
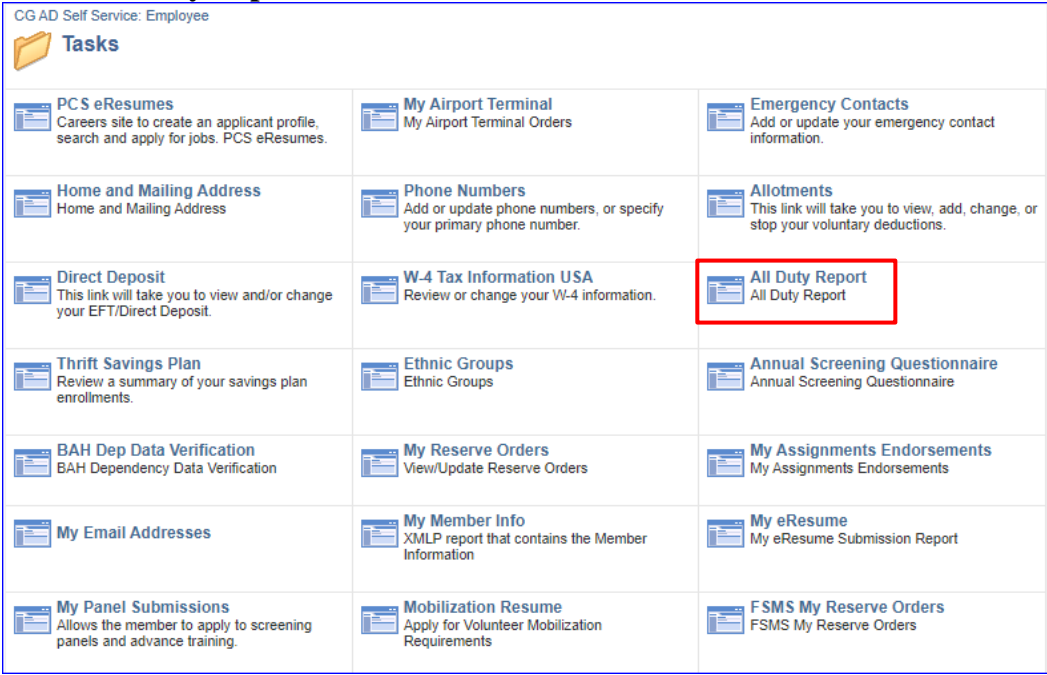


All Duty Report

Introduction This guide provides the procedures to view a member’s All Duty Report in Direct Access (DA).

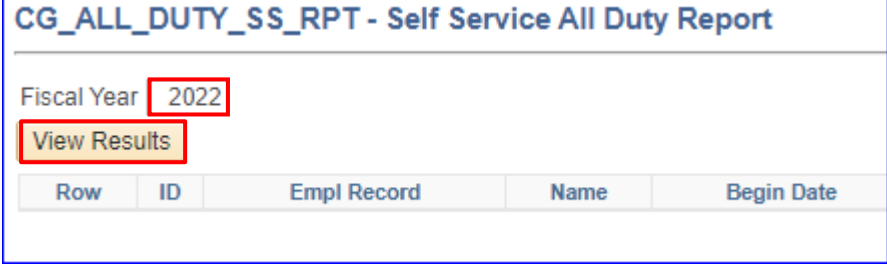
Procedures See below.

Step	Action
<p>1</p>	<p>Select 12 More... under Tasks in the Employee pagelet.</p>  <p>The screenshot shows the 'Employee' pagelet with a list of tasks. The '12 More...' link is highlighted with a red box.</p>
<p>2</p>	<p>Select All Duty Report.</p>  <p>The screenshot shows the 'CGAD Self Service: Employee' page with a grid of tasks. The 'All Duty Report' link is highlighted with a red box.</p>

Continued on next page

All Duty Report, Continued

Procedures,
continued

Step	Action
3	<p>Enter the Fiscal Year to be viewed. Click View Results.</p> 
4	<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> 