



1001  
23 Sep 2016

## MEMORANDUM

From: M. G. Barton, CDR  
Sector Jacksonville, SRO

Reply to YN1 Buswell  
Attn of: (904) 714-7579

To: Sector Jacksonville Reserve Personnel

Subj: COMPLETION OF SELRES REQUIREMENTS; ANNUAL SCREENING  
QUESTIONNAIRE

Ref: (a) Reserve Policy Manual, COMDTINST M1001.28 (series)  
(b) 10 U.S.C. 10149

1. This serves as an advisory that you need to complete your Annual Screening Questionnaire (ASQ) between 01 Aug 2016 and 31 Oct 2016 in order to meet participation standards in the Selected Reserve (SELRES) at CG Sector Jacksonville in accordance with reference (a).
2. Federal law, reference (b), requires the screening of all SELRES members on an annual basis in order to ensure their availability and fitness for duty if mobilized. Reference (a) establishes the requirement to complete the ASQ as a condition for satisfactory participation and it outlines the compliance measures for members who fail to meet participation standards.
3. Reserve members can access the ASQ via Direct Access (<https://portal.direct-access.us>). All fields in both tabs of the ASQ must be completed in order to satisfy this requirement. Use the following in DA: Employee, Tasks, Annual Screening Questionnaire, Complete the questionnaire tab, Complete the occupation data tab, click save.
4. Failure to complete your ASQ by 31 Oct 2016 may result in administrative action. Compliance measures may include recall to active duty, transfer to the Individual Ready Reserve, or discharge. If you are discharged prior to the completion of obligated service you will be required to repay educational benefits or other bonuses received. If you are unable to complete the ASQ in Direct Access please complete the attached form and return it to YN1 Seth Buswell. If you have any questions he can be reached at (904) 714-7579 or [Seth.B.Buswell@uscg.mil](mailto:Seth.B.Buswell@uscg.mil).

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Enclosure: (1) Reserve Annual Screening Questionnaire (CG-3799R)