

## Reserve Member Balances

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**Introduction** This guide provides the procedures for viewing and printing a member's Reserve Member Balances statement from Direct Access (DA).

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**Information** The Reserve Member Balances statement is one of the most important documents for a Reservist. Reservists should review the statement regularly and report any discrepancies immediately to their command.

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**Corrections** If any discrepancy is discovered on the statement, submit a request for correction with supporting documents via the chain of command to the SPO. In cases that the SPO cannot resolve, the SPO shall provide meaningful endorsement with any additional supporting documents available and forward the request to PPC Customer Care. Complete information for requesting corrections can be found at [Reserve Retirement Point Corrections](#).

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**Procedures** See below.

Step	Action
1	<p>Click on the <b>Reserve Administration</b> tile.</p> 

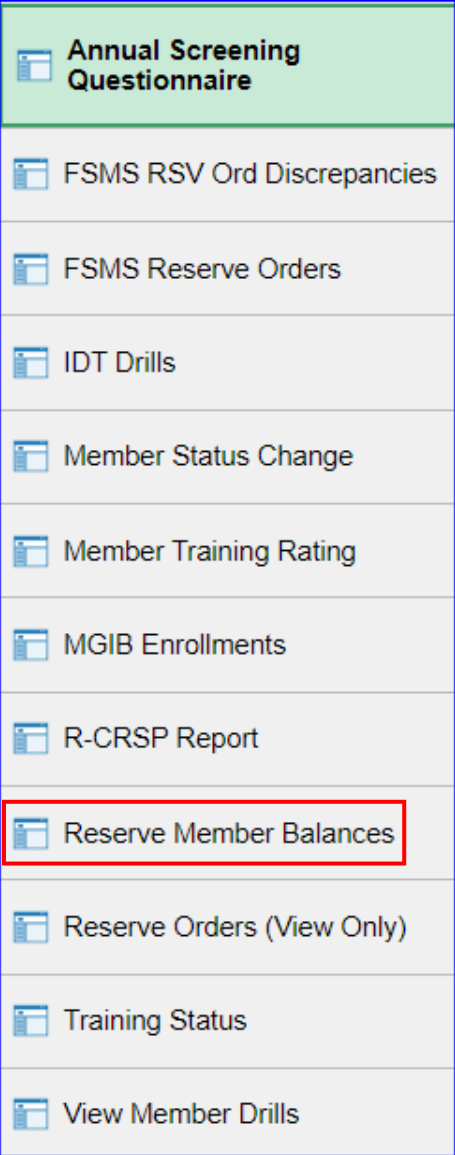
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## Reserve Member Balances, Continued

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Procedures,  
continued

Step	Action
2	<p>Select the <b>Reserve Member Balances</b> option.</p> <div data-bbox="341 524 798 1675">  <p>The screenshot shows a vertical list of menu items, each preceded by a small icon of a document with a checkmark. The items are: Annual Screening Questionnaire (highlighted in green), FSMS RSV Ord Discrepancies, FSMS Reserve Orders, IDT Drills, Member Status Change, Member Training Rating, MGIB Enrollments, R-CRSP Report, Reserve Member Balances (highlighted with a red box), Reserve Orders (View Only), Training Status, and View Member Drills.</p> </div>

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## Reserve Member Balances, Continued

Procedures,  
continued

Step	Action																																																																																																																																				
3	<p>Enter the member's <b>Empl ID</b> and click <b>Search</b>.</p> <div> <p><b>Cg Rsv Accum</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><b>Find an Existing Value</b></p> <p>▼ <b>Search Criteria</b></p> <p>Search by: <input type="text" value="Empl ID"/> begins with <input type="text" value="1234567"/></p> <p><input type="checkbox"/> Include History</p> <p><b>Search</b> Advanced Search</p> </div>																																																																																																																																				
4	<p>The Reserve Member Balances statement will display with two tabs, <b>Reserve Drills</b> and <b>Reserve Points</b>.</p> <div> <p><b>Reserve Drills</b> Reserve Points</p> <p>John Wick Employee Empl ID 1234567 Empl Record 0</p> <p>Accumulation Period: Employee's Anniversary Year</p> <p><b>Drills</b></p> <table border="1"> <thead> <tr> <th>From</th><th>Through</th><th>Paid IDT Cap</th><th># Drills</th><th># Paid Drills</th><th># Unexcused</th><th># ATP</th><th>Paid RMP Cap</th><th># RMP</th><th># Paid RMP</th><th># FHD</th></tr> </thead> <tbody> <tr> <td>09/27/2023</td><td>09/26/2024</td><td>0</td><td>4</td><td>4</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td>09/27/2022</td><td>09/26/2023</td><td>0</td><td>45</td><td>41</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td>09/27/2021</td><td>09/26/2022</td><td>48</td><td>50</td><td>48</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td>09/27/2020</td><td>09/26/2021</td><td>0</td><td>36</td><td>36</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td>09/27/2019</td><td>09/26/2020</td><td>0</td><td>48</td><td>46</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> </tbody> </table> <p>Accumulation Period: Fiscal Year</p> <p><b>Drills</b></p> <table border="1"> <thead> <tr> <th>From</th><th>Through</th><th>Paid IDT Cap</th><th># Drills</th><th># Paid Drills</th><th># Unexcused</th><th># ATP</th><th>Paid RMP Cap</th><th># RMP</th><th># Paid RMP</th><th># FHD</th></tr> </thead> <tbody> <tr> <td>10/01/2023</td><td>09/30/2024</td><td>48</td><td>4</td><td>4</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td>10/01/2022</td><td>09/30/2023</td><td>48</td><td>45</td><td>41</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td>10/01/2021</td><td>09/30/2022</td><td>48</td><td>50</td><td>48</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td>10/01/2020</td><td>09/30/2021</td><td>48</td><td>36</td><td>36</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td>10/01/2019</td><td>09/30/2020</td><td>48</td><td>48</td><td>46</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> </tbody> </table> <p>Save Return to Search Notify Update/Display Include History</p> <p>Reserve Drills   Reserve Points</p> </div>	From	Through	Paid IDT Cap	# Drills	# Paid Drills	# Unexcused	# ATP	Paid RMP Cap	# RMP	# Paid RMP	# FHD	09/27/2023	09/26/2024	0	4	4	0	0	0	0	0	0	09/27/2022	09/26/2023	0	45	41	0	0	0	0	0	0	09/27/2021	09/26/2022	48	50	48	0	0	0	0	0	0	09/27/2020	09/26/2021	0	36	36	0	0	0	0	0	0	09/27/2019	09/26/2020	0	48	46	0	0	0	0	0	0	From	Through	Paid IDT Cap	# Drills	# Paid Drills	# Unexcused	# ATP	Paid RMP Cap	# RMP	# Paid RMP	# FHD	10/01/2023	09/30/2024	48	4	4	0	0	0	0	0	0	10/01/2022	09/30/2023	48	45	41	0	0	0	0	0	0	10/01/2021	09/30/2022	48	50	48	0	0	0	0	0	0	10/01/2020	09/30/2021	48	36	36	0	0	0	0	0	0	10/01/2019	09/30/2020	48	48	46	0	0	0	0	0	0
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## Reserve Member Balances, Continued

### Procedures, continued

Step

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Action

The Reserve Drills tab provides the following information:

- **Employee’s Anniversary Year** – Identifies the number of drills and number of paid drills accumulated during the member’s Anniversary Year.
- **Fiscal Year** – Identifies the number of drills and the number of paid drills accumulated during the Fiscal Year.

Click **View All** (if necessary) to see all the drills credited to the employee’s Anniversary Year and Fiscal Year.

Reserve Drills

Reserve Points

John Wick

Employee

Empl ID 1234567

Empl Record 0

Accumulation Period:

Employee's Anniversary Year

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View All

From	Through	Paid IDT Cap	# Drills	# Paid Drills	# Unexcused	# ATP	Paid RMP Cap	# RMP	# Paid RMP	# FHD
09/27/2023	09/26/2024	0	4	4	0	0	0	0	0	0
09/27/2022	09/26/2023	0	45	41	0	0	0	0	0	0
09/27/2021	09/26/2022	48	50	48	0	0	0	0	0	0
09/27/2020	09/26/2021	0	36	36	0	0	0	0	0	0
09/27/2019	09/26/2020	0	48	46	0	0	0	0	0	0

Accumulation Period:

Fiscal Year

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View All

From	Through	Paid IDT Cap	# Drills	# Paid Drills	# Unexcused	# ATP	Paid RMP Cap	# RMP	# Paid RMP	# FHD
10/01/2023	09/30/2024	48	4	4	0	0	0	0	0	0
10/01/2022	09/30/2023	48	45	41	0	0	0	0	0	0
10/01/2021	09/30/2022	48	50	48	0	0	0	0	0	0
10/01/2020	09/30/2021	48	36	36	0	0	0	0	0	0
10/01/2019	09/30/2020	48	48	46	0	0	0	0	0	0

Save

Return to Search

Notify

Update/Display

Include History

Reserve Drills

Reserve Points

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## Reserve Member Balances, Continued

Procedures,  
continued

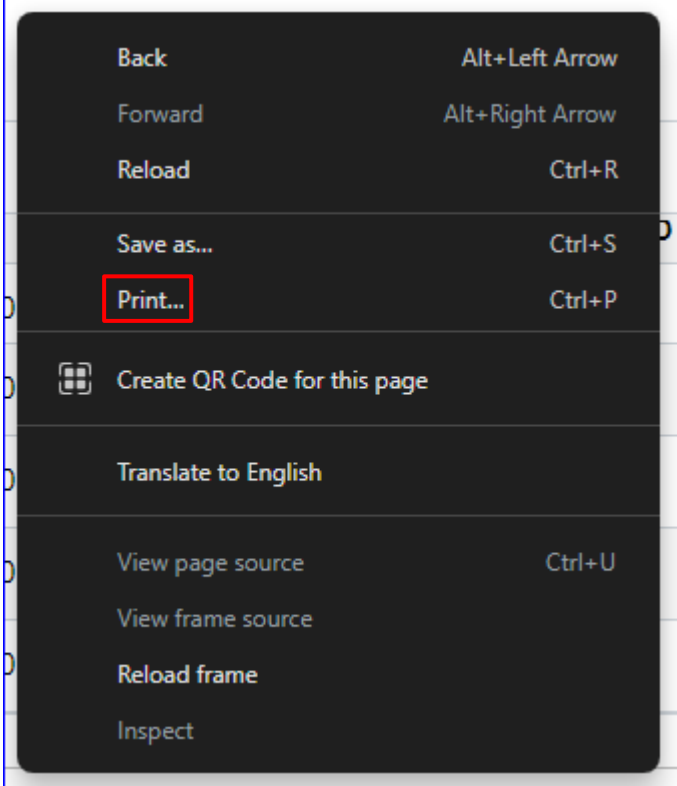
Step	Action
6	<p>The Reserve Points tab provides the following information:</p> <ul style="list-style-type: none"> <li>• <b>Total Qualifying Service Years</b> – Displays the total number of qualified years accumulated towards retirement.</li> <li>• <b>Career-To-Date Points</b> – Displays the total number of points earned towards retirement.</li> <li>• <b>Employee's Anniversary Year</b> – Identifies the retirement points credited for Coast Guard service during the member's Anniversary Year.</li> <li>• <b>Fiscal Year</b> – Identifies the retirement points credited for Coast Guard service during the Fiscal Year.</li> <li>• <b>Prior Service</b> – If applicable, identifies the retirement points credited for all military service performed prior to entering the Coast Guard.</li> </ul> <p>Click <b>View All</b> (if necessary) to see all the drills credited to the employee's Anniversary Year, Fiscal Year, and Prior Service</p>

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## Reserve Member Balances, Continued

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### Procedures, continued

Step	Action
6	<p>To print the statement, <b>right-click</b> on the page and select the <b>Print</b> option.</p>  <p>The screenshot shows a dark-themed right-click context menu. The 'Print...' option is highlighted with a red rectangular box. Other visible options include 'Back', 'Forward', 'Reload', 'Save as...', 'Create QR Code for this page', 'Translate to English', 'View page source', 'View frame source', 'Reload frame', and 'Inspect'. Keyboard shortcuts are listed to the right of each option.</p>

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