

My Member Info

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

Information This report contains the following information:

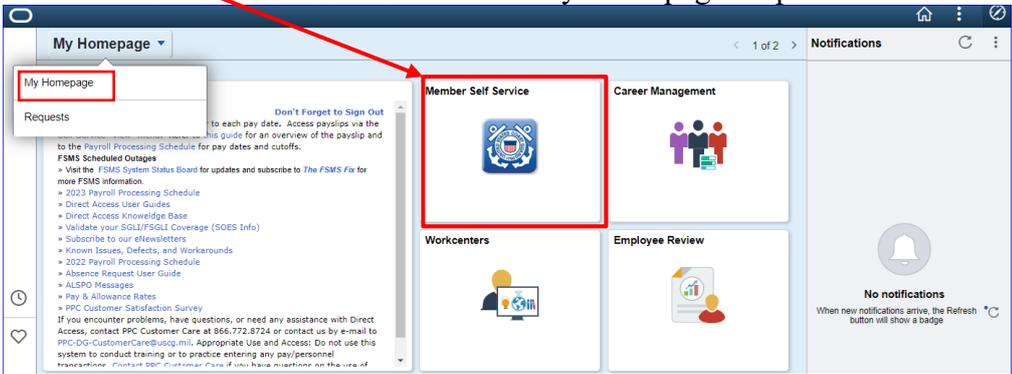
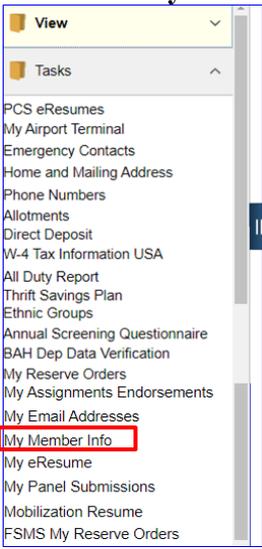
1. **Identification** - Name and employee ID number.
2. **Current Employment Information** - Current position data, rate/rank and assignment officer code.
3. **Addresses** - Home and mailing addresses. See [Change Home and Mailing Address](#) to correct or update.
4. **Phone Numbers** - Telephone numbers 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.

Continued on next page

My 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.

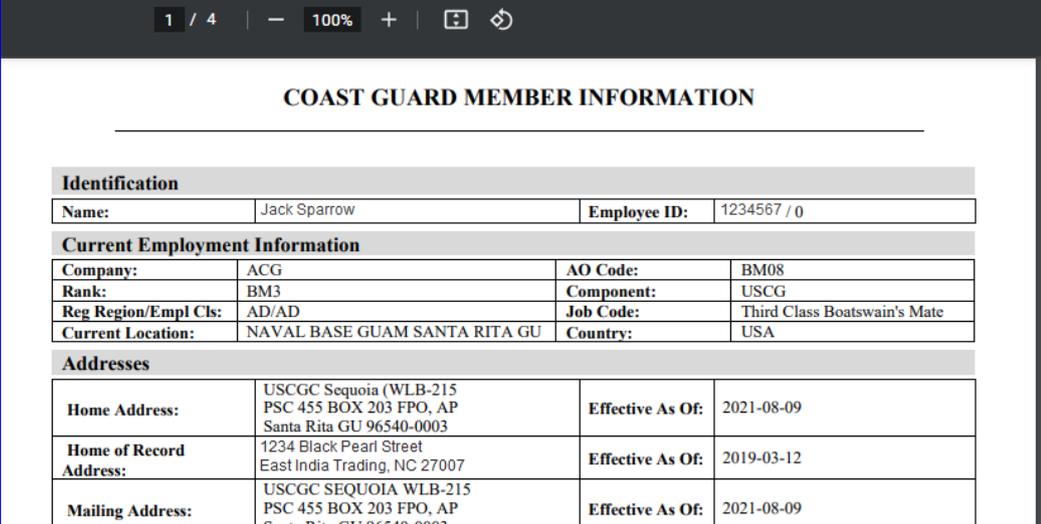
Procedures See below.

Step	Action
1	<p>Click on Member Self Service from the My Homepage drop-down.</p> 
2	<p>Select the My Member Info option.</p> 

Continued on next page

My Member Info, Continued

Procedures,
continued

Step	Action																																																
3	<p>Click Create Report.</p> 																																																
4	<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 1302 1384"> <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>Jack Sparrow</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>BM08</td> </tr> <tr> <td>Rank:</td> <td>BM3</td> <td>Component:</td> <td>USCG</td> </tr> <tr> <td>Reg Region/Empl Cts:</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> <tr> <td colspan="4">Addresses</td> </tr> <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>	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 Cts:	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
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 Cts:	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																																														