

## Approving or Denying IDT Drills

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**Introduction** This guide provides the procedures for PAOs 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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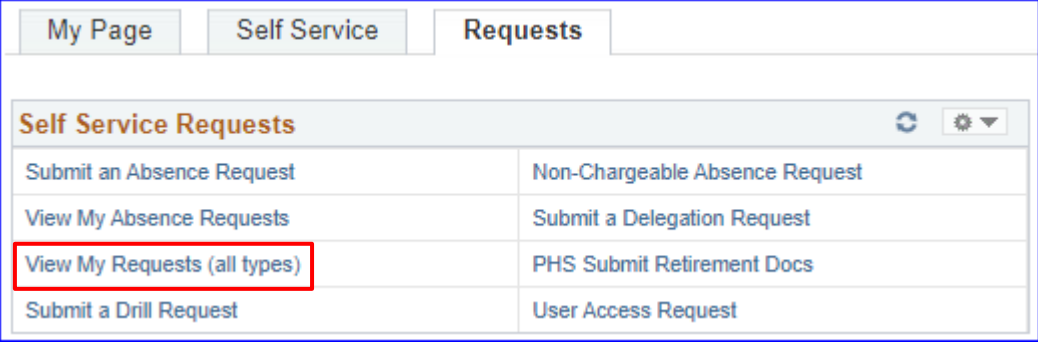
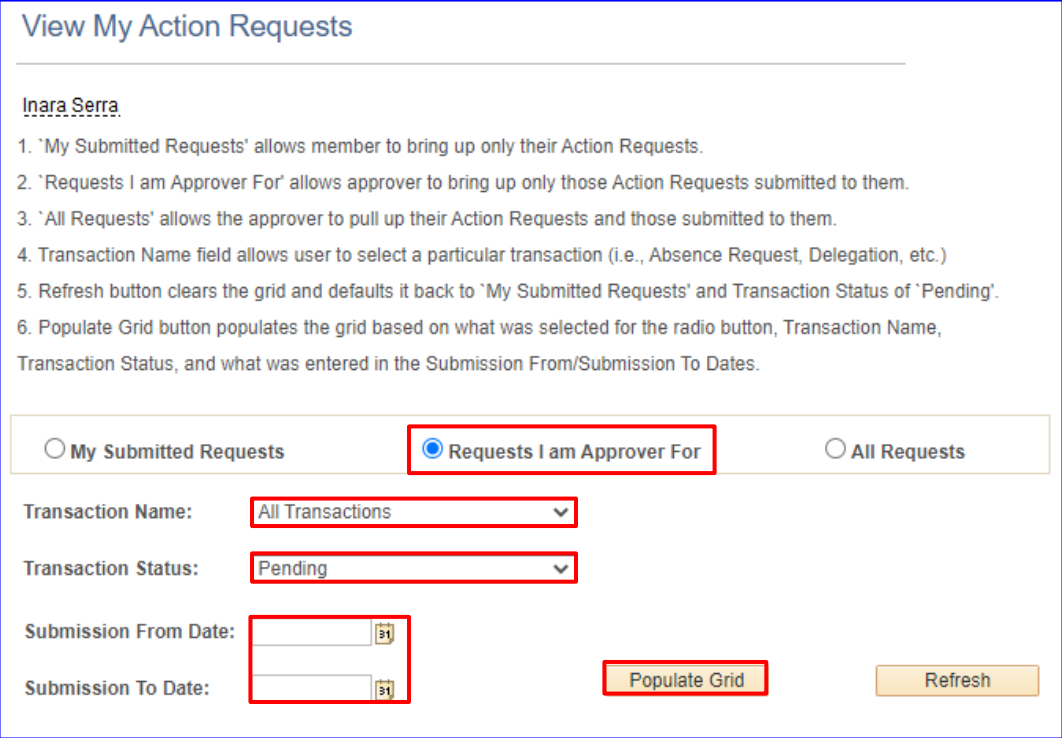
**Reserve Maternity Compensation IDT Credit** [ALCOAST 140/22](#) announced the implementation of a maternity absence policy for new mothers. There will not be a separate Duty Status category in Direct Access (DA) for maternity absence – it is IDT; however, a “Maternity Absence” Duty Purpose code is being developed for DA. Until it is added, commands should use the **MED Duty Purpose** code. Be aware the Duty Purpose appears differently if drills are entered individually or as a batch. There are two different length Duty Purpose descriptions for each Duty Purpose Code. They are: “**Medical**” and “**RMP – MEDICAL OTHER THAN PHA**”. **These are the same Duty Purpose.**

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## Approving or Denying IDT Drills, Continued

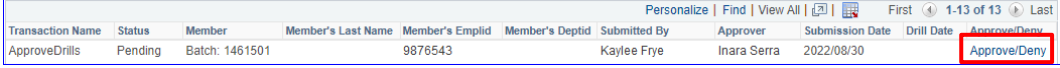
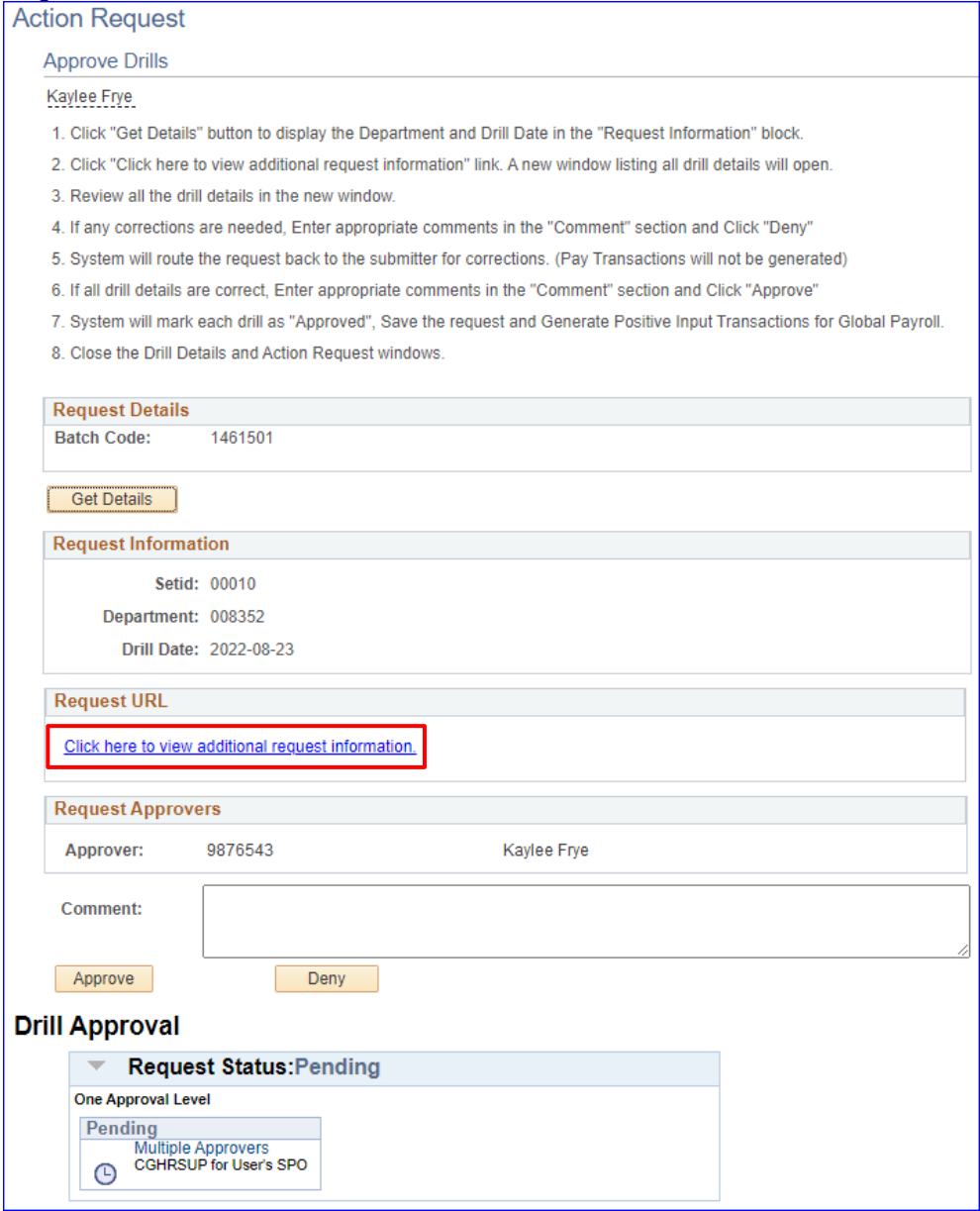
Procedures See below.

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. Select the <b>Requests I am Approver For</b> radio button. The <b>Transaction Name</b> may be left as All Transactions or using the drop-down, select Approve Drills. Leave the <b>Transaction Status</b> as Pending. Click <b>Populate Grid</b>.</p> <p><b>NOTE:</b> To narrow the search results further, a <b>Submission From Date</b> and/or a <b>Submission To Date</b> may be entered prior to clicking Populate Grid.</p> 

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# Approving or Denying IDT Drills, Continued

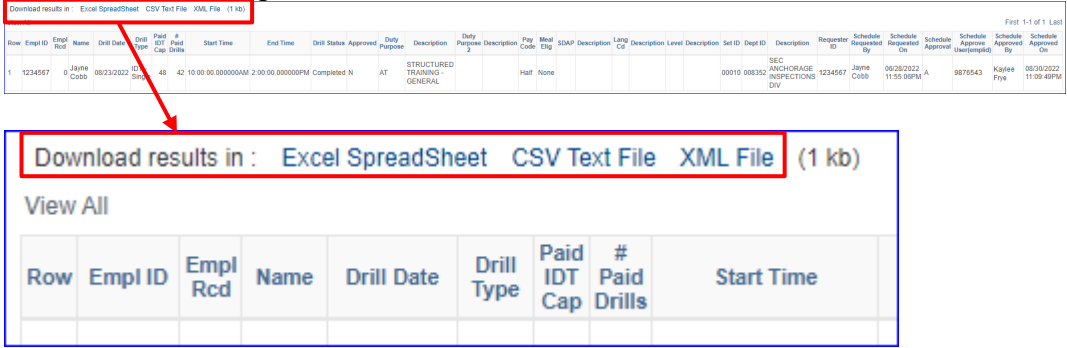
Procedures,  
continued

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> 
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> 

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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.</p> <p>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 with a table of drill data. The table has columns: Row, Empl ID, Empl Rcd, Name, Drill Date, Drill Type, Paid IDT Cap, # Paid Drills, and Start Time. The first row contains data for a drill on 08/23/2022.</p>

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# Approving or Denying IDT Drills, Continued

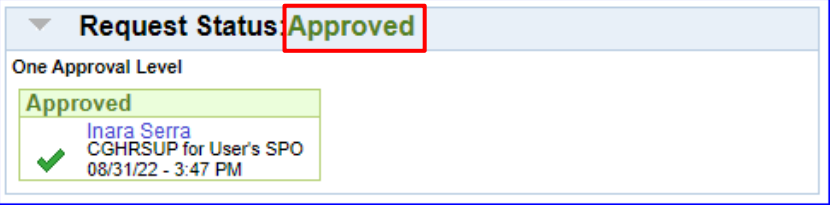
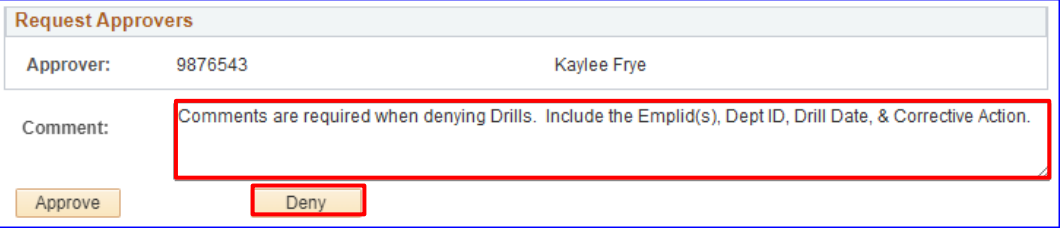
Procedures,  
continued

Step	Action
6	<p>If all the information within the report is correct, enter any comments as appropriate and click <b>Approve</b> (if denying the request, skip to Step 8).</p> <div data-bbox="316 517 1378 1827" style="border: 1px solid black; padding: 10px;"> <p><b>Action Request</b></p> <p><u>Approve Drills</u></p> <p><u>Kaylee Frye</u></p> <ol style="list-style-type: none"> <li>1. Click "Get Details" button to display the Department and Drill Date in the "Request Information" block.</li> <li>2. Click "Click here to view additional request information" link. A new window listing all drill details will open.</li> <li>3. Review all the drill details in the new window.</li> <li>4. If any corrections are needed, Enter appropriate comments in the "Comment" section and Click "Deny"</li> <li>5. System will route the request back to the submitter for corrections. (Pay Transactions will not be generated)</li> <li>6. If all drill details are correct, Enter appropriate comments in the "Comment" section and Click "Approve"</li> <li>7. System will mark each drill as "Approved", Save the request and Generate Positive Input Transactions for Global Payroll.</li> <li>8. Close the Drill Details and Action Request windows.</li> </ol> <div data-bbox="360 947 1369 1025" style="border: 1px solid #ccc; padding: 5px;"> <p><b>Request Details</b></p> <p>Batch Code: 1461501</p> </div> <div data-bbox="360 1043 504 1075" style="border: 1px solid #ccc; padding: 2px; text-align: center; margin: 5px 0;"> <p>Get Details</p> </div> <div data-bbox="360 1093 1369 1245" style="border: 1px solid #ccc; padding: 5px;"> <p><b>Request Information</b></p> <p style="text-align: center;">Setid: 00010</p> <p style="text-align: center;">Department: 008352</p> <p style="text-align: center;">Drill Date: 2022-08-23</p> </div> <div data-bbox="360 1263 1369 1361" style="border: 1px solid #ccc; padding: 5px;"> <p><b>Request URL</b></p> <p style="text-align: center;"><a href="#">Click here to view additional request information.</a></p> </div> <div data-bbox="360 1379 1369 1460" style="border: 1px solid #ccc; padding: 5px;"> <p><b>Request Approvers</b></p> <p>Approver: 9876543 Kaylee Frye</p> </div> <p>Comment: <input style="width: 100%; height: 30px;" type="text"/></p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div data-bbox="368 1563 480 1594" style="border: 1px solid red; padding: 2px 10px;">Approve</div> <div data-bbox="611 1563 722 1594" style="border: 1px solid #ccc; padding: 2px 10px;">Deny</div> </div> <p><b>Drill Approval</b></p> <div data-bbox="387 1659 1094 1818" style="border: 1px solid #ccc; padding: 5px;"> <p>▼ <b>Request Status: Pending</b></p> <p>One Approval Level</p> <div style="border: 1px solid #ccc; padding: 2px;"> <p>Pending</p> <p>Multiple Approvers</p> <p>⌚ CGHRSUP for User's SPO</p> </div> </div> </div>

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## Approving or Denying IDT Drills, Continued

Procedures,  
continued

Step	Action
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> 
8	<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), then click <b>Deny</b>.</p> 
9	<p>The Request Status will indicate <b>Denied</b>. Pay and Allowances and creditable retirement points will <b>NOT</b> be processed for <b>any</b> of the IDT drills included in the Batch until the IDT drill(s) have been corrected and resubmitted for approval.</p> <p>The PAO <b>MUST</b> notify the Command/Supervisor that the IDT drills were denied so corrective action may be taken. Be sure 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> 