View Reserve Status Change

Introduction	This transaction is a view only for commands to review a member's Reserve Status in Direct Access (DA).

Important Information about this transaction	Some Reserve Status changes are inherently the result of a PCS assignment change. For example, a PCS reassignment from a SELRES billet to the Inactive Ready Reserve (IRR). Status changes to RET-2 must be done by PPC (RAS). **NOTE**: SPO's are authorized to enter a Reserve member Status Change only for Reservists departing/reporting to/from Initial Active Duty for Training Orders. All other Reserve Status Changes are completed by Personnel Service Command (rpm).

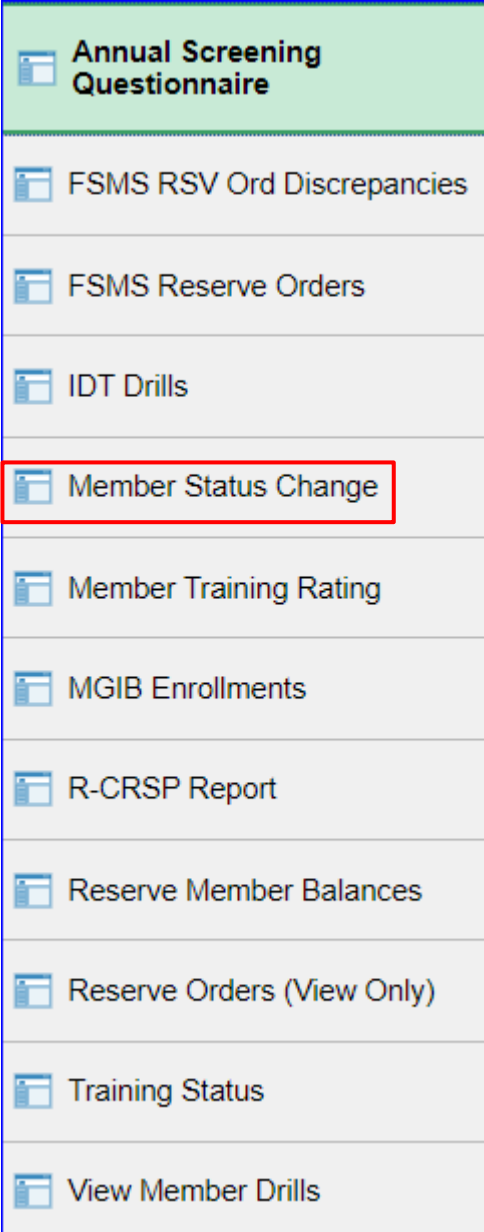|	
Reference	Reserve Duty Status and Participation Manual, COMDTINST M1001.2

Procedures	See below.

Step	Action
1	Click on the **Reserve Administration** tile.

Continued on next page

View Reserve Status Change, Continued

Procedures,
continued

Step	Action
2	Select the **Member Status Change** option.

View Reserve Status Change, Continued
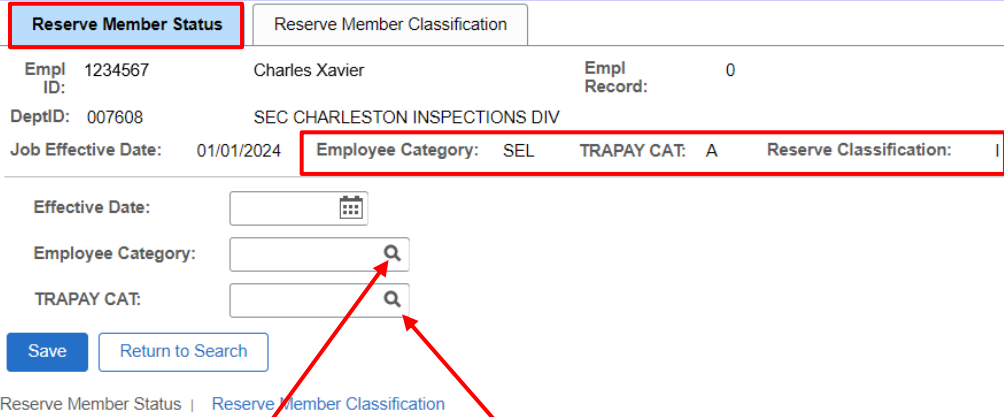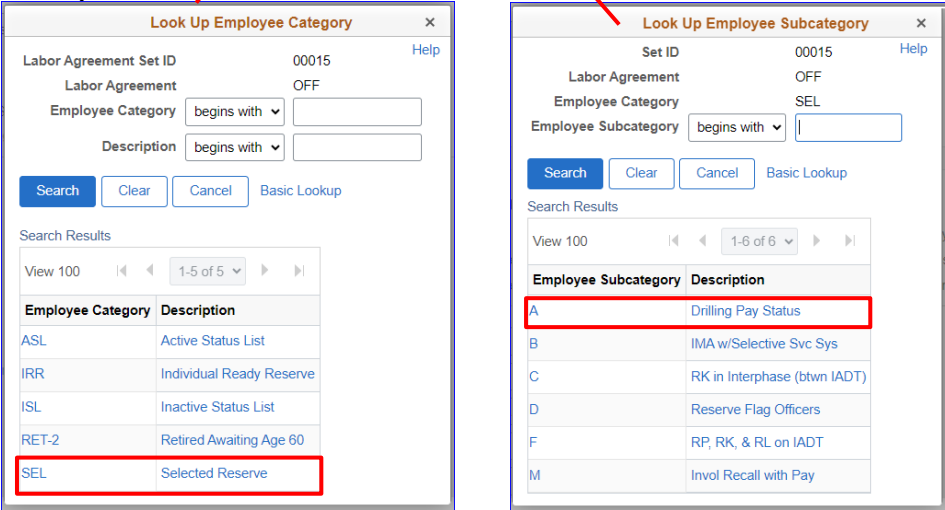
Procedures, continued

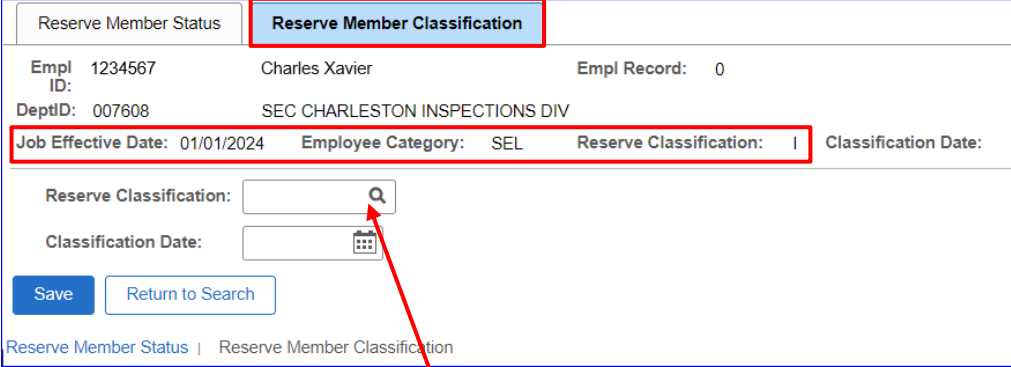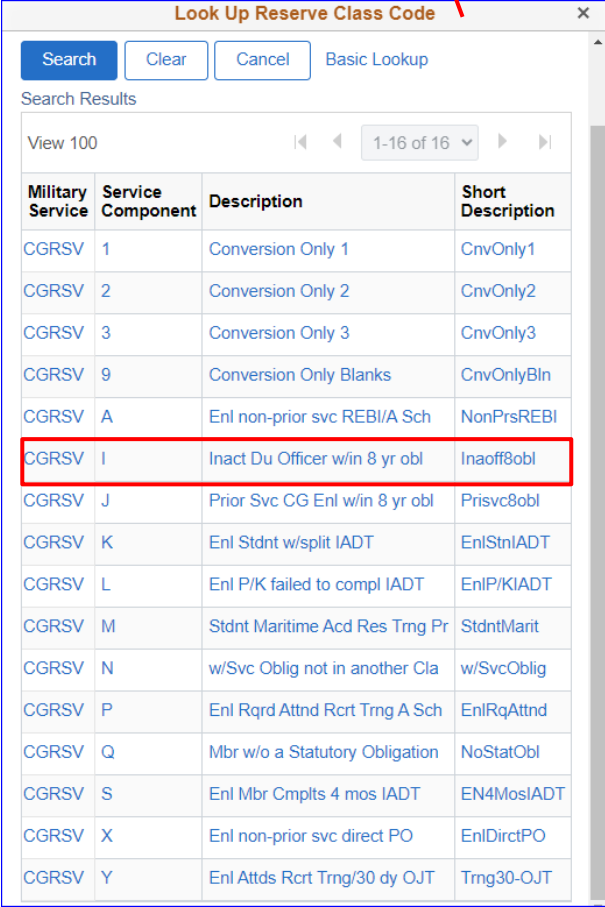| Step	Action
3	Enter the members **Empl ID** and click **Search**. **Member Status Change** Enter any information you have and click Search. Leave fields blank for a list of all values. **Find an Existing Value** ▼ Search Criteria Empl ID — begins with ▼ — 1234567 Empl Record — = ▼ — Name — begins with ▼ — Last Name — begins with ▼ — Second Last Name — begins with ▼ — Alternate Character Name — begins with ▼ — Middle Name — begins with ▼ — Business Unit — begins with ▼ — Department Set ID — begins with ▼ — 🔍 Department — begins with ▼ — 🔍 ☐ Case Sensitive Search	Clear	Basic Search	Save Search Criteria

View Reserve Status Change, Continued

Procedures, continued

Step	Action
4	Two tabs will display: the Reserve Member Status and the Reserve Member Classification. The member's current **Reserve Status** will be displayed on the **Reserve Member Status** tab.
5	**Employee Category** descriptions and available **TRAPAY CAT** selection descriptions:

Continued on next page

View Reserve Status Change, Continued

Procedures, continued

Step	Action
6	The **Reserve Member Classification** tab displays the member's **Reserve Classification**, and the **Effective Date** of the classification. Reserve Member Status | **Reserve Member Classification** Empl ID: 1234567 Charles Xavier Empl Record: 0 DeptID: 007608 SEC CHARLESTON INSPECTIONS DIV Job Effective Date: 01/01/2024 Employee Category: SEL Reserve Classification: I Classification Date: Reserve Classification: [🔍] Classification Date: [📅] [Save] [Return to Search] Reserve Member Status | Reserve Member Classification
7	**Reserve Classification** descriptions: **Look Up Reserve Class Code** ✕ [Search] [Clear] [Cancel] Basic Lookup Search Results View 100 1-16 of 16 | Military Service	Service Component	Description	Short Description
---	---	---	---
CGRSV	1	Conversion Only 1	CnvOnly1
CGRSV	2	Conversion Only 2	CnvOnly2
CGRSV	3	Conversion Only 3	CnvOnly3
CGRSV	9	Conversion Only Blanks	CnvOnlyBln
CGRSV	A	Enl non-prior svc REBI/A Sch	NonPrsREBI
CGRSV	I	Inact Du Officer w/in 8 yr obl	Inaoff8obl
CGRSV	J	Prior Svc CG Enl w/in 8 yr obl	Prisvc8obl
CGRSV	K	Enl Stdnt w/split IADT	EnlStnIADT
CGRSV	L	Enl P/K failed to compl IADT	EnlP/KIADT
CGRSV	M	Stdnt Maritime Acd Res Trng Pr	StdntMarit
CGRSV	N	w/Svc Oblig not in another Cla	w/SvcOblig
CGRSV	P	Enl Rqrd Attnd Rcrt Trng A Sch	EnlRqAttnd
CGRSV	Q	Mbr w/o a Statutory Obligation	NoStatObl
CGRSV	S	Enl Mbr Cmplts 4 mos IADT	EN4MosIADT
CGRSV	X	Enl non-prior svc direct PO	EnlDirctPO
CGRSV	Y	Enl Attds Rcrt Trng/30 dy OJT	Trng30-OJT	