

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](#)

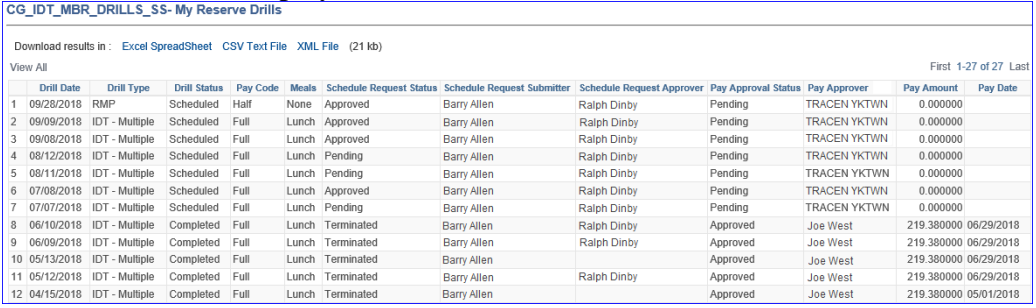
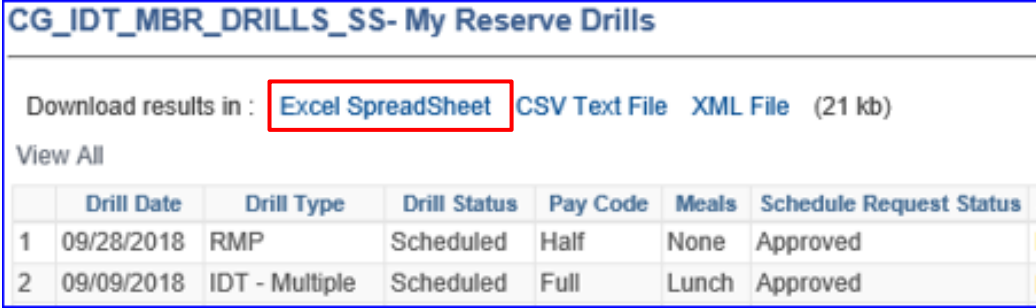
Procedures See below.

Step	Action
1	<p>Select My Reserve Drills from the View column in the Employee pagelet.</p>  <p>The screenshot shows a web interface titled "Employee" with a "View" column. The "View" column contains the following items: My Profile, Member Training Rating, My Reserve Points Statement, My Reserve Drills (highlighted with a red box), View My Payslips (AD/RSV), My Dependent Information, My Employee Reviews, My Employee Review Summary, Off Comparison Scale Summary, and 7 More... The "Tasks" column contains: PCS eResumes, My Airport Terminal, Emergency Contacts, Home and Mailing Address, Phone Numbers, Allotments, Direct Deposit, W-4 Tax Information USA, All Duty Report, and 11 More...</p>

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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>3</p>	<p>The results may be downloaded into an Excel Spreadsheet for easier sorting/filtering.</p> 

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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="341 909 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
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="341 1458 1366 1503"> <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="341 1883 1166 1928"> <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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