

Annual Screening Questionnaire (ASQ) Command/Service Personnel Office (SPO)

Overview

Introduction

Federal law requires that all 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 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. The questionnaire is designed to be done as often as the information or recall availability changes at any time of the 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.


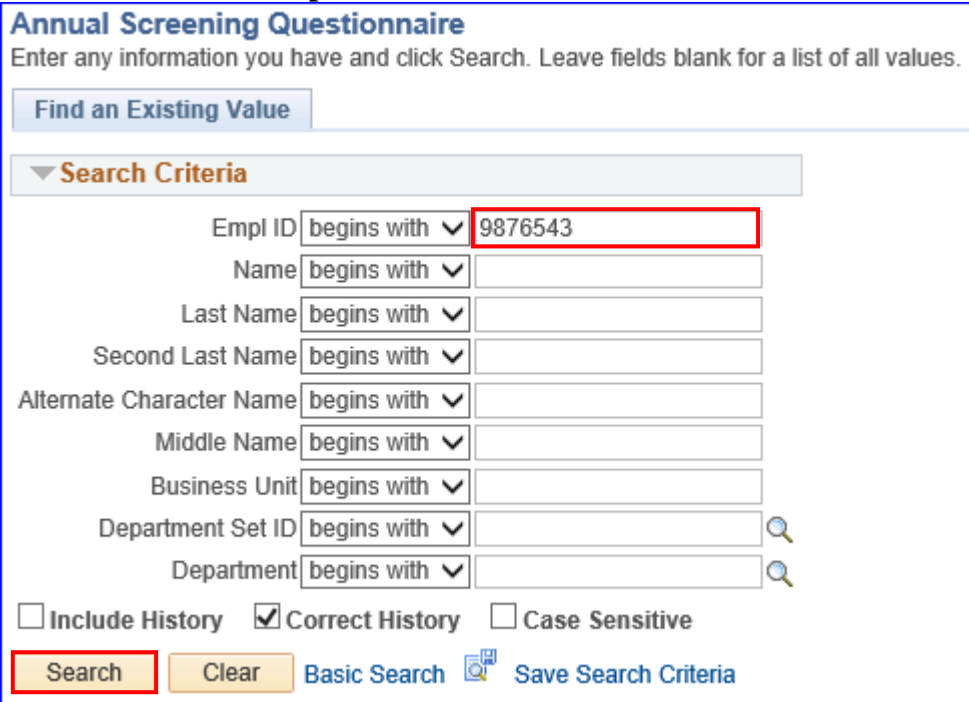
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Completing the ASQ

Introduction This section provides the procedures for completing the ASQ in Direct Access (DA).

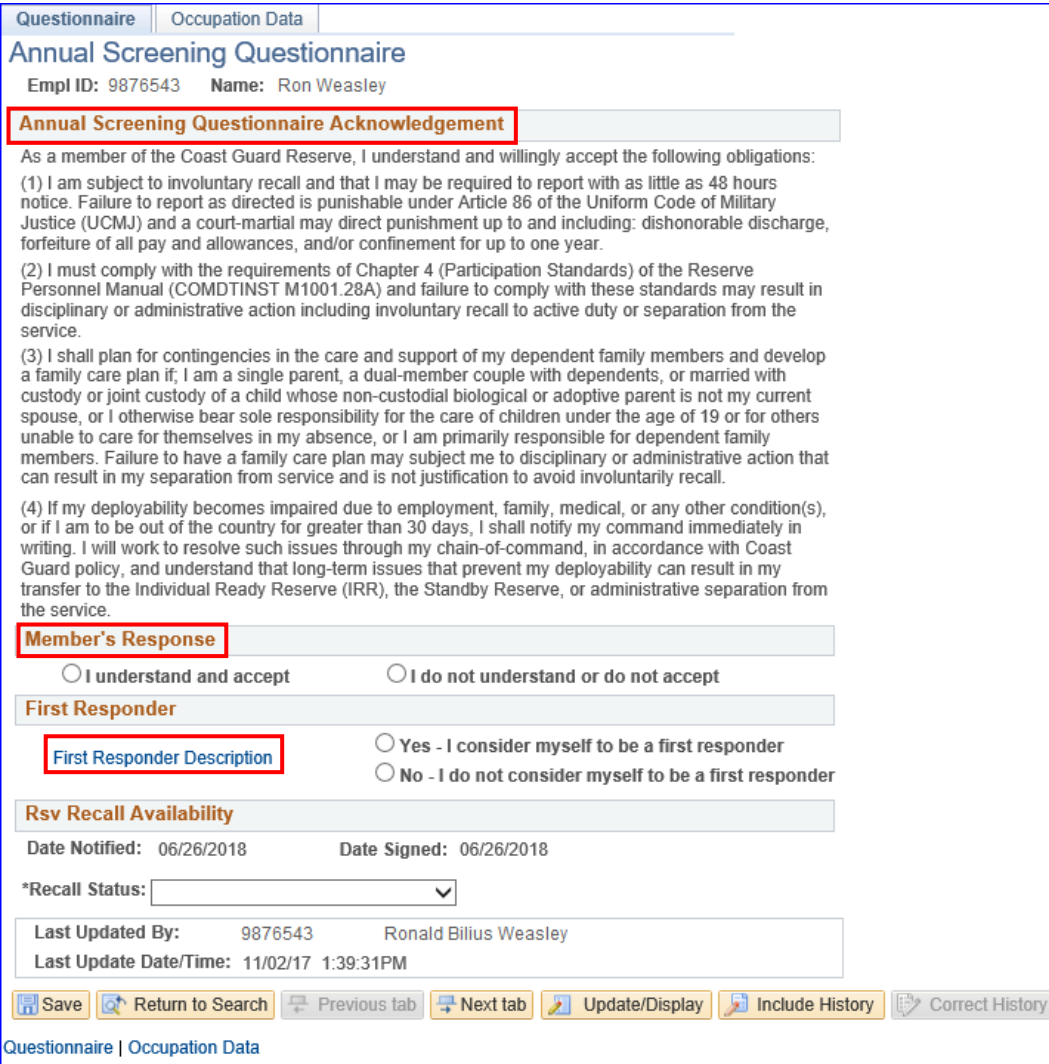
Procedures See below.

Step	Action
<p>1</p>	<p>Select the Annual Screening Questionnaire from the Reserve Administration pagelet.</p> 
<p>2</p>	<p>Enter the member's Empl ID and click Search.</p> 

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Completing the ASQ, Continued

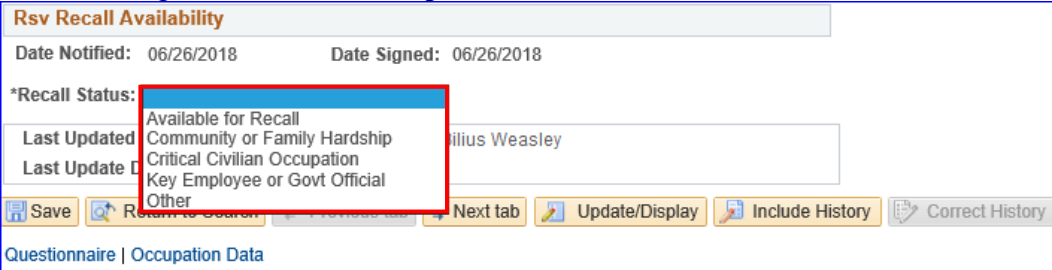
Procedures,
continued

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 and select the appropriate radio button.</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 same 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: 06/26/2018' and 'Date Signed: 06/26/2018'. Below this is the '*Recall Status:' dropdown menu, which is open and shows five options: 'Available for Recall', 'Community or Family Hardship', 'Critical Civilian Occupation', 'Key Employee or Govt Official', and 'Other'. The 'Available for Recall' option is highlighted in blue. The form also includes fields for 'Last Updated' and 'Last Update' with the name 'Julius Weasley' visible. At the bottom, there are buttons for 'Save', 'Update/Display', 'Include History', and 'Correct History', along with a 'Next tab' button. The page title is 'Questionnaire Occupation Data'.</p>

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Completing the ASQ, Continued

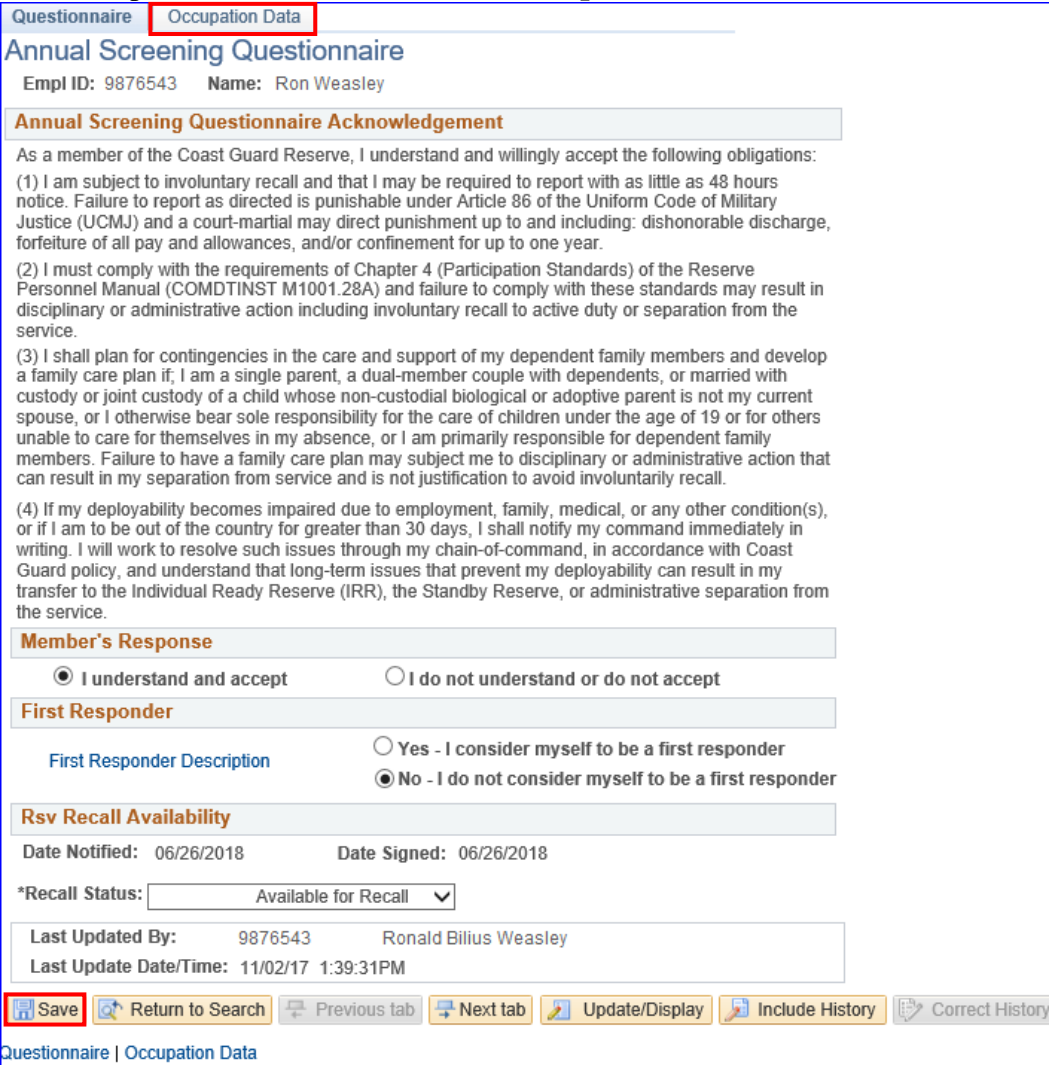
Procedures,
continued

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 block is chosen, a Supervisor ID number is required to be entered to forward the ASQ for review and counsel by the chain of command.</p> <div data-bbox="316 636 1369 1070" style="border: 1px solid black; 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 <input checked="" type="radio"/> No - I do not consider myself to be a first responder</p> <p>Rsv Recall Availability</p> <p>Date Notified: 06/26/2018 Date Signed: 06/26/2018</p> <p>*Recall Status: <input type="text" value="Community or Family Hardship"/> ▼</p> <p>Supervisor ID: <input type="text" value="1234567"/> 🔍</p> </div> <p>NOTE: After saving, the ASQ will be routed to the supervisor via email. The supervisor must have a current uscgmil email address.</p>

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Completing the ASQ, Continued

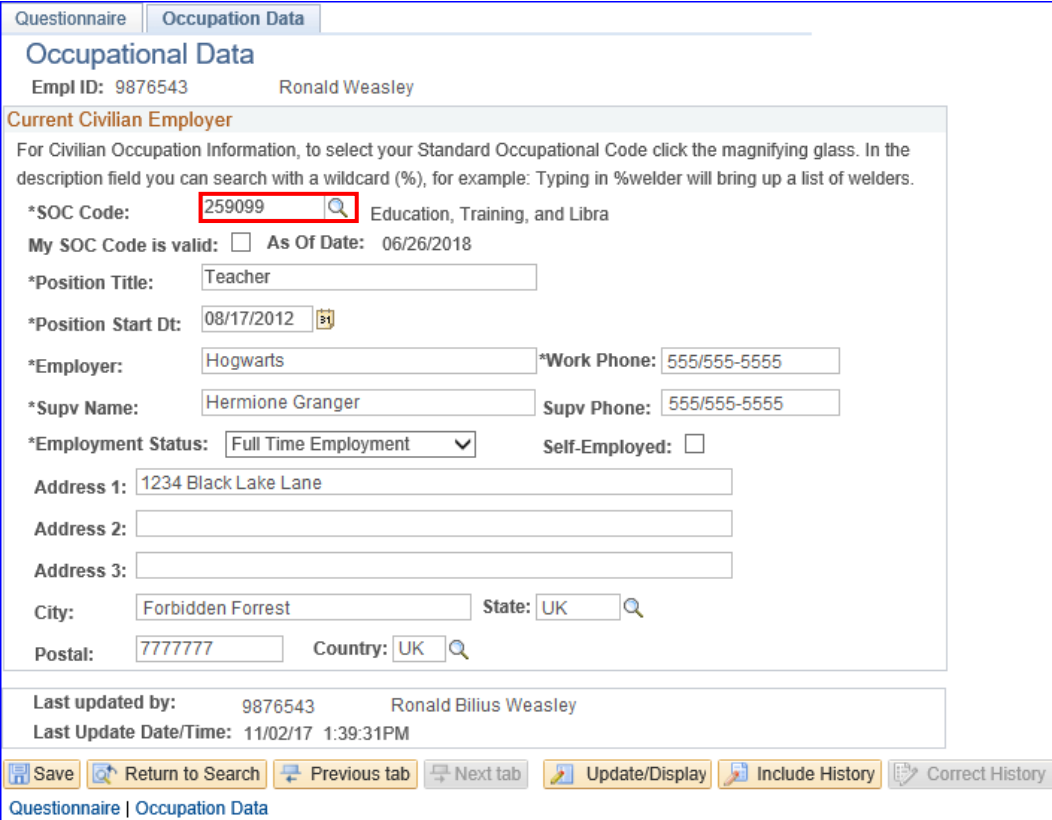
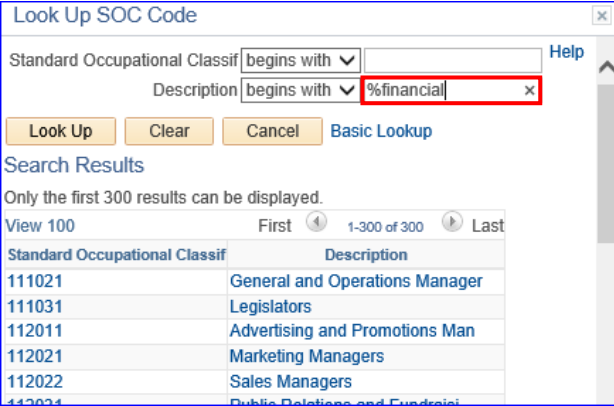
Procedures,
continued

Step	Action
6	<p>Once completed, click Save. Select the Occupation Data tab.</p>  <p>Questionnaire Occupation Data</p> <p>Annual Screening Questionnaire</p> <p>Empl ID: 9876543 Name: Ron Weasley</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 checked="" 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 checked="" type="radio"/> No - I do not consider myself to be a first responder</p> <p>Rsv Recall Availability</p> <p>Date Notified: 06/26/2018 Date Signed: 06/26/2018</p> <p>*Recall Status: Available for Recall ▼</p> <p>Last Updated By: 9876543 Ronald Billus Weasley</p> <p>Last Update Date/Time: 11/02/17 1:39:31PM</p> <p>Save Return to Search Previous tab Next tab Update/Display Include History Correct History</p> <p>Questionnaire Occupation Data</p>

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Completing the ASQ, Continued

Procedures,
continued

Step	Action														
7	<p>The Occupation Data screen will display. To update the SOC Code data, click the Lookup icon and make a selection.</p> 														
8	<p>Scroll through the selections or use the Description box by using the wildcard (%) feature and a key word.</p>  <table border="1" data-bbox="316 1697 823 1895"> <thead> <tr> <th>Standard Occupational Classif</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>111021</td> <td>General and Operations Manager</td> </tr> <tr> <td>111031</td> <td>Legislators</td> </tr> <tr> <td>112011</td> <td>Advertising and Promotions Man</td> </tr> <tr> <td>112021</td> <td>Marketing Managers</td> </tr> <tr> <td>112022</td> <td>Sales Managers</td> </tr> <tr> <td>112031</td> <td>Public Relations and Fundrai</td> </tr> </tbody> </table>	Standard Occupational Classif	Description	111021	General and Operations Manager	111031	Legislators	112011	Advertising and Promotions Man	112021	Marketing Managers	112022	Sales Managers	112031	Public Relations and Fundrai
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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 (*). Check the My SOC Code is valid box whether the information remains unchanged or it is updated. The system will validate the supplied Occupational Data codes and prompt you to update the Standard Occupational Code if necessary. When complete, click Save.</p> <div data-bbox="316 669 1374 1491" style="border: 1px solid black; padding: 5px;"> <p>Questionnaire Occupation Data</p> <h3>Occupational Data</h3> <p>Empl ID: 9876543 Ronald Weasley</p> <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="132031"/> <input type="button" value="Q"/> Quidditch Keeper</p> <p>My SOC Code is valid: <input checked="" type="checkbox"/> As Of Date: 06/26/2018</p> <div style="border: 2px solid red; padding: 5px;"> <p>*Position Title: <input type="text" value="Keeper"/></p> <p>*Position Start Dt: <input type="text" value="11/16/2001"/> <input type="button" value="B1"/></p> <p>*Employer: <input type="text" value="Hogwarts"/> *Work Phone: <input type="text" value="555/555-5555"/></p> <p>*Supv Name: <input type="text" value="Hermione Granger"/> Supv Phone: <input type="text" value="555/555-5555"/></p> <p>*Employment Status: <input type="text" value="Full Time Employment"/> <input type="button" value="v"/> Self-Employed: <input type="checkbox"/></p> <p>Address 1: <input type="text" value="1234 Black Lake Lane"/></p> <p>Address 2: <input type="text"/></p> <p>Address 3: <input type="text"/></p> <p>City: <input type="text" value="Forbidden Forrest"/> State: <input type="text" value="UK"/> <input type="button" value="Q"/></p> <p>Postal: <input type="text" value="7777777"/> Country: <input type="text" value="UK"/> <input type="button" value="Q"/></p> </div> <p>Last updated by: 9876543 Ronald Bilius Weasley Last Update Date/Time: 11/02/17 1:39:31PM</p> <p><input 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

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

Information

Step	Action
1	<p>When members indicate on the ASQ:</p> <ul style="list-style-type: none"> • They do not understand or do not accept, • Recall Status is other than Available for Recall, <p>The system prompts for a supervisor's Emplid for follow-up counseling or action (transfer to IRR or discharge).</p> <p>An email notification to the supervisor is only generated when the Reservist chooses the I do not understand or do not accept radio button or any other selection other than Available for Recall is selected in the Recall Status drop-down.</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>Example email notification to supervisor:</p> <div style="border: 1px solid black; padding: 5px;"> <p>From: DoNotReply_hcenv3@direct-access.us [mailto:DoNotReply_hcenv3@direct-access.us] Sent: Monday, June 26, 2018 1:34PM To: Granger, Hermione Subject: An Annual Screening Questionnaire requires review</p> <p>Please view in HTML.</p> <p>A reserve member has indicated a response on the Annual Screening Questionnaire that requires review.</p> <p>The member has indicated that they do not understand or accept the requirement to complete the Questionnaire and/or that the member is not available for recall. These responses can lead to the member being discharged.</p> <p>Click on the link below to access the member's data.</p> <p>Click here</p> <p>Logon to Direct Access before opening the link for better results.</p> </div>

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Supervisor Notification, Continued

Information,
continued

Step	Action
2	<p>After logging into Direct Access and clicking the email link, the members ASQ will display identifying the responses submitted. The supervisor is required to review the information and counsel the member on the impact of their selections.</p> <div 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 <input checked="" type="radio"/> No - I do not consider myself to be a first responder</p> <p>Rsv Recall Availability</p> <p>Date Notified: 06/26/2018 Date Signed: 06/26/2018</p> <p>*Recall Status: Community or Family Hardship ▼</p> <p>Supervisor ID: <input type="text" value="1234567"/> 🔍</p> </div>
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>
