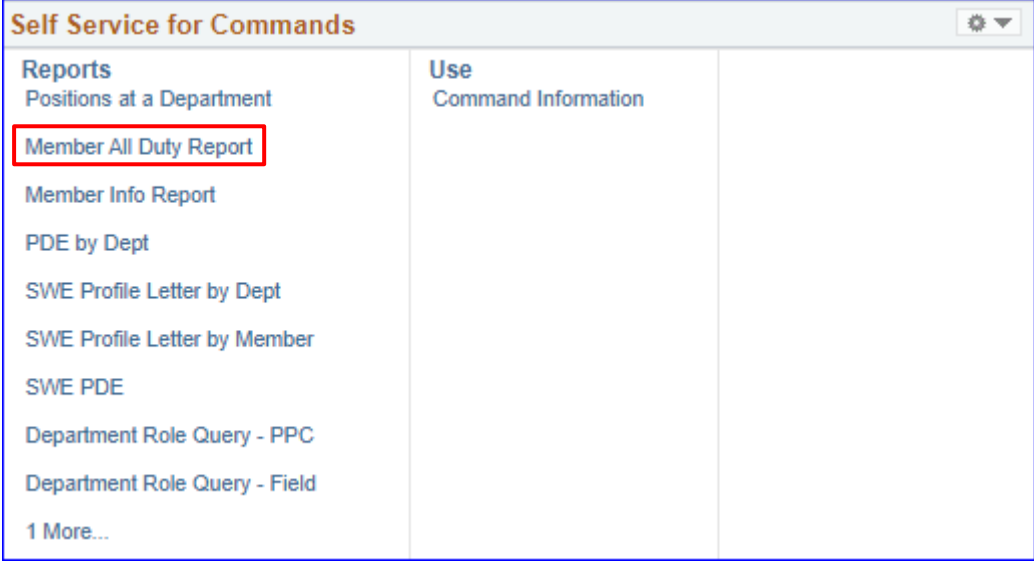
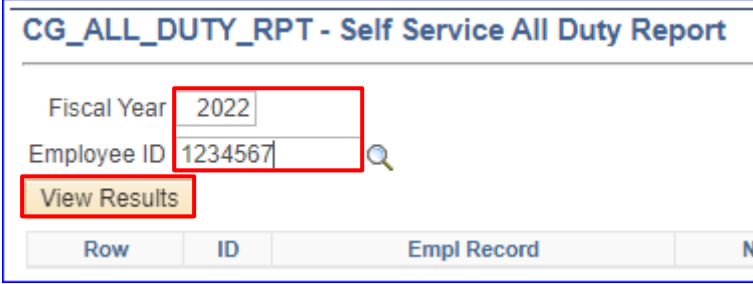
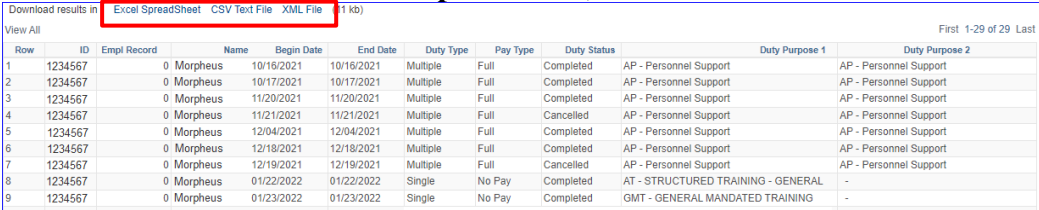


# Member All duty Report

**Introduction** This guide provides the procedures for how to view a Member’s All duty Report.

**Procedures** See below.

Step	Action																																																																																																														
<p><b>1</b></p>	<p>Select the <b>Member All Duty Report</b> link in the Self Service for Commands Pagelet.</p> 																																																																																																														
<p><b>2</b></p>	<p>Enter the <b>Fiscal Year</b> to search and enter the member’s <b>Employee ID</b>. Click <b>View Results</b>.</p> 																																																																																																														
<p><b>3</b></p>	<p>The member’s drills and Reserve Orders will display in chronological order. The results can be saved to an <b>Excel Spreadsheet</b>, a <b>CSV text file</b> or <b>HTML file</b>.</p>  <table border="1" data-bbox="327 1727 1369 1899"> <thead> <tr> <th>Row</th> <th>ID</th> <th>Empl Record</th> <th>Name</th> <th>Begin Date</th> <th>End Date</th> <th>Duty Type</th> <th>Pay Type</th> <th>Duty Status</th> <th>Duty Purpose 1</th> <th>Duty Purpose 2</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1234567</td> <td>0</td> <td>Morpheus</td> <td>10/16/2021</td> <td>10/16/2021</td> <td>Multiple</td> <td>Full</td> <td>Completed</td> <td>AP - Personnel Support</td> <td>AP - Personnel Support</td> </tr> <tr> <td>2</td> <td>1234567</td> <td>0</td> <td>Morpheus</td> <td>10/17/2021</td> <td>10/17/2021</td> <td>Multiple</td> <td>Full</td> <td>Completed</td> <td>AP - Personnel Support</td> <td>AP - Personnel Support</td> </tr> <tr> <td>3</td> <td>1234567</td> <td>0</td> <td>Morpheus</td> <td>11/20/2021</td> <td>11/20/2021</td> <td>Multiple</td> <td>Full</td> <td>Completed</td> <td>AP - Personnel Support</td> <td>AP - Personnel Support</td> </tr> <tr> <td>4</td> <td>1234567</td> <td>0</td> <td>Morpheus</td> <td>11/21/2021</td> <td>11/21/2021</td> <td>Multiple</td> <td>Full</td> <td>Cancelled</td> <td>AP - Personnel Support</td> <td>AP - Personnel Support</td> </tr> <tr> <td>5</td> <td>1234567</td> <td>0</td> <td>Morpheus</td> <td>12/04/2021</td> <td>12/04/2021</td> <td>Multiple</td> <td>Full</td> <td>Completed</td> <td>AP - Personnel Support</td> <td>AP - Personnel Support</td> </tr> <tr> <td>6</td> <td>1234567</td> <td>0</td> <td>Morpheus</td> <td>12/18/2021</td> <td>12/18/2021</td> <td>Multiple</td> <td>Full</td> <td>Completed</td> <td>AP - Personnel Support</td> <td>AP - Personnel Support</td> </tr> <tr> <td>7</td> <td>1234567</td> <td>0</td> <td>Morpheus</td> <td>12/19/2021</td> <td>12/19/2021</td> <td>Multiple</td> <td>Full</td> <td>Cancelled</td> <td>AP - Personnel Support</td> <td>AP - Personnel Support</td> </tr> <tr> <td>8</td> <td>1234567</td> <td>0</td> <td>Morpheus</td> <td>01/22/2022</td> <td>01/22/2022</td> <td>Single</td> <td>No Pay</td> <td>Completed</td> <td>AT - STRUCTURED TRAINING - GENERAL</td> <td>-</td> </tr> <tr> <td>9</td> <td>1234567</td> <td>0</td> <td>Morpheus</td> <td>01/23/2022</td> <td>01/23/2022</td> <td>Single</td> <td>No Pay</td> <td>Completed</td> <td>GMT - GENERAL MANDATED TRAINING</td> <td>-</td> </tr> </tbody> </table>	Row	ID	Empl Record	Name	Begin Date	End Date	Duty Type	Pay Type	Duty Status	Duty Purpose 1	Duty Purpose 2	1	1234567	0	Morpheus	10/16/2021	10/16/2021	Multiple	Full	Completed	AP - Personnel Support	AP - Personnel Support	2	1234567	0	Morpheus	10/17/2021	10/17/2021	Multiple	Full	Completed	AP - Personnel Support	AP - Personnel Support	3	1234567	0	Morpheus	11/20/2021	11/20/2021	Multiple	Full	Completed	AP - Personnel Support	AP - Personnel Support	4	1234567	0	Morpheus	11/21/2021	11/21/2021	Multiple	Full	Cancelled	AP - Personnel Support	AP - Personnel Support	5	1234567	0	Morpheus	12/04/2021	12/04/2021	Multiple	Full	Completed	AP - Personnel Support	AP - Personnel Support	6	1234567	0	Morpheus	12/18/2021	12/18/2021	Multiple	Full	Completed	AP - Personnel Support	AP - Personnel Support	7	1234567	0	Morpheus	12/19/2021	12/19/2021	Multiple	Full	Cancelled	AP - Personnel Support	AP - Personnel Support	8	1234567	0	Morpheus	01/22/2022	01/22/2022	Single	No Pay	Completed	AT - STRUCTURED TRAINING - GENERAL	-	9	1234567	0	Morpheus	01/23/2022	01/23/2022	Single	No Pay	Completed	GMT - GENERAL MANDATED TRAINING	-
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