

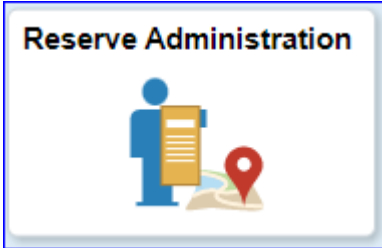
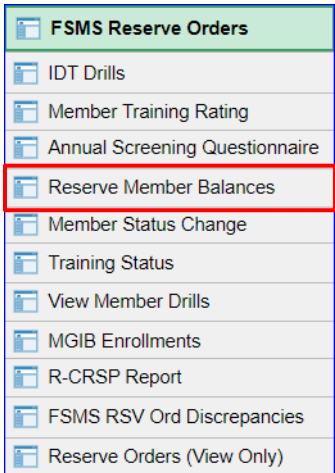
# Reserve Member Balances

**Introduction** This guide provides the procedures for viewing and printing a member’s Reserve Member Balances statement from Direct Access (DA).

**Information** The Reserve Member Balances statement is one of the most important documents for a Reservist. Reservists should review the statement regularly and report any discrepancies immediately to their command.

**Corrections** If any discrepancy is discovered on the statement, submit a request for correction with supporting documents via the chain of command to the SPO. In cases where the SPO cannot resolve, the SPO shall provide meaningful endorsement with any additional supporting documents available and forward the request to PPC Customer Care. Complete information for requesting corrections can be found at [Reserve Retirement Point Corrections](#).

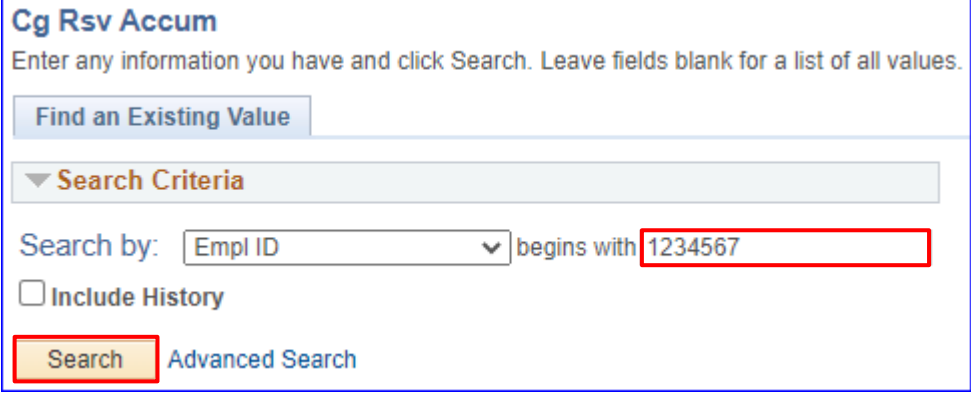
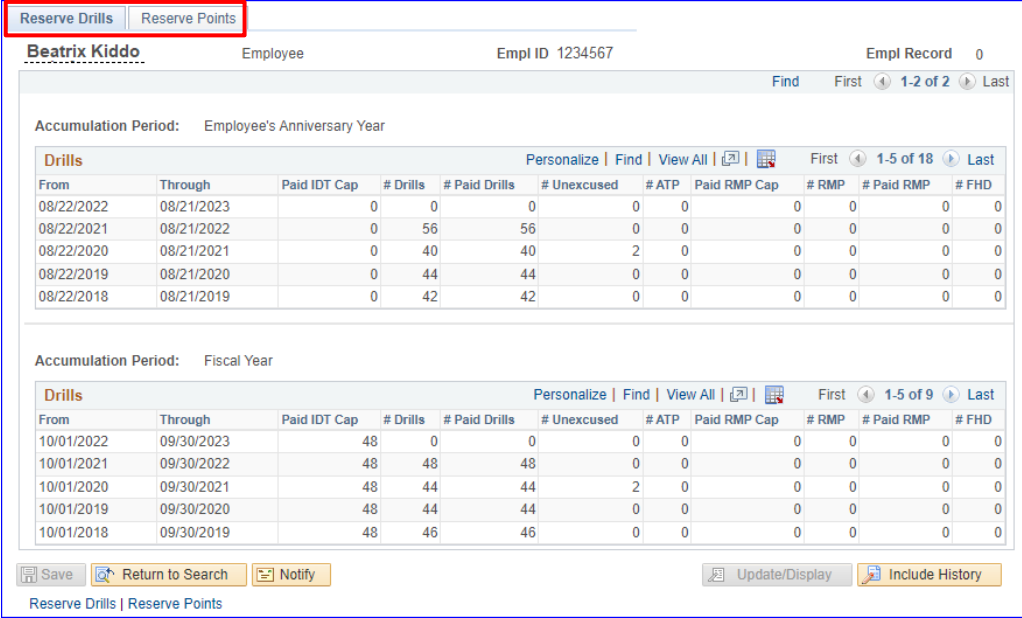
**Procedures** See below.

Step	Action
1	Click on the <b>Reserve Administration</b> Tile. 
1.5	Select the <b>Reserve Member Balances</b> option. 

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## Reserve Member Balances, Continued

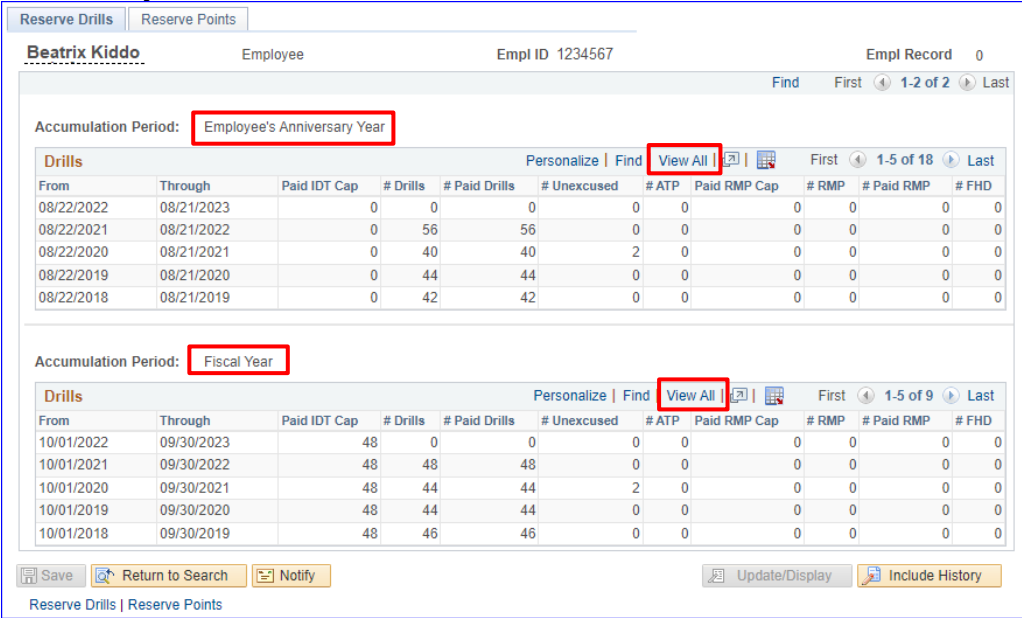
Procedures,  
continued

Step	Action																																																																																																																																				
2	<p>Enter the member's <b>Empl ID</b> and click <b>Search</b>.</p>  <p><b>Cg Rsv Accum</b> Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Search by: Empl ID begins with 1234567</p> <p><input type="checkbox"/> Include History</p> <p>Search Advanced Search</p>																																																																																																																																				
3	<p>The Reserve Member Balances statement will display. Two tabs, <b>Reserve Drills</b> and <b>Reserve Points</b> are available.</p>  <p>Reserve Drills Reserve Points</p> <p>Beatrix Kiddo Employee Empl ID 1234567 Empl Record 0</p> <p>Find First 1-2 of 2 Last</p> <p>Accumulation Period: Employee's Anniversary Year</p> <table border="1"> <thead> <tr> <th>From</th> <th>Through</th> <th>Paid IDT Cap</th> <th># Drills</th> <th># Paid Drills</th> <th># Unexcused</th> <th># ATP</th> <th>Paid RMP Cap</th> <th># RMP</th> <th># Paid RMP</th> <th># FHD</th> </tr> </thead> <tbody> <tr> <td>08/22/2022</td> <td>08/21/2023</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>08/22/2021</td> <td>08/21/2022</td> <td>0</td> <td>56</td> <td>56</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>08/22/2020</td> <td>08/21/2021</td> <td>0</td> <td>40</td> <td>40</td> <td>2</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>08/22/2019</td> <td>08/21/2020</td> <td>0</td> <td>44</td> <td>44</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>08/22/2018</td> <td>08/21/2019</td> <td>0</td> <td>42</td> <td>42</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Accumulation Period: Fiscal Year</p> <table border="1"> <thead> <tr> <th>From</th> <th>Through</th> <th>Paid IDT Cap</th> <th># Drills</th> <th># Paid Drills</th> <th># Unexcused</th> <th># ATP</th> <th>Paid RMP Cap</th> <th># RMP</th> <th># Paid RMP</th> <th># FHD</th> </tr> </thead> <tbody> <tr> <td>10/01/2022</td> <td>09/30/2023</td> <td>48</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>10/01/2021</td> <td>09/30/2022</td> <td>48</td> <td>48</td> <td>48</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>10/01/2020</td> <td>09/30/2021</td> <td>48</td> <td>44</td> <td>44</td> <td>2</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>10/01/2019</td> <td>09/30/2020</td> <td>48</td> <td>44</td> <td>44</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>10/01/2018</td> <td>09/30/2019</td> <td>48</td> <td>46</td> <td>46</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Save Return to Search Notify Update/Display Include History</p> <p>Reserve Drills Reserve Points</p>	From	Through	Paid IDT Cap	# Drills	# Paid Drills	# Unexcused	# ATP	Paid RMP Cap	# RMP	# Paid RMP	# FHD	08/22/2022	08/21/2023	0	0	0	0	0	0	0	0	0	08/22/2021	08/21/2022	0	56	56	0	0	0	0	0	0	08/22/2020	08/21/2021	0	40	40	2	0	0	0	0	0	08/22/2019	08/21/2020	0	44	44	0	0	0	0	0	0	08/22/2018	08/21/2019	0	42	42	0	0	0	0	0	0	From	Through	Paid IDT Cap	# Drills	# Paid Drills	# Unexcused	# ATP	Paid RMP Cap	# RMP	# Paid RMP	# FHD	10/01/2022	09/30/2023	48	0	0	0	0	0	0	0	0	10/01/2021	09/30/2022	48	48	48	0	0	0	0	0	0	10/01/2020	09/30/2021	48	44	44	2	0	0	0	0	0	10/01/2019	09/30/2020	48	44	44	0	0	0	0	0	0	10/01/2018	09/30/2019	48	46	46	0	0	0	0	0	0
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## Reserve Member Balances, Continued

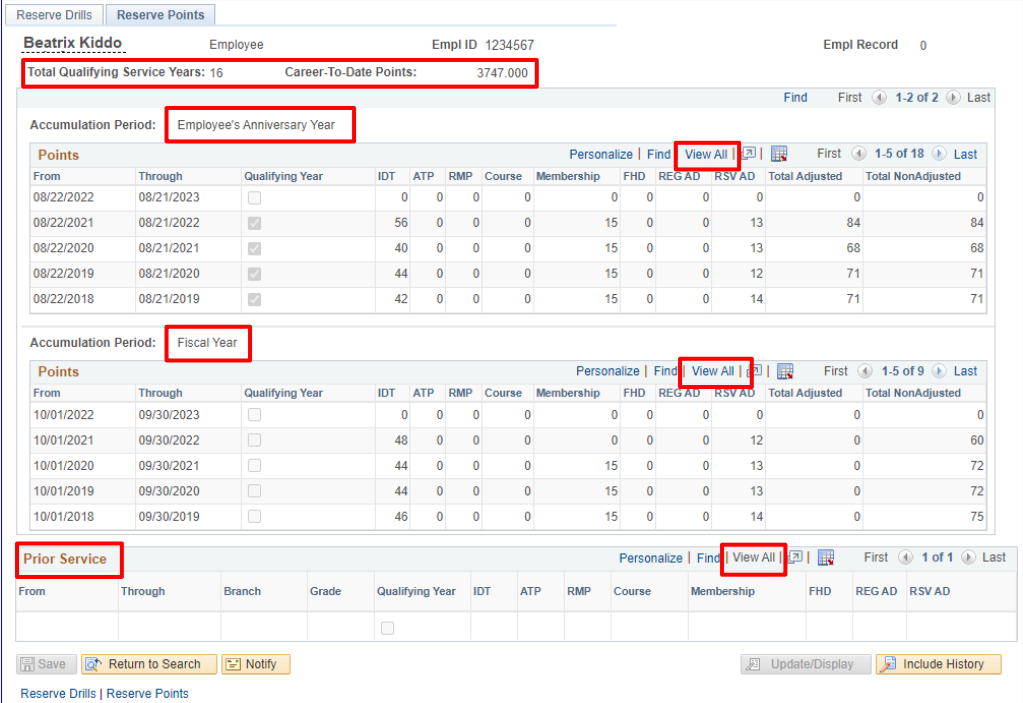
Procedures,  
continued

Step	Action
4	<p>The Reserve Drills tab provides the following information:</p> <ul style="list-style-type: none"> <li>• <b>Employee’s Anniversary Year</b> – identifies the number of drills and number of paid drills accumulated during the member’s Anniversary Year</li> <li>• <b>Fiscal Year</b> – identifies the number of drills and the number of paid drills accumulated during the Fiscal Year</li> </ul> <p>Click <b>View All</b> (if necessary) to see all the drills credited to the employee’s Anniversary Year and Fiscal Year.</p>  <p>The screenshot shows the 'Reserve Drills' interface for employee Beatrix Kiddo (Empl ID 1234567). It features two sections for drill accumulation: 'Employee's Anniversary Year' and 'Fiscal Year'. Each section includes a table with columns: From, Through, Paid IDT Cap, # Drills, # Paid Drills, # Unexcused, # ATP, Paid RMP Cap, # RMP, # Paid RMP, and # FHD. In the 'Employee's Anniversary Year' section, the 'View All' link is highlighted. In the 'Fiscal Year' section, the 'View All' link is also highlighted. Navigation buttons like 'Save', 'Return to Search', 'Notify', 'Update/Display', and 'Include History' are visible at the bottom.</p>

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## Reserve Member Balances, Continued

Procedures,  
continued

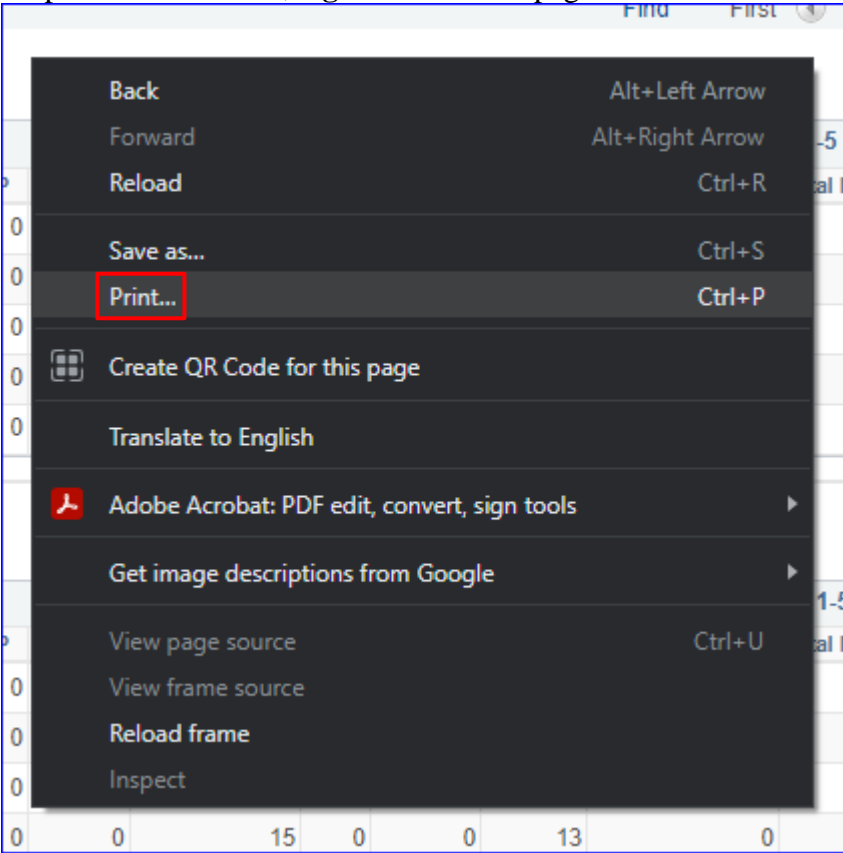
Step	Action
5	<p>The Reserve Points tab provides the following information:</p> <ul style="list-style-type: none"> <li>• <b>Total Qualifying Service Years</b> – displays the total number of qualified Years accumulated towards retirement</li> <li>• <b>Career-To-Date Points</b> – displays the total number of points earned towards retirement</li> <li>• <b>Employee’s Anniversary Year</b> – identifies the retirement points credited for Coast Guard service during the member’s Anniversary Year</li> <li>• <b>Fiscal Year</b> – identifies the retirement points credited for Coast Guard service during the Fiscal Year</li> <li>• <b>Prior Service</b> – identifies the retirement points credited for all military service performed prior to entering the Coast Guard</li> </ul> <p>Click <b>View All</b> (if necessary) to see all the drills credited to the employee’s Anniversary Year, Fiscal Year, and Prior Service.</p> 

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## Reserve Member Balances, Continued

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Procedures,  
continued

Step	Action
6	<p>To print the statement, <b>right click</b> on the page and select the <b>Print</b> option.</p>  <p>The screenshot shows a dark-themed browser context menu. The 'Print...' option is highlighted with a red rectangular box. Other visible options include 'Back', 'Forward', 'Reload', 'Save as...', 'Create QR Code for this page', 'Translate to English', 'Adobe Acrobat: PDF edit, convert, sign tools', 'Get image descriptions from Google', 'View page source', 'View frame source', 'Reload frame', and 'Inspect'. The menu is overlaid on a webpage with a grid pattern.</p>

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