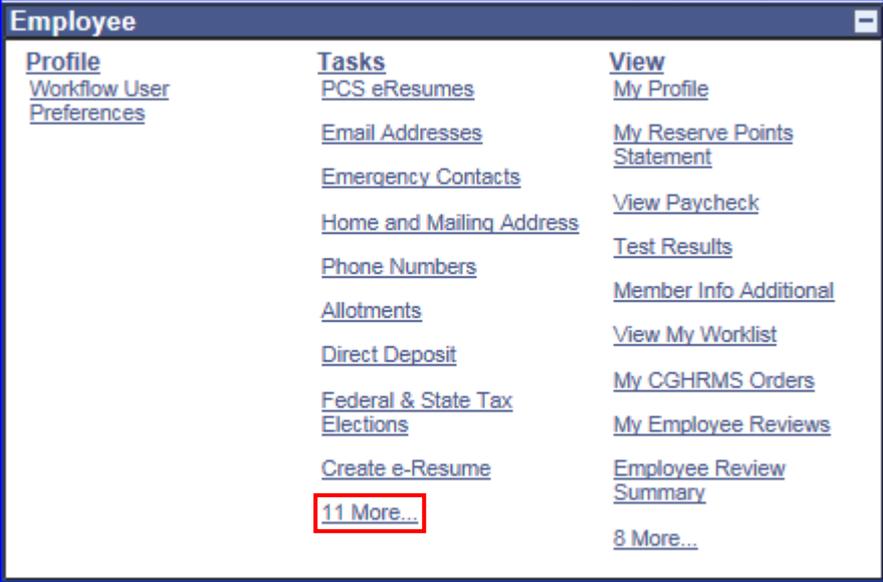
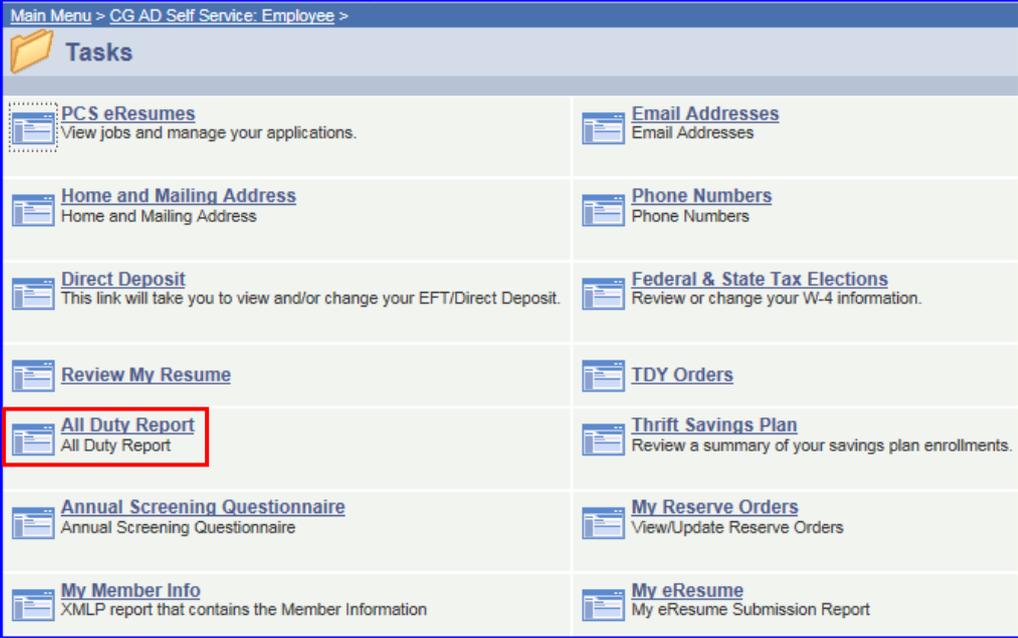


Self Service – All Duty Report

Introduction This guide provides the procedures for how to view a member’s All Duty Report.

Procedures See below.

Step	Action
<p>1</p>	<p>Select the 11more... link under Tasks in the Employee Pagelet.</p>  <p>The screenshot shows a window titled "Employee" with three columns of links:</p> <ul style="list-style-type: none"> Profile: Workflow User, Preferences Tasks: PCS eResumes, Email Addresses, Emergency Contacts, Home and Mailing Address, Phone Numbers, Allotments, Direct Deposit, Federal & State Tax Elections, Create e-Resume, 11 More... View: My Profile, My Reserve Points Statement, View Paycheck, Test Results, Member Info Additional, View My Worklist, My CGHRMS Orders, My Employee Reviews, Employee Review Summary, 8 More...
<p>2</p>	<p>Now select the All Duty Report link.</p>  <p>The screenshot shows the "Main Menu > CG AD Self Service: Employee >" page with a "Tasks" folder icon. Below the folder is a grid of task cards:</p> <ul style="list-style-type: none"> PCS eResumes: View jobs and manage your applications. Email Addresses: Email Addresses Home and Mailing Address: Home and Mailing Address Phone Numbers: Phone Numbers Direct Deposit: This link will take you to view and/or change your EFT/Direct Deposit. Federal & State Tax Elections: Review or change your W-4 information. Review My Resume TDY Orders All Duty Report: All Duty Report (highlighted) Thrift Savings Plan: Review a summary of your savings plan enrollments. Annual Screening Questionnaire: Annual Screening Questionnaire My Reserve Orders: View/Update Reserve Orders My Member Info: XMLP report that contains the Member Information My eResume: My eResume Submission Report

Continued on next page

Self Service – All Duty Report All Duty Report, Continued

Procedures,
continued

Step	Action																																																																																
3	<p>Enter the Fiscal Year to be viewed.</p> <div style="border: 1px solid blue; padding: 5px;"> <p>CG_ALL_DUTY_SS_RPT - Self Service All Duty Report</p> <hr/> <p>Fiscal Year: <input type="text" value="2013"/></p> <p><input type="button" value="View Results"/></p> </div> <p>Click the View Results button.</p>																																																																																
4	<p>The IDT Drills and Reserve Orders for that Fiscal Year will display in chronological order. The results can be saved to an Excel spreadsheet, a CSV text file or HML file.</p> <div style="border: 1px solid blue; padding: 5px;"> <p>CG_ALL_DUTY_SS_RPT- Self Service All Duty Report</p> <hr/> <p>Download results in : Excel Spreadsheet CSV Text File XML File (13 kb)</p> <p style="text-align: right;">View All First <input last<="" span="" type="text" value="1-28 of 28"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Empl Record</th> <th>Name</th> <th>Begin Date</th> <th>End Date</th> <th>Drill Type</th> <th>Duty Purpose</th> <th>Duty Purpose 2</th> <th>Description</th> <th>Drill Status</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1234567</td> <td>0 Le Pew, Pepe</td> <td>10/19/2013</td> <td>10/19/2013</td> <td>IDT - Multiple</td> <td>AP - Personnel Support</td> <td>AP</td> <td>Personnel Support</td> <td>Completed</td> </tr> <tr> <td>2</td> <td>1234567</td> <td>0 Le Pew, Pepe</td> <td>10/20/2013</td> <td>10/20/2013</td> <td>IDT - Single</td> <td>AP - Personnel Support</td> <td></td> <td></td> <td>Completed</td> </tr> <tr> <td>3</td> <td>1234567</td> <td>0 Le Pew, Pepe</td> <td>11/16/2013</td> <td>11/16/2013</td> <td>IDT - Multiple</td> <td>AP - Personnel Support</td> <td>AP</td> <td>Personnel Support</td> <td>Completed</td> </tr> <tr> <td>4</td> <td>1234567</td> <td>0 Le Pew, Pepe</td> <td>11/17/2013</td> <td>11/17/2013</td> <td>IDT - Multiple</td> <td>AP - Personnel Support</td> <td>AP</td> <td>Personnel Support</td> <td>Completed</td> </tr> <tr> <td>5</td> <td>1234567</td> <td>0 Le Pew, Pepe</td> <td>02/10/2014</td> <td>02/21/2014</td> <td>Active Duty for Training-AT</td> <td>AT - Structured Training - General</td> <td></td> <td></td> <td>Finished with Orders Execution</td> </tr> <tr> <td>6</td> <td>1234567</td> <td>0 Le Pew, Pepe</td> <td>02/25/2014</td> <td>02/25/2014</td> <td>RMP</td> <td>PHA - APPROPRIATE DUTY FOR COMPLETING TH</td> <td></td> <td>APPROPRIATE DUTY FOR COMPLETIN</td> <td>Completed</td> </tr> <tr> <td>7</td> <td>1234567</td> <td>0 Le Pew, Pepe</td> <td>03/01/2014</td> <td>09/30/2014</td> <td>Act Dty Operational Support-AC</td> <td>AT - Structured Training - General</td> <td></td> <td></td> <td>Completed</td> </tr> </tbody> </table> </div>	ID	Empl Record	Name	Begin Date	End Date	Drill Type	Duty Purpose	Duty Purpose 2	Description	Drill Status	1	1234567	0 Le Pew, Pepe	10/19/2013	10/19/2013	IDT - Multiple	AP - Personnel Support	AP	Personnel Support	Completed	2	1234567	0 Le Pew, Pepe	10/20/2013	10/20/2013	IDT - Single	AP - Personnel Support			Completed	3	1234567	0 Le Pew, Pepe	11/16/2013	11/16/2013	IDT - Multiple	AP - Personnel Support	AP	Personnel Support	Completed	4	1234567	0 Le Pew, Pepe	11/17/2013	11/17/2013	IDT - Multiple	AP - Personnel Support	AP	Personnel Support	Completed	5	1234567	0 Le Pew, Pepe	02/10/2014	02/21/2014	Active Duty for Training-AT	AT - Structured Training - General			Finished with Orders Execution	6	1234567	0 Le Pew, Pepe	02/25/2014	02/25/2014	RMP	PHA - APPROPRIATE DUTY FOR COMPLETING TH		APPROPRIATE DUTY FOR COMPLETIN	Completed	7	1234567	0 Le Pew, Pepe	03/01/2014	09/30/2014	Act Dty Operational Support-AC	AT - Structured Training - General			Completed
ID	Empl Record	Name	Begin Date	End Date	Drill Type	Duty Purpose	Duty Purpose 2	Description	Drill Status																																																																								
1	1234567	0 Le Pew, Pepe	10/19/2013	10/19/2013	IDT - Multiple	AP - Personnel Support	AP	Personnel Support	Completed																																																																								
2	1234567	0 Le Pew, Pepe	10/20/2013	10/20/2013	IDT - Single	AP - Personnel Support			Completed																																																																								
3	1234567	0 Le Pew, Pepe	11/16/2013	11/16/2013	IDT - Multiple	AP - Personnel Support	AP	Personnel Support	Completed																																																																								
4	1234567	0 Le Pew, Pepe	11/17/2013	11/17/2013	IDT - Multiple	AP - Personnel Support	AP	Personnel Support	Completed																																																																								
5	1234567	0 Le Pew, Pepe	02/10/2014	02/21/2014	Active Duty for Training-AT	AT - Structured Training - General			Finished with Orders Execution																																																																								
6	1234567	0 Le Pew, Pepe	02/25/2014	02/25/2014	RMP	PHA - APPROPRIATE DUTY FOR COMPLETING TH		APPROPRIATE DUTY FOR COMPLETIN	Completed																																																																								
7	1234567	0 Le Pew, Pepe	03/01/2014	09/30/2014	Act Dty Operational Support-AC	AT - Structured Training - General			Completed																																																																								