

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.

Step	Action
1	<p>Select My Reserve Drills under View in the Employee pagelet.</p>  <p>The screenshot shows an 'Employee' pagelet with a 'View' dropdown menu. The 'View' menu is open, displaying a list of options. The option 'My Reserve Drills' is highlighted with a red rectangular box. Other options in the menu include My Profile, Member Training Rating, My Reserve Points Statement, View My Payslips (AD/RSV), My Dependent Information, My Employee Reviews, My Employee Review Summary, and Off Comparison Scale Summary. There are also '11 More...' and '7 More...' options at the bottom of the menu.</p>

Continued on next page

My Reserve Drills, Continued

Reference,
continued

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<p>2</p>	<p>All IDT Drill information entered in Direct Access for the current Calendar Year (CY) will be displayed.</p> <div data-bbox="343 566 1396 875" style="border: 1px solid blue; padding: 5px;"> <p>CG_IDT_MBR_DRILLS_SS- My Reserve Drills</p> <p>Download results in : Excel Spreadsheet CSV Text File XML File (21 kb)</p> <p>View All First 1-27 of 27 Last</p> <table border="1"> <thead> <tr> <th>Drill Date</th> <th>Drill Type</th> <th>Drill Status</th> <th>Pay Code</th> <th>Meals</th> <th>Schedule Request Status</th> <th>Schedule Request Submitter</th> <th>Schedule Request Approver</th> <th>Pay Approval Status</th> <th>Pay Approver</th> <th>Pay Amount</th> <th>Pay Date</th> </tr> </thead> <tbody> <tr><td>1</td><td>09/28/2018</td><td>RMP</td><td>Scheduled</td><td>Half</td><td>None</td><td>Approved</td><td>Barry Allen</td><td>Ralph Dinby</td><td>Pending</td><td>TRACEN YKTWN</td><td>0.000000</td><td></td></tr> <tr><td>2</td><td>09/09/2018</td><td>IDT - Multiple</td><td>Scheduled</td><td>Full</td><td>Lunch</td><td>Approved</td><td>Barry Allen</td><td>Ralph Dinby</td><td>Pending</td><td>TRACEN YKTWN</td><td>0.000000</td><td></td></tr> <tr><td>3</td><td>09/08/2018</td><td>IDT - 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My Reserve Drills, Continued

Reference,
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Step	Action							
4	<p>Field names and breakdowns will be explained in 3 sections. 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="341 913 1366 965"> <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
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5	<p>Section 2:</p> <ul style="list-style-type: none"> • 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 <table border="1" data-bbox="341 1301 1394 1352"> <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				
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6	<p>Section 3:</p> <ul style="list-style-type: none"> • 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 <table border="1" data-bbox="341 1653 1168 1704"> <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			
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