  <u>Students/Not Employed</u> - Enter the member's home number.
	<b>Supv Phone</b>	Enter the supervisor's phone number if available (optional field).
	<b>*Employment Status</b>	Select the applicable status from the drop down menu.  <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;">                         *Employment Status:                          Address 1: <input type="text"/>                          Address 2: <input type="text"/>                          Address 3: <input type="text"/>                          City: <input type="text"/> </div> <div style="border: 1px solid gray; padding: 5px;">                         ▼                          Full Time                          Other                          Part Time                          Student                          Vol. Serv                     </div> </div> <u>Not Employed</u> -Select "Other"
	<b>Self Employed</b>	Check the box in self-employed.
	<b>Address1 Address2 Address3</b>	Enter the Employer's mailing address.
	<b>City</b>	Enter the Employer's mailing city.
	<b>State</b>	Enter the Employer's state
	<b>Postal Code</b>	Enter the Employer's zip code.
	<b>*Country</b>	Enter the Employer's country (defaults to USA, click the  button to lookup and enter a code for another country if necessary).
	 	Click the plus sign to add a new row if you have more than one job. Click the minus sign to delete the row if desired. <b>Note:</b> You must have at least one employment row entered. You do not need to delete rows if changing employers, simply over type the existing data with the new information. However, you may need to review and update the <b>Standard Occupational Code</b> for any previous jobs you have entered. The system will prompt you if updates are necessary when you mark the <b>"My SOC Codes are valid"</b> checkbox.

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## How to Complete the ASQ, Continued

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Procedure (continued)

Step	Action
<b>6</b>	Enter the Civilian Standard Occupation Code(s) and dates.  You can use the <span style="border: 1px solid black; padding: 2px;">Add</span> <span style="border: 1px solid black; padding: 2px;">Delete</span> buttons to add or delete rows. <b>At least one row is required.</b>
Field	Entry
*Current Position Start Dt  1 <input style="width: 100px;" type="text"/>	Enter the date employment started in the current position. If the exact date is unknown provide an estimate. Do not leave blank.
Current Position End Dt  <input style="width: 100px;" type="text"/>	Enter the calendar date the period of employment ended or provide an estimate if still working (i.e. projected retirement date). May be left blank if still employed in the position.

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## How to Complete the ASQ, Continued

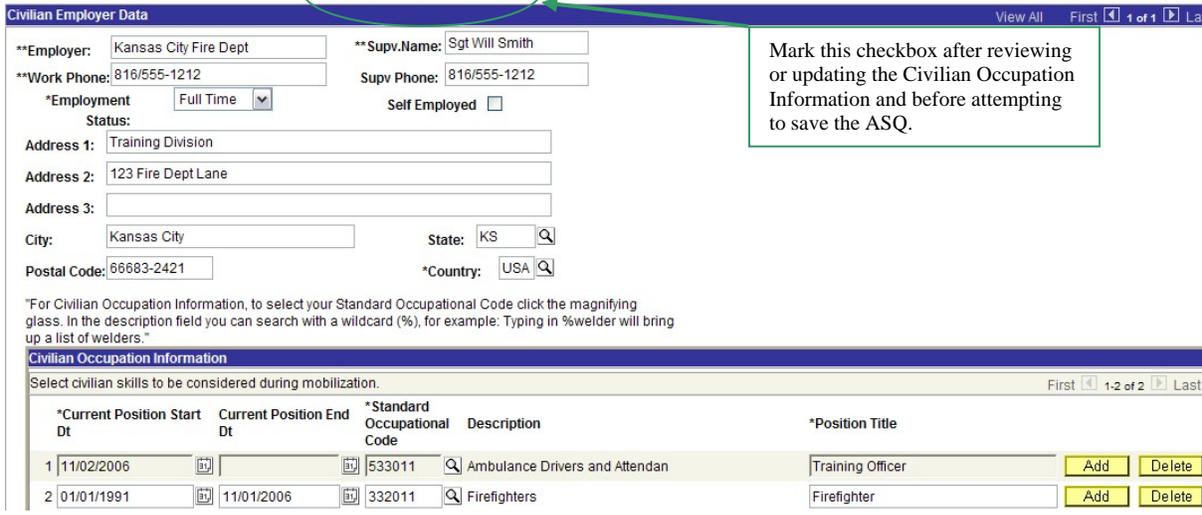
Procedure (continued)

Step	Action														
Field	Entry														
<p>*Standard Occupational Code</p> 	<p>Enter a Standard Occupational Code.</p> <p>Click  icon to search for a code.</p> <ul style="list-style-type: none"> <li>• Enter a keyword preceded by the percent (%) character in the Description field and click the Lookup button.</li> <li>• Click on a code or job description in the search results to return to the Occupation tab.</li> <li>• If you are a student, homemaker or unemployed choose the occupational code that best describes your skills.</li> <li>• Click the Add button to add more occupation codes.</li> <li>• The standard occupational code MUST be completed. If you are not able to locate a code to describe your job skill search for "Unknown" or "Not Applicable" in the description field.</li> </ul>														
<p>Example Occupation Code search and results using the % character.</p> <p><b>Lookup Standard Occupational Code</b></p> <p>Standard Occupational Classif: <input type="text"/></p> <p>Description: <input type="text" value="%Driver"/></p> <p><input type="button" value="Lookup"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> <a href="#">Basic Lookup</a></p> <p><b>Search Results</b></p> <p>View All <span style="float: right;">First <input type="button" value="◀"/> 1-6 of 6 <input type="button" value="▶"/> Last</span></p> <table border="1"> <thead> <tr> <th>Standard Occupational Classif</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><a href="#">533011</a></td> <td><a href="#">Ambulance Drivers and Attendan</a></td> </tr> <tr> <td><a href="#">533022</a></td> <td><a href="#">Bus Drivers, School or Special</a></td> </tr> <tr> <td><a href="#">533021</a></td> <td><a href="#">Bus Drivers, Transit and Inter</a></td> </tr> <tr> <td><a href="#">533031</a></td> <td><a href="#">Driver/Sales Workers</a></td> </tr> <tr> <td><a href="#">472072</a></td> <td><a href="#">Pile-Driver Operators</a></td> </tr> <tr> <td><a href="#">533041</a></td> <td><a href="#">Taxi Drivers and Chauffeurs</a></td> </tr> </tbody> </table> <p>Note: If multiple codes are listed for what appears to be the same job description, select the first code. The subsequent codes are not actually duplicates, they just provide a more detailed description of the occupation. Due to space limitations the entire description is not displayed.</p>		Standard Occupational Classif	Description	<a href="#">533011</a>	<a href="#">Ambulance Drivers and Attendan</a>	<a href="#">533022</a>	<a href="#">Bus Drivers, School or Special</a>	<a href="#">533021</a>	<a href="#">Bus Drivers, Transit and Inter</a>	<a href="#">533031</a>	<a href="#">Driver/Sales Workers</a>	<a href="#">472072</a>	<a href="#">Pile-Driver Operators</a>	<a href="#">533041</a>	<a href="#">Taxi Drivers and Chauffeurs</a>
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## How to Complete the ASQ, Continued

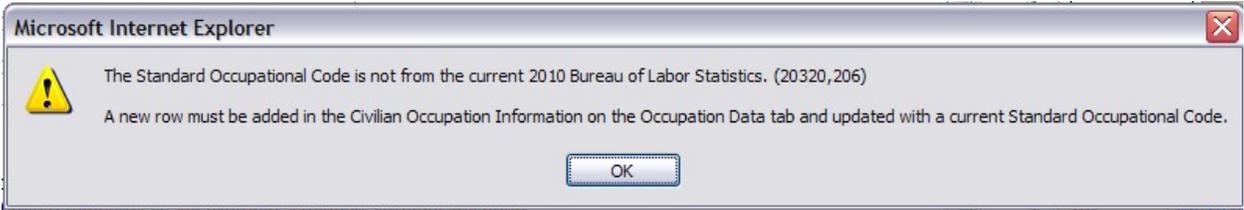
Procedure (continued)

Field	Entry																					
<b>Description</b>	<p>This field will auto-fill with the Description of the Standard Occupational Classification code.</p> <p>*Standard Occupational Description Code</p> <p>533011 Ambulance Drivers and Attendan</p>																					
<p>*Position Title</p>	<p>Enter title for this position (e. g. "Detective" or "Office Manager") do not leave blank.</p> <p>Students - Enter "Student". Not Employed - Enter "Unemployed," "Homemaker" or "Retired" as applicable.</p>																					
<p>Here is an example of a properly completed Occupation Data tab:</p>																						
 <p>My SOC Codes are valid <input checked="" type="checkbox"/> As Of Date: 03/24/2010</p> <p><b>Civilian Employer Data</b></p> <p>**Employer: Kansas City Fire Dept    **Supv.Name: Sgt Will Smith</p> <p>**Work Phone: 816/555-1212    Supv Phone: 816/555-1212</p> <p>*Employment Status: Full Time    Self Employed <input type="checkbox"/></p> <p>Address 1: Training Division</p> <p>Address 2: 123 Fire Dept Lane</p> <p>Address 3:</p> <p>City: Kansas City    State: KS    Country: USA</p> <p>Postal Code: 66683-2421</p> <p>"For Civilian Occupation Information, to select your Standard Occupational Code click the magnifying glass. In the description field you can search with a wildcard (%), for example: Typing in %welder will bring up a list of welders."</p> <p><b>Civilian Occupation Information</b></p> <p>Select civilian skills to be considered during mobilization.</p> <table border="1"> <thead> <tr> <th>*Current Position Start Dt</th> <th>Current Position End Dt</th> <th>*Standard Occupational Code</th> <th>Description</th> <th>*Position Title</th> <th>Add</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>1   11/02/2006</td> <td></td> <td>533011</td> <td>Ambulance Drivers and Attendan</td> <td>Training Officer</td> <td>Add</td> <td>Delete</td> </tr> <tr> <td>2   01/01/1991</td> <td>11/01/2006</td> <td>332011</td> <td>Firefighters</td> <td>Firefighter</td> <td>Add</td> <td>Delete</td> </tr> </tbody> </table>		*Current Position Start Dt	Current Position End Dt	*Standard Occupational Code	Description	*Position Title	Add	Delete	1   11/02/2006		533011	Ambulance Drivers and Attendan	Training Officer	Add	Delete	2   01/01/1991	11/01/2006	332011	Firefighters	Firefighter	Add	Delete
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## How to Complete the ASQ, Continued

Procedure (continued)

Step	Action
7	<p>Click the  button to save the questionnaire. Self-Service users will receive the following confirmation message.</p> <p><a href="#">Home</a> &gt; <a href="#">Self Service</a> &gt; <a href="#">Employee</a> &gt; <a href="#">Tasks</a> &gt; <a href="#">Annual Screening Questionnaire</a></p> <hr/> <p><b>Save Confirmation</b></p> <p> The Save was successful. Upon entry the mobilization page appears blank, but your saved data is stored in CGHRMS.</p> <p></p> <p>Click  to dismiss the confirmation.</p> <p><b>Errors:</b> If you did not complete all the required fields before attempting to submit the ASQ the following error message will display:</p>  <p>Click OK to dismiss the error. Review the ASQ to ensure you completed all the required fields (those marked with an *). Provide any missing information and click the save button again.</p> <p>This error will appear if any Standard Occupational Codes are not current (see step 6 to update).</p> 

## ASQ Status Report

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**Introduction** Unit Commanding Officers, SPOs, Assignment Officers (District Reserve), CGPSC(rpm), and FORCECOM and HQ personnel access Screening Questionnaire data via a query on a regular basis to identify those members who indicate they are not available for recall so that appropriate follow-up can be made. The same query also identifies those Ready Reservists that have not answered the questionnaire.

Commands also have the ability to monitor their unit's ASQ compliance through the Coast Guard Business Intelligence (CGBI) system.

Unit commanders can then drill down to their unit and personnel to view individuals ASQ compliance.

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**Procedure** Start Internet Explorer, sign into the system and follow these steps to complete this procedure.

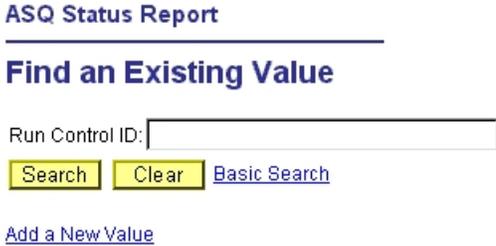
Step	Action
1	Select menu items in the following order: <a href="#">Home</a> > <a href="#">Administer Workforce</a> > <a href="#">Administer Workforce (GBL)</a> > <a href="#">Report</a> > <b>ASQ Status Report</b>

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## ASQ Status Report, Continued

Procedure (continued)

Step	Action
2	<p>If you know the Run Control ID (e. g. You have used this process before), enter it in the space provided and click the <b>Search</b> button.</p>  <p>Or, click the <b>Add a New Value</b> link to create a new Run Control ID. Enter a <b>Run Control ID</b> and click the <b>Add</b> button.</p> <p>The Run Control ID can be any name you want to use to identify this report in the future. You can save your report requests and run them again by selecting the Run Control ID you create in this step.</p>
3	 <p>The Run Control for the ASQ Status Report page will display:</p>

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## ASQ Status Report, Continued

Procedure (continued)

Step	Action								
4	<p>Select Unit Relationship type (ISC or PERSRU) or select Deptid to report on an individual department ID number.</p> <table border="1" data-bbox="310 569 1409 1375"> <thead> <tr> <th data-bbox="315 575 524 646">Relationship Type</th> <th data-bbox="524 575 1404 646">Will Report ASQ Status of all reservists assigned to units</th> </tr> </thead> <tbody> <tr> <td data-bbox="315 646 524 842">ISC</td> <td data-bbox="524 646 1404 842"> <p>in that PSSU's area of responsibility.</p>  </td> </tr> <tr> <td data-bbox="315 842 524 1037">PERSRU</td> <td data-bbox="524 842 1404 1037"> <p>in that SPO's area of responsibility.</p>  </td> </tr> <tr> <td data-bbox="315 1037 524 1375">Deptid</td> <td data-bbox="524 1037 1404 1375"> <p>to the Department ID number entered.</p> <p>Report <b>will not</b> include members assigned to sub-departments. If you select this option you will need to add the sub-department ID numbers by clicking the <b>+</b> in department ID field.</p>  </td> </tr> </tbody> </table>	Relationship Type	Will Report ASQ Status of all reservists assigned to units	ISC	<p>in that PSSU's area of responsibility.</p> 	PERSRU	<p>in that SPO's area of responsibility.</p> 	Deptid	<p>to the Department ID number entered.</p> <p>Report <b>will not</b> include members assigned to sub-departments. If you select this option you will need to add the sub-department ID numbers by clicking the <b>+</b> in department ID field.</p> 
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## ASQ Status Report, Continued

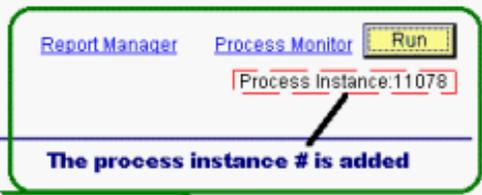
Procedure (continued)

Step	Action
5	<p>Enter the department ID number for the PSSU, SPO or department you want to report on. If you selected the <b>Deptid</b> unit relationship in the previous step, you will have a  available to insert additional department ID numbers to include in the report.</p> <p> <b>NOTE</b> Report <b>will not</b> include members assigned to sub-departments. If you select this option you will need to add the sub-department ID numbers in manually by clicking the  in department ID field.</p> <p>Use the  button to perform a lookup of valid ISC, PERSRU or department ID numbers.</p> <p>The lookup will not locate sub-department ID numbers.</p>
6	<p>Click the <b>Run</b> button.</p> 
7	<p>The Process Scheduler Request page will display</p> 
8	<p>Select <b>Web</b> from the Process Type drop down menu.</p>  <p> <b>Warning:</b> Do not use a non USCG.MIL/DHS.GOV/.EDU address as your <b>business</b> email address or in the Email Address List field of the Process Scheduler Request. Directing system-generated emails to personal accounts hosted by internet service providers is prohibited. To ensure compliance, always select "Web" from the <b>Type</b> menu.</p>

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## ASQ Status Report, Continued

Procedure (continued)

Step	Action
9	<p>Select the file format. Not all file formats are supported by all reports, CSV is the most reliable.</p> <p>Note: The CSV format is the only working file format. Recent changes to the report included the addition of several columns of occupational data. The PDF and HTM file formats cannot accommodate the additional data.</p> <ul style="list-style-type: none"> <li>• CSV = Readable by MS Excel, text editors, other spreadsheet programs and database applications.</li> <li>• HTM = Web page</li> <li>• PDF = Adobe Acrobat</li> </ul>
10	<p>Click the OK button to launch the process and return to the Process Scheduler Request page.</p>
11	<p>Click the <a href="#">Process Monitor</a> link in the upper right-hand corner of the Process Scheduler Request page.</p> 
12	<p>The Process Monitor page will display. Click the Refresh button periodically until the <b>Run Status</b> shows "Success" and the <a href="#">Details</a> link is active. It could take some time for the status to change if you are running a large report or the system is heavily loaded.</p> 

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## ASQ Status Report, Continued

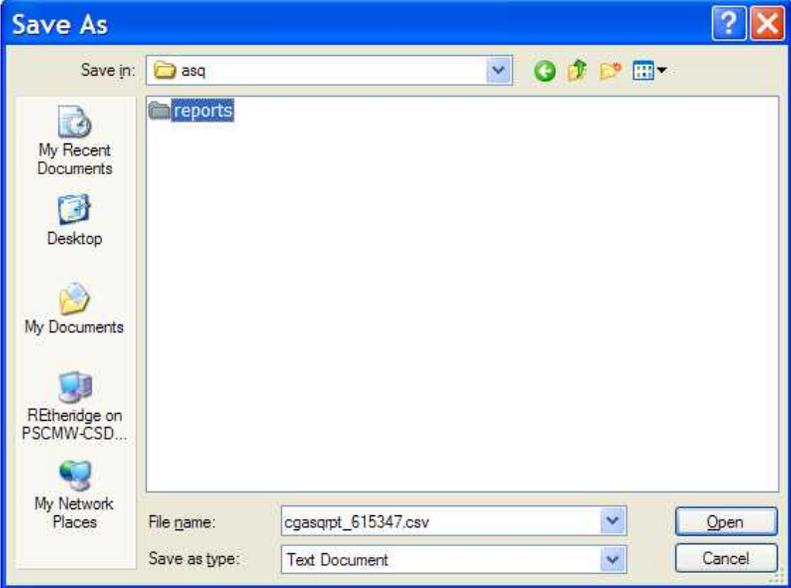
Procedure (continued)

Step	Action
13	<p>Click the <a href="#">Details</a> link. The Process Detail Page will display. Click the <a href="#">View Log/Trace</a> link.</p>  <p><b>Process Detail</b></p> <p><b>Process</b></p> <p><b>Instance:</b> 476108      <b>Type:</b> SQR Report  <b>Name:</b> CGASQRPT      <b>Description:</b> CGASQRPT</p> <p><b>Run</b>      <b>Update Process</b></p> <p><b>Run Control ID:</b> RAE      <input type="radio"/> Hold Request  <b>Location:</b> Server      <input type="radio"/> Queue Request  <b>Server:</b> PSUNX      <input type="radio"/> Cancel Request  <b>Recurrence:</b>      <input checked="" type="radio"/> <b>Delete Request</b>  <input type="radio"/> Restart Request</p> <p><b>Date/Time</b>      <b>Actions</b></p> <p><b>Request Created On:</b> 01/28/2003 15:14:55 EST      <a href="#">Parameters</a>      Transfer  <b>Run Anytime After:</b> 01/28/2003 15:07:59 EST      <a href="#">Message Log</a>  <b>Began Process At:</b> 01/28/2003 15:15:01 EST      Batch Timings  <b>Ended Process At:</b> 01/28/2003 15:15:10 EST      <a href="#">View Log/Trace</a></p> <p><input type="button" value="OK"/>    <input type="button" value="Cancel"/></p>

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## ASQ Status Report, Continued

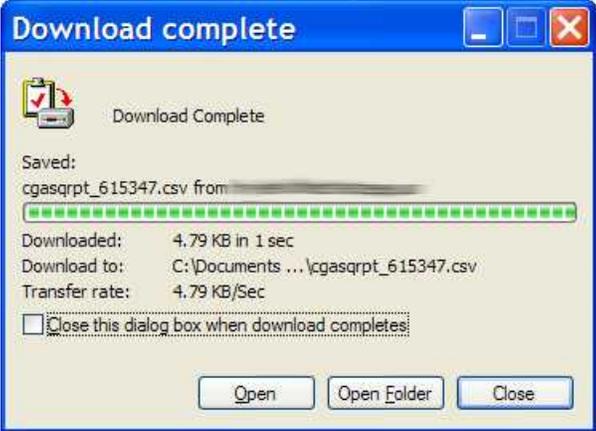
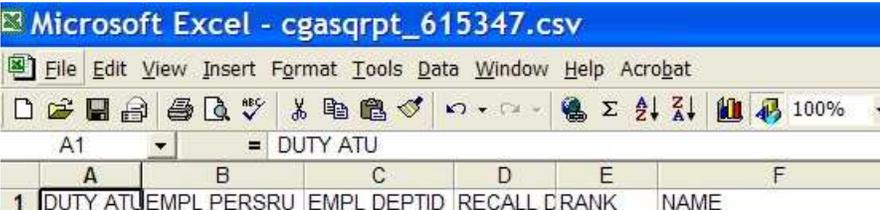
Procedure (continued)

Step	Action												
14	<p>The Report Log Viewer page will open in a new window. Access your report by right-clicking the link with the report name and number in it (In the example below, <a href="#">cgasqrpt_615427.csv</a> is the link to the report) and selecting "Save Target As...".</p> <p>CGASQRPT</p> <table border="1" data-bbox="318 638 1040 770"> <thead> <tr> <th>Name</th> <th>Size</th> <th>CreationDate</th> </tr> </thead> <tbody> <tr> <td><a href="#">Message Log</a></td> <td>1320 bytes</td> <td>2005-03-08 12:00:28</td> </tr> <tr> <td><a href="#">Trace File</a></td> <td>106 bytes</td> <td>2005-03-08 12:00:26</td> </tr> <tr> <td><a href="#">cgasqrpt_615347.csv</a></td> <td>4913 bytes</td> <td>2005-03-08 12:00:28</td> </tr> </tbody> </table>  <p>Note: When you right mouse click and select "Save Target As" you will be asked to select a location on your system to save the file to:</p> 	Name	Size	CreationDate	<a href="#">Message Log</a>	1320 bytes	2005-03-08 12:00:28	<a href="#">Trace File</a>	106 bytes	2005-03-08 12:00:26	<a href="#">cgasqrpt_615347.csv</a>	4913 bytes	2005-03-08 12:00:28
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<a href="#">cgasqrpt_615347.csv</a>	4913 bytes	2005-03-08 12:00:28											

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## ASQ Status Report, Continued

Procedure (continued)

Step	Action
15	<p>When the download is complete click the open button:</p> 
16	<p>The report will open in MS Excel. You will need to adjust the column widths to view all of the information.</p> 

## Supervisor Notification

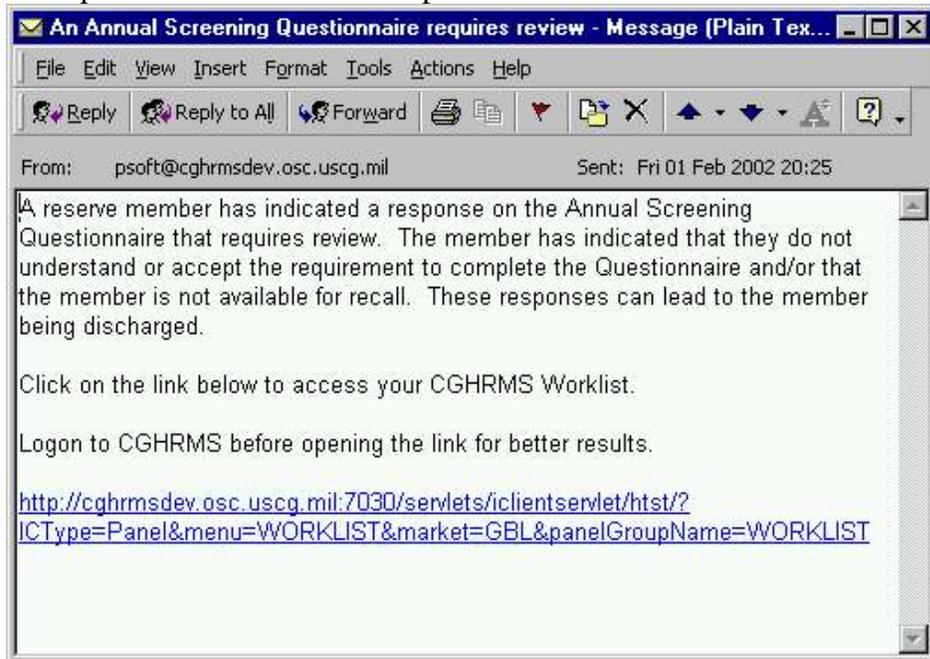
### General Information

When members indicate on the Annual Screening Questionnaire they are not available for recall or do not understand their mobilization requirement the system prompts them for a supervisor's Operator ID for follow-up counseling or action (transfer to IRR or discharge). The email function to supervisor is only active when the reservist chooses "do not accept/understand mobilization requirement" or any selection other than "available for mobilization." A view-only link of the reservist's Annual Screening Questionnaire is added to the supervisor's worklist.

You must provide the system with your business email address for this function to work as intended. Procedures for entering and changing your email address can be found in the Self-Service section.

This view is only accessible from the link provided in your worklist. You cannot navigate the system menus to access it.

Example email notification to supervisor:



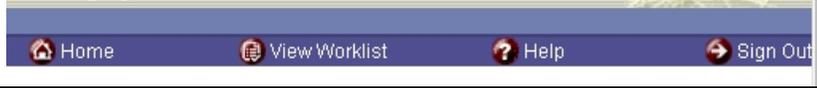
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## Supervisor Notification, Continued

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### Worklist

Use the link provided in the email message, or follow these steps to access.

Step	Action
1	Start Internet Explorer and sign in to the system.
2	Click on the "View Worklist" link in the navigation bar at the top of the page. 
3	If the navigation bar isn't available, follow these steps to access your worklist via the menus.
4	Click on Self Service
5	Choose Employee from the menu that displays on the right.
6	Choose View from the menu that displays on the right.
7	Choose View My Worklist from the menu that displays on the right
8	Your Worklist page will display any ASQs assigned to you for review. Click on the member's name in the link column to view the ASQ for that member.

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