

Self Service for Command - Annual Screening Questionnaire

Overview

Introduction

Federal law requires that all Ready Reservists (Selected Reservists (SELRES) and Individual Ready Reservists (IRR)) be annually screened to ensure their availability and fitness for duty if mobilized. Coast Guard Reservists submit updated information to their chain of command via the ASQ.

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.

The ASQ may be submitted as often as necessary, however only one can be completed in a calendar day.

Note: Members are required to submit an ASQ between 1 August and 31 October each year. The questionnaire is designed to be done as often as the information or recall availability changes and anytime of the year. Only one ASQ may be submitted each calendar day.

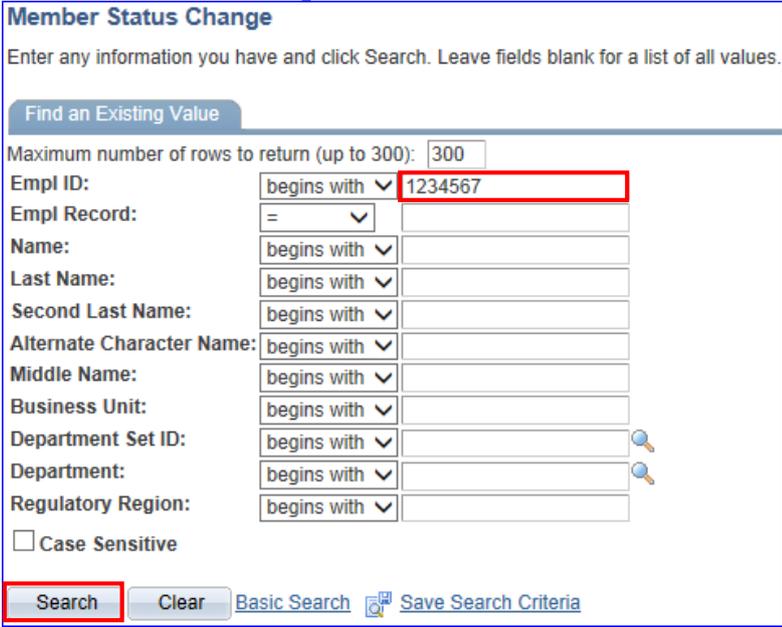
If an ASQ is submitted with “I do not understand or accept” or any recall status other than “available for recall,” the ASQ must be routed to the chain of command for further counseling.

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Completing the ASQ

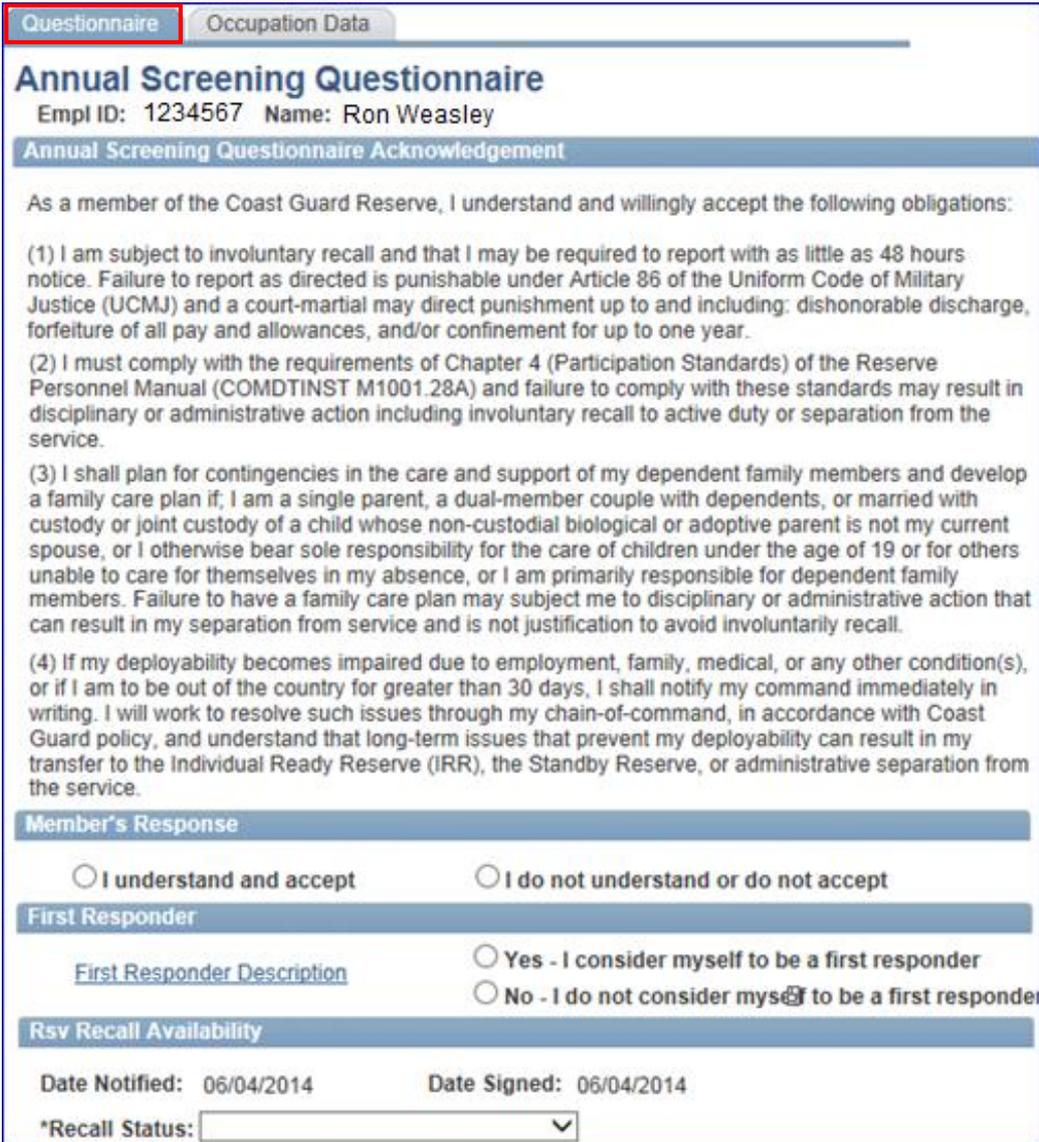
Procedures This guide provides the procedures for completing the Annual Screening Questionnaire (ASQ) in Direct Access.

Step	Action
1	<p>Select the Annual Screening Questionnaire from the Reserve Administration pagelet.</p>  <p>The screenshot shows a window titled "Reserve Administration" with a list of links. The link "Annual Screening Questionnaire" is highlighted with a red rectangular box. Other visible links include "IDT Drills", "Member Training Rating", "Member Status Change", "Reserve Member Balances", "View Member Drills", "Training Status", and "MGIB Enrollments".</p>
2	<p>Enter the members Empl ID 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. The "Empl ID:" field is set to "begins with" and "1234567", with the value "1234567" highlighted by a red box. Below this are several other fields for Name, Last Name, etc., each with a "begins with" dropdown. 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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Completing the ASQ, Continued

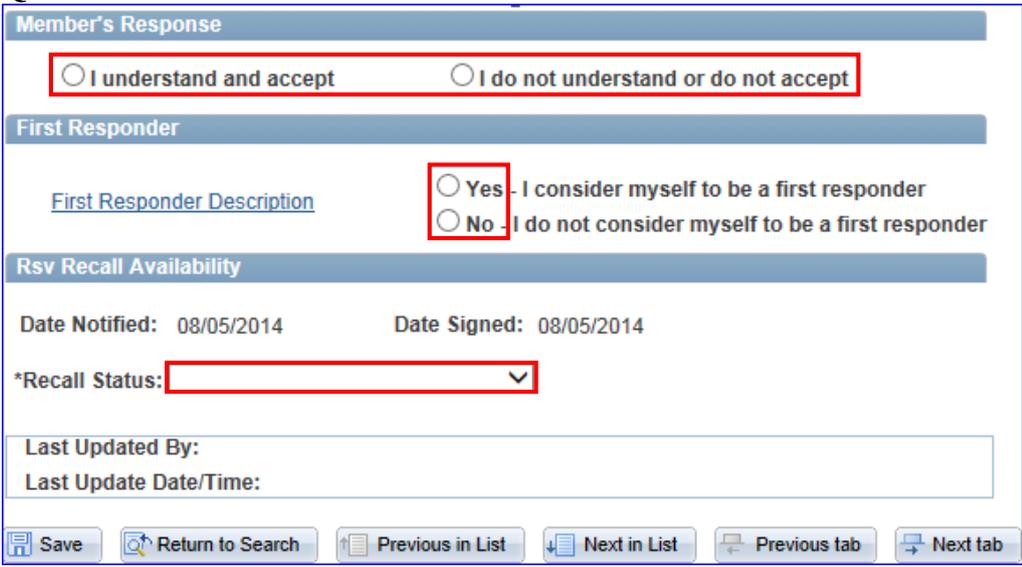
Procedures, continued

Step	Action
3	<p>There are two tabs to be completed on this page, the Questionnaire tab (which displays first) and the Occupation Data tab. Both tabs must be reviewed before saving any changes.</p> 

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Completing the ASQ, Continued

Procedures, continued

Step	Action
<p>3 (cont)</p>	<p>Questionnaire tab continued.</p>  <p>Member's Response - Read the Annual Screening Questionnaire Acknowledgement section and select a response by clicking the applicable radio button.</p> <p>First Responder – 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 a response by clicking the applicable radio button.</p>

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Completing the ASQ, Continued

Procedures, continued

Step	Action												
<p>3 (cont)</p>	<p>Rsv Recall Availability - Complete the Recall Availability section by clicking the drop-down arrow in the Rsv Recall Availability block and select a status.</p> <div data-bbox="352 533 1050 745" style="border: 1px solid black; padding: 5px;"> <p>*Recall Status:</p> <ul style="list-style-type: none"> Available for Recall Community or Family Hardship Critical Civilian Occupation Key Employee or Govt Official Other </div> <table border="1" data-bbox="352 786 1382 1491"> <thead> <tr> <th data-bbox="352 786 571 819">Status</th> <th data-bbox="571 786 1382 819">Use when...</th> </tr> </thead> <tbody> <tr> <td data-bbox="352 819 571 853">Available</td> <td data-bbox="571 819 1382 853">Available for Recall</td> </tr> <tr> <td data-bbox="352 853 571 972">Community or Family Hardship</td> <td data-bbox="571 853 1382 972">Not available for recall due to financial or family hardship. Document the extenuating circumstances that prevent mobilizing.</td> </tr> <tr> <td data-bbox="352 972 571 1193">Critical Civilian Occupation</td> <td data-bbox="571 972 1382 1193">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 COMDTINST 12910.1(series), Screening of Civilian Employees in the Reserve Components</td> </tr> <tr> <td data-bbox="352 1193 571 1415">Key Employee or Govt Official</td> <td data-bbox="571 1193 1382 1415">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 data-bbox="352 1415 571 1491">Other</td> <td data-bbox="571 1415 1382 1491">Not available for recall for a reason not listed. Document the extenuating circumstances that prevent mobilizing.</td> </tr> </tbody> </table>	Status	Use when...	Available	Available for Recall	Community or Family Hardship	Not available for recall due to financial or family hardship. Document the extenuating circumstances that prevent mobilizing.	Critical Civilian Occupation	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 COMDTINST 12910.1(series), Screening of Civilian Employees in the Reserve Components	Key Employee or Govt Official	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).	Other	Not available for recall for a reason not listed. Document the extenuating circumstances that prevent mobilizing.
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Completing the ASQ, Continued

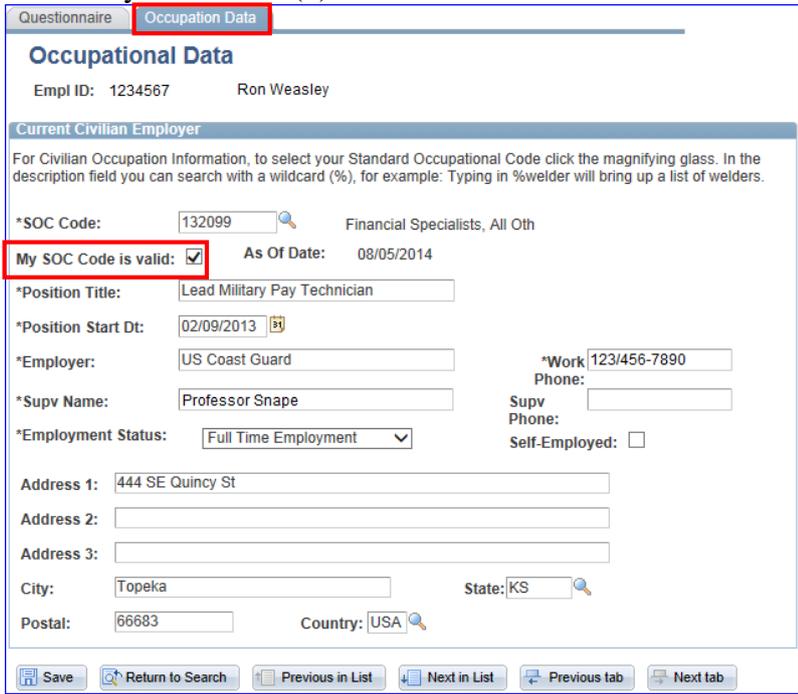
Procedures, continued

Step	Action
4	<p>If "I do not understand or do not accept" in the Member's Response section (Step 3 above) is selected, or anything other than "Available" in the recall status block is chosen, a Supervisor's Empl ID number is required to be entered to forward the ASQ for review and counsel by the chain of command.</p> <div data-bbox="352 602 1222 938" style="border: 1px solid black; padding: 5px;"> <p>Member's Response</p> <p><input type="radio"/> I understand and accept <input checked="" type="radio"/> I do not understand or do not accept</p> <hr/> <p>First Responder</p> <p>First Responder Description <input type="radio"/> Yes - I consider myself to be a first responder <input checked="" type="radio"/> No - I do not consider myself to be a first responder</p> <hr/> <p>Rsv Recall Availability</p> <p>Date Notified: 08/05/2014 Date Signed: 08/05/2014</p> <p>*Recall Status: <input type="text" value="Community or Family Hardship"/></p> <p>Supervisor ID: <input style="border: 2px solid red;" type="text"/></p> </div> <p>After saving, the ASQ will be routed to the supervisor. The Supervisor must have a current uscg.mil email address (ie. Albus.A.Dumbledore@uscg.mil).</p>
5	<p>After completing the Questionnaire Tab, click the Occupation Data tab.</p> <div data-bbox="352 1122 1222 1839" style="border: 1px solid black; padding: 5px;"> <p>Questionnaire Occupation Data</p> <hr/> <p>Occupational Data</p> <p>Empl ID: 1234567 Ron Weasley</p> <hr/> <p>Current Civilian Employer</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>*SOC Code: <input style="border: 2px solid red;" type="text" value="132099"/> Financial Specialists, All Oth</p> <p>My SOC Code is valid: <input type="checkbox"/> As Of Date: 06/10/2014</p> <p>*Position Title: <input type="text" value="FINANCIAL SYSTEMS ANALYST"/></p> <p>*Position Start Dt: <input type="text" value="12/06/2009"/></p> <p>*Employer: <input type="text" value="US COAST GUARD, DHS"/> *Work Phone: <input type="text" value="785/339-1234"/></p> <p>*Supv Name: <input type="text" value="PROFESSOR SNAPE"/> Supv Phone: <input type="text" value="785/339-1234"/></p> <p>*Employment Status: <input type="text" value="Full Time Employment"/> Self-Employed: <input type="checkbox"/></p> <p>Address 1: <input type="text" value="COMMANDING OFFICER"/></p> <p>Address 2: <input type="text" value="CG PERSONNEL SERVICE CENTER"/></p> <p>Address 3: <input type="text" value="444 SE QUINCY ST"/></p> <p>City: <input type="text" value="TOPEKA"/> State: <input type="text" value="KS"/></p> <p>Postal: <input type="text" value="66683"/> Country: <input type="text" value="USA"/></p> </div>

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Completing the ASQ, Continued

Procedures, continued

Step	Action														
<p>6</p>	<p>To update the SOC data, click the SOC Code lookup icon and make a selection. You can scroll through the selections or you can use the Look Up SOC Code to search using wildcard (%) and “key words” (example “%Financial”).</p>  <p>Look Up SOC Code</p> <p>Standard Occupational Classif: begins with <input type="text"/></p> <p>Description: begins with <input type="text" value="%financial"/></p> <p><input type="button" value="Look Up"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> Basic Lookup</p> <p>Search Results</p> <p>View 100 First 1-6 of 6 Last</p> <table border="1"> <thead> <tr> <th>Standard Occupational Classif</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>132051</td> <td>Financial Analysts</td> </tr> <tr> <td>433099</td> <td>Financial Clerks, All Other</td> </tr> <tr> <td>132061</td> <td>Financial Examiners</td> </tr> <tr> <td>113031</td> <td>Financial Managers</td> </tr> <tr style="border: 2px solid red;"> <td>132099</td> <td>Financial Specialists, All Oth</td> </tr> <tr> <td>132052</td> <td>Personal Financial Advisors</td> </tr> </tbody> </table>	Standard Occupational Classif	Description	132051	Financial Analysts	433099	Financial Clerks, All Other	132061	Financial Examiners	113031	Financial Managers	132099	Financial Specialists, All Oth	132052	Personal Financial Advisors
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<p>7</p>	<p>Enter the civilian employment data. Mandatory fields (cannot be left blank) are denoted by an asterisk (*).</p>  <p>Occupational Data</p> <p>Empl ID: 1234567 Ron Weasley</p> <p>Current Civilian Employer</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>*SOC Code: <input type="text" value="132099"/> Financial Specialists, All Oth</p> <p><input checked="" type="checkbox"/> My SOC Code is valid: <input type="checkbox"/> As Of Date: 08/05/2014</p> <p>*Position Title: <input type="text" value="Lead Military Pay Technician"/></p> <p>*Position Start Dt: <input type="text" value="02/09/2013"/></p> <p>*Employer: <input type="text" value="US Coast Guard"/> *Work Phone: <input type="text" value="123/456-7890"/></p> <p>*Supv Name: <input type="text" value="Professor Snape"/> Supv Phone: <input type="text"/></p> <p>*Employment Status: <input type="text" value="Full Time Employment"/> Self-Employed: <input type="checkbox"/></p> <p>Address 1: <input type="text" value="444 SE Quincy St"/></p> <p>Address 2: <input type="text"/></p> <p>Address 3: <input type="text"/></p> <p>City: <input type="text" value="Topeka"/> State: <input type="text" value="KS"/></p> <p>Postal: <input type="text" value="66683"/> Country: <input type="text" value="USA"/></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"/> <input type="button" value="Previous tab"/> <input type="button" value="Next tab"/></p> <p>You must check the “My SOC Code is valid” whether they remain unchanged or will be updated. The system will validate the supplied Occupational Data codes and prompt you to update the Standard Occupational Code if necessary.</p>														

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Completing the ASQ, Continued

Procedures, continued

Step	Action
8	<div data-bbox="352 490 1158 1279" data-label="Form"> </div> <p>Position Title: Enter the employer’s name.</p> <ul style="list-style-type: none"> • Students – Enter name of school. • Not employed – Enter “Not Applicable” <p>Supv Name: Students/Not Employed – Enter member name.</p> <p>Work Phone: Students/Not Employed – Enter member home phone number.</p> <p>Employment Status: If Not Employed – Enter “Other Employment Status”</p> <p>Self-Employed: Check the box if self-employed.</p> <p>When completed, click the Save button.</p>

Supervisor Notification

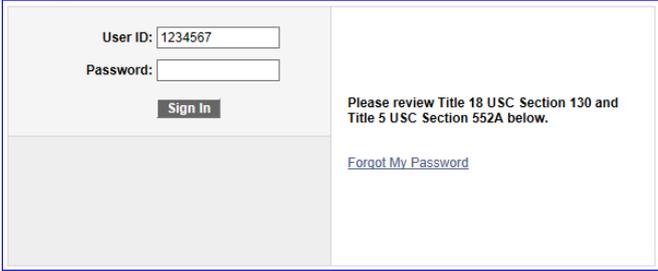
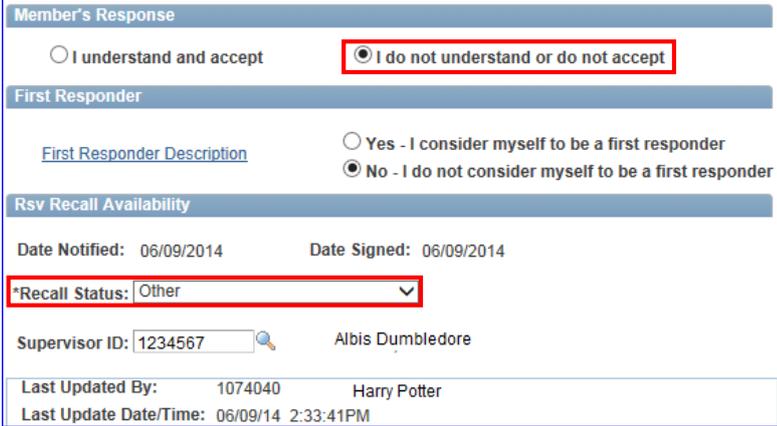
Procedures This section provides the command procedures when counseling is required for member submitted Annual Screening Questionnaires.

Step	Action
1	<p>When members indicate on the Annual Screening Questionnaire:</p> <ul style="list-style-type: none"> • They do not understand or do not accept, • Recall Status other than Available, <p>The system prompts for a supervisor's EMPL ID for follow-up counseling or action (transfer to IRR or discharge).</p> <p>The email notification to the supervisor is only active when the reservist chooses "do not accept/understand mobilization requirement" or any selection other than "available for mobilization."</p> <p>A view-only link for the Reservist's Annual Screening Questionnaire is attached to the email for review. The supervisor's must have a uscg.mil or .gov email address in Direct Access for this function to work as intended.</p> <p>This view is only accessible from the link provided in the email. The ASQ cannot be accessed by navigating in Direct Access.</p> <p>Example email notification to supervisor:</p> <div style="border: 1px solid blue; padding: 5px;"> <p>From: DoNotReply_hcenv3@direct-access.us [mailto:DoNotReply_hcenv3@direct-access.us] Sent: Monday, June 09, 2014 1:34 PM To: Dumbledore, Albis Subject: An Annual Screening Questionnaire requires review</p> <p>Please view in HTML.</p> <p>A reserve member has indicated a response on the Annual Screening Questionnaire that requires review.</p> <p>The member has indicated that they do not understand or accept the requirement to complete the Questionnaire and/or that the member is not available for recall. These responses can lead to the member being discharged.</p> <p>Click on the link below to access the member's data.</p> <p>Click here</p> <p>Logon to Direct Access before opening the link for better results.</p> </div>

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Supervisor Notification, Continued

Procedures, continued

Step	Action
2	<p>Supervisors will click on the link provided in the email notification to access the members ASQ. You will navigate to the Direct Access sign-on page. Log into your DA account.</p> 
3	<p>The members ASQ will display identifying the responses submitted. The supervisor is required to review the information and counsel the member on the impact of their selections.</p>  <p>After counseling, the command will determine if the member is suitable for continued service, needs to be transferred to the IRR or possibly discharged.</p>