
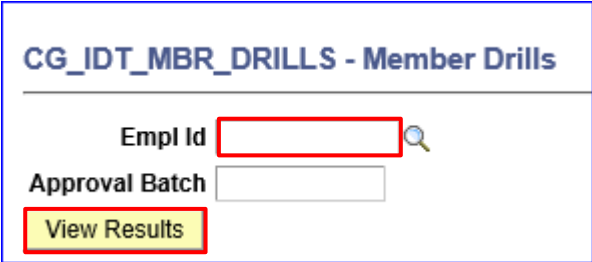
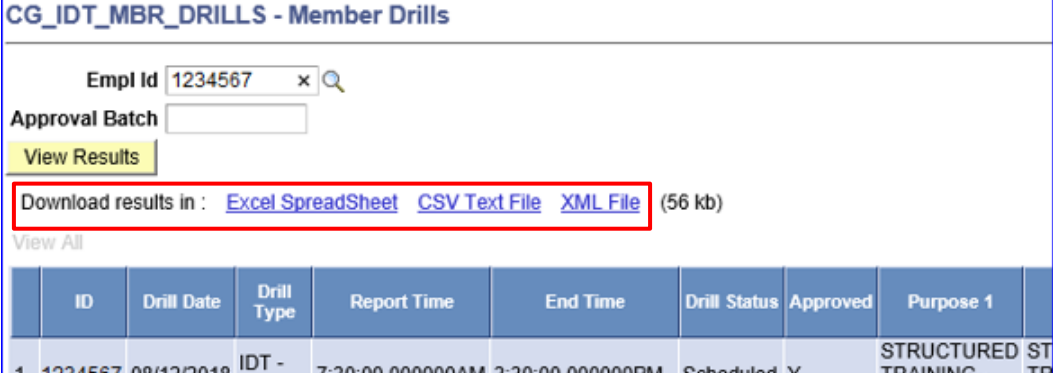


## View a Reserve Member's IDT Drills

**Introduction** This guide provides the procedures for Command Users, Supervisors, or SPOs to view a Reserve member's Inactive Duty for Training (IDT) drills in Direct Access.

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



**Procedures** See below.

Step	Action
1	<p>Select <b>View Member Drills</b> from the Reserve Administration pagelet.</p> 
2	<p>The CG_IDT_MBR_DRILLS – Member Drills page will display. Enter the member's <b>Empl ID</b> and click <b>View Results</b>.</p> 
3	<p>All of a member's IDT drill information for the past 12 months will display. The results may be <b>downloaded</b> into various formats for easier sorting/filtering.</p> 

*Continued on next page*

## View a Reserve Member’s IDT Drills, Continued

Procedures,  
continued

Step	Action																												
4	<p>The IDT drill report has 36 fields that will be explained in <b>Steps 5-7</b>.</p> 																												
5	 <table border="1" data-bbox="316 831 1398 1765"> <thead> <tr> <th data-bbox="316 831 507 869">Field</th> <th data-bbox="507 831 1398 869">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="316 869 507 913"><b>ID</b></td> <td data-bbox="507 869 1398 913">Reserve member’s employee ID</td> </tr> <tr> <td data-bbox="316 913 507 958"><b>Drill Date</b></td> <td data-bbox="507 913 1398 958">Date of the drill</td> </tr> <tr> <td data-bbox="316 958 507 1048"><b>Drill Type</b></td> <td data-bbox="507 958 1398 1048">Type of drill performed (i.e. IDT-Multiple, IDT-Single, RMP, ATP-Single, ATP-Multiple, etc.)</td> </tr> <tr> <td data-bbox="316 1048 507 1137"><b>Report Time</b></td> <td data-bbox="507 1048 1398 1137">Time the Reserve member started the drill</td> </tr> <tr> <td data-bbox="316 1137 507 1182"><b>End Time</b></td> <td data-bbox="507 1137 1398 1182">Time the Reserve member ended the drill</td> </tr> <tr> <td data-bbox="316 1182 507 1227"><b>Drill Status</b></td> <td data-bbox="507 1182 1398 1227">Status of the drill (Cancelled, Completed, Scheduled, Unexcused)</td> </tr> <tr> <td data-bbox="316 1227 507 1435"><b>Approved</b></td> <td data-bbox="507 1227 1398 1435">                     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> <tr> <td data-bbox="316 1435 507 1480"><b>Purpose 1</b></td> <td data-bbox="507 1435 1398 1480">The duty purpose of the drill</td> </tr> <tr> <td data-bbox="316 1480 507 1563"><b>Purpose 2</b></td> <td data-bbox="507 1480 1398 1563">The duty purpose of the drill (will only be populated if it was a multiple drill)</td> </tr> <tr> <td data-bbox="316 1563 507 1608"><b>Pay Code</b></td> <td data-bbox="507 1563 1398 1608">Full, Half, or None</td> </tr> <tr> <td data-bbox="316 1608 507 1653"><b>Meal Elig</b></td> <td data-bbox="507 1608 1398 1653">Will list any meals paid or none</td> </tr> <tr> <td data-bbox="316 1653 507 1697"><b>SDAP</b></td> <td data-bbox="507 1653 1398 1697">Special Duty Assignment Pay</td> </tr> <tr> <td data-bbox="316 1697 507 1765"><b>Language</b></td> <td data-bbox="507 1697 1398 1765">Foreign Language Proficiency Pay</td> </tr> </tbody> </table>	Field	Description	<b>ID</b>	Reserve member’s employee ID	<b>Drill Date</b>	Date of the drill	<b>Drill Type</b>	Type of drill performed (i.e. IDT-Multiple, IDT-Single, RMP, ATP-Single, ATP-Multiple, etc.)	<b>Report Time</b>	Time the Reserve member started the drill	<b>End Time</b>	Time the Reserve member ended the drill	<b>Drill Status</b>	Status of the drill (Cancelled, Completed, Scheduled, Unexcused)	<b>Approved</b>	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	<b>Purpose 1</b>	The duty purpose of the drill	<b>Purpose 2</b>	The duty purpose of the drill (will only be populated if it was a multiple drill)	<b>Pay Code</b>	Full, Half, or None	<b>Meal Elig</b>	Will list any meals paid or none	<b>SDAP</b>	Special Duty Assignment Pay	<b>Language</b>	Foreign Language Proficiency Pay
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## View a Reserve Member's IDT Drills, Continued

Procedures,  
continued

Step	Action																					
6	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Proficiency</th> <th style="text-align: center;">DUP Eligible</th> <th style="text-align: center;">Dept ID</th> <th style="text-align: center;">Approval Batch</th> <th style="text-align: center;">Last Updated User</th> <th style="text-align: center;">Last Updated By</th> <th style="text-align: center;">Last Updated</th> <th style="text-align: center;">Schedule Request Status</th> <th style="text-align: center;">Schedule Requested By</th> <th style="text-align: center;">Schedule Approve User</th> <th style="text-align: center;">Schedule Approved By</th> </tr> </thead> </table>											Proficiency	DUP Eligible	Dept ID	Approval Batch	Last Updated User	Last Updated By	Last Updated	Schedule Request Status	Schedule Requested By	Schedule Approve User	Schedule Approved By
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	<b>Field</b>		<b>Description</b>																			
	<b>Proficiency</b>		The Foreign Language Proficiency code																			
	<b>DUP Eligible</b>		Designated Unit Pay eligible (formally known as High Priority Unit Pay)																			
	<b>Dept ID</b>		Department where the drill was scheduled/performed																			
	<b>Approval Batch</b>		The approval batch number																			
	<b>Last Updated User</b>		Employee ID of the last person to view/edit the IDT drill																			
	<b>Last Updated By</b>		Name of the last person to view/edit the IDT drill																			
	<b>Schedule Request Status</b>		Will display the status of the Scheduled IDT drill: Pending or Approved																			
	<b>Schedule Requested By</b>		Name of the person who initially entered the IDT drill																			
	<b>Schedule Approve User</b>		Employee ID of the Command representative who authorized the IDT drill																			
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## View a Reserve Member's IDT Drills, Continued

Procedures,  
continued

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7	<table border="1"> <tr> <td>Schedule Approved On</td> <td>Pay Approval</td> <td>Pay Approval User</td> <td>Pay Approved By</td> <td>Pay Approved On</td> <td>OTPI Calendar</td> <td>OTPI Units</td> <td>OTPI Created On</td> <td>Paid In Pay Cycle</td> <td>Identified in Pay Cycle</td> <td>Pay Amount</td> <td>As Of</td> </tr> </table>												Schedule Approved On	Pay Approval	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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	<b>Field</b>	<b>Description</b>																						
	<b>Schedule Approved On</b>	Date the IDT drill was authorized by the Command																						
	<b>Pay Approval</b>	Will display the status of the Completed IDT drill: Pending or Approved																						
	<b>Pay Approval User</b>	Employee ID of the person who approved the IDT drill for pay																						
	<b>Pay Approved By</b>	Name of the person who approved the IDT drill for pay																						
	<b>Pay Approved On</b>	Date and time the IDT drill was approved for pay																						
	<b>OTPI Calendar</b>	One Time Positive Input (OTPI) calendar																						
	<b>OTPI Units</b>	Identifies the number of IDT drills completed																						
	<b>OTPI Created On</b>	Date the OTPI was created by the SPO																						
	<b>Paid in Pay Cycle</b>	The pay calendar when the IDT drill was paid																						
	<b>Identified in Pay Cycle</b>	The pay calendar the payment was documented																						
	<b>Pay Amount</b>	Displays the Reserve member's base IDT drill pay <b>only</b> scheduled to be paid/paid to the member																						
<b>As Of</b>	Date Direct Access updated the IDT drill status																							