






































View Member Drills Report

Introduction 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.

Step	Action												
1	Click on the Reserve Administration Tile. <div data-bbox="344 748 691 972" style="border: 1px solid blue; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">Reserve Administration</p>  </div>												
2	Select the View Member Drills option. <div data-bbox="336 1046 802 1704" style="border: 1px solid blue; padding: 5px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #e0f2f1;"> <td style="padding: 5px;"> FSMS Reserve Orders</td> </tr> <tr> <td style="padding: 5px;"> IDT Drills</td> </tr> <tr> <td style="padding: 5px;"> Member Training Rating</td> </tr> <tr> <td style="padding: 5px;"> Annual Screening Questionnaire</td> </tr> <tr> <td style="padding: 5px;"> Reserve Member Balances</td> </tr> <tr> <td style="padding: 5px;"> Member Status Change</td> </tr> <tr> <td style="padding: 5px;"> Training Status</td> </tr> <tr style="border: 2px solid red;"> <td style="padding: 5px;"> View Member Drills</td> </tr> <tr> <td style="padding: 5px;"> MGIB Enrollments</td> </tr> <tr> <td style="padding: 5px;"> R-CRSP Report</td> </tr> <tr> <td style="padding: 5px;"> FSMS RSV Ord Discrepancies</td> </tr> <tr> <td style="padding: 5px;"> Reserve Orders (View Only)</td> </tr> </table> </div>	 FSMS Reserve Orders	 IDT Drills	 Member Training Rating	 Annual Screening Questionnaire	 Reserve Member Balances	 Member Status Change	 Training Status	 View Member Drills	 MGIB Enrollments	 R-CRSP Report	 FSMS RSV Ord Discrepancies	 Reserve Orders (View Only)
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View Member Drills Report, Continued

Procedures,
continued

Step	Action
<p>3</p>	<p>The CG_IDT_MBR_DRILLS – Member Drills page will display. Enter the member’s Empl ID and click View Results.</p> <div data-bbox="336 562 919 792" style="border: 1px solid blue; padding: 5px;"> <p>CG_IDT_MBR_DRILLS - Member Drills</p> <hr/> <p>Empl Id <input style="border: 1px solid red;" type="text"/> </p> <p>Approval Batch <input type="text"/></p> <p><input style="border: 1px solid red;" type="button" value="View Results"/></p> </div> <p>Note: Users may also view the complete details and member information on a specific batch by entering the batch number in the Approval Batch block.</p>
<p>4</p>	<p>All of a member’s IDT drill information for the past 12 months will display. The results may be downloaded into various formats for easier sorting/filtering.</p> <div data-bbox="336 1016 1238 1290" style="border: 1px solid blue; padding: 5px;"> <p>CG_IDT_MBR_DRILLS - Member Drills</p> <hr/> <p>Empl Id <input type="text" value="1234567"/> </p> <p>Approval Batch <input type="text"/></p> <p><input type="button" value="View Results"/></p> <p>Download results in : <input style="border: 1px solid red;" type="button" value="Excel SpreadSheet"/> <input type="button" value="CSV Text File"/> <input type="button" value="XML File"/> (66 kb)</p> </div>

Continued on next page

View Member Drills Report, Continued

Procedures,
continued

Step	Action																			
7	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Purpose 1</td> <td style="width: 15%;">Purpose 2</td> <td style="width: 5%;">Pay Code</td> <td style="width: 5%;">Meal Elig</td> <td style="width: 5%;">SDAP</td> <td style="width: 10%;">Language</td> <td style="width: 10%;">Proficiency</td> <td style="width: 5%;">DUP Eligible</td> <td style="width: 5%;">Dept ID</td> <td style="width: 5%;">Approval Batch</td> </tr> </table>										Purpose 1	Purpose 2	Pay Code	Meal Elig	SDAP	Language	Proficiency	DUP Eligible	Dept ID	Approval Batch
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																		

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View Member Drills Report, Continued

Procedures,
continued

Step	Action									
8	Last Updated User	Last Updated By	Last Updated	Schedule Request Status	Schedule Requested By	Schedule Approve User	Schedule Approved By	Schedule Approved On	Pay Approval	
	Field	Description								
	Last Updated User	Employee ID of the last person to edit the drill								
	Last Updated By	Name of the last person to edit the drill								
	Last Updated	Date and time the drill was last edited								
	Schedule Request Status	Will display the status of the Scheduled IDT drill: <ul style="list-style-type: none"> • Pending – awaiting review/authorization by the supervisor • Approved – supervisor has authorized the drill for pay • Terminated – drill has been authorized by the supervisor and processed through the SPO for pay 								
	Schedule Requested By	Name of person who initially entered the drill								
	Schedule Approve User	Employee ID of the Command representative (or supervisor) who authorized the drill								
	Schedule Approve By	Name of the Command representative (or supervisor) who authorized the drill								
	Schedule Approved On	Date and time the drill was authorized by the Command representative (or supervisor)								
	Pay Approval	Will display the status of the Completed drill: <ul style="list-style-type: none"> • Pending – awaiting SPO approval • Approved – SPO approved (processed for pay) 								

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View Member Drills Report, Continued

Procedures,
continued

Step	Action																			
9	<table border="1"> <thead> <tr> <th data-bbox="327 521 416 600">Pay Approval User</th> <th data-bbox="416 521 528 600">Pay Approved By</th> <th data-bbox="528 521 639 600">Pay Approved On</th> <th data-bbox="639 521 735 600">OTPI Calendar</th> <th data-bbox="735 521 831 600">OTPI Units</th> <th data-bbox="831 521 959 600">OTPI Created On</th> <th data-bbox="959 521 1038 600">Paid In Pay Cycle</th> <th data-bbox="1038 521 1134 600">Identified In Pay Cycle</th> <th data-bbox="1134 521 1246 600">Pay Amount</th> <th data-bbox="1246 521 1342 600">As Of</th> </tr> </thead> </table>										Pay Approval User	Pay Approved By	Pay Approved On	OTPI Calendar	OTPI Units	OTPI Created On	Paid In Pay Cycle	Identified In Pay Cycle	Pay Amount	As Of
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	Field	Description																		
	Pay Approval User	Employee ID of the person who approved the drill for pay (SPO user)																		
	Pay Approved By	Name of the person who approved the drill for pay (SPO user)																		
	Pay Approved On	Date and time the drill was approved for pay																		
	OTPI Calendar	One Time Positive Unit (OTPI) calendar the drill was processed on																		
	OTPI Units	Identifies the number of drills processed																		
	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	Pay calendar the drill was identified in (generally the same calendar as the Paid in Pay Cycle calendar ID)																		
	Pay Amount	Displays the Reserve member's Base 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)																			