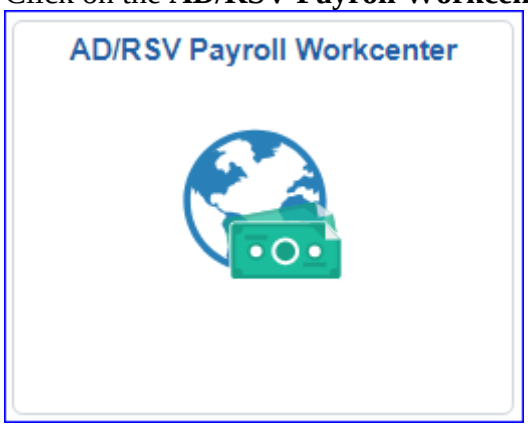
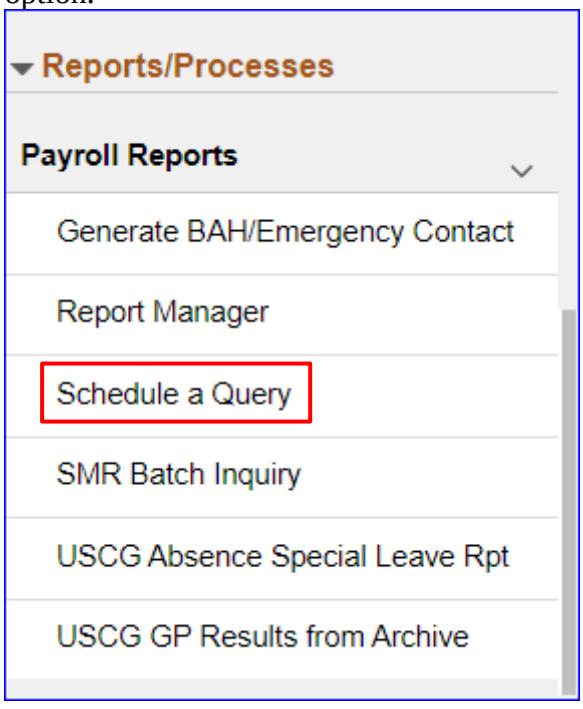
Reserve Waiver Report

Introduction This guide provides the procedures for running a report of waivers for Reservists in a certain waiver status in Direct Access (DA)

Procedures See below.

Step	Action
1	Click on the **AD/RSV Payroll Workcenter** tile. 
2	Scroll to the Report/Processes drop-down and select the **Schedule a Query** option. 

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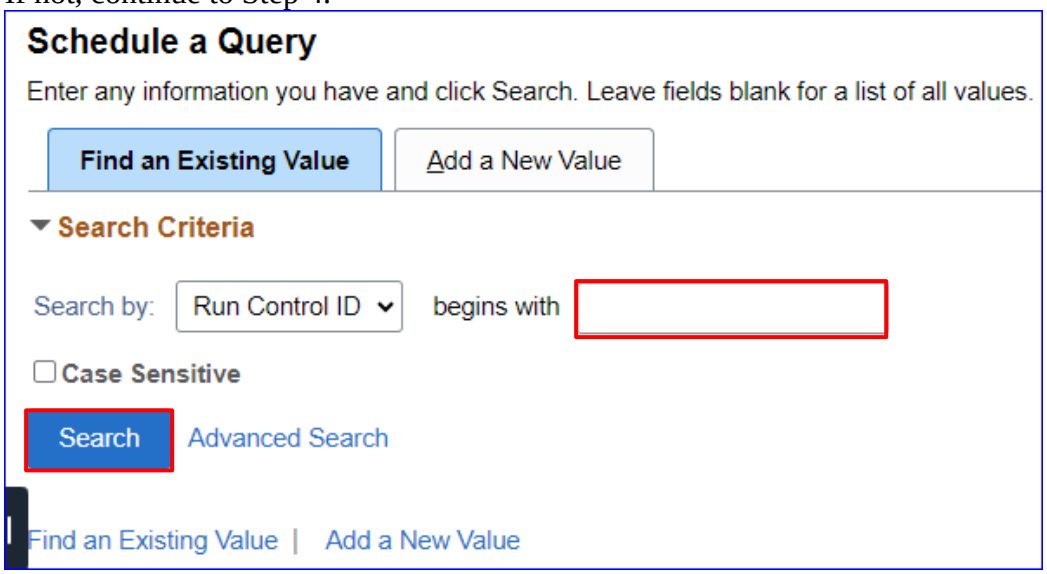
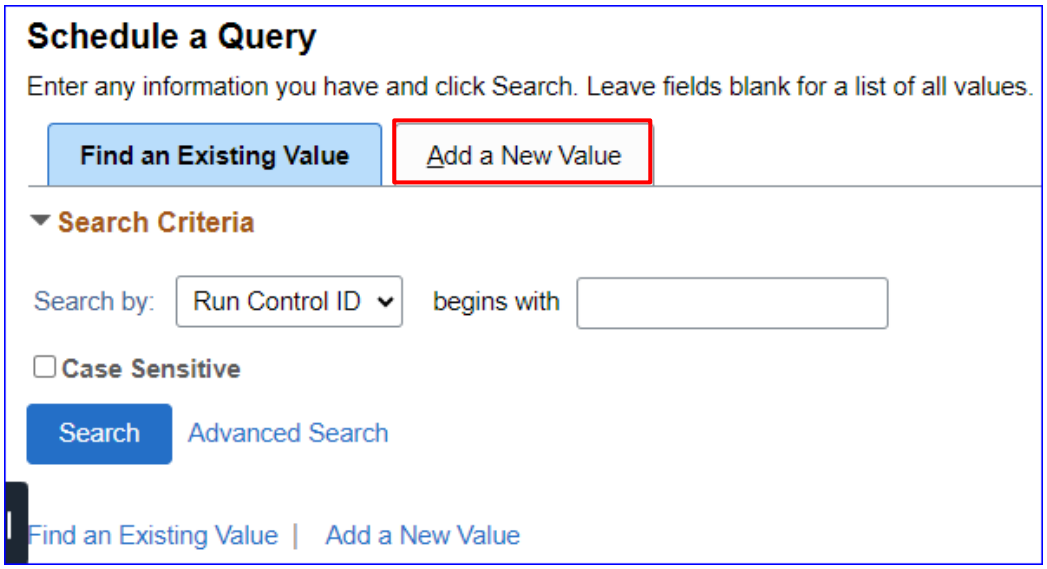
Reserve Waiver Report, Continued

Procedures, continued

Step	Action
3	Enter a **Run Control ID**, if you already have one set up, click **Search** and skip to Step 10. If not, continue to Step 4. 
4	Click **Add a New Value** tab. 

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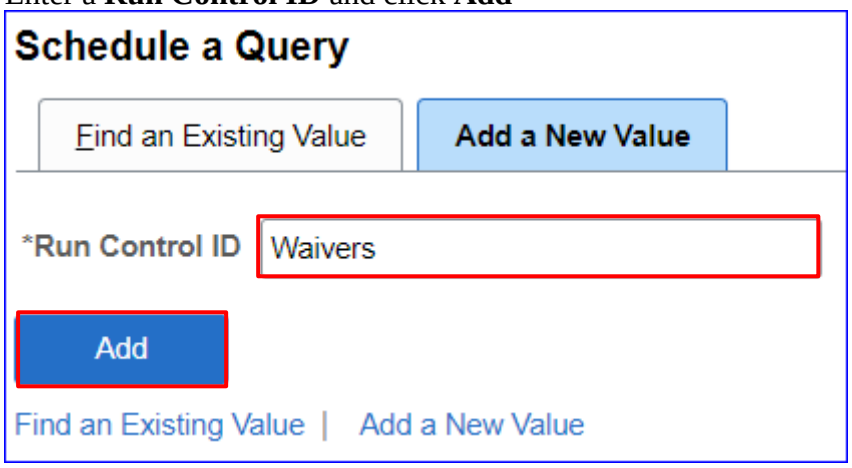
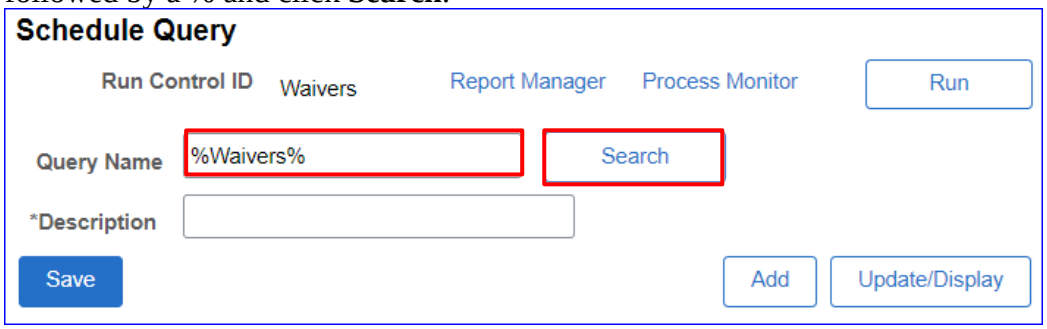
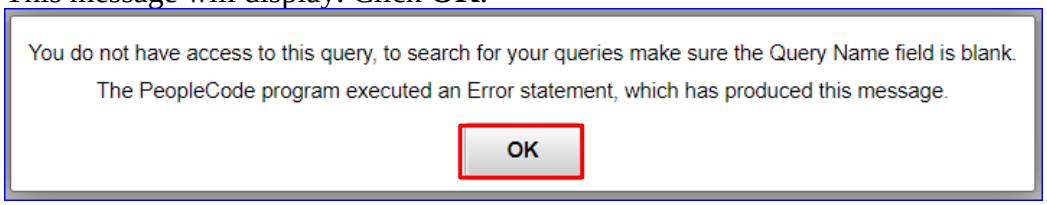
Reserve Waiver Report, Continued

Procedures, continued

Step	Action
5	Enter a **Run Control ID** and click **Add** 
6	In **Query Name**, enter a wild card search % (percent sign) plus at least 3 letters followed by a % and click **Search**. 
7	This message will display. Click **OK**. 

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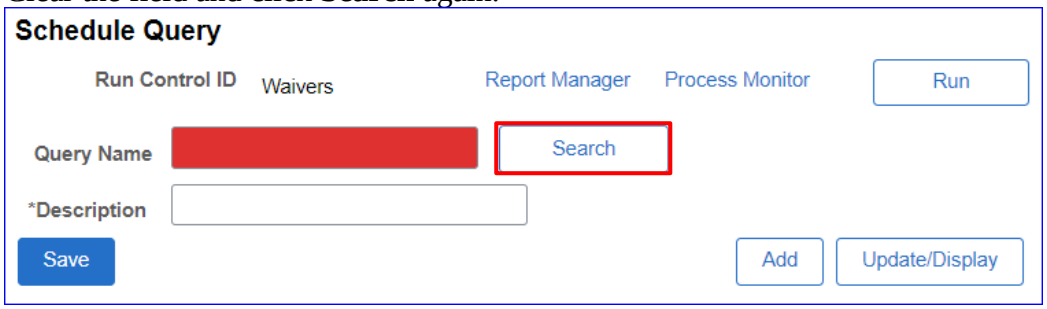
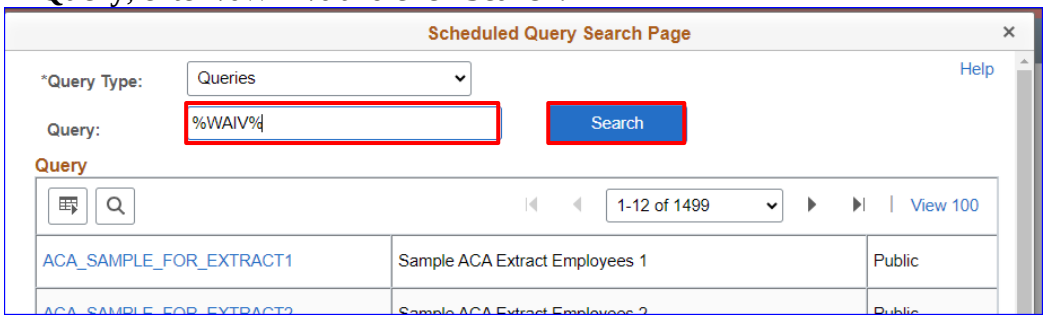
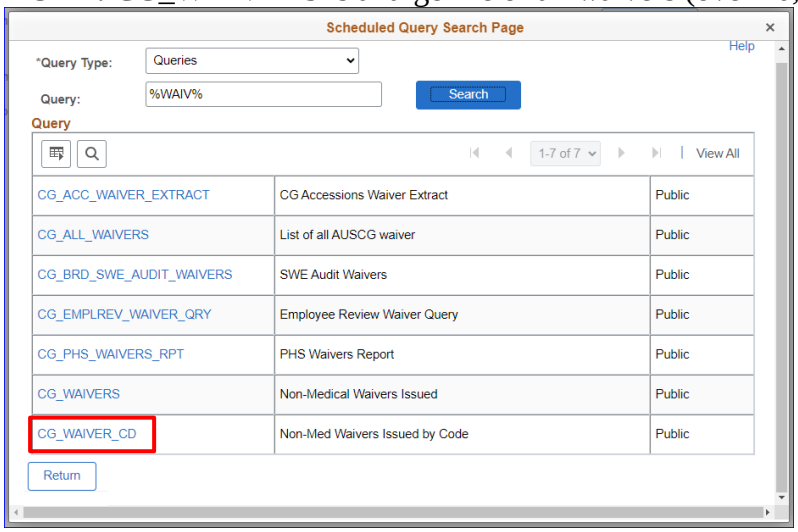
Reserve Waiver Report, Continued

Procedures, continued

Step	Action
8	Clear the field and click **Search** again. 
9	In **Query**, enter %WAI% and click **Search**. 
10	A list of all available waiver reports in DA will display. In this example we clicked the **CG_WAIVERS_CD** link. **NOTE:** CG_WAIVERS is a large file of all waivers (over 10,000 lines). 

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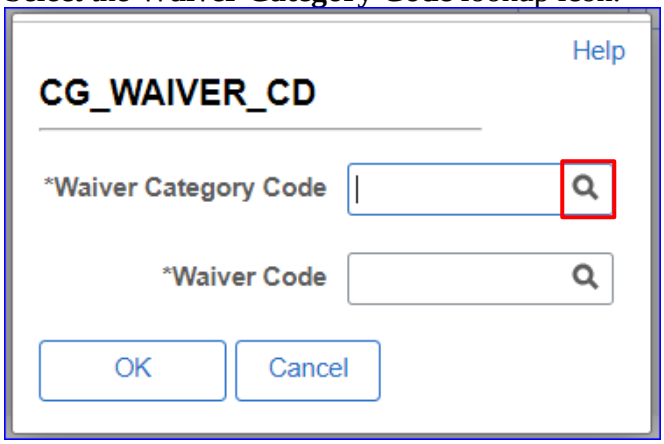
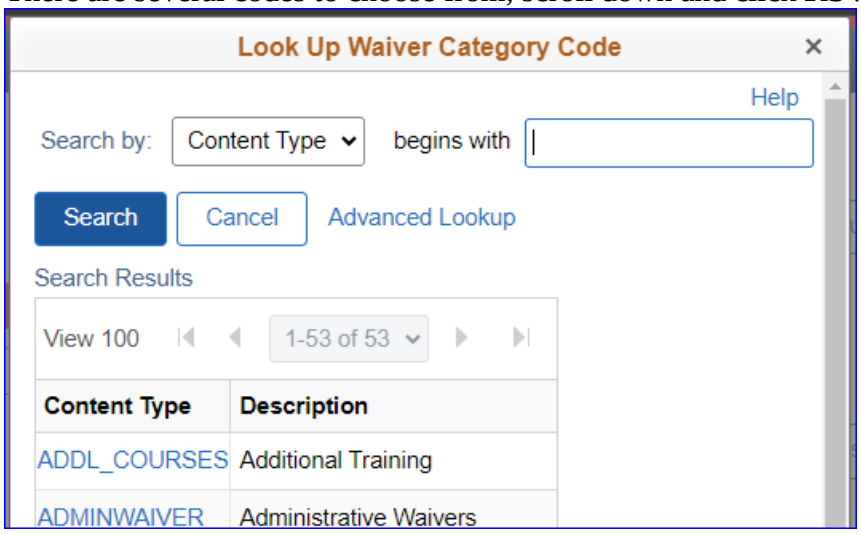
Reserve Waiver Report, Continued

Procedures, continued

Step	Action
11	Select the **Waiver Category Code** lookup icon. 
12	There are several codes to choose from, scroll down and click **RSVWAIVER**. 

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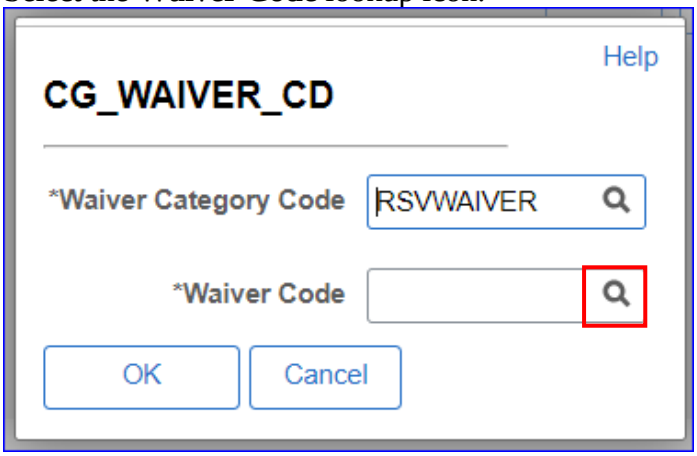
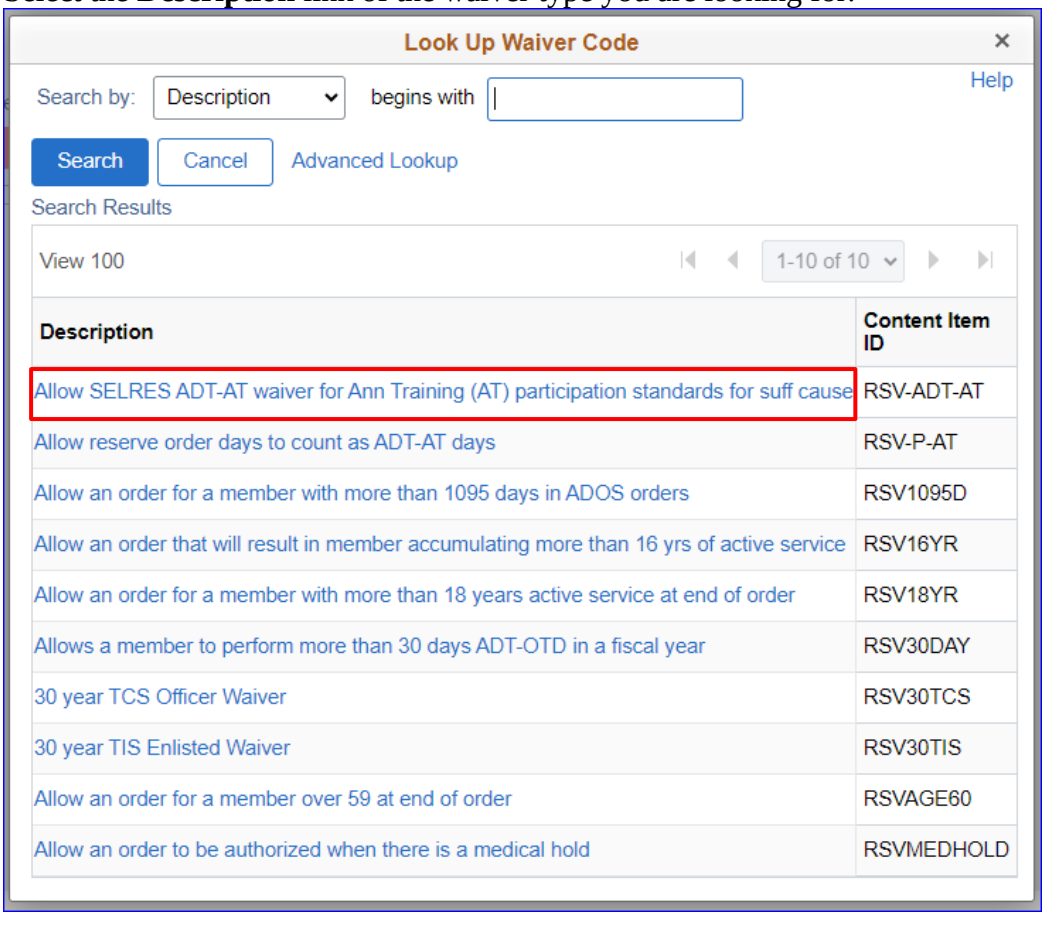
Reserve Waiver Report, Continued

Procedures, continued

Step	Action
13	Select the **Waiver Code** lookup icon. 
14	Select the **Description** link of the waiver type you are looking for. 

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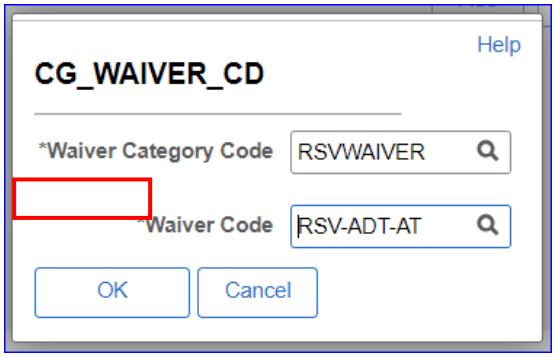
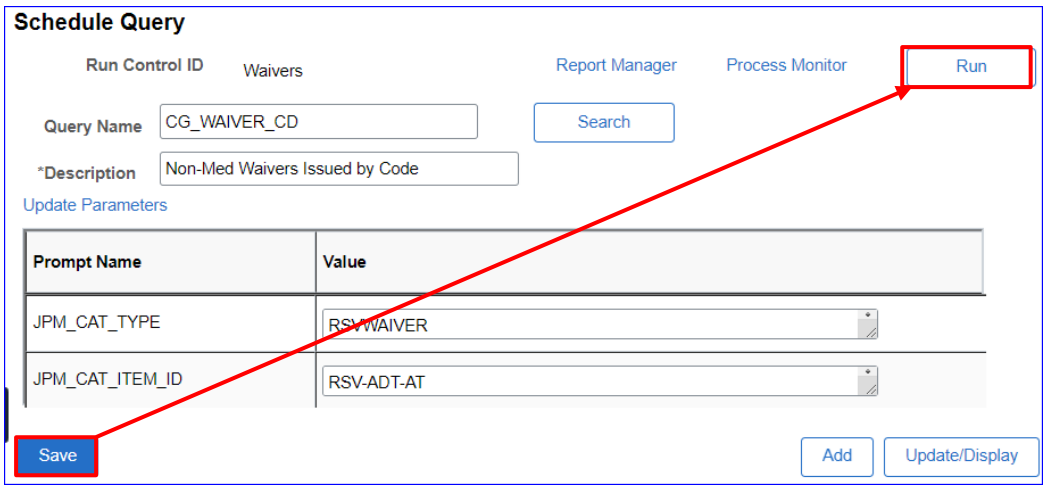
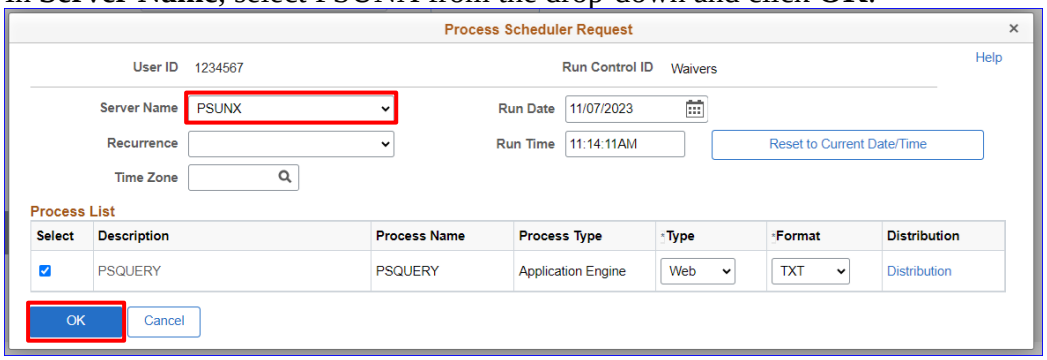
Reserve Waiver Report, Continued

Procedures, continued

Step	Action
15	Click **OK**. 
16	Click **Save** and then click **Run**. 
17	In **Server Name**, select PSUNX from the drop-down and click **OK**. 

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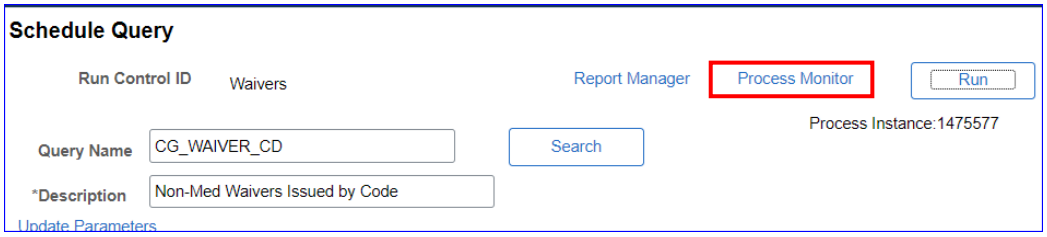
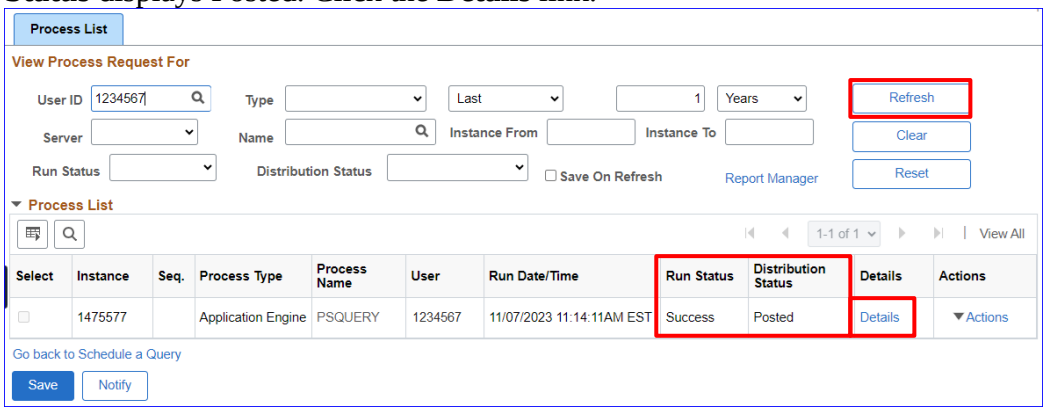
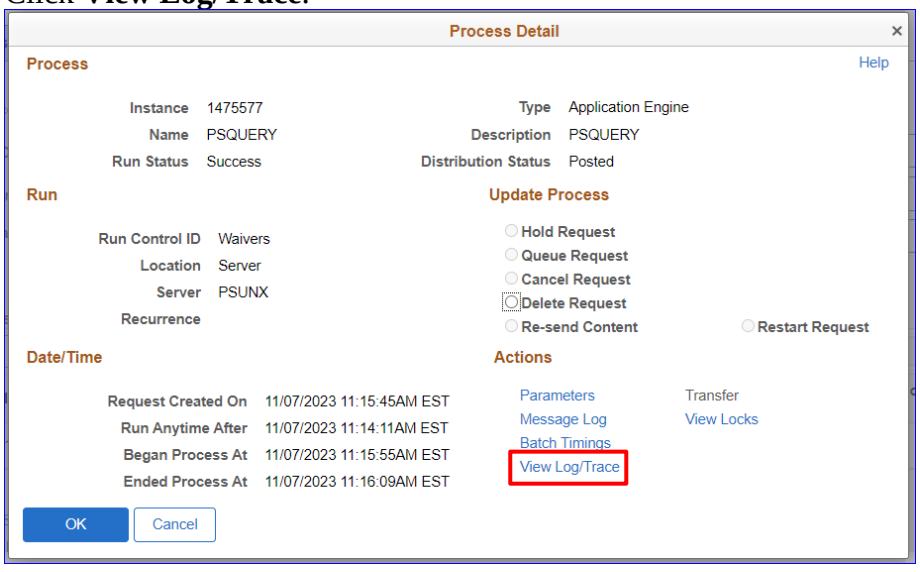
Reserve Waiver Report, Continued

Procedures, continued

Step	Action
18	Click the **Process Monitor** link. 
19	If applicable, click **Refresh** until **Run Status** displays Success and **Distribution Status** displays Posted. Click the **Details** link. 
20	Click **View Log/Trace**. 

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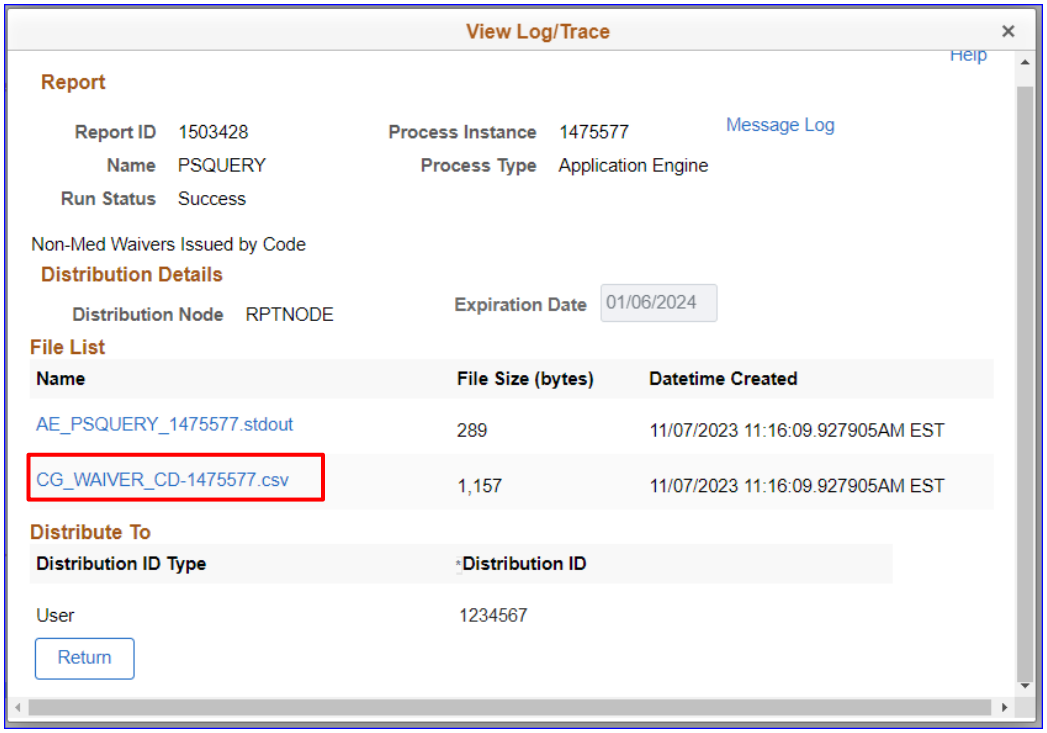
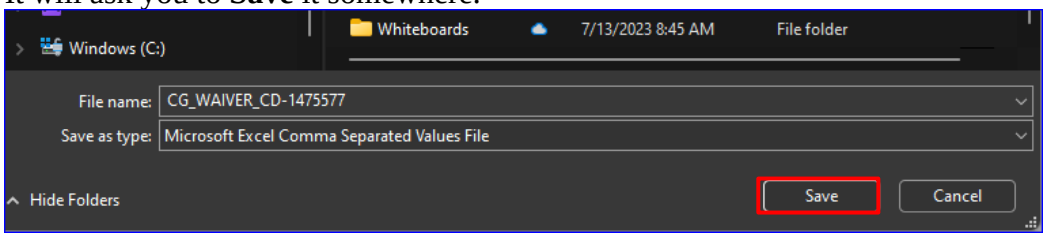
Reserve Waiver Report, Continued

Procedures, continued

Step	Action
21	Click the .csv link **Name**. 
22	It will ask you to **Save** it somewhere. 

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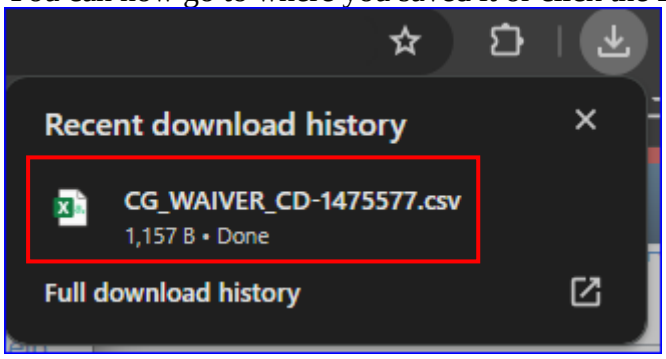
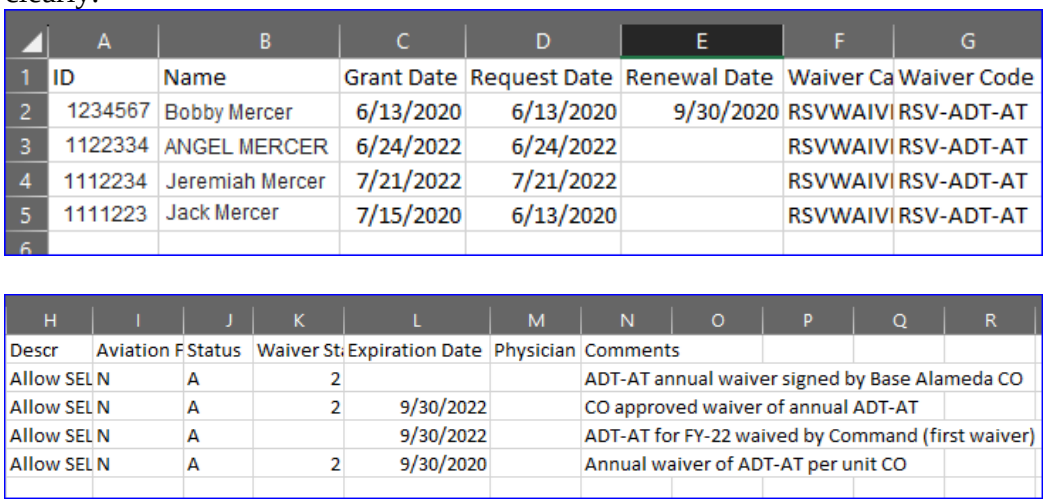
Reserve Waiver Report, Continued

Procedures, continued

Step	Action
23	You can now go to where you saved it or click the **fast link** that displays below. 
24	Here is how the report displays. It has been broken out to show all the fields clearly. 

	A	B	C	D	E	F	G
1	ID	Name	Grant Date	Request Date	Renewal Date	Waiver Ca	Waiver Code
2	1234567	Bobby Mercer	6/13/2020	6/13/2020	9/30/2020	RSVWAIVI	RSV-ADT-AT
3	1122334	ANGEL MERCER	6/24/2022	6/24/2022		RSVWAIVI	RSV-ADT-AT
4	1112234	Jeremiah Mercer	7/21/2022	7/21/2022		RSVWAIVI	RSV-ADT-AT
5	1111223	Jack Mercer	7/15/2020	6/13/2020		RSVWAIVI	RSV-ADT-AT
6							

H	I	J	K	L	M	N	O	P	Q	R
Descr	Aviation F	Status	Waiver St	Expiration Date	Physician	Comments				
Allow SEL	N	A	2			ADT-AT annual waiver signed by Base Alameda CO				
Allow SEL	N	A	2	9/30/2022		CO approved waiver of annual ADT-AT				
Allow SEL	N	A		9/30/2022		ADT-AT for FY-22 waived by Command (first waiver)				
Allow SEL	N	A	2	9/30/2020		Annual waiver of ADT-AT per unit CO				