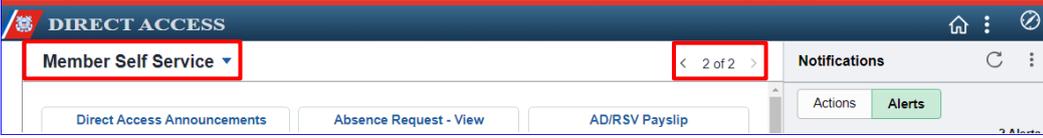
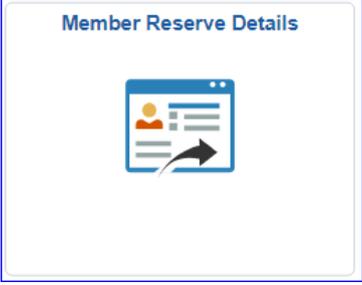
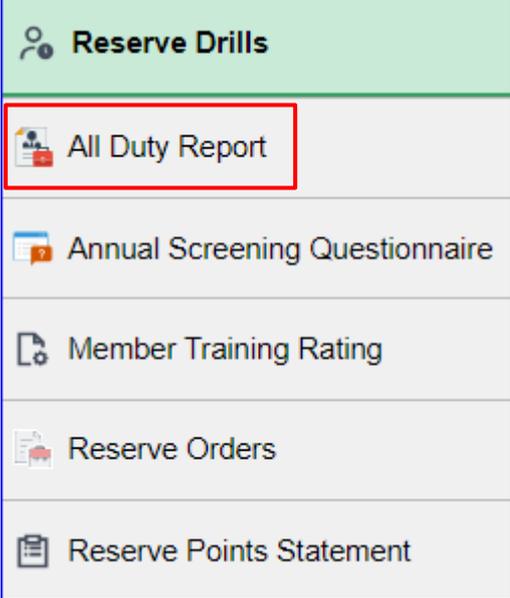


All Duty Report

Introduction This guide provides the procedures for viewing your All Duty Report in Direct Access (DA).

Procedures See below.

Step	Action
1	<p>Navigate to Member Self Service via the drop-down or by page arrows.</p> 
2	<p>Click the Member Reserve Details Tile.</p> 
3	<p>Select the All Duty Report option.</p> 

Continued on next page

All Duty Report, Continued

Procedures,
continued

Step	Action
4	<p>Enter the Fiscal Year to be viewed. Click View Results.</p> 
5	<p>All drills and Reserve orders for that Fiscal Year will display. The results may be downloaded into an Excel Spreadsheet for easier sorting/filtering.</p> 