

Member All Duty Report

Introduction This guide provides the procedures for how to view a member’s All Duty Report in Direct Access (DA).

Procedures See below.

Step	Action
<p>1</p>	<p>Click the Self Service for Commands tile.</p> 
<p>2</p>	<p>Select the Member All Duty Report - FSMS option.</p> <p>NOTE: The Member All Duty Report does not access current information. Only useful if you need historical information.</p> 

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Member All Duty Report, Continued

Procedures,
continued

Step	Action
3	<p>Enter the Fiscal Year and the member's Employee ID. Click View Results.</p> 
4	<p>The member's drills and Reserve Orders will display in chronological order. The results can be saved to an Excel Spreadsheet, a CSV text file or HTML file.</p> 