
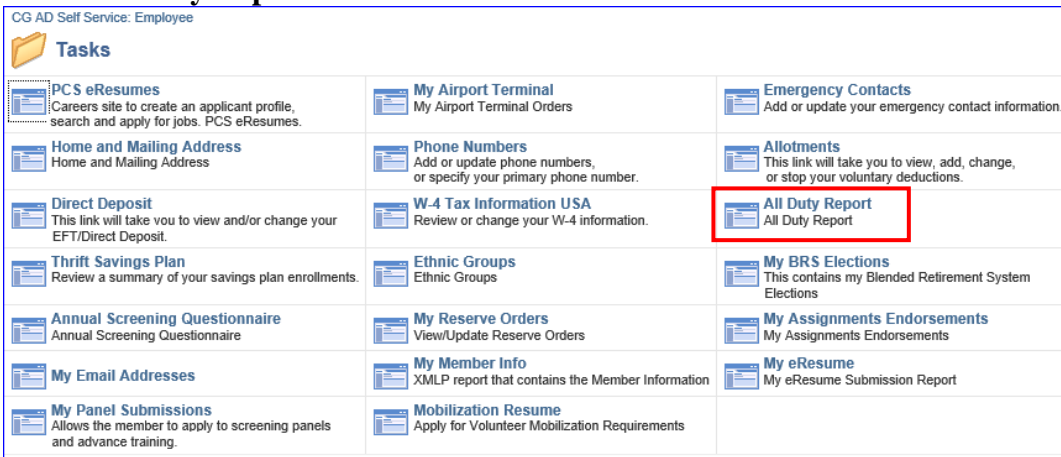


All Duty Report

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

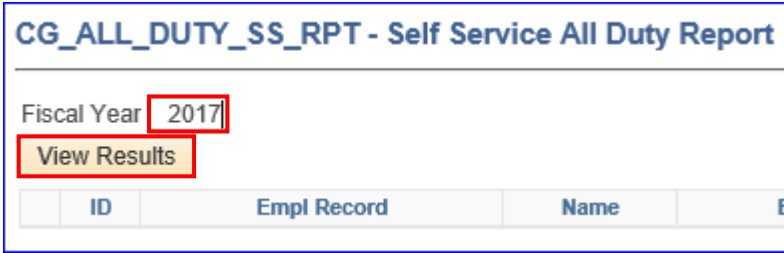
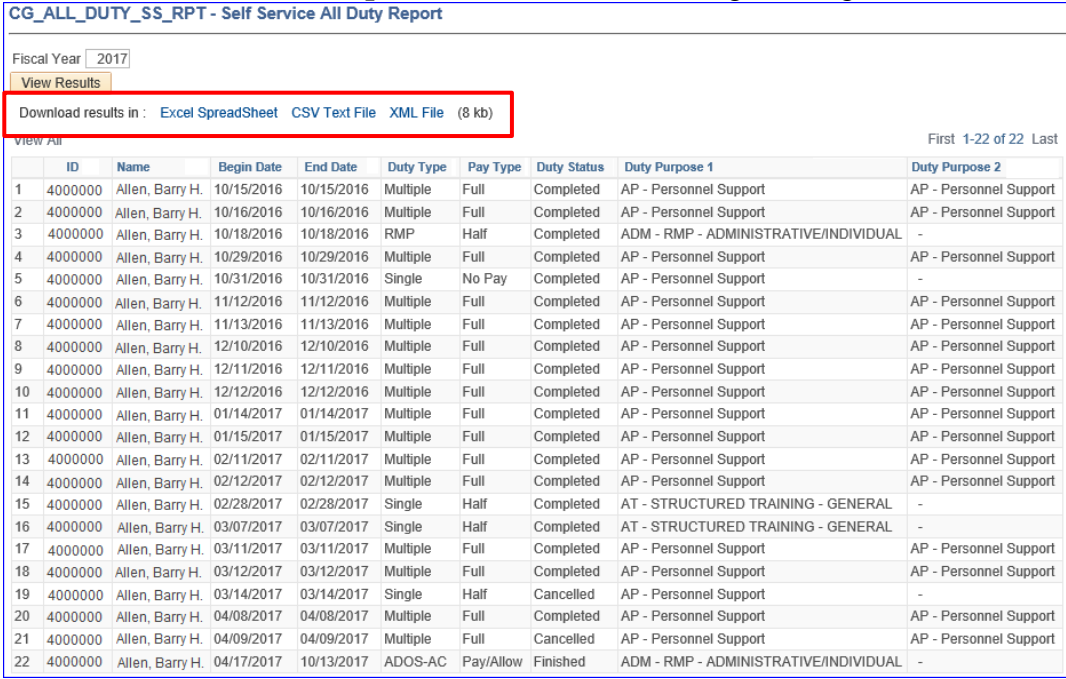
Procedures See below.

Step	Action
1	<p>Select 11 More... under Tasks in the Employee pagelet.</p>  <p>The screenshot shows a window titled 'Employee' with a refresh icon and a settings dropdown. It contains two columns of links. The left column lists: Tasks, 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 11 More... (highlighted with a red box). The right column lists: View, 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>
2	<p>Select All Duty Report.</p>  <p>The screenshot shows the 'CG AD Self Service: Employee' page with a 'Tasks' section. It contains a grid of task cards. The 'All Duty Report' card is highlighted with a red box. The 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, Annual Screening Questionnaire, My Reserve Orders, My Assignments Endorsements, My Email Addresses, My Member Info, My eResume, and My Panel Submissions. The 'All Duty Report' card description is: 'All Duty Report'.</p>

Continued on next page

All Duty Report, Continued

Procedures,
continued

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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>  <table border="1" data-bbox="316 1039 1385 1563"> <thead> <tr> <th>ID</th> <th>Name</th> <th>Begin Date</th> <th>End Date</th> <th>Duty Type</th> <th>Pay Type</th> <th>Duty Status</th> <th>Duty Purpose 1</th> <th>Duty Purpose 2</th> </tr> </thead> <tbody> <tr><td>1</td><td>Allen, Barry H.</td><td>10/15/2016</td><td>10/15/2016</td><td>Multiple</td><td>Full</td><td>Completed</td><td>AP - Personnel Support</td><td>AP - Personnel Support</td></tr> <tr><td>2</td><td>Allen, Barry H.</td><td>10/16/2016</td><td>10/16/2016</td><td>Multiple</td><td>Full</td><td>Completed</td><td>AP - Personnel Support</td><td>AP - Personnel Support</td></tr> <tr><td>3</td><td>Allen, Barry H.</td><td>10/18/2016</td><td>10/18/2016</td><td>RMP</td><td>Half</td><td>Completed</td><td>ADM - RMP - ADMINISTRATIVE/INDIVIDUAL</td><td>-</td></tr> <tr><td>4</td><td>Allen, Barry H.</td><td>10/29/2016</td><td>10/29/2016</td><td>Multiple</td><td>Full</td><td>Completed</td><td>AP - 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