















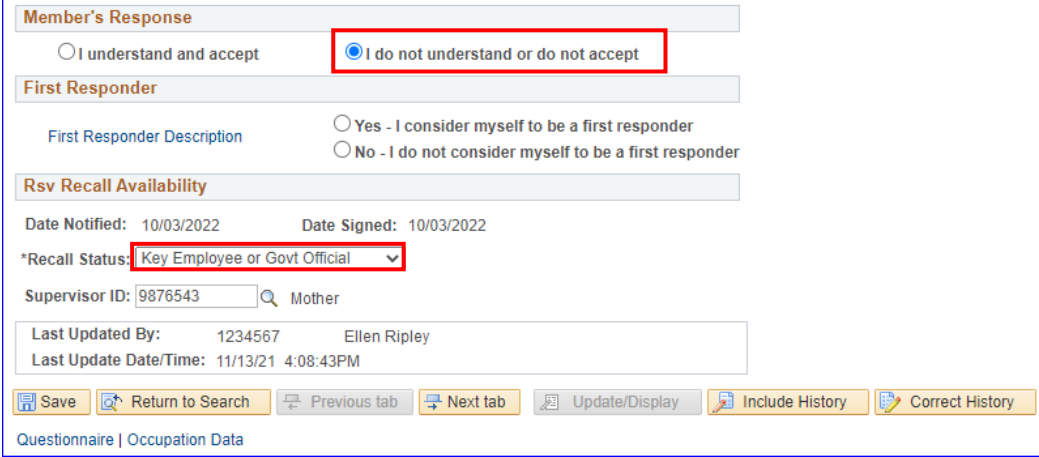






## Supervisor Notification, Continued

**Procedures,**  
continued

Step	Action
2	<p>After logging into Direct Access and clicking the email link, the members ASQ will display identifying the <b>responses submitted</b>. The supervisor is required to review the information and counsel the member on the impact of their selections.</p>  <p>The screenshot shows a web form with the following sections and elements:</p> <ul style="list-style-type: none"> <li><b>Member's Response:</b> Two radio buttons: "I understand and accept" (unselected) and "I do not understand or do not accept" (selected and highlighted with a red box).</li> <li><b>First Responder:</b> A section with a "First Responder Description" label and two radio buttons: "Yes - I consider myself to be a first responder" (unselected) and "No - I do not consider myself to be a first responder" (unselected).</li> <li><b>Rsv Recall Availability:</b> A section with "Date Notified: 10/03/2022" and "Date Signed: 10/03/2022". Below this is a dropdown menu for "*Recall Status:" with "Key Employee or Govt Official" selected and highlighted with a red box.</li> <li><b>Supervisor ID:</b> A text input field containing "9876543" and a search icon, followed by the name "Mother".</li> <li><b>Last Updated By:</b> "1234567 Ellen Ripley"</li> <li><b>Last Update Date/Time:</b> "11/13/21 4:08:43PM"</li> <li><b>Buttons:</b> "Save", "Return to Search", "Previous tab", "Next tab", "Update/Display", "Include History", and "Correct History".</li> <li><b>Footer:</b> "Questionnaire   Occupation Data"</li> </ul>
3	<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>