

# Completing the Annual Screening Questionnaire

## Overview

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**Introduction** This guide provides the procedures for completing the Annual Screening Questionnaire (ASQ) in Direct Access (DA) and the procedures when counseling is required for member submitted ASQ's.

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**Information** Federal law requires that all Ready Reservists (Selected Reservists (SELRES) and Individual Ready Reservists (IRR)) be annually screened to ensure their availability and fitness for duty if mobilized. Coast Guard Reservists submit updated information to their chain of command via the ASQ.

Reserve members serving on Extended Active Duty (EAD) contracts are not in the Ready Reserve and do not need to complete the ASQ. However, they should complete the ASQ as soon as possible following their release from active duty.

The ASQ may be submitted as often as necessary, however only one can be completed in a calendar day.

**NOTE:** Members are required to submit an ASQ between 1 August and 31 October each year. The questionnaire is designed to be done as often as the information or recall availability changes at any time of the year.

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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## Contents


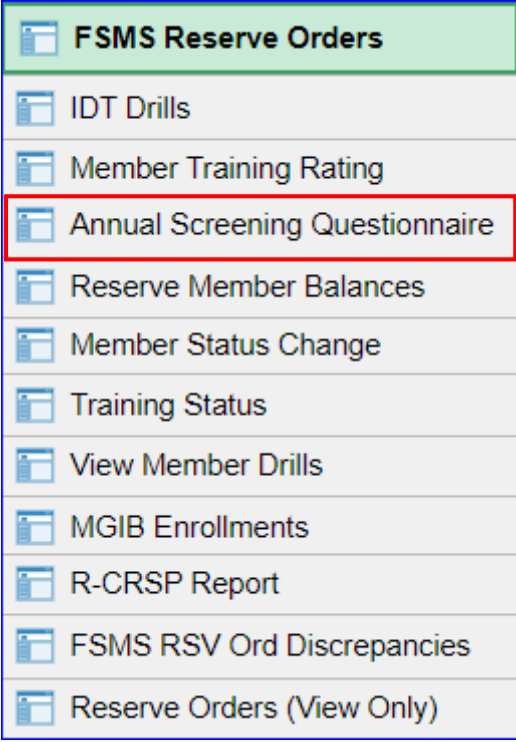
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# Completing the ASQ

**Introduction** This section provides the procedures for completing the ASQ in DA.

**Procedures** See below.

Step	Action
1	<p>Click on the <b>Reserve Administration</b> Tile.</p> 
1.5	<p>Select the <b>Annual Screening Questionnaire</b> option.</p> 

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## Completing the ASQ, Continued

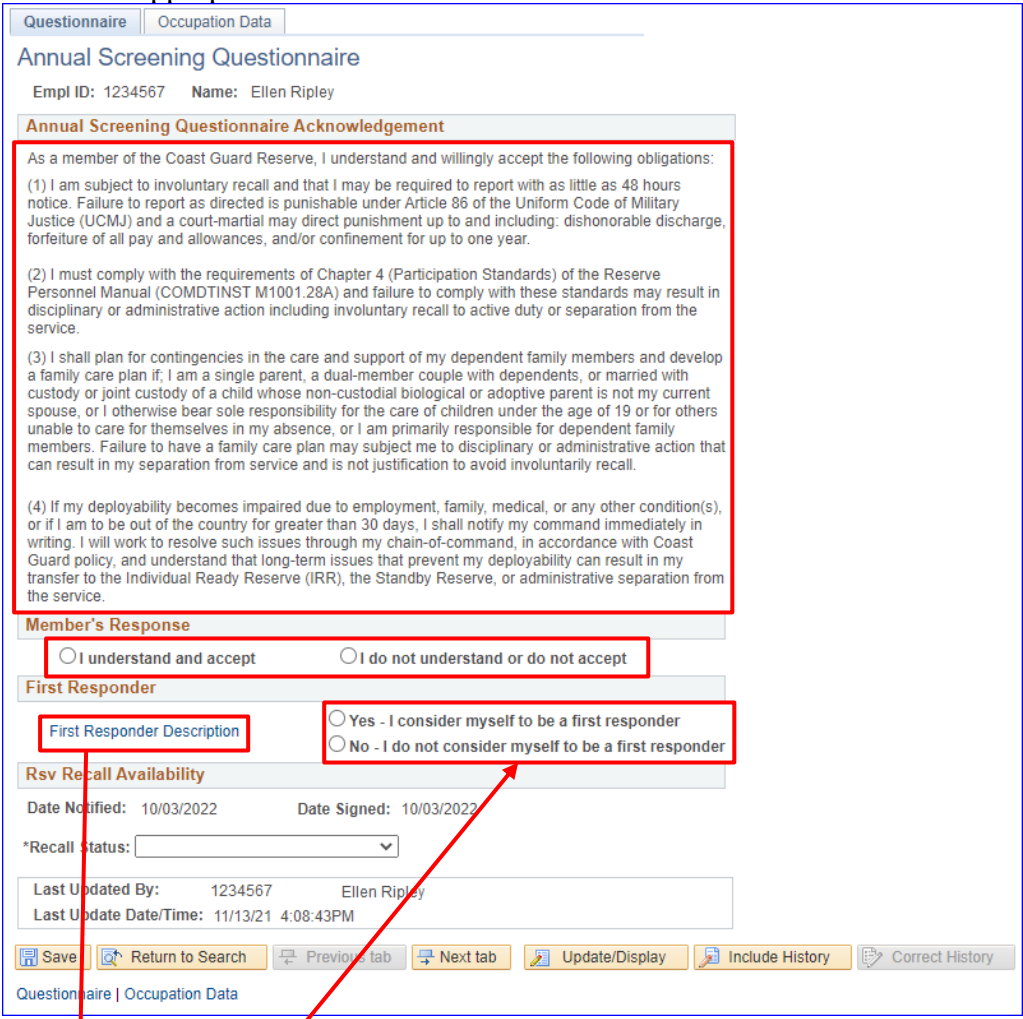
Procedures,  
continued

Step	Action
2	<p>Enter the member's <b>Empl ID</b> and click <b>Search</b>. The Correct History box is auto checked.</p> <div data-bbox="327 528 1305 1272" style="border: 1px solid blue; padding: 5px;"> <p><b>Annual Screening Questionnaire</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><input type="button" value="Find an Existing Value"/></p> <p>▼ <b>Search Criteria</b></p> <p>Empl ID <input type="text" value="begins with"/> <input style="border: 2px solid red;" type="text" value="1234567"/></p> <p>Name <input type="text" value="begins with"/></p> <p>Last Name <input type="text" value="begins with"/></p> <p>Second Last Name <input type="text" value="begins with"/></p> <p>Alternate Character Name <input type="text" value="begins with"/></p> <p>Middle Name <input type="text" value="begins with"/></p> <p>Business Unit <input type="text" value="begins with"/></p> <p>Department Set ID <input type="text" value="begins with"/> <input type="button" value="Search"/></p> <p>Department <input type="text" value="begins with"/> <input type="button" value="Search"/></p> <p><input type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><input style="border: 2px solid red;" 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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# Completing the ASQ, Continued


Procedures,  
continued

Step	Action
3	<p>The Questionnaire tab will display. Read the <b>Annual Screening Questionnaire Acknowledgement</b> section and select a radio button in the <b>Member's Response</b> section. Click the <b>First Responder Description</b> link, read and click <b>Return</b>. Select the appropriate <b>radio button</b>.</p>  <p><b>Annual Screening Questionnaire Acknowledgement</b></p> <p>As a member of the Coast Guard Reserve, I understand and willingly accept the following obligations:</p> <p>(1) I am subject to involuntary recall and that I may be required to report with as little as 48 hours notice. Failure to report as directed is punishable under Article 86 of the Uniform Code of Military Justice (UCMJ) and a court-martial may direct punishment up to and including: dishonorable discharge, forfeiture of all pay and allowances, and/or confinement for up to one year.</p> <p>(2) I must comply with the requirements of Chapter 4 (Participation Standards) of the Reserve Personnel Manual (COMDTINST M1001.28A) and failure to comply with these standards may result in disciplinary or administrative action including involuntary recall to active duty or separation from the service.</p> <p>(3) I shall plan for contingencies in the care and support of my dependent family members and develop a family care plan if, I am a single parent, a dual-member couple with dependents, or married with custody or joint custody of a child whose non-custodial biological or adoptive parent is not my current spouse, or I otherwise bear sole responsibility for the care of children under the age of 19 or for others unable to care for themselves in my absence, or I am primarily responsible for dependent family members. Failure to have a family care plan may subject me to disciplinary or administrative action that can result in my separation from service and is not justification to avoid involuntarily recall.</p> <p>(4) If my deployability becomes impaired due to employment, family, medical, or any other condition(s), or if I am to be out of the country for greater than 30 days, I shall notify my command immediately in writing. I will work to resolve such issues through my chain-of-command, in accordance with Coast Guard policy, and understand that long-term issues that prevent my deployability can result in my transfer to the Individual Ready Reserve (IRR), the Standby Reserve, or administrative separation from the service.</p> <p><b>Member's Response</b></p> <p><input type="radio"/> I understand and accept      <input type="radio"/> I do not understand or do not accept</p> <p><b>First Responder</b></p> <p><a href="#">First Responder Description</a>      <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> <p><b>Rsv Recall Availability</b></p> <p>Date Notified: 10/03/2022      Date Signed: 10/03/2022</p> <p>*Recall Status: <input type="text"/></p> <p>Last Updated By: 1234567      Ellen Ripley  Last Update Date/Time: 11/13/21 4:08:43PM</p> <p>Save    Return to Search    Previous tab    Next tab    Update/Display    Include History    Correct History</p> <p>Questionnaire   Occupation Data</p> <p><b>First Responder Description</b></p> <p>The men and women who are first on the scene in an official capacity as a domestic natural or man-made disaster unfolds. First responders are generally State and local law enforcement officers (to include SWAT teams, bomb-dog teams, and bomb squads), firemen (including hazardous material and search and rescue personnel), and emergency medical technicians.</p> <p><input type="button" value="Return"/></p>

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## Completing the ASQ, Continued

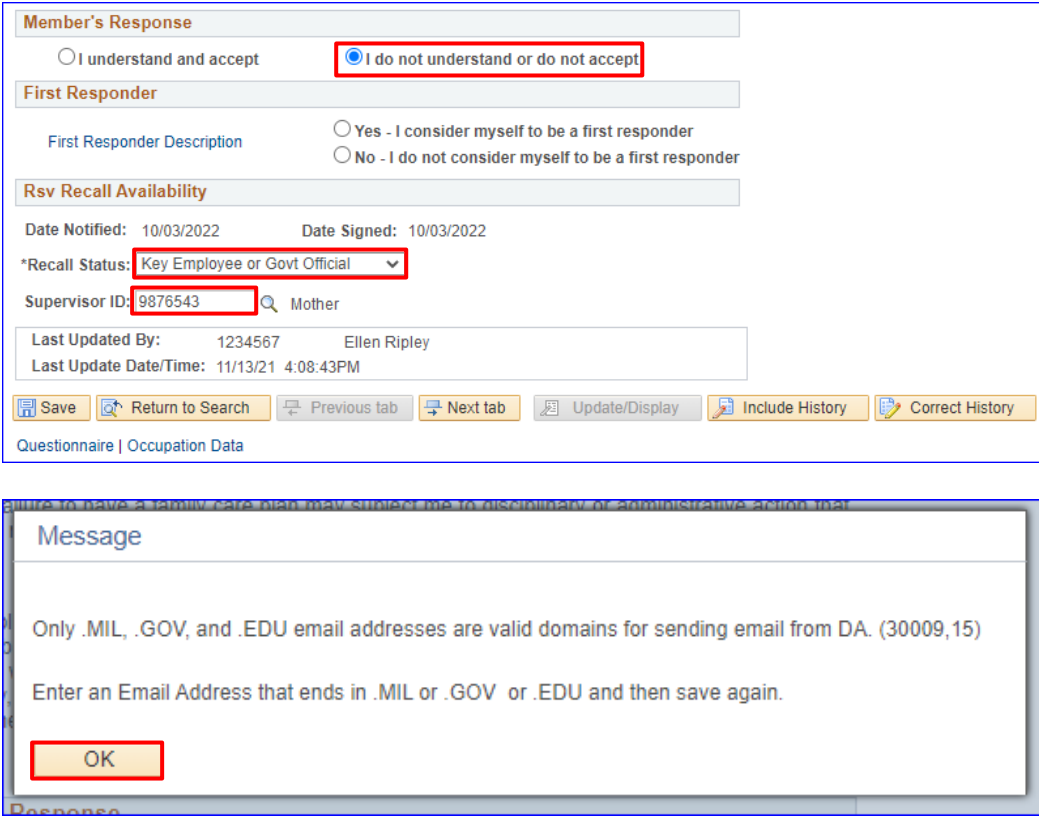
Procedures,  
continued

Step	Action
4	<p>In the Rsv Recall Availability section, select the <b>Recall Status</b> from the drop-down.</p> <ul style="list-style-type: none"> <li>• <b>Available for Recall</b> – Select if currently available for recall.</li> <li>• <b>Community or Family Hardship</b> – Select if not available for recall due to financial or family hardship. Document the extenuating circumstances that prevent mobilization.</li> <li>• <b>Critical Civilian Occupation</b> – Select if not available for recall due to employment in a critical civilian industry or profession. Document the extenuating circumstances that prevent mobilization. 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).</li> <li>• <b>Key Employee or Govt Official</b> – Select if not available for recall due to employment in a key federal position. See appropriate agency (full-time employer of USCGR member) instruction for written designation. The USCG’s policy to identify its civilian positions is described in <a href="#">Screening of Civilian Employees in the Reserve Components, COMDTINST 12910.1A (series)</a>.</li> <li>• <b>Other</b> – Select if not available for recall for a reason not listed. Document the extenuating circumstances that prevent mobilization.</li> </ul>  <p>The screenshot shows a web form titled "Rsv Recall Availability". It includes fields for "Date Notified" (10/03/2022) and "Date Signed" (10/03/2022). A dropdown menu for "*Recall Status:" is open, showing five options: "Available for Recall", "Community or Family Hardship", "Critical Civilian Occupation", "Key Employee or Govt Official", and "Other". The "Available for Recall" option is highlighted with a red box. Below the dropdown, there are fields for "Last Updated" and "Last Update D", and a name field containing "Ripley". At the bottom, there are buttons for "Save", "Return to Search", "Previous tab", "Next tab", and "Update/Display". A breadcrumb trail at the bottom reads "Questionnaire   Occupation Data".</p>

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## Completing the ASQ, Continued

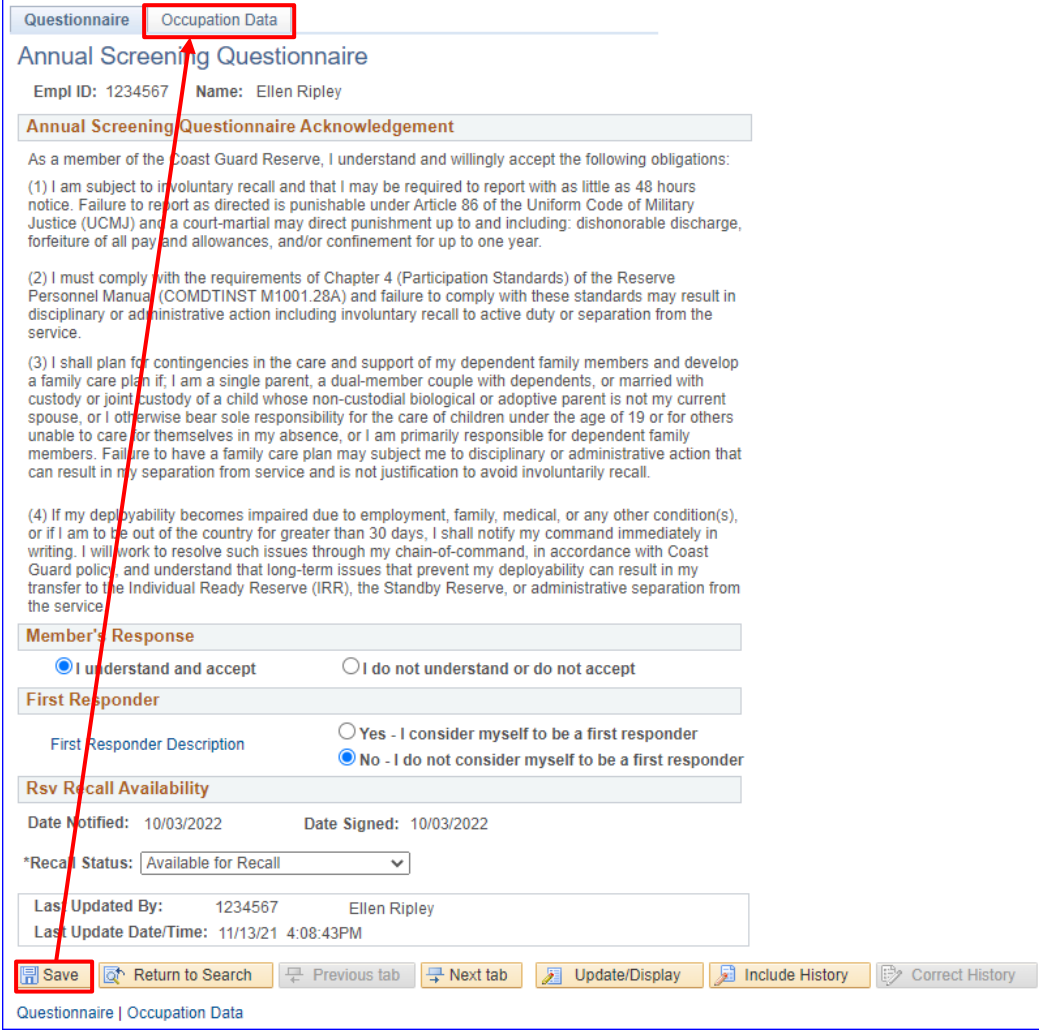
Procedures,  
continued

Step	Action
5	<p>If the <b>I do not understand or do not accept</b> radio button in the Member's Response section is selected, or anything other than Available in the <b>Recall Status</b> field is chosen, a <b>Supervisor ID</b> number must be entered to forward the ASQ for review and counsel by the chain of command.</p> <p><b>NOTE:</b> After saving, the ASQ will be routed to the supervisor via email. <b>The supervisor must have a current uscg.mil email address.</b> See the below Message for an invalid email address. Click <b>OK</b>.</p> 

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# Completing the ASQ, Continued

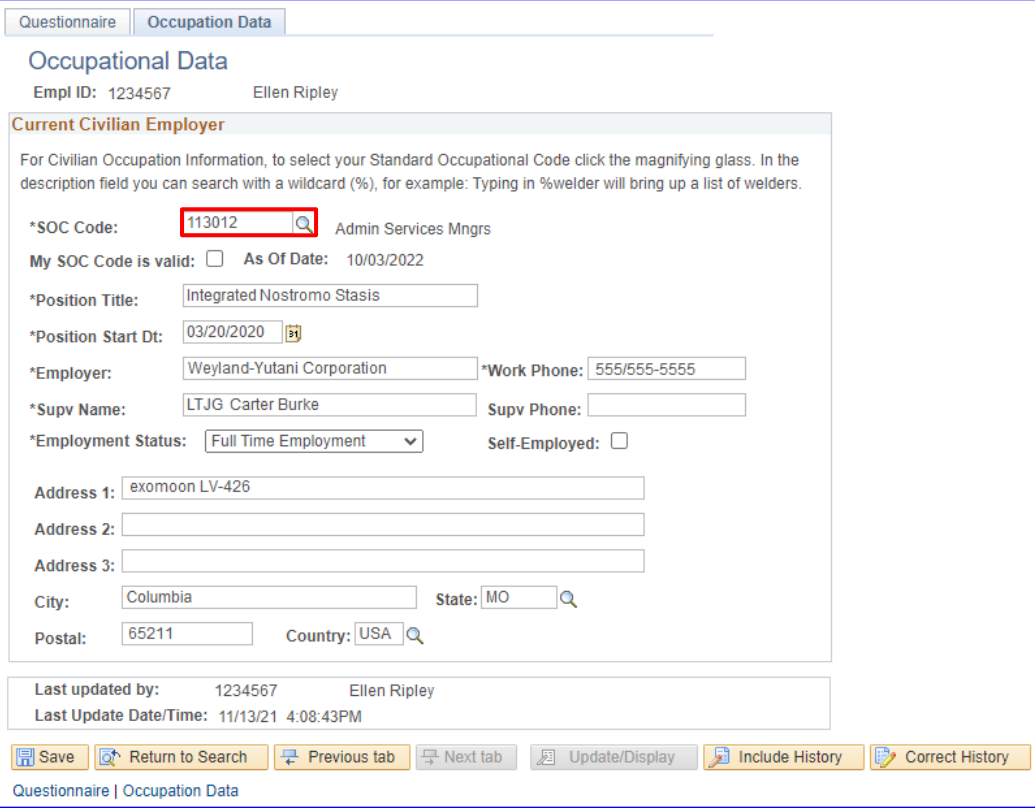
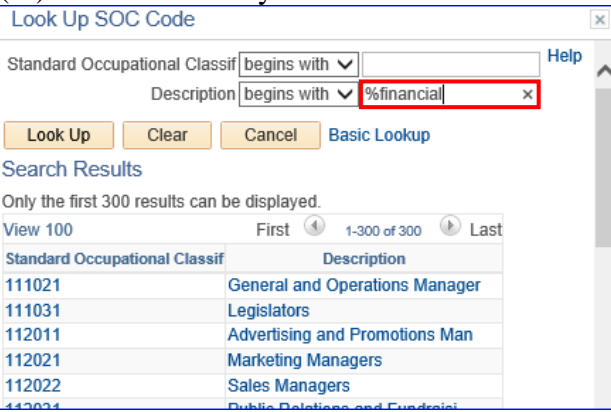
Procedures,  
continued

Step	Action
6	<p>Once completed, click <b>Save</b>. Select the <b>Occupation Data</b> tab.</p>  <p>The screenshot shows the 'Annual Screening Questionnaire' for Ellen Ripley (Empl ID: 1234567). The 'Occupation Data' tab is selected. The form contains several sections: 'Annual Screening Questionnaire Acknowledgement' with four numbered paragraphs of text; 'Member's Response' with radio buttons for 'I understand and accept' (selected) and 'I do not understand or do not accept'; 'First Responder' with radio buttons for 'Yes - I consider myself to be a first responder' and 'No - I do not consider myself to be a first responder' (selected); and 'Rsv Recall Availability' with a dropdown menu set to 'Available for Recall'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous tab', 'Next tab', 'Update/Display', 'Include History', and 'Correct History'. The 'Save' button is highlighted with a red box, and a red arrow points from it to the 'Occupation Data' tab.</p>

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# Completing the ASQ, Continued

Procedures,  
continued

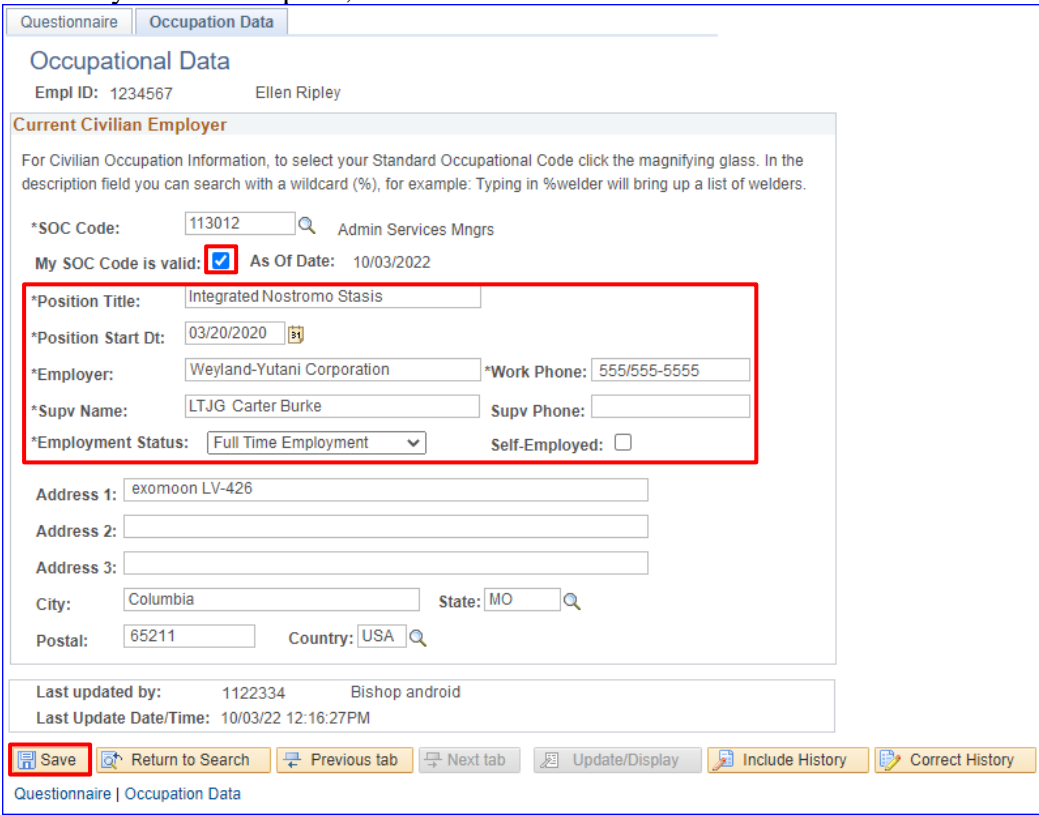
Step	Action														
7	<p>The Occupation Data screen will display. To update the <b>SOC Code</b> data, click the <b>Lookup</b> icon and make a selection.</p> 														
8	<p>Scroll through the selections or use the <b>Description</b> box by using the wildcard (%) feature and a key word.</p>  <table border="1" data-bbox="331 1720 837 1883"> <thead> <tr> <th>Standard Occupational Classif</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>111021</td> <td>General and Operations Manager</td> </tr> <tr> <td>111031</td> <td>Legislators</td> </tr> <tr> <td>112011</td> <td>Advertising and Promotions Man</td> </tr> <tr> <td>112021</td> <td>Marketing Managers</td> </tr> <tr> <td>112022</td> <td>Sales Managers</td> </tr> <tr> <td>112024</td> <td>Public Relations and Fundrais</td> </tr> </tbody> </table>	Standard Occupational Classif	Description	111021	General and Operations Manager	111031	Legislators	112011	Advertising and Promotions Man	112021	Marketing Managers	112022	Sales Managers	112024	Public Relations and Fundrais
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## Completing the ASQ, Continued

Procedures,  
continued

Step	Action
9	<p>Enter the civilian employment data. Mandatory fields are denoted by an asterisk (*). Check the <b>My SOC Code is valid</b> box whether the information remains unchanged, or it is updated. The system will validate the supplied Occupational Data codes and prompt you to update the Standard Occupational Code if necessary. When complete, click <b>Save</b>.</p>  <p>The screenshot shows the 'Occupational Data' form for Ellen Ripley (Empl ID: 1234567). The 'Current Civilian Employer' section is highlighted with a red box. The fields within this section are:         <ul style="list-style-type: none"> <li>*SOC Code: 113012 (Admin Services Mngrs)</li> <li>My SOC Code is valid: <input checked="" type="checkbox"/> (As Of Date: 10/03/2022)</li> <li>*Position Title: Integrated Nostromo Stasis</li> <li>*Position Start Dt: 03/20/2020</li> <li>*Employer: Weyland-Yutani Corporation</li> <li>*Work Phone: 555/555-5555</li> <li>*Supv Name: LTJG Carter Burke</li> <li>Supv Phone: (empty)</li> <li>*Employment Status: Full Time Employment</li> <li>Self-Employed: <input type="checkbox"/></li> </ul>         Below this section are address fields (Address 1: exomoon LV-426), city (Columbia), state (MO), and postal (65211) fields. At the bottom, the 'Save' button is highlighted with a red box.       </p>

# Supervisor Notification

**Introduction** This section provides the procedures when counseling is required for member submitted ASQ's.

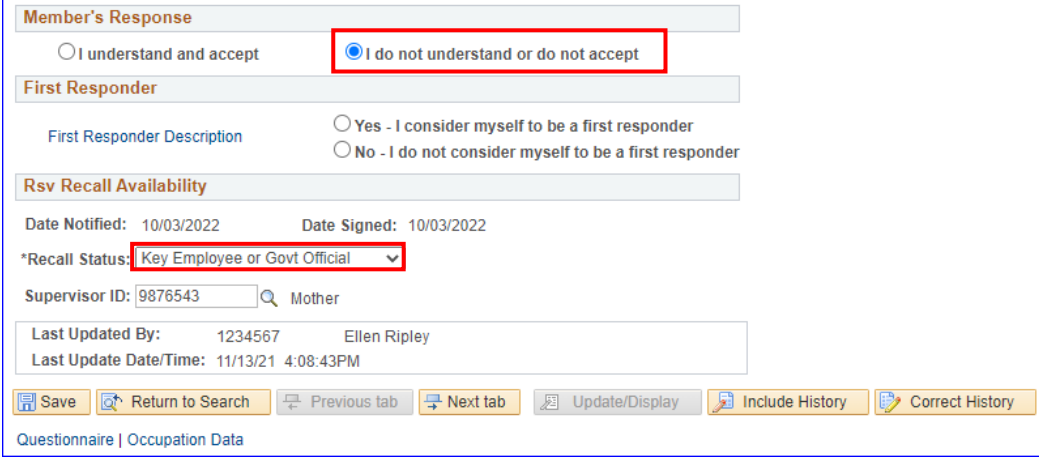
**Procedures** See below.

Step	Action
1	<p>When members indicate on the ASQ:</p> <ul style="list-style-type: none"> <li>• They do not understand or do not accept,</li> <li>• Recall Status is other than Available for Recall,</li> </ul> <p>The system prompts for a supervisor's Empl ID to be entered for follow-up counseling or action (transfer to IRR or discharge).</p> <p>An email notification to the supervisor is only generated when the Reservist chooses the <b>I do not understand or do not accept</b> radio button or any other selection other than <b>Available for Recall</b> is selected in the Recall Status drop-down.</p> <p>A view-only <b>link</b> for the Reservist's ASQ is attached to the email for review. The supervisor must have a valid uscg.mil or .gov email address in DA for this function to work as intended.</p> <p><b>This view is only accessible from the link provided in the email. The ASQ cannot be accessed by navigating in DA.</b></p> <div style="border: 1px solid black; padding: 5px;"> <p><b>From:</b> DoNotReply_hcenv3@direct-access.us [mailto:DoNotReply_hcenv3@direct-access.us]  <b>Sent:</b> Tuesday Oct 4, 2022 3:12PM  <b>To:</b> Biship android  <b>Subject:</b> An Annual Screening Questionnaire requires review</p> <p>Please view in HTML.</p> <p>A reserve member has indicated a response on the Annual Screening Questionnaire that requires review.</p> <p>The member has indicated that they do not understand or accept the requirement to complete the Questionnaire and/or that the member is not available for recall. These responses can lead to the member being discharged.</p> <p>Click on the link below to access the member's data.</p> <p><a href="#">Click here</a></p> <p>Logon to Direct Access before opening the link for better results.</p> </div>

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## Supervisor Notification, Continued

Procedures,  
continued

Step	Action
2	<p>After logging into Direct Access and clicking the email link, the members ASQ will display identifying the <b>responses submitted</b>. The supervisor is required to review the information and counsel the member on the impact of their selections.</p>  <p>The screenshot shows a web form with the following elements:</p> <ul style="list-style-type: none"> <li><b>Member's Response:</b> Two radio buttons: "I understand and accept" (unselected) and "I do not understand or do not accept" (selected and highlighted with a red box).</li> <li><b>First Responder:</b> A section with a "First Responder Description" label and two radio buttons: "Yes - I consider myself to be a first responder" (unselected) and "No - I do not consider myself to be a first responder" (unselected).</li> <li><b>Rsv Recall Availability:</b> A section with "Date Notified: 10/03/2022" and "Date Signed: 10/03/2022". Below this is a dropdown menu for "*Recall Status:" with "Key Employee or Govt Official" selected and highlighted with a red box.</li> <li><b>Supervisor ID:</b> A text input field containing "9876543" and a search icon, followed by the name "Mother".</li> <li><b>Last Updated By:</b> "1234567 Ellen Ripley"</li> <li><b>Last Update Date/Time:</b> "11/13/21 4:08:43PM"</li> <li><b>Buttons:</b> "Save", "Return to Search", "Previous tab", "Next tab", "Update/Display", "Include History", and "Correct History".</li> <li><b>Footer:</b> "Questionnaire   Occupation Data"</li> </ul>
3	<p>After counseling, the command will determine if the member is suitable for continued service, needs to be transferred to the IRR, or possibly discharged.</p>