

Approving IDT Drills

Introduction This section provides the procedures on how to approve an IDT drill in Direct Access.

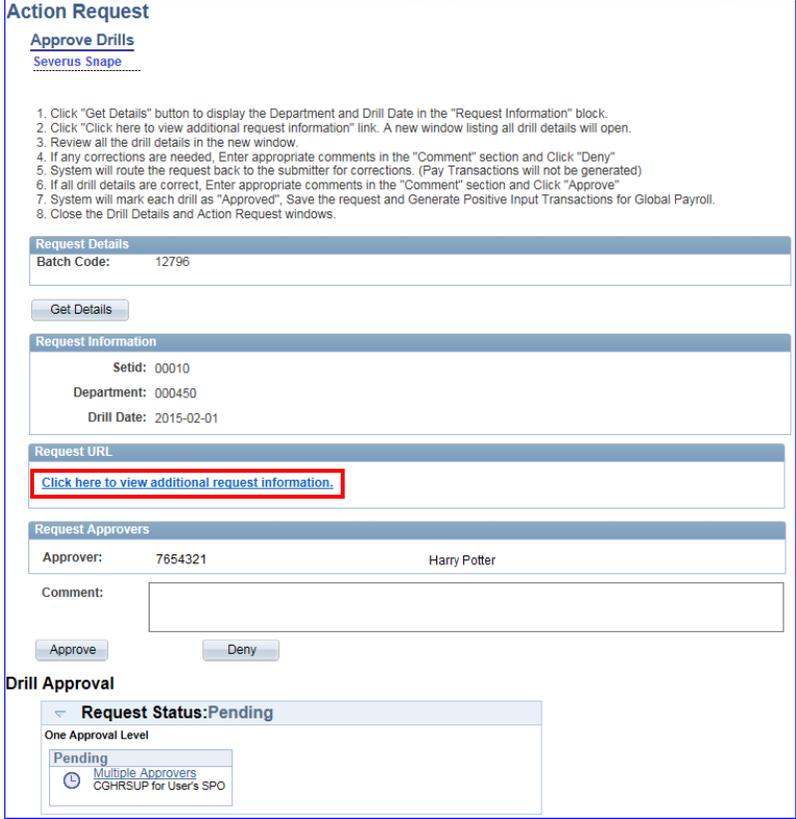
Procedures See below.

Step	Action
1	<p>After unit notification that a Reserve member performed an IDT as scheduled, click the Requests link located at the top of the page.</p> 
2	<p>Click the View My Requests (all types) link.</p> 
3	<p>View My Action Requests</p> <p>Albus Dumbledore</p> <ol style="list-style-type: none"> 1. 'My Submitted Requests' allows member to bring up only their Action Requests. 2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them. 4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) 5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. 6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates.  <ul style="list-style-type: none"> • Click on the Requests I am Approver For radio button. • Transaction Name: Click the drop-down and make a selection or leave at the All Transactions default. • Transaction Status: Click the drop-down and make a selection or leave at the Pending default. • Submission From Date:/Submission To Date: Narrow the search by selecting a period of inclusive dates. <p>Click the Populate Grid button.</p>

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Approving IDT Drills, Continued

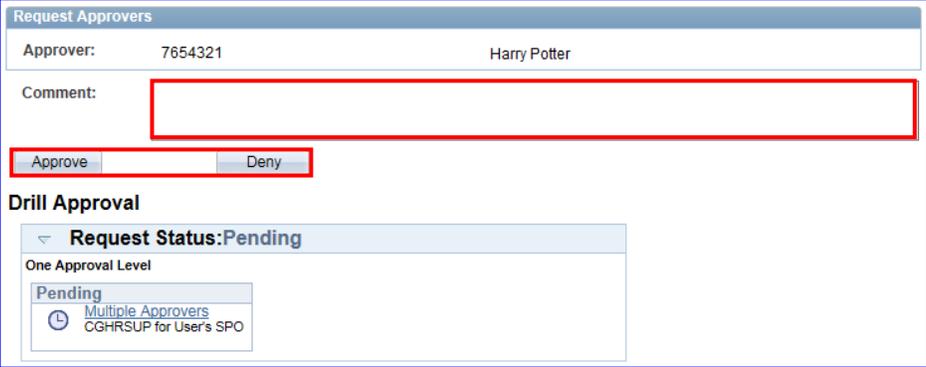
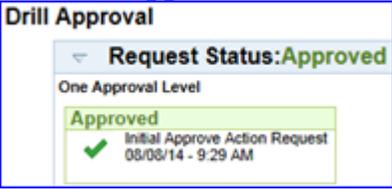
Procedures,
continued

Step	Action																																																		
4	<p>The Reserve Drill Request will display. The Member column will display the “Approval Batch” number assigned when the IDT status was updated to Completed.</p> <p>Locate the appropriate member and then click the Approve/Deny link.</p> 																																																		
5	<p>The Action Request page will display. Click the Click here to view additional request information link to display the details of the request in a new window.</p>  <p>When finished auditing the drill, close the window to exit.</p> <table border="1" data-bbox="332 1680 1372 1753"> <thead> <tr> <th>Empl ID</th> <th>Empl Rcd</th> <th>Name</th> <th>Drill Date</th> <th>Drill Type</th> <th>Paid IDT Cap</th> <th># Paid Drills</th> <th>Start Time</th> <th>End Time</th> <th>Drill Status</th> <th>Approved</th> <th>Duty Purpose</th> <th>Description</th> <th>Duty Purpose 2</th> <th>Description</th> <th>Pay Code</th> <th>Meal Elig</th> <th>SDAP</th> <th>Description</th> <th>Lang Cd</th> <th>Description</th> <th>Level</th> <th>Description</th> <th>Set ID</th> <th>Dept ID</th> </tr> </thead> <tbody> <tr> <td>11234567</td> <td>0</td> <td>Weasley, Ron</td> <td>02/01/2015</td> <td>IDT - Multiple</td> <td>40</td> <td>15</td> <td>7:30:00 000000AM</td> <td>4:00:00 000000PM</td> <td>Completed</td> <td>N</td> <td>AT</td> <td>STRUCTURED TRAINING - GENERAL</td> <td>AT</td> <td>STRUCTURED TRAINING - GENERAL</td> <td>Full</td> <td>Lunch</td> <td>RECPRO</td> <td>CORC RECRUITER</td> <td>SP</td> <td>Spanish</td> <td>1</td> <td>Interpreter 1</td> <td>00010</td> <td>000450</td> </tr> </tbody> </table>	Empl ID	Empl Rcd	Name	Drill Date	Drill Type	Paid IDT Cap	# Paid Drills	Start Time	End Time	Drill Status	Approved	Duty Purpose	Description	Duty Purpose 2	Description	Pay Code	Meal Elig	SDAP	Description	Lang Cd	Description	Level	Description	Set ID	Dept ID	11234567	0	Weasley, Ron	02/01/2015	IDT - Multiple	40	15	7:30:00 000000AM	4:00:00 000000PM	Completed	N	AT	STRUCTURED TRAINING - GENERAL	AT	STRUCTURED TRAINING - GENERAL	Full	Lunch	RECPRO	CORC RECRUITER	SP	Spanish	1	Interpreter 1	00010	000450
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Approving IDT Drills, Continued

Procedures,
continued

Step	Action
6	<p>The IDT can now be Approved or Denied. Enter any comments.</p>  <p>Click the Approve button to authorize payment of pay and allowances.</p>  <p>Click the Deny button and enter comments to return the IDT to the requestor for corrections. No payments will be processed.</p> <p>If Denying an IDT, the SPO must notify the command, so corrective action can be taken.</p> 