

Member Info

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

Important Active Duty and Reserve members **do not have access to this report once they Retire.**

If you are wanting the most recent report for your personal records, you must do this before retiring and save it.

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.

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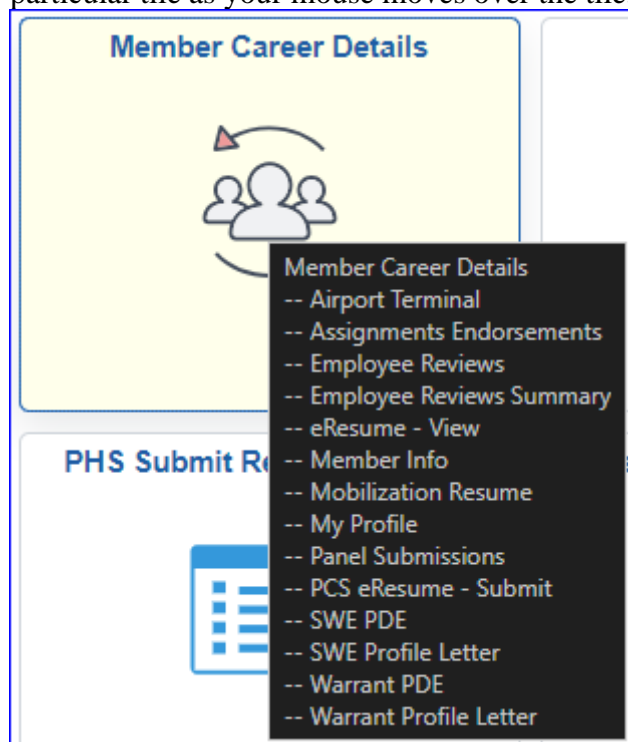
Member Info, Continued

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.
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**Changes to
Direct Access
Homepage**

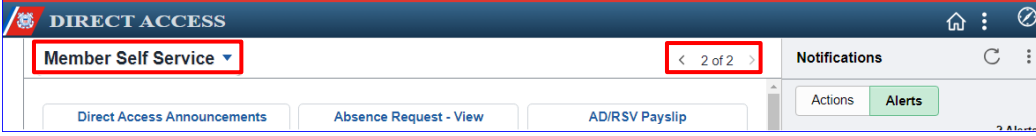
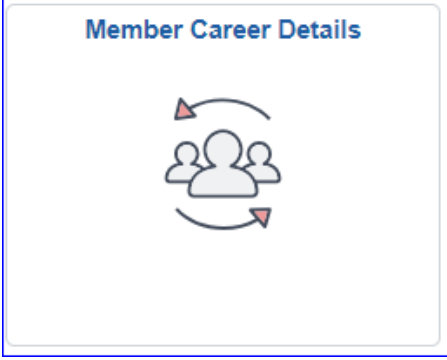
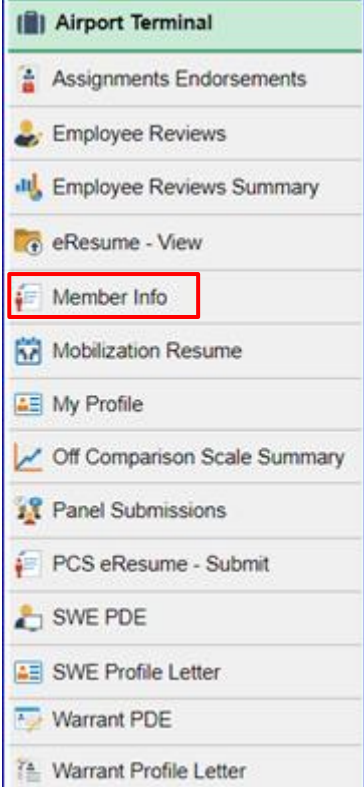
You will notice a change in how Direct Access displays upon login. There is a new “hover” feature that shows what is covered under a particular tile as your mouse moves over the tile, as shown below.



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Member Info, Continued

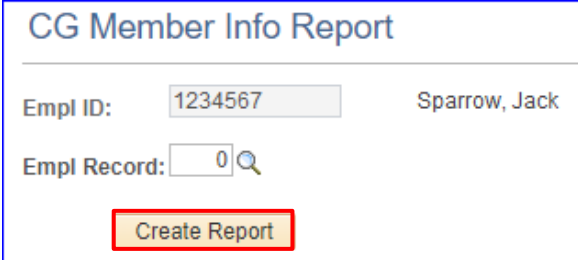
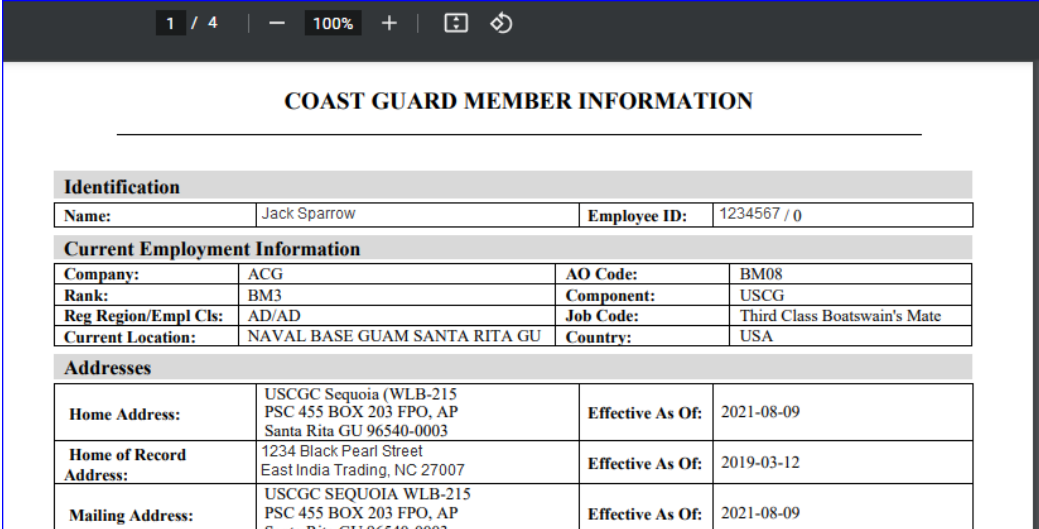
Procedures See below.

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

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Member Info, Continued

Procedures,
continued

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4	<p>Click Create Report.</p> 																																												
5	<p>The Coast Guard Member Information Report will open in a new window and will be available to view and/or print.</p>  <table border="1" data-bbox="379 1025 1300 1081"> <thead> <tr> <th colspan="4">Identification</th> </tr> </thead> <tbody> <tr> <td>Name:</td> <td>Jack Sparrow</td> <td>Employee ID:</td> <td>1234567 / 0</td> </tr> </tbody> </table> <table border="1" data-bbox="379 1093 1300 1205"> <thead> <tr> <th colspan="4">Current Employment Information</th> </tr> </thead> <tbody> <tr> <td>Company:</td> <td>ACG</td> <td>AO Code:</td> <td>BM08</td> </tr> <tr> <td>Rank:</td> <td>BM3</td> <td>Component:</td> <td>USCG</td> </tr> <tr> <td>Reg Region/Empl Cls:</td> <td>AD/AD</td> <td>Job Code:</td> <td>Third Class Boatswain's Mate</td> </tr> <tr> <td>Current Location:</td> <td>NAVAL BASE GUAM SANTA RITA GU</td> <td>Country:</td> <td>USA</td> </tr> </tbody> </table> <table border="1" data-bbox="379 1216 1300 1384"> <thead> <tr> <th colspan="4">Addresses</th> </tr> </thead> <tbody> <tr> <td>Home Address:</td> <td>USCGC Sequoia (WLB-215 PSC 455 BOX 203 FPO, AP Santa Rita GU 96540-0003</td> <td>Effective As Of:</td> <td>2021-08-09</td> </tr> <tr> <td>Home of Record Address:</td> <td>1234 Black Pearl Street East India Trading, NC 27007</td> <td>Effective As Of:</td> <td>2019-03-12</td> </tr> <tr> <td>Mailing Address:</td> <td>USCGC SEQUOIA WLB-215 PSC 455 BOX 203 FPO, AP Santa Rita GU 96540-0003</td> <td>Effective As Of:</td> <td>2021-08-09</td> </tr> </tbody> </table>	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 Santa Rita GU 96540-0003	Effective As Of:	2021-08-09
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