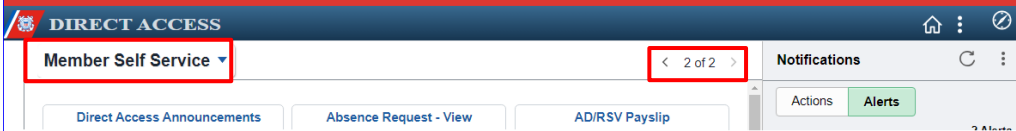
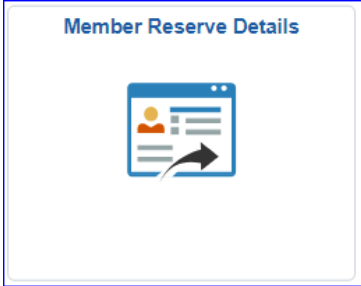
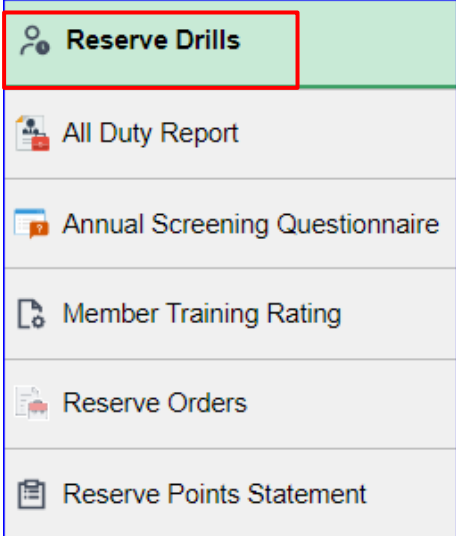


Reserve Drills Report

Introduction This guide provides the procedures for viewing your Reserve Drills in Direct Access (DA).

Reference [Reserve Duty Status and Participation Manual, COMDTINST M1001.2 \(series\), Chapter 2](#)

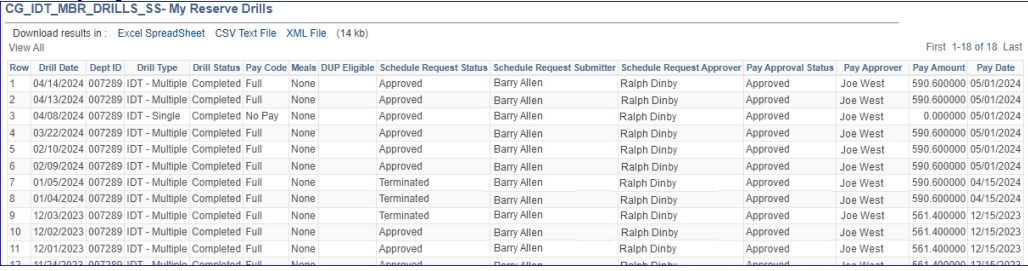
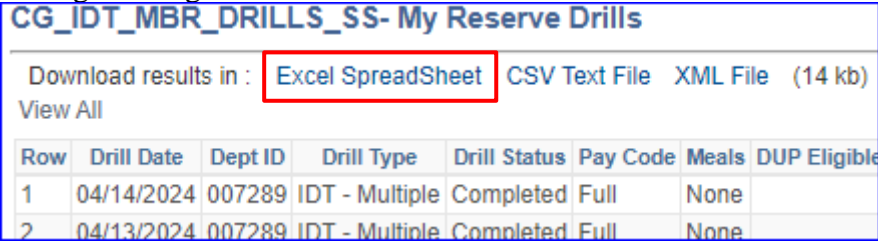
Procedures See below.

Step	Action
1	<p>Navigate to Member Self Service via the drop-down or by page arrows.</p> 
2	<p>Click on the Member Reserve Details tile.</p> 
3	<p>The Reserve Drills option will automatically display. This is by design. All other options are in alphabetical order.</p> 

Continued on next page

Reserve Drills Report, Continued

Reference,
continued

Step	Action																								
<p>4</p>	<p>All IDT Drill information entered in DA for the current Calendar Year (CY) will be displayed.</p> 																								
<p>5</p>	<p>The results may be downloaded into an Excel Spreadsheet for easier sorting/filtering.</p>  <table border="1" data-bbox="341 1077 1222 1178"> <thead> <tr> <th>Row</th> <th>Drill Date</th> <th>Dept ID</th> <th>Drill Type</th> <th>Drill Status</th> <th>Pay Code</th> <th>Meals</th> <th>DUP Eligible</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>04/14/2024</td> <td>007289</td> <td>IDT - Multiple</td> <td>Completed</td> <td>Full</td> <td>None</td> <td></td> </tr> <tr> <td>2</td> <td>04/13/2024</td> <td>007289</td> <td>IDT - Multiple</td> <td>Completed</td> <td>Full</td> <td>None</td> <td></td> </tr> </tbody> </table>	Row	Drill Date	Dept ID	Drill Type	Drill Status	Pay Code	Meals	DUP Eligible	1	04/14/2024	007289	IDT - Multiple	Completed	Full	None		2	04/13/2024	007289	IDT - Multiple	Completed	Full	None	
Row	Drill Date	Dept ID	Drill Type	Drill Status	Pay Code	Meals	DUP Eligible																		
1	04/14/2024	007289	IDT - Multiple	Completed	Full	None																			
2	04/13/2024	007289	IDT - Multiple	Completed	Full	None																			

Continued on next page

Reserve Drills Report, Continued

Reference,
continued

Step	Action							
6	<p>Field names and breakdowns will be explained in 3 sections.</p> <p>Section 1:</p> <ul style="list-style-type: none"> • Drill Date – date of the drill • Dept ID – department where the drill was scheduled/performed • Drill Type – type of drill performed (i.e. IDT-Multiple, IDT-Single, RMP, ATP-Single, ATP-Multiple, etc.) • Drill Status – status of drill (Cancelled, Completed, Scheduled, Unexcused) • Pay Code – Full, Half, or None • Meals – will list any meals paid or None • DUP Eligible – Designated Unit Pay eligible (formally known as High Priority Unit Pay) <table border="1" data-bbox="341 909 1182 949"> <tr> <td>Drill Date</td> <td>Dept ID</td> <td>Drill Type</td> <td>Drill Status</td> <td>Pay Code</td> <td>Meals</td> <td>DUP Eligible</td> </tr> </table>	Drill Date	Dept ID	Drill Type	Drill Status	Pay Code	Meals	DUP Eligible
Drill Date	Dept ID	Drill Type	Drill Status	Pay Code	Meals	DUP Eligible		
7	<p>Section 2:</p> <ul style="list-style-type: none"> • Schedule Request Status – <ul style="list-style-type: none"> – Blank – that means the member did not schedule their own drill (someone did it on their behalf) – Pending – it is awaiting approval or authorization from their supervisor – Approved – it is authorized (the supervisor knows this member is coming) – Terminated – it has been completed/approved and no further action may be taken • Schedule Request Submitter – will only populate if the member scheduled their own drill • Schedule Request Approver – will only populate if member scheduled their own drill <table border="1" data-bbox="341 1451 1217 1491"> <tr> <td>Schedule Request Status</td> <td>Schedule Request Submitter</td> <td>Schedule Request Approver</td> </tr> </table>	Schedule Request Status	Schedule Request Submitter	Schedule Request Approver				
Schedule Request Status	Schedule Request Submitter	Schedule Request Approver						
8	<p>Section 3:</p> <ul style="list-style-type: none"> • Pay Approval Status – will populate if the drill has been approved for pay NOTE: If it is pending, that means the drill has been marked completed and is awaiting the SPO to approve it for pay. • Pay Approver – will display the name of the SPO Auditor who approved the drill for pay • Pay Amount – will display only the basic drill pay • Pay Date – displays the payday in which the member received the payment for the drill <table border="1" data-bbox="341 1877 1007 1917"> <tr> <td>Pay Approval Status</td> <td>Pay Approver</td> <td>Pay Amount</td> <td>Pay Date</td> </tr> </table>	Pay Approval Status	Pay Approver	Pay Amount	Pay Date			
Pay Approval Status	Pay Approver	Pay Amount	Pay Date					