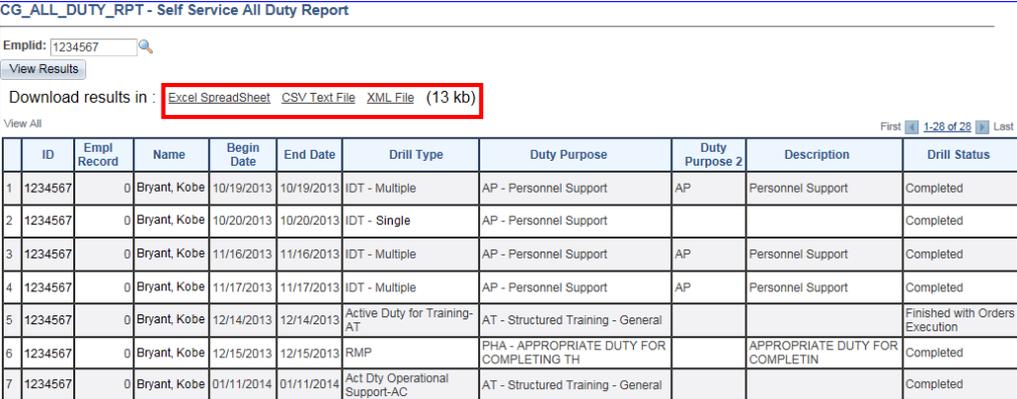


# Self Service for Command – Member All Duty Report

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

**Procedures** See below.

Step	Action																																																																																
1	<p>Select the <b>Member All Duty Report</b> link in the Self Service for Commands Pagelet.</p> 																																																																																
2	<p>Enter the Fiscal Year to search, then enter the member’s <b>Emplid</b>. Then click <b>View Results</b>.</p> 																																																																																
3	<p>The member’s drills and Reserve Orders will display in chronological order. The results can be saved to an Excel spreadsheet, a CSV text file or HTML file.</p>  <table border="1" data-bbox="368 1563 1385 1823"> <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 Bryant, Kobe</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 Bryant, Kobe</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 Bryant, Kobe</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 Bryant, Kobe</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 Bryant, Kobe</td> <td>12/14/2013</td> <td>12/14/2013</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 Bryant, Kobe</td> <td>12/15/2013</td> <td>12/15/2013</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 Bryant, Kobe</td> <td>01/11/2014</td> <td>01/11/2014</td> <td>Act Dty Operational Support-AC</td> <td>AT - Structured Training - General</td> <td></td> <td></td> <td>Completed</td> </tr> </tbody> </table>	ID	Empl Record	Name	Begin Date	End Date	Drill Type	Duty Purpose	Duty Purpose 2	Description	Drill Status	1	1234567	0 Bryant, Kobe	10/19/2013	10/19/2013	IDT - Multiple	AP - Personnel Support	AP	Personnel Support	Completed	2	1234567	0 Bryant, Kobe	10/20/2013	10/20/2013	IDT - Single	AP - Personnel Support			Completed	3	1234567	0 Bryant, Kobe	11/16/2013	11/16/2013	IDT - Multiple	AP - Personnel Support	AP	Personnel Support	Completed	4	1234567	0 Bryant, Kobe	11/17/2013	11/17/2013	IDT - Multiple	AP - Personnel Support	AP	Personnel Support	Completed	5	1234567	0 Bryant, Kobe	12/14/2013	12/14/2013	Active Duty for Training-AT	AT - Structured Training - General			Finished with Orders Execution	6	1234567	0 Bryant, Kobe	12/15/2013	12/15/2013	RMP	PHA - APPROPRIATE DUTY FOR COMPLETING TH		APPROPRIATE DUTY FOR COMPLETIN	Completed	7	1234567	0 Bryant, Kobe	01/11/2014	01/11/2014	Act Dty Operational Support-AC	AT - Structured Training - General			Completed
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