Introduction	This guide provides the procedures for viewing your Reserve Drills in Direct Access (DA).						
Reference	Reserve Duty Status and Participation Manual, COMDTINST M1001.2 (series), Chapter 2						

Reserve Drills Report

See below.

Procedures



Continued on next page

Reserve Drills Report, Continued

Reference,

continued

Step					Ac	ction				
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	2	04/13/202	4 007289	IDT - Mult	tiple Com	pleted	Full	None		

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Reserve Drills Report, Continued

Reference,

continued

Step	Action						
6	Field names and breakdowns will be explained in 3 sections.						
	Section 1:						
	• 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)						
	w Drill Date Dept ID Drill Type Drill Status Pay Code Meals DUP Eligible						
7	Section 2:						
	• Schedule Request Status –						
	-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						
	Schedule Request Status Schedule Request Submitter Schedule Request Approver						
8	Section 3:						
	• Pay Approval Status – will populate if the drill has been approved for pay						
	NOTE: If it is pending, that means the drift has been marked completed and is awaiting the SPO to approve it for pay						
	awaiting the SPO to approve it for pay.						
	• ray Approver – will display the fiame of the SPO Auditor who approved the drill for pay						
	• Pay Amount will display only the basic drill new						
	• Pay Data displays the payday in which the member received the payment						
	• Fay Date – displays the payday in which the member received the payment for the drill						
	Pay Approval Status Pay Approver Pay Amount Pay Date						
	ray Approval Status Tay Approver Tay Amount Pay Date						