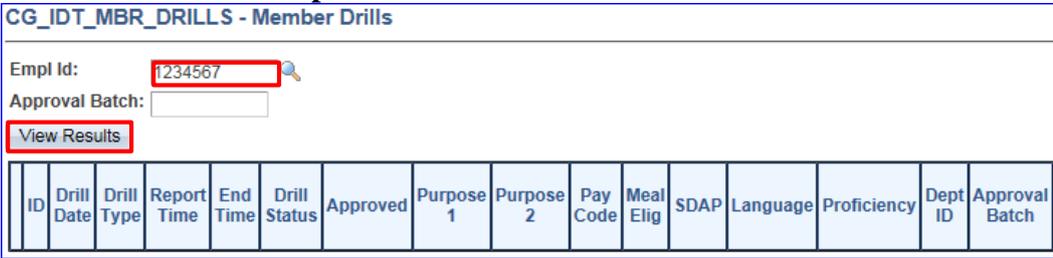


# Self Service for Command - View Member Drills

**Introduction** This guide provides the procedures for commands to View Member Drills in Direct Access. This report identifies a complete listing of a Reserve member's Inactive Duty for Training (IDT) and the current status entered in Direct Access.

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

**Procedures** See below.

Step	Action																																																																
1	<p>Locate the Reserve Administration pagelet and select <b>View Member Drills</b>.</p> 																																																																
2	<p>Enter the member's <b>Empl ID</b> and click the <b>View Results</b> button.</p>  <table border="1"> <thead> <tr> <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> <th>Purpose 1</th> <th>Purpose 2</th> <th>Pay Code</th> <th>Meal Elig</th> <th>SDAP</th> <th>Language</th> <th>Proficiency</th> <th>Dept ID</th> <th>Approval Batch</th> </tr> </thead> </table>	ID	Drill Date	Drill Type	Report Time	End Time	Drill Status	Approved	Purpose 1	Purpose 2	Pay Code	Meal Elig	SDAP	Language	Proficiency	Dept ID	Approval Batch																																																
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3	<p>All IDT Drill information entered in Direct Access for the previous 12 months, will be identified by category. The results may be downloaded into several formats for sorting.</p> <p>Download results in : <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File (41 kb)</a></p>  <table border="1"> <thead> <tr> <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> <th>Purpose 1</th> <th>Purpose 2</th> <th>Pay Code</th> <th>Meal Elig</th> <th>SDAP</th> <th>Language</th> <th>Proficiency</th> <th>Dept ID</th> <th>Approval Batch</th> </tr> </thead> <tbody> <tr> <td></td> <td>06/14/2015</td> <td>IDT - Multiple</td> <td>7:30:00.000000AM</td> <td>4:00:00.000000PM</td> <td>Scheduled</td> <td>N</td> <td>Personnel Support</td> <td>Personnel Support</td> <td>Full</td> <td>Lunch</td> <td></td> <td></td> <td></td> <td>000450</td> <td></td> </tr> <tr> <td></td> <td>05/17/2015</td> <td>IDT - Multiple</td> <td>8:00:00.000000AM</td> <td>5:00:00.000000PM</td> <td>Completed</td> <td>Y</td> <td>Personnel Support</td> <td>Personnel Support</td> <td>Full</td> <td>Lunch</td> <td></td> <td></td> <td></td> <td>000450</td> <td>87445</td> </tr> <tr> <td></td> <td>05/16/2015</td> <td>IDT - Multiple</td> <td>8:00:00.000000AM</td> <td>5:00:00.000000PM</td> <td>Completed</td> <td>Y</td> <td>Personnel Support</td> <td>Personnel Support</td> <td>Full</td> <td>Lunch</td> <td></td> <td></td> <td></td> <td>000450</td> <td>84259</td> </tr> </tbody> </table>	ID	Drill Date	Drill Type	Report Time	End Time	Drill Status	Approved	Purpose 1	Purpose 2	Pay Code	Meal Elig	SDAP	Language	Proficiency	Dept ID	Approval Batch		06/14/2015	IDT - Multiple	7:30:00.000000AM	4:00:00.000000PM	Scheduled	N	Personnel Support	Personnel Support	Full	Lunch				000450			05/17/2015	IDT - Multiple	8:00:00.000000AM	5:00:00.000000PM	Completed	Y	Personnel Support	Personnel Support	Full	Lunch				000450	87445		05/16/2015	IDT - Multiple	8:00:00.000000AM	5:00:00.000000PM	Completed	Y	Personnel Support	Personnel Support	Full	Lunch				000450	84259
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