All Duty Report

Introduction This guide provides the procedures for viewing your All Duty Report in Direct Access (DA).

Procedures See below.

Step	Action										
1	Navigate to Member Self Service via the drop-down or by page arrows .										
	/≝ DIRECT ACCESS û :	\oslash									
	Member Self Service Key Service Ke	; :									
	Actions Alerts										
	Direct Access Announcements Absence Request - View AD/RSV Payslip	Alorto									
2	Click the Member Reserve Details Tile.										
4	Member Reserve Details										
	Wember Reserve Details										
3	Select the All Duty Report option.										
	🔗 Reserve Drills										
	🚹 All Duty Report										
	Annual Screening Questionnaire										
	Member Training Rating										
	L+ 0 0										
	Reserve Orders										
	Reserve Points Statement										
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All Duty Report, Continued

Procedures,

continued

Step	Action										
4	Enter the Fiscal Year to be viewed. Click View Results. CG_ALL_DUTY_SS_RPT - Self Service All Duty Report										
	Fiscal Y	/ear 2024	4								
	View F	Results									
	Row	ID	Em	pl Red	ord		Na	ame Begin Date			
5 All driffs and Reserve orders for that Fiscal Year will display. The results may be downloaded into an Excel SpreadSheet for easier sorting/filtering.											
	Row ID Em	al Record Name	Begin Date	End Date	Duty Type	Pay Type	Duty Status	Duty Purpose 1	Duty Purpose 2		
	1 1234567	0 Cobb, Javne	11/11/2023	11/11/2023	Multiple	Full	Completed	PBC - POSITION BASED COMPETENCY TRAINING	PBC - POSITION BASED COMPETENCY TRAINING		
	2 1234567	0 Cobb, Jayne	11/18/2023	11/18/2023	Multiple	Full	Completed	PBC - POSITION BASED COMPETENCY TRAINING	PBC - POSITION BASED COMPETENCY TRAINING		
	3 1234567	0 Cobb, Jayne	11/19/2023	11/19/2023	Multiple	Full	Completed	PBC - POSITION BASED COMPETENCY TRAINING	PBC - POSITION BASED COMPETENCY TRAINING		
	4 1234567	0 Cobb, Jayne	11/24/2023	11/24/2023	Multiple	Full	Completed	PBC - POSITION BASED COMPETENCY TRAINING	PBC - POSITION BASED COMPETENCY TRAINING		
	5 1234567	0 Cobb, Jayne	12/01/2023	12/01/2023	Multiple	Full	Completed	PBC - POSITION BASED COMPETENCY TRAINING	PBC - POSITION BASED COMPETENCY TRAINING		
	6 1234567	0 Cobb, Jayne	12/02/2023	12/02/2023	Multiple	Full	Completed	PBC - POSITION BASED COMPETENCY TRAINING	PBC - POSITION BASED COMPETENCY TRAINING		
	7 1234567	0 Cobb, Jayne	12/03/2023	12/03/2023	Multiple	Full	Completed	PBC - POSITION BASED COMPETENCY TRAINING	PBC - POSITION BASED COMPETENCY TRAINING		
	8 1234567	0 Cobb, Jayne	01/04/2024	01/04/2024	Multiple	Full	Completed	PBC - POSITION BASED COMPETENCY TRAINING	PBC - POSITION BASED COMPETENCY TRAINING		
	9 1234567	0 Cobb, Jayne	01/05/2024	01/05/2024	Multiple	Full	Completed	PBC - POSITION BASED COMPETENCY TRAINING	PBC - POSITION BASED COMPETENCY TRAINING		
	10 1234567	0 Cobb, Jayne	02/09/2024	02/09/2024	Multiple	Full	Completed	PBC - POSITION BASED COMPETENCY TRAINING	PBC - POSITION BASED COMPETENCY TRAINING		
	11 1234567	0 Cobb, Jayne	02/10/2024	02/10/2024	Multiple	Full	Completed	PBC - POSITION BASED COMPETENCY TRAINING	PBC - POSITION BASED COMPETENCY TRAINING		
	12 1234567	0 Cobb, Jayne	03/22/2024	03/22/2024	Multiple	Full	Completed	PBC - POSITION BASED COMPETENCY TRAINING	PBC - POSITION BASED COMPETENCY TRAINING		
	13 1234567	0 Cobb, Jayne	04/08/2024	04/08/2024	Single	No Pay	Completed	PBC - POSITION BASED COMPETENCY TRAINING	-		
	14 1234567	0 Cobb, Jayne	04/13/2024	04/13/2024	Multiple	Full	Completed	PBC - POSITION BASED COMPETENCY TRAINING	PBC - POSITION BASED COMPETENCY TRAINING		
	15 1234567	0 Cobb, Jayne	04/14/2024	04/14/2024	Multiple	Full	Completed	PBC - POSITION BASED COMPETENCY TRAINING	PBC - POSITION BASED COMPETENCY TRAINING		
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