

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](#)

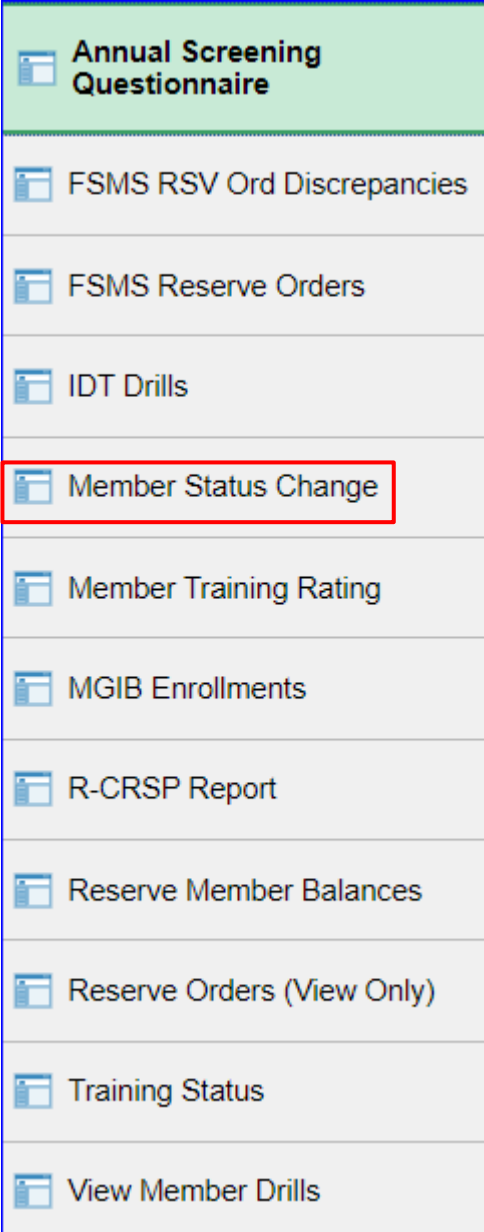
Procedures See below.

| Step | Action |
|------|---|
| 1 | Click on the Reserve Administration tile.  |

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View Reserve Status Change, Continued

Procedures,
continued

| Step | Action |
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| 2 | <p>Select the Member Status Change option.</p>  <p>The screenshot shows a vertical list of menu items. The first item, 'Annual Screening Questionnaire', is highlighted in green. The item 'Member Status Change' is highlighted with a red rectangular border. Other items include 'FSMS RSV Ord Discrepancies', 'FSMS Reserve Orders', 'IDT Drills', 'Member Training Rating', 'MGIB Enrollments', 'R-CRSP Report', 'Reserve Member Balances', 'Reserve Orders (View Only)', 'Training Status', and 'View Member Drills'.</p> |

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View Reserve Status Change, Continued

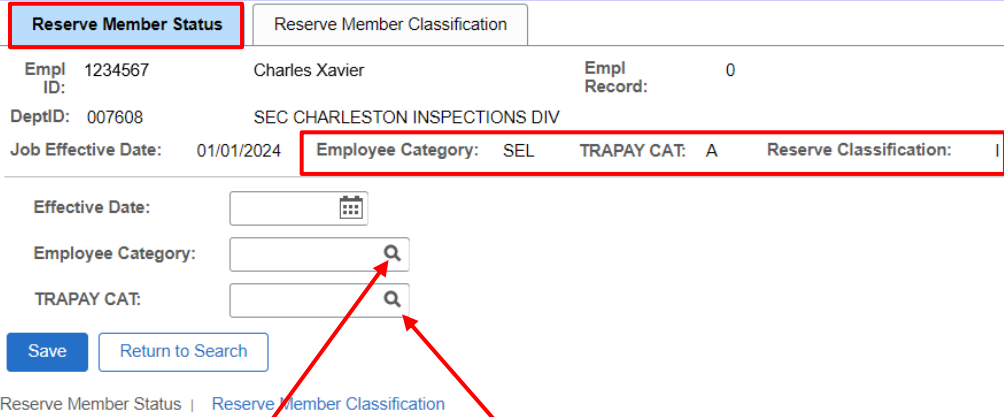
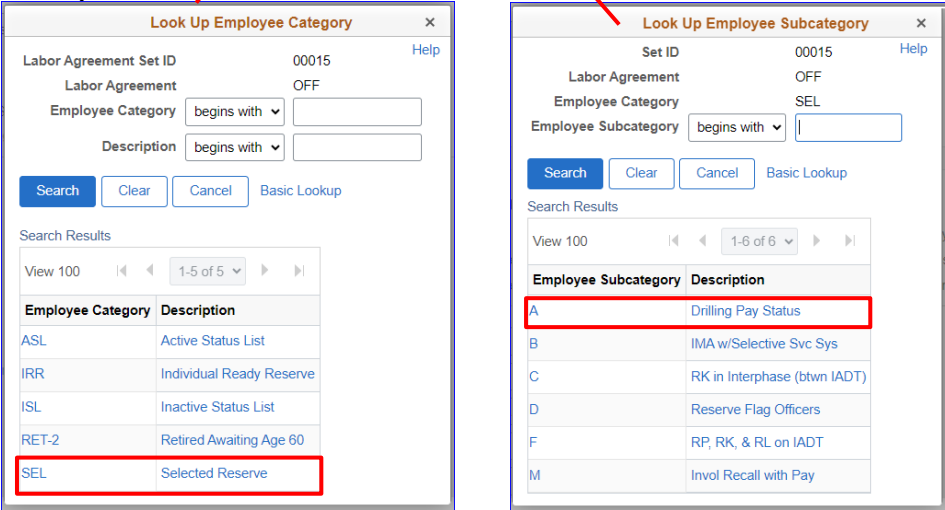
Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 3 | <p data-bbox="352 461 954 495">Enter the members Empl ID and click Search.</p> <div data-bbox="352 495 1366 1581" style="border: 1px solid blue; padding: 5px;"> <p data-bbox="357 501 738 537">Member Status Change</p> <p data-bbox="357 555 1361 584">Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div data-bbox="384 607 715 667" style="border: 1px solid blue; background-color: #e1ecf4; padding: 2px; text-align: center; margin-bottom: 10px;"> <p data-bbox="411 622 687 651">Find an Existing Value</p> </div> <p data-bbox="357 703 587 732">▼ Search Criteria</p> <table data-bbox="357 748 1254 1451" style="width: 100%; border-collapse: collapse;"> <tr> <td data-bbox="580 757 676 786">Empl ID</td> <td data-bbox="692 757 874 786">begins with ▼</td> <td data-bbox="895 748 1206 797" style="border: 2px solid red; padding: 2px;">1234567</td> </tr> <tr> <td data-bbox="517 831 676 860">Empl Record</td> <td data-bbox="692 831 842 860">= ▼</td> <td data-bbox="895 819 1206 871"></td> </tr> <tr> <td data-bbox="596 904 676 934">Name</td> <td data-bbox="692 904 874 934">begins with ▼</td> <td data-bbox="895 896 1206 947"></td> </tr> <tr> <td data-bbox="549 978 676 1008">Last Name</td> <td data-bbox="692 978 874 1008">begins with ▼</td> <td data-bbox="895 969 1206 1021"></td> </tr> <tr> <td data-bbox="453 1052 676 1081">Second Last Name</td> <td data-bbox="692 1052 874 1081">begins with ▼</td> <td data-bbox="895 1043 1206 1095"></td> </tr> <tr> <td data-bbox="357 1126 676 1155">Alternate Character Name</td> <td data-bbox="692 1126 874 1155">begins with ▼</td> <td data-bbox="895 1117 1206 1169"></td> </tr> <tr> <td data-bbox="517 1200 676 1229">Middle Name</td> <td data-bbox="692 1200 874 1229">begins with ▼</td> <td data-bbox="895 1191 1206 1243"></td> </tr> <tr> <td data-bbox="501 1274 676 1303">Business Unit</td> <td data-bbox="692 1274 874 1303">begins with ▼</td> <td data-bbox="895 1265 1206 1317"></td> </tr> <tr> <td data-bbox="453 1348 676 1377">Department Set ID</td> <td data-bbox="692 1348 874 1377">begins with ▼</td> <td data-bbox="895 1339 1254 1391" style="text-align: right;">🔍</td> </tr> <tr> <td data-bbox="533 1422 676 1451">Department</td> <td data-bbox="692 1422 874 1451">begins with ▼</td> <td data-bbox="895 1413 1254 1464" style="text-align: right;">🔍</td> </tr> </table> <p data-bbox="357 1464 571 1494"><input type="checkbox"/> Case Sensitive</p> <div data-bbox="357 1509 1102 1570" style="display: flex; align-items: center; gap: 10px;"> <div data-bbox="357 1509 504 1570" style="border: 2px solid red; background-color: #0070c0; color: white; padding: 5px 15px; text-align: center;">Search</div> <div data-bbox="512 1509 635 1570" style="border: 1px solid #ccc; background-color: #e1ecf4; padding: 5px 15px; text-align: center;">Clear</div> <div data-bbox="651 1518 810 1547" style="color: #0070c0; text-decoration: none;">Basic Search</div> <div data-bbox="818 1518 850 1547" style="font-size: 1em;">📌</div> <div data-bbox="866 1518 1102 1547" style="color: #0070c0; text-decoration: none;">Save Search Criteria</div> </div> </div> | 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 ▼ | 🔍 |
| 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 ▼ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Department | begins with ▼ | 🔍 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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View Reserve Status Change, Continued

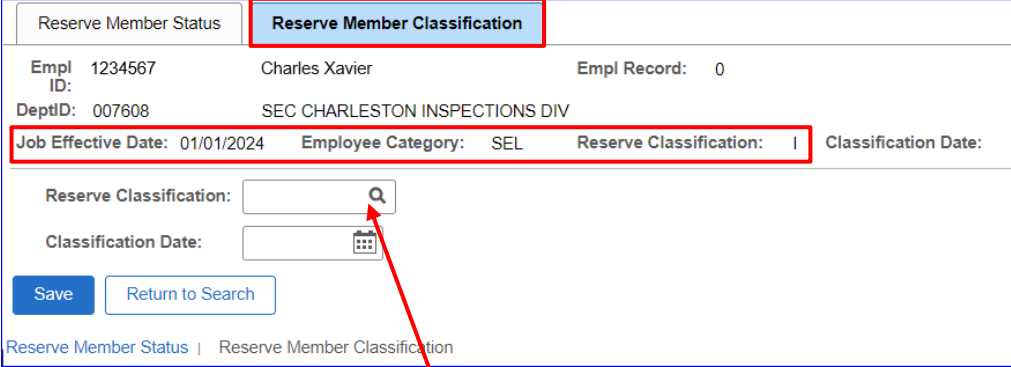
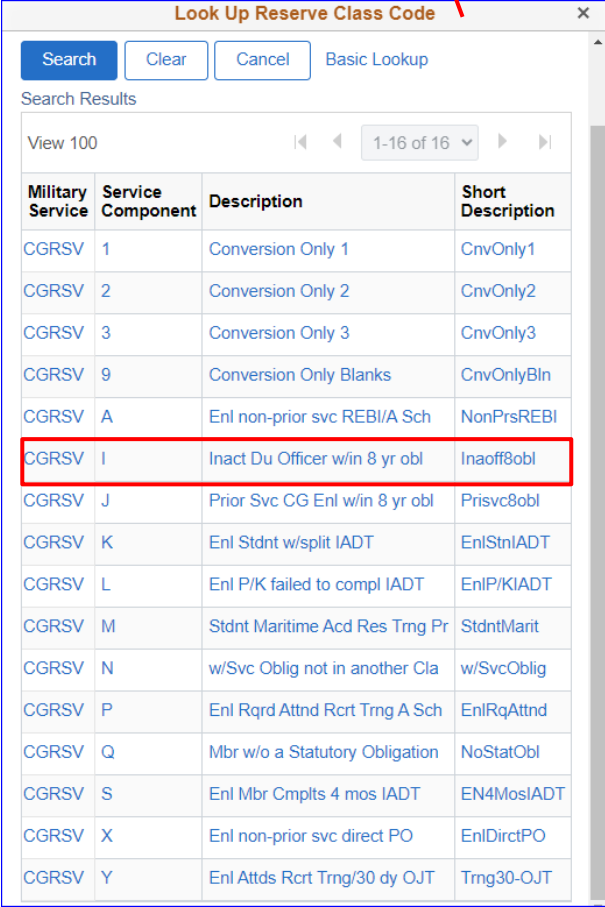
Procedures,
continued

| Step | Action |
|------|---|
| 4 | <p>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.</p>  <p>The screenshot shows the 'Reserve Member Status' tab selected. It displays member information: Empl ID: 1234567, Charles Xavier, Empl Record: 0, DeptID: 007608, SEC CHARLESTON INSPECTIONS DIV, Job Effective Date: 01/01/2024. A red box highlights the 'Employee Category: SEL', 'TRAPAY CAT: A', and 'Reserve Classification: I' fields. Below are search fields for Effective Date, Employee Category, and TRAPAY CAT, with red arrows pointing from the 'Employee Category' and 'TRAPAY CAT' search icons to the corresponding lookup windows in Step 5. There are 'Save' and 'Return to Search' buttons at the bottom.</p> |
| 5 | <p>Employee Category descriptions and available TRAPAY CAT selection descriptions:</p>  <p>The first window, 'Look Up Employee Category', shows search criteria: Labor Agreement Set ID 00015, Labor Agreement OFF, Employee Category 'begins with', and Description 'begins with'. Search results include: ASL (Active Status List), IRR (Individual Ready Reserve), ISL (Inactive Status List), RET-2 (Retired Awaiting Age 60), and SEL (Selected Reserve), with 'SEL' highlighted in a red box.</p> <p>The second window, 'Look Up Employee Subcategory', shows search criteria: Set ID 00015, Labor Agreement OFF, Employee Category SEL, and Employee Subcategory 'begins with'. Search results include: A (Drilling Pay Status), B (IMA w/Selective Svc Sys), C (RK in Interphase (btwn IADT)), D (Reserve Flag Officers), F (RP, RK, & RL on IADT), and M (Invol Recall with Pay), with 'A' highlighted in a red box.</p> |

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View Reserve Status Change, Continued

Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 6 | <p>The Reserve Member Classification tab displays the member's Reserve Classification, and the Effective Date of the classification.</p>  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | <p>Reserve Classification descriptions:</p>  <table border="1"> <thead> <tr> <th>Military Service</th> <th>Service Component</th> <th>Description</th> <th>Short Description</th> </tr> </thead> <tbody> <tr><td>CGRSV</td><td>1</td><td>Conversion Only 1</td><td>CnvOnly1</td></tr> <tr><td>CGRSV</td><td>2</td><td>Conversion Only 2</td><td>CnvOnly2</td></tr> <tr><td>CGRSV</td><td>3</td><td>Conversion Only 3</td><td>CnvOnly3</td></tr> <tr><td>CGRSV</td><td>9</td><td>Conversion Only Blanks</td><td>CnvOnlyBln</td></tr> <tr><td>CGRSV</td><td>A</td><td>Enl non-prior svc REBI/A Sch</td><td>NonPrsREBI</td></tr> <tr><td>CGRSV</td><td>I</td><td>Inact Du Officer w/in 8 yr obl</td><td>Inaoff8obl</td></tr> <tr><td>CGRSV</td><td>J</td><td>Prior Svc CG Enl w/in 8 yr obl</td><td>Prisvc8obl</td></tr> <tr><td>CGRSV</td><td>K</td><td>Enl Stdnt w/split IADT</td><td>EnlStnlADT</td></tr> <tr><td>CGRSV</td><td>L</td><td>Enl P/K failed to compl IADT</td><td>EnlP/KIADT</td></tr> <tr><td>CGRSV</td><td>M</td><td>Stdnt Maritime Acd Res Trng Pr</td><td>StdntMarit</td></tr> <tr><td>CGRSV</td><td>N</td><td>w/Svc Oblig not in another Cla</td><td>w/SvcOblig</td></tr> <tr><td>CGRSV</td><td>P</td><td>Enl Rqrd Attn Rcrtr Trng A Sch</td><td>EnlRqAttn</td></tr> <tr><td>CGRSV</td><td>Q</td><td>Mbr w/o a Statutory Obligation</td><td>NoStatObl</td></tr> <tr><td>CGRSV</td><td>S</td><td>Enl Mbr Cmplts 4 mos IADT</td><td>EN4MosIADT</td></tr> <tr><td>CGRSV</td><td>X</td><td>Enl non-prior svc direct PO</td><td>EnlDirctPO</td></tr> <tr><td>CGRSV</td><td>Y</td><td>Enl Attnds Rcrtr Trng/30 dy OJT</td><td>Trng30-OJT</td></tr> </tbody> </table> | 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 | EnlStnlADT | 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 Attn Rcrtr Trng A Sch | EnlRqAttn | 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 Attnds Rcrtr Trng/30 dy OJT | Trng30-OJT |
| 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 | EnlStnlADT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 Attn Rcrtr Trng A Sch | EnlRqAttn | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 Attnds Rcrtr Trng/30 dy OJT | Trng30-OJT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |