

## Approving or Denying IDT Drills

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**Introduction** This guide provides the procedures for SPOs to approve or deny IDT drill(s) for pay and allowances and/or creditable retirement points in Direct Access (DA).

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**Important Information** Before approving an IDT drill, verify the drill date does not overlap/conflict with the start or end dates of any Reserve Active Duty orders or previously scheduled IDT drills. The **MOST** common reason a Reserve member does not receive payment for their IDT drills is due to Active Duty orders and IDT drills not being approved **timely and sequentially**.

To prevent any unnecessary delay of a Reserve member's pay, all IDT drills and/or Active Duty orders need to be approved in **sequential** order.

See [Understanding Reserve Pay Processing in Direct Access](#) for more information on the importance of processing Reserve pay transactions sequentially, timely, and accurately.

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**Known Issue for Command User / Supervisor who is BOTH a Reservist and CG Civilian Employee** There is a known issue when a Command User/Supervisor who holds BOTH the status of a Reservist and CG Civilian employee. When they update the IDT to a completed status, the drill will forward to both the military SPO and the SPO for the civilian permanent duty assignment.

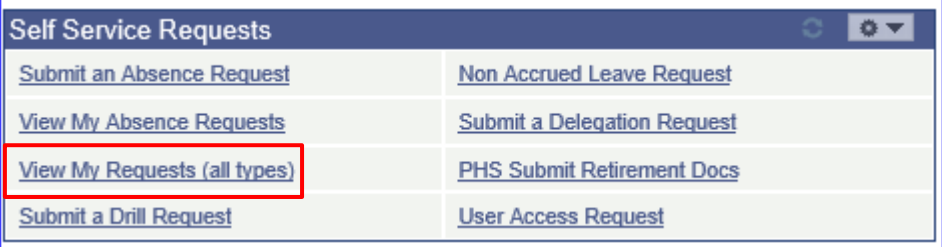
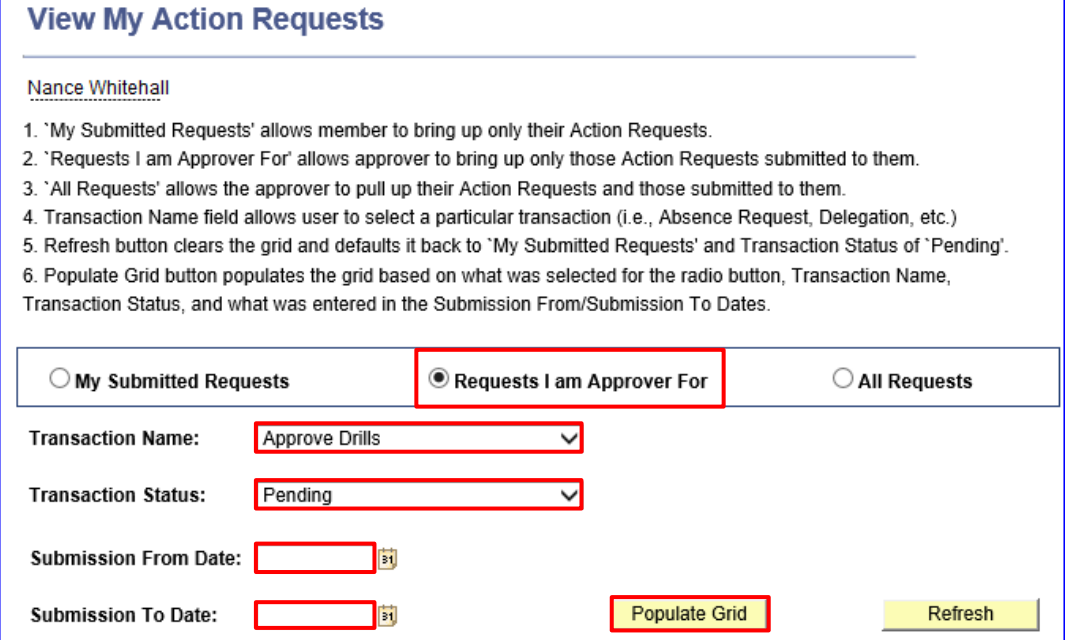
PPC is currently working to correct this issue, it is important for those who are **both** a Reservist and CG Civilian employee to ensure the email notification is sent to the military SPO.

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## Approving or Denying IDT Drills, Continued

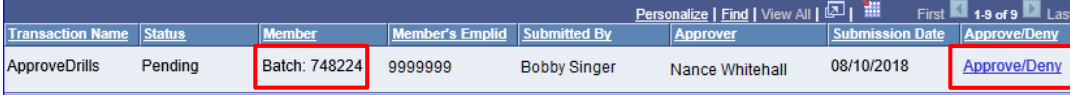
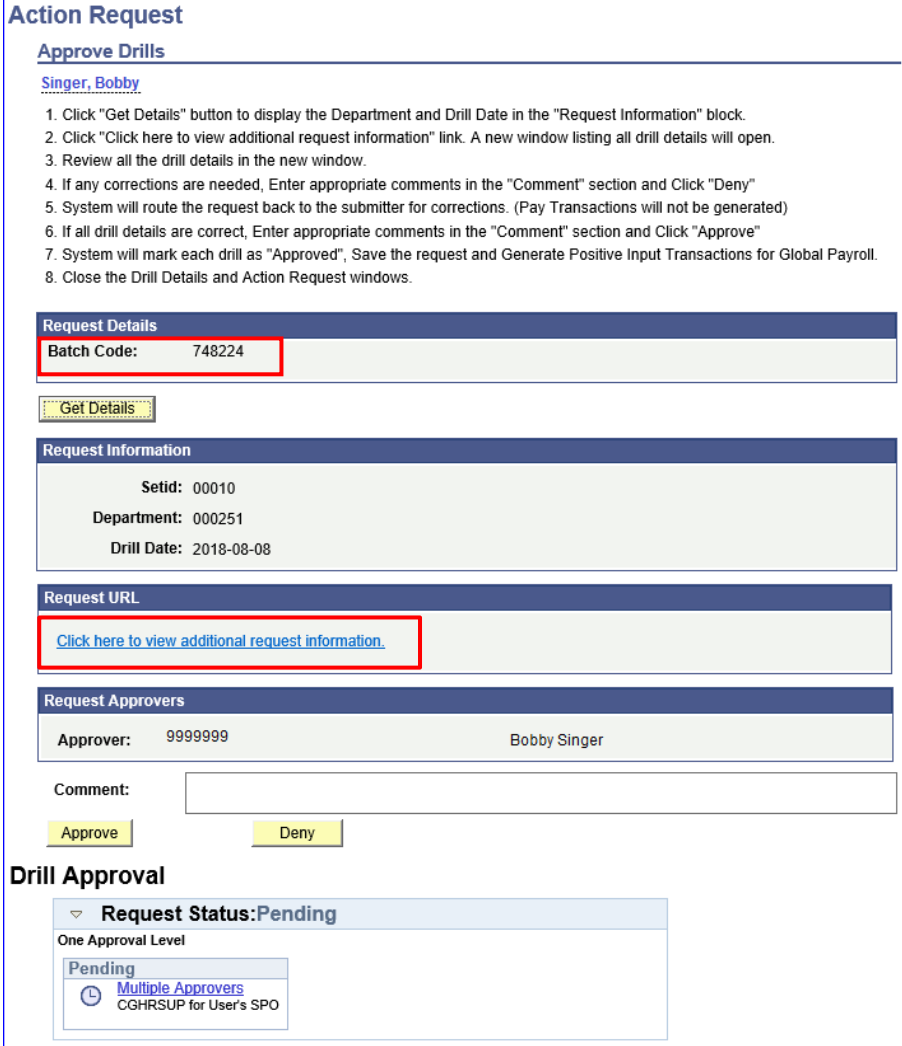
Procedures See below.

Step	Action
1	<p>From the Requests tab, select <b>View My Requests (all types)</b> from the Self Service Requests pagelet.</p> 
2	<p>The View My Action Requests page will display.</p> <ul style="list-style-type: none"> <li>• Select the <b>Requests I am Approver For</b> radio button.</li> <li>• <b>Transaction Name</b> - may be left at the default of All Transactions or using the drop-down, select <b>Approve Drills</b>.</li> <li>• <b>Transaction Status</b> - leave as Pending.</li> <li>• <b>Submission From Date</b> and <b>Submission To Date</b> - may be entered to narrow down the search or may be left blank.</li> </ul> <p>Click <b>Populate Grid</b>.</p> 

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# Approving or Denying IDT Drills, Continued

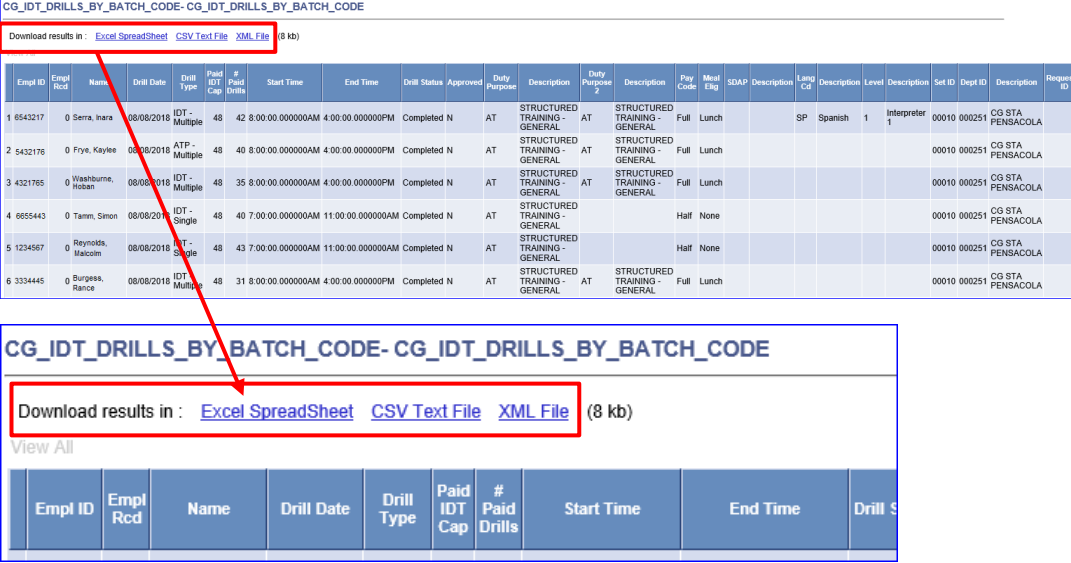
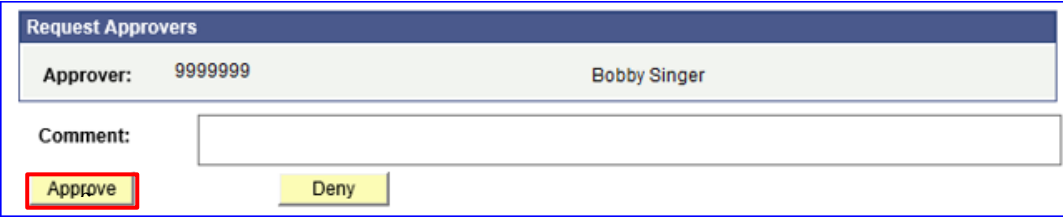
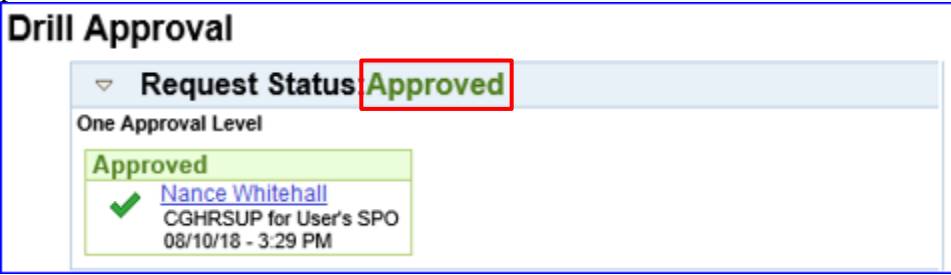
Procedures,  
continued

Step	Action																
3	<p>A list of all pending requests will display. The Member column will display the ‘Approval Batch’ numbers. Click <b>Approve/Deny</b> for the appropriate Approval Batch.</p>  <table border="1" data-bbox="312 600 1385 694"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Emplid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>ApproveDrills</td> <td>Pending</td> <td>Batch: 748224</td> <td>9999999</td> <td>Bobby Singer</td> <td>Nance Whitehall</td> <td>08/10/2018</td> <td>Approve/Deny</td> </tr> </tbody> </table>	Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Approve/Deny	ApproveDrills	Pending	Batch: 748224	9999999	Bobby Singer	Nance Whitehall	08/10/2018	Approve/Deny
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4	<p>The Action Request page will display for the selected Batch. To review the IDT drills included within the Batch, select the ‘<b>Click here to view additional request information</b>’ link.</p>  <p><b>Action Request</b></p> <p><b>Approve Drills</b> Singer, Bobby</p> <ol style="list-style-type: none"> <li>Click "Get Details" button to display the Department and Drill Date in the "Request Information" block.</li> <li>Click "Click here to view additional request information" link. A new window listing all drill details will open.</li> <li>Review all the drill details in the new window.</li> <li>If any corrections are needed, Enter appropriate comments in the "Comment" section and Click "Deny"</li> <li>System will route the request back to the submitter for corrections. (Pay Transactions will not be generated)</li> <li>If all drill details are correct, Enter appropriate comments in the "Comment" section and Click "Approve"</li> <li>System will mark each drill as "Approved", Save the request and Generate Positive Input Transactions for Global Payroll.</li> <li>Close the Drill Details and Action Request windows.</li> </ol> <p><b>Request Details</b> Batch Code: 748224</p> <p><b>Request Information</b> Setid: 00010 Department: 000251 Drill Date: 2018-08-08</p> <p><b>Request URL</b> <a href="#">Click here to view additional request information.</a></p> <p><b>Request Approvers</b> Approver: 9999999 Bobby Singer</p> <p>Comment: <input type="text"/></p> <p><input type="button" value="Approve"/> <input type="button" value="Deny"/></p> <p><b>Drill Approval</b> Request Status: Pending One Approval Level Pending Multiple Approvers CGHRSUP for User's SPO</p>																

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# Approving or Denying IDT Drills, Continued

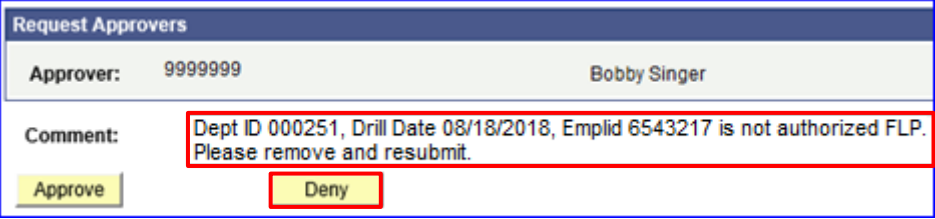
Procedures, continued

Step	Action																																																																						
5	<p>The link will open in a new tab displaying a report of all the IDT drills included within the Batch. The report may be <b>downloaded</b> into various formats for easier viewing/sorting/filtering if necessary. For a description of each of the fields, see the <a href="#">View Member's IDT Drills</a> guide. To exit out of the report, close the tab.</p>  <p>The screenshot shows a report titled "CG_IDT_DRILLS_BY_BATCH_CODE- CG_IDT_DRILLS_BY_BATCH_CODE". Below the title, there are download options: "Download results in: Excel Spreadsheet CSV Text File XML File (8 kb)". A red box highlights these options, and a red arrow points from the "Excel Spreadsheet" link to the "Download results in:" text. Below the download options is a table with columns: Empl ID, Empl Rcd, Name, Drill Date, Drill Type, Paid IDT Cap, # Paid Drills, Start Time, End Time, Drill Status, Approved, Dirty Purpose, Description, Dirty Purpose 2, Description, Pay Code, Meal Elig, SDAP, Description, Lang Cd, Description, Level, Description, Set ID, Dept ID, Description, Request ID. The table contains 6 rows of data for various employees and drills.</p> <p>CG_IDT_DRILLS_BY_BATCH_CODE- CG_IDT_DRILLS_BY_BATCH_CODE</p> <p>Download results in : <a href="#">Excel SpreadSheet</a> <a href="#">CSV Text File</a> <a href="#">XML File</a> (8 kb)</p> <p>View All</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Rcd</th> <th>Name</th> <th>Drill Date</th> <th>Drill Type</th> <th>Paid IDT Cap</th> <th># Paid Drills</th> <th>Start Time</th> <th>End Time</th> <th>Drill S</th> </tr> </thead> <tbody> <tr> <td>1 6543217</td> <td>0</td> <td>Serra, Inara</td> <td>08/08/2018</td> <td>IDT - Multiple</td> <td>48</td> <td>42</td> <td>8:00:00.000000AM</td> <td>4:00:00.000000PM</td> <td>Completed N</td> </tr> <tr> <td>2 5432176</td> <td>0</td> <td>Frye, Kaylee</td> <td>08/08/2018</td> <td>ATP - Multiple</td> <td>48</td> <td>40</td> <td>8:00:00.000000AM</td> <td>4:00:00.000000PM</td> <td>Completed N</td> </tr> <tr> <td>3 4321765</td> <td>0</td> <td>Washburne, Hoban</td> <td>08/08/2018</td> <td>IDT - Multiple</td> <td>48</td> <td>35</td> <td>8:00:00.000000AM</td> <td>4:00:00.000000PM</td> <td>Completed N</td> </tr> <tr> <td>4 6655443</td> <td>0</td> <td>Tamm, Simon</td> <td>08/08/2018</td> <td>IDT - Single</td> <td>48</td> <td>40</td> <td>7:00:00.000000AM</td> <td>11:00:00.000000AM</td> <td>Completed N</td> </tr> <tr> <td>5 1234567</td> <td>0</td> <td>Reynolds, Malcolm</td> <td>08/08/2018</td> <td>IDT - Single</td> <td>48</td> <td>43</td> <td>7:00:00.000000AM</td> <td>11:00:00.000000AM</td> <td>Completed N</td> </tr> <tr> <td>6 3334445</td> <td>0</td> <td>Burgess, Rance</td> <td>08/08/2018</td> <td>IDT - Multiple</td> <td>48</td> <td>31</td> <td>8:00:00.000000AM</td> <td>4:00:00.000000PM</td> <td>Completed N</td> </tr> </tbody> </table>	Empl ID	Empl Rcd	Name	Drill Date	Drill Type	Paid IDT Cap	# Paid Drills	Start Time	End Time	Drill S	1 6543217	0	Serra, Inara	08/08/2018	IDT - Multiple	48	42	8:00:00.000000AM	4:00:00.000000PM	Completed N	2 5432176	0	Frye, Kaylee	08/08/2018	ATP - Multiple	48	40	8:00:00.000000AM	4:00:00.000000PM	Completed N	3 4321765	0	Washburne, Hoban	08/08/2018	IDT - Multiple	48	35	8:00:00.000000AM	4:00:00.000000PM	Completed N	4 6655443	0	Tamm, Simon	08/08/2018	IDT - Single	48	40	7:00:00.000000AM	11:00:00.000000AM	Completed N	5 1234567	0	Reynolds, Malcolm	08/08/2018	IDT - Single	48	43	7:00:00.000000AM	11:00:00.000000AM	Completed N	6 3334445	0	Burgess, Rance	08/08/2018	IDT - Multiple	48	31	8:00:00.000000AM	4:00:00.000000PM	Completed N
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6	<p>If all the information within the report is correct, enter any comments as appropriate and click <b>Approve</b>.</p>  <p>The screenshot shows a "Request Approvers" form. It has a field for "Approver:" with the value "9999999" and the name "Bobby Singer". Below this is a "Comment:" field. At the bottom, there are two buttons: "Approve" (highlighted with a red box) and "Deny".</p> <p>Request Approvers</p> <p>Approver: 9999999 Bobby Singer</p> <p>Comment:</p> <p>Approve Deny</p>																																																																						
7	<p>The Request Status will indicate <b>Approved</b> and the IDT drill(s) included in the Batch will be processed for pay and allowances and/or creditable retirement points.</p>  <p>The screenshot shows a "Drill Approval" section. It has a dropdown menu for "Request Status" which is set to "Approved" (highlighted with a red box). Below this, it says "One Approval Level" and shows a green box with a checkmark and the text "Approved" by "Nance Whitehall" on "08/10/18 - 3:29 PM".</p> <p>Drill Approval</p> <p>Request Status <b>Approved</b></p> <p>One Approval Level</p> <p>Approved</p> <p>✓ Nance Whitehall CGHRSUP for User's SPO 08/10/18 - 3:29 PM</p>																																																																						

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## Approving or Denying IDT Drills, Continued

Procedures,  
continued

Step	Action
<p><b>8</b></p>	<p>If any of the IDT drills listed on the report are incorrect (i.e. incorrect SDP/AP code selected), the <b>entire</b> Batch will need to be denied. The Command will make corrections and resubmit for approval.</p> <p>To deny the IDT drill(s), enter <b>comments</b> to include the Dept ID, IDT Drill Date, the Emplid of the member(s) and required corrective action(s) and click <b>Deny</b>.</p> 
<p><b>9</b></p>	<p>The Request Status will indicate <b>Denied</b>. Pay and Allowances and creditable retirement points will <b>NOT</b> be processed for any of the IDT drills included in the Batch until the IDT drill(s) have been corrected and resubmitted for approval.</p> <p>The SPO <b>MUST</b> notify the Command/Supervisor that the IDT drills were denied so corrective action may be taken. Ensure to attach the excel spreadsheet report of all the IDT drills included within the batch (as shown in Step 5) in the email notification to the Command/Supervisor.</p> 