
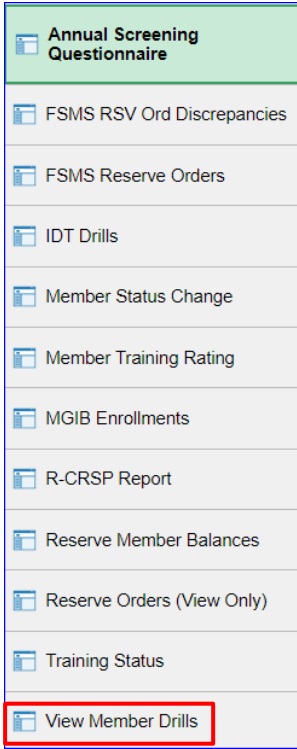


View Member Drills Report

Introduction This guide provides the procedures for viewing 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.

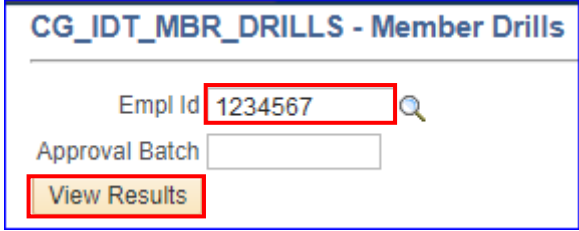
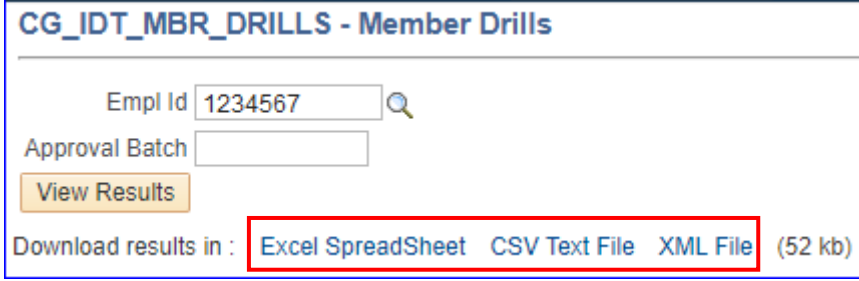
Procedures See below.

Step	Action
1	<p>Click on the Reserve Administration tile.</p>  <p>The image shows a square tile with a blue border. At the top, the text 'Reserve Administration' is written in blue. Below the text is an icon depicting a blue person holding a yellow document, with a red location pin and a map fragment below them.</p>
2	<p>Select the View Member Drills option.</p>  <p>The image shows a vertical list of menu items, each with a small blue folder icon to its left. The items are: 'Annual Screening Questionnaire' (highlighted in green), 'FSMS RSV Ord Discrepancies', 'FSMS Reserve Orders', 'IDT Drills', 'Member Status Change', 'Member Training Rating', 'MGIB Enrollments', 'R-CRSP Report', 'Reserve Member Balances', 'Reserve Orders (View Only)', 'Training Status', and 'View Member Drills' (highlighted with a red border).</p>

Continued on next page

View Member Drills Report, Continued


Procedures,
continued

Step	Action
3	<p>The CG_IDT_MBR_DRILLS – Member Drills page will display. Enter the member’s Empl ID and click View Results.</p> <p>NOTE: Users may also view the complete details and member information on a specific batch of drills by entering the batch number in the Approval Batch block.</p> 
4	<p>All 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> 

Continued on next page

View Member Drills Report, Continued

Procedures,
continued

Step	Action																																
5	<p>The IDT drill report has 36 fields that will be explained in Steps 6-9.</p> 																																
6	<p>View All</p> <table border="1"> <thead> <tr> <th>Row</th> <th>ID</th> <th>Drill Date</th> <th>Drill Type</th> <th>Report Time</th> <th>End Time</th> <th>Drill Status</th> <th>Approved</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1234567</td> <td>11/12/2023</td> <td>IDT - Multiple</td> <td>8:00:00.000000AM</td> <td>4:00:00.000000PM</td> <td>Scheduled</td> <td>Y</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Field</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>ID</td> <td>Reserve member's Employee ID</td> </tr> <tr> <td>Drill Date</td> <td>Date the drill was performed</td> </tr> <tr> <td>Drill Type</td> <td>Type of drill performed: <ul style="list-style-type: none"> • IDT-Multiple • IDT-Single • RMP • ATP-Single • ATP-Multiple • Funeral </td> </tr> <tr> <td>Report Time</td> <td>Time the Reserve member reported for duty</td> </tr> <tr> <td>End Time</td> <td>Time the Reserve member departed from duty</td> </tr> <tr> <td>Drill Status</td> <td>Status of the drill: <ul style="list-style-type: none"> • Cancelled • Completed • Scheduled • Unexcused </td> </tr> <tr> <td>Approved</td> <td> N: (Drill Status is Scheduled) – pending/not authorized by the Command Y: (Drill Status is Scheduled) – authorized by the Command N: (Drill Status is Completed) – not approved by the SPO Y: (Drill Status is Completed) – approved by the SPO </td> </tr> </tbody> </table>	Row	ID	Drill Date	Drill Type	Report Time	End Time	Drill Status	Approved	1	1234567	11/12/2023	IDT - Multiple	8:00:00.000000AM	4:00:00.000000PM	Scheduled	Y	Field	Description	ID	Reserve member's Employee ID	Drill Date	Date the drill was performed	Drill Type	Type of drill performed: <ul style="list-style-type: none"> • IDT-Multiple • IDT-Single • RMP • ATP-Single • ATP-Multiple • Funeral 	Report Time	Time the Reserve member reported for duty	End Time	Time the Reserve member departed from duty	Drill Status	Status of the drill: <ul style="list-style-type: none"> • Cancelled • Completed • Scheduled • Unexcused 	Approved	N: (Drill Status is Scheduled) – pending/not authorized by the Command Y: (Drill Status is Scheduled) – authorized by the Command N: (Drill Status is Completed) – not approved by the SPO Y: (Drill Status is Completed) – approved by the SPO
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