
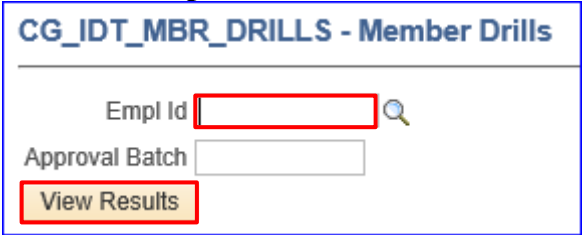
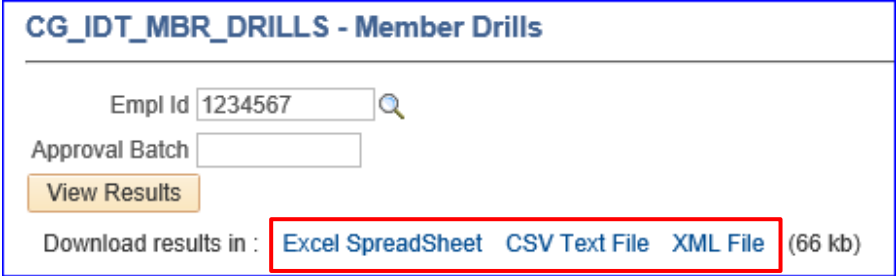


View Member Drills Report

Introduction This guide provides the procedures for Command Users, Supervisors, or SPOs to view a Reserve member’s drills in Direct Access (DA).

Purpose This report identifies a complete listing of a Reserve member’s drills and their current status for the previous 12 months.


Procedures See below.

Step	Action
1	<p>Select View Member Drills from the Reserve Administration pagelet.</p> 
2	<p>The CG_IDT_MBR_DRILLS – Member Drills page will display. Enter the member’s Empl ID and click View Results.</p>  <p>Note: Users may also view the complete details and member information on a specific batch by entering the batch number in the Approval Batch block.</p>
3	<p>All of a member’s IDT drill information for the past 12 months will display. The results may be downloaded into various formats for easier sorting/filtering.</p> 

Continued on next page

View Member Drills Report, Continued

Procedures,
continued

Step	Action																							
4	<p>The IDT drill report has 36 fields that will be explained in Steps 5-8.</p> 																							
5	<table border="1" data-bbox="352 674 1353 763"> <thead> <tr> <th>ID</th> <th>Drill Date</th> <th>Drill Type</th> <th>Report Time</th> <th>End Time</th> <th>Drill Status</th> <th>Approved</th> </tr> </thead> </table> <table border="1" data-bbox="339 801 1369 1711"> <thead> <tr> <th>Field</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>ID</td> <td>Reserve member's Employee ID</td> </tr> <tr> <td>Drill Date</td> <td>Date the drill was performed</td> </tr> <tr> <td>Drill Type</td> <td>Type of drill performed: <ul style="list-style-type: none"> • IDT-Multiple • IDT-Single • RMP • ATP-Single • ATP-Multiple • Funeral </td> </tr> <tr> <td>Report Time</td> <td>Time the Reserve member reported for duty</td> </tr> <tr> <td>End Time</td> <td>Time the Reserve member departed from duty</td> </tr> <tr> <td>Drill Status</td> <td>Status of the drill: <ul style="list-style-type: none"> • Cancelled • Completed • Scheduled • Unexcused </td> </tr> <tr> <td>Approved</td> <td> N: (Drill Status is Scheduled) – pending/not authorized by the Command Y: (Drill Status is Scheduled) – authorized by the Command N: (Drill Status is Completed) – not approved by the SPO Y: (Drill Status is Completed) – approved by the SPO </td> </tr> </tbody> </table>	ID	Drill Date	Drill Type	Report Time	End Time	Drill Status	Approved	Field	Description	ID	Reserve member's Employee ID	Drill Date	Date the drill was performed	Drill Type	Type of drill performed: <ul style="list-style-type: none"> • IDT-Multiple • IDT-Single • RMP • ATP-Single • ATP-Multiple • Funeral 	Report Time	Time the Reserve member reported for duty	End Time	Time the Reserve member departed from duty	Drill Status	Status of the drill: <ul style="list-style-type: none"> • Cancelled • Completed • Scheduled • Unexcused 	Approved	N: (Drill Status is Scheduled) – pending/not authorized by the Command Y: (Drill Status is Scheduled) – authorized by the Command N: (Drill Status is Completed) – not approved by the SPO Y: (Drill Status is Completed) – approved by the SPO
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View Member Drills Report, Continued

Procedures,
continued

Step	Action																			
6	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">Purpose 1</td> <td style="width: 10%;">Purpose 2</td> <td style="width: 5%;">Pay Code</td> <td style="width: 5%;">Meal Elig</td> <td style="width: 5%;">SDAP</td> <td style="width: 10%;">Language</td> <td style="width: 10%;">Proficiency</td> <td style="width: 5%;">DUP Eligible</td> <td style="width: 5%;">Dept ID</td> <td style="width: 5%;">Approval Batch</td> </tr> </table>										Purpose 1	Purpose 2	Pay Code	Meal Elig	SDAP	Language	Proficiency	DUP Eligible	Dept ID	Approval Batch
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	Field	Description																		
	Purpose 1	Duty purpose of the drill																		
	Purpose 2	Duty purpose of the drill (will only populate if a multiple drill)																		
	Pay Code	Full, Half, or None																		
	Meal Elig	Will list any meals paid or none																		
	SDAP	Special Duty Pay / Assignment Pay																		
	Language	Foreign Language Proficiency Pay																		
	Proficiency	Foreign Language Proficiency code																		
	DUP Eligible	Designated Unit Pay eligible (formally known as High Priority Unit Pay)																		
	Dept ID	Department where the drill was scheduled/performed																		
	Approval Batch	Approval batch number drill assigned to																		

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View Member Drills Report, Continued

Procedures,
continued

Step	Action																	
7	<table border="1"> <thead> <tr> <th data-bbox="336 521 432 600">Last Updated User</th> <th data-bbox="432 521 544 600">Last Updated By</th> <th data-bbox="544 521 679 600">Last Updated</th> <th data-bbox="679 521 799 600">Schedule Request Status</th> <th data-bbox="799 521 919 600">Schedule Requested By</th> <th data-bbox="919 521 1023 600">Schedule Approve User</th> <th data-bbox="1023 521 1142 600">Schedule Approved By</th> <th data-bbox="1142 521 1262 600">Schedule Approved On</th> <th data-bbox="1262 521 1359 600">Pay Approval</th> </tr> </thead> </table>									Last Updated User	Last Updated By	Last Updated	Schedule Request Status	Schedule Requested By	Schedule Approve User	Schedule Approved By	Schedule Approved On	Pay Approval
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	Field		Description															
	Last Updated User	Employee ID of the last person to edit the drill																
	Last Updated By	Name of the last person to edit the drill																
	Last Updated	Date and time the drill was last edited																
	Schedule Request Status	Will display the status of the Scheduled IDT drill: <ul style="list-style-type: none"> • Pending – awaiting review/authorization by the supervisor • Approved – supervisor has authorized the drill for pay • Terminated – drill has been authorized by the supervisor and processed through the SPO for pay 																
	Schedule Requested By	Name of person who initially entered the drill																
	Schedule Approve User	Employee ID of the Command representative (or supervisor) who authorized the drill																
	Schedule Approve By	Name of the Command representative (or supervisor) who authorized the drill																
	Schedule Approved On	Date and time the drill was authorized by the Command representative (or supervisor)																
Pay Approval	Will display the status of the Completed drill: <ul style="list-style-type: none"> • Pending – awaiting SPO approval • Approved – SPO approved (processed for pay) 																	

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View Member Drills Report, Continued

Procedures,
continued

Step	Action																			
8	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Pay Approval User</th> <th style="text-align: center;">Pay Approved By</th> <th style="text-align: center;">Pay Approved On</th> <th style="text-align: center;">OTPI Calendar</th> <th style="text-align: center;">OTPI Units</th> <th style="text-align: center;">OTPI Created On</th> <th style="text-align: center;">Paid In Pay Cycle</th> <th style="text-align: center;">Identified In Pay Cycle</th> <th style="text-align: center;">Pay Amount</th> <th style="text-align: center;">As Of</th> </tr> </thead> </table>										Pay Approval User	Pay Approved By	Pay Approved On	OTPI Calendar	OTPI Units	OTPI Created On	Paid In Pay Cycle	Identified In Pay Cycle	Pay Amount	As Of
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	Field		Description																	
	Pay Approval User		Employee ID of the person who approved the drill for pay (SPO user)																	
	Pay Approved By		Name of the person who approved the drill for pay (SPO user)																	
	Pay Approved On		Date and time the drill was approved for pay																	
	OTPI Calendar		One Time Positive Unit (OTPI) calendar the drill was processed on																	
	OTPI Units		Identifies the number of drills processed																	
	OTPI Created On		Date and time the OTPI calendar was created																	
	Paid in Pay Cycle		Pay calendar the drill was paid on																	
	Identified in Pay Cycle		Pay calendar the drill was identified in (generally the same calendar as the Paid in Pay Cycle calendar ID)																	
	Pay Amount		Displays the Reserve member's Base IDT drill pay portion to be paid to the member (this figure does not include any entitlements or deductions authorized the Reserve member)																	
	As Of		Date and time Direct Access (DA) updated the View Member Drills report (generally nightly)																	