
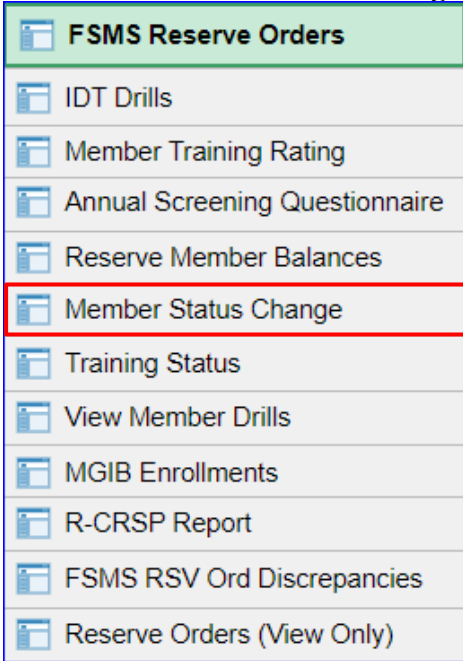


View Member Drills Report

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.

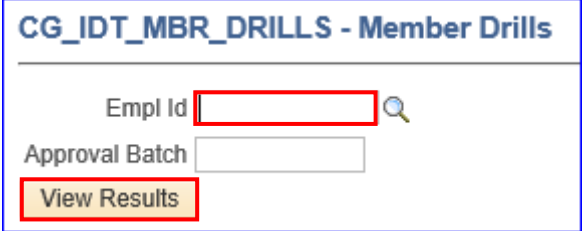
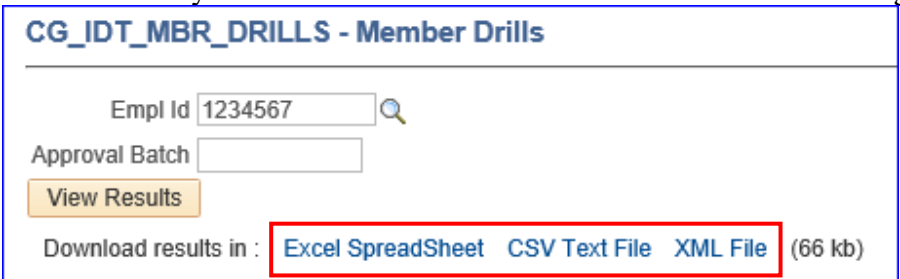
Procedures See below.

Step	Action
1	Click on the Reserve Administration Tile. 
1.5	Select the Member Status Change option. 

Continued on next page

View Member Drills Report, Continued

Procedures, continued

Step	Action
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> <div><div>CO_IDT_MBR_DRILLS - Member Drills</div><div><div>Emp ID: <input type="text"/></div><div>Approval End Dt: <input type="text"/></div><div>View Results</div></div><div><table><tr><td>Row</td><td>ID</td><td>Drill Date</td><td>Drill Type</td><td>Report Time</td><td>End Time</td><td>Drill Status</td><td>Approved</td><td>Preceptor 1</td><td>Preceptor 2</td><td>Preceptor 3</td><td>Preceptor 4</td><td>Preceptor 5</td><td>Preceptor 6</td><td>Preceptor 7</td><td>Preceptor 8</td><td>Preceptor 9</td><td>Preceptor 10</td><td>Preceptor 11</td><td>Preceptor 12</td><td>Preceptor 13</td><td>Preceptor 14</td><td>Preceptor 15</td><td>Preceptor 16</td><td>Preceptor 17</td><td>Preceptor 18</td><td>Preceptor 19</td><td>Preceptor 20</td><td>Preceptor 21</td><td>Preceptor 22</td><td>Preceptor 23</td><td>Preceptor 24</td><td>Preceptor 25</td><td>Preceptor 26</td><td>Preceptor 27</td><td>Preceptor 28</td><td>Preceptor 29</td><td>Preceptor 30</td><td>Preceptor 31</td><td>Preceptor 32</td><td>Preceptor 33</td><td>Preceptor 34</td><td>Preceptor 35</td><td>Preceptor 36</td></tr></table></div></div>	Row	ID	Drill Date	Drill Type	Report Time	End Time	Drill Status	Approved	Preceptor 1	Preceptor 2	Preceptor 3	Preceptor 4	Preceptor 5	Preceptor 6	Preceptor 7	Preceptor 8	Preceptor 9	Preceptor 10	Preceptor 11	Preceptor 12	Preceptor 13	Preceptor 14	Preceptor 15	Preceptor 16	Preceptor 17	Preceptor 18	Preceptor 19	Preceptor 20	Preceptor 21	Preceptor 22	Preceptor 23	Preceptor 24	Preceptor 25	Preceptor 26	Preceptor 27	Preceptor 28	Preceptor 29	Preceptor 30	Preceptor 31	Preceptor 32	Preceptor 33	Preceptor 34	Preceptor 35	Preceptor 36
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View Member Drills Report, Continued

Procedures,
continued

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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

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View Member Drills Report, Continued

Procedures,
continued

Step	Action										
8	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	
	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)									