# My Reserve Drills

## Introduction
This guide provides the procedures for members to view the My Reserve Drills report in Direct Access.

## Reference
CG Reserve Policy Manual, COMDTINST M1001.28(series), Chapter 2

## Procedures
See below.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Select My Reserve Drills under View in the Employee pagelet.</td>
</tr>
</tbody>
</table>

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Step | Action
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2 | All IDT Drill information entered in Direct Access for the current Calendar Year (CY) will be displayed.

3 | The results may be downloaded into an Excel Spreadsheet for easier sorting/filtering.
My Reserve Drills, Continued

Reference, continued

<table>
<thead>
<tr>
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<th>Action</th>
</tr>
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</table>
| 4 | Field names and breakdowns will be explained in 3 sections.  
   Section 1:  
   - **Drill Date** - date of the drill  
   - **Dept ID** - department where the drill was scheduled/performer  
   - **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) |

| 5 | Section 2:  
   - **Schedule Request Status** - will only populate if the member scheduled their own drill. **Note:** If Terminated, the drill 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 |

| 6 | Section 3:  
   - **Pay Approval Status** - will populate if the drill has been approved 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 |