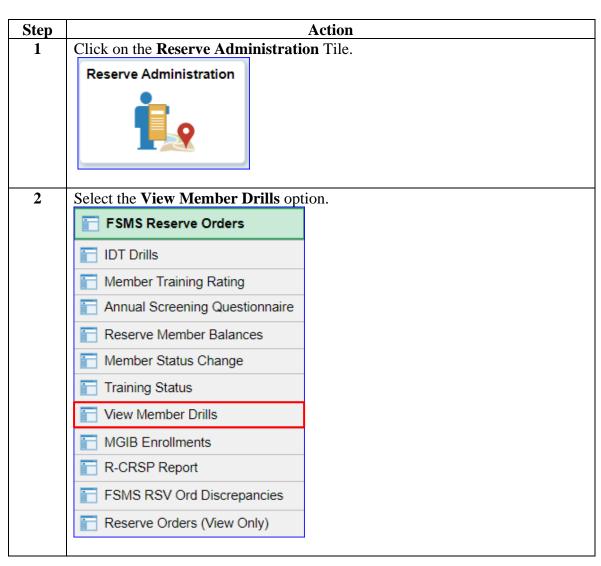
### **View Member Drills Report**

This guide provides the procedures for Command Users, Supervisors, or SPOs to view a Reserve member's drills in Direct Access (DA).

Purpose

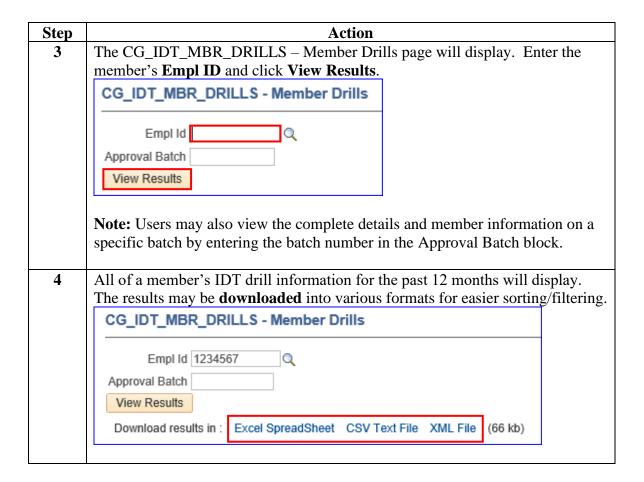
This report identifies a complete listing of a Reserve member's drills and their current status for the previous 12 months.

**Procedures** See below.



#### Procedures,

continued



#### Procedures,

continued

Step	Action											
5 6	The IDT drill report has 36 fields that will be explained in <b>Steps 5-8</b> .											
	Co. DT / MRT (DRILL) - Number Orith											
6												
	ID Drill D	Oate Drill Type	are Report Lime End Lime Dri									
	Field Description											
5	ID Reserve member's Employee ID											
	Drill Date	Date the c	rill was perform	ed								
	Type of drill performed:											
	• IDT-Multiple											
		• IDT-Single										
	Drill Type											
	• ATP-Single • ATP-Multiple											
											• Funeral	
	Report Time	Time the	Reserve member	reported for du	ity							
	End Time	Time the	Reserve member	departed from	duty							
		Status of the drill:										
		• Cancelled										
	Drill Status	• Comple										
		• Schedu	led									
		• Unexcu										
6 I		,		led) – pending/	not authorized by							
		the Comn		1 1 1 1 1	11 41 6							
	Approved Y: (Drill Status is Scheduled) – authorized by the Cor N: (Drill Status is Completed) – not approved by the Status is Completed.)											
		d by the SPO										
		I. (Dilli	Status is Compic	approve	a by the bi o							

# Procedures, continued

,	Action												
	Purpose 1	Purpose 2	Pay Code	Meal Elig	SDAP	Language	Proficiency	DUP Eligible	Dept ID	Approval Batch			
	Field	Description											
	Purpose 1	Duty purpose of the drill											
	Purpose 2	Duty purpose of the drill (will only populate if a multiple drill)											
	Pay Code	Full, Half, or None											
	Meal Elig	Will list any meals paid or none											
	SDAP	Special Duty Pay / Assignment Pay											
	Language	Foreign Language Proficiency Pay											
	Proficiency	Foreign Language Proficiency code											
	DUP Eligible	Designated Unit Pay eligible (formally known as High Priority Unit Pay)											
	Dept ID	Department where the drill was scheduled/performed											
	Approval Batch	Approval batch number drill assigned to											

# Procedures, continued

Step	Action										
	Last Updated User	Last Updated By	Last Updated	Schedule Request Status	Schedule Requested By		Schedule Approved By	Schedule Approved On	Pay Approval		
	Fie	eld	Description  Employee ID of the last person to edit the drill  Name of the last person to edit the drill  Date and time the drill was last edited								
	Upd	ast lated ser									
		ast ted By									
		ast lated									
	Req	edule juest itus	<ul> <li>Will display the status of the Scheduled IDT drill:</li> <li>Pending – awaiting review/authorization by the supervisor</li> <li>Approved – supervisor has authorized the drill for pay</li> <li>Terminated – drill has been authorized by the supervisor and processed through the SPO for pay</li> <li>Name of person who initially entered the drill</li> <li>Employee ID of the Command representative (or supervisor) who authorized the drill</li> </ul>								
	Requ	edule iested Sy									
	App	edule rove ser									
		edule ove By	Name of the Command representative (or supervisor) who authorized the drill								
	Appı	edule roved In	Date and time the drill was authorized by the Command representative (or supervisor)								
		ay roval	<ul> <li>Will display the status of the Completed drill:</li> <li>Pending – awaiting SPO approval</li> <li>Approved – SPO approved (processed for pay)</li> </ul>								

## Procedures,

continued

Action										
Pay Pay Approval Approved User By	Pay Approved On	OTPI Calendar	OTPI Units	OTPI Created On	Paid In Pay Cycle	Identified In Pay Cycle	Pay Amount	As Of		
Field	Description									
Pay Approval User	Employee ID of the person who approved the drill for pay (SPO user)  Name of the person who approved the drill for pay (SPO user)									
Pay Approved By										
Pay Approved On	Date ar									
OTPI Calendar	One Ti	drill was	rill was							
OTPI Units	Identifi	ed								
OTPI Created On	Date and time the OTPI calendar was created									
Paid in Pay Cycle	Pay calendar the drill was paid on									
Identified in Pay Cycle	8									
Pay Amount	Displays the Reserve member's <b>Base</b> IDT drill pay portion to be paid to the member (this figure does not include any entitlements or deductions authorized the Reserve member)									
As Of		Date and time Direct Access (DA) updated the View Member Drills report (generally nightly)								