


Member Info Report

Introduction This guide provides the procedures for how to view a Member's Information (Info) Report.

Information This report will display the following information:

- Biographical information
- Security clearance
- Career summary
- Service dates
- Reserve info
- Correspondence courses
- Training info
- Competencies
- Officer specialties
- Honors and awards
- Languages
- Licenses and certificates
- Memberships
- Education
- Test results


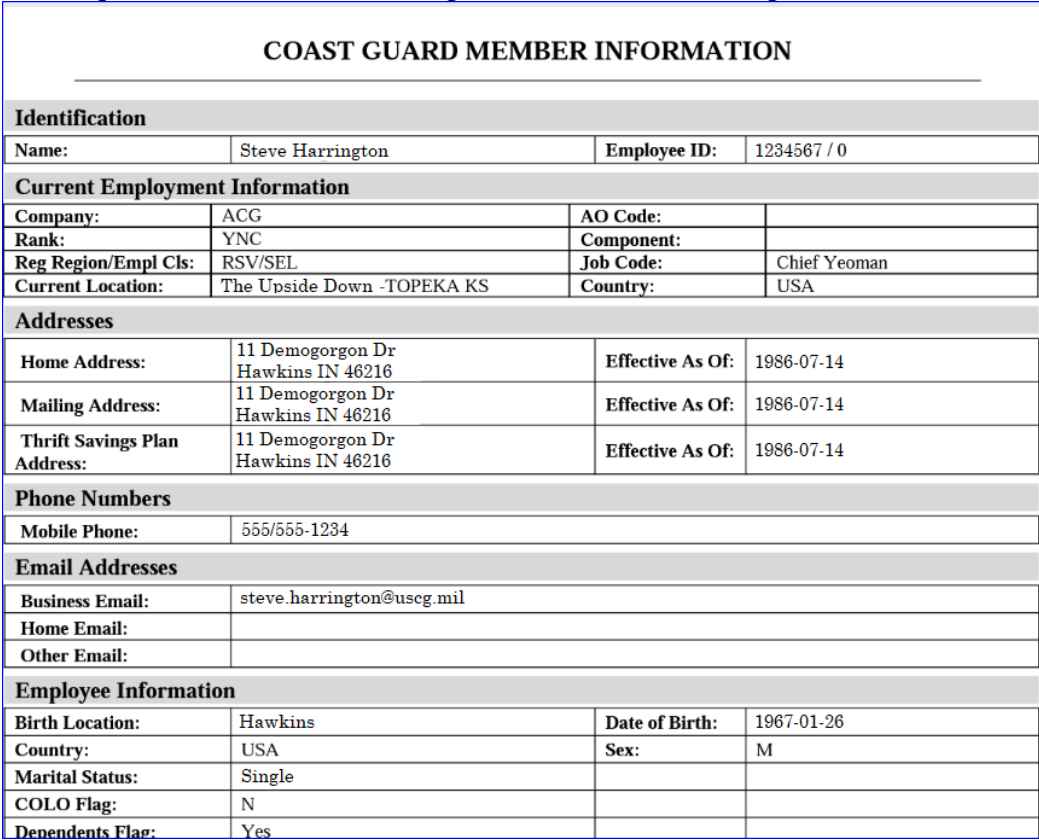
Procedures See below.

Step	Action
1	<p>Select the Member Info Report link in the Self Service for Commands pagelet.</p>  <p>The screenshot shows a web interface titled "Self Service for Commands". Under the "Reports" section, there is a list of links: "Positions at a Department", "Member All Duty Report", "Member Info Report" (highlighted with a red box), "PDE by Dept", "SWE Profile Letter by Dept", "SWE Profile Letter by Member", "SWE PDE", "Department Role Query - PPC", "Department Role Query - Field", and "1 More...".</p>

Continued on next page

Member Info Report, Continued

Procedures,
continued

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2	<p>Enter the member's Empl ID. Verify the correct Empl Record is displayed and click Create Report.</p> 																																																																																																
3	<p>A new window will open and display the Member's information. These items are unique to each member. The report can be saved and/or printed.</p>  <table border="1" data-bbox="327 1014 1369 1850"> <thead> <tr> <th colspan="4">COAST GUARD MEMBER INFORMATION</th> </tr> </thead> <tbody> <tr> <td colspan="4">Identification</td> </tr> <tr> <td>Name:</td> <td>Steve Harrington</td> <td>Employee ID:</td> <td>1234567 / 0</td> </tr> <tr> <td colspan="4">Current Employment Information</td> </tr> <tr> <td>Company:</td> <td>ACG</td> <td>AO Code:</td> <td></td> </tr> <tr> <td>Rank:</td> <td>YNC</td> <td>Component:</td> <td></td> </tr> <tr> <td>Reg Region/Empl Cls:</td> <td>RSV/SEL</td> <td>Job Code:</td> <td>Chief Yeoman</td> </tr> <tr> <td>Current Location:</td> <td>The Upside Down -TOPEKA KS</td> <td>Country:</td> <td>USA</td> </tr> <tr> <td colspan="4">Addresses</td> </tr> <tr> <td>Home Address:</td> <td>11 Demogorgon Dr Hawkins IN 46216</td> <td>Effective As Of:</td> <td>1986-07-14</td> </tr> <tr> <td>Mailing Address:</td> <td>11 Demogorgon Dr Hawkins IN 46216</td> <td>Effective As Of:</td> <td>1986-07-14</td> </tr> <tr> <td>Thrift Savings Plan Address:</td> <td>11 Demogorgon Dr Hawkins IN 46216</td> <td>Effective As Of:</td> <td>1986-07-14</td> </tr> <tr> <td colspan="4">Phone Numbers</td> </tr> <tr> <td>Mobile Phone:</td> <td colspan="3">555/555-1234</td> </tr> <tr> <td colspan="4">Email Addresses</td> </tr> <tr> <td>Business Email:</td> <td colspan="3">steve.harrington@uscg.mil</td> </tr> <tr> <td>Home Email:</td> <td colspan="3"></td> </tr> <tr> <td>Other Email:</td> <td colspan="3"></td> </tr> <tr> <td colspan="4">Employee Information</td> </tr> <tr> <td>Birth Location:</td> <td>Hawkins</td> <td>Date of Birth:</td> <td>1967-01-26</td> </tr> <tr> <td>Country:</td> <td>USA</td> <td>Sex:</td> <td>M</td> </tr> <tr> <td>Marital Status:</td> <td colspan="3">Single</td> </tr> <tr> <td>COLO Flag:</td> <td colspan="3">N</td> </tr> <tr> <td>Dependents Flag:</td> <td colspan="3">Yes</td> </tr> </tbody> </table>	COAST GUARD MEMBER INFORMATION				Identification				Name:	Steve Harrington	Employee ID:	1234567 / 0	Current Employment Information				Company:	ACG	AO Code:		Rank:	YNC	Component:		Reg Region/Empl Cls:	RSV/SEL	Job Code:	Chief Yeoman	Current Location:	The Upside Down -TOPEKA KS	Country:	USA	Addresses				Home Address:	11 Demogorgon Dr Hawkins IN 46216	Effective As Of:	1986-07-14	Mailing Address:	11 Demogorgon Dr Hawkins IN 46216	Effective As Of:	1986-07-14	Thrift Savings Plan Address:	11 Demogorgon Dr Hawkins IN 46216	Effective As Of:	1986-07-14	Phone Numbers				Mobile Phone:	555/555-1234			Email Addresses				Business Email:	steve.harrington@uscg.mil			Home Email:				Other Email:				Employee Information				Birth Location:	Hawkins	Date of Birth:	1967-01-26	Country:	USA	Sex:	M	Marital Status:	Single			COLO Flag:	N			Dependents Flag:	Yes		
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