

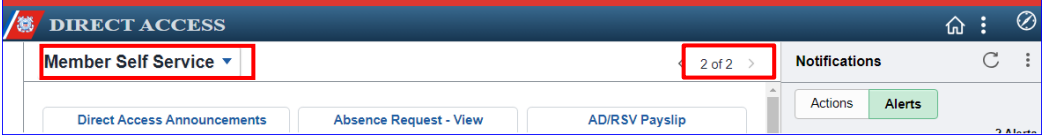

Lautenberg – Reports

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)

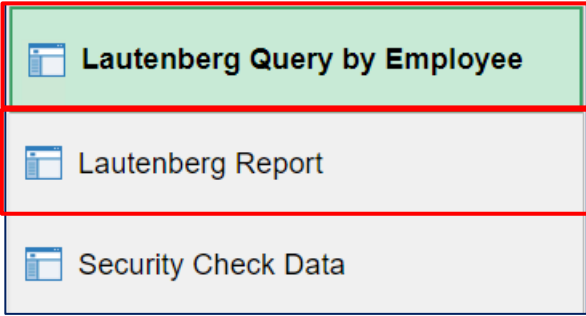


Procedures See below.

Step	Action
1	Navigate to Member Self Service via the drop-down or by page arrows . 
2	Click on the Security Clearance Program tile. 

Continued on next page

Lautenberg – Reports, Continued

Procedures,
Continued

Step	Action										
3	<p>Select the either the Lautenberg Query by Employee (see step 4) or the Lautenberg Report (see step 6) options depending desired information.</p> 										
4	<p>To query and individual members acknowledgement enter the member's EMPLID and click the View Results button.</p>  <table border="1" data-bbox="327 1111 1374 1144"> <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							
5	<p>The information will populate and you can you see their Response and Acknowledgement Date.</p> 										
6	<p>To use the run Lautenberg Report enter your Run Control ID and click the Search button.</p> 