

Member Info Report

Introduction This guide provides the procedures for how to view a Member's Info Report.

Procedures See below.

Step	Action
1	<p>Select the Member Info Report link in the Self Service for Commands P\pagelet.</p>  <p>The screenshot shows a window titled "Self Service for Commands". Under the "Reports" section, there is a list of links: "Positions at a Department", "Member All Duty Report", "Member Info Report" (highlighted with a red box), "PDE by Dept", "SWE Profile Letter by Dept", "SWE Profile Letter by Member", "SWE PDE", "Department Role Query - PPC", and "Department Role Query - Field". Under the "Use" section, there is a link for "Command Information".</p>
2	<p>Enter the member's Empl ID, then click Create Report.</p>  <p>The screenshot shows a form titled "CG Member Info Report". It has an "Empl ID" field with the value "1234567" (highlighted with a red box) and a search icon. To the right of the field is the text "MARS, BRUNO". Below the field is a "Create Report" button (highlighted with a red box).</p>

Continued on next page

Member Info Report, Continued

Procedures,
continued

Step	Action																																																								
3	<p>A new window will open and display the Member's information (if applicable) including: biographical information, security clearance, career summary, service dates, reserve info, training, correspondence courses, competencies, officer specialties, honors and awards, languages, licenses and certificates, memberships, education and test results. These items are unique to each member.</p> <table border="1" data-bbox="352 707 1364 1339"> <thead> <tr> <th colspan="4" data-bbox="352 707 1364 763">COAST GUARD MEMBER INFORMATION</th> </tr> <tr> <th colspan="4" data-bbox="352 763 1364 819">Identification</th> </tr> </thead> <tbody> <tr> <td data-bbox="352 819 639 853">Name:</td> <td data-bbox="639 819 1023 853">BRUNO MARS</td> <td data-bbox="1023 819 1230 853">Employee ID:</td> <td data-bbox="1230 819 1364 853">1234567 / 0</td> </tr> <tr> <th colspan="4" data-bbox="352 853 1364 909">Current Employment Information</th> </tr> <tr> <td data-bbox="352 909 616 943">Company:</td> <td data-bbox="616 909 999 943">ACG</td> <td data-bbox="999 909 1230 943">AO Code:</td> <td data-bbox="1230 909 1364 943">NRE</td> </tr> <tr> <td data-bbox="352 943 616 976">Rank:</td> <td data-bbox="616 943 999 976">SN</td> <td data-bbox="999 943 1230 976">Component:</td> <td data-bbox="1230 943 1364 976">USCG</td> </tr> <tr> <td data-bbox="352 976 616 1010">Reg Region/Empl Cls:</td> <td data-bbox="616 976 999 1010">AD/AD</td> <td data-bbox="999 976 1230 1010">Job Code:</td> <td data-bbox="1230 976 1364 1010">Seaman</td> </tr> <tr> <td data-bbox="352 1010 616 1066">Current Location:</td> <td data-bbox="616 1010 999 1066">CG STA WRIGHTSVILLE BEACH WRIGHTSVILLE BEACH NC</td> <td data-bbox="999 1010 1230 1066">Country:</td> <td data-bbox="1230 1010 1364 1066">USA</td> </tr> <tr> <th colspan="4" data-bbox="352 1066 1364 1122">Addresses</th> </tr> <tr> <td data-bbox="352 1122 639 1178">Home Address:</td> <td data-bbox="639 1122 1023 1178">555 W TREASURE BLVD MALIBU CA 90265</td> <td data-bbox="1023 1122 1230 1178">Effective As Of:</td> <td data-bbox="1230 1122 1364 1178">02/18/2012</td> </tr> <tr> <td data-bbox="352 1178 639 1234">Mailing Address:</td> <td data-bbox="639 1178 1023 1234">123 GRENADE WAY WILMINGTON NC 28403</td> <td data-bbox="1023 1178 1230 1234">Effective As Of:</td> <td data-bbox="1230 1178 1364 1234">02/18/2012</td> </tr> <tr> <th colspan="4" data-bbox="352 1234 1364 1290">Phone Numbers</th> </tr> <tr> <td data-bbox="352 1290 639 1323">Home Phone:</td> <td colspan="3" data-bbox="639 1290 1364 1323">555/555-5555</td> </tr> <tr> <td data-bbox="352 1323 639 1357">Mobile Phone:</td> <td colspan="3" data-bbox="639 1323 1364 1357">555/867-5309</td> </tr> </tbody> </table>	COAST GUARD MEMBER INFORMATION				Identification				Name:	BRUNO MARS	Employee ID:	1234567 / 0	Current Employment Information				Company:	ACG	AO Code:	NRE	Rank:	SN	Component:	USCG	Reg Region/Empl Cls:	AD/AD	Job Code:	Seaman	Current Location:	CG STA WRIGHTSVILLE BEACH WRIGHTSVILLE BEACH NC	Country:	USA	Addresses				Home Address:	555 W TREASURE BLVD MALIBU CA 90265	Effective As Of:	02/18/2012	Mailing Address:	123 GRENADE WAY WILMINGTON NC 28403	Effective As Of:	02/18/2012	Phone Numbers				Home Phone:	555/555-5555			Mobile Phone:	555/867-5309		
COAST GUARD MEMBER INFORMATION																																																									
Identification																																																									
Name:	BRUNO MARS	Employee ID:	1234567 / 0																																																						
Current Employment Information																																																									
Company:	ACG	AO Code:	NRE																																																						
Rank:	SN	Component:	USCG																																																						
Reg Region/Empl Cls:	AD/AD	Job Code:	Seaman																																																						
Current Location:	CG STA WRIGHTSVILLE BEACH WRIGHTSVILLE BEACH NC	Country:	USA																																																						
Addresses																																																									
Home Address:	555 W TREASURE BLVD MALIBU CA 90265	Effective As Of:	02/18/2012																																																						
Mailing Address:	123 GRENADE WAY WILMINGTON NC 28403	Effective As Of:	02/18/2012																																																						
Phone Numbers																																																									
Home Phone:	555/555-5555																																																								
Mobile Phone:	555/867-5309																																																								
