Completing the Annual Screening Questionnaire

Annual Screening Questionnaire

Introduction	This guide provides the procedures for completing the Annual Screening Questionnaire (ASQ) in Direct Access (DA).
Information	Federal law requires that 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. It is designed to be done as often as the 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 will be routed via email through the chain of command for further counseling.

Procedures

See below.

Step	Action		
1	Navigate to Member Self Service via the drop-down or by page arrows.		
	DIRECT ACCESS	습 :	\oslash
	Member Self Service V Notifications	C	:
	Direct Access Announcements Absence Request - View AD/RSV Payslip	2	Alorto

Procedures,

continued

Step	Action	
2	Click on the Member Reserve Details tile.	
	Member Reserve Details	
3	Select the Annual Screening Questionnaire option.	
	🕸 Reserve Drills	
	All Duty Report	
	annual Screening Questionnaire	
	Rember Training Rating	
	Seserve Orders	
	Reserve Points Statement	

Procedures,

continued

statement.					
Questionnaire	Occupation Dat	ta			
Annual Screenin	ng Questionn	naire			
Empl ID: 1234567	Name: Ellen R	tipley			_
Annual Screening	Questionnaire /	Acknowledgement			
As a member of the	e Coast Guard Res	serve, I understand and will	ingly accept the follow	ing obligations:	
Failure to report as (UCMJ) and a court	directed is punish t-martial may direct	and that I may be required t able under Article 86 of the ct punishment up to and inc ind/or confinement for up to	Uniform Code of Milita luding dishonorable d	ary Justice	
Personnel Manual	(COMDTINST M10	nts of Chapter 4 (Participati 001.28A) and failure to corr icluding involuntary recall to	ply with these standar	ds may result in	
custody or joint cus spouse, or 1 otherw unable to care for t members. Failure t can result in my se (4) If my deployabil or if I am to be out writing. I will work t Guard policy, and u	stody of a child who ise bear sole resp hemselves in my a to have a family ca paration from servi lity becomes impai of the country for g o resolve such iss inderstand that lon	rent, a dual-member couple ose non-custodial biological onsibility for the care of chil absence, or I am primarily ne re plan may subject me to o ice and is not justification to ired due to employment, far greater than 30 days, I shail ues through my chain-of-co rg-term issues that prevent rive (IRR), the Standby Res	I or adoptive parent is dren under the age of esponsible for depend disciplinary or administ o avoid involuntarily reo mily, medical, or any of notify my command in mmand, in accordance my deployability can my	not my current 19 or for others ent family rative action that call. her condition(s), nmediately in e with Coast esult in my	
Member's Respon			8 8 F		
Olunderstan	d and accept	OI do not understar	nd or do not accept		
First Responder	20 00	⊖ Yes - I consider m	yself to be a first respo	mder	
First Respond	er Description		ider myself to be a first		
Rsv Recall Availa		12 - 10.7 - 14 - 22.15.884			
Date Notified:	08/19/2024	Date Signed: 08/19/2024			
"Recall Status:		•			
Last Updated B	y: 1234567 te/Time: 08/06/23				
A 1997 CA 1997 CA 1997					

Continued on next page

Procedures,

continued

Step	Action				
5	Under Member's Response, select the applicable radio button.				
	NOTE: If an ASQ is submitted with <i>I do not understand or accept</i> or any recall status other than <i>Available for Recall</i> , the ASQ will be routed to the chain of command for further counseling Member's Response				
	I understand and accept O I do not understand or do not accept				
	First Responder O Yes - I consider myself to be a first responder Image: Specific responder Description Image: No - I do not consider myself to be a first responder				
	Rsv Recall Availability				
	Date Notified: 08/19/2024 Date Signed: 08/19/2024				
	*Recall Status: Available for Recall				
	Supervisor 9876543 Q Mother				
6	Under First Responder, review the First Responder Description link, click Return and select the applicable radio button . First Responder Description The men and women who are first on the scene in an official capacity as a domestic natural or man-made disaster unfolds. First responders are generally State and local law enforcement officers (to include SWAT teams, bomb-dog teams, and bomb squads), firemen (including hazardous material and search and rescue personnel), and emergency medical technicians. Return				
	First Responder First Responder Description Image: Supervisor ID: 9876543 Image: Supervisor ID: 9876543 Image: Supervisor ID: Image: Supervisor ID:				

Procedures,

continued

Step		Action
7	In the RSV Re	call Availability section, select the appropriate Recall Status
	from the drop-	down.
	Rsv Recall Availabi	lity
	Date Notified:	08/19/2024 Date Signed: 08/19/2024
	*Recall Status:	~
		Available for Recall Community or Family Hardship Critical Civilian Occupation Key Employee or Govt Official Other I Ripley
	Lust optitied by	Time: 08/06/23 10:28:30AM
	Lust optate Date	
	Save Return to	Search Previous tab Next tab Update/Display Include History Correct History
	Questionnaire Occupa	ation Data
	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	mobilizing.
	Critical	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
	1	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	position. See appropriate agency (full-time employer of
	or Gov't	USCGR member) instruction for written designation. USCG's
	Official	policy to identify its civilian positions is described in
	Omeiai	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>I do not understand or do not accept</i> (Step 5) or the Recall Status is anything other than <i>Available for Recall</i> (Step 7), 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 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: 08/19/2024 Date Signed: 08/19/2024
	*Recall Status: Community or Family Hardship 🗸
	Supervisor 9876543 Q Mother ID:

Procedures,

Continued

Step	Action
9	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).
	Questionnaire Occupation Data
	Annual Screening Questionnaire
	Empl ID: 1234567 Name: Ellen Ripley
	Annual Screening Questionnaire Acknowledgement
	As a member of the Coast Guard Reserve, I understand and wi
	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: 113012 Q
	Admin Services Mngrs My SOC Code is valid: As Of Date: 08/19/2024
	*Position Title: Yeoman Apprentice
	"Position Start Dt: 06/05/2022
	*Employer: Northeastern University *Work Phone: 555 5555555
	*Supv Name: YN1 Mother Supv Phone:
	*Employment Status: Student Self-Employed:
	Address 1:
	Address 2:
	Address 3:
	City:State:Q
	Postal: Country: USA Q
	Last updated by: 1234567 Ellen Ripley Last Update Date/Time: 08/06/23 10:28:30AM
	Save Return to Search Previous tab Next tab Update/Display Include History Correct History Questionnaire Occupation Data

Procedures,

continued

Step		Action
10	To update	the SOC Code, click the lookup icon.
	*SOC Code	e: 113012 Q
11	scroll throu a key word	andard Occupational Classifications will display. You may either agh the list or search by description. If searching by Description enter (of first few letters) in the begins with field and click Search . he appropriate code from the list.
		you are a student, homemaker, or unemployed, select the al code that best describes your skills.
		Look Up SOC Code ×
	Standard Oc	cupational Classif begins with 🗸
		Description begins with V %admin
	Search	Clear Cancel Basic Lookur
	Search Result	s
	Only the first 3	300 results can be displayed.
	View 100	I
	Standard Occupationa	al Classif Description
	111011	2 hief Executives
	111021	General Ops Mngrs
	Search Results	
	View 100	4 4 1.14 of 14 → 10 10
	Standard Occupational	Description
	Classif 431011	1st Line Supvrs of Office_Admin Supvrport Wkrs
	231021	Admin Law Judges Adjudicators_Hearing Officers
	113012	Admin Services Mngrs
	151242	Database Administrators
	119032	Ed Admin Kindergarten thru Secondary
	119033	Ed Administrators Postsecond
	119039	Ed Administrators_Othr
	119031	Ed_Childcare Admin Preschool_Daycare
	436011	Executive Secretaries_Executive Admin Assist
	436012	Legal Secretaries_Admin Assist
	436013	Medical Secretaries_Admin Assist
	151244	Network_Computer Systems Administrators
	439199	Office_Admin Supvrport Wkrs_Othr
	436014	Secretary_Admin Assist NA Legal Medical_Executive

Procedures,

continued

Step	Action				
12	The selected code will display in the Soc Code field. Complete the remaining				
	fields (see below	v).			
	Field	Description			
	*Position	Enter your civilian position title (i.e., Administrative			
	Title	Assistant, Line Cook, Lawyer, etc.). Students should enter			
	(required)	"Student"; if 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,			
	(required)	enter 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.			
	*Employmen	Select the appropriate employment status from the drop-			
	t Status	down. If Not Employed, select "Other Employment Status".			
	(required)				
	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.
	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: 113012 Q Admin Services Mngrs
	My SOC Code is valid: As Of Date: 08/19/2024
	*Position Title: Yeoman Apprentice
	*Position Start Dt: 06/05/2022
	*Employer: Northeastern University *Work Phone: 555 5555555
	*Supv Name: YN1 Mother Supv Phone:
	*Employment Status: Student Self-Employed:
	Address 1:
	Address 2:
	Address 3:
	City: State: Q
	Postal: Country: USA Q
	Last updated by: 1234567 Ellen Ripley
	Last Update Date/Time: 08/06/23 10:28:30AM
	Save Return to Search Previous tab Next tab Update/Display Include History Correct History
	Questionnaire Occupation Data
14	If your ASQ is submitted with I do not understand or accept or any recall
	status other than available for recall, the ASQ will be routed via email through
	the chain of command for further counseling. After counseling, the command
	will determine if you are suitable for continued service, need to be transferred to
	the IRR, or possibly discharged.