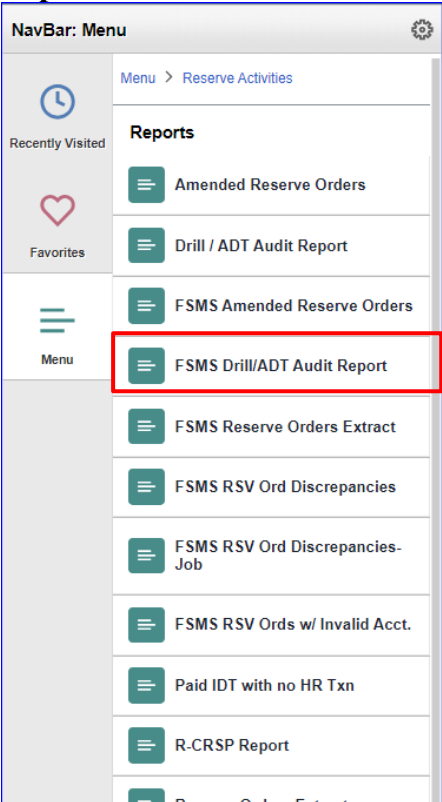


# FSMS Drill/ADT Audit Report

**Introduction** This guide provides the procedures for running the FSMS Drill/ADT Audit Report in Direct Access (DA).

**Information** The FSMS IDT/ADT Audit report is used to identify both Inactive-Duty and ADT-AT Orders to assist with mission readiness.

**Procedures** See below.

Step	Action
<p><b>1</b></p>	<p>Navigate to: Menu &gt; Reserve Activities &gt; Reports &gt; <b>FSMS Drill/ADT Audit Report</b>.</p>  <p>The screenshot shows a mobile application interface with a sidebar menu on the left and a main content area on the right. The breadcrumb trail at the top reads 'Menu &gt; Reserve Activities'. The main content area is titled 'Reports' and contains a list of report items. The 'FSMS Drill/ADT Audit Report' item is highlighted with a red rectangular box.</p>

*Continued on next page*

## FSMS Drill/ADT Audit Report, Continued

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Procedures,  
continued

Step	Action
2	<p>Enter a <b>Run Control ID</b> and click <b>Search</b>. If no matching values found, select the <b>Add a New Value</b> tab, create a <b>Run Control ID</b>, then click <b>Add</b>.</p> <div data-bbox="316 595 1370 1077" style="border: 1px solid blue; padding: 5px;"> <p><b>FSMS Drill/ADT Audit Report</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> <span style="border: 1px solid blue; padding: 2px 10px;">Find an Existing Value</span> <span style="border: 1px solid blue; padding: 2px 10px;">Add a New Value</span> </div> <p>▼ <b>Search Criteria</b></p> <p>Search by: Run Control ID begins with <span style="border: 1px solid red; padding: 2px 20px;">KBV</span></p> <p><input type="checkbox"/> Case Sensitive</p> <div style="display: flex; margin-top: 10px;"> <span style="border: 1px solid red; padding: 5px 15px; background-color: #0056b3; color: white; margin-right: 10px;">Search</span> <span style="color: #0056b3; text-decoration: underline;">Advanced Search</span> </div> </div> <div data-bbox="316 1115 1070 1447" style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p><b>FSMS Drill/ADT Audit Report</b></p> <div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> <span style="border: 1px solid blue; padding: 2px 10px;">Find an Existing Value</span> <span style="border: 1px solid red; padding: 2px 10px; background-color: #0056b3; color: white;">Add a New Value</span> </div> <p>*Run Control ID <span style="border: 1px solid red; padding: 2px 40px;">KBV</span></p> <div style="margin-top: 10px;"> <span style="border: 1px solid red; padding: 5px 15px; background-color: #0056b3; color: white;">Add</span> </div> </div>

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# FSMS Drill/ADT Audit Report, Continued

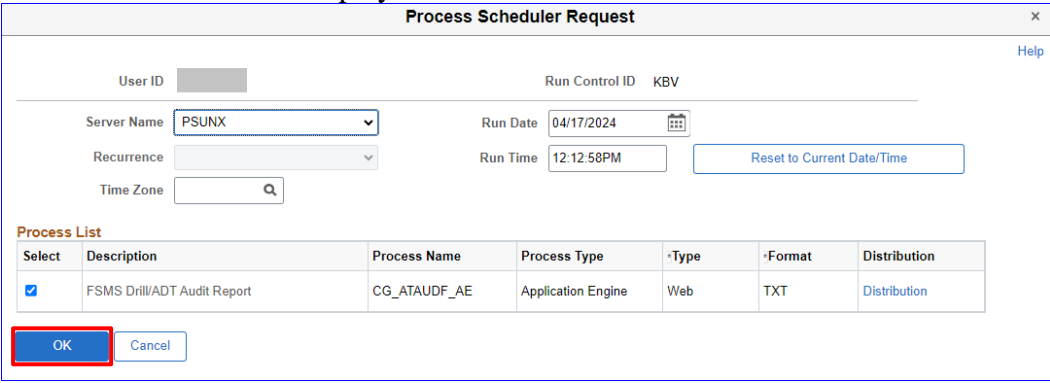
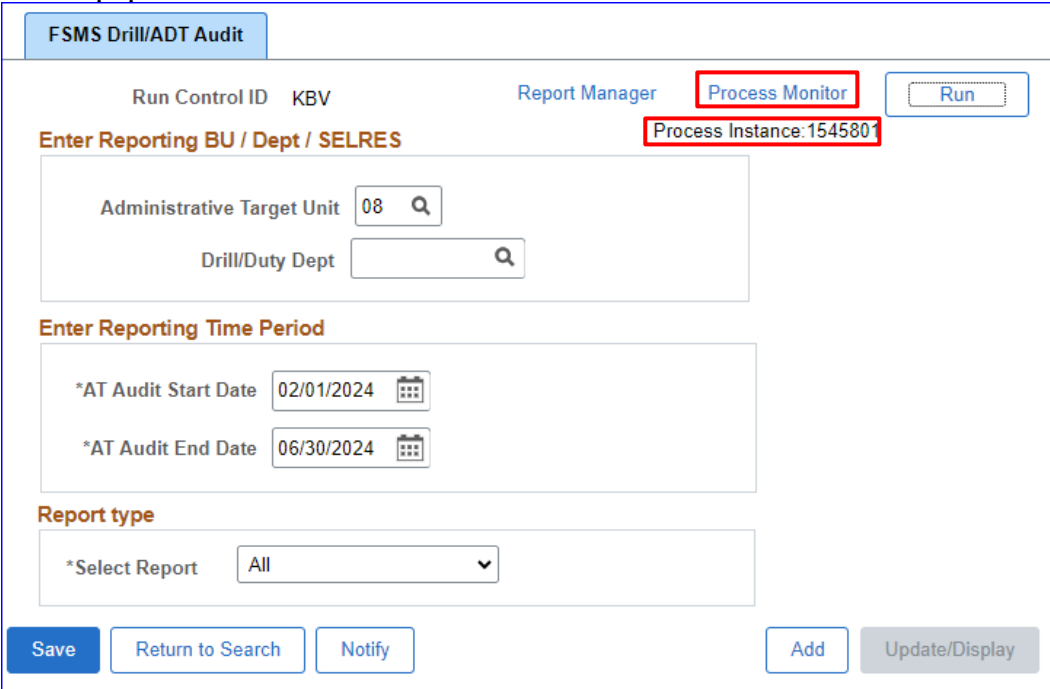
Procedures,  
continued

Step	Action
3	<ul style="list-style-type: none"> <li>• Enter the <b>Administrative Target Unit (DISTRICT) OR Drill/Duty Dept (DEPT ID)</b>.</li> <li>• Enter the <b>*AT Audit Start Date</b> (the begin date of the period to be captured).</li> <li>• Enter the <b>*AT Audit End Date</b> (the end date of the period to be captured).</li> <li>• <b>*Select Report</b> – Select from the drop-down options.                             <ul style="list-style-type: none"> <li>– All</li> <li>– FSMS Report Only – displays AD Orders only</li> <li>– IDT Drill Only – displays Drills only</li> </ul> </li> <li>• Click <b>Run</b>.</li> </ul> <div data-bbox="316 842 1374 1615" style="border: 1px solid blue; padding: 5px;"> <p>FSMS Drill/ADT Audit</p> <p>Run Control ID KBV Report Manager Process Monitor <span style="border: 1px solid red; padding: 2px;">Run</span></p> <p><b>Enter Reporting BU / Dept / SELRES</b></p> <p>Administrative Target Unit <span style="border: 1px solid red; padding: 2px;">08</span> <input type="text"/></p> <p>Drill/Duty Dept <input type="text"/></p> <p><b>Enter Reporting Time Period</b></p> <p>*AT Audit Start Date <span style="border: 1px solid red; padding: 2px;">02/01/2024</span> <input type="text"/></p> <p>*AT Audit End Date <span style="border: 1px solid red; padding: 2px;">06/30/2024</span> <input type="text"/></p> <p><b>Report type</b></p> <p>*Select Report <span style="border: 1px solid red; padding: 2px;">All</span> <input type="text"/></p> <p style="font-size: small;">All FSMS Report Only (TranID Incl) IDT Drill Only (No TranID)</p> <p><span>Save</span> <span>Return to Search</span> <span>Notify</span> <span>Add</span> <span>Update/Display</span></p> </div> <div data-bbox="316 1648 1342 1910" style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p><b>Enter Reporting BU / Dept / SELRES</b></p> <p>Administrative Target Unit <input type="text"/></p> <p>Drill/Duty Dept <span style="border: 1px solid red; padding: 2px;">036238</span> <input type="text"/></p> </div>

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# FSMS Drill/ADT Audit Report, Continued

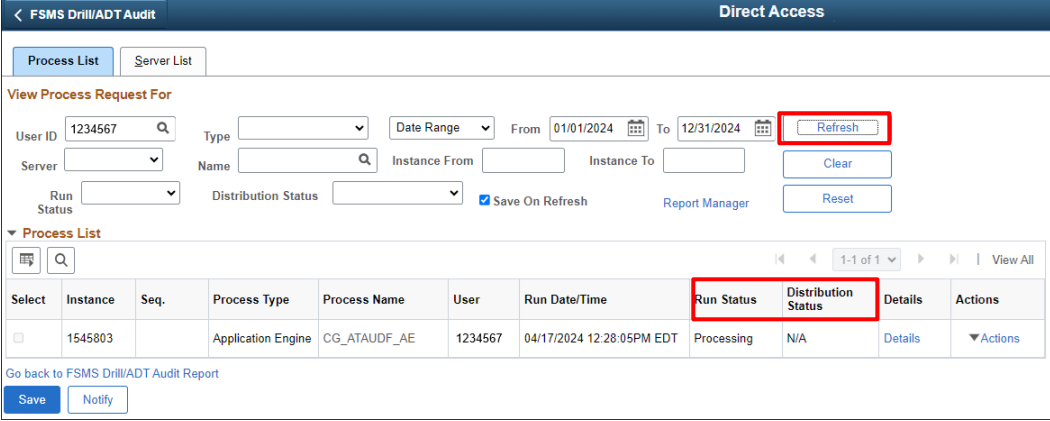
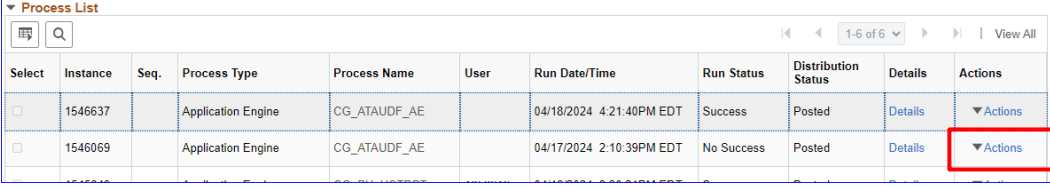
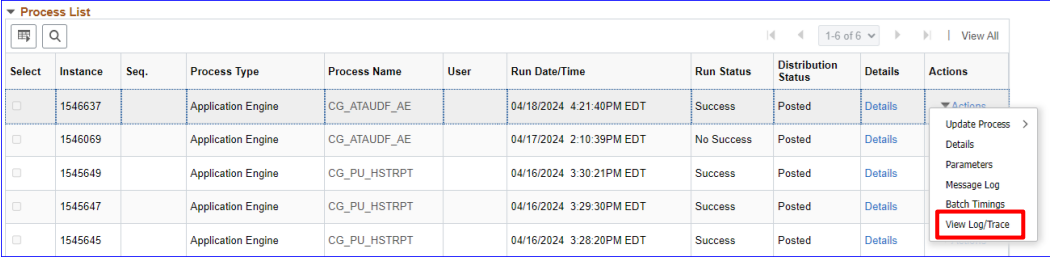
Procedures,  
continued

Step	Action
4	<p>Process Scheduler will display – click <b>OK</b>.</p> 
5	<p>The FSMS Drill/ADT Audit page will display again. A <b>Process Instance</b> number should populate. Click <b>Process Monitor</b>.</p> 

*Continued on next page*

# FSMS Drill/ADT Audit Report, Continued

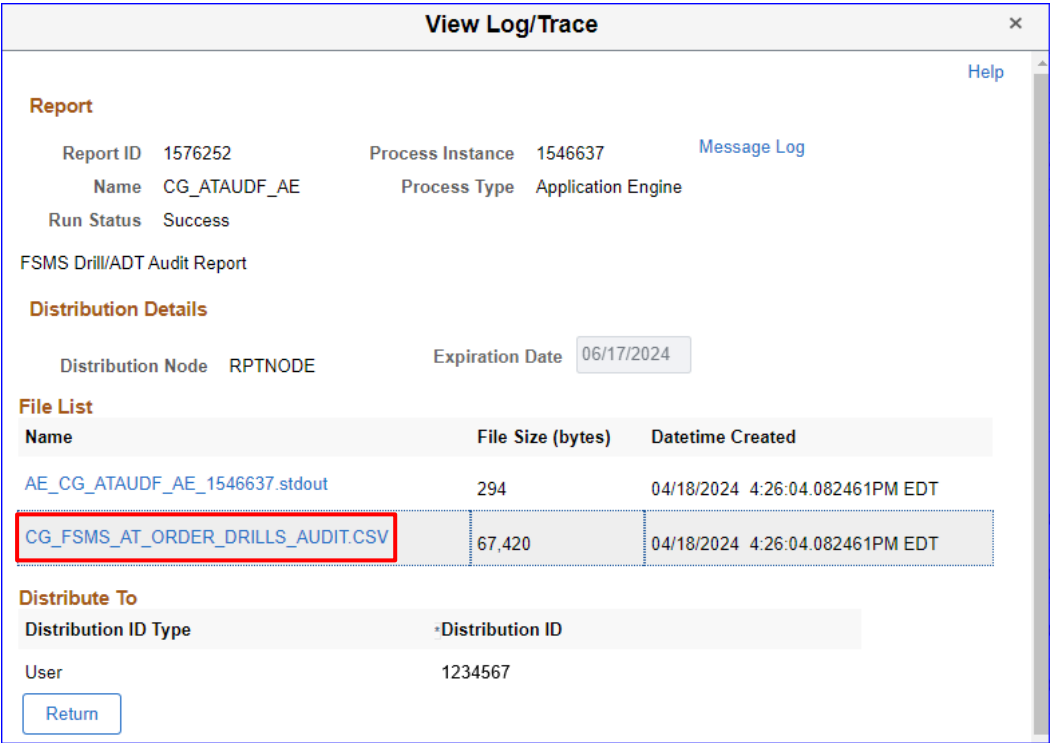
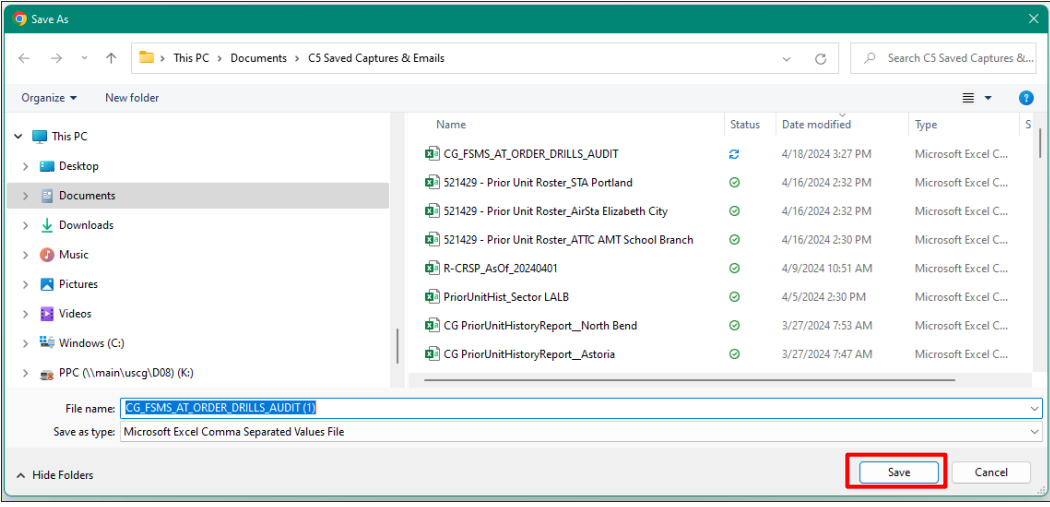
Procedures,  
continued

Step	Action
<p><b>6</b></p>	<p>The Process List will display. Click <b>Refresh</b> periodically until <b>Run Status</b> displays <b>Success</b> and <b>Distribution Status</b> indicates <b>Posted</b>.</p>  <p>The screenshot shows the 'Process List' section of the FSMS Drill/ADT Audit interface. At the top, there are search filters for User ID (1234567), Type, Date Range (From 01/01/2024 to 12/31/2024), and a 'Refresh' button. Below the filters, there is a table with columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, Details, and Actions. The first row shows Instance 1545803, Process Type Application Engine, Process Name CG_ATAUDF_AE, User 1234567, Run Date/Time 04/17/2024 12:28:05PM EDT, Run Status Processing, and Distribution Status N/A. The 'Run Status' and 'Distribution Status' columns are highlighted with red boxes.</p>
<p><b>7</b></p>	<p>Once Run Status indicates <b>Success</b> and <b>Distribution Status</b> indicates <b>Posted</b> – click the <b>Action</b> drop-down.</p>  <p>The screenshot shows the 'Process List' table with two rows. The first row has Instance 1546637, Run Status Success, and Distribution Status Posted. The second row has Instance 1546069, Run Status No Success, and Distribution Status Posted. The 'Actions' drop-down menu for the second row is highlighted with a red box.</p>
<p><b>8</b></p>	<p>Select <b>View Log/Trace</b>.</p>  <p>The screenshot shows the 'Process List' table with the 'Actions' drop-down menu open for the second row. The menu options are: Update Process, Details, Parameters, Message Log, Batch Timings, and View Log/Trace. The 'View Log/Trace' option is highlighted with a red box.</p>

*Continued on next page*

# FSMS Drill/ADT Audit Report, Continued

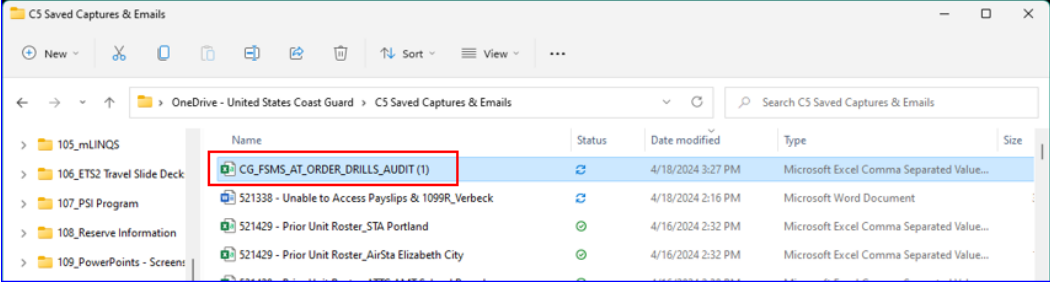
Procedures,  
continued

Step	Action																																				
<p>9</p>	<p>Click on the <b>.csv file link</b>.</p>  <p><b>View Log/Trace</b></p> <p>Report</p> <p>Report ID 1576252      Process Instance 1546637      Message Log</p> <p>Name CG_ATAUDF_AE      Process Type Application Engine</p> <p>Run Status Success</p> <p>FSMS Drill/ADT Audit Report</p> <p>Distribution Details</p> <p>Distribution Node RPTNODE      Expiration Date 06/17/2024</p> <p>File List</p> <table border="1"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>AE_CG_ATAUDF_AE_1546637.stdout</td> <td>294</td> <td>04/18/2024 4:26:04.082461PM EDT</td> </tr> <tr style="border: 2px solid red;"> <td>CG_FSMS_AT_ORDER_DRILLS_AUDIT.CSV</td> <td>67,420</td> <td>04/18/2024 4:26:04.082461PM EDT</td> </tr> </tbody> </table> <p>Distribute To</p> <p>Distribution ID Type Distribution ID</p> <p>User 1234567</p> <p>Return</p>	Name	File Size (bytes)	Datetime Created	AE_CG_ATAUDF_AE_1546637.stdout	294	04/18/2024 4:26:04.082461PM EDT	CG_FSMS_AT_ORDER_DRILLS_AUDIT.CSV	67,420	04/18/2024 4:26:04.082461PM EDT																											
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<p>10</p>	<p>A Save As prompt will open requiring you to save the file. Select a location and click <b>Save</b>.</p>  <p>Save As</p> <p>This PC &gt; Documents &gt; C5 Saved Captures &amp; Emails</p> <p>Organize    New folder</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Status</th> <th>Date modified</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td>CG_FSMS_AT_ORDER_DRILLS_AUDIT</td> <td></td> <td>4/18/2024 3:27 PM</td> <td>Microsoft Excel C...</td> </tr> <tr> <td>521429 - Prior Unit Roster_STA Portland</td> <td></td> <td>4/16/2024 2:32 PM</td> <td>Microsoft Excel C...</td> </tr> <tr> <td>521429 - Prior Unit Roster_AirSta Elizabeth City</td> <td></td> <td>4/16/2024 2:32 PM</td> <td>Microsoft Excel C...</td> </tr> <tr> <td>521429 - Prior Unit Roster_ATIC AMT School Branch</td> <td></td> <td>4/16/2024 2:30 PM</td> <td>Microsoft Excel C...</td> </tr> <tr> <td>R-CRSP_AsOf_20240401</td> <td></td> <td>4/9/2024 10:51 AM</td> <td>Microsoft Excel C...</td> </tr> <tr> <td>PriorUnitHist_Sector LALB</td> <td></td> <td>4/5/2024 2:30 PM</td> <td>Microsoft Excel C...</td> </tr> <tr> <td>CG PriorUnitHistoryReport_North Bend</td> <td></td> <td>3/27/2024 7:53 AM</td> <td>Microsoft Excel C...</td> </tr> <tr> <td>CG PriorUnitHistoryReport_Astoria</td> <td></td> <td>3/27/2024 7:47 AM</td> <td>Microsoft Excel C...</td> </tr> </tbody> </table> <p>File name: CG_FSMS_AT_ORDER_DRILLS_AUDIT (1)</p> <p>Save as type: Microsoft Excel Comma Separated Values File</p> <p>Save    Cancel</p>	Name	Status	Date modified	Type	CG_FSMS_AT_ORDER_DRILLS_AUDIT		4/18/2024 3:27 PM	Microsoft Excel C...	521429 - Prior Unit Roster_STA Portland		4/16/2024 2:32 PM	Microsoft Excel C...	521429 - Prior Unit Roster_AirSta Elizabeth City		4/16/2024 2:32 PM	Microsoft Excel C...	521429 - Prior Unit Roster_ATIC AMT School Branch		4/16/2024 2:30 PM	Microsoft Excel C...	R-CRSP_AsOf_20240401		4/9/2024 10:51 AM	Microsoft Excel C...	PriorUnitHist_Sector LALB		4/5/2024 2:30 PM	Microsoft Excel C...	CG PriorUnitHistoryReport_North Bend		3/27/2024 7:53 AM	Microsoft Excel C...	CG PriorUnitHistoryReport_Astoria		3/27/2024 7:47 AM	Microsoft Excel C...
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# FSMS Drill/ADT Audit Report, Continued

Procedures,  
continued

Step	Action																																																																																																																																																																																																																																																																				
<p><b>11</b></p>	<p>Locate and open the file. It will display in a .csv format (see the <a href="#">Converting .csv files to .xls</a> files user guide to convert .csv to .xls to prevent any loss of formatting).</p> 																																																																																																																																																																																																																																																																				
<p><b>12</b></p>	<p>The report contains the following data columns to view, sort, and/or filter as needed.</p> <table border="1" data-bbox="316 992 1369 1104"> <thead> <tr> <th>A</th><th>B</th><th>C</th><th>D</th><th>E</th><th>F</th><th>G</th><th>H</th><th>I</th><th>J</th><th>K</th><th>L</th><th>M</th><th>N</th><th>O</th> </tr> </thead> <tbody> <tr> <td>Trans ID</td><td>Name</td><td>JOB ABBREV</td><td>Empl ID</td><td>Empl Record</td><td>Deptid</td><td>Dept Name</td><td>Order Status</td><td>Entry Date</td><td>Drill Date</td><td>Order Begin Date</td><td>Order End Date</td><td>Alternate ID</td><td>Currently In Amend Mode</td><td>MANAGER_APPR_IND</td> </tr> <tr> <td>0</td><td>BM1</td><td></td><td></td><td></td><td>000212</td><td>CG STA BUFFALO</td><td></td><td>2/17/2024</td><td>2/17/2024</td><td>1/1/1900</td><td>1/1/1900</td><td></td><td></td><td>Y</td> </tr> <tr> <td>0</td><td>BM1</td><td></td><td></td><td></td><td>000212</td><td>CG STA BUFFALO</td><td></td><td></td><td>6/15/2024</td><td>1/1/1900</td><td>1/1/1900</td><td></td><td></td><td>N</td> </tr> </tbody> </table> <table border="1" data-bbox="316 1144 1369 1256"> <thead> <tr> <th>P</th><th>Q</th><th>R</th><th>S</th><th>T</th><th>U</th><th>V</th><th>W</th><th>X</th> </tr> </thead> <tbody> <tr> <td>'Sch Approval Oprid</td><td>Sch Approval</td><td>Last Approval Request</td><td>Last Approval Status</td><td>Last Approval Requestor</td><td>Last Approval Requestor Name</td><td>Last Approval Date</td><td>Authorize Approver OPRID</td><td>Authorize Approver Name</td> </tr> <tr> <td>.</td><td>.</td><td>ak</td><td>A</td><td></td><td></td><td>2024-02-20T07:</td><td></td><td>1</td> </tr> <tr> <td></td><td></td><td>i</td><td>P</td><td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table> <table border="1" data-bbox="316 1301 1369 1391"> <thead> <tr> <th>Y</th><th>Z</th><th>AA</th><th>AB</th><th>AC</th><th>AD</th><th>AE</th><th>AF</th><th>AG</th><th>AH</th><th>AI</th> </tr> </thead> <tbody> <tr> <td>CG_IDT_DRL_TYPE_CD</td><td>CG_IDT_DRL_STAT_CD</td><td>Duty Type</td><td>Term of Order</td><td>Duty Purpose</td><td>Descr</td><td>CG_PURPOS E_CD2</td><td>Descr1</td><td>Payment for Duty</td><td>Payment for Travel</td><td>Days of ADT-AT Satisfied</td> </tr> <tr> <td>D</td><td>C</td><td></td><td>AT</td><td></td><td>STRUCTURED TRAINING - GENERAL</td><td>AT</td><td>STRUCTURED TRAINING - GENERAL</td><td></td><td></td><td>0</td> </tr> <tr> <td>D</td><td>S</td><td></td><td>AT</td><td></td><td>STRUCTURED TRAINING - GENERAL</td><td>AT</td><td>STRUCTURED TRAINING - GENERAL</td><td></td><td></td><td>0</td> </tr> </tbody> </table> <table border="1" data-bbox="316 1435 1369 1547"> <thead> <tr> <th>AJ</th><th>AK</th><th>AL</th><th>AM</th><th>AN</th><th>AO</th><th>AP</th><th>AQ</th><th>AR</th><th>AS</th><th>AT</th><th>AU</th><th>AV</th><th>AW</th> </tr> </thead> <tbody> <tr> <td>CG_IDT_ PAY_CD</td><td>CG_MEAL_ELIG_CD</td><td>GP_ UNIT</td><td>CALC_RS_LT_VAL</td><td>Emp Status</td><td>CG_DUTY_ATU</td><td>CG_DUTY_OPFAC</td><td>Duty Department</td><td>Benefiting Department</td><td>Funding Department</td><td>Authority (Ref)</td><td>Authority</td><td>Contingency ID</td><td>Conting. Notification Dt</td> </tr> <tr> <td>F</td><td>B</td><td>2</td><td>323.76</td><td>Active</td><td>09</td><td>30349</td><td>000212</td><td>000212</td><td>000212</td><td></td><td></td><td></td><td></td> </tr> <tr> <td>F</td><td>B</td><td>0</td><td>0</td><td>Active</td><td>09</td><td>30349</td><td>000212</td><td>000212</td><td>000212</td><td></td><td></td><td></td><td></td> </tr> </tbody> </table> <table border="1" data-bbox="316 1592 1369 1682"> <thead> <tr> <th>AX</th><th>AY</th><th>AZ</th><th>BA</th><th>BB</th><th>BC</th><th>BD</th><th>BE</th><th>BF</th><th>BG</th><th>BH</th><th>BI</th><th>BJ</th><th>BK</th><th>BL</th><th>BM</th> </tr> </thead> <tbody> <tr> <td>CHI1607 Status Code</td><td>Elig Date</td><td>Days of Leave Sold</td><td>FICA Document ID</td><td>FICA POET</td><td>FICA Cost</td><td>PAY Document ID</td><td>Pay POET</td><td>Pay Cost</td><td>Travel Document ID</td><td>Travel POET</td><td>Travel Cost</td><td>Reimbursable Agreement Number</td><td>Project Code</td><td>Linked Order Trans ID</td><td>Linked Order Type</td> </tr> <tr> <td></td><td></td><td>0</td><td></td><td></td><td>0</td><td></td><td></td><td>0</td><td></td><td></td><td>0</td><td></td><td></td><td></td><td>0</td> </tr> <tr> <td></td><td></td><td>0</td><td></td><td></td><td>0</td><td></td><td></td><td>0</td><td></td><td></td><td>0</td><td></td><td></td><td></td><td>0</td> </tr> </tbody> </table>	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	Trans ID	Name	JOB ABBREV	Empl ID	Empl Record	Deptid	Dept Name	Order Status	Entry Date	Drill Date	Order Begin Date	Order End Date	Alternate ID	Currently In Amend Mode	MANAGER_APPR_IND	0	BM1				000212	CG STA BUFFALO		2/17/2024	2/17/2024	1/1/1900	1/1/1900			Y	0	BM1				000212	CG STA BUFFALO			6/15/2024	1/1/1900	1/1/1900			N	P	Q	R	S	T	U	V	W	X	'Sch Approval Oprid	Sch Approval	Last Approval Request	Last Approval Status	Last Approval Requestor	Last Approval Requestor Name	Last Approval Date	Authorize Approver OPRID	Authorize Approver Name	.	.	ak	A			2024-02-20T07:		1			i	P						Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	CG_IDT_DRL_TYPE_CD	CG_IDT_DRL_STAT_CD	Duty Type	Term of Order	Duty Purpose	Descr	CG_PURPOS E_CD2	Descr1	Payment for Duty	Payment for Travel	Days of ADT-AT Satisfied	D	C		AT		STRUCTURED TRAINING - GENERAL	AT	STRUCTURED TRAINING - GENERAL			0	D	S		AT		STRUCTURED TRAINING - GENERAL	AT	STRUCTURED TRAINING - GENERAL			0	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV	AW	CG_IDT_ PAY_CD	CG_MEAL_ELIG_CD	GP_ UNIT	CALC_RS_LT_VAL	Emp Status	CG_DUTY_ATU	CG_DUTY_OPFAC	Duty Department	Benefiting Department	Funding Department	Authority (Ref)	Authority	Contingency ID	Conting. Notification Dt	F	B	2	323.76	Active	09	30349	000212	000212	000212					F	B	0	0	Active	09	30349	000212	000212	000212					AX	AY	AZ	BA	BB	BC	BD	BE	BF	BG	BH	BI	BJ	BK	BL	BM	CHI1607 Status Code	Elig Date	Days of Leave Sold	FICA Document ID	FICA POET	FICA Cost	PAY Document ID	Pay POET	Pay Cost	Travel Document ID	Travel POET	Travel Cost	Reimbursable Agreement Number	Project Code	Linked Order Trans ID	Linked Order Type			0			0			0			0				0			0			0			0			0				0
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