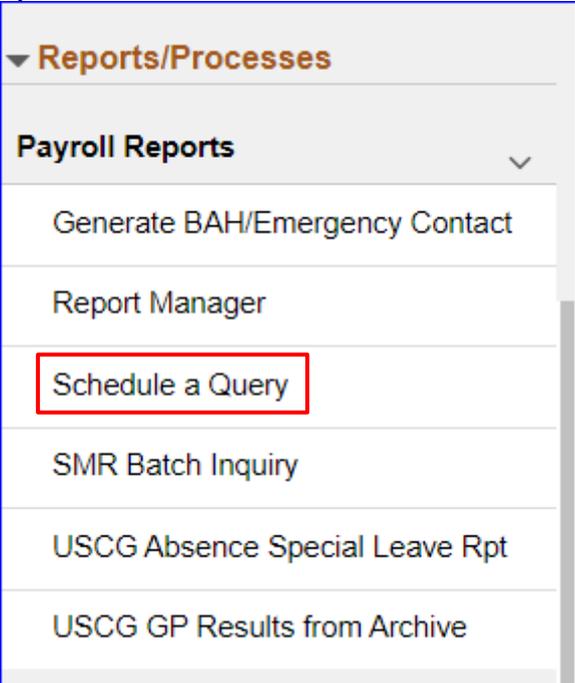


Reserve Waiver Report

Introduction This guide provides the procedures for running a report of waivers for Reservists in a certain waiver status in Direct Access (DA)

Procedures See below.

Step	Action
1	<p>Click on the AD/RSV Payroll Workcenter tile.</p> 
2	<p>Scroll to the Report/Processes drop-down and select the Schedule a Query option.</p> 

Continued on next page

Reserve Waiver Report, Continued

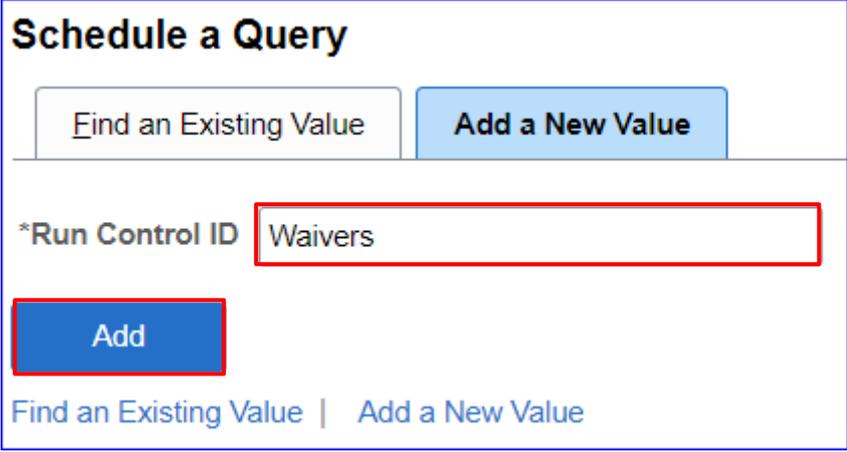
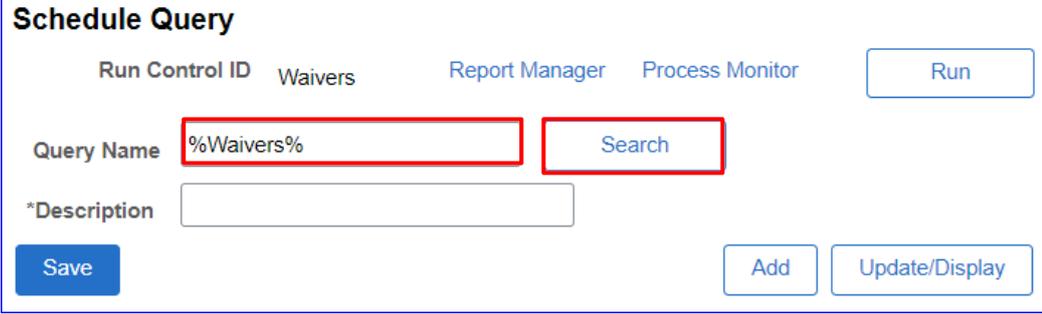
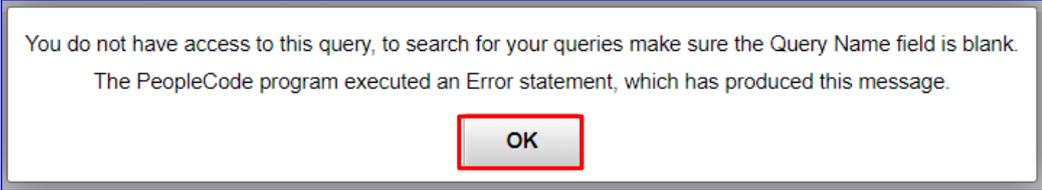
Procedures,
continued

Step	Action
3	<p>Enter a Run Control ID, if you already have one set up, click Search and skip to Step 10. If not, continue to Step 4.</p> <div data-bbox="327 600 1369 1155" style="border: 1px solid blue; padding: 5px;"> <p>Schedule a Query</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div style="display: flex; justify-content: space-around; border-bottom: 1px solid gray;"> Find an Existing Value Add a New Value </div> <p>▼ Search Criteria</p> <p>Search by: Run Control ID ▼ begins with </p> <p><input type="checkbox"/> Case Sensitive</p> <div style="display: flex; align-items: center; margin-top: 5px;"> Search Advanced Search </div> <div style="display: flex; justify-content: space-between; margin-top: 10px; font-size: small;"> Find an Existing Value Add a New Value </div> </div>
4	<p>Click Add a New Value tab.</p> <div data-bbox="327 1234 1369 1789" style="border: 1px solid blue; padding: 5px;"> <p>Schedule a Query</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div style="display: flex; justify-content: space-around; border-bottom: 1px solid gray;"> Find an Existing Value Add a New Value </div> <p>▼ Search Criteria</p> <p>Search by: Run Control ID ▼ begins with </p> <p><input type="checkbox"/> Case Sensitive</p> <div style="display: flex; align-items: center; margin-top: 5px;"> Search Advanced Search </div> <div style="display: flex; justify-content: space-between; margin-top: 10px; font-size: small;"> Find an Existing Value Add a New Value </div> </div>

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Reserve Waiver Report, Continued

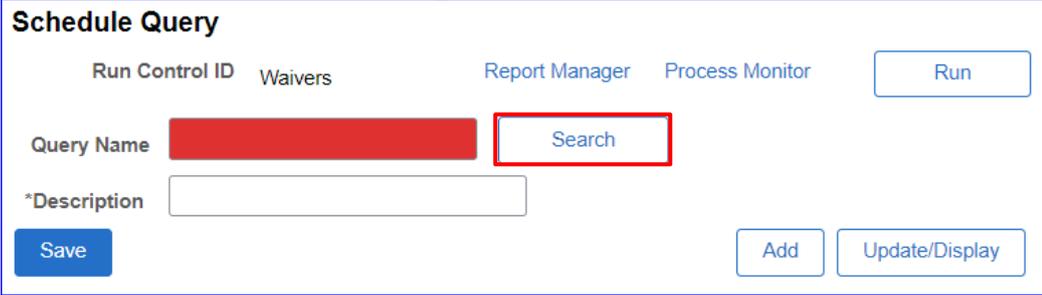
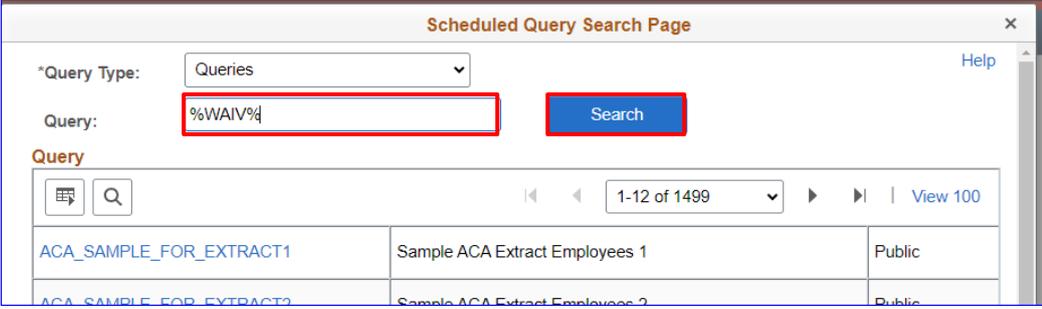
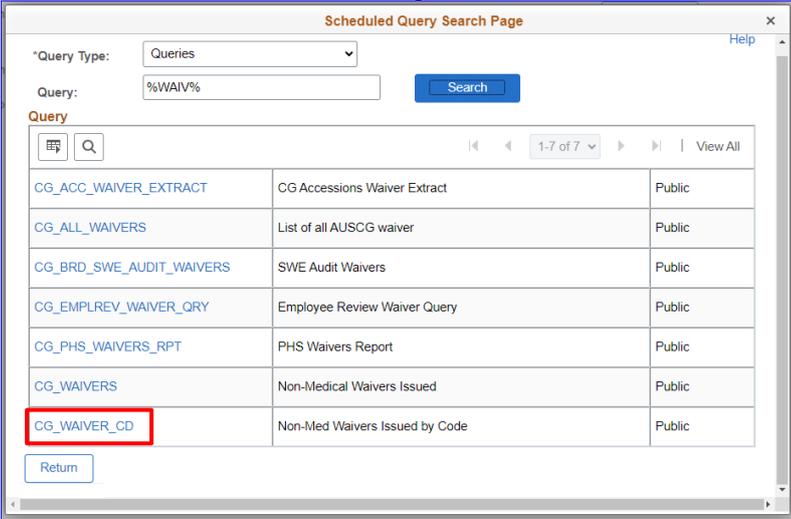
Procedures,
continued

Step	Action
5	<p>Enter a Run Control ID and click Add</p>  <p>Schedule a Query</p> <p>Find an Existing Value Add a New Value</p> <p>*Run Control ID <input type="text" value="Waivers"/></p> <p>Add</p> <p>Find an Existing Value Add a New Value</p>
6	<p>In Query Name, enter a wild card search % (percent sign) plus at least 3 letters followed by a % and click Search.</p>  <p>Schedule Query</p> <p>Run Control ID <input type="text" value="Waivers"/> Report Manager Process Monitor <input type="button" value="Run"/></p> <p>Query Name <input type="text" value="%Waivers%"/> <input type="button" value="Search"/></p> <p>*Description <input type="text"/></p> <p><input type="button" value="Save"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/></p>
7	<p>This message will display. Click OK.</p>  <p>You do not have access to this query, to search for your queries make sure the Query Name field is blank. The PeopleCode program executed an Error statement, which has produced this message.</p> <p><input type="button" value="OK"/></p>

Continued on next page

Reserve Waiver Report, Continued

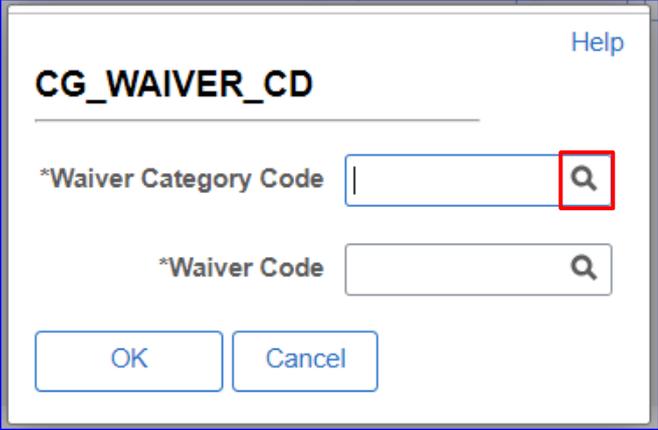
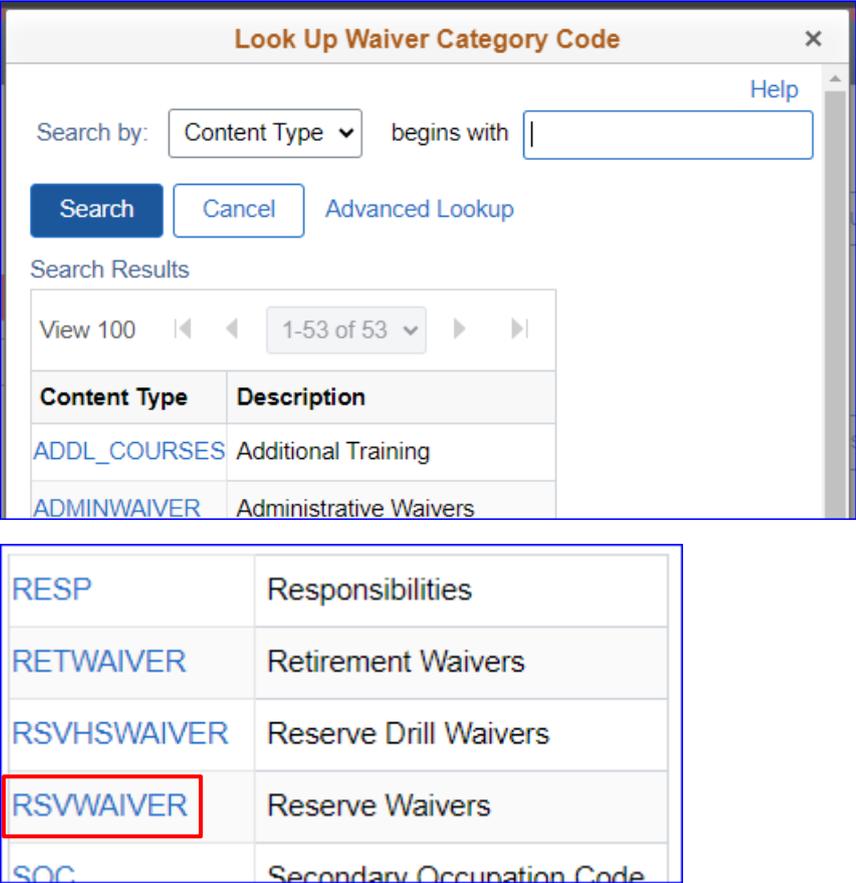
Procedures,
continued

Step	Action																					
8	<p>Clear the field and click Search again.</p>  <p>Schedule Query</p> <p>Run Control ID: Waivers Report Manager Process Monitor Run</p> <p>Query Name: [Redacted] Search</p> <p>*Description: [Empty]</p> <p>Save Add Update/Display</p>																					
9	<p>In Query, enter %WAI% and click Search.</p>  <p>Scheduled Query Search Page</p> <p>*Query Type: Queries Help</p> <p>Query: %WAI% Search</p> <p>Query</p> <p>1-12 of 1499 View 100</p> <table border="1"> <tr> <td>ACA_SAMPLE_FOR_EXTRACT1</td> <td>Sample ACA Extract Employees 1</td> <td>Public</td> </tr> <tr> <td>ACA_SAMPLE_FOR_EXTRACT2</td> <td>Sample ACA Extract Employees 2</td> <td>Public</td> </tr> </table>	ACA_SAMPLE_FOR_EXTRACT1	Sample ACA Extract Employees 1	Public	ACA_SAMPLE_FOR_EXTRACT2	Sample ACA Extract Employees 2	Public															
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ACA_SAMPLE_FOR_EXTRACT2	Sample ACA Extract Employees 2	Public																				
10	<p>A list of all available waiver reports in DA will display. In this example we clicked the CG_WAIVERS_CD link.</p> <p>NOTE: CG_WAIVERS is a large file of all waivers (over 10,000 lines).</p>  <p>Scheduled Query Search Page</p> <p>*Query Type: Queries Help</p> <p>Query: %WAI% Search</p> <p>Query</p> <p>1-7 of 7 View All</p> <table border="1"> <tr> <td>CG_ACC_WAIVER_EXTRACT</td> <td>CG Accessions Waiver Extract</td> <td>Public</td> </tr> <tr> <td>CG_ALL_WAIVERS</td> <td>List of all AUSCG waiver</td> <td>Public</td> </tr> <tr> <td>CG_BRD_SWE_AUDIT_WAIVERS</td> <td>SWE Audit Waivers</td> <td>Public</td> </tr> <tr> <td>CG_EMPLREV_WAIVER_QRY</td> <td>Employee Review Waiver Query</td> <td>Public</td> </tr> <tr> <td>CG_PHS_WAIVERS_RPT</td> <td>PHS Waivers Report</td> <td>Public</td> </tr> <tr> <td>CG_WAIVERS</td> <td>Non-Medical Waivers Issued</td> <td>Public</td> </tr> <tr> <td>CG_WAIVER_CD</td> <td>Non-Med Waivers Issued by Code</td> <td>Public</td> </tr> </table> <p>Return</p>	CG_ACC_WAIVER_EXTRACT	CG Accessions Waiver Extract	Public	CG_ALL_WAIVERS	List of all AUSCG waiver	Public	CG_BRD_SWE_AUDIT_WAIVERS	SWE Audit Waivers	Public	CG_EMPLREV_WAIVER_QRY	Employee Review Waiver Query	Public	CG_PHS_WAIVERS_RPT	PHS Waivers Report	Public	CG_WAIVERS	Non-Medical Waivers Issued	Public	CG_WAIVER_CD	Non-Med Waivers Issued by Code	Public
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CG_EMPLREV_WAIVER_QRY	Employee Review Waiver Query	Public																				
CG_PHS_WAIVERS_RPT	PHS Waivers Report	Public																				
CG_WAIVERS	Non-Medical Waivers Issued	Public																				
CG_WAIVER_CD	Non-Med Waivers Issued by Code	Public																				

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Reserve Waiver Report, Continued

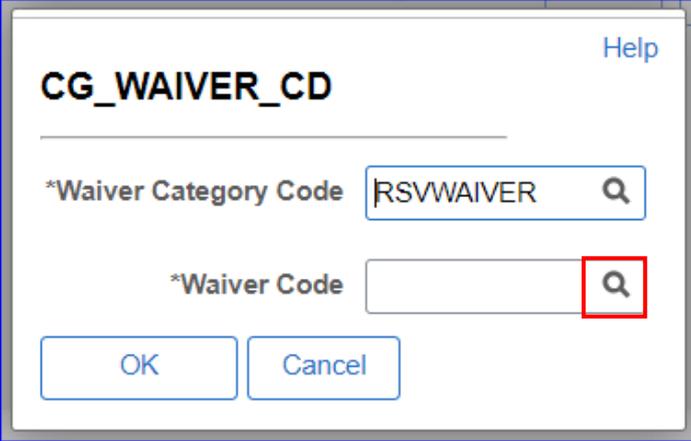
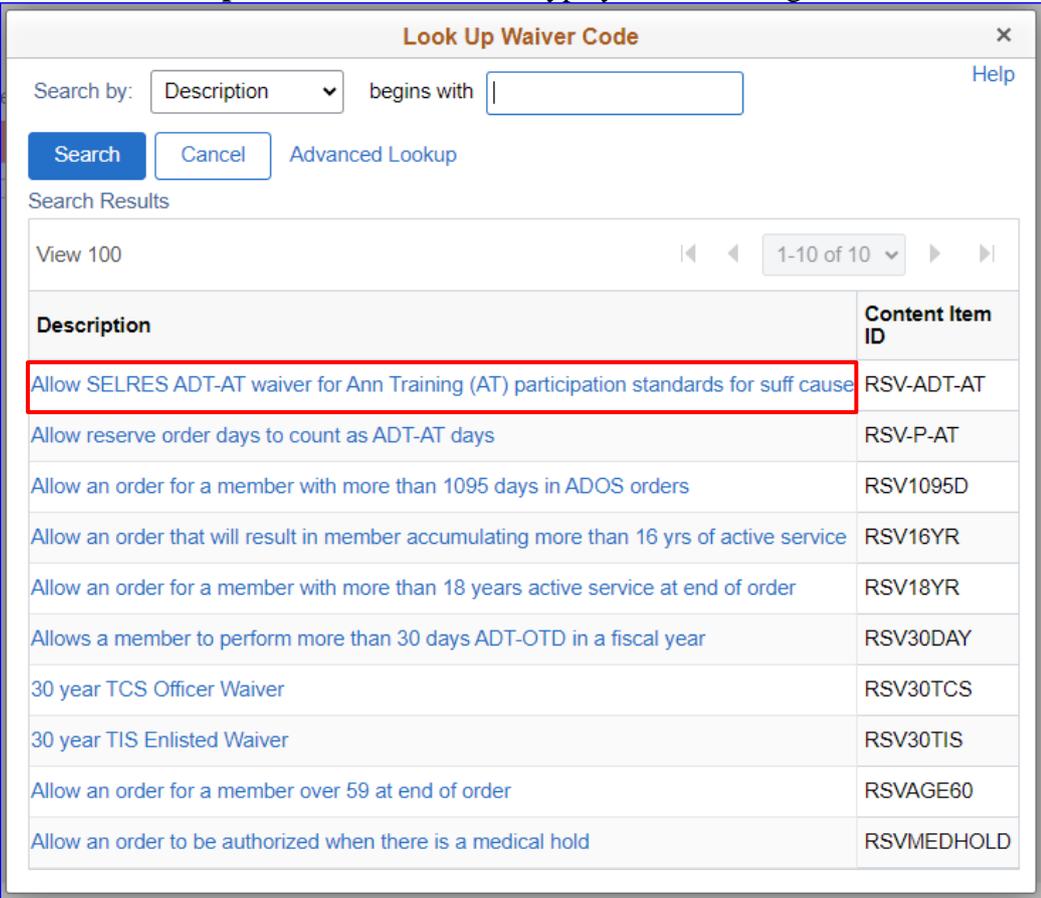
Procedures,
continued

Step	Action																
11	<p>Select the Waiver Category Code lookup icon.</p> 																
12	<p>There are several codes to choose from, scroll down and click RSVWAIVER.</p>  <table border="1" data-bbox="328 1563 1008 1899"> <thead> <tr> <th>Content Type</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>ADDL_COURSES</td> <td>Additional Training</td> </tr> <tr> <td>ADMINWAIVER</td> <td>Administrative Waivers</td> </tr> <tr> <td>RESP</td> <td>Responsibilities</td> </tr> <tr> <td>RETWAIVER</td> <td>Retirement Waivers</td> </tr> <tr> <td>RSVHSWAIVER</td> <td>Reserve Drill Waivers</td> </tr> <tr> <td>RSVWAIVER</td> <td>Reserve Waivers</td> </tr> <tr> <td>SOC</td> <td>Secondary Occupation Code</td> </tr> </tbody> </table>	Content Type	Description	ADDL_COURSES	Additional Training	ADMINWAIVER	Administrative Waivers	RESP	Responsibilities	RETWAIVER	Retirement Waivers	RSVHSWAIVER	Reserve Drill Waivers	RSVWAIVER	Reserve Waivers	SOC	Secondary Occupation Code
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Reserve Waiver Report, Continued

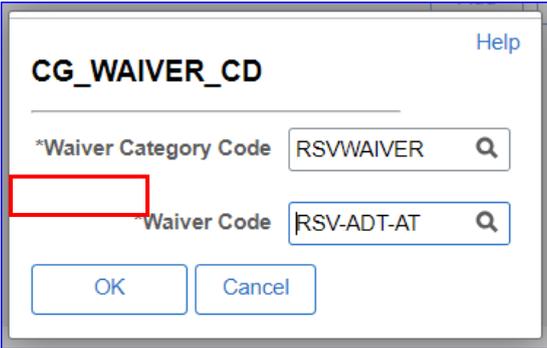
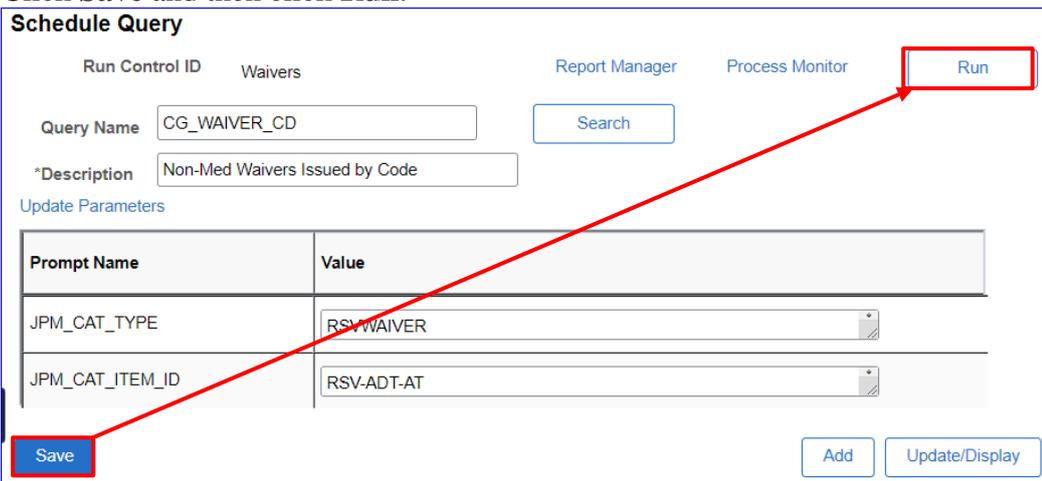
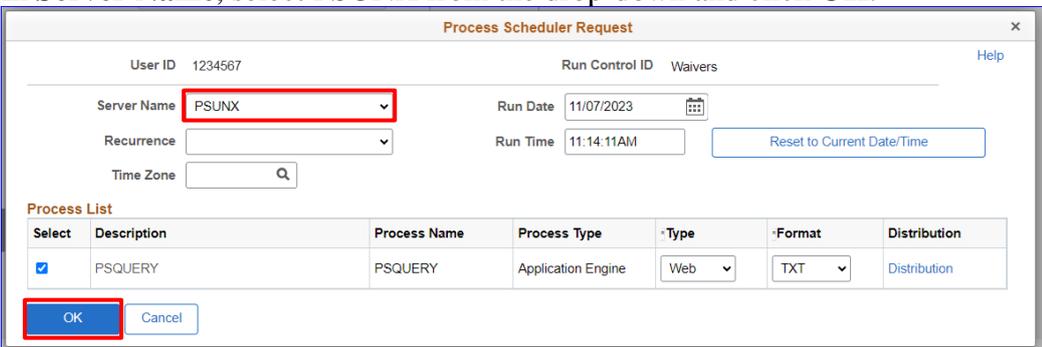
Procedures,
continued

Step	Action																						
13	<p>Select the Waiver Code lookup icon.</p> 																						
14	<p>Select the Description link of the waiver type you are looking for.</p>  <p>Search Results</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Content Item ID</th> </tr> </thead> <tbody> <tr> <td>Allow SELRES ADT-AT waiver for Ann Training (AT) participation standards for suff cause</td> <td>RSV-ADT-AT</td> </tr> <tr> <td>Allow reserve order days to count as ADT-AT days</td> <td>RSV-P-AT</td> </tr> <tr> <td>Allow an order for a member with more than 1095 days in ADOS orders</td> <td>RSV1095D</td> </tr> <tr> <td>Allow an order that will result in member accumulating more than 16 yrs of active service</td> <td>RSV16YR</td> </tr> <tr> <td>Allow an order for a member with more than 18 years active service at end of order</td> <td>RSV18YR</td> </tr> <tr> <td>Allows a member to perform more than 30 days ADT-OTD in a fiscal year</td> <td>RSV30DAY</td> </tr> <tr> <td>30 year TCS Officer Waiver</td> <td>RSV30TCS</td> </tr> <tr> <td>30 year TIS Enlisted Waiver</td> <td>RSV30TIS</td> </tr> <tr> <td>Allow an order for a member over 59 at end of order</td> <td>RSVAGE60</td> </tr> <tr> <td>Allow an order to be authorized when there is a medical hold</td> <td>RSVMEDHOLD</td> </tr> </tbody> </table>	Description	Content Item ID	Allow SELRES ADT-AT waiver for Ann Training (AT) participation standards for suff cause	RSV-ADT-AT	Allow reserve order days to count as ADT-AT days	RSV-P-AT	Allow an order for a member with more than 1095 days in ADOS orders	RSV1095D	Allow an order that will result in member accumulating more than 16 yrs of active service	RSV16YR	Allow an order for a member with more than 18 years active service at end of order	RSV18YR	Allows a member to perform more than 30 days ADT-OTD in a fiscal year	RSV30DAY	30 year TCS Officer Waiver	RSV30TCS	30 year TIS Enlisted Waiver	RSV30TIS	Allow an order for a member over 59 at end of order	RSVAGE60	Allow an order to be authorized when there is a medical hold	RSVMEDHOLD
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Reserve Waiver Report, Continued

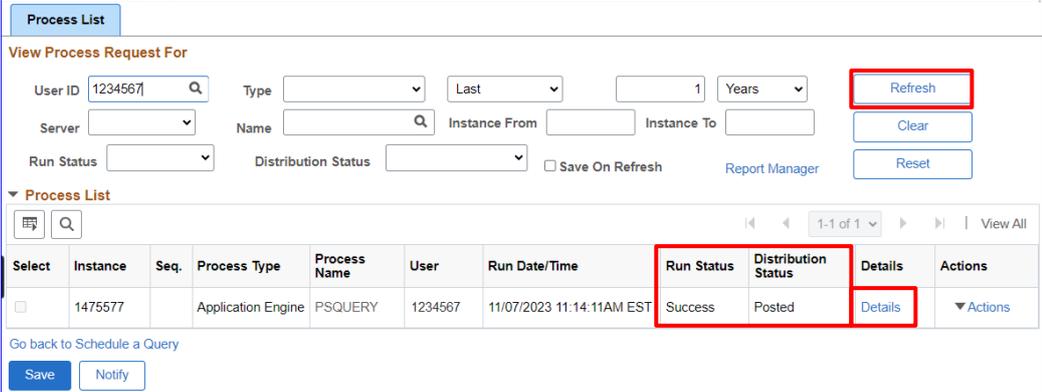
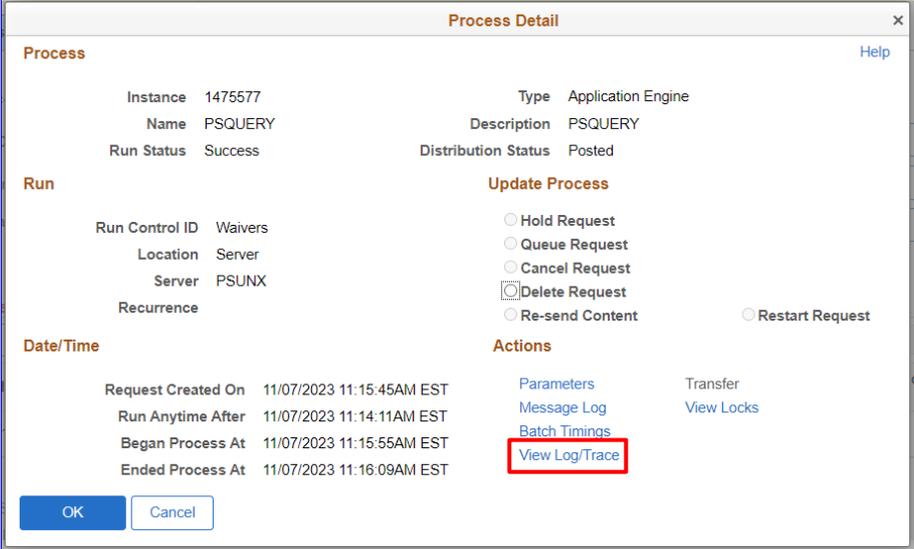
Procedures,
continued

Step	Action
15	<p>Click OK.</p> 
16	<p>Click Save and then click Run.</p> 
17	<p>In Server Name, select PSUNX from the drop-down and click OK.</p> 

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Reserve Waiver Report, Continued

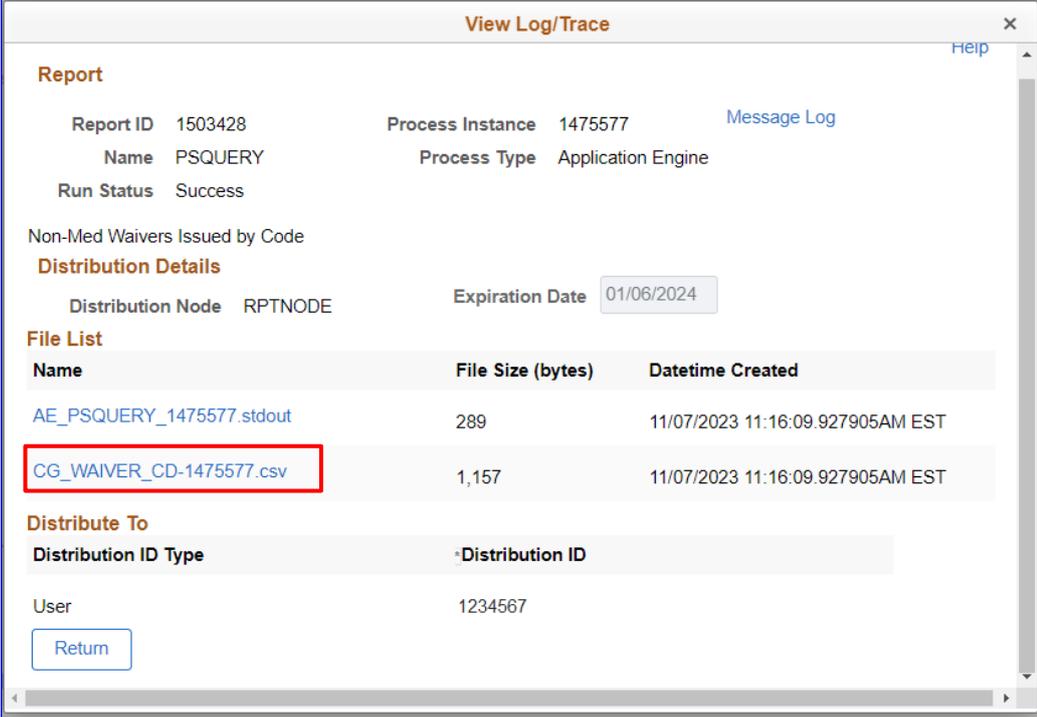
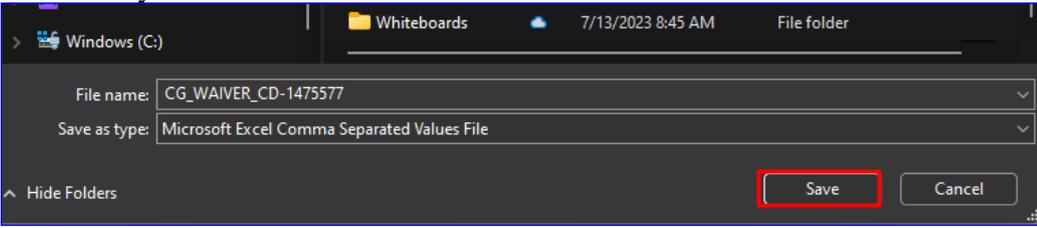
Procedures,
continued

Step	Action
<p>18</p>	<p>Click the Process Monitor link.</p> 
<p>19</p>	<p>If applicable, click Refresh until Run Status displays Success and Distribution Status displays Posted. Click the Details link.</p> 
<p>20</p>	<p>Click View Log/Trace.</p> 

Continued on next page

Reserve Waiver Report, Continued

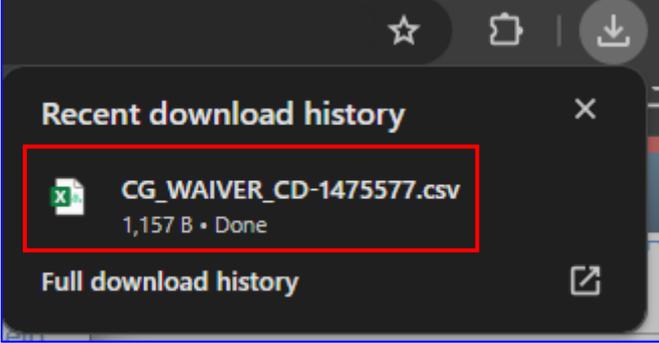
Procedures,
continued

Step	Action									
21	<p>Click the .csv link Name.</p>  <p>The screenshot shows a 'View Log/Trace' window with the following content:</p> <ul style="list-style-type: none"> Report <ul style="list-style-type: none"> Report ID: 1503428 Name: PSQUERY Run Status: Success Process Instance: 1475577 Process Type: Application Engine Message Log (link) Non-Med Waivers Issued by Code Distribution Details <ul style="list-style-type: none"> Distribution Node: RPTNODE Expiration Date: 01/06/2024 File List <table border="1"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>AE_PSQUERY_1475577.stdout</td> <td>289</td> <td>11/07/2023 11:16:09.927905AM EST</td> </tr> <tr> <td>CG_WAIVER_CD-1475577.csv</td> <td>1,157</td> <td>11/07/2023 11:16:09.927905AM EST</td> </tr> </tbody> </table> Distribute To <ul style="list-style-type: none"> Distribution ID Type Distribution ID User: 1234567 Return (button) 	Name	File Size (bytes)	Datetime Created	AE_PSQUERY_1475577.stdout	289	11/07/2023 11:16:09.927905AM EST	CG_WAIVER_CD-1475577.csv	1,157	11/07/2023 11:16:09.927905AM EST
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22	<p>It will ask you to Save it somewhere.</p>  <p>The screenshot shows a Windows 'Save As' dialog box with the following content:</p> <ul style="list-style-type: none"> File name: CG_WAIVER_CD-1475577 Save as type: Microsoft Excel Comma Separated Values File Buttons: Save (highlighted), Cancel 									

Continued on next page

Reserve Waiver Report, Continued

Procedures,
continued

Step	Action																																																																																																																										
23	<p>You can now go to where you saved it or click the fast link that displays below.</p> 																																																																																																																										
24	<p>Here is how the report displays. It has been broken out to show all the fields clearly.</p> <table border="1" data-bbox="327 981 1369 1227"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> <th>G</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>ID</td> <td>Name</td> <td>Grant Date</td> <td>Request Date</td> <td>Renewal Date</td> <td>Waiver Ca</td> <td>Waiver Code</td> </tr> <tr> <td>2</td> <td>1234567</td> <td>Bobby Mercer</td> <td>6/13/2020</td> <td>6/13/2020</td> <td>9/30/2020</td> <td>RSVWAIV</td> <td>RSV-ADT-AT</td> </tr> <tr> <td>3</td> <td>1122334</td> <td>ANGEL MERCER</td> <td>6/24/2022</td> <td>6/24/2022</td> <td></td> <td>RSVWAIV</td> <td>RSV-ADT-AT</td> </tr> <tr> <td>4</td> <td>1112234</td> <td>Jeremiah Mercer</td> <td>7/21/2022</td> <td>7/21/2022</td> <td></td> <td>RSVWAIV</td> <td>RSV-ADT-AT</td> </tr> <tr> <td>5</td> <td>1111223</td> <td>Jack Mercer</td> <td>7/15/2020</td> <td>6/13/2020</td> <td></td> <td>RSVWAIV</td> <td>RSV-ADT-AT</td> </tr> <tr> <td>6</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <table border="1" data-bbox="327 1265 1369 1467"> <thead> <tr> <th>H</th> <th>I</th> <th>J</th> <th>K</th> <th>L</th> <th>M</th> <th>N</th> <th>O</th> <th>P</th> <th>Q</th> <th>R</th> </tr> </thead> <tbody> <tr> <td>Descr</td> <td>Aviation F</td> <td>Status</td> <td>Waiver St</td> <td>Expiration Date</td> <td>Physician</td> <td>Comments</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Allow SEL</td> <td>N</td> <td>A</td> <td>2</td> <td></td> <td></td> <td>ADT-AT annual waiver signed by Base Alameda CO</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Allow SEL</td> <td>N</td> <td>A</td> <td>2</td> <td>9/30/2022</td> <td></td> <td>CO approved waiver of annual ADT-AT</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Allow SEL</td> <td>N</td> <td>A</td> <td></td> <td>9/30/2022</td> <td></td> <td>ADT-AT for FY-22 waived by Command (first waiver)</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Allow SEL</td> <td>N</td> <td>A</td> <td>2</td> <td>9/30/2020</td> <td></td> <td>Annual waiver of ADT-AT per unit CO</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		A	B	C	D	E	F	G	1	ID	Name	Grant Date	Request Date	Renewal Date	Waiver Ca	Waiver Code	2	1234567	Bobby Mercer	6/13/2020	6/13/2020	9/30/2020	RSVWAIV	RSV-ADT-AT	3	1122334	ANGEL MERCER	6/24/2022	6/24/2022		RSVWAIV	RSV-ADT-AT	4	1112234	Jeremiah Mercer	7/21/2022	7/21/2022		RSVWAIV	RSV-ADT-AT	5	1111223	Jack Mercer	7/15/2020	6/13/2020		RSVWAIV	RSV-ADT-AT	6								H	I	J	K	L	M	N	O	P	Q	R	Descr	Aviation F	Status	Waiver St	Expiration Date	Physician	Comments					Allow SEL	N	A	2			ADT-AT annual waiver signed by Base Alameda CO					Allow SEL	N	A	2	9/30/2022		CO approved waiver of annual ADT-AT					Allow SEL	N	A		9/30/2022		ADT-AT for FY-22 waived by Command (first waiver)					Allow SEL	N	A	2	9/30/2020		Annual waiver of ADT-AT per unit CO				
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