


Member Info Report

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

- Information** This report will display the following information:
- Biographical information
 - Security clearance
 - Career summary
 - Service dates
 - Reserve info
 - Correspondence courses
 - Training info
 - Competencies
 - Officer specialties
 - Honors and awards
 - Languages
 - Licenses and certificates
 - Memberships
 - Education
 - Test results
-

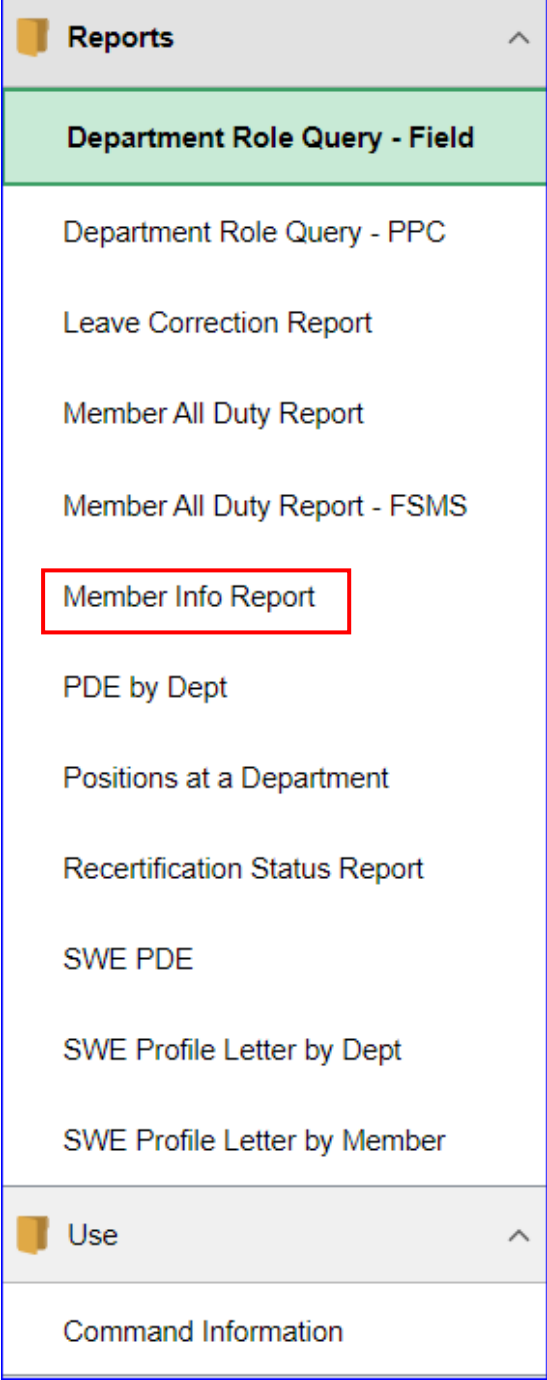
Procedures See below.

Step	Action
1	Click the Self Service for Commands tile.  The image shows a rectangular tile with a blue border. At the top, the text "Self Service for Commands" is written in blue. Below the text is a diagram consisting of a blue person icon at the top, with three arrows pointing down to three smaller blue person icons arranged horizontally below it.

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Member Info Report, Continued

Procedures,
continued

Step	Action
2	<p>Select the Member Info Report option.</p>  <p>The screenshot shows a software interface with a menu titled 'Reports' at the top. Below the title, there is a list of report options. The option 'Member Info Report' is highlighted with a red rectangular box. Other options include 'Department Role Query - Field', 'Department Role Query - PPC', 'Leave Correction Report', 'Member All Duty Report', 'Member All Duty Report - FSMS', 'PDE by Dept', 'Positions at a Department', 'Recertification Status Report', 'SWE PDE', 'SWE Profile Letter by Dept', and 'SWE Profile Letter by Member'. At the bottom of the menu, there is a 'Use' button and a 'Command Information' link.</p>

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Member Info Report, Continued

Procedures,
continued

Step	Action																																																												
3	<p>Enter the member's Empl ID. Verify the correct Empl Record is displayed and click Create Report.</p> <div data-bbox="327 562 756 927" style="border: 1px solid blue; padding: 5px;"> <p>CG Member Info Report</p> <hr/> <p>Empl ID: <input style="border: 1px solid red;" type="text" value="1234567"/> <input type="button" value="Q"/></p> <p>Empl Record: <input style="border: 1px solid red;" type="text" value="0"/> <input type="button" value="Q"/></p> <p style="text-align: center;"><input style="border: 1px solid red;" type="button" value="Create Report"/></p> <p style="text-align: center;">SPO IPDR Docs</p> </div>																																																												
4	<p>A new window will open and display the Member's information. These items are unique to each member. The report can be saved and/or printed.</p> <div data-bbox="327 1039 1370 1877" style="border: 1px solid blue; padding: 5px;"> <p style="text-align: center;">COAST GUARD MEMBER INFORMATION</p> <hr/> <p>Identification</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Name:</td> <td style="width: 30%;">Steve Harrington</td> <td style="width: 20%;">Employee ID:</td> <td style="width: 20%;">1234567 / 0</td> </tr> </table> <p>Current Employment Information</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Company:</td> <td style="width: 30%;">ACG</td> <td style="width: 20%;">AO Code:</td> <td style="width: 20%;"></td> </tr> <tr> <td>Rank:</td> <td>YNC</td> <td>Component:</td> <td></td> </tr> <tr> <td>Reg Region/Empl Cls:</td> <td>RSV/SEL</td> <td>Job Code:</td> <td>Chief Yeoman</td> </tr> <tr> <td>Current Location:</td> <td>The Upside Down -TOPEKA KS</td> <td>Country:</td> <td>USA</td> </tr> </table> <p>Addresses</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Home Address:</td> <td style="width: 30%;">11 Demogorgon Dr Hawkins IN 46216</td> <td style="width: 20%;">Effective As Of:</td> <td style="width: 20%;">1986-07-14</td> </tr> <tr> <td>Mailing Address:</td> <td>11 Demogorgon Dr Hawkins IN 46216</td> <td>Effective As Of:</td> <td>1986-07-14</td> </tr> <tr> <td>Thrift Savings Plan Address:</td> <td>11 Demogorgon Dr Hawkins IN 46216</td> <td>Effective As Of:</td> <td>1986-07-14</td> </tr> </table> <p>Phone Numbers</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Mobile Phone:</td> <td style="width: 70%;">555/555-1234</td> </tr> </table> <p>Email Addresses</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Business Email:</td> <td style="width: 70%;">steve.harrington@uscg.mil</td> </tr> <tr> <td>Home Email:</td> <td></td> </tr> <tr> <td>Other Email:</td> <td></td> </tr> </table> <p>Employee Information</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Birth Location:</td> <td style="width: 30%;">Hawkins</td> <td style="width: 20%;">Date of Birth:</td> <td style="width: 20%;">1967-01-26</td> </tr> <tr> <td>Country:</td> <td>USA</td> <td>Sex:</td> <td>M</td> </tr> <tr> <td>Marital Status:</td> <td>Single</td> <td></td> <td></td> </tr> <tr> <td>COLO Flag:</td> <td>N</td> <td></td> <td></td> </tr> <tr> <td>Dependents Flag:</td> <td>Yes</td> <td></td> <td></td> </tr> </table> </div>	Name:	Steve Harrington	Employee ID:	1234567 / 0	Company:	ACG	AO Code:		Rank:	YNC	Component:		Reg Region/Empl Cls:	RSV/SEL	Job Code:	Chief Yeoman	Current Location:	The Upside Down -TOPEKA KS	Country:	USA	Home Address:	11 Demogorgon Dr Hawkins IN 46216	Effective As Of:	1986-07-14	Mailing Address:	11 Demogorgon Dr Hawkins IN 46216	Effective As Of:	1986-07-14	Thrift Savings Plan Address:	11 Demogorgon Dr Hawkins IN 46216	Effective As Of:	1986-07-14	Mobile Phone:	555/555-1234	Business Email:	steve.harrington@uscg.mil	Home Email:		Other Email:		Birth Location:	Hawkins	Date of Birth:	1967-01-26	Country:	USA	Sex:	M	Marital Status:	Single			COLO Flag:	N			Dependents Flag:	Yes		
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