

Duty Assignment Unit List

Revised 01 Nov 2021

This report provides a list of airmen with a specified duty assignment for a specified unit.

Launch eServices

Select **Reports** (left menu)

Select **Member Reports**

Click **Menu Reports**

Select **Member Reports**

Select **Duty Assignment** (Reports dropdown)

Enter [**charter**] (Search with CAPID, Person Name or Charter)

Note: charters example ncr-ks-003, ncr-ks-034, ncr-ks35, etc.

Select [**duty assignment**] (Duty Position list)

Check **Current** (radio button)

Check **No** (Include Unit Vacancies)

Uncheck **Within Last 30 Days** (checkbox)

Check **Word** (radio button)

Click **Submit** (button)