

Completing the Annual Screening Questionnaire

Overview

Introduction This guide provides the procedures for completing the Annual Screening Questionnaire (ASQ) in Direct Access (DA).

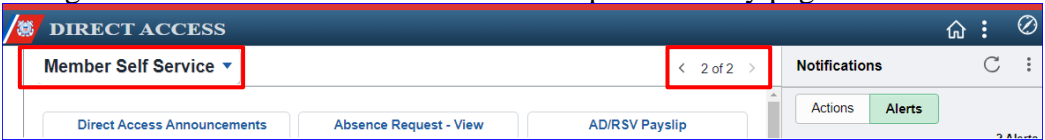
Information Federal law requires that all Ready Reservists (Selected Reservists (SELRES) and Individual Ready Reservists (IRR)) be annually screened to ensure their availability and fitness for duty if mobilized. Coast Guard Reservists must submit updated information to their chain of command via the ASQ.

Reserve members serving on Extended Active Duty (EAD) contracts are not in the Ready Reserve and therefore, do not need to complete the ASQ. However, they should complete the ASQ as soon as possible following their release from active duty.

NOTE: Members are required to submit an ASQ between 1 August and 31 October each year, but the ASQ may be submitted as often as necessary, however, **only one can be completed in a calendar day**. The questionnaire is designed to be done as often as the information or recall availability changes.

If an ASQ is submitted with “I do not understand or accept” or any recall status other than “available for recall”, the ASQ must be routed through the chain of command for further counseling.

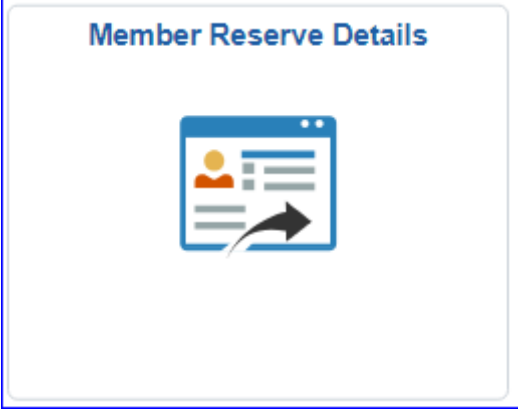

Procedures See below.

Step	Action
1	<p>Navigate to Member Self Service via the drop-down or by page arrows.</p> 

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Overview, Continued

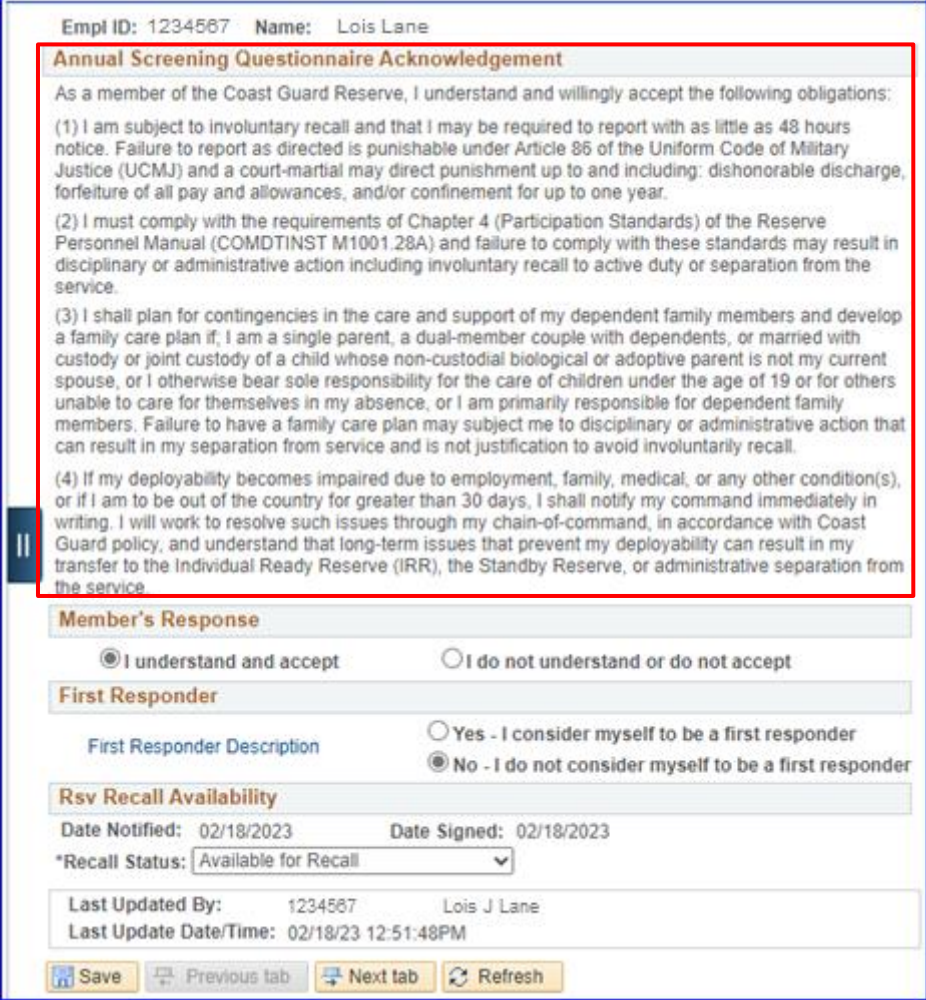
Procedures, continued

Step	Action
2	<p>Click on the Member Reserve Details tile.</p>  <p>The image shows a square tile with a light blue border. At the top, the text 'Member Reserve Details' is written in blue. Below the text is an icon depicting a person's profile with an arrow pointing to the right, suggesting a transition or action.</p>
3	<p>Select the Annual Screening Questionnaire option.</p>  <p>The image shows a vertical list of menu items. The first item is 'Reserve Drills' with a clock icon, highlighted with a green background. Below it are 'All Duty Report', 'Annual Screening Questionnaire', 'Member Training Rating', 'Reserve Orders', and 'Reserve Points Statement'. The 'Annual Screening Questionnaire' item is highlighted with a red border and contains a document icon with a checkmark.</p>

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Overview, Continued

Procedures, continued

Step	Action
4	<p>The Questionnaire tab will display. Both tabs must be reviewed before saving any changes. Read the Annual Screening Questionnaire Acknowledgement statement.</p> 

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Overview, Continued


Procedures, continued

Step	Action
5	<p>Under Member's Response, select the applicable radio button.</p> <p>NOTE: If an ASQ is submitted with "I do not understand or accept" or any recall status other than "Available for Recall," the ASQ must be routed to the chain of command for further counseling</p> <div data-bbox="327 669 1370 1279"> <div> Member's Response </div> <div> <input checked="" type="radio"/> I understand and accept <input type="radio"/> I do not understand or do not accept </div> <div> First Responder </div> <div> First Responder Description <input type="radio"/> Yes - I consider myself to be a first responder <input checked="" type="radio"/> No - I do not consider myself to be a first responder </div> <div> Rsv Recall Availability </div> <div> Date Notified: 02/18/2023 Date Signed: 02/18/2023 </div> <div> *Recall Status: Available for Recall </div> <div> Last Updated By: 2095467 Jerome P G Spellman Last Update Date/Time: 02/18/23 12:51:48PM </div> </div>
6	<p>Under First Responder, review the First Responder Description and select the applicable radio button.</p> <div data-bbox="327 1391 1370 1809"> <div> Member's Response </div> <div> <input checked="" type="radio"/> I understand and accept <input type="radio"/> I do not understand or do not accept </div> <div> First Responder </div> <div> First Responder Description <input type="radio"/> Yes - I consider myself to be a first responder <input checked="" type="radio"/> No - I do not consider myself to be a first responder </div> <div> Rsv Recall Availability </div> <div> Date Notified: 02/18/2023 Date Signed: 02/18/2023 </div> <div> *Recall Status: Available for Recall </div> <div> Last Updated By: 1234567 Lois J Lane Last Update Date/Time: 02/18/23 12:51:48PM </div> </div>

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Overview, Continued

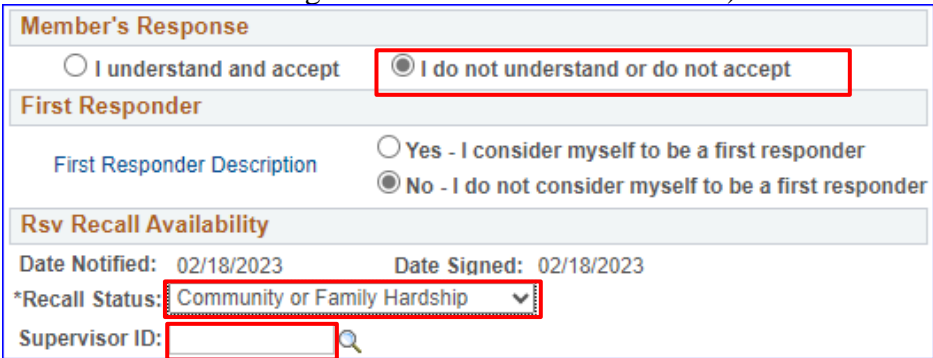
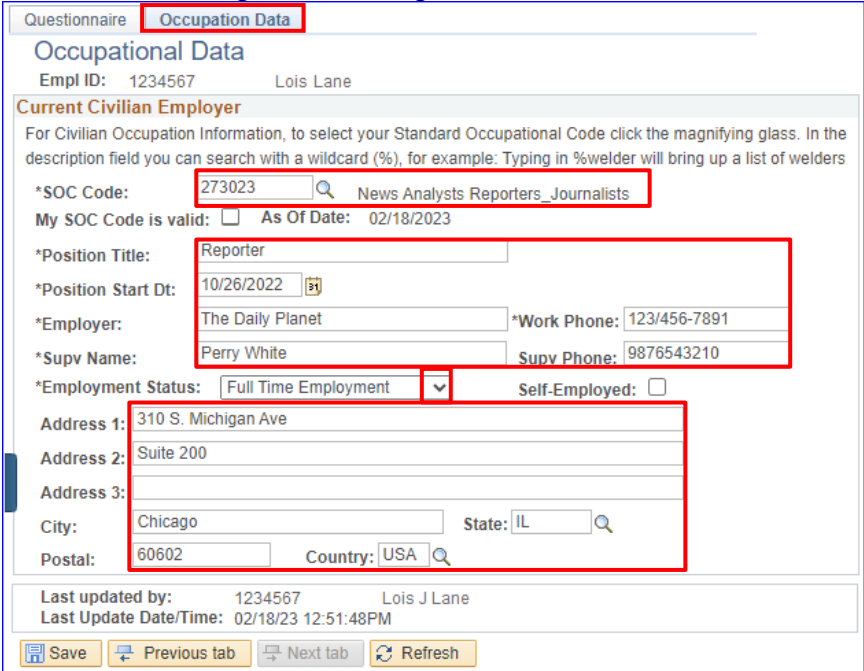
Procedures, continued

Step	Action												
7	<p>In the RSV Recall Availability section, select the appropriate Recall Status from the drop-down.</p>  <table border="1"> <thead> <tr> <th>Status</th><th>Use when...</th></tr> </thead> <tbody> <tr> <td>Available for Recall</td><td>Available for Recall</td></tr> <tr> <td>Community or Family Hardship</td><td>Not available for recall due to financial or family hardship. Document the extenuating circumstances that prevent mobilizing.</td></tr> <tr> <td>Critical Civilian Occupation</td><td>Not available for recall due to employment in a critical civilian industry or profession. Document the extenuating circumstances that prevent mobilizing. This is an occupation that could be critical to your community at the same time a mobilization is necessary (police, fire, EMA, local government official).</td></tr> <tr> <td>Key Employee or Gov't Official</td><td>Not available for recall due to employment in a key federal position. See appropriate agency (full-time employer of USCGR member) instruction for written designation. USCG's policy to identify its civilian positions is described in COMDTINST 12910.1 (series), Screening of Civilian Employees in the Reserve Components.</td></tr> <tr> <td>Other</td><td>Not available for recall for a reason not listed. Document the extenuating circumstances that prevent mobilizing.</td></tr> </tbody> </table>	Status	Use when...	Available for Recall	Available for Recall	Community or Family Hardship	Not available for recall due to financial or family hardship. Document the extenuating circumstances that prevent mobilizing.	Critical Civilian Occupation	Not available for recall due to employment in a critical civilian industry or profession. Document the extenuating circumstances that prevent mobilizing. This is an occupation that could be critical to your community at the same time a mobilization is necessary (police, fire, EMA, local government official).	Key Employee or Gov't Official	Not available for recall due to employment in a key federal position. See appropriate agency (full-time employer of USCGR member) instruction for written designation. USCG's policy to identify its civilian positions is described in COMDTINST 12910.1 (series), Screening of Civilian Employees in the Reserve Components .	Other	Not available for recall for a reason not listed. Document the extenuating circumstances that prevent mobilizing.
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Overview, Continued


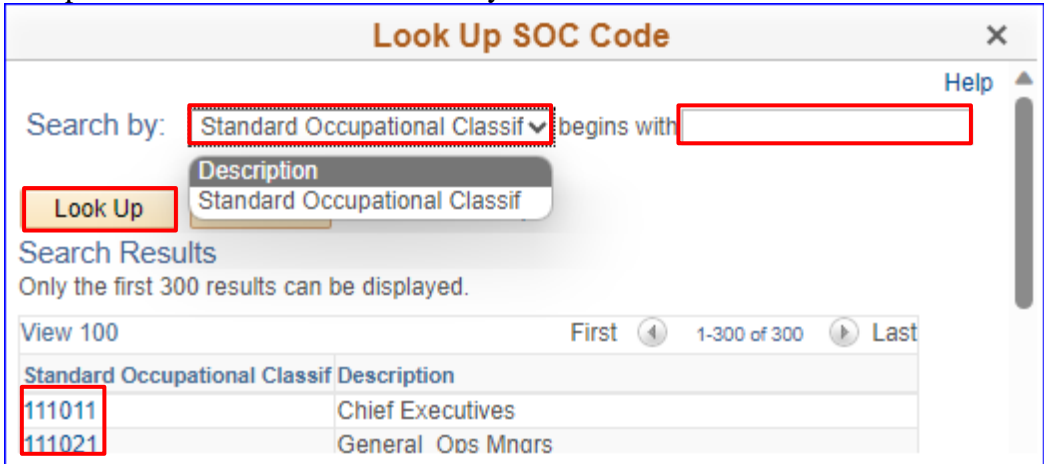
Procedures, continued

Step	Action
8	<p>If “I do not understand or do not accept” (Step 5) or the Recall Status is anything other than “Available for Recall” (Step 6), a Supervisor’s Empl ID is required to be entered into the Supervisor ID field to forward the ASQ for review and counsel by the chain of command.</p> <p>NOTE: After saving, the ASQ will be routed to the supervisor. (The supervisor must have a current uscg.mil email address listed in DA.)</p> 
9	<p>After completing the Questionnaire tab, click the Occupation Data tab. Ensure all the Civilian Employer data shown on the page is accurate and make any changes as necessary. Mandatory fields annotated with an asterisk (*), cannot be left blank (See Step 12 for an explanation of each field).</p> 

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Overview, Continued

Procedures, continued

Step	Action
10	<p>To update the My SOC Code, click the lookup icon.</p> 
11	<p>A list of Standard Occupational Classifications will display. You may either scroll through the list or use the drop-down to search by description. If searching by Description enter a key word (of first few letters) in the begins with field and click Look Up. Click on the appropriate code, from the list, to select it.</p> <p>NOTE: If you are a student, homemaker, or unemployed, select the occupational code that best describes your skills.</p> 

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Overview, Continued










Procedures, continued

Step	Action																			
12	The selected code will display in the Soc Code field. Complete the remaining fields (see below).																			
	<table> <tr> <th>Field</th><th>Description</th></tr> <tr> <td>*Position Title (required)</td><td>Enter your civilian position title (i.e., Administrative Assistant, Line Cook, Lawyer, etc.). Students should enter “Student”; if not employed, enter “Not Applicable”.</td></tr> <tr> <td>*Position Start Dt (required)</td><td>Enter the date you started in your civilian employment position. Student/Not employed, enter the date you either became a student or unemployed.</td></tr> <tr> <td>*Employer (required)</td><td>Enter the company name. Students should enter the school’s name; if not employed, enter “Not Applicable”.</td></tr> <tr> <td>*Work Phone (required)</td><td>Enter your work phone number. Students/Not Employed, enter your contact number.</td></tr> <tr> <td>*Supv Name (required)</td><td>Enter your supervisor’s name. Students/Not Employed should enter “Not Applicable”.</td></tr> <tr> <td>Supv Phone</td><td>Enter your supervisor’s phone number. Students/Not Employed may leave this field blank.</td></tr> <tr> <td>*Employment Status (required)</td><td>Select the appropriate employment status from the drop-down. If Not Employed, select “Other Employment Status”.</td></tr> <tr> <td>Self-Employed</td><td>Check the box if self-employed.</td></tr> <tr> <td>Address data</td><td>Enter the address of your workplace. Students should enter their school address. If not employed, leave this field blank.</td></tr> </table>	Field	Description	*Position Title (required)	Enter your civilian position title (i.e., Administrative Assistant, Line Cook, Lawyer, etc.). Students should enter “Student”; if not employed, enter “Not Applicable”.	*Position Start Dt (required)	Enter the date you started in your civilian employment position. Student/Not employed, enter the date you either became a student or unemployed.	*Employer (required)	Enter the company name. Students should enter the school’s name; if not employed, enter “Not Applicable”.	*Work Phone (required)	Enter your work phone number. Students/Not Employed, enter your contact number.	*Supv Name (required)	Enter your supervisor’s name. Students/Not Employed should enter “Not Applicable”.	Supv Phone	Enter your supervisor’s phone number. Students/Not Employed may leave this field blank.	*Employment Status (required)	Select the appropriate employment status from the drop-down. If Not Employed, select “Other Employment Status”.	Self-Employed	Check the box if self-employed.	Address data
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Overview, Continued

Procedures, continued

Step	Action
13	<p>Once all the information has been reviewed and updated (if necessary); click the My SOC Code is valid box (this must be selected regardless of whether any changes were made). This will update with the current date. Click Save.</p> <div> <div>Questionnaire</div> <div>Occupation Data</div> </div> <h3>Occupational Data</h3> <p>Empl ID: 1234567 Lois Lane</p> <h4>Current Civilian Employer</h4> <p>For Civilian Occupation Information, to select your Standard Occupational Code click the magnifying glass. In the description field you can search with a wildcard (%), for example: Typing in %welder will bring up a list of welders</p> <p>*SOC Code: 273023  News Analysts Reporters_Journalists</p> <p>My SOC Code is valid: <input checked="" type="checkbox"/> As Of Date: 02/18/2023</p> <p>*Position Title: Reporter</p> <p>*Position Start Dt: 10/26/2022 </p> <p>*Employer: The Daily Planet *Work Phone: 123/456-7891</p> <p>*Supv Name: Perry White Supv Phone: 9876543210</p> <p>*Employment Status: Full Time Employment  Self-Employed: <input type="checkbox"/></p> <p>Address 1: 310 S. Michigan Ave</p> <p>Address 2: Suite 200</p> <p>Address 3:</p> <p>City: Chicago State: IL </p> <p>Postal: 60602 Country: USA </p> <p>Last updated by: 1234567 Lois J Lane Last Update Date/Time: 02/18/23 12:51:48PM</p> <div>  Save  Previous tab  Next tab  Refresh </div>