Topic	Description
Advancement	This provides a stem-to-stern explanation of the Enlisted Advancement process.
Aviation Career Incentive Pay (ACIP)	This provides a basic understanding of the policy/rules/definitions regarding ACIP.
BAH/COLA/Payroll Verification Reports	This provides detailed instructions on how to run the BAH/COLA and the Payroll Verification reports in DA.
Contracts	This provides instructions and guiding principles for processing/approving/printing Reenlistment, Extensions/Reextensions Contracts in Direct Access. This also covers Extension reports available in DA.
Corrections, Deletions and Stops	This provides instructions on which specific pay entitlements can be corrected, deleted or stopped in DA using Pay Corrections. It also addresses BAH and CONUS COLA changes as well as In Range vs Out of Range.
Debts, Payments, Advances and Payslips	This discusses debts, payments, advances and payslips.
Identifying In-Service Debts in DA	This provides the procedures for Identifying In-Service Debts, Determining the Remaining Balance owed for a Debt and doing Research when a member has multiple debts open in Direct Access.
IDT Orders - Command	This provides instructions for a Command to process IDT Orders.
IDT Orders - Multiple	This provides instructions for a Command to process IDT Orders for multiple members.
IDT Orders - Resubmitting Denied IDTs	This provides instructions for correcting & resubmitting denied IDT Orders
IDT Orders - Self Service Member	This provides instructions for a Member to process IDT Orders.
IDT Payments in Direct Access	This provides instructions for identifying Paid IDT Drill Dates in Direct Access.
Job Data	This provides instructions for reading & understanding Job Data in Direct Access.
My Reserve Poimt Statement - Member	This provides guidance for the member to read and understand the Reserve Retirement Points Statement.
Pay Entitlements	This provides a basic understanding of Basic Allowance for Housing (BAH), Coast Guard Standard Meal Rate (CGSMR), Refund Missed Meals (RMM) & Career Sea Pay (CSP)/Career Sea Pay Premium (CSPP)
Pay Processing Shortcuts	This provides a basic understanding of Pay Calculation Results, Element Assignment by Payee (EABP) and One Time (Positive Input) (OTPI) in Direct Access.
PCS Orders	This provides the basic information regarding PCS orders in Direct Access.
Reserve Active Duty Orders - Command	This provides instructions for the Command processing of Reserve AD Orders.
Reserve AD Orders - SPO Processing	This provides instructions for SPO processing of Reserve AD Orders.
Reserve Member Balances - Command	This provides guidance for the Command to read and understand the Reserve Retirement Points Statement.
Reserve Reports - Command	This provides instructions for running Reserve reports (View Member Drills, Member All Duty Report) in DA.
Reserve Reports - Member	This provides instructions for running Reserve reports (My Reserve Drills, Member All Duty Report) in DA.
Separations	This provides basic information about the different types of Separations and how to process them in Direct Access. This also covers Separation reports as well as information regarding the DD-214.
SGLI, FSGLI and TSGLI Arrears	This provides procedures to correctly identify whether a member is in arrears for SGLI, FSGLI, and TSGLI as well as the amount of the arrears.
Travel	This provides some basic information and common errors in the submission of TDY and PCS claims.