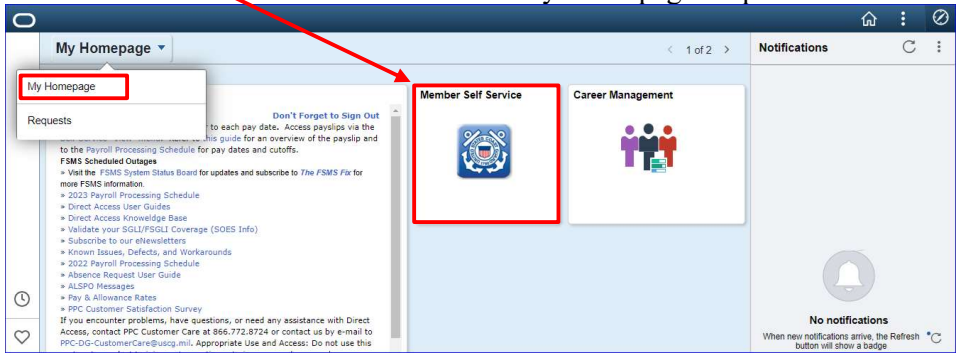
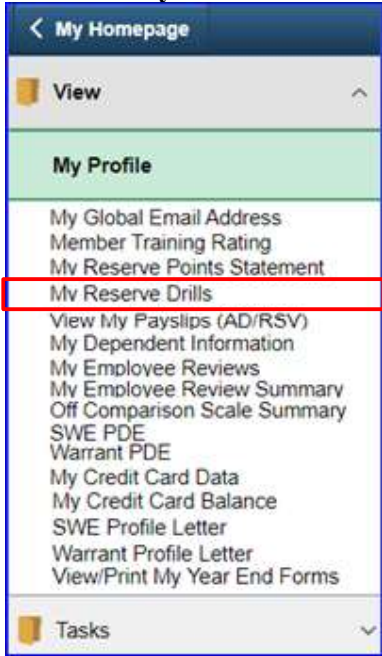


My Reserve Drills

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

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

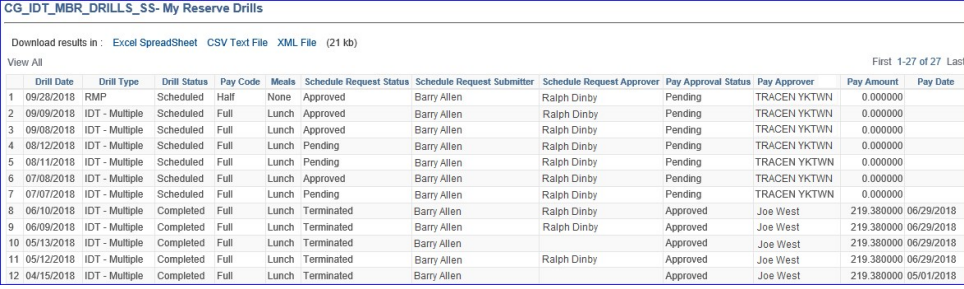

Procedures See below.

Step	Action
1	<p>Select the Member Self Service from the My Homepage drop-down.</p> 
1.5	<p>Select the My Reserve Drills option, from the View drop-down column.</p> 

Continued on next page

My Reserve Drills, Continued

Reference,
continued

Step	Action																																																																																																																																																
<p>2</p>	<p>All IDT Drill information entered in Direct Access (DA) for the current Calendar Year (CY) will be displayed.</p>  <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>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>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>08/12/2018</td><td>IDT - Multiple</td><td>Scheduled</td><td>Full</td><td>Lunch</td><td>Pending</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>08/11/2018</td><td>IDT - Multiple</td><td>Scheduled</td><td>Full</td><td>Lunch</td><td>Pending</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>07/08/2018</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>07/07/2018</td><td>IDT - Multiple</td><td>Scheduled</td><td>Full</td><td>Lunch</td><td>Pending</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>06/10/2018</td><td>IDT - Multiple</td><td>Completed</td><td>Full</td><td>Lunch</td><td>Terminated</td><td>Barry Allen</td><td>Ralph Dinby</td><td>Approved</td><td>Joe West</td><td>219.380000</td><td>06/29/2018</td></tr> <tr><td>06/09/2018</td><td>IDT - Multiple</td><td>Completed</td><td>Full</td><td>Lunch</td><td>Terminated</td><td>Barry Allen</td><td>Ralph Dinby</td><td>Approved</td><td>Joe West</td><td>219.380000</td><td>06/29/2018</td></tr> <tr><td>05/13/2018</td><td>IDT - Multiple</td><td>Completed</td><td>Full</td><td>Lunch</td><td>Terminated</td><td>Barry Allen</td><td></td><td>Approved</td><td>Joe West</td><td>219.380000</td><td>06/29/2018</td></tr> <tr><td>05/12/2018</td><td>IDT - Multiple</td><td>Completed</td><td>Full</td><td>Lunch</td><td>Terminated</td><td>Barry Allen</td><td>Ralph Dinby</td><td>Approved</td><td>Joe West</td><td>219.380000</td><td>06/29/2018</td></tr> <tr><td>04/15/2018</td><td>IDT - Multiple</td><td>Completed</td><td>Full</td><td>Lunch</td><td>Terminated</td><td>Barry Allen</td><td></td><td>Approved</td><td>Joe West</td><td>219.380000</td><td>05/01/2018</td></tr> </tbody> </table>	Drill Date	Drill Type	Drill Status	Pay Code	Meals	Schedule Request Status	Schedule Request Submitter	Schedule Request Approver	Pay Approval Status	Pay Approver	Pay Amount	Pay Date	09/28/2018	RMP	Scheduled	Half	None	Approved	Barry Allen	Ralph Dinby	Pending	TRACEN YKTWN	0.000000		09/09/2018	IDT - Multiple	Scheduled	Full	Lunch	Approved	Barry Allen	Ralph Dinby	Pending	TRACEN YKTWN	0.000000		08/12/2018	IDT - Multiple	Scheduled	Full	Lunch	Pending	Barry Allen	Ralph Dinby	Pending	TRACEN YKTWN	0.000000		08/11/2018	IDT - Multiple	Scheduled	Full	Lunch	Pending	Barry Allen	Ralph Dinby	Pending	TRACEN YKTWN	0.000000		07/08/2018	IDT - Multiple	Scheduled	Full	Lunch	Approved	Barry Allen	Ralph Dinby	Pending	TRACEN YKTWN	0.000000		07/07/2018	IDT - Multiple	Scheduled	Full	Lunch	Pending	Barry Allen	Ralph Dinby	Pending	TRACEN YKTWN	0.000000		06/10/2018	IDT - Multiple	Completed	Full	Lunch	Terminated	Barry Allen	Ralph Dinby	Approved	Joe West	219.380000	06/29/2018	06/09/2018	IDT - Multiple	Completed	Full	Lunch	Terminated	Barry Allen	Ralph Dinby	Approved	Joe West	219.380000	06/29/2018	05/13/2018	IDT - Multiple	Completed	Full	Lunch	Terminated	Barry Allen		Approved	Joe West	219.380000	06/29/2018	05/12/2018	IDT - Multiple	Completed	Full	Lunch	Terminated	Barry Allen	Ralph Dinby	Approved	Joe West	219.380000	06/29/2018	04/15/2018	IDT - Multiple	Completed	Full	Lunch	Terminated	Barry Allen		Approved	Joe West	219.380000	05/01/2018
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My Reserve Drills, Continued

Reference,
continued

Step	Action							
4	<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="386 852 1338 898"> <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		
5	<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="386 1365 1338 1411"> <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 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="386 1768 1154 1814"> <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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