Member Info

Introduction	This guide provides the procedures for viewing Member Info in Direct Access (DA).

Information   This report contains the following information:

1. **Identification** - Name and employee ID number.
2. **Current Employment Information** - Current position data, rate/rank and assignment officer code.
3. **Addresses** - Home and mailing addresses. See Change Home and Mailing Address to correct or update.
4. **Phone Numbers** - Telephone numbers entered by you. See Change Phone Numbers to add or edit.
5. **E-Mail Addresses** – E-Mail addresses entered by you. See Change E-mail Address to add or edit.
6. **Employee Information** - Birth location, birth date, gender, marital status, and if married to another member, the collocation status.
7. **Ethnicity** - Your self-reporting of race and ethnic data. See Ethnic Groups to update or edit.
8. **Security Clearance** - Your security clearance data.
9. **Career Summary** - A chronological listing of job data changes resulting from changes in position (PCS & and reorganization) or Job Code (advancements, promotions, rate changes, etc.).
10. **Service Dates** - A listing of critical dates used for pay calculation, service computation, retirement, advancement or promotion, etc.
11. Reserve Unique data fields:
    1) **Annual Screening Questionnaire Date** - Date of last ASQ submission. See Annual Screening Questionnaire, Self Service Member to update.
    2) **AD Base Counter** - The years, months and days of prior active service.
12. **Competencies Summary** - Listing of assigned competencies.
13. **Officer Specialties Summary** - Listing of assigned officer specialties.
14. **Honors and Awards** - Listing of awards.
15. **Language Skills Summary** - Listing of foreign language skills.
16. **Licenses and Certifications Summary** - Listing of any licenses and certifications submitted by you.
    1) **NOTE:** Only Licenses & Certifications the Coast Guard has determined to be job-related will be recorded. Members will forward copies of licenses & certifications to the SPO/PSI for data entry. If specific licenses and certifications to be recorded have not been defined yet, additional guidance will be promulgated via ALCOAST, ALCGOFF, ALCGENL or email ALSPO messages.
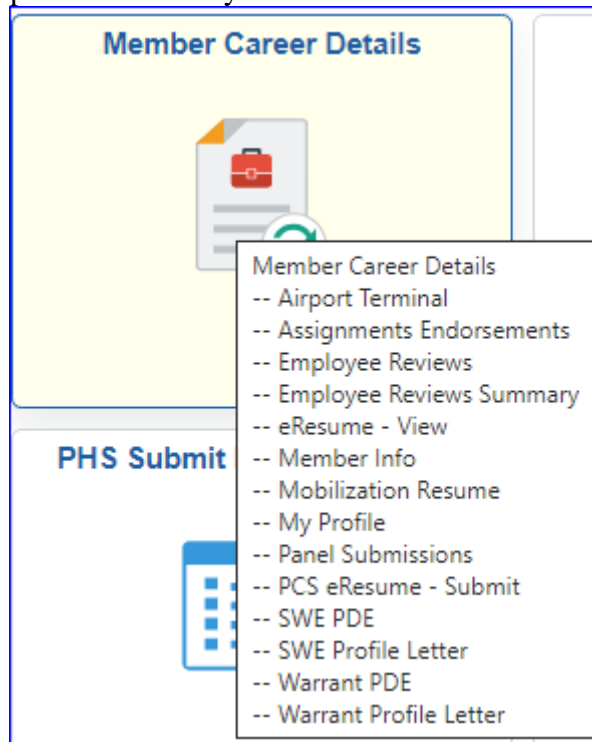
Member Info, Continued

Information,
continued

17. Membership Summary - Listing of any professional memberships reported by you.
    1) **NOTE:** Prior to 2012, this component was used to record Memberships in organizations which directly relate with your CG responsibilities. This component is now used by CG-1 and PSC (opm/rpm/opm) to record memberships on boards and panels.
18. **Education Summary** - Listing of educational accomplishments reported by you.

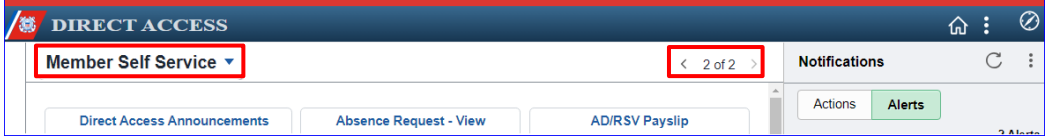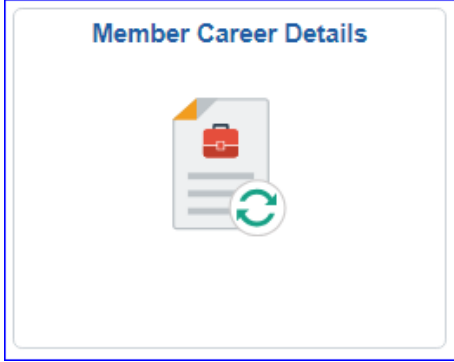**Changes to Direct Access Homepage**
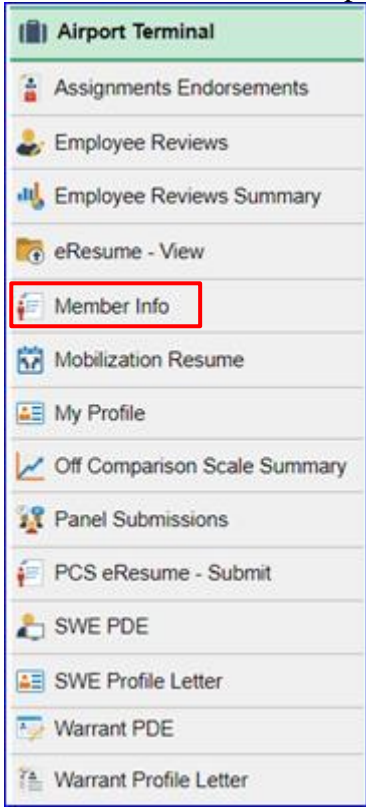
You will notice a change in how Direct Access displays upon login. There is a new "hover" feature that shows what is covered under a particular tile as your mouse moves over the tile, as shown below.

Member Info, Continued

Procedures   See below.

Step	Action
1	Navigate to **Member Self Service** via the drop-down or by **page arrows**.
2	Click on the **Member Career Details** tile.
3	Select the **Member Info** option.

Member Info, Continued

Procedures,
continued

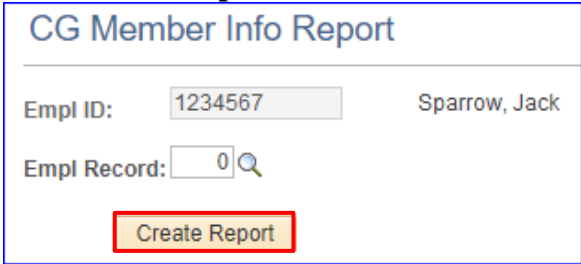| Step	Action
4	Click **Create Report**. CG Member Info Report Empl ID: 1234567 Sparrow, Jack Empl Record: 0 Create Report
5	The **Coast Guard Member Information Report** will open in a new window and will be available to view and/or print. 1 / 4 — 100% + **COAST GUARD MEMBER INFORMATION** **Identification** Name: Jack Sparrow Employee ID: 1234567 / 0 **Current Employment Information** Company: ACG AO Code: BM08 Rank: BM3 Component: USCG Reg Region/Empl Cls: AD/AD Job Code: Third Class Boatswain's Mate Current Location: NAVAL BASE GUAM SANTA RITA GU Country: USA **Addresses** Home Address: USCGC Sequoia (WLB-215 PSC 455 BOX 203 FPO, AP Santa Rita GU 96540-0003 Effective As Of: 2021-08-09 Home of Record Address: 1234 Black Pearl Street East India Trading, NC 27007 Effective As Of: 2019-03-12 Mailing Address: USCGC SEQUOIA WLB-215 PSC 455 BOX 203 FPO, AP Effective As Of: 2021-08-09