

View Reserve Status Change

Introduction This transaction is a view only for commands to review a member's Reserve Status in Direct Access.


Important Information about this transaction Some Reserve Status changes are inherently the result of a PCS assignment change. For example, a PCS reassignment from a SELRES billet to the Inactive Ready Reserve (IRR). Status changes to RET-2 must be done by PPC (RAS).

Note: SPO's are authorized to enter a Reserve member Status Change only for Reservists departing/reporting to/from Initial Active Duty for Training Orders.

All other Reserve Status Changes are completed by Personnel Service Command (rpm).

Reference [CG Reserve Policy Manual, COMDTINST M1001.28\(series\), Chapter 1, Sections C, D and E](#)




Procedures See below.

Step	Action														
1	<p>Select Member Status Change from the Reserve Administration pagelet.</p>  <p>The screenshot shows a 'Reserve Administration' pagelet with a table of options. The 'Member Status Change' option is highlighted with a red box.</p> <table border="1" data-bbox="352 1227 1289 1559"> <thead> <tr> <th colspan="2">Reserve Administration</th> </tr> </thead> <tbody> <tr> <td>IDT Drills</td> <td>Member Training Rating</td> </tr> <tr> <td>Annual Screening Questionnaire</td> <td>Reserve Member Balances</td> </tr> <tr> <td>Member Status Change</td> <td>Training Status</td> </tr> <tr> <td>View Member Drills</td> <td>Reserve Orders</td> </tr> <tr> <td>MGIB Enrollments</td> <td>R-CRSP Report</td> </tr> <tr> <td>RSV order discrepancies</td> <td></td> </tr> </tbody> </table>	Reserve Administration		IDT Drills	Member Training Rating	Annual Screening Questionnaire	Reserve Member Balances	Member Status Change	Training Status	View Member Drills	Reserve Orders	MGIB Enrollments	R-CRSP Report	RSV order discrepancies	
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View Reserve Status Change, Continued

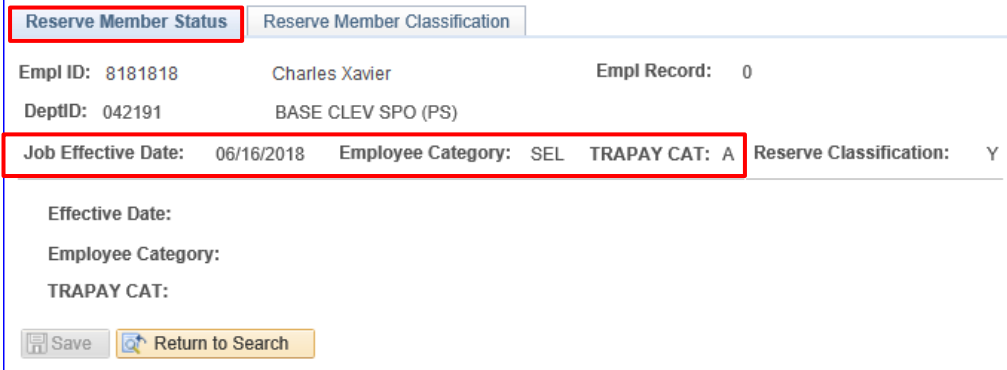
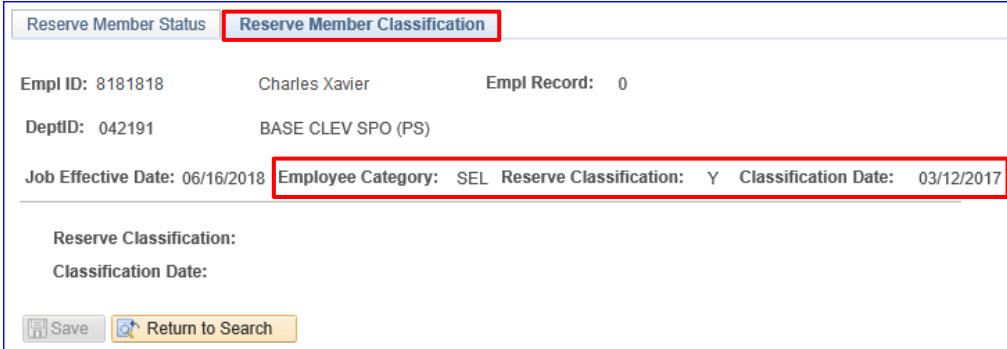
Procedures,
continued

Step	Action
2	<p data-bbox="352 495 967 524">Enter the members EMPL ID and click Search.</p> <div data-bbox="352 524 1318 1420" style="border: 1px solid blue; padding: 5px;"> <p data-bbox="360 533 691 566">Member Status Change</p> <p data-bbox="360 593 1318 622">Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p data-bbox="368 667 647 696">Find an Existing Value</p> <p data-bbox="368 730 600 763">▼ Search Criteria</p> <p data-bbox="563 819 1115 853">Empl ID begins with ▼ 8181818</p> <p data-bbox="509 864 1115 898">Empl Record = ▼</p> <p data-bbox="584 909 1115 943">Name begins with ▼</p> <p data-bbox="531 954 1115 987">Last Name begins with ▼</p> <p data-bbox="445 999 1115 1032">Second Last Name begins with ▼</p> <p data-bbox="368 1043 1115 1077">Alternate Character Name begins with ▼</p> <p data-bbox="509 1088 1115 1122">Middle Name begins with ▼</p> <p data-bbox="501 1133 1115 1167">Business Unit begins with ▼</p> <p data-bbox="448 1178 1115 1211">Department Set ID begins with ▼ </p> <p data-bbox="520 1223 1115 1256">Department begins with ▼ </p> <p data-bbox="368 1267 571 1301"><input type="checkbox"/> Case Sensitive</p> <p data-bbox="368 1368 1091 1402"> <input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/>  <input type="button" value="Save Search Criteria"/> </p> </div>

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View Reserve Status Change, Continued

Procedures,
continued

Step	Action
<p>3</p>	<p>The page will display with two tabs: the Reserve Member Status and Reserve Member Classification. The member's current Reserve status will be displayed on the Reserve Member Status tab.</p>  <p>The screenshot shows a web interface with two tabs: "Reserve Member Status" (highlighted in red) and "Reserve Member Classification". Below the tabs, the following information is displayed:</p> <ul style="list-style-type: none"> Empl ID: 8181818 Charles Xavier Empl Record: 0 DeptID: 042191 BASE CLEV SPO (PS) Job Effective Date: 06/16/2018 Employee Category: SEL TRAPAY CAT: A Reserve Classification: Y <p>Below this information, there are labels for "Effective Date:", "Employee Category:", and "TRAPAY CAT:". At the bottom, there are "Save" and "Return to Search" buttons.</p>
<p>4</p>	<p>The Reserve Member Classification tab displays the member's Reserve status, Reserve classification, and the effective date of the classification.</p>  <p>The screenshot shows the "Reserve Member Classification" tab (highlighted in red) selected. The member information is the same as in the previous screenshot. The following classification details are displayed:</p> <ul style="list-style-type: none"> Job Effective Date: 06/16/2018 Employee Category: SEL Reserve Classification: Y Classification Date: 03/12/2017 <p>Below this information, there are labels for "Reserve Classification:" and "Classification Date:". At the bottom, there are "Save" and "Return to Search" buttons.</p>