**View Reserve Status Change**

**Introduction**

This transaction is a view only for commands to review a member’s Reserve Status in Direct Access.

**Important Information about this transaction**

Some Reserve Status changes are inherently the result of a PCS assignment change. For example, a PCS reassignment from a SELRES billet to the Inactive Ready Reserve (IRR). Status changes to RET-2 must be done by PPC (RAS).

**Note:** SPO’s are authorized to enter a Reserve member Status Change only for Reservists departing/reporting to/from Initial Active Duty for Training Orders.

All other Reserve Status Changes are completed by Personnel Service Command (rpm).

**Reference**

CG Reserve Policy Manual, COMDTINST M1001.28(series), Chapter 1, Sections C, D and E

**Procedures**

See below.

**Step** | **Action**
---|---
1 | **Select Member Status Change** from the Reserve Administration pagelet.

<table>
<thead>
<tr>
<th><strong>Reserve Administration</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>IDT Drills</td>
</tr>
<tr>
<td>Annual Screening Questionnaire</td>
</tr>
<tr>
<td><strong>Member Status Change</strong></td>
</tr>
<tr>
<td>View Member Drills</td>
</tr>
<tr>
<td>MGB Enrollments</td>
</tr>
<tr>
<td>RSV order discrepancies</td>
</tr>
</tbody>
</table>

*Continued on next page*
### View Reserve Status Change, Continued

**Procedures, continued**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2</strong></td>
<td>Enter the members EMPL ID and click <strong>Search</strong>.</td>
</tr>
</tbody>
</table>

**Member Status Change**

Enter any information you have and click Search. Leave fields blank for a list of all values.

- Find an Existing Value

**Search Criteria**

- Empl ID begins with **813818**
- Name begins with
- Last Name begins with
- Second Last Name begins with
- Alternate Character Name begins with
- Middle Name begins with
- Business Unit begins with
- Department Set ID begins with
- Department begins with

- Case Sensitive

**Search**  **Clear**  **Basic Search**  **Save Search Criteria**

*Continued on next page*
**View Reserve Status Change, Continued**

**Procedures, continued**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 3    | The page will display with two tabs: the Reserve Member Status and Reserve Member Classification. The member’s current Reserve status will be displayed on the **Reserve Member Status** tab.  

![Reserve Member Status](image1)

**Reserve Member Status**  
Empl ID: 0181019  
Charles Xavier  
Emp Record: 0  
DeptID: 042191  
BASE CLEV SPO (PS)  
Job Effective Date: 06/16/2018  
Employee Category: SEL  
TRAPAY CAT: A  
Reserve Classification: Y  

effective date: 06/16/2018  
Employee Category:  
TRAPAY CAT:  
Reserve Classification:  
Classification Date:  

![Save Return to Search](image2)|

| 4    | The **Reserve Member Classification** tab displays the member’s Reserve status, Reserve classification, and the effective date of the classification.  

![Reserve Member Classification](image3)

**Reserve Member Classification**  
Empl ID: 0181019  
Charles Xavier  
Emp Record: 0  
DeptID: 042191  
BASE CLEV SPO (PS)  
Job Effective Date: 06/16/2018  
Employee Category: SEL  
Reserve Classification: Y  
Classification Date: 63/12/2017  

![Save Return to Search](image4) |