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	Navigate to Member Self Service via the drop-dow	n or by	page arrows		
	JEF DIRECT ACCESS			습 :	\oslash
	Member Self Service 🔻	< 2 of 2 >	Notifications	С	. :
	Direct Access Announcements Absence Request - View AD/RSV Pay	slip	Actions Alerts]	2 Alorto

Procedures,

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Step	Act	
2	Click on the Member Reserve Details ti	le.
	Member Reserve Details	
3	Select the Annual Screening Questionn	aire option.
	🕸 Reserve Drills	
	🐴 All Duty Report	
	Annual Screening Questionnaire	
	🗐 Member Training Rating	
	eserve Orders	
	Reserve Points Statement	

Procedures,

continued

	Action		
The Questionnaire tab will display. Both tabs must be reviewed before sa			
any changes. Read the Annual Screening Questionnaire Acknowledgement			
	atement.	0	
	Empl ID: 1234567 Name: Lois Lane		
	Annual Screening Questionnaire Acknowledgement		
	As a member of the Coast Guard Reserve, I understand and willingly accept the following obligation	ons:	
	(1) I am subject to involuntary recall and that I may be required to report with as little as 48 hours		
	notice. Failure to report as directed is punishable under Article 86 of the Uniform Code of Military Justice (UCMJ) and a court-martial may direct punishment up to and including: dishonorable disch forfeiture of all pay and allowances, and/or confinement for up to one year.	arge,	
	(2) I must comply with the requirements of Chapter 4 (Participation Standards) of the Reserve Personnel Manual (COMDTINST M1001.28A) and failure to comply with these standards may res disciplinary or administrative action including involuntary recall to active duty or separation from the service.		
	(3) I shall plan for contingencies in the care and support of my dependent family members and dera family care plan if; I am a single parent, a dual-member couple with dependents, or married with custody or joint custody of a child whose non-custodial biological or adoptive parent is not my curr spouse, or I otherwise bear sole responsibility for the care of children under the age of 19 or for of unable to care for themselves in my absence, or I am primarily responsible for dependent family members. Failure to have a family care plan may subject me to disciplinary or administrative actio can result in my separation from service and is not justification to avoid involuntarily recall.	ent hers	
1	(4) If my deployability becomes impaired due to employment, family, medical, or any other condition or if I am to be out of the country for greater than 30 days, I shall notify my command immediately writing. I will work to resolve such issues through my chain-of-command, in accordance with Coas Guard policy, and understand that long-term issues that prevent my deployability can result in my transfer to the Individual Ready Reserve (IRR), the Standby Reserve, or administrative separation the service.	in t	
	Member's Response		
	I understand and accept OI do not understand or do not accept		
	First Responder		
	First Responder Description O Yes - I consider myself to be a first responder No - I do not consider myself to be a first resp	onder	
	Rsv Recall Availability		
	Date Notified: 02/18/2023 Date Signed: 02/18/2023		
	*Recall Status: Available for Recall		
	Last Updated By: 1234567 Lois J Lane Last Update Date/Time: 02/18/23 12:51:48PM		

Procedures,

continued

Step	Action
5	Under Member's Response, select the applicable radio button.
	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
	Member's Response
	I understand and accept OI do not understand or do not accept
	First Responder
	First Responder Description • Yes - I consider myself to be a first responder • No - I do not consider myself to be a first responder
	Rsv Recall Availability
	Date Notified: 02/18/2023 Date Signed: 02/18/2023 *Recall Status: Available for Recall V
	Last Updated By: 2095467 Jerome P G Spellman Last Update Date/Time: 02/18/23 12:51:48PM
6	Under First Responder, review the First Responder Description and select the applicable radio button.
	Member's Response
	I understand and accept I do not understand or do not accept First Responder
	First Responder Description O Yes - I consider myself to be a first responder No - I do not consider myself to be a first responder
	Rsv Recall Availability
	Date Notified: 02/18/2023 Date Signed: 02/18/2023
	*Recall Status: Available for Recall
	Last Updated By: 1234567 Lois J Lane Last Update Date/Time: 02/18/23 12:51:48PM

Procedures,

continued

Step		Action
7		call Availability section, select the appropriate Recall Status
	from the drop-	
	Member's Res	ponse
	I unders	stand and accept OI do not understand or do not accept
	First Respond	ler
	First Respon	der Description O Yes - I consider myself to be a first responder
	That Respon	No - I do not consider myself to be a first responder
	Rsv Recall Av	ailability
	Date Notified:	02/18/2023 Date Signed: 02/18/2023
	*Recall Status:	Available for Recall 🗸
		Available for Recall
		Community or Family Hardship Critical Civilian Occupation
	Last Updated	Key Employee or Govt Official
	Last Update D	
	Status	Use when
	Available	Available for Recall
	for Recall	
	Community	Not available for recall due to financial or family hardship.
	or Family	Document the extenuating circumstances that prevent
	Hardship Critical	mobilizing. Not available for recall due to employment in a critical civilian
	Civilian	industry or profession. Document the extenuating
	Occupation	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	Not available for recall due to employment in a key federal
	Employee or Gov't	position. See appropriate agency (full-time employer of USCGR member) instruction for written designation. USCG's
	Official	policy to identify its civilian positions is described in
	Onicial	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.

Procedures,

continued

Step	Action
8	If " I do not understand of 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.
	NOTE : After saving, the ASQ will be routed to the supervisor. (The supervisor must have a current uscg.mil email address listed in DA.)
	Member's Response
	I understand and accept I do not understand or do not accept First Responder
	First Responder Description • Yes - I consider myself to be a first responder • No - I do not consider myself to be a first responder
	Rsv Recall Availability
	Date Notified: 02/18/2023 Date Signed: 02/18/2023 *Recall Status: Community or Family Hardship
	Supervisor ID:
	changes as necessary. Mandatory fields annotated with an asterisk (*), cannot be left blank (See Step 12 for an explanation of each field).
	Empl ID: 1234567 Lois Lane Current Civilian Employer Employer For Civilian Occupation Information, to select your Standard Occupational Code click the magnifying glass. In the Employed
	description field you can search with a wildcard (%), for example: Typing in %welder will bring up a list of welders. *SOC Code: 273023 Q News Analysts Reporters_Journalists
	My SOC Code is valid: As Of Date: 02/18/2023
	*Position Title: Reporter *Position Start Dt: 10/26/2022
	*Employer: The Daily Planet *Work Phone: 123/456-7891
	*Supv Name: Perry White Supv Phone: 9876543210
	*Employment Status: Full Time Employment V Self-Employed:
	Address 1: 310 S. Michigan Ave Address 2: Suite 200
	Address 3:
	City: Chicago State: IL Q
	Postal: 60602 Country: USA Q
	Last updated by: 1234567 Lois J Lane Last Update Date/Time: 02/18/23 12:51:48PM
	Image: Save Image: Previous tab Image: Save Image: Save Image: Save Image: Save

Procedures,

continued

Step	Action	
10	To update the My SOC Code, click the lookup icon.	
	*SOC Code: 273023	
11	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 search	ning
	by Description enter a key word (of first few letters) in the begins with field	l
	and click Look Up . Click on the appropriate code , from the list, to select it.	
	NOTE: If you are a student, homemaker, or unemployed, select the	
	occupational code that best describes your skills.	
	Look Up SOC Code	×
	Help	
	Search by: Standard Occupational Classif begins with	
	Description	
	Look Up Standard Occupational Classif	
	Search Results	
	Only the first 300 results can be displayed.	
	View 100 First (4) 1-300 of 300 (b) Last	-
	Standard Occupational Classif Description	
	111011 Chief Executives	
	111021 General Ops Mngrs	

Procedures,

continued

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

Procedures,

continued

Step	Action
13	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.
	Questionnaire Occupation Data
	Occupational Data
	Empl ID: 1234567 Lois Lane
	Current Civilian Employer
	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.
	*SOC Code: 273023 Q News Analysts Reporters Journalists
	My SOC Code is valid: As Of Date: 02/18/2023
	*Position Title: Reporter
	*Position Start Dt: 10/26/2022
	*Employer: The Daily Planet *Work Phone: 123/456-7891
	*Supv Name: Perry White Supv Phone: 9876543210
	*Employment Status: Full Time Employment V Self-Employed:
	Address 1: 310 S. Michigan Ave
	Address 2: Suite 200
	Address 3:
	City: Chicago State: IL
	Postal: 60602 Country: USA Q
	Last updated by: 1234567 Lois J Lane
	Last Update Date/Time: 02/18/23 12:51:48PM
	🗐 Save 🗦 Previous tab 🖶 Next tab 😂 Refresh