

## Lautenberg – Reports

**Introduction** This guide provides the procedure for CSOs to pull Lautenberg Amendment Report.

**Information** As of 11 October 2024, the DD 2760 is no longer used and Annual Verification is completed solely in Direct Access.

CG Command Security Officer role is required to access these reports.

**Reference** Discipline and Conduct, COMDTINST M1600.2 (series)

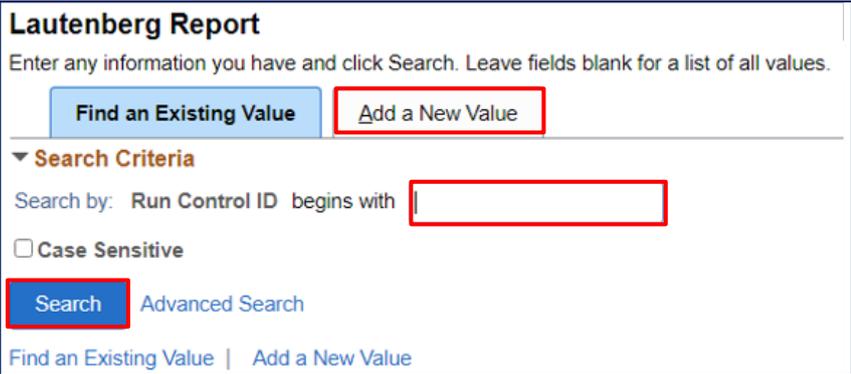
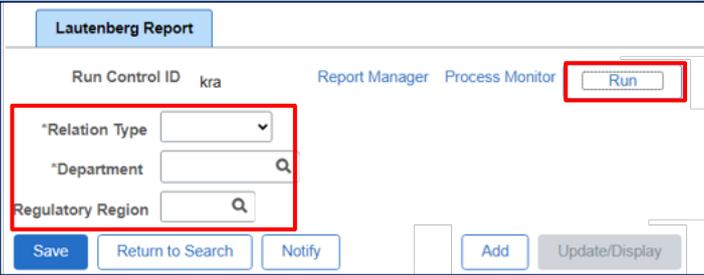
**Procedures** See below.

Step	Action
1	<p>Log into Direct Access and navigate via the drop-down or by page arrows.</p>  A screenshot of the Direct Access web interface. The top navigation bar is dark blue with the text "DIRECT ACCESS" and a home icon. Below it, there is a "Member Self Service" dropdown menu. To the right, there are "Notifications" and "Alerts" buttons. The main content area shows several tiles: "Direct Access Announcements", "Absence Request - View", and "AD/RSV Payslip".
2	<p>Click on the <b>Security Clearance Program</b> tile.</p>  A screenshot of a "Security Clearance Program" tile. The tile has a white background with the text "Security Clearance Program" in blue. Below the text is an icon of a document with a person silhouette and a pencil, indicating a document to be edited or reviewed.

*Continued on next page*

## Lautenberg – Reports, Continued

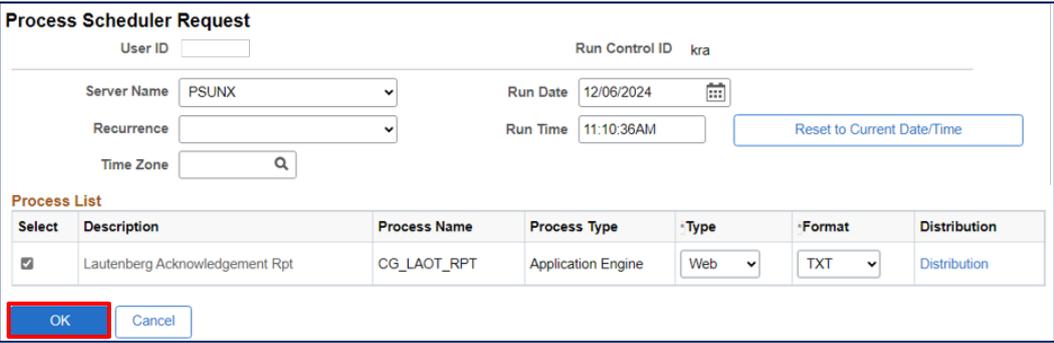
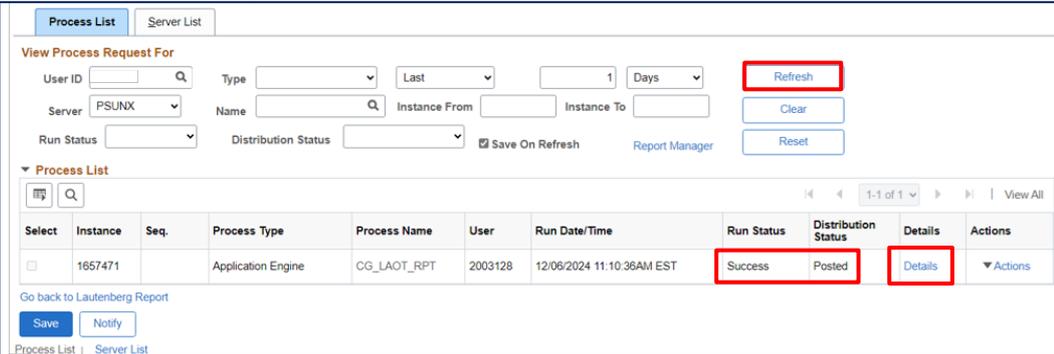
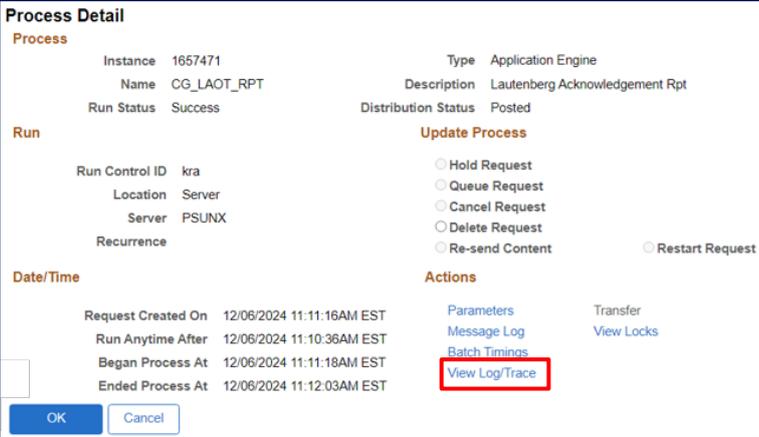
Procedures,  
Continued

Step	Action
3	<p>Select either the <b>Lautenberg Query by Employee</b> (see step 10) or the <b>Lautenberg Report</b> (see step 4) options depending on desired information.</p> 
4	<p>This report allows you to identify any member that has answered “Yes” or “I don’t know” by department ID. Enter an existing <b>Run Control ID</b> or create a new one by selecting <b>Add a New Value</b> and click the <b>Search</b> button.</p> 
5	<p>Enter <b>Relation type</b>, <b>Department ID</b>, <b>Regulatory Region</b> and click the <b>Run</b> button. Note: You will need to run Active Duty and Reserves separately</p> 

Continued on next page

# Lautenberg – Reports, Continued

Procedures,  
Continued

Step	Action																						
6	<p>Click the <b>OK</b> button, you will be taken back to the previous screen, then on the previous screen select <b>Process Monitor</b>.</p>  <p><b>Process Scheduler Request</b></p> <p>User ID <input type="text"/> Run Control ID kra</p> <p>Server Name PSUNX Run Date 12/06/2024</p> <p>Recurrence <input type="text"/> Run Time 11:10:36AM <a href="#">Reset to Current Date/Time</a></p> <p>Time Zone <input type="text"/></p> <p><b>Process List</b></p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>Type</th> <th>Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Lautenberg Acknowledgement Rpt</td> <td>CG_LAOT_RPT</td> <td>Application Engine</td> <td>Web</td> <td>TXT</td> <td>Distribution</td> </tr> </tbody> </table> <p><a href="#">OK</a> <a href="#">Cancel</a></p>	Select	Description	Process Name	Process Type	Type	Format	Distribution	<input checked="" type="checkbox"/>	Lautenberg Acknowledgement Rpt	CG_LAOT_RPT	Application Engine	Web	TXT	Distribution								
Select	Description	Process Name	Process Type	Type	Format	Distribution																	
<input checked="" type="checkbox"/>	Lautenberg Acknowledgement Rpt	CG_LAOT_RPT	Application Engine	Web	TXT	Distribution																	
7	<p>Click the <b>Refresh</b> button until the run status updates to <b>Success</b>, and the distribution status updates to <b>Posted</b>, then select the <b>Details</b> link</p>  <p><b>Process List</b> <a href="#">Server List</a></p> <p><b>View Process Request For</b></p> <p>User ID <input type="text"/> Type <input type="text"/> Last <input type="text"/> 1 Days <a href="#">Refresh</a></p> <p>Server PSUNX Name <input type="text"/> Instance From <input type="text"/> Instance To <input type="text"/> <a href="#">Clear</a></p> <p>Run Status <input type="text"/> Distribution Status <input type="text"/> <input checked="" type="checkbox"/> Save On Refresh <a href="#">Report Manager</a> <a href="#">Reset</a></p> <p><b>Process List</b></p> <table border="1"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1657471</td> <td></td> <td>Application Engine</td> <td>CG_LAOT_RPT</td> <td>2003128</td> <td>12/06/2024 11:10:36AM EST</td> <td>Success</td> <td>Posted</td> <td><a href="#">Details</a></td> <td><a href="#">Actions</a></td> </tr> </tbody> </table> <p><a href="#">Go back to Lautenberg Report</a></p> <p><a href="#">Save</a> <a href="#">Notify</a></p> <p><a href="#">Process List</a> <a href="#">Server List</a></p>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions	<input type="checkbox"/>	1657471		Application Engine	CG_LAOT_RPT	2003128	12/06/2024 11:10:36AM EST	Success	Posted	<a href="#">Details</a>	<a href="#">Actions</a>
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions													
<input type="checkbox"/>	1657471		Application Engine	CG_LAOT_RPT	2003128	12/06/2024 11:10:36AM EST	Success	Posted	<a href="#">Details</a>	<a href="#">Actions</a>													
8	<p>Select <b>View Log/Trace</b></p>  <p><b>Process Detail</b></p> <p><b>Process</b></p> <p>Instance 1657471 Type Application Engine</p> <p>Name CG_LAOT_RPT Description Lautenberg Acknowledgement Rpt</p> <p>Run Status Success Distribution Status Posted</p> <p><b>Run</b></p> <p>Run Control ID kra</p> <p>Location Server</p> <p>Server PSUNX</p> <p>Recurrence</p> <p><b>Update Process</b></p> <p><input type="radio"/> Hold Request</p> <p><input type="radio"/> Queue Request</p> <p><input type="radio"/> Cancel Request</p> <p><input type="radio"/> Delete Request</p> <p><input type="radio"/> Re-send Content</p> <p><input type="radio"/> Restart Request</p> <p><b>Date/Time</b></p> <p>Request Created On 12/06/2024 11:11:16AM EST</p> <p>Run Anytime After 12/06/2024 11:10:36AM EST</p> <p>Began Process At 12/06/2024 11:11:18AM EST</p> <p>Ended Process At 12/06/2024 11:12:03AM EST</p> <p><a href="#">Parameters</a> <a href="#">Transfer</a></p> <p><a href="#">Message Log</a> <a href="#">View Locks</a></p> <p><a href="#">Batch Timings</a></p> <p><a href="#">View Log/Trace</a></p> <p><a href="#">OK</a> <a href="#">Cancel</a></p>																						

Continued on next page

## Lautenberg – Reports, Continued

Procedures,  
Continued

Step	Action																				
9	<p>Select <b>LautenbertReport.csv</b> to open the report.</p> <table border="1" data-bbox="316 521 1369 730"> <thead> <tr> <th colspan="3">File List</th> </tr> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>AE_CG_LAOT_RPT_1657471.log</td> <td>413</td> <td>12/06/2024 11:12:03.647839AM EST</td> </tr> <tr> <td>LautenbergReport.csv</td> <td>145</td> <td>12/06/2024 11:12:03.647839AM EST</td> </tr> </tbody> </table>	File List			Name	File Size (bytes)	Datetime Created	AE_CG_LAOT_RPT_1657471.log	413	12/06/2024 11:12:03.647839AM EST	LautenbergReport.csv	145	12/06/2024 11:12:03.647839AM EST								
File List																					
Name	File Size (bytes)	Datetime Created																			
AE_CG_LAOT_RPT_1657471.log	413	12/06/2024 11:12:03.647839AM EST																			
LautenbergReport.csv	145	12/06/2024 11:12:03.647839AM EST																			
10	<p>Select the <b>Lautenberg Query by Employee</b> option to look up a single member.</p> <table border="1" data-bbox="316 804 900 1120"> <tbody> <tr> <td> <b>Lautenberg Query by Employee</b></td> </tr> <tr> <td> Lautenberg Report</td> </tr> <tr> <td> Security Check Data</td> </tr> </tbody> </table>	 <b>Lautenberg Query by Employee</b>	 Lautenberg Report	 Security Check Data																	
 <b>Lautenberg Query by Employee</b>																					
 Lautenberg Report																					
 Security Check Data																					
11	<p>To query and individual members acknowledgement enter the member's <b>EMPLID</b> and click the <b>View Results</b> button.</p> <table border="1" data-bbox="316 1232 1361 1393"> <thead> <tr> <th colspan="5">CG_LAUTENBERG_QRY - Lautenberg Acknowledgements</th> </tr> </thead> <tbody> <tr> <td>*Employee ID</td> <td><input type="text"/></td> <td></td> <td colspan="2"></td> </tr> <tr> <td><b>View Results</b></td> <td colspan="4"></td> </tr> <tr> <th>Row</th> <th>Employee ID</th> <th>Name</th> <th>Lautenberg Response</th> <th>Acknowledgement Date</th> </tr> </tbody> </table>	CG_LAUTENBERG_QRY - Lautenberg Acknowledgements					*Employee ID	<input type="text"/>				<b>View Results</b>					Row	Employee ID	Name	Lautenberg Response	Acknowledgement Date
CG_LAUTENBERG_QRY - Lautenberg Acknowledgements																					
*Employee ID	<input type="text"/>																				
<b>View Results</b>																					
Row	Employee ID	Name	Lautenberg Response	Acknowledgement Date																	
12	<p>The information will populate, and you can you see their <b>Response</b> and <b>Acknowledgement Date</b>.</p> <table border="1" data-bbox="316 1507 1348 1579"> <thead> <tr> <th>Row</th> <th>Employee ID</th> <th>Name</th> <th>Lautenberg Response</th> <th>Acknowledgement Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>9876543</td> <td>Coastie, Joe</td> <td>NO - Not convicted</td> <td>12/10/2024 11:05:30</td> </tr> </tbody> </table>	Row	Employee ID	Name	Lautenberg Response	Acknowledgement Date	1	9876543	Coastie, Joe	NO - Not convicted	12/10/2024 11:05:30										
Row	Employee ID	Name	Lautenberg Response	Acknowledgement Date																	
1	9876543	Coastie, Joe	NO - Not convicted	12/10/2024 11:05:30																	