

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).

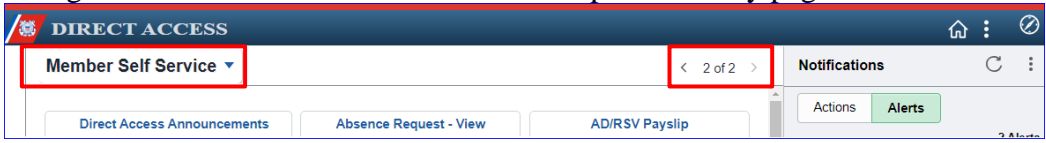
Information Federal law requires that Ready Reservists (Selected Reservists (SELRES) and Individual Ready Reservists (IRR)) be annually screened to ensure their availability and fitness for duty if mobilized. Coast Guard Reservists must submit updated information to their chain of command via the ASQ.

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.

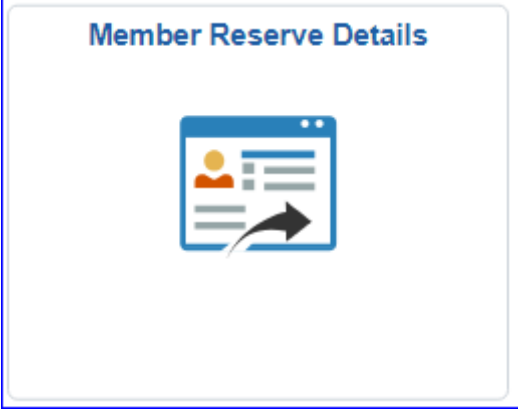
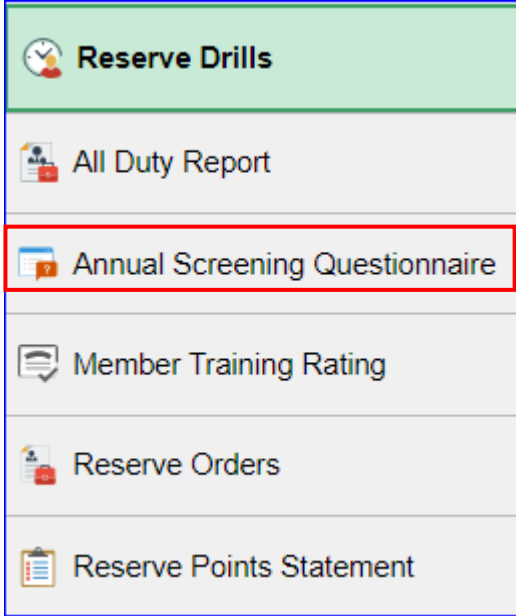
Procedures See below.

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

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Annual Screening Questionnaire, Continued

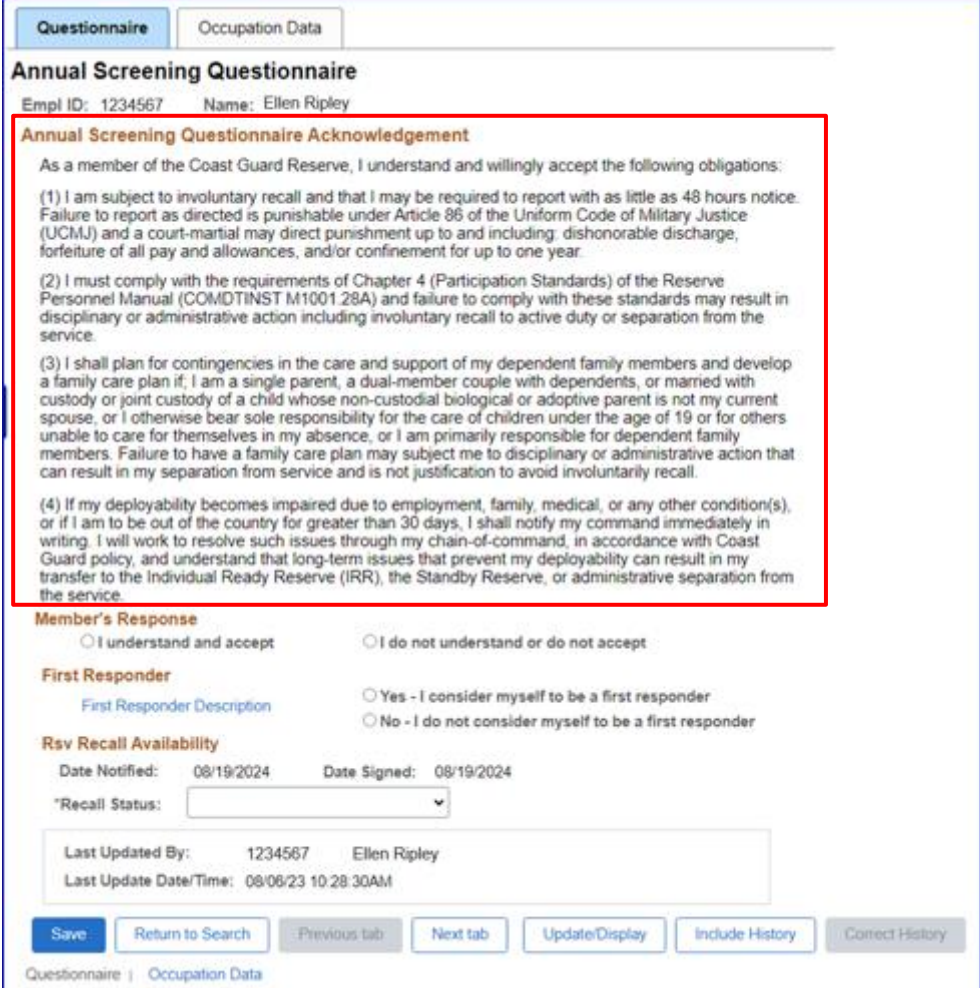
Procedures,
continued

Step	Action
2	<p>Click on the Member Reserve Details tile.</p> 
3	<p>Select the Annual Screening Questionnaire option.</p> 

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Annual Screening Questionnaire, 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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Annual Screening Questionnaire, Continued

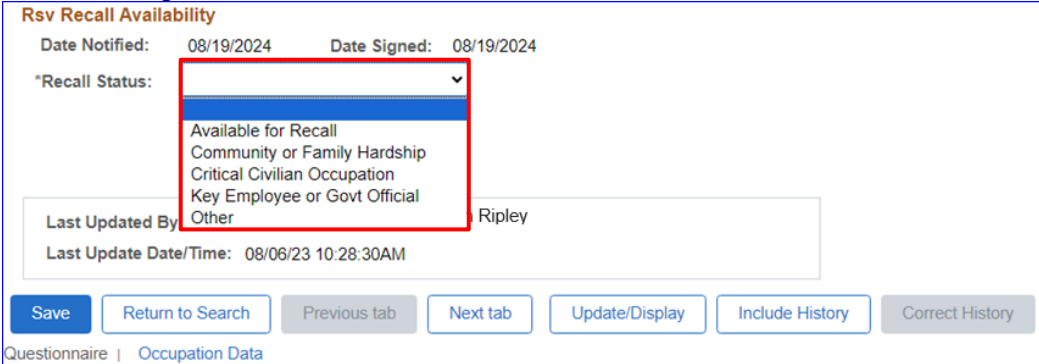
Procedures,
continued

Step	Action
5	<p>Under Member's Response, select the applicable radio button.</p> <p>NOTE: If an ASQ is submitted with <i>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</p> <div data-bbox="328 658 1370 1117" style="border: 1px solid blue; padding: 5px;"> <p>Member's Response</p> <p><input checked="" type="radio"/> I understand and accept <input type="radio"/> I do not understand or do not accept</p> <p>First Responder</p> <p>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</p> <p>Rsv Recall Availability</p> <p>Date Notified: 08/19/2024 Date Signed: 08/19/2024</p> <p>*Recall Status: <input type="text" value="Available for Recall"/></p> <p>Supervisor ID: <input type="text" value="9876543"/> <input type="button" value="Q"/> Mother</p> </div>
6	<p>Under First Responder, review the First Responder Description link, click Return and select the applicable radio button.</p> <div data-bbox="328 1218 1358 1924" style="border: 1px solid blue; padding: 5px;"> <p>First Responder Description</p> <p>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.</p> <p><input type="button" value="Return"/></p> <p>First Responder</p> <p>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</p> <p>Rsv Recall Availability</p> <p>Date Notified: 08/19/2024 Date Signed: 08/19/2024</p> <p>*Recall Status: <input type="text" value="Available for Recall"/></p> <p>Supervisor ID: <input type="text" value="9876543"/> <input type="button" value="Q"/> Mother</p> </div>

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Annual Screening Questionnaire, Continued

Procedures,
continued

Step	Action												
7	<p>In the RSV Recall Availability section, select the appropriate Recall Status from the drop-down.</p>  <p>Rsv Recall Availability 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 Last Updated By: Ripley Last Update Date/Time: 08/06/23 10:28:30AM</p> <p>Save Return to Search Previous tab Next tab Update/Display Include History Correct History</p> <p>Questionnaire Occupation Data</p> <table border="1" data-bbox="327 958 1369 1700"> <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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Annual Screening Questionnaire, Continued

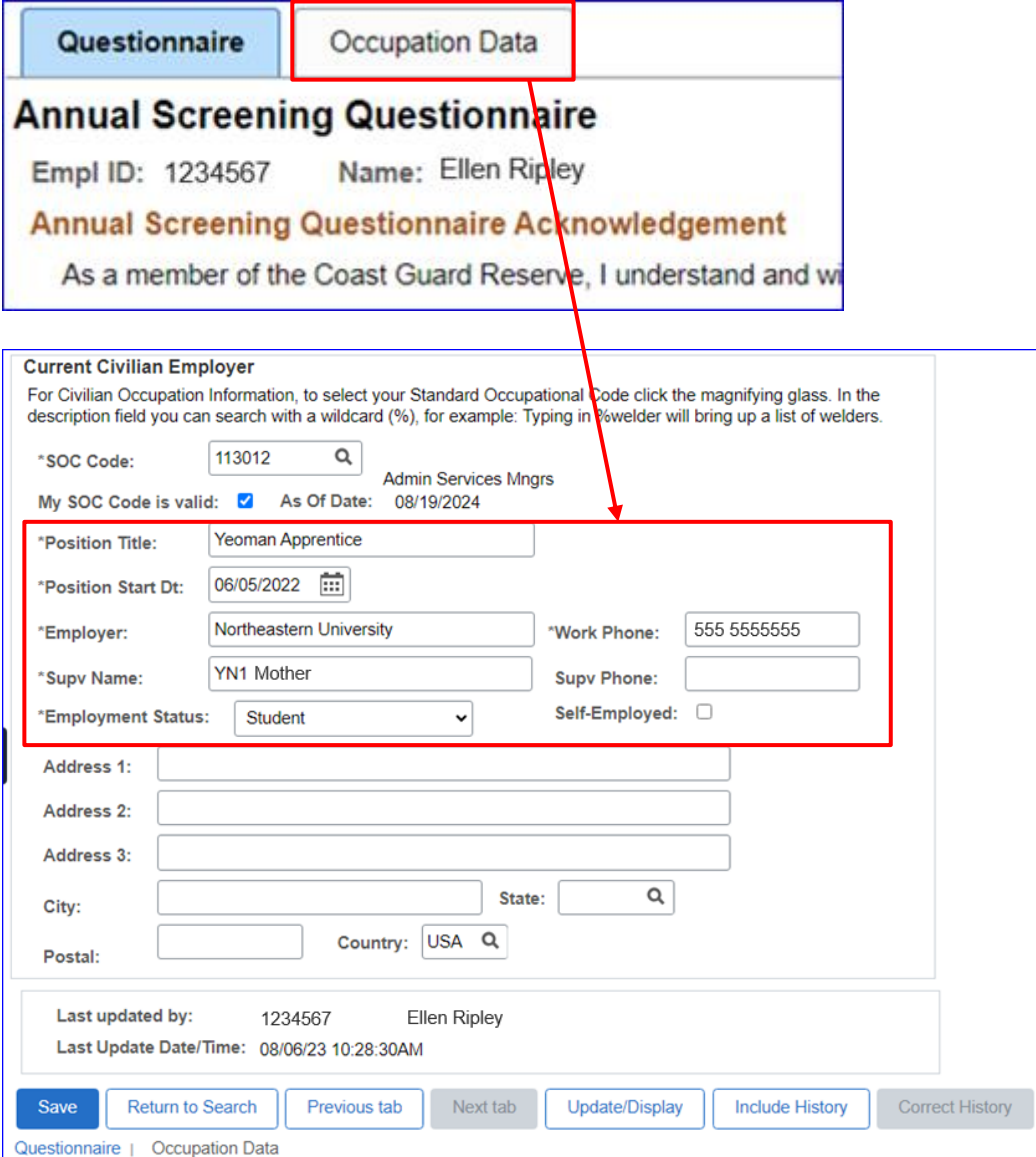
Procedures,
continued

Step	Action
8	<p>If I do not understand or do not accept (Step 5) or the Recall Status is anything other than <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.</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> <div style="border: 1px solid blue; padding: 5px;"> <p>Member's Response</p> <p> <input type="radio"/> I understand and accept <input checked="" type="radio"/> I do not understand or do not accept </p> <p>First Responder</p> <p> <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 </p> <p>Rsv Recall Availability</p> <p> Date Notified: 08/19/2024 Date Signed: 08/19/2024 *Recall Status: Community or Family Hardship ▼ Supervisor ID: 9876543 🔍 Mother </p> </div>

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Annual Screening Questionnaire, Continued


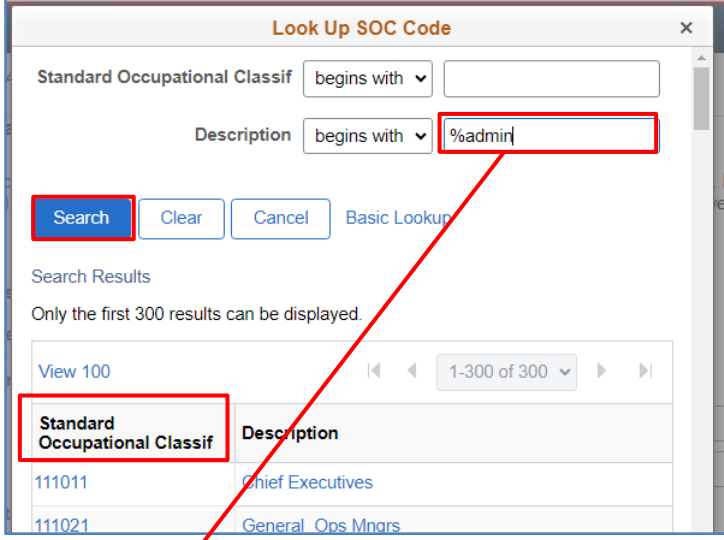

Procedures,
Continued

Step	Action
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>  <p>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.</p> <p>*SOC Code: 113012 <input type="text"/> Admin Services Mngrs My SOC Code is valid: <input checked="" type="checkbox"/> As Of Date: 08/19/2024</p> <p>*Position Title: Yeoman Apprentice *Position Start Dt: 06/05/2022 <input type="text"/> *Employer: Northeastern University *Work Phone: 555 5555555 *Supv Name: YN1 Mother Supv Phone: <input type="text"/> *Employment Status: Student <input type="text"/> Self-Employed: <input type="checkbox"/></p> <p>Address 1: <input type="text"/> Address 2: <input type="text"/> Address 3: <input type="text"/> City: <input type="text"/> State: <input type="text"/> Postal: <input type="text"/> Country: USA <input type="text"/></p> <p>Last updated by: 1234567 Ellen Ripley Last Update Date/Time: 08/06/23 10:28:30AM</p> <p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous tab"/> <input type="button" value="Next tab"/> <input type="button" value="Update/Display"/> <input type="button" value="Include History"/> <input type="button" value="Correct History"/></p> <p>Questionnaire Occupation Data</p>

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Annual Screening Questionnaire, Continued

Procedures,
continued

Step	Action																																		
10	<p>To update the 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 search by description. If searching by Description enter a key word (of first few letters) in the begins with field and click Search. Click on the appropriate code from the list.</p> <p>NOTE: If you are a student, homemaker, or unemployed, select the occupational code that best describes your skills.</p>   <table border="1" data-bbox="327 1422 774 1915"> <thead> <tr> <th>Standard Occupational Classif</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>111011</td> <td>Chief Executives</td> </tr> <tr> <td>111021</td> <td>General Ops Mngrs</td> </tr> <tr> <td>431011</td> <td>1st Line Supvrs of Office_Admin Suprport Wkrs</td> </tr> <tr> <td>231021</td> <td>Admin Law Judges Adjudicators_Hearing Officers</td> </tr> <tr> <td>113012</td> <td>Admin Services Mngrs</td> </tr> <tr> <td>151242</td> <td>Database Administrators</td> </tr> <tr> <td>119032</td> <td>Ed Admin Kindergarten thru Secondary</td> </tr> <tr> <td>119033</td> <td>Ed Administrators Postsecond</td> </tr> <tr> <td>119039</td> <td>Ed Administrators_Othr</td> </tr> <tr> <td>119031</td> <td>Ed_Childcare Admin Preschool_Daycare</td> </tr> <tr> <td>436011</td> <td>Executive Secretaries_Executive Admin Assist</td> </tr> <tr> <td>436012</td> <td>Legal Secretaries_Admin Assist</td> </tr> <tr> <td>436013</td> <td>Medical Secretaries_Admin Assist</td> </tr> <tr> <td>151244</td> <td>Network_Computer Systems Administrators</td> </tr> <tr> <td>439199</td> <td>Office_Admin Suprport Wkrs_Othr</td> </tr> <tr> <td>436014</td> <td>Secretary_Admin Assist NA Legal Medical_Executive</td> </tr> </tbody> </table>	Standard Occupational Classif	Description	111011	Chief Executives	111021	General Ops Mngrs	431011	1st Line Supvrs of Office_Admin Suprport 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 Suprport Wkrs_Othr	436014	Secretary_Admin Assist NA Legal Medical_Executive
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Annual Screening Questionnaire, Continued

Procedures,
continued

Step	Action																				
12	<p>The selected code will display in the Soc Code field. Complete the remaining fields (see below).</p> <table border="1" data-bbox="327 600 1369 1453"> <thead> <tr> <th data-bbox="327 600 536 638">Field</th> <th data-bbox="536 600 1369 638">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="327 638 536 748">*Position Title (required)</td> <td data-bbox="536 638 1369 748">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 data-bbox="327 748 536 857">*Position Start Dt (required)</td> <td data-bbox="536 748 1369 857">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 data-bbox="327 857 536 936">*Employer (required)</td> <td data-bbox="536 857 1369 936">Enter the company name. Students should enter the school’s name; if not employed, enter “Not Applicable”.</td> </tr> <tr> <td data-bbox="327 936 536 1014">*Work Phone (required)</td> <td data-bbox="536 936 1369 1014">Enter your work phone number. Students/Not Employed, enter your contact number.</td> </tr> <tr> <td data-bbox="327 1014 536 1124">*Supv Name (required)</td> <td data-bbox="536 1014 1369 1124">Enter your supervisor’s name. Students/Not Employed should enter “Not Applicable”.</td> </tr> <tr> <td data-bbox="327 1124 536 1202">Supv Phone</td> <td data-bbox="536 1124 1369 1202">Enter your supervisor’s phone number. Students/Not Employed may leave this field blank.</td> </tr> <tr> <td data-bbox="327 1202 536 1312">*Employment Status (required)</td> <td data-bbox="536 1202 1369 1312">Select the appropriate employment status from the drop-down. If Not Employed, select “Other Employment Status”.</td> </tr> <tr> <td data-bbox="327 1312 536 1384">Self-Employed</td> <td data-bbox="536 1312 1369 1384">Check the box if self-employed.</td> </tr> <tr> <td data-bbox="327 1384 536 1453">Address data</td> <td data-bbox="536 1384 1369 1453">Enter the address of your workplace. Students should enter their school address. If not employed, leave this field blank.</td> </tr> </tbody> </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	Enter the address of your workplace. Students should enter their school address. If not employed, leave this field blank.
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Annual Screening Questionnaire, Continued

Procedures,
continued

Step	Action
<p>13</p>	<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 data-bbox="331 595 1370 1406" style="border: 1px solid black; padding: 5px;"> <p>Current Civilian Employer</p> <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: <input type="text" value="113012"/> <input type="button" value="Q"/> Admin Services Mngrs</p> <p>My SOC Code is valid: <input checked="" type="checkbox"/> As Of Date: 08/19/2024</p> <p>*Position Title: <input type="text" value="Yeoman Apprentice"/></p> <p>*Position Start Dt: <input type="text" value="06/05/2022"/> <input type="button" value="Calendar"/></p> <p>*Employer: <input type="text" value="Northeastern University"/> *Work Phone: <input type="text" value="555 5555555"/></p> <p>*Supv Name: <input type="text" value="YN1 Mother"/> Supv Phone: <input type="text"/></p> <p>*Employment Status: <input type="text" value="Student"/> Self-Employed: <input type="checkbox"/></p> <p>Address 1: <input type="text"/></p> <p>Address 2: <input type="text"/></p> <p>Address 3: <input type="text"/></p> <p>City: <input type="text"/> State: <input type="text"/> <input type="button" value="Q"/></p> <p>Postal: <input type="text"/> Country: <input type="text" value="USA"/> <input type="button" value="Q"/></p> <p>Last updated by: 1234567 Ellen Ripley Last Update Date/Time: 08/06/23 10:28:30AM</p> <p><input checked="" type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous tab"/> <input type="button" value="Next tab"/> <input type="button" value="Update/Display"/> <input type="button" value="Include History"/> <input type="button" value="Correct History"/></p> <p>Questionnaire Occupation Data</p> </div>
<p>14</p>	<p>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.</p>