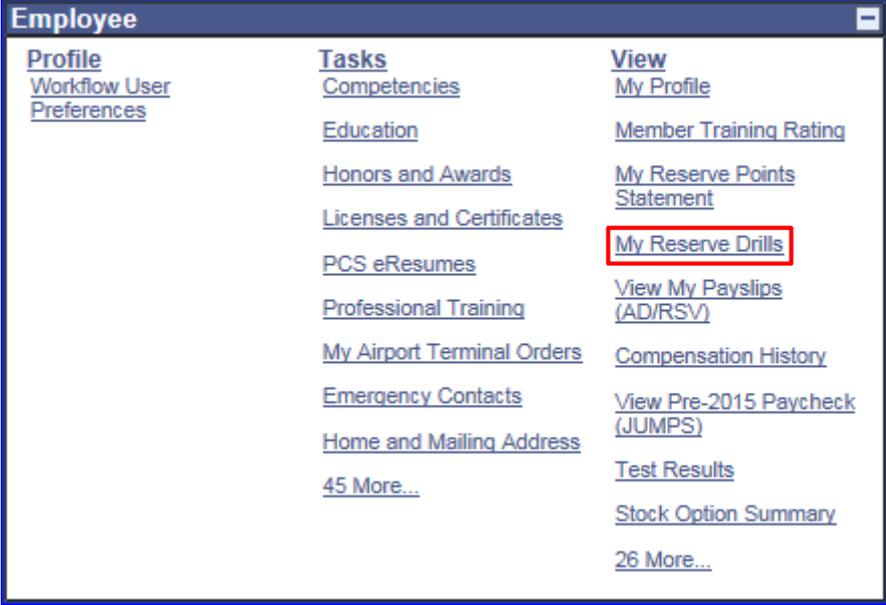


Self Service – My Reserve Drills

Introduction This guide provides the procedures for members to view the My Reserve Drills report in Direct Access. This report identifies a complete listing of a Reserve member’s drills and current status entered in Direct Access since 1/1/2015.

Reference [CG Reserve Policy Manual, COMDTINST M1001.28\(series\), Chapter 2](#)

Procedures See below.

Step	Action
1	<p>Select My Reserve Drills from the Self Service Employee pagelet.</p>  <p>The screenshot shows a web interface titled "Employee" with a navigation menu. The menu is organized into three columns: "Profile", "Tasks", and "View". Under "Profile", there are links for "Workflow User" and "Preferences". Under "Tasks", there are links for "Competencies", "Education", "Honors and Awards", "Licenses and Certificates", "PCS eResumes", "Professional Training", "My Airport Terminal Orders", "Emergency Contacts", and "Home and Mailing Address". Under "View", there are links for "My Profile", "Member Training Rating", "My Reserve Points Statement", "My Reserve Drills" (highlighted with a red box), "View My Payslips (AD/RSV)", "Compensation History", "View Pre-2015 Paycheck (JUMPS)", "Test Results", "Stock Option Summary", and "26 More...".</p>

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Self Service – My Reserve Drills, Continued

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Step	Action																																																																																																																																																																																																																																																																																																																				
2	<p>All IDT Drill information entered in Direct Access for the current Calendar Year (CY) will be identified. The results may be downloaded into several formats for sorting.</p> <p>CG_IDT_MBR_DRILLS_SS- My Reserve Drills</p> <p>Download results in : Excel Spreadsheet CSV Text File XML File (19 kb)</p> <p>View All First 1-21 of 21 Last</p> <table border="1"> <thead> <tr> <th></th> <th>Drill Date</th> <th>Dept ID</th> <th>Drill Type</th> <th>Drill Status</th> <th>Pay Code</th> <th>Meals</th> <th>Schedule Request Status</th> <th>Schedule Request Submitter</th> <th>Schedule Request Approver</th> <th>Pay Approval Status</th> <th>Pay Approver</th> <th>Pay Amount</th> <th>Pay Date</th> </tr> </thead> <tbody> <tr><td>1</td><td>09/20/2015</td><td>000450</td><td>IDT - Multiple</td><td>Scheduled</td><td>Full</td><td>Lunch</td><td></td><td></td><td></td><td></td><td></td><td>0.000000</td><td></td></tr> <tr><td>2</td><td>09/19/2015</td><td>000450</td><td>IDT - Multiple</td><td>Scheduled</td><td>Full</td><td>Lunch</td><td></td><td></td><td></td><td></td><td></td><td>0.000000</td><td></td></tr> <tr><td>3</td><td>08/16/2015</td><td>000450</td><td>IDT - 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Self Service – My Reserve Drills, Continued

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Step	Action	
2 (cont)	See the table below for field descriptions.	
	Field	Description
	Drill Date	Date of the drill
	Dept ID	Dept where the drill was scheduled/performed
	Drill Type	IDT/ATP – Single/Multiple, RMP/FHD
	Drill Status	Status of drill (cancelled, completed, scheduled, unexcused)
	Pay Code	Full, Half, None
	Meals	Will list meals or None
	Schedule Request Status	Will only display if member scheduled own drill. Note: If Terminated, the drill has been completed/approved and no further action can be taken on it.
	Schedule Request Submitter	Will only display if member scheduled own drill. Will be blank if part of a schedule multiple drills batch.
	Schedule Request Approver	Will only display if member scheduled own drill.
	Pay Approval Status	Will show if the drill has been approved for pay.
	Pay Approver	Displays name of the SPO Auditor who approved it for pay.
	Pay Amount	Only shows the basic drill pay amount.
Pay Date	Shows which payday the member received payment for drill.	
