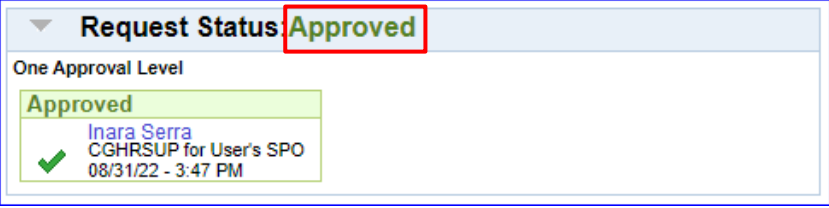
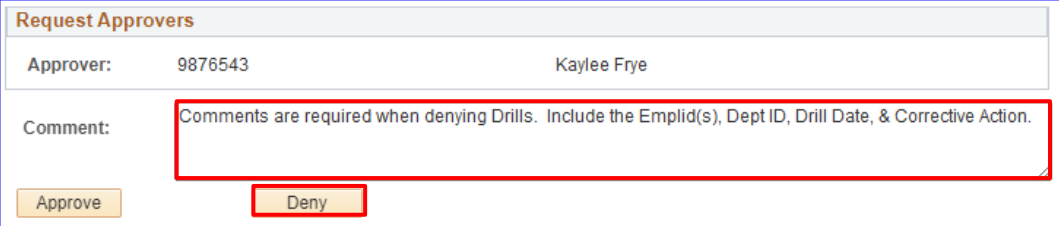
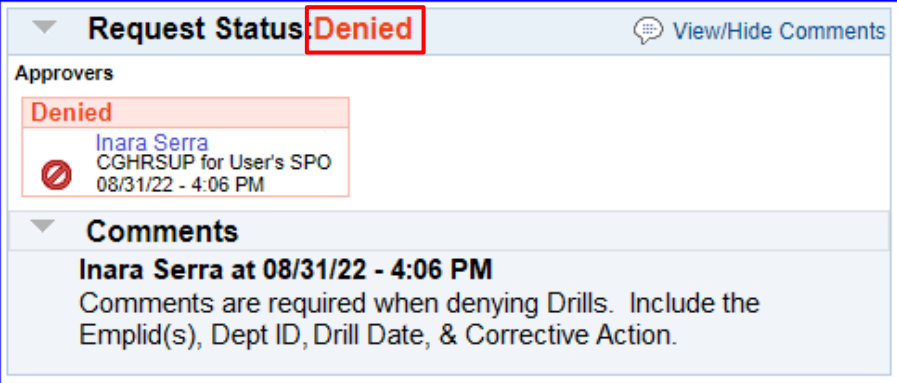


Approving or Denying IDT Drills, Continued

Procedures,
continued

Step	Action
8	<p>The Request Status will indicate Approved, 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 dropdown menu for 'Request Status' set to 'Approved'. Below it, under 'One Approval Level', there is a green box with 'Approved' and a checkmark. The approver is 'Inara Serra' for 'User's SPO' on '08/31/22 - 3:47 PM'.</p>
9	<p>If any of the IDT drills listed on the report are incorrect (i.e., incorrect SDP/AP code selected), the entire Batch will need to be denied. The Command will make corrections and resubmit for approval.</p> <p>To deny the IDT drill(s), enter Comments to include the Dept ID, IDT Drill Date, the Empl ID of the member(s), and required corrective action(s), then click Deny.</p>  <p>The screenshot shows the 'Request Approvers' section with 'Approver: 9876543 Kaylee Frye'. The 'Comment' field contains the text: 'Comments are required when denying Drills. Include the Emplid(s), Dept ID, Drill Date, & Corrective Action.' The 'Deny' button is highlighted with a red box.</p>
10	<p>The Request Status will indicate Denied. Pay and Allowances and creditable retirement points will NOT 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 PAO MUST 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>  <p>The screenshot shows the 'Request Status' dropdown set to 'Denied'. Under 'Approvers', there is a red box with 'Denied' and a red circle with a slash. The approver is 'Inara Serra' for 'User's SPO' on '08/31/22 - 4:06 PM'. Below, the 'Comments' section shows a comment from 'Inara Serra at 08/31/22 - 4:06 PM' with the text: 'Comments are required when denying Drills. Include the Emplid(s), Dept ID, Drill Date, & Corrective Action.'</p>