
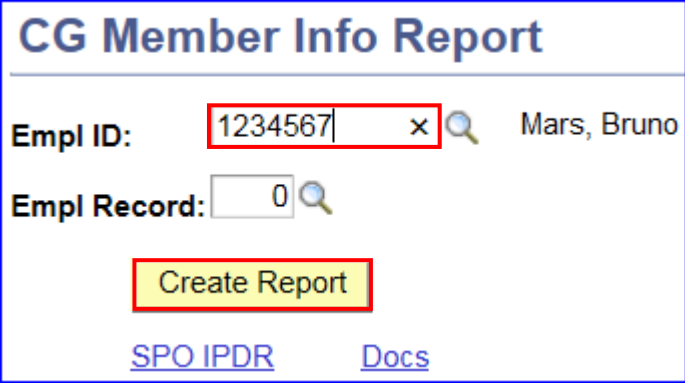


Member Info Report

Introduction This guide provides the procedures for how to view a Member's Info Report.

Procedures See below.

Step	Action
<p>1</p>	<p>Select the Member Info Report link in the Self Service for Commands pagelet.</p>  <p>The screenshot shows a web interface titled "Self Service for Commands". It has two columns: "Reports" and "Use". Under "Reports", there are several links: "Positions at a Department", "Member All Duty Report", "Member Info Report" (highlighted with a red box), "PDE by Dept", "SWE Profile Letter by Dept", "SWE Profile Letter by Member", "SWE PDE", "Department Role Query - PPC", "Department Role Query - Field", and "1 More...". Under "Use", there is a link for "Command Information".</p>
<p>2</p>	<p>Enter the member's Empl ID, then click Create Report.</p>  <p>The screenshot shows a form titled "CG Member Info Report". It has two input fields: "Empl ID:" with the value "1234567" (highlighted with a red box) and "Empl Record:" with the value "0". There is a "Create Report" button (highlighted with a red box) and two links at the bottom: "SPO IPDR" and "Docs".</p>

Continued on next page

Member Info Report, Continued

Procedures,
continued

Step	Action																																																																																																
3	<p>A new window will open and display the Member's information (if applicable) including: biographical information, security clearance, career summary, service dates, reserve info, training, correspondence courses, competencies, officer specialties, honors and awards, languages, licenses and certificates, memberships, education and test results. These items are unique to each member. The report can be saved and/or printed.</p> <table border="1" data-bbox="352 712 1374 1541"> <thead> <tr> <th colspan="4" data-bbox="352 712 1374 768">COAST GUARD MEMBER INFORMATION</th> </tr> </thead> <tbody> <tr> <td colspan="4" data-bbox="352 768 1374 801">Identification</td> </tr> <tr> <td data-bbox="352 801 576 835">Name:</td> <td data-bbox="576 801 938 835">Bruno Mars</td> <td data-bbox="938 801 1086 835">Employee ID:</td> <td data-bbox="1086 801 1374 835">1234567 / 0</td> </tr> <tr> <td colspan="4" data-bbox="352 835 1374 869">Current Employment Information</td> </tr> <tr> <td data-bbox="352 869 560 902">Company:</td> <td data-bbox="560 869 911 902">ACG</td> <td data-bbox="911 869 1086 902">AO Code:</td> <td data-bbox="1086 869 1374 902">RMED</td> </tr> <tr> <td data-bbox="352 902 560 936">Rank:</td> <td data-bbox="560 902 911 936">YN2</td> <td data-bbox="911 902 1086 936">Component:</td> <td data-bbox="1086 902 1374 936"></td> </tr> <tr> <td data-bbox="352 936 560 969">Reg Region/Empl Cls:</td> <td data-bbox="560 936 911 969">RSV/SEL</td> <td data-bbox="911 936 1086 969">Job Code:</td> <td data-bbox="1086 936 1374 969">Second Class Yeoman</td> </tr> <tr> <td data-bbox="352 969 560 1003">Current Location:</td> <td data-bbox="560 969 911 1003">CG PPC TOPEKA KS</td> <td data-bbox="911 969 1086 1003">Country:</td> <td data-bbox="1086 969 1374 1003">USA</td> </tr> <tr> <td colspan="4" data-bbox="352 1003 1374 1037">Addresses</td> </tr> <tr> <td data-bbox="352 1037 560 1081">Home Address:</td> <td data-bbox="560 1037 938 1081">201 Beachwalk St. Honolulu, HI 96815</td> <td data-bbox="938 1037 1086 1081">Effective As Of:</td> <td data-bbox="1086 1037 1374 1081">2018-07-18</td> </tr> <tr> <td data-bbox="352 1081 560 1126">Home of Record Address:</td> <td data-bbox="560 1081 938 1126">201 Beachwalk St. Honolulu, HI 96815</td> <td data-bbox="938 1081 1086 1126">Effective As Of:</td> <td data-bbox="1086 1081 1374 1126">2015-01-11</td> </tr> <tr> <td data-bbox="352 1126 560 1171">Mailing Address:</td> <td data-bbox="560 1126 938 1171">8555 Beverly Blvd Los Angeles, CA 90048</td> <td data-bbox="938 1126 1086 1171">Effective As Of:</td> <td data-bbox="1086 1126 1374 1171">2018-07-18</td> </tr> <tr> <td data-bbox="352 1171 560 1216">Thrift Savings Plan Address:</td> <td data-bbox="560 1171 938 1216">8555 Beverly Blvd Los Angeles, CA 90048</td> <td data-bbox="938 1171 1086 1216">Effective As Of:</td> <td data-bbox="1086 1171 1374 1216">2018-07-18</td> </tr> <tr> <td colspan="4" data-bbox="352 1216 1374 1249">Phone Numbers</td> </tr> <tr> <td data-bbox="352 1249 560 1283">Main Phone:</td> <td colspan="3" data-bbox="560 1249 1374 1283">555/555-5555</td> </tr> <tr> <td data-bbox="352 1283 560 1317">Mobile Phone:</td> <td colspan="3" data-bbox="560 1283 1374 1317">555/555-5555</td> </tr> <tr> <td colspan="4" data-bbox="352 1317 1374 1350">Email Addresses</td> </tr> <tr> <td data-bbox="352 1350 560 1384">Business Email:</td> <td colspan="3" data-bbox="560 1350 1374 1384">bruno.mars@uscg.mil</td> </tr> <tr> <td data-bbox="352 1384 560 1417">Home Email:</td> <td colspan="3" data-bbox="560 1384 1374 1417">bruno.mars@uscg.mil</td> </tr> <tr> <td colspan="4" data-bbox="352 1417 1374 1451">Employee Information</td> </tr> <tr> <td data-bbox="352 1451 560 1485">Birth Location:</td> <td data-bbox="560 1451 938 1485">BRADENTON</td> <td data-bbox="938 1451 1086 1485">Date of Birth:</td> <td data-bbox="1086 1451 1374 1485">1975-01-23</td> </tr> <tr> <td data-bbox="352 1485 560 1518">Country:</td> <td colspan="3" data-bbox="560 1485 1374 1518"></td> </tr> <tr> <td data-bbox="352 1518 560 1552">Marital Status:</td> <td colspan="3" data-bbox="560 1518 1374 1552"></td> </tr> <tr> <td data-bbox="352 1552 560 1585">COLO Flag:</td> <td colspan="3" data-bbox="560 1552 1374 1585">IN</td> </tr> </tbody> </table>	COAST GUARD MEMBER INFORMATION				Identification				Name:	Bruno Mars	Employee ID:	1234567 / 0	Current Employment Information				Company:	ACG	AO Code:	RMED	Rank:	YN2	Component:		Reg Region/Empl Cls:	RSV/SEL	Job Code:	Second Class Yeoman	Current Location:	CG PPC TOPEKA KS	Country:	USA	Addresses				Home Address:	201 Beachwalk St. Honolulu, HI 96815	Effective As Of:	2018-07-18	Home of Record Address:	201 Beachwalk St. Honolulu, HI 96815	Effective As Of:	2015-01-11	Mailing Address:	8555 Beverly Blvd Los Angeles, CA 90048	Effective As Of:	2018-07-18	Thrift Savings Plan Address:	8555 Beverly Blvd Los Angeles, CA 90048	Effective As Of:	2018-07-18	Phone Numbers				Main Phone:	555/555-5555			Mobile Phone:	555/555-5555			Email Addresses				Business Email:	bruno.mars@uscg.mil			Home Email:	bruno.mars@uscg.mil			Employee Information				Birth Location:	BRADENTON	Date of Birth:	1975-01-23	Country:				Marital Status:				COLO Flag:	IN		
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