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

Procedures See below.

Step	Action
1	Navigate to Member Self Service via the drop-down or by page arrows .
	/≝ DIRECT ACCESS ☆ : ∅
	Member Self Service Notifications C
	Direct Access Announcements Absence Request - View AD/RSV Payslip
2	Click on the Security Clearance Program tile.
	Security Clearance Program

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Procedures,

Continued

Step	Action
3	Select the either the Lautenberg Query by Employee (see step 4) or the
	Lautenberg Report (see step 6) options depending desired information.
	E Lautenberg Query by Employee
	Eautenberg Report
	E Security Check Data
4	To query and individual members acknowledgement enter the member's EMPLID and click the View Results button.
	CG_LAUTENBERG_QRY - Lautenberg Acknowledgements
	*Employee ID Q View Results
	Row Employee ID Name Lautenberg Response Acknowledgement Date
5	The information will populate and you can you see their Response and Acknowledgement Date .
	Row Employee ID Name Lautenberg Response Acknowledgement Date
	1 9876543 Coastie, Joe NO - Not convicted 12/10/2024 11:05:30
6	To use the run Lautenberg Report enter your Run Control ID and click the Search button.
	Lautenberg Report
	Enter any information you have and click Search. Leave fields blank for a list of all values.
	Find an Existing Value Add a New Value
	▼ Search Criteria
	Search by: Run Control ID begins with
	Case Sensitive
	Search Advanced Search
	Case Sensitive Search Advanced Search