

Annual Screening Questionnaire (ASQ)

Introduction This guide provides the procedures for a Reservist to submit their Annual Screening Questionnaire (ASQ) in Direct Access.

Information Federal law requires that all Ready Reservists; Selected Reservists (SELRES) and Individual Ready Reservists (IRR), be screened annually 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 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.


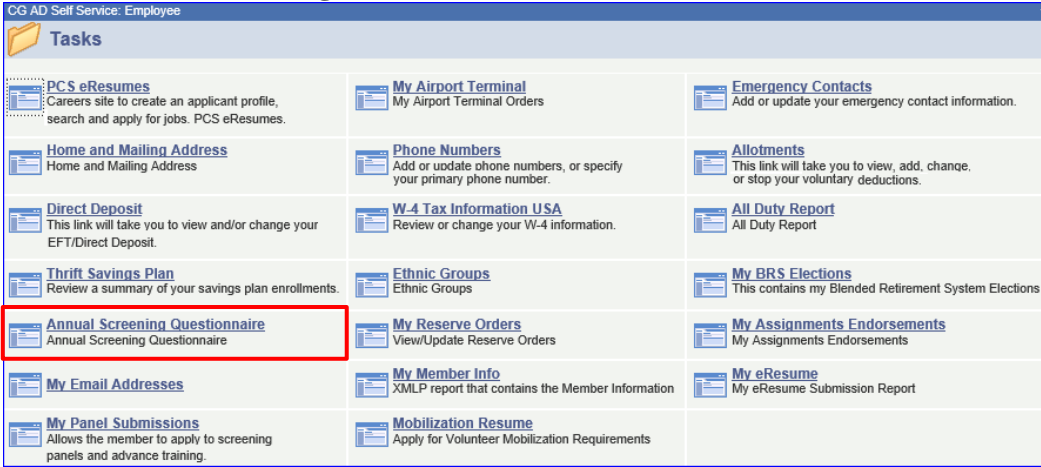
Members are **required** to submit an ASQ between **1 August and 31 October** each year but the ASQ may be submitted as often as necessary; however, only one can be completed in a calendar day. The questionnaire is designed to be done as often as the information or recall availability changes.

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.

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Annual Screening Questionnaire (ASQ), Continued

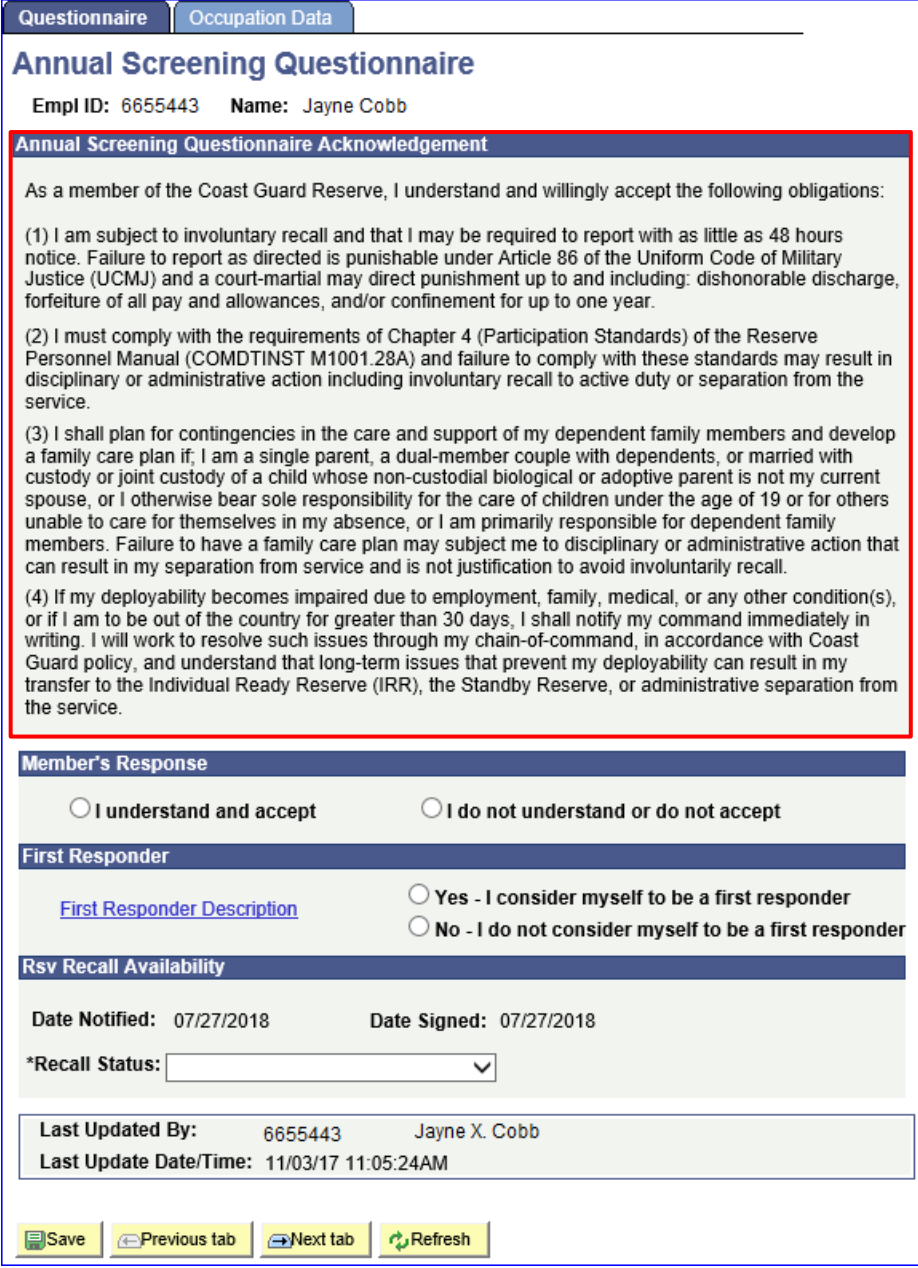
Procedures See below.

Step	Action
<p>1</p>	<p>Select 11 More... under Tasks from the Employee pagelet.</p>  <p>The screenshot shows a window titled 'Employee' with two columns of links. The left column is under 'Tasks' and includes links for PCS eResumes, My Airport Terminal, Emergency Contacts, Home and Mailing Address, Phone Numbers, Allotments, Direct Deposit, W-4 Tax Information USA, All Duty Report, and a red-bordered box around '11 More...'. The right column is under 'View' and includes links for My Profile, Member Training Rating, My Reserve Points Statement, My Reserve Drills, View My Payslips (AD/RSV), My Dependent Information, My Employee Reviews, My Employee Review Summary, Off Comparison Scale Summary, and 7 More...</p>
<p>2</p>	<p>Select Annual Screening Questionnaire.</p>  <p>The screenshot shows a grid of task cards under the heading 'Tasks'. The 'Annual Screening Questionnaire' card is highlighted with a red box. Other visible cards include PCS eResumes, My Airport Terminal, Emergency Contacts, Home and Mailing Address, Phone Numbers, Allotments, Direct Deposit, W-4 Tax Information USA, All Duty Report, Thrift Savings Plan, Ethnic Groups, My BRS Elections, My Reserve Orders, My Assignments Endorsements, My Email Addresses, My Member Info, My eResume, and My Panel Submissions.</p>

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Annual Screening Questionnaire (ASQ), Continued

Procedures,
continued

Step	Action
3	<p>The Annual Screening Questionnaire will display with two tabs: the Questionnaire and Occupation Data. Both tabs must be reviewed before saving any changes. Review the ASQ Acknowledgement statement.</p> 

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Annual Screening Questionnaire (ASQ), Continued

Procedures,
continued

Step	Action
4	<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="343 674 1382 1205" style="border: 1px solid black; 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> <hr/> <p>First Responder</p> <p>First Responder Description <input type="radio"/> Yes - I consider myself to be a first responder <input type="radio"/> No - I do not consider myself to be a first responder</p> <hr/> <p>Rsv Recall Availability</p> <p>Date Notified: 07/27/2018 Date Signed: 07/27/2018</p> <p>*Recall Status: <input type="text" value=""/></p> <hr/> <p>Last Updated By: 6655443 Jayne X. Cobb Last Update Date/Time: 11/03/17 11:05:24AM</p> </div>
5	<p>Under First Responder, review the First Responder Description and select the applicable radio button.</p> <div data-bbox="343 1317 1382 1848" style="border: 1px solid black; 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> <hr/> <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> <hr/> <p>Rsv Recall Availability</p> <p>Date Notified: 07/27/2018 Date Signed: 07/27/2018</p> <p>*Recall Status: <input type="text" value=""/></p> <hr/> <p>Last Updated By: 6655443 Jayne X. Cobb Last Update Date/Time: 11/03/17 11:05:24AM</p> </div>

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Annual Screening Questionnaire (ASQ), Continued

Procedures,
continued

Step	Action												
6	<p>Under Rsv Recall Availability, select the appropriate Recall Status from the drop-down.</p> <div data-bbox="341 562 1385 1126" style="border: 1px solid black; 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> <hr/> <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> <hr/> <p>Rsv Recall Availability</p> <p>Date Notified: 07/27/2018 Date Signed: 07/27/2018</p> <p>*Recall Status: ▼</p> <div style="border: 1px solid red; padding: 2px; margin-top: 2px;"> <p>Available for Recall</p> <p>Community or Family Hardship</p> <p>Critical Civilian Occupation</p> <p>Key Employee or Gov't Official</p> <p>Other</p> </div> <hr/> <p>Last Updated By: 6655443 Jayne X. C</p> <p>Last Update Date/Time: 11/03/17 11:05:24AM</p> </div> <table border="1" data-bbox="341 1160 1385 1908"> <thead> <tr> <th data-bbox="341 1160 560 1198">Status</th> <th data-bbox="560 1160 1385 1198">Use when...</th> </tr> </thead> <tbody> <tr> <td data-bbox="341 1198 560 1272">Available for Recall</td> <td data-bbox="560 1198 1385 1272">Available for Recall</td> </tr> <tr> <td data-bbox="341 1272 560 1384">Community or Family Hardship</td> <td data-bbox="560 1272 1385 1384">Not available for recall due to financial or family hardship. Document the extenuating circumstances that prevent mobilizing.</td> </tr> <tr> <td data-bbox="341 1384 560 1608">Critical Civilian Occupation</td> <td data-bbox="560 1384 1385 1608">Not available for recall due to employment in 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 data-bbox="341 1608 560 1832">Key Employee or Gov't Official</td> <td data-bbox="560 1608 1385 1832">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 that a mobilization is necessary (police, fire, EMA, local government official).</td> </tr> <tr> <td data-bbox="341 1832 560 1908">Other</td> <td data-bbox="560 1832 1385 1908">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 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 .	Key Employee or Gov't Official	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 that a mobilization is necessary (police, fire, EMA, local government official).	Other	Not available for recall for a reason not listed. Document the extenuating circumstances that prevent mobilizing.
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Annual Screening Questionnaire (ASQ), Continued

Procedures,
continued

Step	Action
7	<p>If "I do not understand or do not accept" (Step 3) or the Recall Status is anything other than "Available for Recall" (Step 5), 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 Direct Access.)</p> <div data-bbox="343 745 1380 1317" style="border: 1px solid black; 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> <hr/> <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> <hr/> <p>Rsv Recall Availability</p> <p> Date Notified: 07/27/2018 Date Signed: 07/27/2018 </p> <p>*Recall Status: Community or Family Hardship ▼</p> <p>Supervisor ID: <input style="border: 1px solid red;" type="text"/> 🔍</p> <hr/> <p> Last Updated By: 6655443 Jayne X. Cobb Last Update Date/Time: 11/03/17 11:05:24AM </p> </div>

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Annual Screening Questionnaire (ASQ), Continued

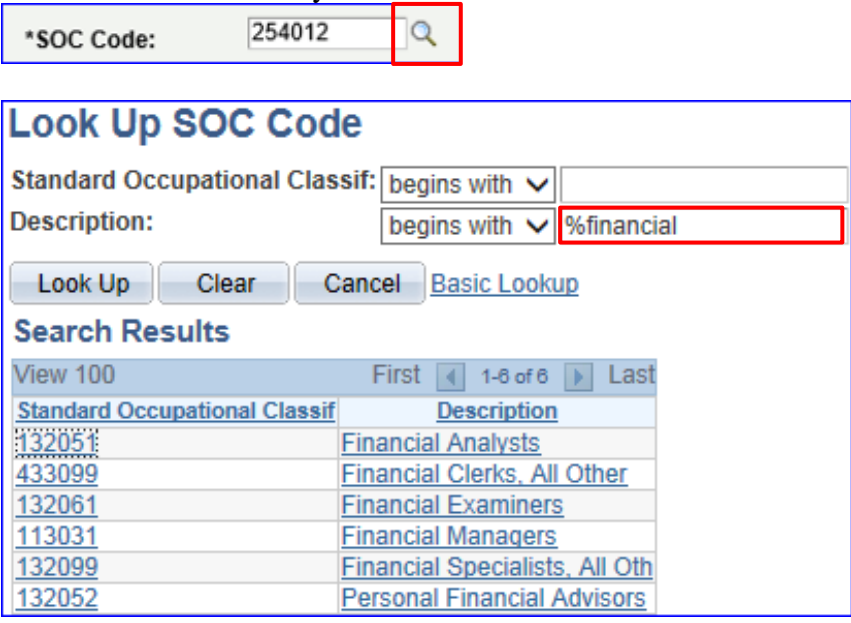
Procedures,
continued

Step	Action
8	<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 Steps 9 & 10 for an explanation of each of the fields).</p> <div data-bbox="343 638 1380 1646" style="border: 1px solid black; padding: 5px;"> <div style="display: flex; border-bottom: 1px solid black;"> Questionnaire Occupation Data </div> <h3 style="margin-top: 10px;">Occupational Data</h3> <p>Empl ID: 6655443 Jayne Cobb</p> <div style="background-color: #4a7ebb; color: white; padding: 2px; margin-bottom: 5px;">Current Civilian Employer</div> <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 style="border: 1px solid red;" type="text" value="254012"/> <input type="button" value="🔍"/> Curators</p> <p>My SOC Code is valid: <input type="checkbox"/> As Of Date: 07/27/2018</p> <p>*Position Title: <input style="border: 1px solid red;" type="text" value="Museum Curator"/></p> <p>*Position Start Dt: <input style="border: 1px solid red;" type="text" value="06/04/2012"/> <input type="button" value="📅"/></p> <p>*Employer: <input style="border: 1px solid red;" type="text" value="Museum of Natural History NYC"/> *Work Phone: <input style="border: 1px solid red;" type="text" value="315/888-9100"/></p> <p>*Supv Name: <input style="border: 1px solid red;" type="text" value="Malcolm Reynolds"/> Supv Phone: <input style="border: 1px solid red;" type="text" value="315/888-9101"/></p> <p>*Employment Status: <input type="text" value="Full Time Employment"/> <input type="button" value="▼"/> Self-Employed: <input type="checkbox"/></p> <div style="border: 1px solid red; padding: 5px; margin-top: 10px;"> <p>Address 1: <input type="text" value="79th Street"/></p> <p>Address 2: <input type="text"/></p> <p>Address 3: <input type="text"/></p> <p>City: <input type="text" value="New York"/> State: <input type="text" value="NY"/> <input type="button" value="🔍"/></p> <p>Postal: <input type="text" value="10024"/> Country: <input type="text" value="USA"/> <input type="button" value="🔍"/></p> </div> <div style="background-color: #f0f0f0; padding: 5px; margin-top: 10px;"> <p>Last updated by: 6655443 Jayne X. Cobb</p> <p>Last Update Date/Time: 11/03/17 11:05:24AM</p> </div> <div style="display: flex; margin-top: 10px;"> Save Previous tab Next tab Refresh </div> </div>

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Annual Screening Questionnaire (ASQ), Continued

Procedures,
continued

Step	Action														
9	<p>To update the SOC Code, click the SOC Code lookup icon and make a selection. You may either scroll through the list or search using the wildcard (%) and key words (i.e. financial). If using the search, enter %financial (example) into the Description field and hit enter. This will bring up any Standard Occupational Code with the key word in the title, in this case financial.</p> <p>Note: If you are a student, homemaker, or unemployed, select the occupational code that best describes your skills.</p>  <p>The screenshot shows a search interface for SOC codes. At the top, there is a search box labeled '*SOC Code:' containing the value '254012' and a magnifying glass icon. Below this is a section titled 'Look Up SOC Code'. It contains two dropdown menus: 'Standard Occupational Classif:' set to 'begins with' and 'Description:' set to '%financial'. There are three buttons: 'Look Up', 'Clear', and 'Cancel', and a link for 'Basic Lookup'. Below the search section is a 'Search Results' section with a table. The table has two columns: 'Standard Occupational Classif' and 'Description'. The results are as follows:</p> <table border="1"> <thead> <tr> <th>Standard Occupational Classif</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>132051</td> <td>Financial Analysts</td> </tr> <tr> <td>433099</td> <td>Financial Clerks, All Other</td> </tr> <tr> <td>132061</td> <td>Financial Examiners</td> </tr> <tr> <td>113031</td> <td>Financial Managers</td> </tr> <tr> <td>132099</td> <td>Financial Specialists, All Oth</td> </tr> <tr> <td>132052</td> <td>Personal Financial Advisors</td> </tr> </tbody> </table>	Standard Occupational Classif	Description	132051	Financial Analysts	433099	Financial Clerks, All Other	132061	Financial Examiners	113031	Financial Managers	132099	Financial Specialists, All Oth	132052	Personal Financial Advisors
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Annual Screening Questionnaire (ASQ), Continued

Procedures,
continued

Step	Action	
10	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"
	*Postion Start Dt (required)	Enter the date you started in your civilian employment position. Students/Not employed, enter the date you either became a student or unemployed
	*Employer (required)	Enter the company name. Students should enter the school 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. Student's/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	Enter the address of your work place. Students should enter their school address. If not employed, leave this field blank.

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Annual Screening Questionnaire (ASQ), Continued

Procedures,
continued

Step	Action
11	<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 style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black;"> Questionnaire Occupation Data </div> <h3 style="margin-top: 10px;">Occupational Data</h3> <p>Empl ID: 6655443 Jayne Cobb</p> <div style="background-color: #4a7ebb; color: white; padding: 2px; margin-bottom: 5px;">Current Civilian Employer</div> <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="254012"/> <input type="button" value="🔍"/> Curators</p> <div style="border: 2px solid red; padding: 2px; display: inline-block;"> My SOC Code is valid: <input checked="" type="checkbox"/> As Of Date: 07/27/2018 </div> <p>*Position Title: <input type="text" value="Museum Curator"/></p> <p>*Position Start Dt: <input type="text" value="06/04/2012"/> <input type="button" value="📅"/></p> <p>*Employer: <input type="text" value="Museum of Natural History NYC"/> *Work Phone: <input type="text" value="315/888-9100"/></p> <p>*Supv Name: <input type="text" value="Malcolm Reynolds"/> Supv Phone: <input type="text" value="315/888-9101"/></p> <p>*Employment Status: <input type="text" value="Full Time Employment"/> <input type="button" value="▼"/> Self-Employed: <input type="checkbox"/></p> <p>Address 1: <input type="text" value="79th Street"/></p> <p>Address 2: <input type="text"/></p> <p>Address 3: <input type="text"/></p> <p>City: <input type="text" value="New York"/> State: <input type="text" value="NY"/> <input type="button" value="🔍"/></p> <p>Postal: <input type="text" value="10024"/> Country: <input type="text" value="USA"/> <input type="button" value="🔍"/></p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Last updated by: 6655443 Jayne X. Cobb</p> <p>Last Update Date/Time: 11/03/17 11:05:24AM</p> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <input type="button" value="Save"/> <input type="button" value="Previous tab"/> <input type="button" value="Next tab"/> <input type="button" value="Refresh"/> </div> </div>