

Completing the Annual Screening Questionnaire

Overview

Introduction This guide provides the procedures for helping a Reserve member complete the Annual Screening Questionnaire (ASQ) in Direct Access (DA) and the procedures needed when counseling is required for a member submitted ASQ.

- Information**
- Federal law requires that Ready Reservists (Selected Reservists (SELRES) and Individual Ready Reservists (IRR)) be annually screened to ensure their availability and fitness for duty if mobilized. Coast Guard Reservists submit updated information to their chain of command via the ASQ.
 - Reserve members serving on Extended Active Duty (EAD) contracts are not in the Ready Reserve and **do not need to complete the ASQ**. However, they should complete the ASQ as soon as possible following their release from active duty.
 - The ASQ is designed to be done as often as the information or recall availability changes at any time of the year and may be submitted as often as necessary, however **only one can be completed in a calendar day**.
 - **NOTE:** Members are required to submit an ASQ between 1 August and 31 October each year.
 - If an ASQ is submitted with *I do not understand or accept* or any recall status other than *available for recall*, the ASQ must be routed through the chain of command for further counseling. See the [Supervisor Notification and Counseling](#) section for more information.
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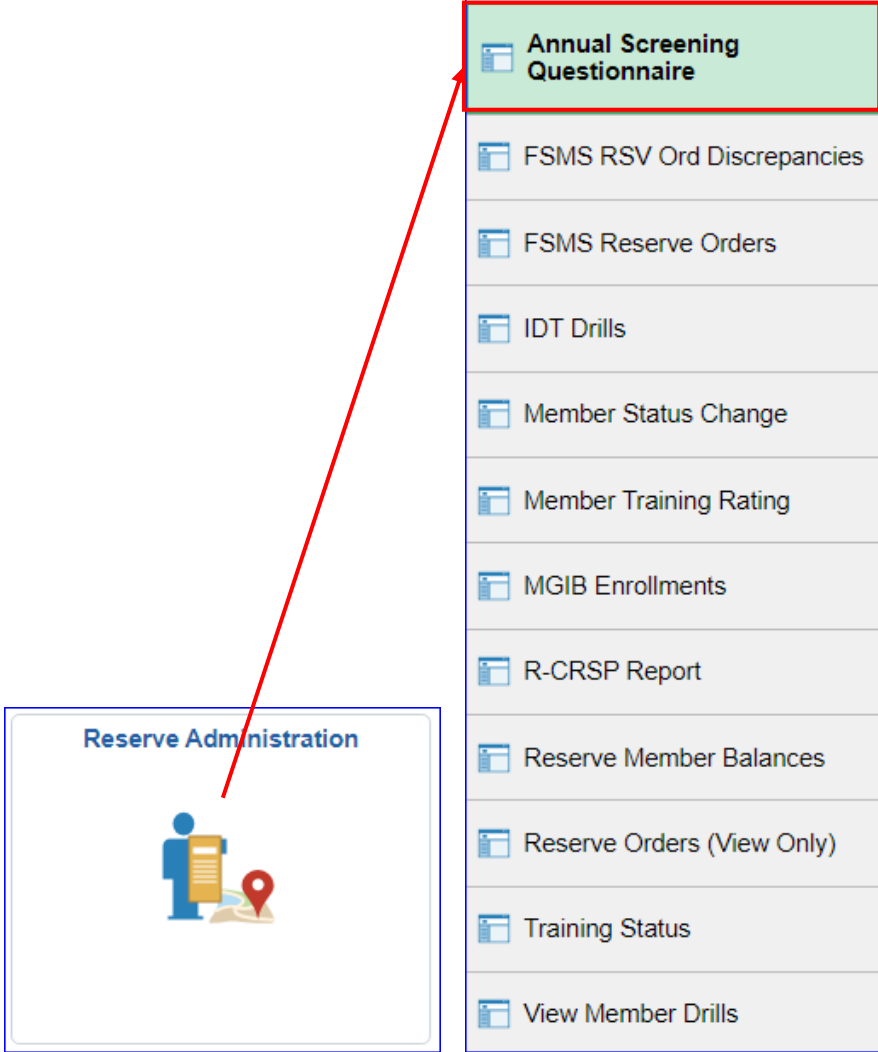
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Completing the ASQ

Introduction This section provides the procedures for helping a member complete the ASQ in DA.

Procedures See below.

Step	Action
<p>1</p>	<p>Click on the Reserve Administration tile and the Annual Screening Questionnaire option will automatically display.</p>  <p>The screenshot shows a 'Reserve Administration' tile on the left, which is a blue square with a white background containing an icon of a person with a clipboard and a red location pin. A red arrow points from this tile to a menu on the right. The menu is a vertical list of options, each with a blue folder icon. The top option, 'Annual Screening Questionnaire', is highlighted with a green background and a red border. The other options are: FSMS RSV Ord Discrepancies, FSMS Reserve Orders, IDT Drills, Member Status Change, 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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Completing the ASQ, Continued

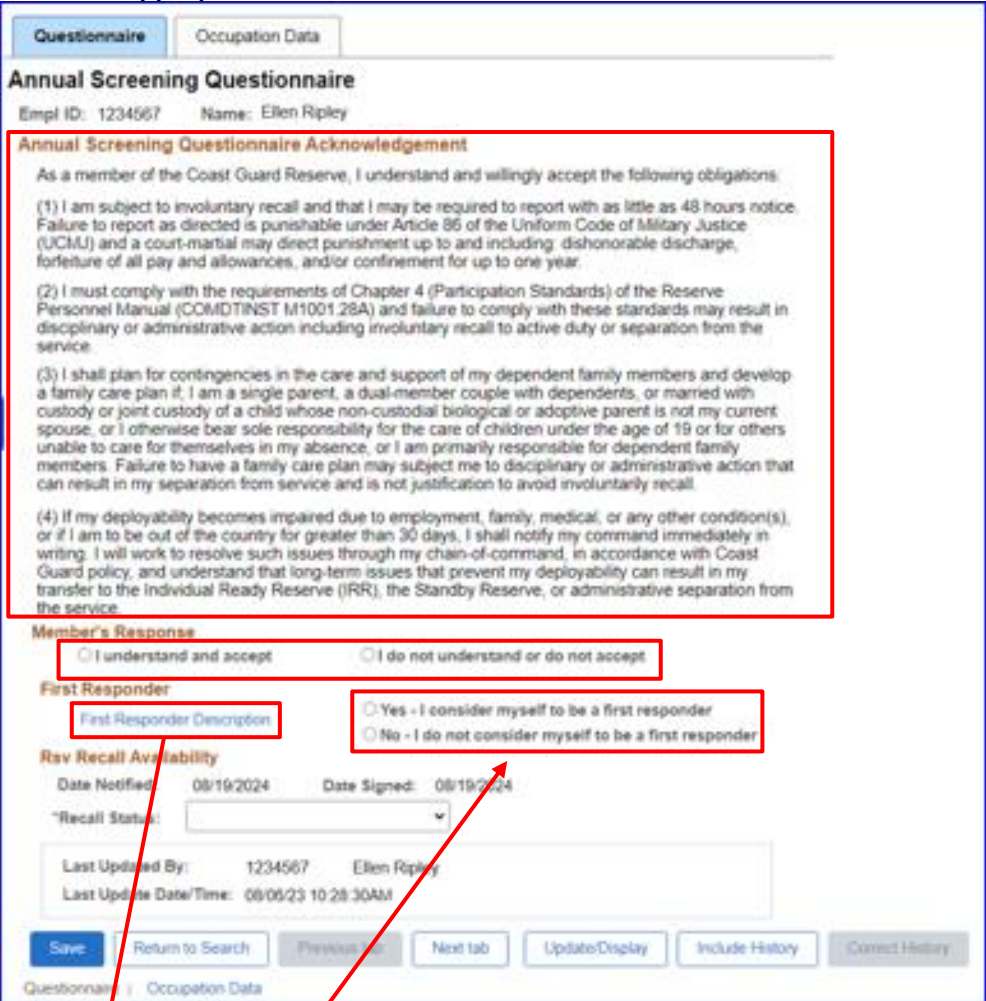
Procedures,
Continued

Step	Action
2	<p>Enter the member's Empl ID and click Search. The Correct History box is auto-checked.</p> <div data-bbox="327 562 1369 1668" style="border: 1px solid black; padding: 10px;"> <p>Annual Screening Questionnaire</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p style="text-align: center;">Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Empl ID begins with ▼ <input style="border: 2px solid red;" type="text" value="1234567"/></p> <p>Name begins with ▼ <input type="text"/></p> <p>Last Name begins with ▼ <input type="text"/></p> <p>Second Last Name begins with ▼ <input type="text"/></p> <p>Alternate Character Name begins with ▼ <input type="text"/></p> <p>Middle Name begins with ▼ <input type="text"/></p> <p>Business Unit begins with ▼ <input type="text"/></p> <p>Department Set ID begins with ▼ <input type="text"/> <input type="button" value="Q"/></p> <p>Department begins with ▼ <input type="text"/> <input type="button" value="Q"/></p> <p><input type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><input style="border: 2px solid red;" type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p> </div>

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Completing the ASQ, Continued

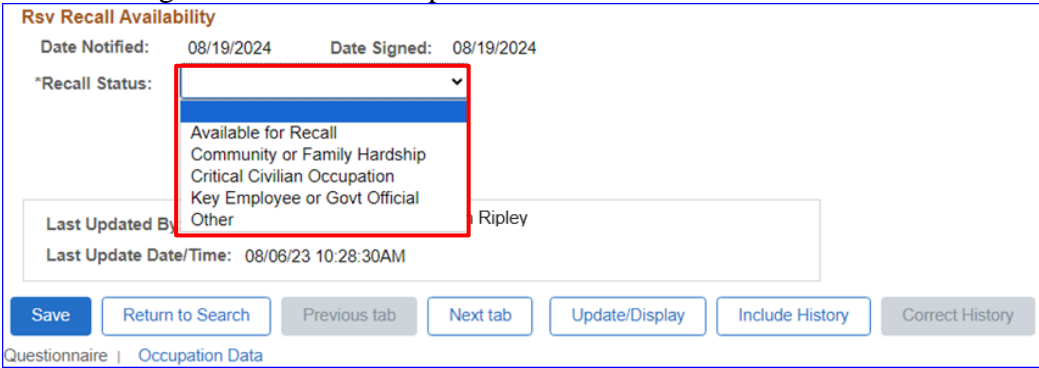
Procedures,
continued

Step	Action
3	<p>The Questionnaire tab will display. Read the Annual Screening Questionnaire Acknowledgement section and select a radio button in the Member's Response section. Click the First Responder Description link, read and click Return. Select the appropriate radio button.</p>  <p>Annual Screening Questionnaire Acknowledgement</p> <p>As a member of the Coast Guard Reserve, I understand and willingly accept the following obligations:</p> <p>(1) I am subject to involuntary recall and that I may be required to report with as little as 48 hours notice. Failure to report as directed is punishable under Article 86 of the Uniform Code of Military Justice (UCMJ) and a court-martial may direct punishment up to and including: dishonorable discharge, forfeiture of all pay and allowances, and/or confinement for up to one year.</p> <p>(2) I must comply with the requirements of Chapter 4 (Participation Standards) of the Reserve Personnel Manual (COMDTINST M1001.28A) and failure to comply with these standards may result in disciplinary or administrative action including involuntary recall to active duty or separation from the service.</p> <p>(3) I shall plan for contingencies in the care and support of my dependent family members and develop a family care plan if, I am a single parent, a dual-member couple with dependents, or married with custody or joint custody of a child whose non-custodial biological or adoptive parent is not my current spouse, or I otherwise bear sole responsibility for the care of children under the age of 19 or for others unable to care for themselves in my absence, or I am primarily responsible for dependent family members. Failure to have a family care plan may subject me to disciplinary or administrative action that can result in my separation from service and is not justification to avoid involuntarily recall.</p> <p>(4) If my deployability becomes impaired due to employment, family, medical, or any other condition(s), or if I am to be out of the country for greater than 30 days, I shall notify my command immediately in writing. I will work to resolve such issues through my chain-of-command, in accordance with Coast Guard policy, and understand that long-term issues that prevent my deployability can result in my transfer to the Individual Ready Reserve (IRR), the Standby Reserve, or administrative separation from the service.</p> <p>Member's Response</p> <p><input type="radio"/> I understand and accept <input type="radio"/> I do not understand or do not accept</p> <p>First Responder</p> <p>First Responder Description <input type="radio"/> Yes - I consider myself to be a first responder <input type="radio"/> No - I do not consider myself to be a first responder</p> <p>Recall Availability</p> <p>Date Notified: 08/19/2024 Date Signed: 08/19/2024</p> <p>*Recall Status: <input type="text"/></p> <p>Last Updated By: 1234567 Ellen Ripley Last Update Date/Time: 08/05/23 10:28:30AM</p> <p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous"/> <input type="button" value="Next tab"/> <input type="button" value="Update/Display"/> <input type="button" value="Include History"/> <input type="button" value="Correct History"/></p> <p>First Responder Description</p> <p>The men and women who are first on the scene in an official capacity as a domestic natural or man-made disaster unfolds. First responders are generally State and local law enforcement officers (to include SWAT teams, bomb-dog teams, and bomb squads), firemen (including hazardous material and search and rescue personnel), and emergency medical technicians.</p> <p><input type="button" value="Return"/></p>

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Completing the ASQ, Continued

Procedures,
continued

Step	Action
4	<p>In the Rsv Recall Availability section, select the Recall Status from the drop-down.</p> <ul style="list-style-type: none"> • Available for Recall – Select if currently available for recall. • Community or Family Hardship – Select if not available for recall due to financial or family hardship. Document the extenuating circumstances that prevent mobilization. • Critical Civilian Occupation – Select if not available for recall due to employment in a key federal position. See appropriate agency (full-time employer of USCGR member) instruction for written designation. The USCG’s policy to identify its civilian positions is described in Screening of Civilian Employees in the Reserve Components, COMDTINST 12910.1A (series). • Key Employee or Govt Official – Select if not available for recall due to employment in a critical civilian industry or profession. Document the extenuating circumstances that prevent mobilization. This is an occupation that could be critical to your community at the time that a mobilization is necessary (police, fire, EMA, local government official). • Other – Select if not available for recall for a reason not listed. Document the extenuating circumstances that prevent mobilization.  <p>The screenshot shows the 'Rsv Recall Availability' form. At the top, it displays 'Date Notified: 08/19/2024' and 'Date Signed: 08/19/2024'. Below this is a dropdown menu for '*Recall Status:' with a red box highlighting the menu. The menu options are: 'Available for Recall', 'Community or Family Hardship', 'Critical Civilian Occupation', 'Key Employee or Govt Official', and 'Other'. Below the dropdown, there is a text field for 'Last Updated By' containing the name 'Ripley' and a timestamp 'Last Update Date/Time: 08/06/23 10:28:30AM'. At the bottom of the form are several buttons: 'Save', 'Return to Search', 'Previous tab', 'Next tab', 'Update/Display', 'Include History', and 'Correct History'. The bottom left corner of the form has the text 'Questionnaire Occupation Data'.</p>

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Completing the ASQ, Continued

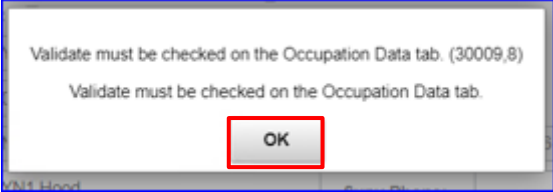

Procedures,
continued

Step	Action
5	<p>If the I do not understand or do not accept radio button in the Member's Response section is selected, or anything other than Available in the Recall Status field is chosen, a Supervisor ID number must be entered to forward the ASQ for review and counsel by the chain of command.</p> <p>NOTE: After saving, the ASQ will be routed to the supervisor via email. The supervisor must have a current uscg.mil email address. See the below Message for an invalid email address. Click OK.</p> <div data-bbox="328 779 1374 1236" style="border: 1px solid blue; padding: 5px;"> <p>Member's Response</p> <p><input type="radio"/> I understand and accept <input checked="" type="radio"/> I do not understand or do not accept</p> <p>First Responder</p> <p>First Responder Description <input type="radio"/> Yes - I consider myself to be a first responder</p> <p> <input checked="" type="radio"/> No - I do not consider myself to be a first responder</p> <p>Rsv Recall Availability</p> <p>Date Notified: 08/19/2024 Date Signed: 08/19/2024</p> <p>*Recall Status: <input type="text" value="Community or Family Hardship"/></p> <p>Supervisor ID: <input type="text" value="9876543"/> <input type="button" value="Q"/> Mother</p> </div> <div data-bbox="328 1272 1166 1451" style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p>Only .MIL, .GOV, and .EDU email addresses are valid domains for sending email from DA. (30009,15)</p> <p>Enter an Email Address that ends in .MIL or .GOV or .EDU and then save again.</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div>

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Completing the ASQ, Continued

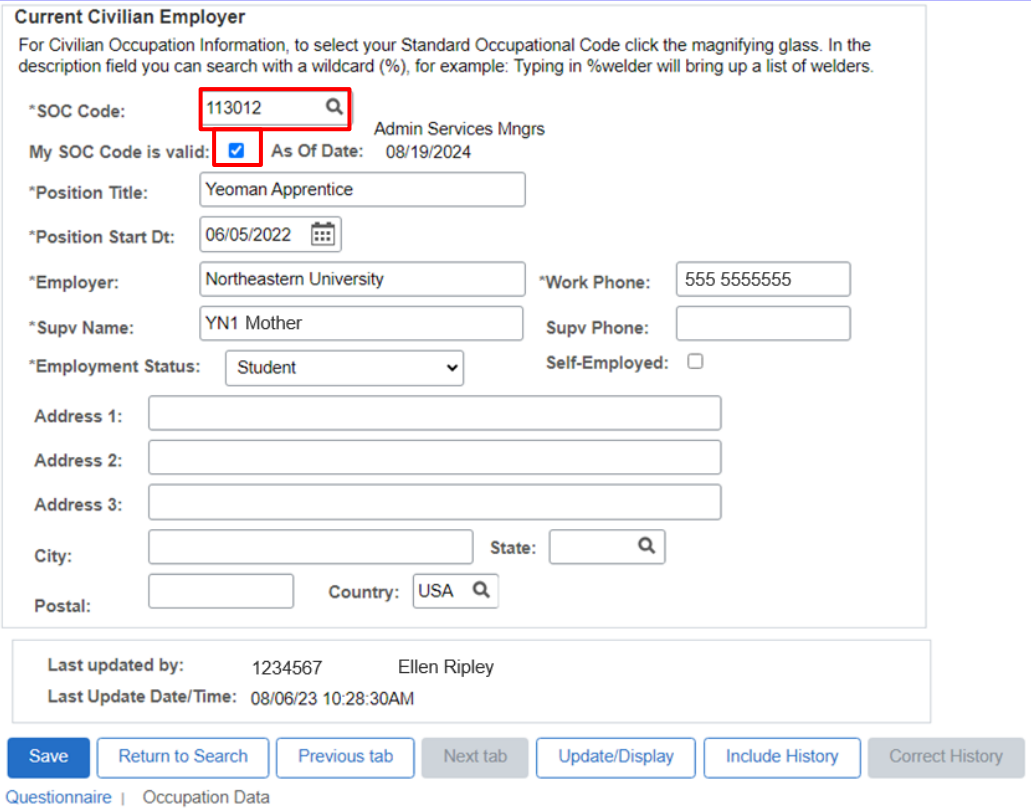
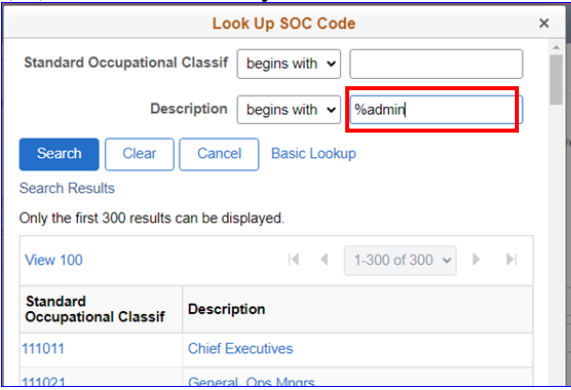
Procedures,
continued

Step	Action
6	<p>If you click Save will get a validate warning message. Click OK and select the Occupation Data tab</p>  <p>The screenshot shows a dialog box with the text: "Validate must be checked on the Occupation Data tab. (30009,8)" and "Validate must be checked on the Occupation Data tab." Below the text is an "OK" button.</p>  <p>The screenshot shows the "Annual Screening Questionnaire" interface. At the top, there are two tabs: "Questionnaire" and "Occupation Data". The "Occupation Data" tab is selected and highlighted with a red box. Below the tabs, the text reads: "Annual Screening Questionnaire", "Empl ID: 1234567", "Name: Ellen Ripley", "Annual Screening Questionnaire Acknowledgement", and "As a member of the Coast Guard Reserve, I understand and".</p>

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Completing the ASQ, Continued

Procedures,
continued

Step	Action
7	<p>If the SOC Code field is correct, check the My SOC Code is valid box. If you need to update the SOC Code data, click the Lookup icon.</p> 
8	<p>Scroll through the selections or use the Description box by using the wildcard (%) feature and a key word.</p> 

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Completing the ASQ, Continued

Procedures,
Continued

Step	Action																														
9	<p>Select from the appropriate SOC options.</p> <div data-bbox="327 524 1369 1675" style="border: 1px solid black; padding: 5px;"> <p>Search Results</p> <p>View 100 1-14 of 14</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Standard Occupational Classif</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>431011</td> <td>1st Line Supvrs of Office_Admin Supvrport Wkrs</td> </tr> <tr> <td>231021</td> <td>Admin Law Judges Adjudicators_Hearing Officers</td> </tr> <tr style="border: 2px solid red;"> <td>113012</td> <td>Admin Services Mngrs</td> </tr> <tr> <td>151242</td> <td>Database Administrators</td> </tr> <tr> <td>119032</td> <td>Ed Admin Kindergarten thru Secondary</td> </tr> <tr> <td>119033</td> <td>Ed Administrators Postsecond</td> </tr> <tr> <td>119039</td> <td>Ed Administrators _Othr</td> </tr> <tr> <td>119031</td> <td>Ed_Childcare Admin Preschool_Daycare</td> </tr> <tr> <td>436011</td> <td>Executive Secretaries_Executive Admin Assist</td> </tr> <tr> <td>436012</td> <td>Legal Secretaries_Admin Assist</td> </tr> <tr> <td>436013</td> <td>Medical Secretaries_Admin Assist</td> </tr> <tr> <td>151244</td> <td>Network_Computer Systems Administrators</td> </tr> <tr> <td>439199</td> <td>Office_Admin Supvrport Wkrs _Othr</td> </tr> <tr> <td>436014</td> <td>Secretary_Admin Assist NA Legal Medical_Executive</td> </tr> </tbody> </table> </div>	Standard Occupational Classif	Description	431011	1st Line Supvrs of Office_Admin Supvrport Wkrs	231021	Admin Law Judges Adjudicators_Hearing Officers	113012	Admin Services Mngrs	151242	Database Administrators	119032	Ed Admin Kindergarten thru Secondary	119033	Ed Administrators Postsecond	119039	Ed Administrators _Othr	119031	Ed_Childcare Admin Preschool_Daycare	436011	Executive Secretaries_Executive Admin Assist	436012	Legal Secretaries_Admin Assist	436013	Medical Secretaries_Admin Assist	151244	Network_Computer Systems Administrators	439199	Office_Admin Supvrport Wkrs _Othr	436014	Secretary_Admin Assist NA Legal Medical_Executive
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Completing the ASQ, Continued

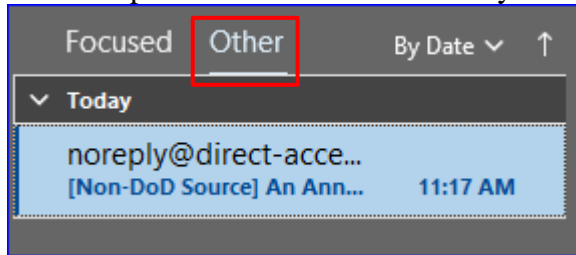
Procedures,
continued

Step	Action
9	<p>Enter the civilian employment data. Mandatory fields are denoted by an asterisk (*). Verify the My SOC Code is valid box is checked. The system will validate the supplied Occupational Data codes and prompt you to update the Standard Occupational Code if necessary.</p> <p>When complete, click Save.</p> <div data-bbox="331 672 1369 1478" style="border: 1px solid black; padding: 10px;"> <p>Current Civilian Employer</p> <p>For Civilian Occupation Information, to select your Standard Occupational Code click the magnifying glass. In the description field you can search with a wildcard (%), for example: Typing in %welder will bring up a list of welders.</p> <p>*SOC Code: <input type="text" value="113012"/> <input type="button" value="Q"/></p> <p>My SOC Code is valid: <input checked="" type="checkbox"/> As Of Date: 08/19/2024</p> <p>*Position Title: <input type="text" value="Yeoman Apprentice"/></p> <p>*Position Start Dt: <input type="text" value="06/05/2022"/> <input type="button" value="Calendar"/></p> <p>*Employer: <input type="text" value="Northeastern University"/> *Work Phone: <input type="text" value="555 5555555"/></p> <p>*Supv Name: <input type="text" value="YN1 Mother"/> Supv Phone: <input type="text"/></p> <p>*Employment Status: <input type="text" value="Student"/> Self-Employed: <input type="checkbox"/></p> <p>Address 1: <input type="text"/></p> <p>Address 2: <input type="text"/></p> <p>Address 3: <input type="text"/></p> <p>City: <input type="text"/> State: <input type="text"/> <input type="button" value="Q"/></p> <p>Postal: <input type="text"/> Country: <input type="text" value="USA"/> <input type="button" value="Q"/></p> <p>Last updated by: 1234567 Ellen Ripley Last Update Date/Time: 08/06/23 10:28:30AM</p> <p><input checked="" type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous tab"/> <input type="button" value="Next tab"/> <input type="button" value="Update/Display"/> <input type="button" value="Include History"/> <input type="button" value="Correct History"/></p> <p>Questionnaire Occupation Data</p> </div>

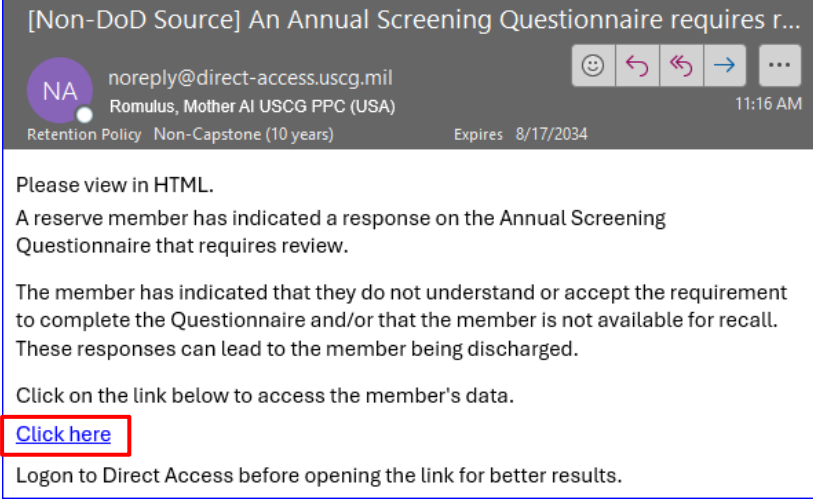
Supervisor Notification and Counseling

Introduction This section provides the procedures when counseling is required for a member submitted ASQ's.

Information You may need to check your **Other** email tab for these notifications and then set up the rule to receive them in your Focused email.



Procedures See below.

Step	Action
<p>1</p>	<p>When members indicate on the ASQ:</p> <ul style="list-style-type: none"> • They <i>do not understand or do not accept</i>, • Recall Status is other than Available for Recall, <p>The system prompts for a supervisor's Empl ID to be entered for follow-up counseling or action (transfer to IRR or discharge).</p> <p>A view-only link for the Reservist's ASQ is attached to the email for review. The supervisor must have a valid uscg.mil or .gov email address in DA for this function to work as intended.</p> <p>This view is only accessible from the link provided in the email. The ASQ cannot be accessed by navigating in DA.</p>  <p>The image shows a screenshot of an email from 'noreply@direct-access.uscg.mil' with the subject '[Non-DoD Source] An Annual Screening Questionnaire requires r...'. The sender is identified as 'Romulus, Mother AI USCG PPC (USA)'. The email content includes a request to view in HTML, a notice that a reserve member has indicated a response on the ASQ that requires review, and a warning that the member has indicated they do not understand or accept the requirements, which could lead to discharge. A blue link labeled 'Click here' is provided to access the member's data. The email also includes a retention policy of 10 years and an expiration date of 8/17/2034.</p>

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Supervisor Notification and Counseling, Continued

Procedures,
continued

Step	Action
<p>2</p>	<p>After logging into DA and clicking the email link, the members ASQ will display identifying the most recent responses submitted. The supervisor is required to review the information and counsel the member on the impact of their selections.</p> <div data-bbox="327 633 1372 1093" style="border: 1px solid blue; padding: 10px;"> <p>Member's Response</p> <p> <input type="radio"/> I understand and accept <input checked="" type="radio"/> I do not understand or do not accept </p> <p>First Responder</p> <p> <input type="radio"/> Yes - I consider myself to be a first responder <input checked="" type="radio"/> No - I do not consider myself to be a first responder </p> <p>Rsv Recall Availability</p> <p>Date Notified: 08/19/2024 Date Signed: 08/19/2024</p> <p>*Recall Status: Community or Family Hardship ▼</p> <p>Supervisor ID: <input type="text" value="9876543"/> <input type="button" value="Q"/> Mother</p> </div>
<p>3</p>	<p>After counseling, the command will determine if the member is suitable for continued service, needs to be transferred to the IRR, or possibly discharged.</p>
