The Consolidated Systems Integrator (TCSI)

Requirements Transition and Manpower Management System (RTAMMS)

Drill Manager (DM)

User Manual

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1.0 INTRODUCTION

Drill Manager (DM), a module of the Requirements Transition and Manpower Management System (RTAMMS), was developed for Marine Forces Reserve (MARFORRES) to manage the annual drill schedule, muster Marines, and manage Additional Paid Drills (APDs). In addition to these administrative functions, individual Marines use DM to track the status of drills all the way from scheduling to payment.

The processes described in this document apply to Selected Marine Corps Reserve (SMCR) and Individual Mobilization Augmentee (IMA) Marines.

- Audience and Communities
- MCMEDS Sub-Module
- System Requirements
- Licensing and Installation
- Drill Manager Account and CAC Access
- My Account and Permissions
- Drill Manager Help
- Drill Manager Support Desk

1.1 Audience and Communities

RTAMMS serves both Active Duty and Reserve Marines who are joined by Reporting Unit Code (RUC) to SMCR units or IMA detachments. RTAMMS also supports service members from each of the other branches of the military, civilians (support personnel), and the Reserve Medical Entitlements Determination (RMED) section of the Wounded Warrior Regiment (WWR).

Each of these communities interact with RTAMMS differently in some key areas, including account creation and management, scheduling drills, and using the Marine Corps Medical Entitlements Data System (MCMEDS) sub-module. This user manual highlights these distinctions between processes as necessary.

All user accounts regardless of community are in one or more of the following categories:

Table 1: RTAMMS User Account Types

Account Type	Roles and Capabilities	Help Sections
Standard Users	These users hold only the default user role. This allows certain types of drill requests to be submitted, view the unit schedule, and track drills through completion, certification, and ultimately paid.	Introduction DM Overview DM Home DM Schedule

Account Type	Roles and Capabilities	Help Sections
Administrative Users	These users hold one or more additional roles in RTAMMS. This includes capabilities to manage user accounts; schedule, reschedule, and approve drill requests; annotate, certify, and submit the muster sheet; perform corrective actions, run reports, and manage Additional Paid Drill (APDs) allocations.	All Sections (except HHQ Roles)
Headquarters DM Support	Higher Headquarters (HHQ) users have view-only access to all subordinate units, and can also run reports for those units. RTAMMS Support representatives have universal access for troubleshooting.	HHQ Roles
MCMEDS Users	These are RTAMMS users who also hold MCMEDS roles to create and submit cases for a unit. These roles are concurrent with DM roles. RMED user roles are unique to MCMEDS and are covered in the MCMEDS user manual.	MCMEDS Sub-Module My Account Account Management MCMEDS User Manual

1.2 MCMEDS Sub-Module

MCMEDS is a sub-module of RTAMMS that may only be accessed through RTAMMS. The sub-module is only visible to users who have MCMEDS user roles associated to the RTAMMS accounts. Whereas DM was developed to manage and track drills from scheduling to payment, the mission of MCMEDS is to support the Wounded Warrior Regiment in the submission, reporting, and tracking of Line of Duty (LOD) and Medical Hold (Med Hold) cases.

This user manual only covers MCMEDS functionality where it overlaps with Drill Manager, specifically in the area of account management and assigning MCMEDS user roles. For a full explanation of MCMEDS functionality, see the MCMEDS user manual, which can be viewed from the Help menu in the application header (see Application Header).

1.3 System Requirements

Users must have each of the following to use Drill Manager:

- An Internet connection (DSL or faster for optimal performance)
- Internet Explorer (version 11.0 or higher)
- A Drill Manager account
- A valid Public Key Infrastructure (PKI)
- A Common Access Card (CAC) and a CAC reader
- PIV Authentication Certificate added to CAC

NOTE: When logging into RTAMMS, the user must select their Authentication Certificate upon being prompted for certs. If the user does not have an Authentication Certificate, they must go to the DEERS self-service website: https://www.dmdc.osd.mil/self_service and follow their steps to activate the PIV Authentication Certificate.

1.4 Licensing and Installation

Drill Manager is a product of the United States Marine Corps (USMC), designed specifically for MARFORRES. It is available to all Marines and Civilian personnel responsible for creating, updating, or viewing drill events.

To use Drill Manager, the user must submit a completed DD Form 577 to the unit’s DM Manager to be added as a new RTAMMS user. See Drill Manager Account and CAC Access.

1.5 Drill Manager Account and CAC Access

As a Reserve Marine, a Drill Manager account is automatically created when assigned to unit in MCTFS/Marine OnLine. Drill Manager reads this information from the Operational Data Store Enterprise (ODSE) database and assigns the Reserve Marine default permissions for that unit.

If this information is not current or if the user is not a Reserve Marine, the user must contact one of the following account managers to help set up an RTAMMS account before the user can log in:

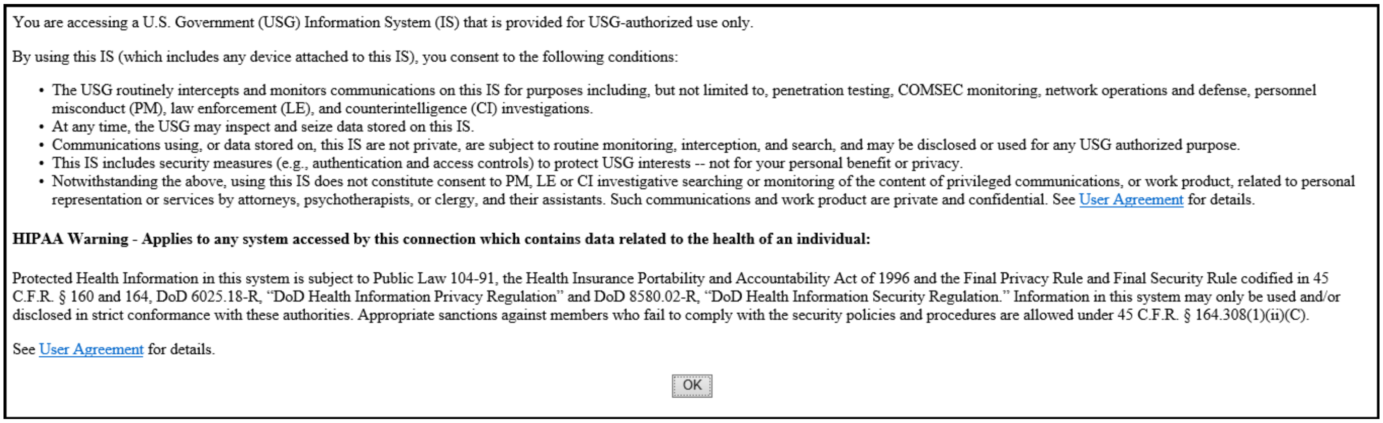
- Reserve Marine (SMCR): Contact the unit’s DM Manager.
- Reserve Marine (IMA): Contact either the unit’s Operational Sponsor or the IMA Program Manager.
- All other users (Active Duty, Civilian, other military branches) supporting an SMCR Unit. Contact reserve unit’s DM Manager.
- All other users (Active Duty, Civilian, other military branches) supporting an IMA Unit. Contact reserve unit’s Operational Sponsor or the IMA Program Manager.

RTAMMS Support can be contacted for all issues related to RTAMMS accounts. For a new account, the user’s Electronic Data Interchange Personal Identifier (EDIPI) and Social Security Number (SSN) must be provided (See Add User Account).

Once an RTAMMS account is set up and the user is assigned to the correct unit, the user will follow the steps below to access Drill Manager:

- Insert CAC.
- Go to https://rtamms.mceits.usmc.mil/. The supported browser is Internet Explorer (version 11 or higher).
- Select the PIV Authentication Certificate and enter Personal Identification Number (PIN).

The Privacy Act Warning and the HIPAA Warning appear:



You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests -- not for your personal benefit or privacy.
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HIPAA Warning - Applies to any system accessed by this connection which contains data related to the health of an individual:

Protected Health Information in this system is subject to Public Law 104-91, the Health Insurance Portability and Accountability Act of 1996 and the Final Privacy Rule and Final Security Rule codified in 45 C.F.R. § 160 and 164, DoD 6025.18-R, "DoD Health Information Privacy Regulation" and DoD 8580.02-R, "DoD Health Information Security Regulation." Information in this system may only be used and/or disclosed in strict conformance with these authorities. Appropriate sanctions against members who fail to comply with the security policies and procedures are allowed under 45 C.F.R. § 164.308(1)(ii)(C).

See User Agreement for details.

OK

Figure 1: Privacy Act and HIPAA Warning

1. Read both warnings and click I Accept to continue to the DM Home page (see Drill Manager Home).

1.6 My Account and Permissions

Only default permissions associated to a standard user's RTAMMS account are required. All other users must request specific user roles from the unit's DM Manager.

For a standard user to self-manage an RTAMMS account, click the My Account hyperlink from top right of any screen:

Figure 2: My Account Hyperlink

Four things can be done from the My Account menu:

1. View Account Details and Permission Requests
2. Request Permissions
3. Set Email Preferences
4. Upload Documents.

NOTE: The uploaded document can be no more than 10Mb.

1.6.1 View Account Details and Permission Requests

After selecting My Account, the User Account Details displays with a Current Permissions and Requests (past and present) drop down list:

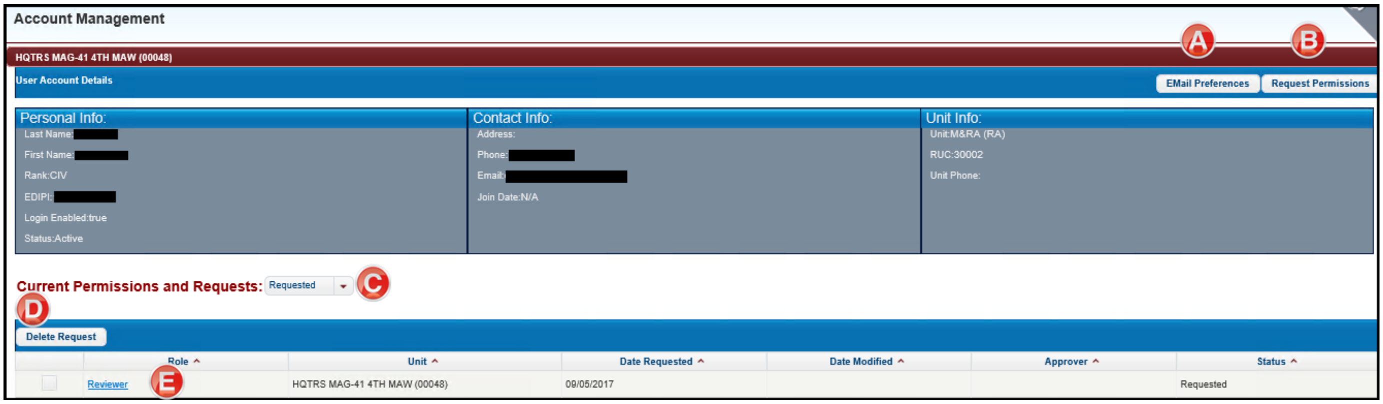


Figure 3: User Account Details

A. Click Email Preferences to select which notifications to receive from Drill Manager.

B. Click Request Permissions to select user roles and submit a request for approval.

C. Select a status to view the corresponding permissions requests below.

D. Select the check box for one or more pending requests, and then click Delete Request to remove and cancel the request.

E. Click the hyperlinked Role to view account request details.

NOTE: In the account request details, click the hyperlinked File Name (Authorization) to view the attached authorization document.

1.6.2 Request Permissions

To create a permissions request, click Request Permissions (My Account > User Account Details > Request Permissions). Provide the required information as shown below:

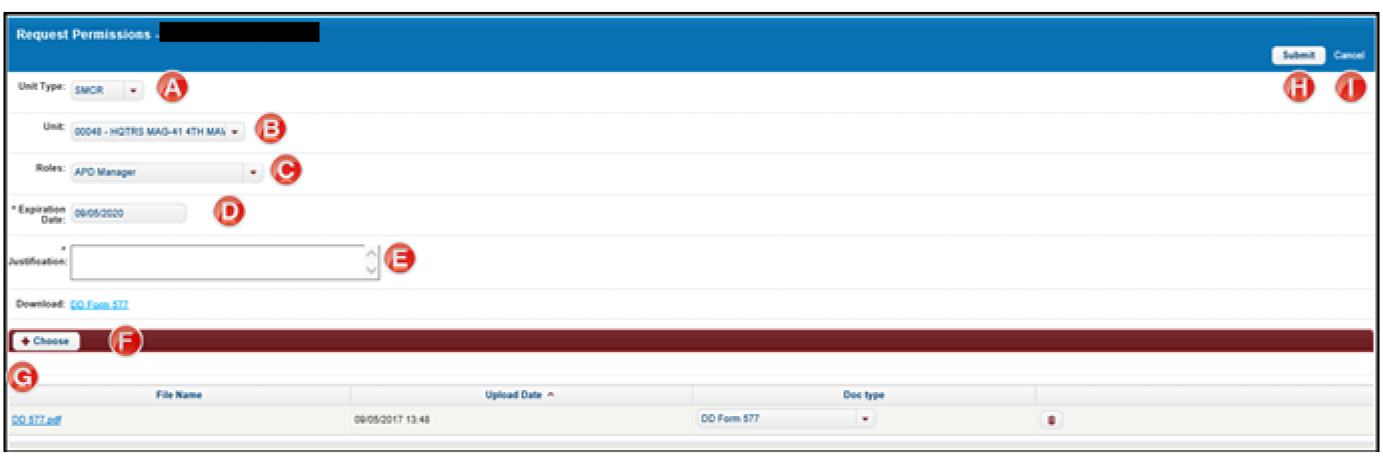


Figure 4: Request Permissions

A. Select the Unit Type from the list box.

B. Select the Unit from the list box (detachment / OpGroup / MCC / RUC if IMA was selected above).

C. Select a Role to assign from the list box.

NOTE: Only one permission can be selected at a time per request. The MCMEDS roles in the list box are the only roles available outside the RMED community. Additional MCMEDS roles may only be assigned by the MCMEDS Manager.

D. Select an Expiration Date for the request, subject to the approval of the DM Manager. The default expiration is three years from the present date.

E. Enter the Justification for the request.

F. For Approver/Trusted Agent, Muster Official, and Muster Manager roles, the user must upload an Assumption of Command Letter and/or DD Form 577 (PDF or .doc/.docx) to support the request. Click Choose to add the document.

G. Uploaded documents appear here with a link to view the document, the date it was uploaded, the document type, and a delete button.

H. Click Submit to submit the request for approval.

I. Click Cancel to go back to My Account without submitting a request.

NOTE: For SMCR units, the DM Manager at that unit will approve requests. For IMA users, the IMA unit OpSponsor or IMA Program Manager will approve requests.

1.6.3 Set Email Preferences

Standard users do not need to set email preferences. DM only generates notifications for expiring user roles (45 days prior to expiration) or for events related to one of those roles.

To enter an email address and select notifications to receive, click Email Preferences (My Account > User Account Details > Email Preferences). Notifications are grouped by user role:

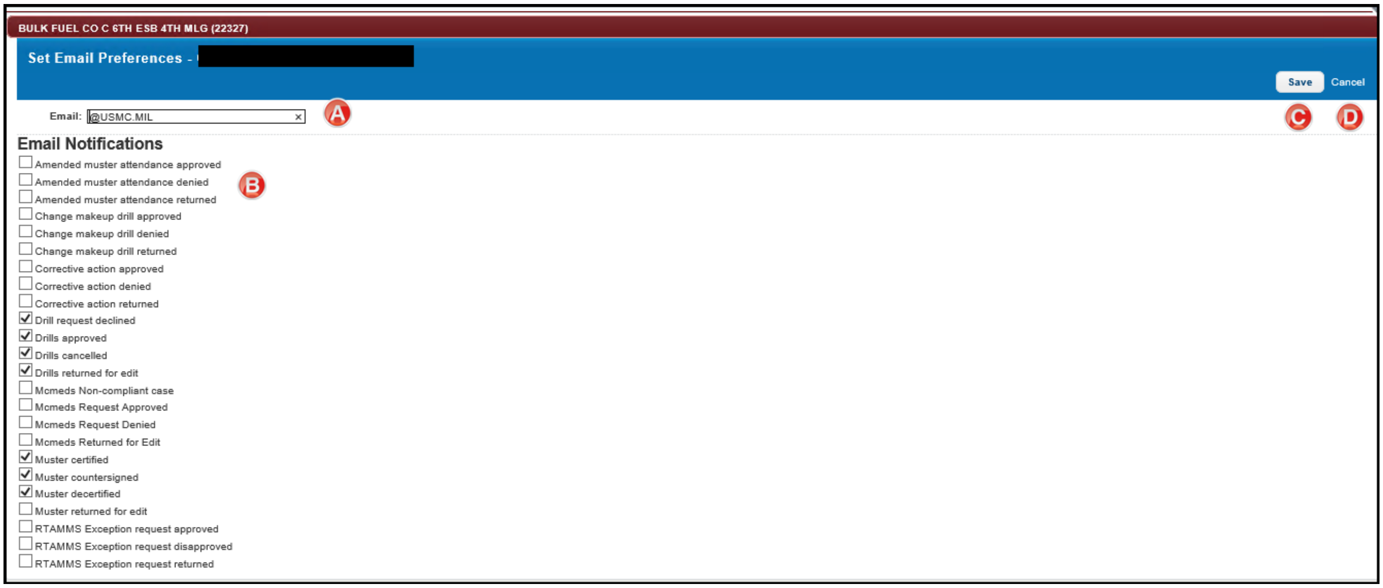


Figure 5: Set Email Preferences

A. Enter the Email address for DM to send the selected notifications.

B. Select the check box for any category of notices to receive email notifications for it. Clear the check box to not receive notifications for that category.

C. Click Save to save changes to email preferences and return to account details.

D. Click Cancel to return to account details without saving changes to email preferences.

When DM generates a notice, it will now send an email version of that notice based on the user's preferences. The user can review the notice text or click the provided hyperlink to go to the corresponding screen in DM.

1.6.4 Upload Documents

The user can upload a document to the account by clicking Choose Document (My Account > User Account Details > Choose Document).

- Any of the following document types can be uploaded:
  - DD Form 577
  - Assumption of Command Letter
  - RA Waiver

1.7 Drill Manager Help

Drill Manager provides three types of user assistance. To access help options, point to the Help menu in the application header:

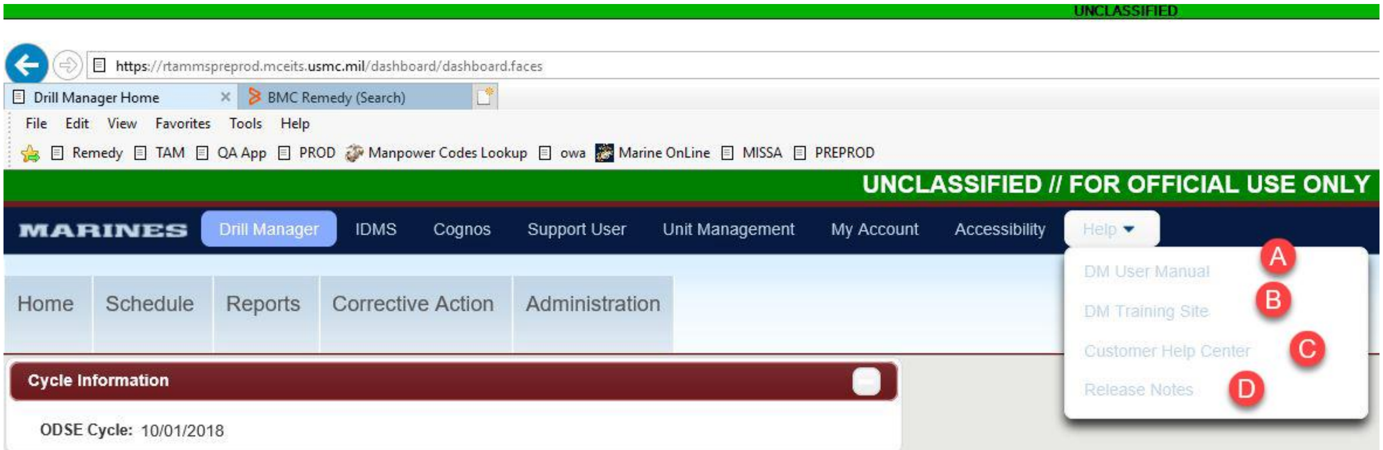


Figure 6: DM Help Menu

A. Select DM User Manual to open a new window with a PDF version of the user manual.

B. Select DM Training Site to open a new window and go to the Drill Manager Training Site on the M&RA Portal. This includes the DM Training environment, Computer Based Training modules, and the schedule and locations for classroom training.

C. Select Customer Help Center to open a form with several options for contacting DM Support (see Help: Customer Help Center).

D. Select Release Notes link to open link to M&RA portal to view Release Notes and Differences Training.

NOTE: The MCMEDS User Manual and the IDMS User Manual are only available from within the associated sub-module. It opens directly when Help is selected from the application header within MCMEDS or IDMS.

1.7.1 Help: Customer Help Center

Use the Customer Help Center to submit a standard help request or contact RTAMMS Support directly:

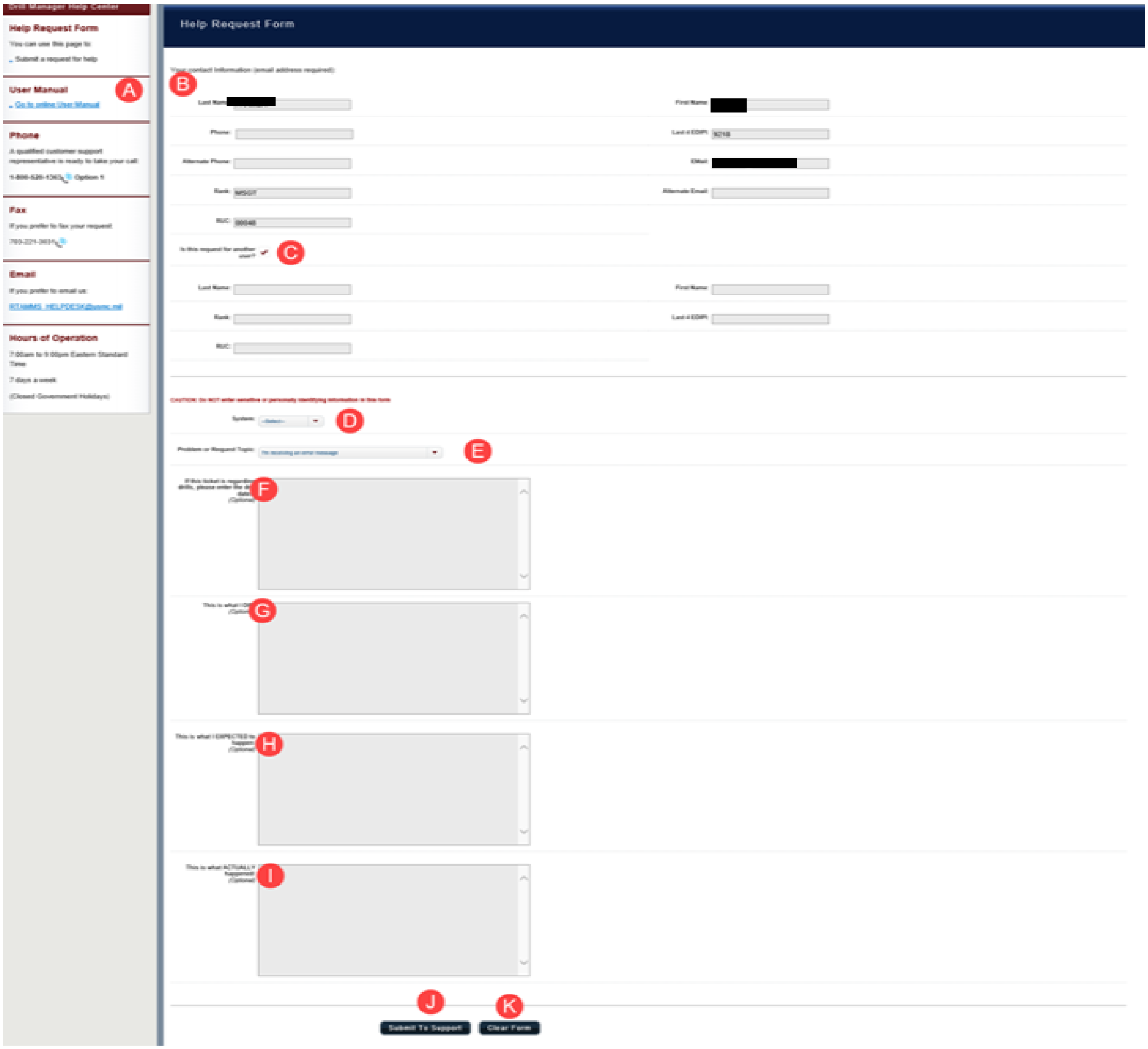


Figure 7: Help Request Form

A. Click the hyperlink to open the online version of the user manual in a new window (see Help: Online User Manual).

B. The user's contact information can be entered in the fields provided. This information will be populated by the database and some fields will be non-editable.

C. Select if the request is regarding another user (if non-reservist please input the reserve RUC the user is in support).

D. Select which system/sub-module the issue occurs.

E. Select the Problem or Request Topic from the list box.

F. Enter which drills dates with issues, if applicable.

G. Enter a description of what the user did.

H. Enter a description of what the user expected to happen.

I. Enter a description of what actually happened.

J. Click Submit To Support to submit the help request.

K. Click Clear Form to erase all information and start over.

NOTE: Be as clear and specific as possible in the optional description fields. This information helps RTAMMS Support personnel understand issues and troubleshoot problems more efficiently.

1.7.2 Drill Manager Support Desk

For assistance with Drill Manager, call or email the RTAMMS Support Desk:

1.7.2.1 RTAMMS Support Desk

Hours: 0700-2100 EST, 7 days a week (excluding federal holidays)

Email: RTAMMS_HELPDESK@usmc.mil

Phone: 1-800-520-1363, Option 1

RTAMMS also provides online user manuals for both the MCMEDS and Inventory Development and Management System (IDMS) sub-modules and a Customer Help Center (Help: Customer Help Center), which can be accessed from the Help link in the application header.

2.0 DRILL MANAGER OVERVIEW

There are two core processes in Drill Manager:

1. The Paid Drill Process. This involves standard users (as drill participants) and the administrative users who process the drill at each step from the initial request to its eventual payment.
2. APD Allocations. Each unit's APD Manager must request allocations from HHQ, distribute to subordinate units, and monitor the balance of APDs allocated versus APDs used by each unit.

This section explains how each user role interacts with these core processes, along with flow charts and definitions of statuses. It also explains how the user roles interact with one another. Finally, this section explains how to navigate DM and how to use standard features that appear throughout the module:

- User Roles
- Drill Manager Processes and Flows
- Navigation
- Standard Features

2.1 User Roles

Drill Manager has the following user roles that determine the user's access and permissions:

Table 2: Drill Manager User Roles

User Role	Explanation	Recommended User
APD Manager	Manages distribution of Additional Paid Drill allocations for a unit.	Training Office (S-3), or appointed IMA OpSponsor
Approver	Approves the unit schedule, individual requests, and Certifies the muster sheet. Certifies corrective action requests	Commanding Officer, Officer-in-Charge or Operational Sponsor
Drill Approver (Reserve Affairs)	Approves Late Drill requests routed to Reserve Affairs (RA) for adjudication	Current FY requests O5 or higher. Previous FY requests as designated
Drill Approver (For IMA)	Approves drills for the IMA community. Cannot certify the Muster Sheet.	Operational Sponsor or designee
Career Planner	Able to access Individual Drill History and view drill schedules	Unit Career Planner

User Role	Explanation	Recommended User
DM Manager	Responsible for new account setup, assigning or removing user roles, and processing permission requests at the unit level.	Commanding Officer, Officer-In-Charge, Inspector-Instructor, Site Commander, Personnel Officer, Administrative Officer, Sergeants Major, First Sergeants, or Administrative Chief. The DM Manager must hold the grade of E8 or higher or be an E6 or above with the PMOS of 0111 (Administrative Specialist).
DM Manager (M&RA RUC 30002 MCC 80)	Responsible for new account setup, assigning or removing the following roles for RUC 30002, MCC 80: Drill Approver, APD Manager, and RPMC Manager	M&RA staff
Diary Exporter	Able to export drills at the work section/MCC level	IMA Community
FHD Manager	Manages the funeral honors detail allocation/ deallocation process.	FHD Manager at MFR
HHQ Viewer	View only access to all subordinate units through the Inspectors tab. Can print all data and export/print reports.	As assigned by RTAMMS Support
MCMEDS Case Administrator	Generates LOD and Med Hold requests for individual Marines at the unit level and submits for review.	Administrative Chief, Limited Duty Coordinator (LDC), Medical Department Coordinator (MDR), Alternate
MCMEDS Case Reviewer	Performs unit level review of LOD and Med Hold requests prior to submission for approval.	CO/OIC/I-I, OSO, OpSponsor
Muster Manager	Prepares the muster and exports transactions into the Unit Diary Marine Integrated Personnel System (UD/MIPS). Initiates corrective action requests. Also has all the capabilities of the Proxy role. Required research failed Validation Checks under the Corrective Actions tab one day after exporting transactions into the UD. Required to retrieve, work, and maintain the Drills Certified not Exported report (PDF format) in command files for current plus two years.	Administrative Specialist in the grade of E5, GS-5, or higher
Muster Official	Substantiates attendance at a drill. View Only corrective action.	Administrative Specialist in the grade of E4, GS-5, or higher.

User Role	Explanation	Recommended User
Proxy	Submits individual drill requests or reschedule requests on behalf of another Marine.	Platoon Sergeant. Grade of E4, GS-5 or higher
Reviewer	Reviews Rescheduled Inactive Duty Training (RIDT) and APD requests for an individual Marine and makes recommendations to the Approver/Trusted Agent.	Small Unit Leaders. Grade of E4, GS-5 or higher
RPMC Manager	User may view Budgeted Drills dashboard and summary view of the Aged Drills report. User may load/update Drills Budgeted values.	HQMC and P&R users
RPMC Viewer	User may view Budgeted Drills dashboard and summary and detailed view of the Aged Drills report.	HQMC and P&R users
Schedule Creator	Schedules drills for full unit, partial unit, and individual Marines. Manages the unit calendar and resolves schedule conflicts.	Ops Officer/Chief. Grade of E5, GS-5, or higher
Standard User	Requests individual drills and tracks request progress throughout paid drill process. Can view unit schedule.	Individual Marines
Trusted Agent	Acts as the approver in the absence of the CO, OIC, or OpSponsor.	I-I, site commander, another commissioned officer, warrant officer, E7 or above, or GS-7 or above.

The user roles matrix below shows which areas of DM each user role can access. However, in sections accessible to multiple user roles, individual roles have unique capabilities:

Table 3: Drill Manager User Roles Matrix

User Roles Matrix	Home	Schedule	Reports	Account Mgmt.	APD Mgmt	FHD Mgmt	Unit Diaries	Holds	Corrective Actions
APD Manager	●	●	●		●				
Approver/Trusted Agent	●	●	●						●
Career Planner	●	●	●						
DM Manager	●	●		●					
FHD Manager	●	●			●	●			

User Roles Matrix	Home	Schedule	Reports	Account Mgmt.	APD Mgmt	FHD Mgmt	Unit Diaries	Holds	Corrective Actions
MCMEDS Case Administrator	•	•							
MCMEDS Case Reviewer	•	•							
Muster Manager	•	•	•				•	•	•
Muster Official	•	•	•						•
Proxy	•	•							
Reviewer	•	•							
RPMC Manager			•						
RPMC Viewer			•						
Schedule Creator	•	•	•						
Standard User	•	•	•						
Trusted Agent	•	•	•						•

NOTE: while all user roles can see the Reports section, only the roles marked above will see report content. Also, the HHQ Viewer role is not listed in the matrix above. It technically has access to all roles through the Inspectors tab, but only in whatever combination the user has selected (see HHQ Roles and Capabilities).

Only the users with the following permissions can open/view the muster sheet:

- Muster Official
- Muster Manager
- Trusted Agent
- Approver

If the current user role does not give the user the access the user needs, the user can go to My Account and submit a request for permissions (see My Account and Permissions).

The following rules and considerations apply to holding and assigning user roles:

- Two person integrity. Because DM is a pay system, the Muster Manager/Muster Official and the Approver/Trusted Agent cannot be the same person. Two different people must sign off on all payment transactions or corrective actions.
- Least privilege. The DM Manager should only assign users the roles needed to perform specific tasks. This avoids blurring of responsibilities for tasks and also avoids unnecessary complexity in how user roles interact.

2.2 Drill Manager Processes and Flows

There are two primary workflows in Drill Manager:

1. Lifecycle of a Drill – how drills are scheduled, approved, certified, and ultimately paid.
2. APD Management – how funding for drills (allocations) is distributed throughout the unit hierarchy.

Throughout the life cycle of a drill, it is also important to understand the statuses of a muster sheet, which holds the actual record of a Marine's attendance at a drill.

- Pay Process for Drills
- Lifecycle of a Drill
- Muster Statuses
- APD Management Process Flow

2.2.1 Pay Process for Drills

The following table shows the steps that must occur before a Marine is paid for a drill:

Table 4: Pay Process for Drills

Step	Action	Action Defined	Initiator (Role)
1	Create Drill	Request created and submitted. A notification is sent to the Approver/Trusted Agent.	Individual Marine, Schedule Creator, or Proxy
2	Approve Drill	Request approved. A notification is sent to the Muster Official to substantiate attendance.	Approver or Trusted Agent
3	Save Muster	Muster sheet created and saved with attendance annotations.	Muster Official or Muster Manager
4	Submit Muster	Muster sheet submitted. A notification is sent to the Approver/Trusted Agent.	Muster Official or Muster Manager
5	Certify Muster	Muster sheet reviewed and certified.	Approver or Trusted Agent
6	Export Muster	Muster sheet exported and is available to be processed to issue payment.	Muster Manager/UD Exporter (IMA only)

NOTE: This table is an overview of the pay process. For the full paid drill matrix that includes next steps, who can cancel, and how to initiate corrective actions, see Full Paid Drill Matrix.

2.2.2 Lifecycle of a Drill

The flow chart below shows the complete life cycle of a drill:

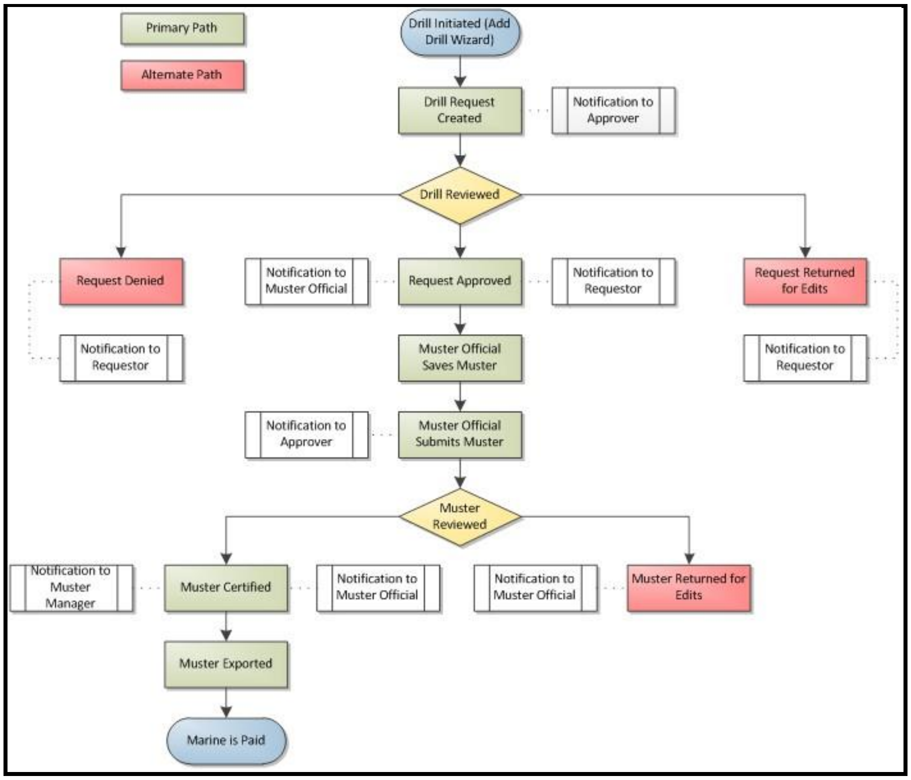


Figure 8: Lifecycle of a Drill

NOTE: Muster Managers can also request corrective actions for certified and exported musters. All such requests are reviewed by the unit's Approver/Trusted Agent (TA) (see Corrective Actions).

2.2.3 Muster Statuses

A drill's muster sheet changes status many times throughout the lifecycle of a drill. DM uses the muster status to determine which drills to show in certain views. Refer to the table below to interpret these statuses.

Table 5: Muster Statuses

Status	Set By	Definition	Visible By
Draft	Individual Marine Schedule Creator Proxy	Drill request has been created, but not submitted to Approver/Trusted Agent. Requestor not authorized to attend.	Requestor Schedule Creator Approver/Trusted Agent / TA
Requested	Individual Marine Schedule Creator Proxy	Drill request has been submitted to Approver/Trusted Agent for review and approval. Requestor not yet authorized to attend. In the case of drill requests submitted after the current FY, the Approval is routed to the next O5 billet or higher in the chain of command. Drills requested with a previous FY are approved by HQMC.	Requestor Schedule Creator Proxy Approver/Trusted Agent

Status	Set By	Definition	Visible By
Approved	Approver/Trusted Agent	Drill request has been approved on the unit calendar. Requestor is now authorized to attend drill.	Requestor Approver/Trusted Agent Schedule Creator Muster Manager Muster Official
Declined	Approver/Trusted Agent	Drill request has been declined. Requestor is not authorized to attend drill.	Requestor Approver/Trusted Agent Schedule Creator Muster Manager Muster Official
Returned for Edits	Approver/Trusted Agent	Drill request has been returned for edits. Requestor is not authorized to attend drill.	Requestor
Cancelled	Approver/Trusted Agent	Approved drill request has been cancelled and is no longer scheduled on calendar. Requestor is not authorized to attend drill.	Requestor Approver/Trusted Agent Schedule Creator
Reschedulable	Individual Marine Proxy	An approved drill that has not commenced is available to be rescheduled (RIDT).	Drill Attendees
Musterable	Approver/Trusted Agent	An approved drill request is also musterable, meaning the Muster Sheet can be created.	Muster Manager Muster Official
Muster Saved	Muster Official Muster Manager	Muster Sheet has been saved, but not submitted. Approver/Trusted Agent cannot take action on Saved Muster Sheet.	Approver/Trusted Agent/Muster Manager/Muster Official
Muster Submitted	Muster Official Muster Manager	Muster sheet has been submitted to Approver/Trusted Agent for review and certification.	Approver/Trusted Agent/Muster Manager/Muster Official
Muster Certified	Approver/Trusted Agent	Muster sheet has been certified. **NOTE**: Attendees will not receive pay until Muster Sheet is exported.	Approver/Trusted Agent/Muster Manager/Muster Official
Muster Returned	Approver/Trusted Agent	Muster Sheet has been returned for edits.	Approver/Trusted Agent/Muster Manager/Muster Official
Muster Exported	Muster Manager	Muster Sheet has been exported to MCTFS. Drill attendees should be paid for drill within 3-5 days depending on MCTFS cycles.	Muster Manager

Status	Set By	Definition	Visible By
Muster Sheet Amended	Muster Manager	Muster Manager has made corrections to the Certified Muster Sheet. Muster Sheet must be recertified by Approver/Trusted Agent and transactions re-exported by Muster Manager.	Approver/Trusted Agent/Muster Manager

2.2.4 APD Management Process Flow

The flow chart below shows the flow of APD allocations between different levels of the unit hierarchy:

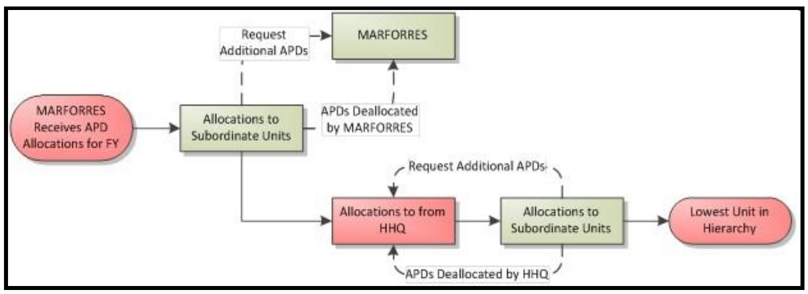


Figure 9: APD Flow

2.3 Navigation

There are two ways to navigate in Drill Manager. Notices are the fastest way to navigate and perform system-generated tasks. If the APD Manager has administrative tasks, the APD Manager will need to use the application header to navigate. For each of these tasks, the APD Manager must know the views, how to apply filters, and how to search for specific users.

- Application Header
- Notices

2.3.1 Application Header

All users see the same application header for navigation, MCMEDS access, DM Help, and account permissions and preferences:

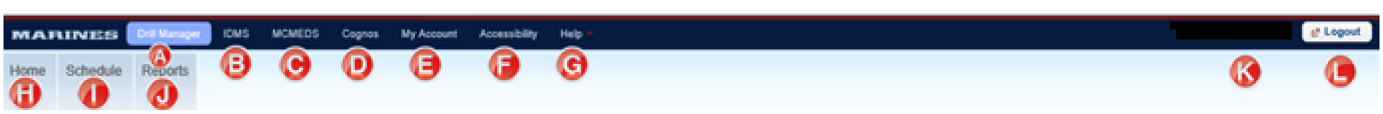


Figure 10: Application Header - Standard User

A. Click RTAMMS to enter the sub-module.

B. Click IDMS to enter the sub-module.

C. Click MCMEDS to enter the sub-module.

D. Click COGNOS to enter the sub-module.

E. Click My Account to view and edit account details, and to request permissions (see My Account and Permissions).

F. Click Accessibility to go to the US DoD Section 508 website.

G. Click Help to expand the help menu (see Drill Manager Help).

H. Click Home to reload the DM Home page.

I. Click Schedule to view unit schedule.

J. Click Reports to view and run Individual Drill History Report (see Reports for Standard Users). Administrative users will see additional items in the application header depending on assigned roles:

K. This identifies the logged in user. If this is not the current user, then logout immediately.

L. Click Logout to end the Drill Manager session. The user may login again if desired.

Figure 11: Application Header - Admin User with Multiple Roles

The Account Management link above is for the DM Manager only. The additional tabs shown are based on assigned user roles. For a complete matrix of which users can see each tab, see User Roles.

The specific views, filters, and search tools are described in each individual section.

2.3.2 Notices

DM generates a notice that is shown on the Home page and in other major sections in DM. These notices serve as a high level list of action items for the user's area of responsibility. When a notice is selected, DM will take the user directly to the task at hand. The examples, displayed below, show how notices simplify tasks by cutting out extra navigational steps.

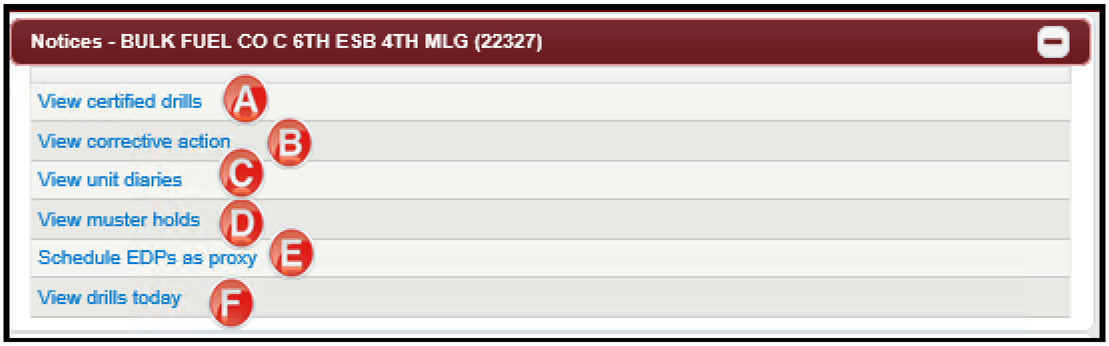


Figure 12: Notices (Muster Manager View)

A. Click this notice to go to Certified Drills.
B. Click this notice to go to Corrective Actions.
C. Click this notice to go to Unit Diaries
D. Click this notice to go to Holds.
E. Click this notice to go to the Scheduler and select eligible Marines to schedule EDPs.
F. Click this notice to go to the List view on the unit calendar, showing all drills with the date "Today."

NOTE: Notices are not a comprehensive way to manage tasks. If the user is an administrator, the user will need to take full advantage of views, filters, and searches to swiftly and accurately process drills and transactions.

In addition to system-generated notices, the user can also choose to receive an email notification for each type of notice in the user's area of responsibility. To see notices and set email preferences, see Set Email Preferences under My Account and Permissions.

2.4 Standard Features

Drill Manager has several standard features which will appear throughout the application, as described in the following sections:

- Icons
- Bookmarks
- Date field and subsequent access to the Date Picker
- Contextual Help
- Sortable Columns
- System Timeout Warning

2.4.1 Icons

Drill Manager uses icons in various contexts throughout the application. Depending on the context, the icons may or may not have a text label, but the user can hold the mouse over any button or icon to see help text:

Table 6: Icons

Icon	Function	Description
	Print	Print the current view.
	Filter	Filter the current view.
	Refresh	Refresh the current view.
	Reset	Reset the current view (forms, muster sheet).
	Collapse	Collapse a section of a list tree to view only the section heading.
	Expand	Expand a section of a list tree to view the next level of information.
	Previous Date	Go to the previous date range (day/month etc.).
	Next Date	Go to the next date range (day/month etc.).
	Back	Go back to the previous screen.
	Attachment	Indicates that a drill request or other item has an attached file.
	Comments	Indicates that someone has entered comments for actions taken.
	Date Picker	Open a small calendar to select a date instead of entering it manually.
	Add Marine	Add a Marine to a muster sheet.
	Add Attendee	Add one or more attendees to a drill request.
	Save	Save changes to an item.
	Edit	Edit an item. Also indicates an event is in draft status.

Icon	Function	Description
	Add	Add a new drill (create drill request).
	Reschedule	Request to reschedule a drill. Also indicates a rescheduled drill (calendar month view).
	Cancel Drill	Cancel a scheduled drill.
	Delete Drill	Delete a drill request.
	Propose Drill	Submit a drill request. Also indicates a submitted request.
	Approve Drill	Approve a drill request (Approver/Trusted Agent) and add it to the unit schedule. Also indicates an approved drill (calendar month view).
	Return for Edits	Return drill request or muster sheet for editing (Approver/Trusted Agent). Also indicates a returned request.
	Decline Drill	Decline a drill request (Approver/Trusted Agent). Also indicates a declined request (schedule month view).
	No Drill Date	Indicates that no drills may be scheduled on this date (schedule month view).
	Muster Sheet	Open muster sheet to view or edit it. Also indicates a saved muster sheet (schedule month view).
	Submit Muster	Submit muster sheet for certification. Also indicates a submitted muster sheet (schedule month view).
	Certify Muster	Certify a submitted muster sheet as ready for export. Also indicates a certified muster sheet (schedule month view).
	Returned Muster	Indicates a muster sheet has been returned for edits.
	Export Muster	Export a certified muster sheet. Also indicates an exported muster sheet (schedule month view).
	Submit Hold	Submit a hold for processing.
	APD	Indicates an APD.

2.4.2 Bookmarks

If the user reports to one unit but interacts with another, the user may want to bookmark the second unit's schedule. For example, Peacetime Wartime Support Team (PWST) members are part of the IMA community but work for the local SMCR unit. Higher Headquarters (HHQ) can also use bookmarks to track schedules for subordinate units.

To add a bookmark, click + Bookmark from the home page:

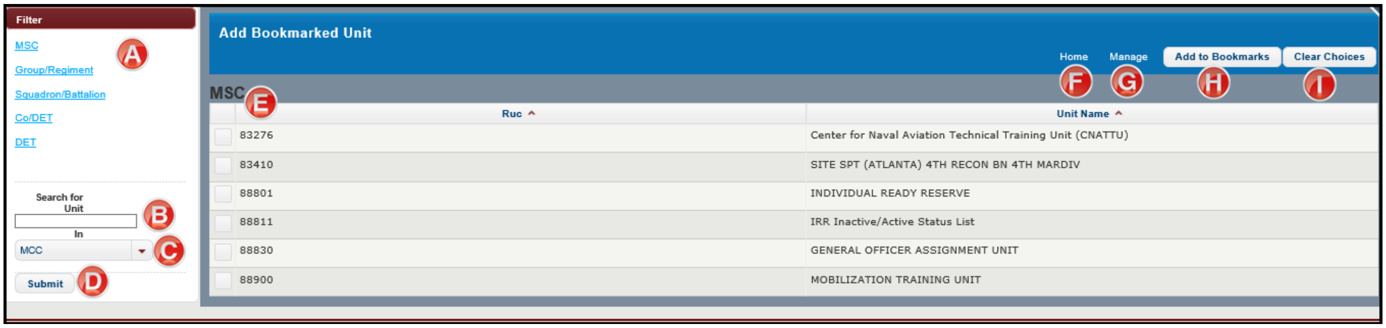


Figure 13: Add Bookmarked Unit

A. Click the hyperlinked title of any unit type to show only units of that type.

B. Enter a unit name in the search box.

C. Select a unit type from the list box.

D. Click Submit to run the search for a specific unit and see results.

E. Select the check box for each unit to be bookmarked.

F. Click Home to go back to the home page.

G. Click Manage to remove existing bookmarks (see figure below).

H. Click Add to Bookmarks to add all selected units.

I. Click Clear Choices to clear the check boxes for all selected units.

To remove bookmarks, use the Manage Units screen:

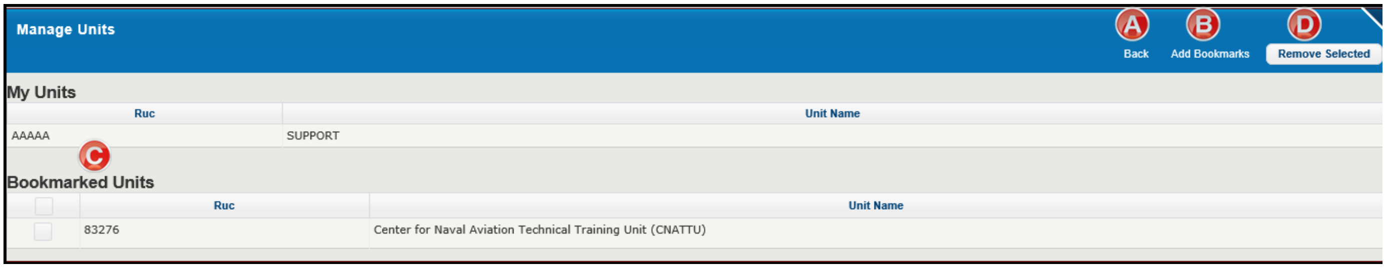


Figure 14: Remove Bookmarks (Manage Units)

A. Click Back to go back to the home page.

B. Click Add Bookmarks to go back to the Add Bookmarks page.

C. Select the check box for each bookmarked unit to be removed.

D. Click Remove Selected to remove all selected bookmarked units.

2.4.3 Date Field Date Picker

Whenever a Date field is clicked on, the date picker icon will appear. Click it to select dates from a calendar instead of entering the dates manually:

Figure 15: Date Picker

A. Click inside this field to enter the date manually (MM/DD/YYYY format).

B. Click < to see the previous month.

C. Click > to see the next month.

2.4.4 Contextual Help

For quick help on a specific action, hold the mouse over the item or button. If contextual help is available, a brief tip will appear:

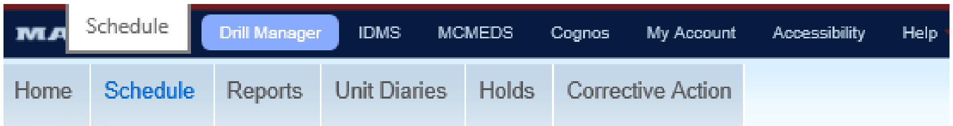


Figure 16: Contextual Help

2.4.5 Sortable Columns

In many cases, the data displayed in Drill Manager can be sorted by column:

SELECT	FMI	LAST NAME	EXPIRATION DATE	HOLD COMMENT
☐	[redacted]	[redacted]	12/16/2009	Early Mobilization
☐			12/16/2009	
☐			12/14/2009	[redacted]

Figure 17: Sortable Columns

Click the column heading once to sort ascending. Click the column heading again to sort descending. The list above is sorted by the Expiration Date column in descending order.

2.4.6 System Timeout Warning

If the user goes ten minutes without any activity, DM prompts the user to continue the session:

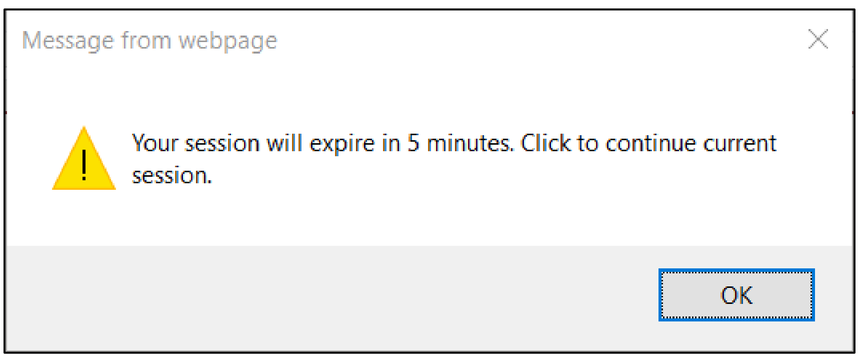


Figure 18: Drill Manager System Timeout Warning

If the user does not click OK within five minutes, DM logs the user out automatically to protect the user's account and the system. If the user has any incomplete processes (such as a drill request in progress), the user may lose any unsaved data.

3.0 DRILL MANAGER HOME

The home page is the first screen all DM users see after logging in. Standard users can access all necessary screens in Drill Manager from this dashboard view. Administrative users have the same basic access, but will see additional tabs based upon assigned user roles.

There are three standard tabs on the home page for all DM users.

- Home Page
- Schedule Tab
- Reports for Standard Users

In addition to these tabs, there are two key actions on the Home Page, both of which are described in the Drill Manager Schedule section of this manual.

- To add a drill, see Schedule Drills (Create Drill Request)
- To reschedule a drill, see Reschedule as Proxy

3.1 Home Page

When the Home tab is selected, the user will see a dashboard with all the basic DM actions as a standard user:

Figure 19: DM Home Page (Standard User View)

A. Click Schedule to view the unit calendar with scheduled drills.

B. Click Reports to run Individual Drill History report.

C. Click any notice to take action (in this case, view a list of requested drills pending approval).

D. Click Add Drill to create a new drill request. See Schedule Drills (Create Drill Request).

E. Click the Reschedule icon to request a new date and time for any upcoming drill. See Reschedule Drill.

F. Click the hyperlinked title of any upcoming drill to view drill details. See Edit Drills in Muster Saved Status.

G. Click the home unit to view its schedule.

H. Click any bookmarked unit to view its schedule. Click Add Bookmark to select and add another unit’s schedule.

I. Announcements are only available to DM Service Desk personnel.

J. Click the Anniversary Year tab to view the corresponding chart. Click the Fiscal Year tab to switch back.

3.2 Schedule Tab

When the Schedule tab is selected, the user will see the unit’s calendar. A standard user can see drills for the entire unit, but the standard user can only edit his/her own drills. Administrative users can edit all drills (depends on status).

Standard users should use the schedule primarily as a reference tool. Use Notices to track the status of individual drills. Drill Manager Schedule explains how to use the schedule views, filters, and other tools as an administrator.

3.3 Reports for Standard Users

When the Reports tab is selected, the standard user will see just one report listed:

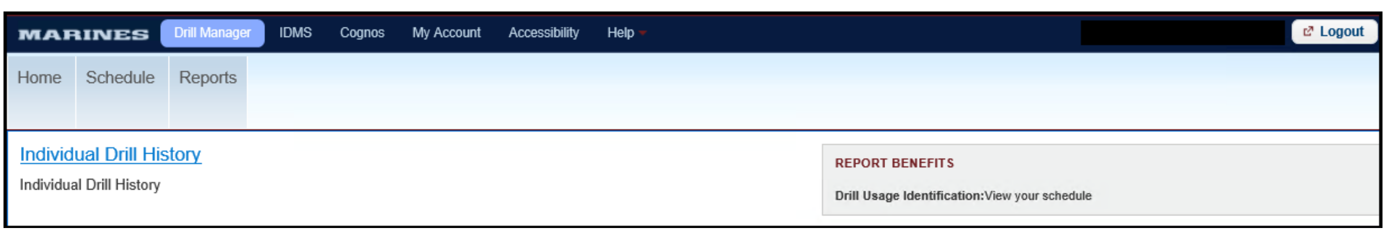


Figure 20: Report List for Standard Users

Click the Individual Drill History title to view the default report with filter and download options:

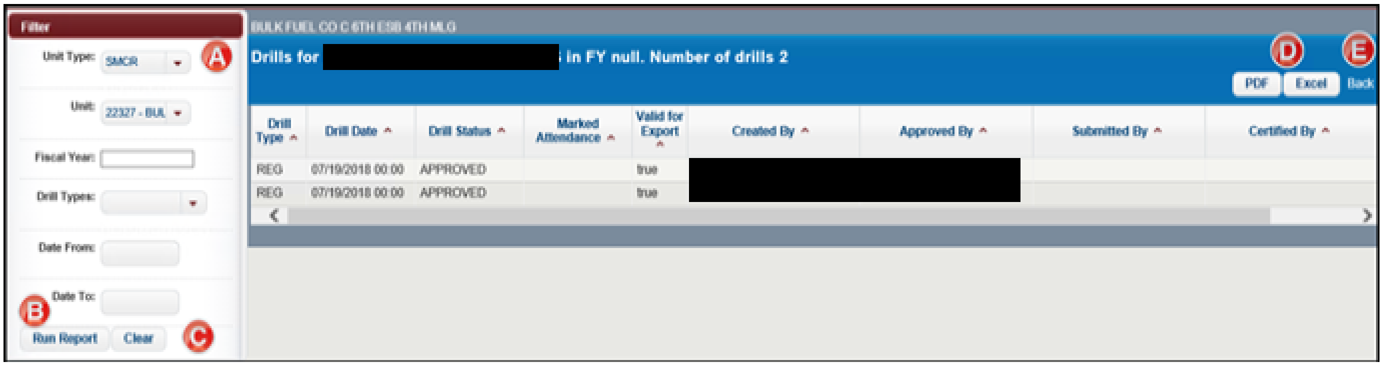


Figure 21: Run Individual Drill History Report

A. Select one or more filters for the report. As a standard user, the applicable filters are Fiscal Year, Drill Types, Date From, and Date To.

B. Click Run Report to view results at right.

C. Click Clear to reset all filters.

D. Click the PDF icon or Excel button to download the report in the selected format.

E. Click Back to return to the previous screen.

NOTE: Administrative users have access to several additional reports. To see these reporting capabilities and configuration options, see Reports.

4.0 DRILL MANAGER SCHEDULE

There are two ways to get to the unit schedule:

1. Select it under My Units on the Drill Manager Home page.
2. Click the Schedule tab as shown below:

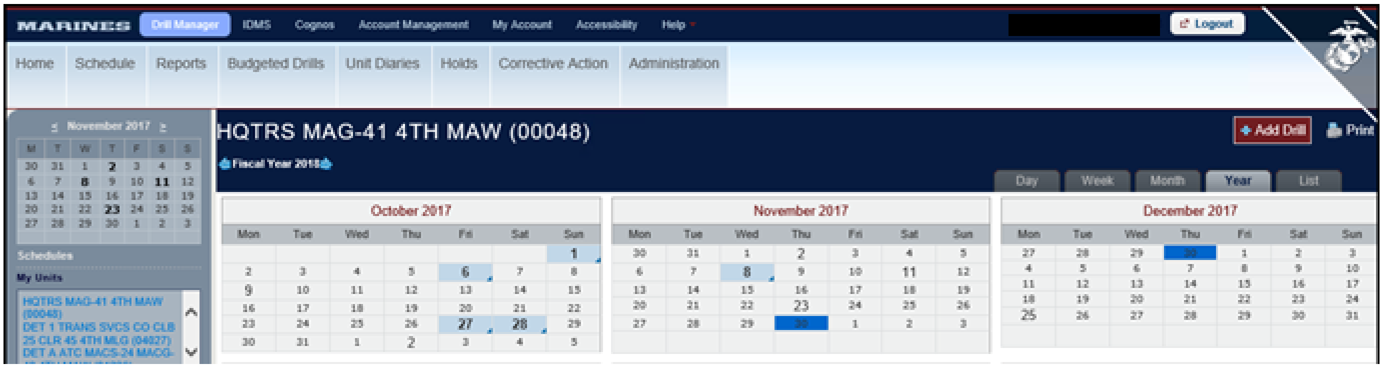


Figure 22: Drill Manager Schedule

The schedule displays drills in one of several calendar views (day, week, month, and year), as well as a filterable list view. Administrative users will use the schedule in several ways:

- Reference - view calendar dates with scheduled drills, and select drills to view details.
- Research - use the filters to find specific drills and muster sheets by date, type, or status.
- Add Drills - create drill requests directly from the calendar or list views.
- Drill Actions - initiate actions such as Approve, Cancel, Reinstate, or Reschedule from the details page.
- Muster Actions - access the muster sheet directly from the drill details page.

NOTE: While some of the same things can be done by clicking the system-generated notices, those are simply shortcuts for day-to-day tasks. The calendar and list views are powerful tools to use for deeper analysis.

The first two sections below cover the views and filters (i.e. drill types and statuses). The two remaining sections show how to schedule drills and how to perform specific drill actions. Muster actions are covered under Muster Management:

- Calendar View
- List View and Filters
- About Drill Requests
- Schedule Drills (Create Drill Request)
- Approver/Trusted Agent Actions
- View Drill Details
- Drill Returned for Edits

- Drill Actions

4.1 Calendar View

The calendar view has the following options: Day, Week, Month, and Year. It is most useful for viewing existing drills or for checking to avoid schedule conflicts before adding another drill. The calendar Month view is shown below:

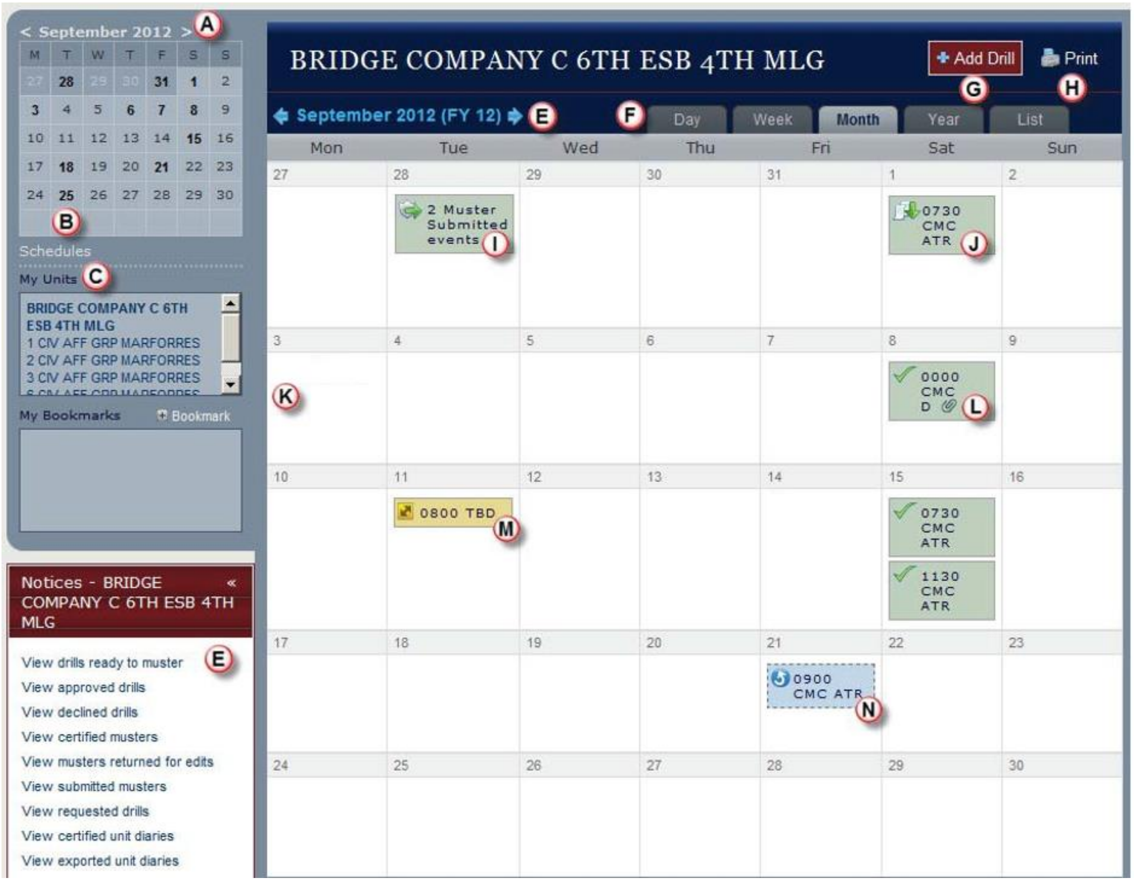


Figure 23: Calendar View

A. Click < to go to the previous month. Click > to go to the next month. This will vary by calendar view type – for example, in the day view the user would go to the previous or next day.

B. Click any date in bold to go to its day view. Dates not in bold have no drills and cannot be selected.

C. The standard Schedules box allows the user to switch to a different unit schedule.

D. The standard Notices box allows the user to follow up quickly on system notices (see Notices).

E. Click Previous to go to the previous date range. Click Next to go the next date range.

F. Click any of the date range tabs to go to a different calendar view. Click List to go to the list view (see List View and Filters).

G. Click Add Drill to create a new drill request (see About Drill Requests).

H. Click Print to download the current schedule view as a PDF file and print it.

I. Click the drill title to view its details (see Edit Drills in Muster Saved Status). Green with a  means the drill request is approved and a muster sheet submitted (but not yet certified and exported).

J. Click the drill title to view its details (see Edit Drills in Muster Saved Status). Green with a  means the request was approved and that the muster sheet has been exported (participants will be paid).

K. Click the drill title to view its details (see Edit Drills in Muster Saved Status). Green with a  means the request was approved but has not been mustered.

L. Click the drill title to view its details (see Edit Drills in Muster Saved Status). Yellow with a  means the drill has been rescheduled.

M. Click the drill title to view its details (see Edit Drills in Muster Saved Status). Yellow with a  means the drill has been rescheduled.

N. Click the drill title to view its details (see Edit Drills in Muster Saved Status). Blue with a  means the drill request is pending and needs to be either approved or declined.

NOTE: The user can view a snapshot of a drill's details by holding the mouse over it.

4.2 List View and Filters

The list view displays all drills at the unit with a powerful set of filters that can be used to research, monitor, and troubleshoot. For example, use the filters to find all Partial Unit drills with status "Musterable" within the last 30 days. Also filter for statuses such as "Returned for Edits" or "Canceled."

NOTE: The administrator will need to know all of the possible drill and muster statuses: See RIDTS under "Drill Types".

The example below shows the list view, filtered for all drills with a status of Muster Submitted:

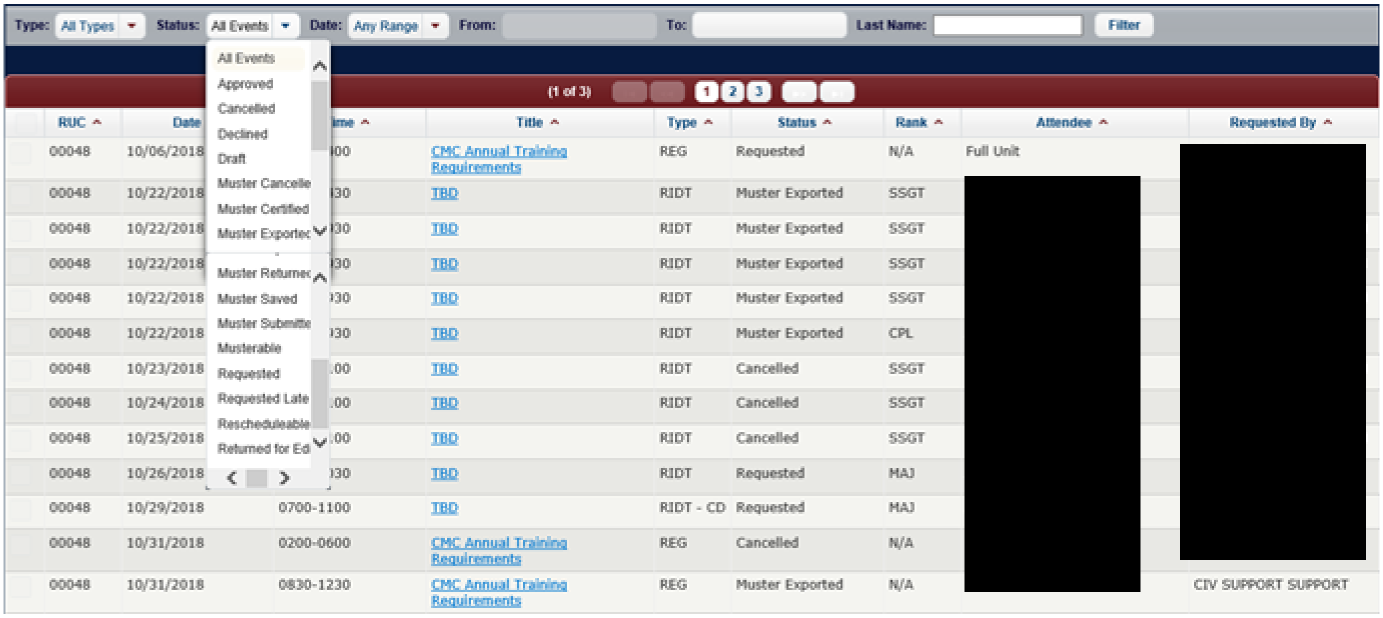


Figure 24: List View

- Click < to go to the previous month. Click > to go to the next month. This will vary by calendar view type – for example, in the day view the user would go to the previous or next day.
- Click any date in bold to go to its day view. Dates not in bold have no drills and cannot be selected.
- The standard Schedules box allows the user to switch to a different unit schedule.
- Click the Previous icon to go to the previous date range. Click the Next icon to go the next date range.
- Click any of the date range tabs to go to a different calendar view.
- Click Add Drill to create a new drill request (see About Drill Requests).
- Click the Print icon to download the current schedule view as a PDF file and print it.
- Use the list box to filter by event Type (see Drill Types).
- Use the list box to filter by event Status (see Pay Process for Drills).
- Use the list box to filter by Date.
- Enter a date in the From and To text boxes to filter by a specific date range.
- Enter a Last Name to filter by a specific individual.
- Click Filter to apply the filter options.
- Select the check box for any drill.
- Click the hyperlinked Title of any drill to view its details (see Edit Drills in Muster Saved Status).

NOTE: If returning to this view after working on a drill (i.e., by clicking Back from the drill details page (Edit Drills in Muster Saved Status), DM will preserve any filters previously applied (H-L above).

Additionally, if approving/disapproving multiple drills from this view, the user must filter on “Requested” for the status in order for the approve/disapprove buttons to render on screen.

4.3 About Drill Requests

This section explains the types of requests, which users can create, and the validation checks DM performs before allowing the request to be completed.

The next several sections give basic information about drill requests:

- Drill Types
- Drills by Community and User Role
- Validation Checks

4.3.1 Drill Types

The following are categories of drills:

- Inactive Duty Training (IDT). This is the standard drill request.
- Additional Paid Drills (APDs). These include:
    - Additional Training Periods (ATPs) - performed by members of the Selected Reserve (SELRES) to improve readiness. Additional IDT periods provide individuals and units with required and necessary training for attaining and maintaining designated readiness levels.
    - Additional Flight Training Periods (AFTPs) - authorized for SMCR and IMA aircrew members for conducting aircrew training and combat crew qualifications training.
    - Readiness Management Periods (RMPs) - performed by members of SELRES units and are performed to support the ongoing day-to-day operation of the unit.
    - Funeral Honors Duty (FHD) - includes both the preparation for and the actual performance of funeral honors functions at the funeral of a veteran. IRR Marines with RUC 88801 can muster, certify, and export FHDs. IMA Marines can create FHDs.
- Placeholder Drills. These include Annual Training and No Drill Dates.
- Equivalent Duty Periods (EDPs). These include EIOs and EINs (see Scheduler Tool - EDPs (Muster Manager)).
- Reschedule Inactive Duty Training (RIDT). This also includes courtesy drills (drills rescheduled with another unit).
- Appropriate Duty – are performed under a Marine’s own cognizance to attend special functions, to perform certain tasks or undergo IDT for Reserve Retirement Credit Points, in a non-pay status. Can be executed by SelRes, IRR and ASL Marines categorized (training category pay group is N or G).
- Associate Duty - orders that allow IRR Marines to affiliate and participate with Selected Marine Corps Reserve (SMCR), Mobilization Training Unit, or Active Component (AC) units, in a nonpay status. Can be executed by IRR, IMA and ASL Marines categorized (training category pay group is N or G).
- MTU Duty – this drill type is restricted to Marines in RUC 88900 and 88909.

4.3.2 Drills by Community and User Role

There are three sets of DM users who can create drill requests:

1. Schedule Creators – for SMCR units (and IMA detachments who drill together), the unit's Schedule Creator requests regular IDTs and APDs for the unit as a whole (or for selected attendees).
2. Individual Marines (SMCR, IMA) – requests for APDs may be scheduled by individual SMCR Marines. IMA Marines who drill independently rather than as a part of a detachment may submit requests for standard drills as well as APDs.
3. Proxy users, including the Muster Manager, can also schedule or reschedule drills for another Marine within the unit. The proxy process is described in Reschedule as Proxy.

4.3.3 Validation Checks

All drill requests are checked for schedule conflicts (dates and policy). DM will not create the drill request unless it passes the following tests:

- Marines cannot attend more than two drills in a single day.
- For certain drill types (FHD, RMP), Marines cannot attend more than one drill in a single day.
- The time for any of the drill periods on a new drill request cannot overlap an existing request.
- Drills scheduled for more than eight hours in a single day must be split into two drills.
- Drills will not be exported if the Pay Status is invalid (not 77000 or 77500) on the date of the drill.
- If a Marine's pay status was invalid at the time of the drill, the Marine is put in a "failed diary".
- If the pay status in ODSE is updated to a valid status for the date the drill was executed, then the drill can be submitted for pay.

Scheduled drills (TTC 0840) will be placed in a failed diary status upon approval if a Marine's pay status is invalid at that time.

Drill Manager also requires the user to enter a justification if submitting a request for a drill that has already taken place.

NOTE: If the Schedule Creator requests an IDT, DM will check to see if any Marines have exceeded 48 drills for the fiscal year. If so, the Schedule Creator may still create the drill request but DM will automatically mark that Marine as "Not Scheduled" on the muster sheet to be later marked according.

4.4 Schedule Drills (Create Drill Request)

To schedule a drill, the user must select the drill type, select attendees, and select an available date. Then submit the request to the unit's Approver or Trusted Agent. The Approver or Trusted Agent reviews the drill, including input from specified Reviewers (if any), and either declines the request, returns it for edits, or approves it for the unit Schedule.

The following sections show where the drill request fits in the overall paid drill process:

- Pay Process for Drills
- Lifecycle of a Drill

The next several sections show how to create drill requests:

- Scheduler Tool - Request IDT
- Scheduler Tool - Unit Schedule Creator
- Scheduler Tool - EDPs (Muster Manager)
- RIDTS and Courtesy Drills
- Yearly Scheduling Deadline

When a Marine transfers to a new unit, the Marine is added to all future eligible drills at the new unit and a transaction for TTC 0840/0 (Schedule regular drill) is submitted. Prior to those transactions processing, RTAMMS will create staged transactions for TTC 0840/2 (cancel regular drill) for all future scheduled drills at the previous unit.

4.4.1 Scheduler Tool - Request IDT

The Scheduler guides the user through each step of requesting a drill and adding it to the unit schedule. The options for each of the seven steps in the process will vary by requestor, selected attendees, and drill types. The Scheduler also handles all the business rules and policies that affect drill requests, including APD allocations.

The figure below depicts Step 1 of the basic seven step process for an individual creating an IDT.

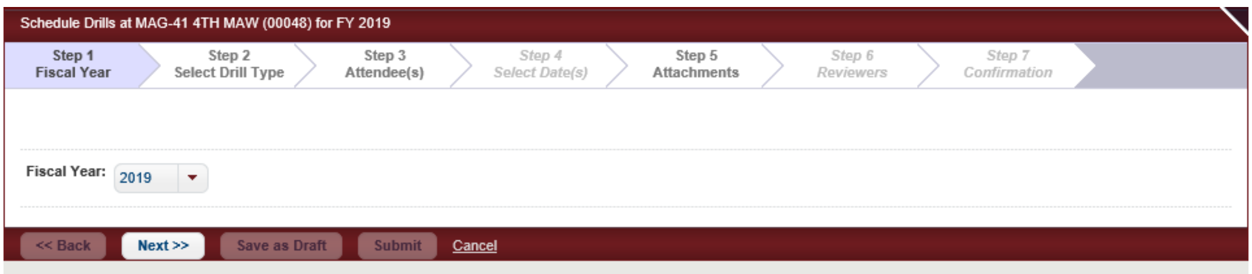


Figure 25: Use the Scheduler to Create a Drill Request.

1. Select a Fiscal Year. Drills created past the drill deadline within the current FY will be routed to the first O-5 for approval. Drills created for a previous FY will be routed to HQMC for approval.

2. Select the Drill Type and the number of drill periods. The drill type determines the available options on subsequent Scheduler pages. For a complete list of drill types, see Drill Types.

3. Select the Attendance Type. The Schedule Creator can also select either the full unit, New Joins or several individual Marines from the unit.

4. Select the Drill Title, enter a Location and Description, and select the date and time for each drill period. Drills cannot be scheduled for a No Drill Date unless the drill type is an FHD. If the drill attendee is already scheduled for annual training on the date selected, a warning message appears.

NOTE: If the unit's yearly schedule deadline, the new join cutoff, or backdate period has passed, a warning message will appear, preventing drills from being scheduled. See Yearly Scheduling Deadline.

Steps 5-7 below are optional. Once Step 4 is reached, the request may be submitted for approval at any time.

5. Click Attach to add files to the drill request.

NOTE: When attaching a file, max file size cannot exceed 10MB

6. Enter one or more email addresses for carbon copy recipients (optional) and click Reviewers to select one or more Reviewers (also optional).

7. Review the information on the Confirmation page, and then click Submit to send the request to selected Reviewers and the applicable Approver/Trusted Agents.

NOTE: When the Approver/Trusted Agent approves the drill request, all applicable users will receive an email notification.

The following sections describe how to navigate within the scheduler and how to select reviewers:

- Scheduler Navigation
- Select Reviewers

4.4.1.1 Scheduler Navigation

There are two ways to navigate the scheduler:

1. Via the numbered tabs at the top of the page as shown in the section above.
2. Via the navigation buttons at the bottom of the page. Both options are shown in the image below:

Figure 26: Scheduler Navigation

3. Click any of the tabs to jump forward or backward to the corresponding step. To skip ahead, first enter information in each required field (*). The scheduler can go back at any time.
4. Click any of the buttons to navigate one slide at a time, to save the request, submit it, or cancel it:
5. Click << Back to return to the previous step.
6. Click Next >> to go to the next step. First enter information in each required field (*).
7. Click Save as Draft to save the request without submitting. A draft can be saved for each of the six steps, but the request will not be reviewed or considered by the Approver/Trusted Agent/ until the required fields (*) are completed and the request is submitted.
8. Click Submit to send the request to the Approver/Trusted Agent for consideration.

9. Click Cancel to leave the Scheduler without creating or submitting the request.

4.4.1.2 Select Reviewers

Depending on the unit's policy and command structure, the scheduler may be expected to add one or more Reviewers to the drill request. The reviewer will receive a notice for the drill request and may recommend an approve/disapprove action to the Approver/Trusted Agent. Use this screen to select one or more Reviewers for the drill:

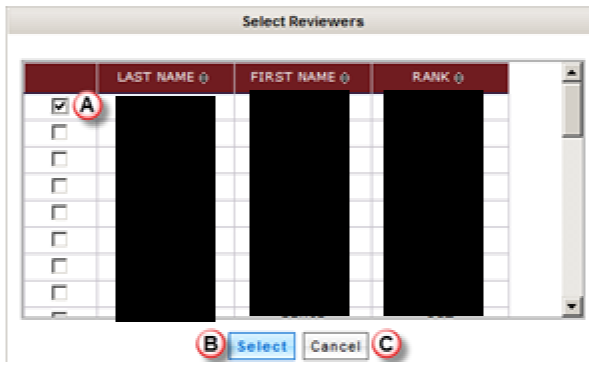


Figure 27: Select Reviewers

A. Select the check box for each Reviewer to be added to the drill request. Clear the check box for any reviewer to be removed from the drill request.

B. Click Select to add the selected reviewer(s) to the request.

C. Click Cancel to close the window without saving changes.

4.4.2 Scheduler Tool - Unit Schedule Creator

The unit Schedule Creator can request drills for either the entire unit, or for one or more selected attendees. See the basic seven-step process for Schedule Creator creating a drill, or see the accompanying text below:

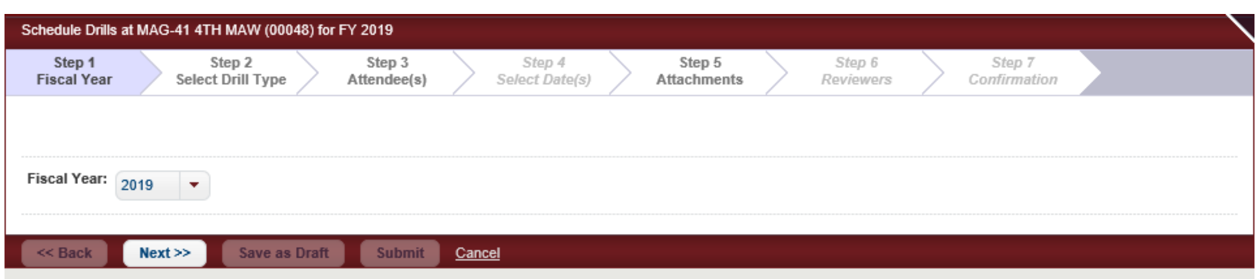


Figure 28: Use the Scheduler to Create a Drill Request.

1. Select a Fiscal Year. Drills created past the drill deadline within the current FY will be routed to the first O-5 for approval. Drills created for a previous FY will be routed to HQMC for approval.

2. Select the Drill Type and the number of drill periods. The drill type determines the available options on subsequent Scheduler pages. For a complete list of drill types, see Drill Types.

3. Select the Attendance Type. The Schedule Creator can select either the full unit or several individual Marines from the unit.

4. Select the Drill Title, enter a Location and Description, and select the date and time for each drill period. If any of the Marines in the unit are already scheduled for a drill on that date, a message will appear with a list of the ineligible Marines. Adjust the attendees list accordingly.

NOTE: If the unit's yearly schedule deadline, the new join cutoff, or backdate period has passed, a warning message will appear, preventing the drill from being scheduled. See Yearly Scheduling Deadline.

Steps 5-7 below are optional. Once Step 4 is reached, the request can be submitted for approval at any time.

5. Click Attach to add files to the drill request.

6. Enter one or more email addresses for carbon copy recipients (optional) and click Reviewers to select one or more Reviewers (also optional).

7. Review the information on the Confirmation page, and then click Submit to send the request to selected Reviewers and the applicable Approver/Trusted Agents.

NOTE: When the Approver/Trusted Agent approves the drill request, all applicable users will receive an email notification.

4.4.3 Scheduler Tool - EDPs (Muster Manager)

Whenever a Marine misses a Regular IDT, the Approver/Trusted Agent must specify a makeup determination (see Certify Muster with Makeup Determinations).

- To resolve an IDT for which the Reservist received an excused or unexcused absence (EA or UA).
- To resolve an IDT for which the Reservist was marked unsatisfactory due to performance, tardiness, or leaving the drill.

The Approver/Trusted Agent will evaluate the absence and specify either a paid makeup drill (EIO) or an unpaid makeup drill (EIN) in accordance with policy. This generates a Schedule EDP notice for the Marine and for the unit's Proxy user:

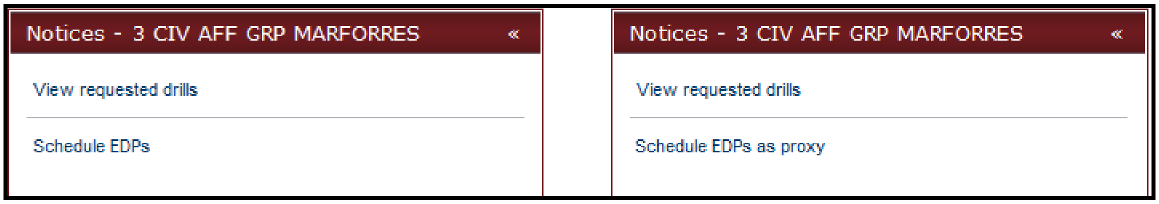


Figure 29: Schedule EDP Notice

When the Marine, Muster Manager, or Proxy clicks the notice, DM launches the Scheduler for EDPs. The wizard guides the user through the process of selecting and scheduling makeup drill dates, including courtesy drills.

See the basic six step process for scheduling makeup drill dates and courtesy drills, or see the accompanying text below:

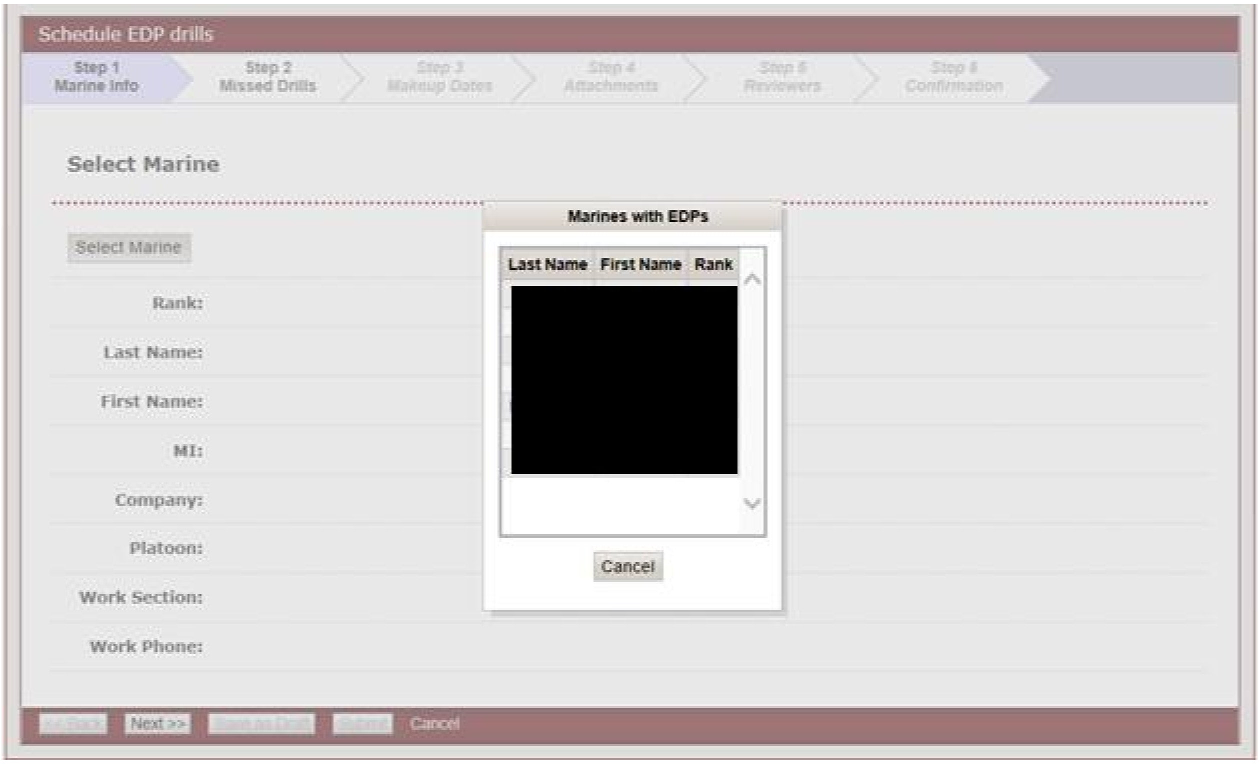


Figure 30: Schedule EDP Drills.

1. If scheduling as an individual Marine, the Marine Info populates automatically. If scheduling as the Proxy user or Schedule Creator, click Select Marine to view eligible Marines. A popup with Marines eligible to schedule EDPs will appear.

2. Select the check box for each drill to make up.

3. Select a makeup date, time, and location for each missed drill. The makeup drill can also be requested to be performed with another unit as a courtesy drill. If this option is chosen, click Select Unit and select a courtesy unit.

NOTE: If the unit's yearly schedule deadline, the new join cutoff, or backdate period has passed, a warning message will appear, preventing from scheduling the drill. See Yearly Scheduling Deadline.

Steps 4-6 below are optional. Once Step 4 is reached, the request may be submitted for approval at any time.

4. Click Attach to add files to the drill request.

5. Enter one or more email addresses for carbon copy recipients (optional) and click Reviewers to select one or more Reviewers (also optional).

6. Review the information on the Confirmation page, and then click Submit to send the request to selected Reviewers and the applicable Approver/Trusted Agents.

NOTE: When the Approver/Trusted Agent approves the drill request, all appropriate users will receive an email notification.

When an EDP is scheduled it is linked to the original missed drill and it will no longer show up in the list of drills that require a makeup.

- When a Marine's status on an EDP muster sheet is EA or UA, the link to the original missed drill to the EDP drill will be removed upon certification of the absence. The Marine may schedule another makeup date and the originally missed drill dates will appear in the list for scheduling EDPs.
- When a Marine's status on an EDP muster sheet is UA the link to the original missed drill to the EDP drill will remain in place. No further action can be taken on that originally missed drill.
    - If the missed EIO or EIN is mustered UA or EA, the system will automatically specify the makeup determination as follows:
    - For a missed EIN, the system automatically sets the makeup determination to EIN. The Marine must make up the missed EIN within 12 months of the original drill date.
    - For a missed EIO, the system checks the original drill date. EIOs must be made up within 60 days of the originally scheduled drill (within the current fiscal year). If 60 days have passed, the system automatically sets the makeup determination to EIN.
- Marines with EIOs or EINs to make up are still able to schedule and execute all other forms of drills.

The complete policy on usage of EDPs is outlined in MCO P1001R.1 Marine Corps Reserve Administrative Management Manual (MCRAMM).

4.4.4 RIDTS and Courtesy Drills

The Schedule Creator, Muster Manager, or Proxy users can reschedule approved Regular IDTs. This is the only drill request process that does not use the scheduler tool.

To reschedule a Regular IDT, click Reschedule from the DM Home page or from the Drill Details page. See Reschedule Drill for more details on the process.

In order to schedule a courtesy drill with another unit, the Marine must start by submitting an RIDT request with the parent unit (see Reschedule Drill). The courtesy unit must muster the drill, and then the parent unit must submit, certify, and export the transaction(s).

When a Marine reschedules (or proxy reschedules) a drill, the failed diary will be checked to see if the Marine has a failed validation for the "scheduled drill (TTC 0840)" that is being rescheduled. If so, the request will not be allowed until the failed diary for the scheduled drill has been resolved and resubmitted. A message will be presented advising that the Muster Managers should check the Failed Diary records with a Transaction Type of "SCHEDULED" and resolve the pay status of the Marine.

User with the role of Approver/Trusted Agent may cancel an RIDT in any status when the Marine's unit is different than the unit associated with the RIDT. This includes off-site (courtesy) drills.

- A nightly job looks for RIDTs that should be canceled based upon the Marine's unit association and sets the drill status to CANCELED, the attendance status to NOT_MEMBER, and submit a TTC (0840/2) to the TSO.
- The RUC sent with the TTC will be the RUC of the Marine's current unit.

If the Marine has dropped from the reserves, a TTC will not be sent; however, the RIDT will be removed from RTAMMS.

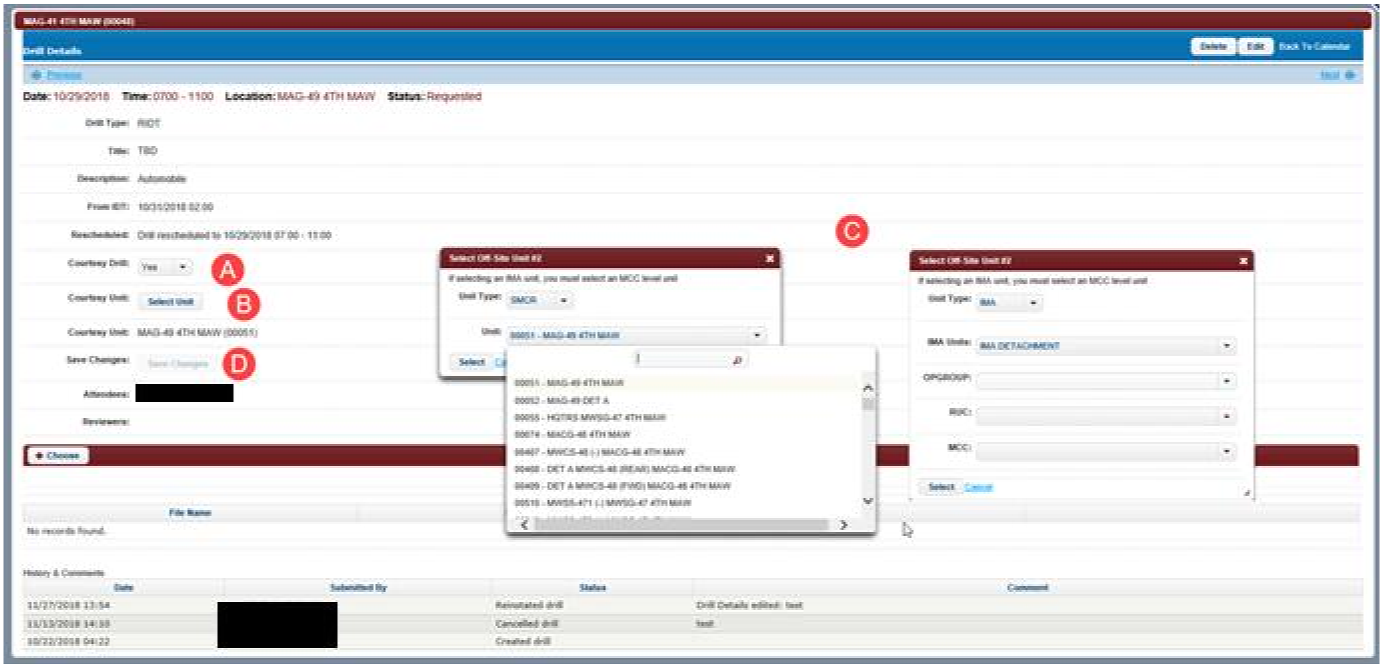


Figure 31: Change to Courtesy Drill or the Courtesy Unit

A. Select “Yes” from Courtesy Drill drop down list.

B. Click on the Select Unit button.

C. Select the Courtesy Unit (location) where the Marine will drill.

D. Click on the Save Changes button.

The location of an RIDT/Courtesy Drill can be changed or removed by the following Users when status of the drill is requested:

- Schedule Creator
- Proxy
- Muster Manager
- Approver
- Trusted Agent

The location of an RIDT/Courtesy Drill can be changed or removed by the following Users when status of the drill is Draft or Returned for Edits:

- Schedule Creator
- Proxy
- Muster Manager

The location of an RIDT/Courtesy Drill can be changed or removed by the following Users when status of the drill is Approver:

- Approver
- Trusted Agent

The RIDT/Courtesy drill is updated when the "Save Changes" button is clicked. When the Edit button is clicked, the drill date can be changed. Updates are made when the "Save" button is clicked.

4.4.5 Yearly Scheduling Deadline

All units are required to schedule drills prior to the yearly scheduling deadline. Drill Manager will validate the drill date falls within the yearly scheduling deadline during the creation and approval process of scheduling and rescheduling drills. Drills created past the drill deadline within the current FY will be routed to the first O-5 for approval. Drills created for a previous FY will be routed to HQMC for approval.

NOTE: This does not apply to IMA personnel or flying units operating as IMA units.

HQMC Manpower Managers can revoke and/or modify the schedule deadline, as required (see Modify Schedule Deadlines). Schedule Creators, Muster Managers, and Proxies can schedule a Regular Drill for newly joined, individual Marines after the yearly deadline (prior to the New Join Cutoff Period) provided that a full unit drill is not scheduled and the Marine's drill count does not exceed 48 drills.

4.4.6 IRR Muster Duty Allowance (MDA)

RTAMMS will be the authoritative data system (ADS) for reporting reserve drills (IRR Muster Duty Allowance). The IRR MDA Muster submodule supports the creation of an MDA, email notification to Marines scheduled to attend and the reporting of the drill transaction into MCTFS for those Marines who attended.

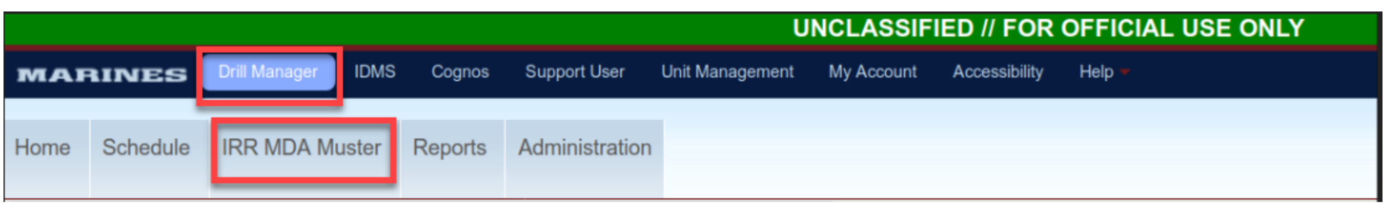


Figure 32: IRR Muster Duty Allowance Muster

Muster Duty Allowance (MDA):

- Scheduled MDA in advance for a specific date and location
- RTAMMS provides the capability to use the list of scheduled Marines and send an email regarding the muster to their MCTFS email account.
- Filters (State, City or multiple zip codes) support the creation of a scheduled MDA
- Filter by Enlisted and Officer
- Search results can be reduced by a percentage option

4.4.6.1 Creating Muster Duty Allowance

Figure 33: Creating Muster Duty Allowance Muster

Schedule Creators and Muster Managers have two options to create an MDA event. The first option is to create an MDA event using search filters. The second option is to schedule an MDA event by uploading an Excel or .csv file that contains the EDIPIs of the Marines who attended. The figure above, depicts the MDA home page.

A. Select a Fiscal Year for search.

B. Select a Status of a muster sheet to search.

C. Select a Date to search.

D. Filter your search.

E. Select the Create New Muster button to create muster sheet.

F. Select the Upload Muster Sheet button to create muster sheet by uploading a file.

G. Select the back link to return to main screen.

4.4.6.2 Muster Duty Allowance Muster Screen

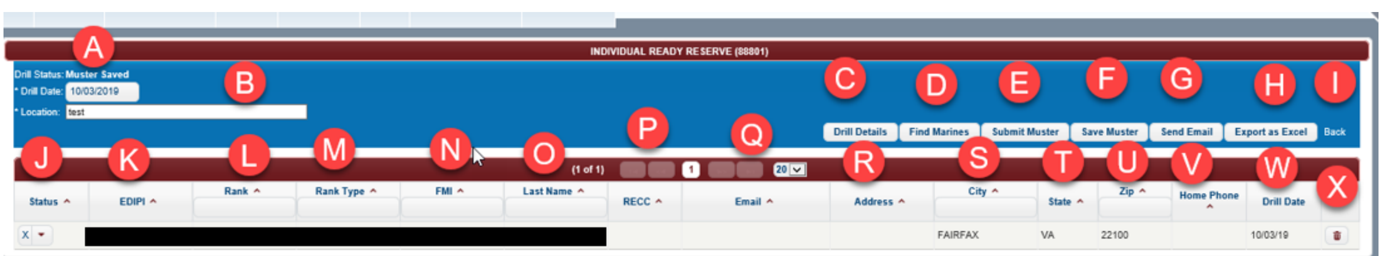


Figure 34: Muster Duty Allowance screen

Once an MDA is created attendees on the muster sheet are, by default, marked as present. The Schedule Creator or Muster Manager can mark the member as “NS” or delete the member from the muster sheet. The following outlines the options on the MDA muster sheet.

A. Enter a date to be used for MDA in the Drill Date field.

B. Enter the place of the MDA in the Location field.

C. Select the Drill Details button to view the drill detail screen.

D. Select the Find Marines button to add Marines to the muster sheet, see Section 4.6.4.4 – Find Marine to Add Marine to an MDA.

E. Select the Submit Muster button to submit the muster sheet to certifier.

F. Select the Save Muster button to save changes to muster sheet.

G. Select the Send Email button to send emails to Marines listed on muster sheet.

H. Select the Export as Excel button to download an Excel copy of the muster sheet.

I. Select the Back link to return to the main screen.

J. The Status column displays status of each Marine on muster sheet.

K. The EDIPI column displays the EDIPI of the Marine.

L. The Rank column displays the rank and can be used to filter or sort the results shown on the page.

M. The Rank Type column can be used to filter or sort the results shown on the page by O or E.

N. The First Name and Middle Initial column can be used to filter or sort the results shown on the page by first name.

O. The Last Name column can be used to filter or sort the results shown on the page by last name or sort.

P. The RECC column displays Marine’s RECC.

Q. The Email column displays Marine’s email.

R. The Address column displays Marine’s address.

S. The City column displays Marine’s city.

T. The State column displays Marine’s state.

U. The Zip column displays Marine’s zip.

V. The Home Phone column display’s Marine’s home phone.

W. The Drill Date column displays the drill date of the MDA.

X. The Delete icon will remove the Marine from muster sheet.

4.4.6.3 Muster Duty Allowance Drill Details

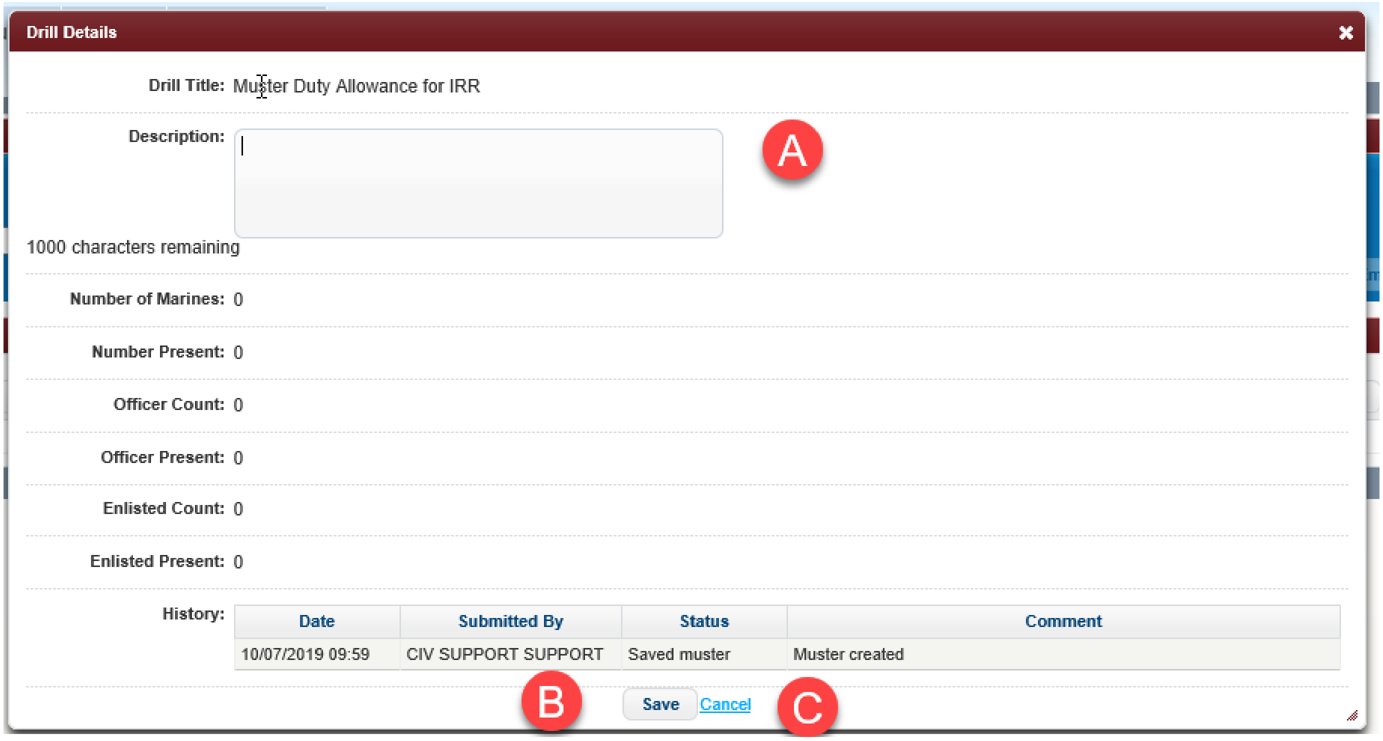


Figure 35: Muster Duty Allowance Drill Details screen

The MDA Drill Details pages provides the details of the event and provides the user with the ability to change the description.

A. Input Description for the drill.

B. Select the Save button to save changes and exit the Drill Details screen.

C. Select the Cancel button to exit the Drill Details screen.

4.4.6.4 Find Marine to Add to Muster Duty Allowance

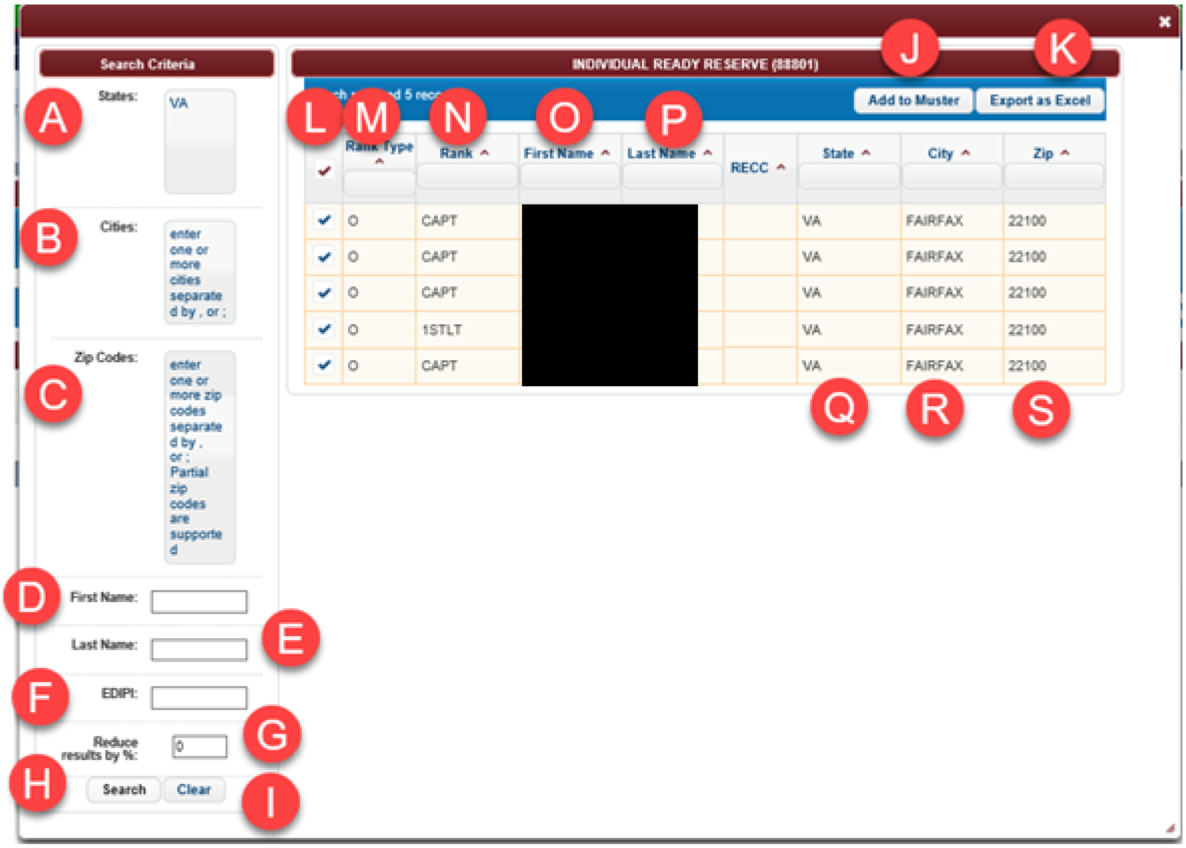


Figure 36: Find Marine to add to Muster Duty Allowance Muster

A. Schedule Creators and Muster Managers user the Find Marines feature to search for and select Marines to add to muster sheet. Search criteria supports searching by multiple States, Cities, Zip Codes and by First Name, Last Name or EDIPI. Once the results are displayed on the page, the user can further reduce the list with the Reduce results by % filter. To search by states enter one or more states within States search criteria.

B. To search by cities enter one or more cities within Cities search criteria.

C. To search by zip codes enter one or more zip codes within search criteria. To capture a larger section of a metropolitan area the user can enter the beginning of a zip code, for example entering 802 would retrieve Marines living in the greater Denver metropolitan area.

D. To search by first Name enter a first name within the search box.

E. To search by last Name enter a last name within the search box.

F. To search by EDIPI enter an EDIP within the search box.

G. To reduce search results by a percentage enter a percentage number within the Reduce results by % search box.

H. Select the Search button to retrieve results.

I. Select search criteria.

J. Select Add to Muster button to add Marines to the muster sheet.

K. Select the Export as Excel button to download the muster sheet.

L. Select the check box to add Marines to the muster sheet. If the top check box is selected, all Marines displayed on the screen will be added to the muster sheet.

M. The Rank Type column can be used to filter or sort by rank type.

N. The Rank column can be used to filter or sort by rank.

O. The First Name column can be used to filter or sort by first name.

P. The Last Name column can be used to filter or sort by last name.

Q. The State column can be used to filter or sort by state.

R. The City column can be used to filter or sort by city.

S. The Zip column can be used to filter or sort by zip code.

4.4.6.5 Creating Email to Send to Muster Duty Allowance

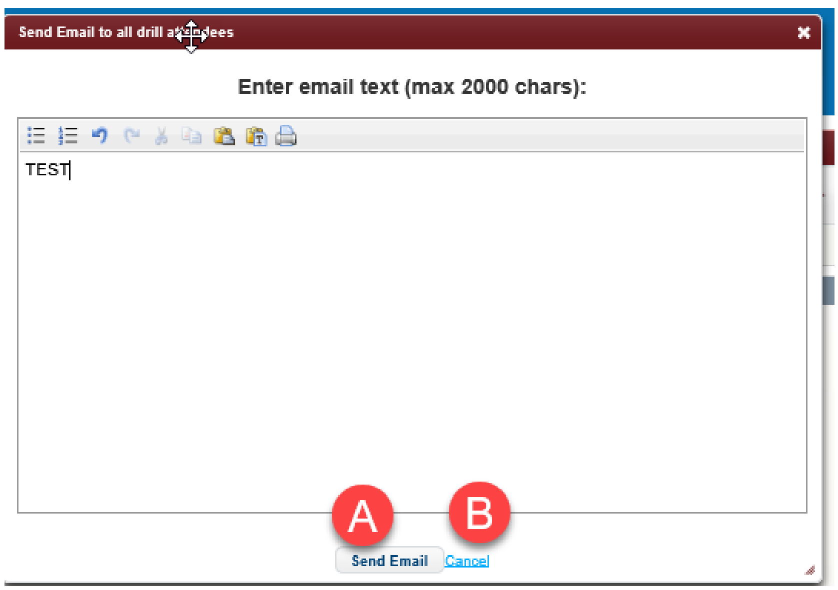


Figure 37: Email body to send to Marine on the Muster Duty Allowance Muster

The Send Email button will display an Email popup where the user can enter a maximum of 2000 characters which will be sent to the scheduled Marines MCTFS email account.

A. After email message has been entered select the Send Email button to send email.

B. Select the Cancel button to exit screen without sending an email.

4.4.6.6 Uploading CVS file to create Muster Duty Allowance

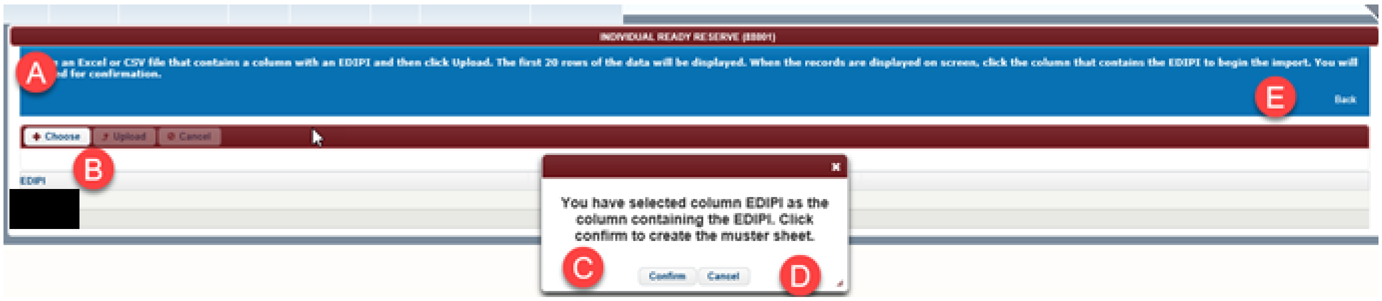


Figure 38: Upload CVS file to create the Muster Duty Allowance Muster

This is the second option users have to create an MDA event. Schedule Creators or Muster Managers can select the Upload a Muster Sheet button and then choose an Excel or .csv file. Marines will automatically be marked as present, however, the user may remove the member or mark them as not scheduled (NS).

A. Select the **+Choose** button to select and upload an Excel or .cvs file from the local computer.

B. After the file has been uploaded click on the column that is the EDIPI column.

C. Select the Confirm button to create a muster sheet.

D. Select the Cancel button to exit the upload screen.

E. Select Back link to exit and return to the previous page.

4.4.6.7 Certify Muster Duty Allowance

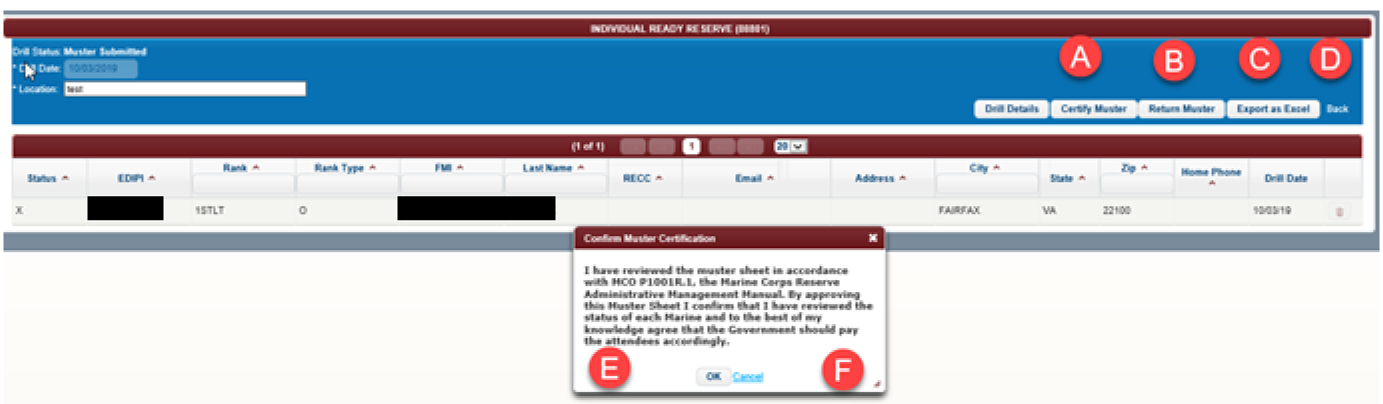


Figure 39: Certify Muster Duty Allowance Muster screen

Approvers or Trusted Agents have the option to Return the Muster for edits or Certify the Muster. Once the MDA is certified RTAMMS will export the drill and send transactions to MCTFS for payment of the MDA.

A. Select the Certify Muster button to certify muster sheet.

B. Select the Return Muster button to return the muster sheet for edits.

C. Select the Export as Excel button to download the muster sheet.

D. Select the Back link to exit and return to the previous page.

E. When the Certify Muster button has been selected a popup warning will appear to confirm the muster certification, select the OK button.

F. Select the Cancel button on the popup warning to return to the muster sheet without certifying.

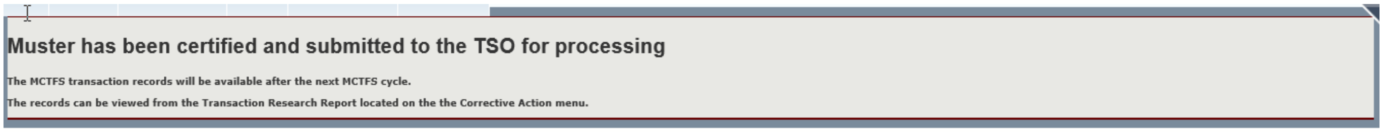


Figure 40: Certify and submitted Muster Duty Allowance Muster to TSO screen

4.5 Approver/Trusted Agent Actions

The Approver/Trusted Agent reviews initial drill requests and either approves, returns for edits, or declines the request. The Approver/Trusted Agent can also cancel an approved drill or reinstate a canceled drill.

The following sections describe the typical actions an Approver/Trusted Agent performs for a drill:

- Initial Drill Requests
- Cancel Approved Drill
- Reinstate Drill

4.5.1 Initial Drill Requests

The Approver/Trusted Agent reviews all initial drill requests and takes one of three actions: return for edit, approve, or decline. Approver/Trusted Agents may approve or decline a drill request by clicking Approve from the schedule list view or from the drill details page:

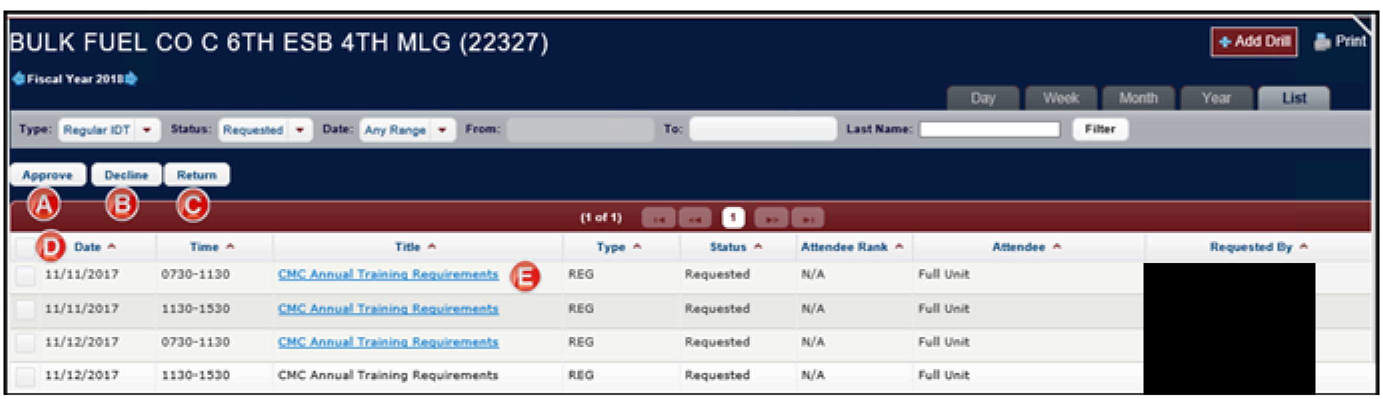


Figure 41: Approve (Decline) Drill Request

A. Click Approve to approve the selected requests. The Approver/Trusted Agent will be prompted to enter a comment (optional) with the approval. An email notification will be sent to the drill requester once approved.

B. Click Decline to decline the selected requests. The Approver/Trusted Agent will be prompted to enter a reason for declining (required).

C. Click Return for Edit to send the selected requests back to the requestor for edits. The Approver/Trusted Agent will be prompted to enter a reason (required).

D. Select the check box for each drill request to be approved, declined, or returned.

E. Click the hyperlinked Title to view drill details (see Edit Drills in Muster Saved Status). The same options (approve, decline, or return) are available on that page.

DM checks drills for policy compliance when drills are approved and displays a warning accordingly. If a warning for any of the following scenarios is displayed, review the information carefully before confirming approval:

- Approval Warning: IDT/EIO Limit
- Approval Warning: Outside Current Fiscal Year

4.5.1.1 Approval Warning: IDT/EIO Limit

DM warns if the Approver/Trusted Agent attempts to approve a drill request that will put a Marine over the 48 IDT/EIO limit:

- To disregard the warning and approve the drill request, click OK. The affected Marine(s) will be automatically marked Not Scheduled (NS) on the muster sheet.
- To see which Marines are affected, click the link provided. Put this information in the comments if declining the request or return it for edits.

NOTE: This warning will display if approving individual drills from the drill details page. If approving multiple drills together, DM will not check the drills individually.

4.5.1.2 Approval Warning: Outside Current Fiscal Year

DM warns if the Approver/Trusted Agent attempts to approve a drill request that falls outside the current fiscal year. The Approver/Trusted Agent may still approve the request, but will need to provide a justification in the approval comments.

4.5.2 Edit Approved Drill Date (IMA Only)

Users with Approver, Trusted Agent, or the IMA Drill Approver roles may change drill dates and times for the following approved drill types: Reg IDT, ATP, AFTP, FHD, Appropriate Duty and Associate Duty. The Edit Drill Dates button is available from the List View or from the Drill Details screen of the selected approved drill, see the figure below.

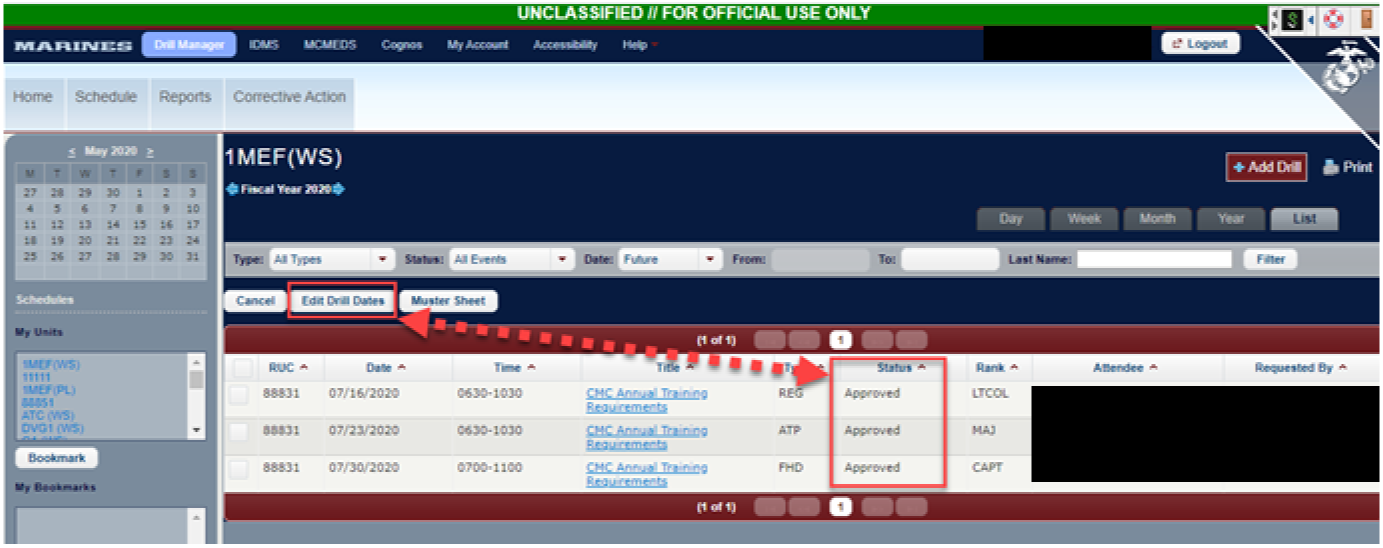


Figure 42: Edit Drill Dates button from List View (IMA Only)

4.5.3 Cancel Approved Drill

To cancel an approved drill, click a notice (View Approved Drills) or go the schedule list view and filter for Approved drills. Click the hyperlinked drill title to view its details page and click Cancel to remove the drill from the unit schedule and send a notice to the creator.

When cancelling a Reg IDT period that has RIDTs in any status associated to it, a popup message will appear listing Marines who have a scheduled RIDT pending and those who have already performed an RIDT for the Reg IDT period being cancelled, see the figure below.

This list can be saved or exported and provides awareness of Marines who may go over 48 drills due to an RIDT that has already been executed for the IDT being cancelled.

If RIDTs have been performed and are in a Muster Saved status, the user will be presented with the popup but will be unable to complete the cancellation process until that Muster Saved status is changed. Once all RIDTs requiring action have been resolved the Reg IDT will be available for cancellation.

RTAMMS will automatically submit cancellations for the Reg IDT and any associated RIDTs that have not yet been performed.

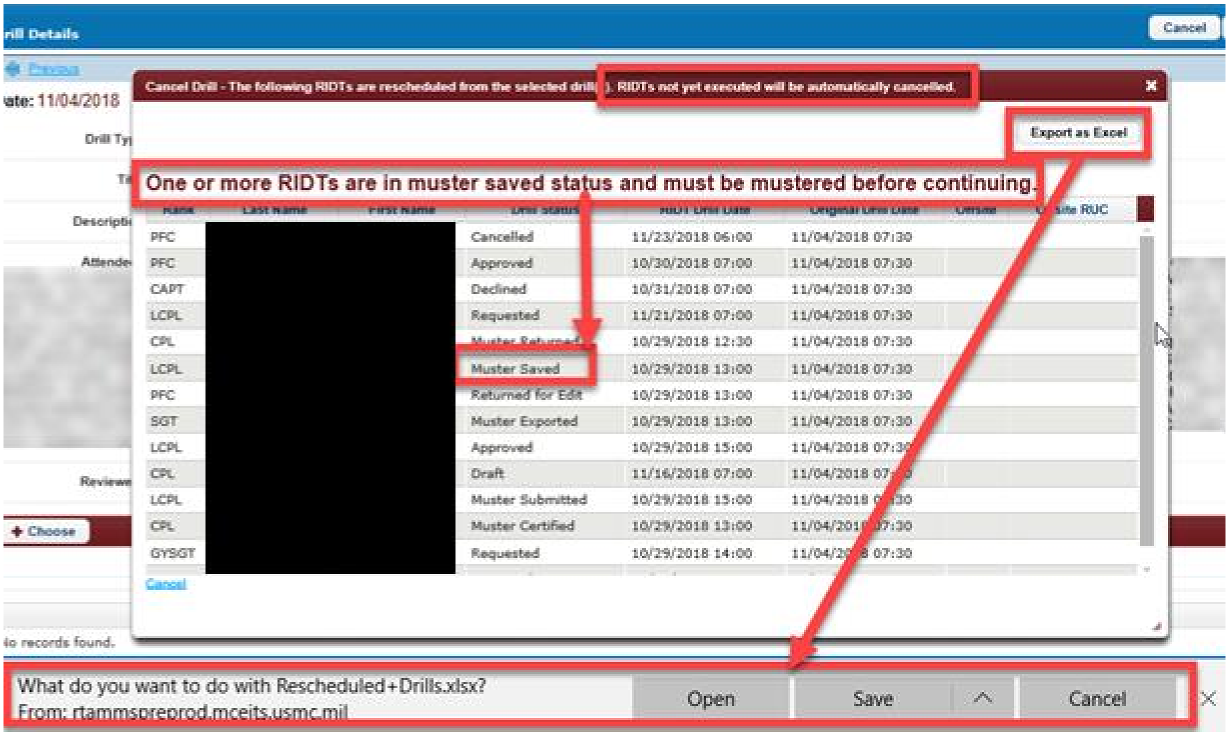


Figure 43: Cancel Approved IDT with RIDTs associated

4.5.4 Reinstate Drill

To reinstate an approved drill, click a notice (View Canceled Drills) or go the schedule list view and filter for Canceled drills. Click the hyperlinked drill title to view its details page (shown below):

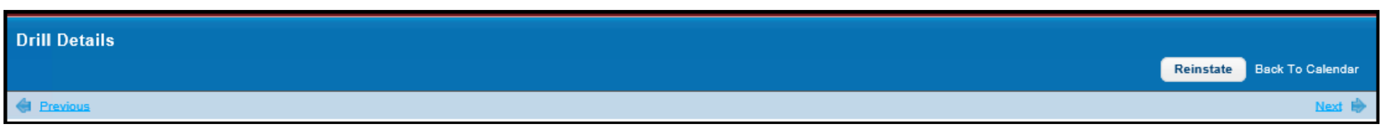


Figure 44: Reinstate Canceled Drill

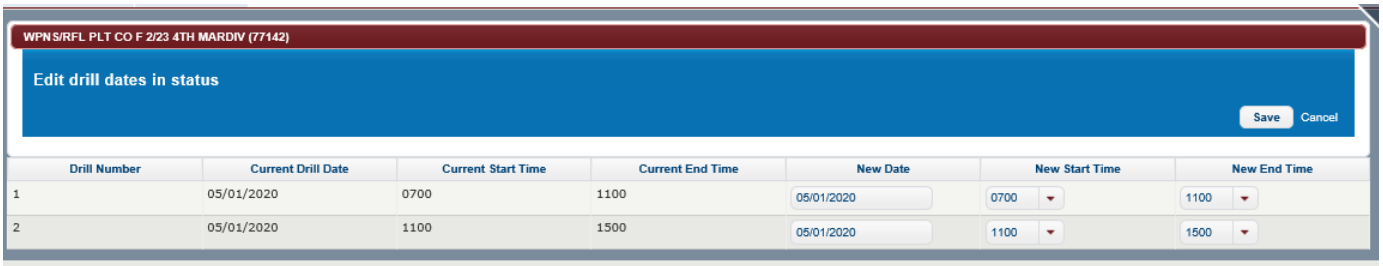
NOTE: In addition to the Approver/Trusted Agent, the Muster Manager can also reinstate a canceled drill.

Click Reinstate to put the drill back on the unit schedule and send a notice to the creator.

When reinstating a canceled drill, a justification must be entered, which will appear in the drill history.

When an IDT or RIDT drill is approved, the code will check to see if a drill is already in the queue for a given Marine and date. If a drill is detected in the queue, the 0840 TTC will not be sent until the drill in the queue has been processed.

<u>**Example**</u>: A drill is cancelled and a new drill is requested for the same date of the cancelled drill. If the 0840 TTC for cancelling the first drill has not processed in MCTFS, the new drill will be held until the cancellation is processed.



4.6 View Drill Details

Each drill has a details page, whether it has just been requested, is freshly approved, or has had its muster certified. The event status (Lifecycle of a Drill) or muster status (Muster Statuses) combined with the user's role and permissions determine the available actions. The example below shows three action icons; for additional icons and corresponding actions, see Icons.

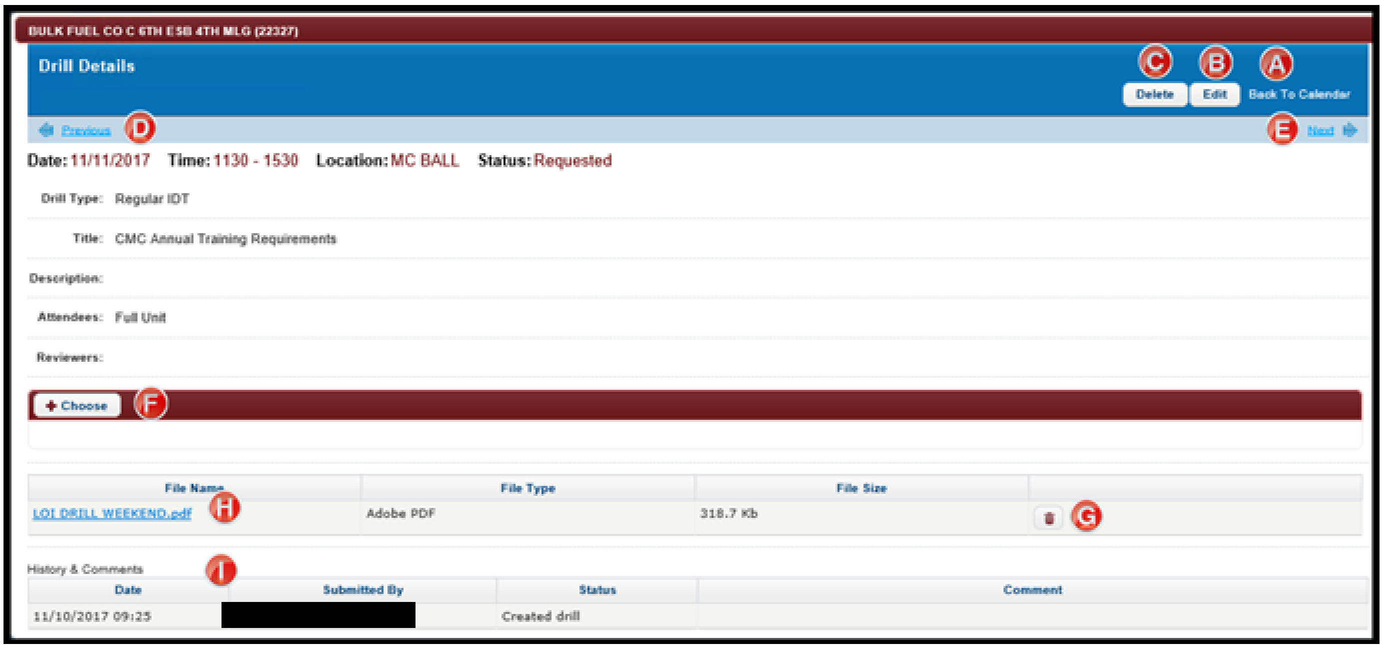


Figure 45: Drill Details

A. Click Back to Calendar to go back to the unit schedule.

B. Click Edit to make changes to the drill (see Drill Returned for Edits). A drill may only be edited in draft status by the originator of the request.

C. Click Delete to delete the drill request. A drill may only be deleted in Draft, Requested, Returned for Edit or Requested Late status by the originator of the request or by any other Schedule Creator, Proxy or Muster Manager that exists within the same unit as the creator.

D. Click Previous to go to the previous drill in the list view.

E. Click Next to go to the next drill in the list view.

F. Click Choose to select and upload a file from computer.

G. Click Delete to remove the attachment.

H. Click the hyperlinked file name to open it.

I. The History & Comments section tracks all actions made on the request to date.

NOTE: A drill request can only be deleted or a drill canceled by the originator of the request or by any other Schedule Creator, Proxy or Muster Manager if the muster sheet was never saved, and is in a Draft, Requested, Returned for Edit or Requested Late status. Users with DM roles can delete drill types for which the role has the capability to create. Once the Muster Official opens and saves a muster (see Open Muster Sheet), the drill can only be canceled by the Approver/Trusted Agent.

4.7 Drill Returned for Edits

Use this page to edit the details of a drill request – in the example below, the Approver/Trusted Agent has returned the request for edits:

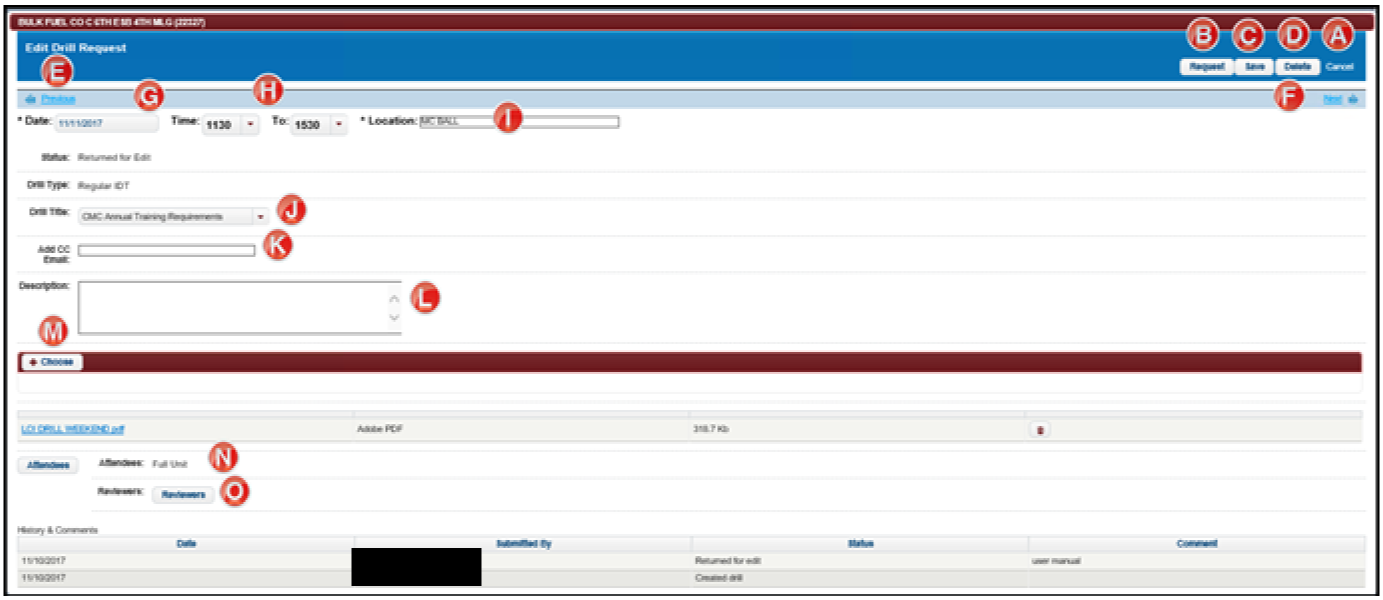


Figure 46: Edit Drill Details

A. Click Cancel to go back to the unit schedule.

B. Click Request to resubmit the request.

C. Click Save to save changes to the request without resubmitting.

D. Click Delete to delete the drill request.

E. Click Previous to go to the previous drill in the list view.

F. Click Next to go to the next drill in the list view.

G. Enter the Date or click on the date field to user the date picker (see Date Picker).

H. Select the Time from the list boxes.

I. Enter the Location.

J. Select the Drill Title from the list box.

K. Enter a CC Email.

L. Enter the Description.

M. Click Attach to add another file attachment. Click Delete to remove the attachment. Click the hyperlinked file name to open it.

N. Select attendees for the drill. If choosing Selected Attendees, select the Company, Platoon, and Work Station from the list boxes.

NOTE: Platoon and Work Station have been replaced by RUC and MCC, respectively.

O. Click Reviewers to edit the reviewers assigned to the request.

NOTE: The drill details will vary by drill type (see Drill Types)

4.8 Drill Actions

The status of a drill and the permissions of the user (see User Roles) together determine what actions can be performed on the drill.

- Reschedule Drill
- Reschedule as Proxy
- Review Drill

4.8.1 Reschedule Drill

Scheduled IDTs can be requested to be rescheduled by clicking Reschedule from the schedule page (Drill Manager Schedule) or drill details page (View Drill Details). The user may select multiple drills to be rescheduled for a Marine. See Reschedule By Proxy to reschedule multiple Marines at one time. Once the drills being rescheduled have been selected there is a page that displays the common properties for all of the Marine's RIDTs being scheduled. The values will be applied to each RIDT being rescheduled but only need to be entered once, see below.

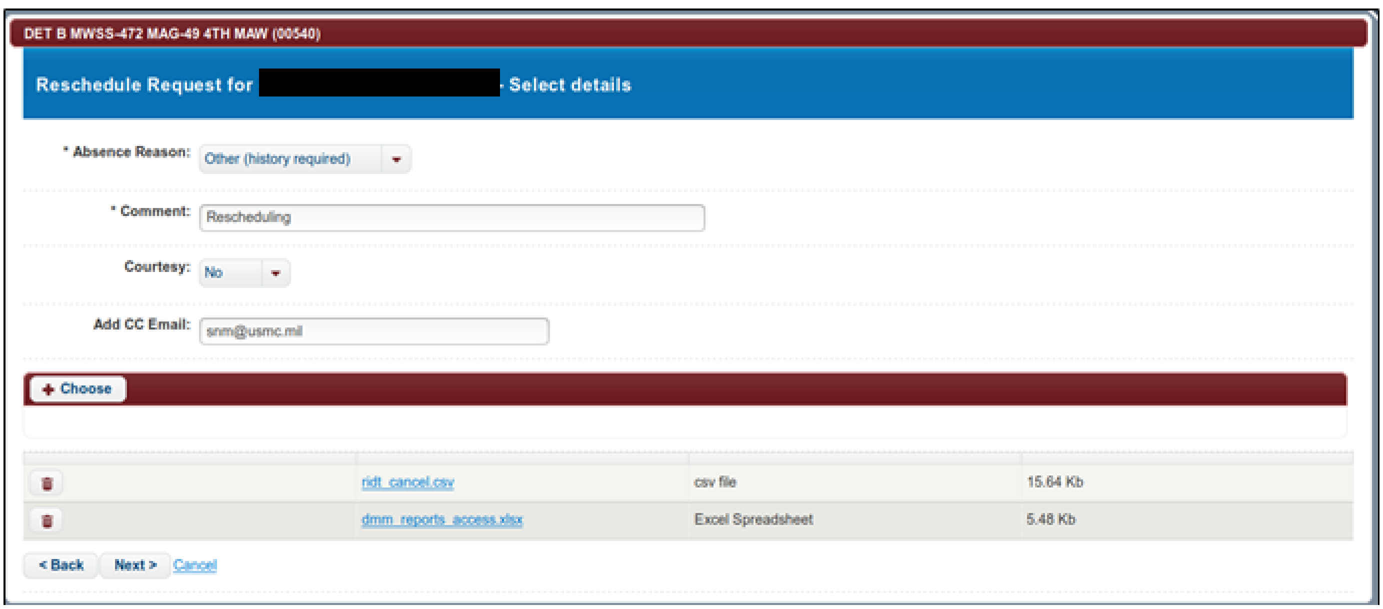


Figure 47: Common Properties for RIDTs

Once the common properties have been entered the user will be able to select dates and times for the RIDTs. In the figure below, the user will select a New Drill Date. Times are automatically entered starting at 0700 but may be manually changed. If the same date is selected for a second RIDT, the Start Time is automatically set to 4 hours from the Start Time of the first RIDT on that same date.

Example: RIDT 1 is scheduled for Jan 10th at 0700. A second RIDT is also scheduled for Jan 10th, the system will automatically set the start time of the 2nd RIDT to 1100.

The system will automatically adjust Start Times if there is an overlap of the 4 hour drill periods on the same day but times may always be adjusted outside of the 4 hour drill period if required.

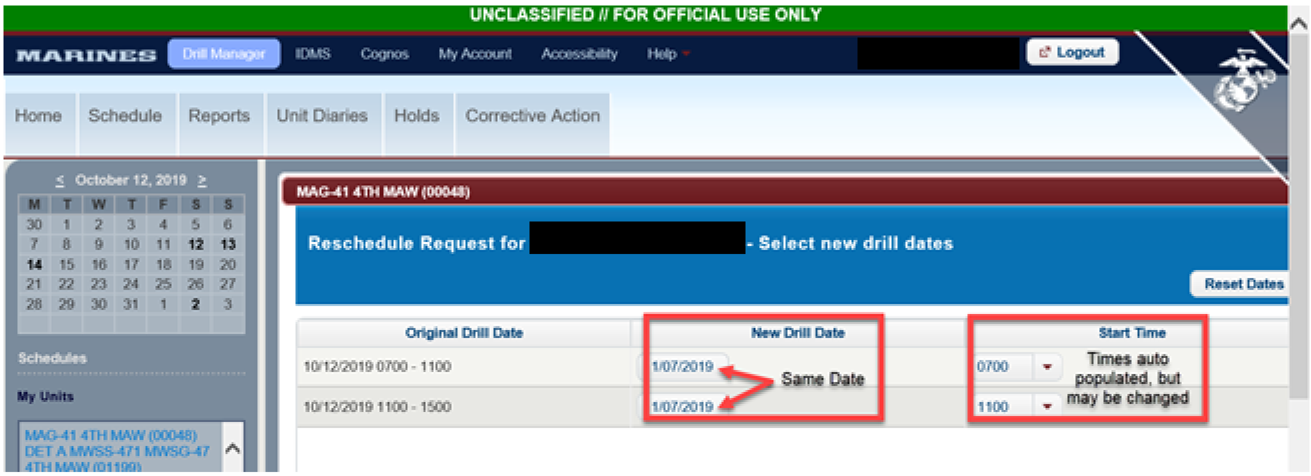


Figure 48: Reschedule Drill Dates and Times

NOTE: If the unit's yearly schedule deadline, the new join cutoff, or backdate period has passed, a warning message will appear, preventing the drill from being scheduled. See Yearly Scheduling Deadline.

If a rescheduled drill has been executed, Marines may create a non-IDT drill on the same day as the IDT drill they rescheduled.

- For example: An IDT drill is scheduled for 07/12/2019. A Marine reschedules that drill to 07/01/2019 and executes that drill. The Marine can now create an APD, EPD, or non-paid drill on 07/12/2019

4.8.2 Reschedule as Proxy

When there is a scheduling conflict for an IDT, it is often the unit's Proxy user (or Muster Manager) who resolves it by reviewing the complete unit schedule and then rescheduling drills on the behalf of individual Marines. When more than one Marine is being rescheduled at the same time, the drill date (and time) being rescheduled must be the same for all Marines selected and the reschedule date and time must also be the same. The figure below depicts the screen where the Proxy selects Marines by clicking in the checkbox next to the Marine(s).

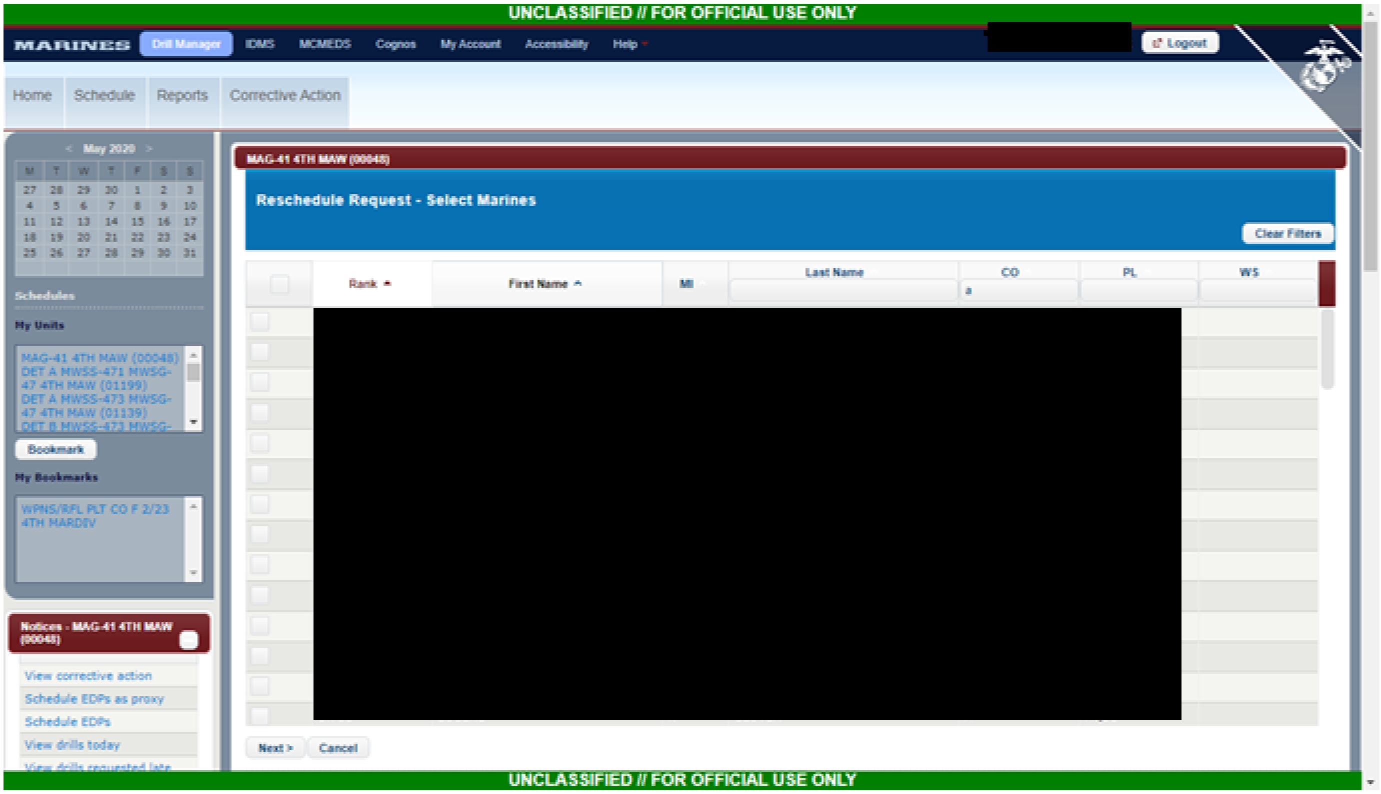


Figure 49: Selection of Marines for a Reschedule Request (Proxy User)

As depicted in the figure below, once Marines have been selected the only drills that will be available to reschedule are those that are available for rescheduling by all the Marines selected. For example, if five Marines are selected to be rescheduled but one of those Marines has already rescheduled a Saturday drill, that Saturday drill will not be available for selection since it was not available to all five Marines.

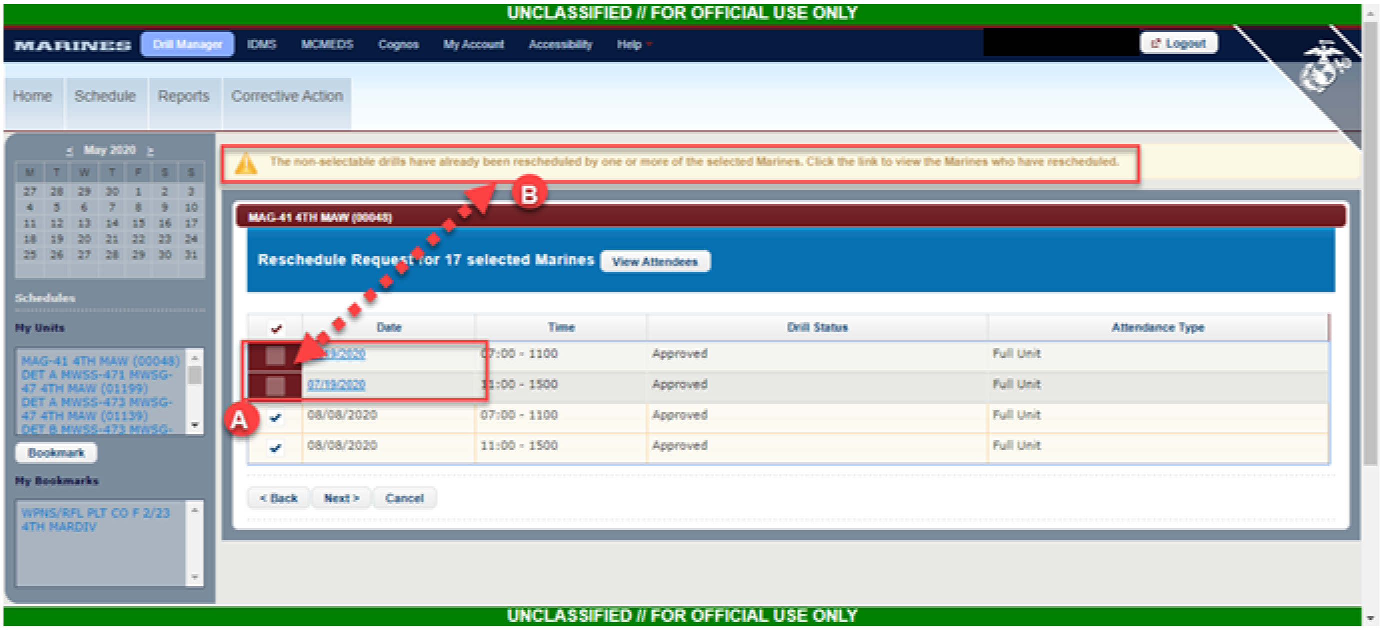


Figure 50: Reschedule Request Date Selection (Proxy User)

A. Select the check box for each drill to be RIDT.

B. Message when one or more of the Marines selected has an RIDT for the dates that are not selectable.

When rescheduling the drill of multiple Marines the RIDT will have common attributes such as the Absence Reason and Courtesy drill information as shown in the figure below. The selection of the Time and Date of the RIDT will also be the same for the selected Marines. This results in a single muster sheet for all Marines rescheduled in a group.

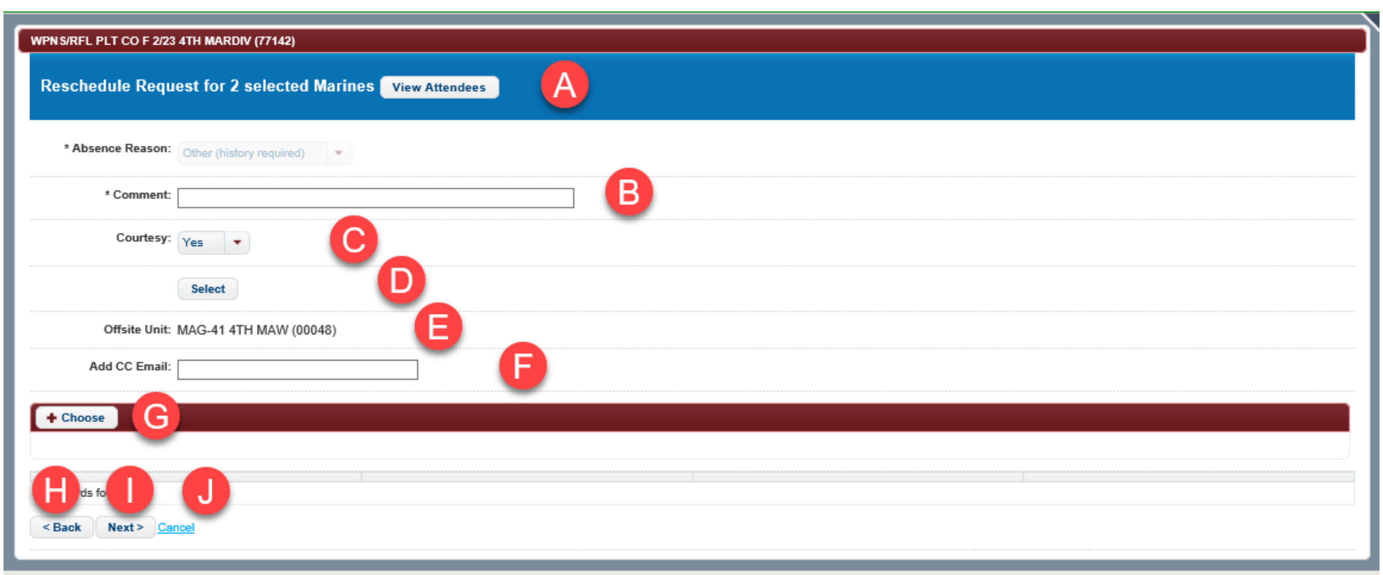


Figure 51: Reschedule Request Reason and Courtesy Unit screen

A. Select the View Attendees button to see list of Marines for the RIDT.
B. Enter the Description for the RIDT reason.
C. If the RIDT is an offsite drill, select “Yes” from Courtesy Drill drop down list.
D. Click on the Select button. Select the Courtesy Unit (location) where the Marine(s) will drill.
E. Offsite Unit Name.
F. Enter a CC Email.
G. Select the +Choose button to select and upload a file from the local computer.
H. Back to return previous screen with the reschedule process (see Reschedule Drill)
I. Next to continue with the reschedule process (see Reschedule Drill).
J. Click Cancel to close this screen without continuing the reschedule request.

4.8.3 Edit Drills in Muster Saved Status

The Approver/Trusted Agent may either cancel or edit the drill dates for drills in the Muster Saved status. Use the schedule list view (see Drill Types) to find drills in the Muster Saved status. Select a drill to view its details page:

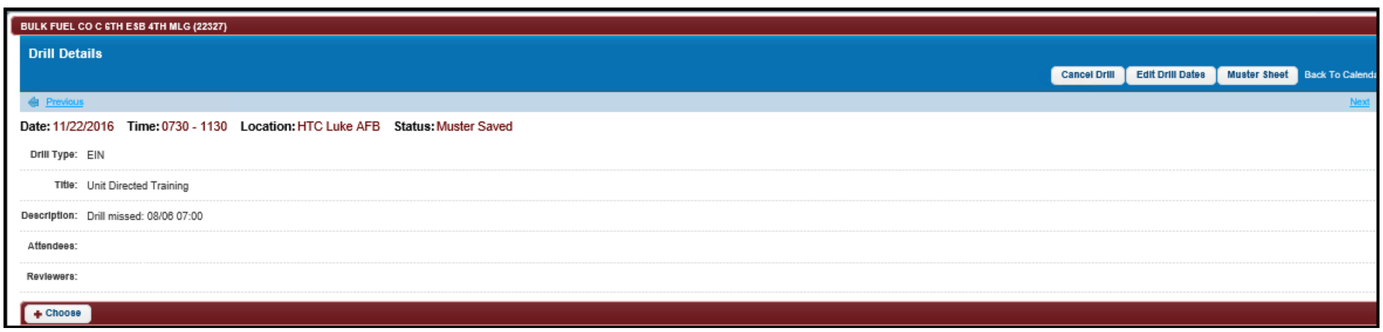


Figure 52: Edit Drill Dates (Drill Details Page)

Click Cancel Drill to cancel it and generate notifications to affected users. Click Edit Drill Dates to view and edit dates:

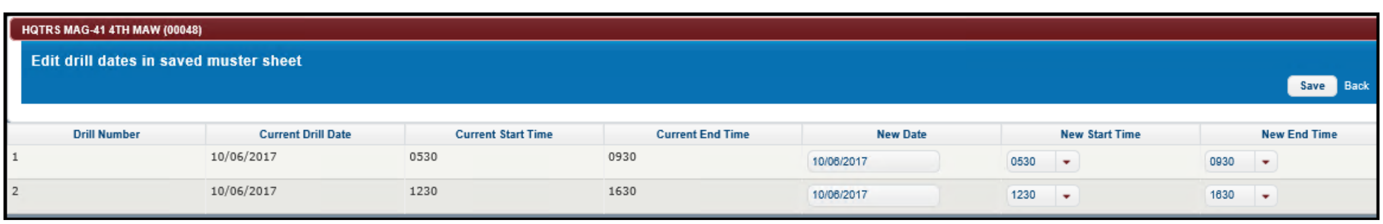


Figure 53: Edit Drill Dates (List of Drills in Muster)

Select new dates and times for each drill shown, and click Save to submit the changes. DM will check for schedule conflicts before finalizing the changes.

4.8.4 Review Drill

Users with the Reviewer role for a unit will receive notices when there is a drill request waiting for review. The schedule list view (see Drill Types) is available for users to find drill requests. Either path will lead to the screen shown below:

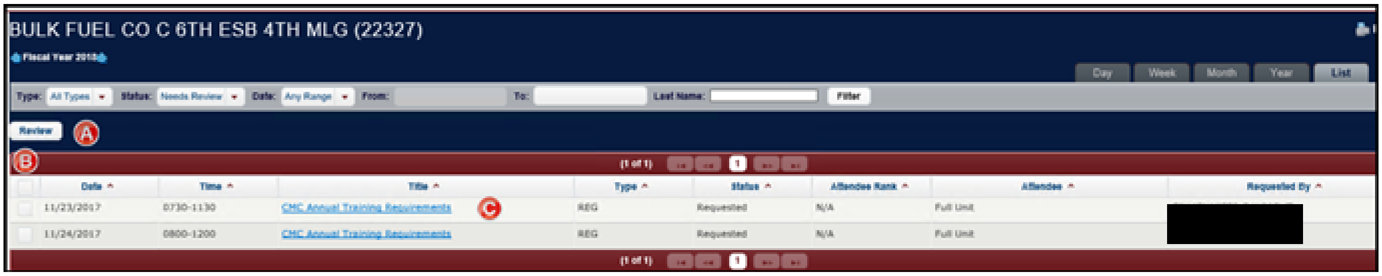


Figure 54: Drills Needing Review

A. Click Review to go to the drill details page for the selected drill and enter comments.

B. Select the check box for the drill to be reviewed.

C. Click the hyperlinked drill Title to go to its details page and enter comments.

The drill details page appears below with an option to enter comments with recommendation as the reviewer:

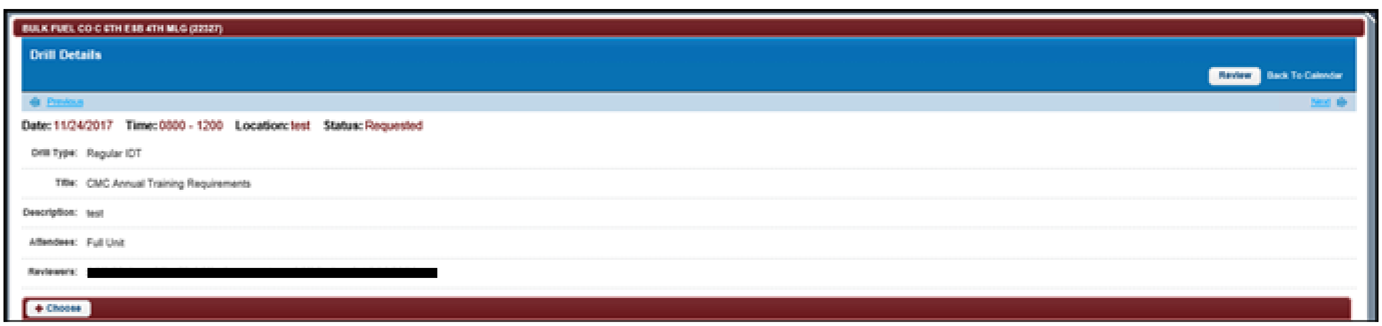


Figure 55: Drill Details - Reviewer Comment

When Reviewer Comment is clicked, the Reviewer will see the screen below:

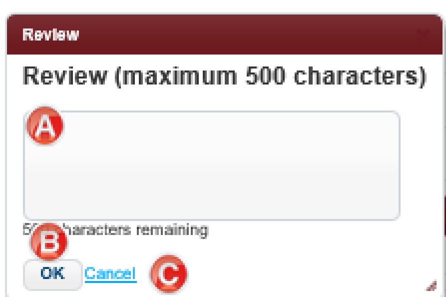


Figure 56: Add Reviewer Comment

A. Enter Reviewer Comment.

B. Click OK to add recommendation to the drill request.

C. Click Cancel to close the screen without adding a comment.

Role as a Reviewer will vary by unit, but typically the Reviewer will be making recommendations for scheduling RIDTs or for using APD allocations.

4.9 Load Regular Drill Ceiling

The Budgeted Drills Dashboard functionality gives the Reserve Personnel Marine Corps (RPMC) roles the ability to load fiscal year (FY) drill amounts based upon the funding letter from P&R. This functionality provides the ability to view the current burn rate of drills, by type, and will support management of drill budgets.

4.9.1 RPMC Roles

The Budgeted Drills Dashboard is limited to two roles: RPMC Manager and RPMC Viewer. Only users with the RPMC Manager Role have the capability to load/update Budgeted Drills.

4.9.2 Budgeted Drills Dashboard

A Drills Budgeted link is available on the Drill Manager Reports page. This link is available to users with either the RPMC Manager or RPMC Viewer role. When selected, the link will navigate the user to a new page, the Budgeted Drills Dashboard.

The Budget Drills Dashboard page contains an FY filter on the left hand column. The current, previous, and next fiscal year will be available. The default selection will be the current FY.

The Budget Drills Dashboard page contains the following columns:

- Drills Budgeted
- Drills Scheduled
- Drills Exported
- Est. FY Demand
- Budget by Forecast
- Forecast by % of Budget
- Executed Drills % of Budget.

The Budget Drills Dashboard page contains the following rows:

- SMCR Officers
- SMCR Enlisted
- SMCR Total
- IMA Officers
- IMA Enlisted

- IMA Total

If the user has the RPMC Manager role, the Officer and Enlisted fields in the Drills Budgeted column will be editable and allow the user to enter the drill totals. There is a Save button that will appear at the top of the page.

The Total fields are not editable. The fields will initially be populated by the values for the selected fiscal year. If the user selects the Save button, the values will be persisted to the database and the totals will be updated on the display. If the user attempts to navigate away from the page after making modifications without saving changes, the user will be prompted with the following message:

"You have unsaved changes. If you leave this page they will be lost. Would you like to stay on this page?" with "Yes" and "No" options.

If the user selects "Yes", the page remains the same; if "No" is selected the system will navigate away from the page and any changes will be lost.

The "Drills Scheduled" column will be populated by querying the Scheduled Events table for the number of drills in the selected Fiscal Year with the following status:

- Approved
- Saved Muster
- Submitted Muster
- Return for Edit
- Certified Muster

The "Drills Exported" column will be populated by querying the Scheduled Events table for the number of drills in the selected Fiscal Year with the following status:

- Exported

And the following attendance status:

- Satisfactory

The "Est. FY Demand" column will be populated by adding the respective fields from the Drills Scheduled and Drills Exported sections.

The "Budget minus Forecast" column will be populated by subtracting the respective value of the Est. FY Demand section from the value of the Drills Budgeted section.

The "Forecast as a % of Budget" column will be populated by dividing the respective fields from the Est. FY Demand section by the value from the Drills Budgeted section.

The "Executed Drills as a % of Budget" column will be populated by dividing the respective fields from the Drills Exported section by the value from the Drills Budgeted section.

The view from the Budget Drills Dashboard page may be exported into to Excel.

4.9.3 Budget Drills Nightly Calculation

Each night the system will calculate the Drills Scheduled, Drills Exported, Est. FY Demand, Budget minus Forecast, Forecast as a % of Budget, and Executed Drills as a % of Budget values for each of these categories:

- SMCR Officers
- SMCR Enlisted
- SMCR Total
- IMA Officers
- IMA Enlisted
- IMA Total

For each of the calculated values that exceeds one of the following thresholds an email will be sent to the e-mail address in the system for all users with either the RPMC Manager or RPMC Viewer role with the text “Warning: The <Marine Type> Executed Drills as a % of Budget has exceeded the N% threshold.” where N will be replaced by the threshold that has been exceeded.

- 85%
- 90%
- 95%
- 96%
- 97%
- 98%
- 99%

The corresponding Budgeted Drills record in the database will be updated to reflect that an email has been sent for that threshold, and emails will not be sent again until the next threshold is reached for that category.

5.0 MUSTER MANAGEMENT

When an individual or unit completes a drill, the Muster Manager or Muster Official will go to the drill and fill out the muster sheet to record the performance of all participants. This performance record is then submitted to the unit's Approver/Trusted Agent to be verified and certified so participants can be paid:

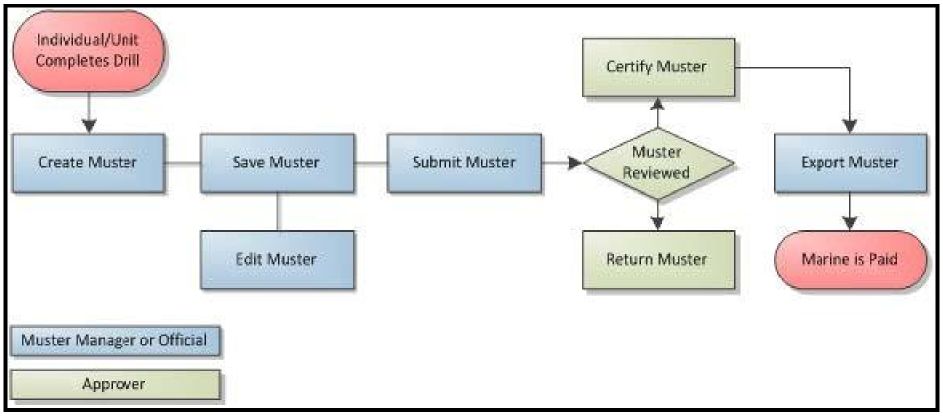


Figure 57: Muster Management Process Flow

Once the drill date has passed, its status in DM changes to "Musterable." The Muster Manager or Muster Official can then open and edit its muster sheet. Once the muster sheet has been certified, the Muster Manager exports the transactions.

Each of these steps, and initiate corrective actions, are described in the following sections:

- Open Muster Sheet
- Edit Muster Sheet
- Print Muster
- Submit Muster
- Certify Muster
- Decertify Muster
- Unit Diaries (Export Muster)
- Holds
- Corrective Actions

5.1 View Approved Muster Sheet

Users with Approver, Trusted Agent, Muster Manager or Muster Official roles have read-only access to unit muster sheets as soon as the drill is in an Approved status.

5.2 Open Muster Sheet

To open a muster sheet, navigate to a drill that has a muster sheet or is musterable.

A. Go to the unit schedule list view (see List View and Filters) and filter by the appropriate status.

B. Click any muster-related notice in the Notices box to view the drill.

C. Go to the event details page of any drill that has a muster sheet or is musterable.

Once the correct drill is selected, click the Muster Sheet button to open the muster sheet. The version displayed will depend on status, see figure below.

CAUTION: If a muster is opened before the drill has taken place, do not save it. Attendees cannot be removed, drill cannot be rescheduled, or canceled if the muster sheet has been saved (see View Drill Details).

DM scrubs muster sheet statuses nightly, providing the most up-to-date statuses for the Marines on the muster sheet. This includes deleting non-members and updating statuses that have changed since the muster was last saved.

5.3 Edit Muster Sheet

If the muster sheet has not yet been submitted, it can be edited as shown below:

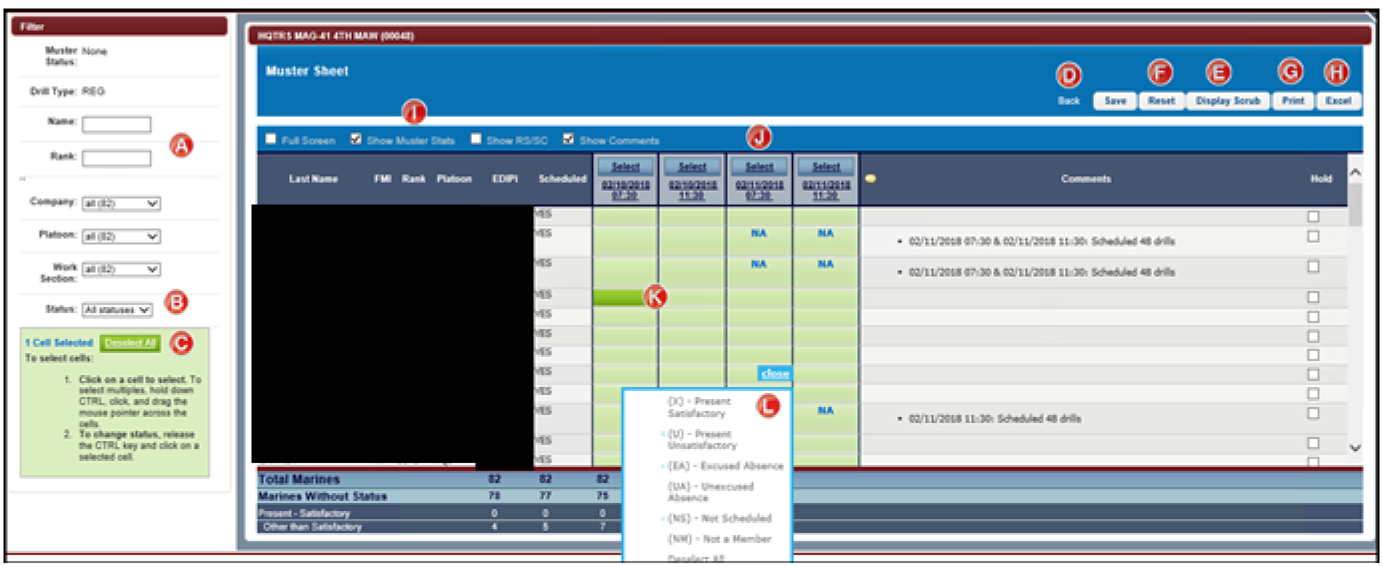


Figure 58: Edit Muster Sheet

This shows the Muster Status (e.g. Saved, Certified) and Drill Type.

A. Use the Filter box options to filter the Marines shown on the Muster Sheet at right by Name, Rank, Company, Platoon, or Work Section.

B. Use the Status box to filter the list of Marine shown at right by Status.

C. Click Deselect All to clear all selected cells in the status columns at right.

D. Click the Back button to return to the previous page.

E. Click Display Scrub to view a list of all historical changes made to the muster sheet.

F. Click Reset to clear all statuses and start over.

G. Click Print to download the muster sheet as a PDF file and print it (Print Muster).

H. Click Excel to export the muster sheet as a Microsoft Excel file.

I. Select the check box for each viewing option to be enabled. Clear the check box for each option to be disabled.

J. Click Select to select the entire column to update statuses. There is one column for each drill period.

K. Click any selected cell to view the status menu. **NOTE** the several of the statuses expand to display additional status options.

L. Select any status to apply it to all selected cells. Click close to exit the status menu.

CAUTION: Do not save the muster until reviewed and all attendees are confirmed. A Marine cannot be removed from a saved muster sheet without using the Corrective Actions process (Corrective Actions).

NOTES:

- Marines that are 60 days post mobilization are pre-populated with a N6 drill status and a comment: "Not Scheduled - 60 days post mobilization." This drill status may be modified by the user.
- Marines with a drill date greater than the member's associated RECC date will have a pre-populated drill status of NS and a comment will be added with the RECC Date.
- Marines with pre-populated attendance statuses from Marine Reserve Order Writing System (MROWS)* orders, Reserve End of Current Contract (RECC) expirations, medical, mobilization orders, and Active Duty for Operational Support (ADOS) over 30 days are not editable.
  - MROWS orders will be checked to see if they overlap IDT, RIDT, APD, and EDP drill dates. When the muster sheet is submitted, 0840/2 TTCs will be sent for any Marine determined to be on MROWS orders.
- Marines who have transferred to another unit will have a pre-populated status on all drill dates at the previous unit following the transfer of NOT_MEMBER. RTAMMS will stage transaction for TTC 0840/2 (cancel regular drill) for drills at the previous unit where attendance has been set to NOT_MEMBER.
- On the first of every month, DMM will send an email notification to the Approver/Trusted Agent for all Marines who have nine or more UAs.
- If the cursor is hovered over the date for any drill period, the text changes. Click the red/underlined date to delete the drill period from the muster. This is an option if one or more drill periods need to be mustered in a separate muster sheet.
- Marines with a No in the Scheduled column of the muster sheet means the drill was not scheduled in MCTFS due to an invalid MCTFS Pay Status.
  - If the Marine failed pay status validation on Export of the drill muster, then an additional Failed Diary Record will be created with Transaction Type EXPORTED. If this happens, the failed SCHEDULED transaction will have to be resubmitted successfully before the EXPORTED transaction can be sent.
  - If the Marine passes pay status validation on Export of the drill muster, the transaction will be placed on hold until the Scheduled pay status validation in Failed Diary Records has been resubmitted.

- Select the check box for any Marine to enter a Hold (see Print Muster).
- When editing a muster sheet, keep the following in mind:
    - A muster cannot be saved more than seven days prior to the drill event. The Save Muster button will appear unavailable.
    - Additional actions will be available as the muster sheet changes status. Each action has its own icon (see Icons) and will be explained in the following sections.
    - A single muster sheet can have no more than six drill periods (click on the middle date).
- When a Marine's unit association does not match the Drill's unit association, the attendance status of the Marine will be automatically set to NOT_MEMBER.
    - The Status will not be editable
    - If the UMS contains only members who are marked as NOT_MEMBER due to a lack of unit association, a message will be presented informing the user that the UMS requires cancellation.
    - UMS that contains only members who are marked as NOT_MEMBER due to a lack of unit association will have a Cancel button.
- When a Muster Official or Muster Manager manually sets a Marine to NOT_MEMBER who is still part of the unit in ODSE, the Marine will remain on the muster sheet.
- If the Marine's RUC from ODSE is not found in the RTAMMS database, the unit association will be set to the unit with the RUC of TEMP.

5.4 Print Muster

When printing the muster sheet, Drill Manager starts by exporting and displaying it as a PDF. If the muster sheet does not fit on the page, following changes can be made:

- Delete any drill periods that are not needed on the printed version.
- When selecting a printer, change the layout to Landscape to fit more drill periods on the printed page.

5.5 Submit Muster

For the Muster Manager or Muster Official, a saved muster sheet will have an option to submit it:

Figure 59: Submit Muster

Click Submit Muster to send the muster to the Approver/Trusted Agent to review and certify (see Certify Muster).

NOTE: Once the muster sheet has been saved, Marines can be added to the muster sheet that are not listed on the muster sheet.

CAUTION: A saved muster cannot be submitted until all the drills on it have taken place and all muster statuses have been recorded.

5.6 Certify Muster

Once a drill has been submitted, the Approver/Trusted Agent must review it and decide whether to certify it or return it for edits, as shown below:

Figure 60: Certify Muster

A. Click Certify Muster to approve the muster.

B. Click Return for Edit to return the muster for changes.

The following sections describe the actions available when certifying a muster:

- Confirm Muster Certification
- Reason for Returning Muster
- Certify Muster with Makeup Determinations

5.6.1 Confirm Muster Certification

Certifying a muster is the equivalent of issuing paychecks to all the Marines who completed the drill. The Approver/Trusted Agent must confirm this step as an extra precaution to protect the validity of the information:

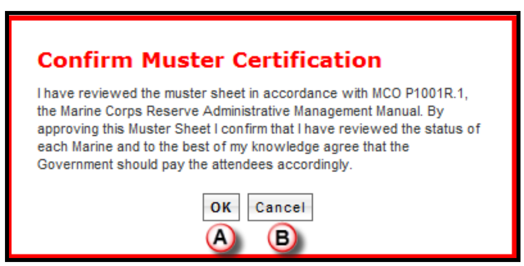


Figure 61: Confirm Muster Certification

A. Click OK to confirm muster certification.

B. Click Cancel to go back to the muster sheet without certifying.

5.6.2 Reason for Returning Muster

When returning a muster for edit, the Approver/Trusted Agent must give a reason so the Muster Manager or Muster Official knows what information needs to be corrected:

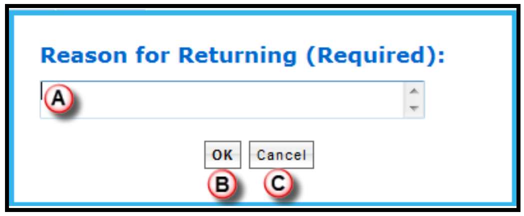


Figure 62: Reason for Returning Muster

A. Enter the Reason for Returning in the text box.

B. Click OK to return the muster with the explanation entered.

C. Click Cancel to go back to the muster sheet without returning the muster for edits.

5.6.3 Certify Muster with Makeup Determinations

If Marines were marked absent for any reason, the Approver/Trusted Agent must set makeup determinations before certifying the muster:

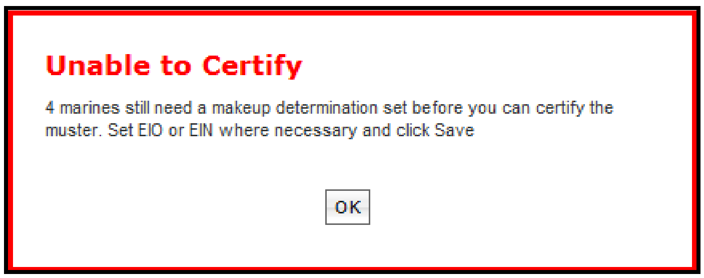


Figure 63: Unable to Certify Muster (Makeup Determinations)

To set makeup determinations and certify the muster, follow the steps shown below:

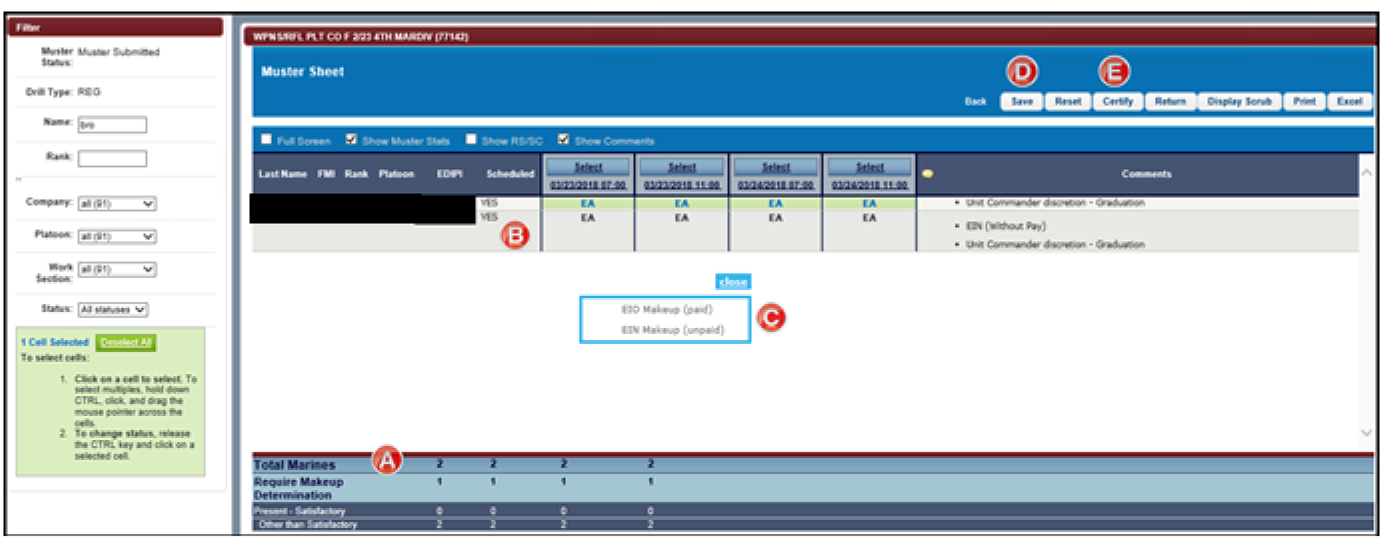


Figure 64: Certify Muster with Makeup Determinations

A. Click Require Makeup Determination to filter the muster sheet. This can also be done by selecting "Requires a makeup" from the Status list box to the left.

B. Click Select to select all of the Marines shown (one Marine can be selected or pick several Marines by following the instructions at bottom left).

C. Click the arrow to view makeup options for the selected Marines, and then select EIO Makeup (paid) or EIN Makeup (unpaid). This will update the status of each selected Marine.

NOTE: EIOs and EINs are discussed under EDPs (see Scheduler Tool - EDPs [Muster Manager]).

D. Click Save to process makeup determinations. Changes must be saved before the muster can be certified.

E. Click Certify Muster to complete the certification process.

5.7 Decertify Muster

The Approver/Trusted Agent can decertify a certified muster and return it to the Muster Submitted status for editing and recertification (see Certify Muster). The option to decertify only appears for drills with a Muster Certified status:

Figure 65: Decertify Muster

Click Decertify to return the muster to Muster Submitted status. The Approver/Trusted agent will be prompted to enter a justification, which will appear in the Drill History (see View Drill Details).

5.8 Unit Diaries (Export Muster to UD/MIPS)

The final step in the muster workflow is to export the transactions in the certified muster sheet to the MCTFS database so Marines can be paid for completed drills.

The unit diary contains all of a unit's musters for a given day. Once a muster has been certified, the Muster Manager must take the final step of sending the transactions in the unit diary to the MCTFS database to be processed for payment.

The unit diary will have one of three statuses:

1. Certified – all of the musters for that date have been certified and are ready to export to MCTFS.
2. Exported – all of the musters for that date have been successfully exported to MCTFS and have been made available to be processed for payment.
3. Pending – some of the musters for that date have been exported, but others are not yet in an exportable state.

The following sections describe unit diary actions:

- Export Diaries (Certified Musters)
- View Exported Diaries

- View Pending Diaries

5.8.1 Export Diaries (Certified Musters)

When the Muster Manager selects the Unit Diaries tab, the page defaults to Certified as the Drill Status:

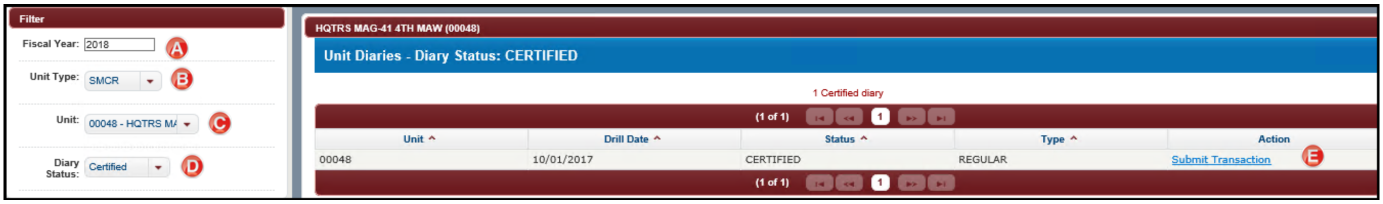


Figure 66: Export Certified Musters

A. Enter the Fiscal Year to view.

B. Use the list box to select the Unit Type to view.

C. Use the list box to select the Unit to view. For IMA detachments, the Muster Manager can select the entire detachment or specify an individual MCC or RUC.

D. Use the list box to select the Diary Status to view.

E. Click Submit Transaction to send the certified muster to MCTFS (See Submit Transactions).

The following sections describe actions related to submitting transactions:

- Submit Transactions
- Cannot Submit Transactions

5.8.1.1 Submit Transactions

This screen lists all of the certified musters for the selected date. Uncertified drills will be shown in a second panel below.

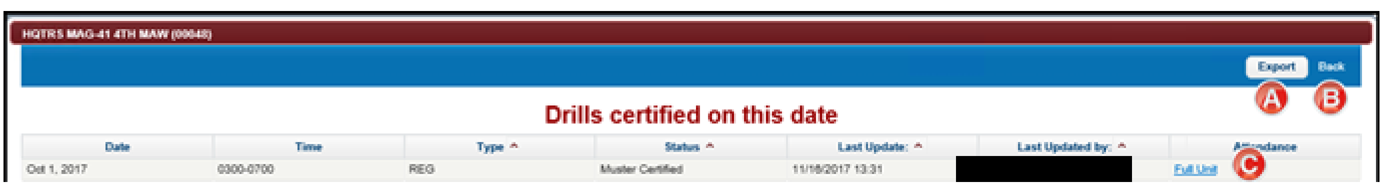


Figure 67: Submit Transactions

A. Click Export to send all of the transactions in the certified musters to MCTFS to process for payment.

B. Click Back to go back and view all certified musters for all dates (see Export Diaries [Certified Musters]).

C. Click the number in the Attendance column to view attendees for any muster.

CAUTION: Scrutinize each individual transaction carefully before approving it for payment. Although it is possible to amend errors with a Corrective Actions request, the unit should rarely, if ever, need to resort to such a request.

5.8.1.2 Cannot Submit Transactions

If there is a mix of certified and uncertified musters for a given date, transactions will not be able to be submitted until all been certified:

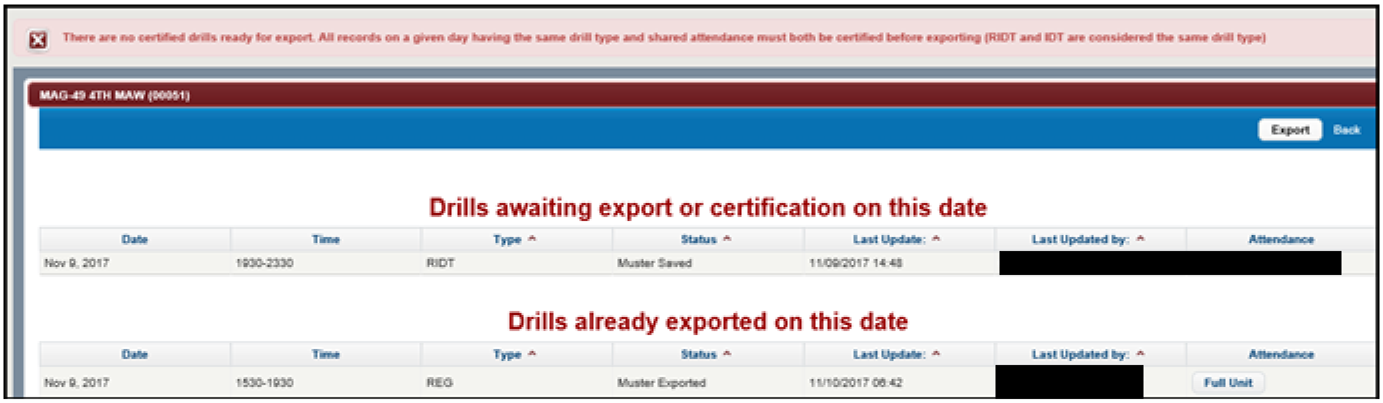


Figure 68: Cannot Submit Transactions

5.8.2 View Exported Diaries

If the Unit Diaries status filter is set to Exported, the Muster Manager will see the screen shown below:

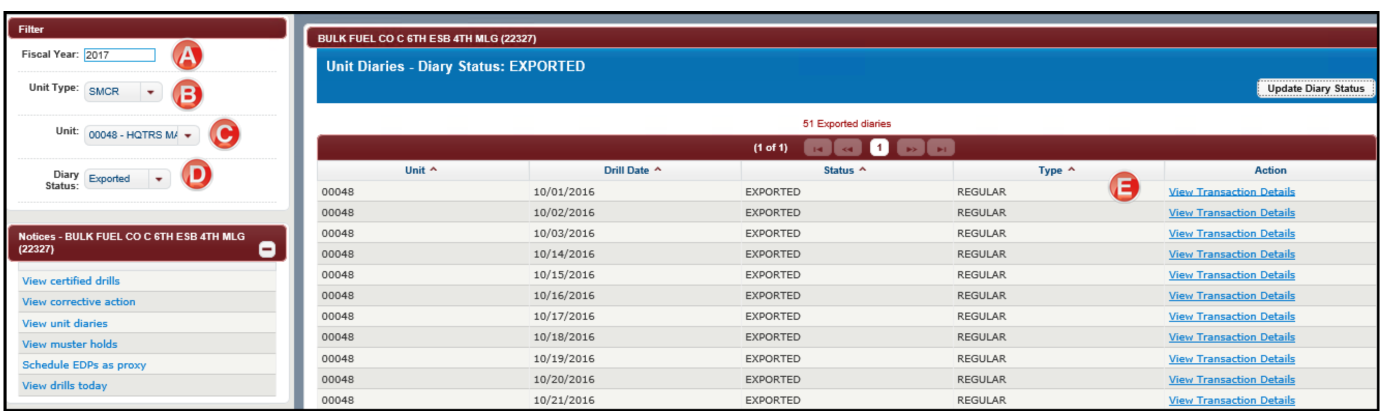


Figure 69: View Exported Diaries

A. Enter the Fiscal Year to view.

B. Use the list box to select the Unit Type to view.

C. Use the list box to select the Unit to view. For IMA detachments, the Muster Manager can select the entire detachment or specify an individual MCC or RUC.

D. Use the list box to select the Diary Status to view.

E. Click View Transaction Details to see details of the drills exported for the selected drill date:

Figure 70: Drills Exported on This Date

A. Click Back to return to the list of exported diaries (see View Exported Diaries).

B. Click the hyperlink in the Attendance column to view attendees for the drill.

5.8.3 View Pending Diaries

Pending Diaries have some musters that have already been certified and exported successfully, but other musters have not yet been processed:

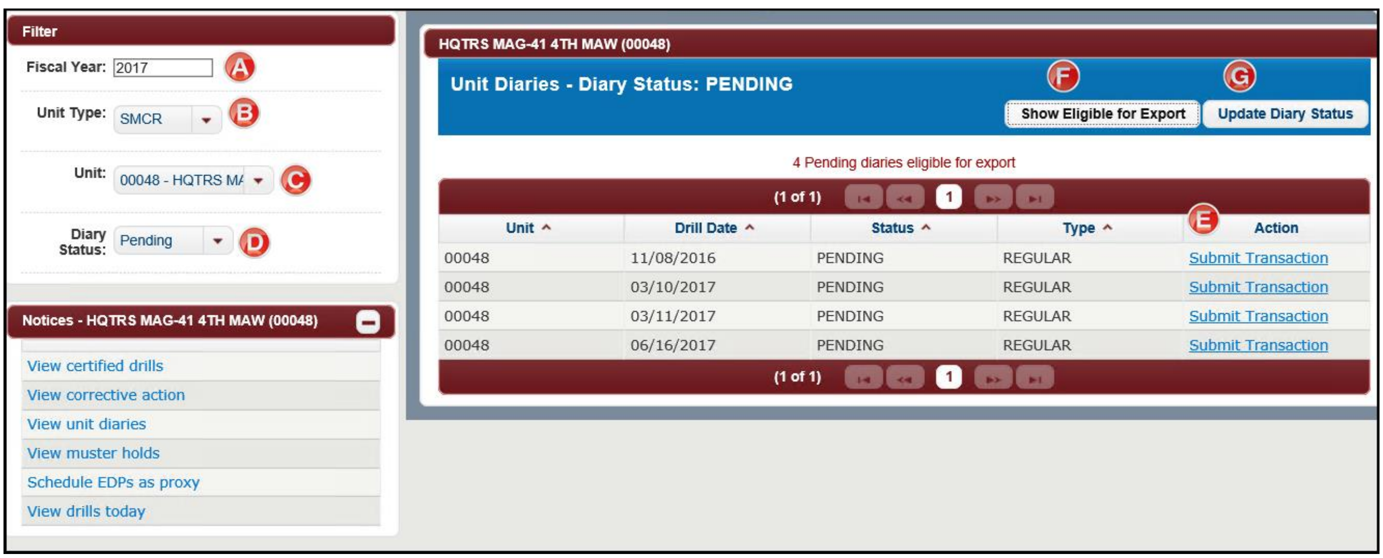


Figure 71: View Pending Diaries

A. Enter the Fiscal Year to view.

B. Use the list box to select the Unit Type to view.

C. Use the list box to select the Unit to view. For IMA detachments, the Muster Manager can select the entire detachment or specify an OpGroup, individual MCC or RUC.

D. Use the list box to select the Diary Status to view.

E. Click Submit Transaction to see all drills for that date (see figure below)

F. Click Show Eligible for Export to refresh the list, showing which unit diaries are ready to be exported.

G. Click Update Diary Status to refresh the list, showing which unit diaries are pending.

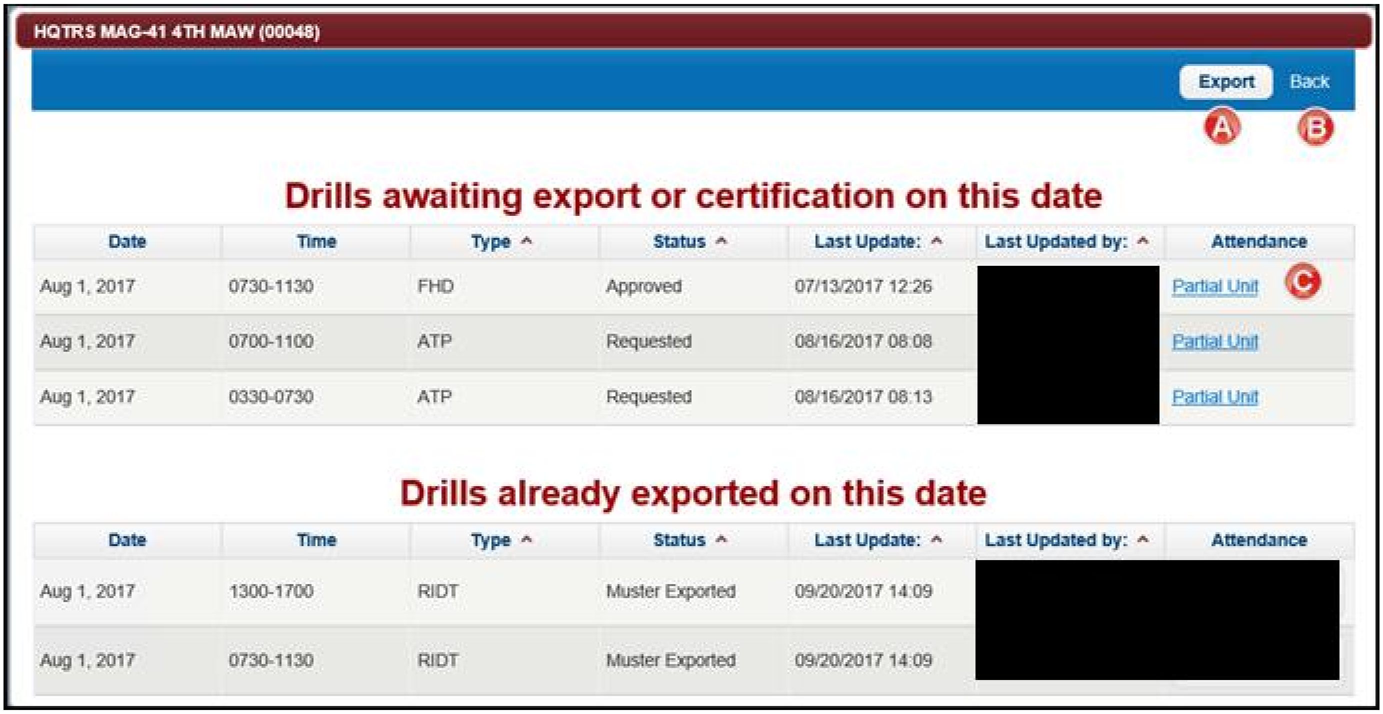


Figure 72: Pending Diary (Drill Details)

A. Click Export to export the remaining musters in the diary. The Muster Manager can only do this if all remaining musters appear as Certified in the Status column – in this case, the drill has been approved but not yet mustered.

B. Click Back to go back and view all pending diaries (see View Pending Diaries).

C. Click the hyperlink in the Attendance column to view attendees for that drill.

5.9 Holds

If there is a problem with an individual Marine's record on the muster sheet, The Muster Manager can enter a hold. The record will not be exported with the rest of the muster sheet until the hold expires.

5.9.1 Enter Holds

To enter a hold, select the check box in the Hold column on the muster sheet (see Edit Muster Sheet) and enter the required information:

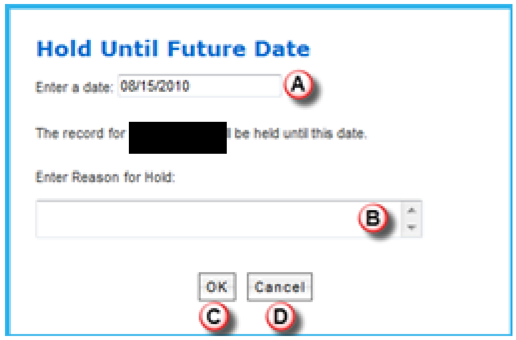


Figure 73: Enter Hold

A. Enter the hold date. The hold will automatically expire after this date passes.

B. Enter the Reason for Hold in the text box.

C. Click OK to enter the hold.

D. Click Cancel to close the window without entering the hold.

Holds will be visible in the following places:

- The "hold until" date will appear on the muster sheet.
- The Muster Manager will see the Holds section on the navigation menu.
- The Muster Manager will see notices related to holds.
- All users will see an entry in the Drill History on its details page (View Drill Details) that the muster was held, for whom it was held, and by whom it was held.

5.9.2 Monitor and Submit Holds

The Muster Manager is responsible for monitoring holds that have been entered on a drill's muster sheet (see Print Muster) and determining when to submit the records to MCTFS. To manage holds, click the Holds tab:

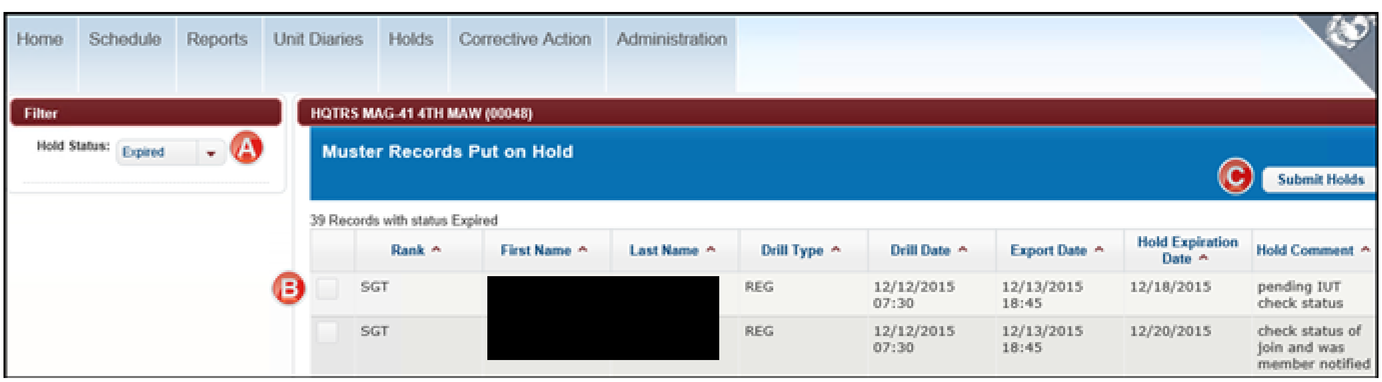


Figure 74: Holds Page

A. Use the list box to select the Hold Status (Expired or Unexpired).

B. Select the check box for each desired record.

C. Click Submit Holds to send the selected records to MCTFS.

5.10 Corrective Actions

Drill Manager is a pay system, and all entries should be thought of as payable transactions. The Muster Official, Muster Manager, and Approver/Trusted Agent must review every muster sheet to ensure the accuracy and validity of each transaction. However, if a mistake is discovered after the muster has been certified or exported, the Muster Manager may initiate a Corrective Actions request. This process is defined in Corrective Actions.

6.0 CORRECTIVE ACTIONS

The Muster Manager and Approver/Trusted Agent must rigorously review every item line by line before passing it on to ensure the accuracy and validity of each transaction. In the rare instance a Marine must be deleted from a scheduled drill event, the Muster Manager may click the Corrective Actions tab, see figure below, to initiate a request. If the Approver/Trusted Agent accepts the justification provided, the Marine will be deleted from the muster sheet.

Users possessing a Muster Official role will have a view only and print capabilities to Corrective Actions.

Only drill events with the following statuses may have an individual deleted from attending the scheduled event:

- Muster Certified
- Muster Exported
- Muster Returned
- Muster Saved
- Muster Submitted

All efforts should be made to delete a Marine from attending the drill prior to the event occurring (Muster Saved status). In the event the drill is in the Muster Exported status, Drill Manager will perform the necessary steps to delete the erroneous transaction in MCTFS to recoup the payment the deleted attendee has been paid.

The Corrective Actions tab is shown below:

Figure 75: Corrective Actions

Click any of the hyperlinks to perform the corresponding action:

- Delete Attendee from Muster Sheet (Corrective Action)
- Change Drill Attendance (Amend Exported Muster)
- Change EDP Determination

- Research Failed Validation Checks
- Research Transactions Submitted by DM
- Transaction Research Report
- View Resubmitted Drills

6.1 Delete Attendee from Muster Sheet (Corrective Action)

When this corrective action is selected, the Muster Manager will see all current unit requests:

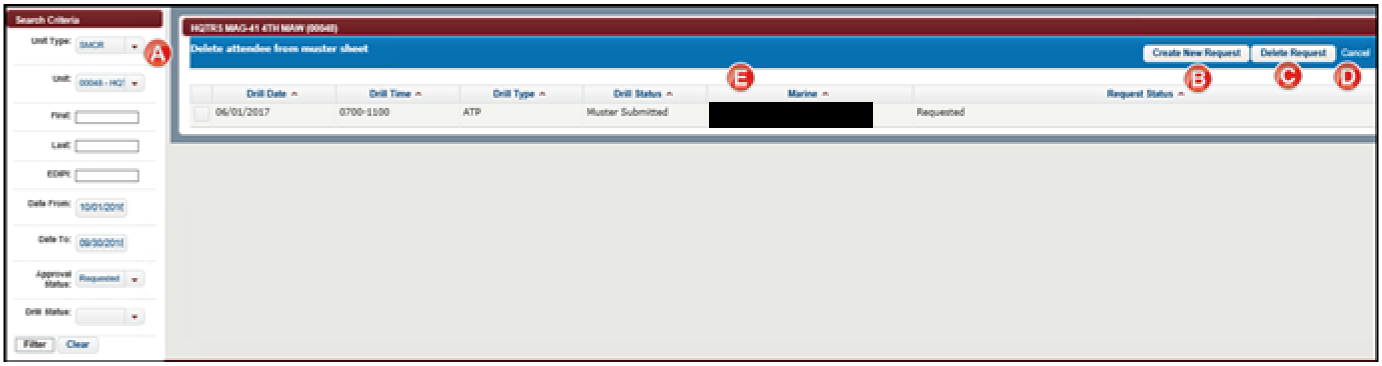


Figure 76: Delete Attendee - View Requests

A. Use the filter at left to find requests by specific criteria (name, EDIPI, Approval Status, Drill Status, etc.).
B. Click Create New Request to search for a Marine to delete from a muster sheet (Create New Request).
C. Click Delete Request to remove requested change.
D. Click Cancel to return to the main Corrective Actions screen.
E. Click the hyperlinked Marine name to view request details (Delete Attendee Request Details).

The table below lists all the possible statuses for a corrective actions request (delete attendee):

Table 7: Corrective Action Requests - Approval Status

Status	Explanation	Set By
Requested	The request has been created for the Approver/Trusted Agent to review.	Muster Manager
Declined	The request has been declined as invalid.	Approver/Trusted Agent

Status	Explanation	Set By
Returned	The request has been returned for edits.	Approver/Trusted Agent
Approved	The request has been approved. Marine has been deleted from the muster.	Approver/Trusted Agent
Removed	The request has been deleted by its creator.	Muster Manager

NOTE: Delete attendee can only be requested in the following muster status:

- Muster Saved
- Muster Submitted
- Muster Returned
- Muster Certified

The following sections describe corrective actions (delete attendee requests):

- Create New Request
- Delete Attendee Request Details

6.1.1 Create New Request

To create a new request, first search for the Marine by last name and EDIPI:

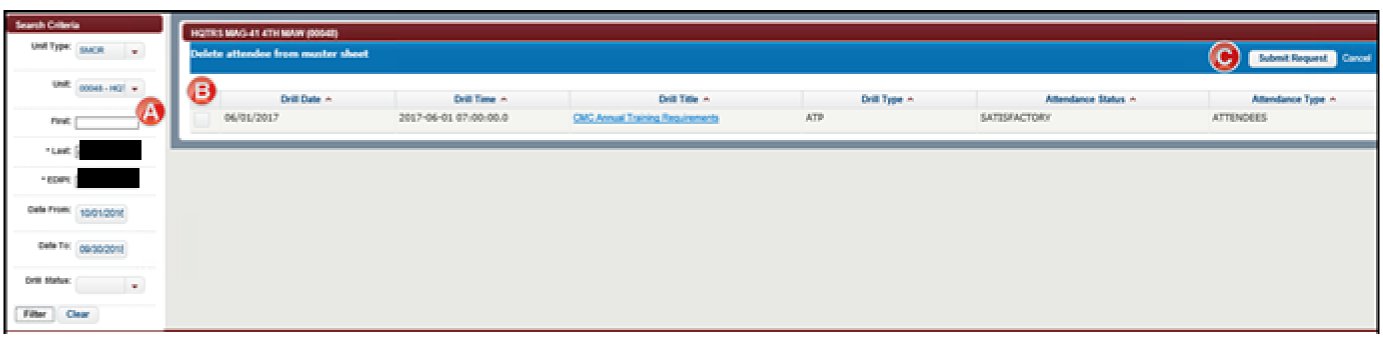


Figure 77: Delete Attendee - Create and Submit New Request

A. Enter all required search criteria and any optional criteria, and then click Filter.

B. Select the checkbox for an eligible drill.

C. Click Submit Request. A prompt will display to enter a justification for the request:

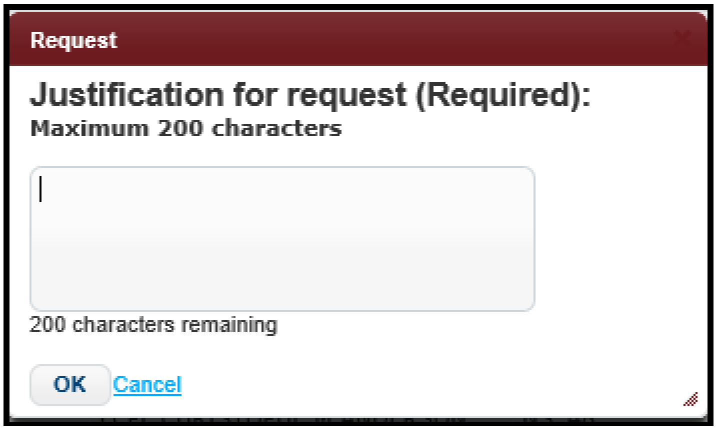


Figure 78: Justification - New Request to Delete Attendee

Click OK to submit the request to the unit Approver/Trusted Agent for review (Approver/Trusted Agent Actions).

6.1.2 Delete Attendee Request Details

The request details screen is shown below:

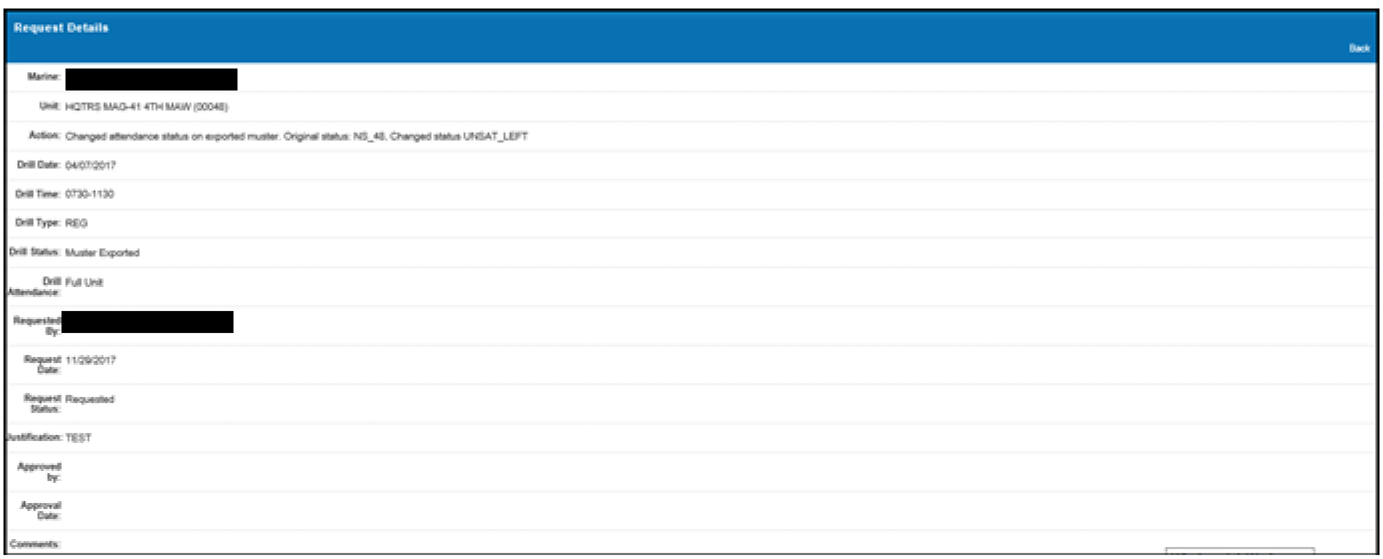


Figure 79: Delete Attendee Request Details

6.2 Change Drill Attendance (Amend Exported Muster)

When this corrective action is selected, all current unit amend muster requests will display:

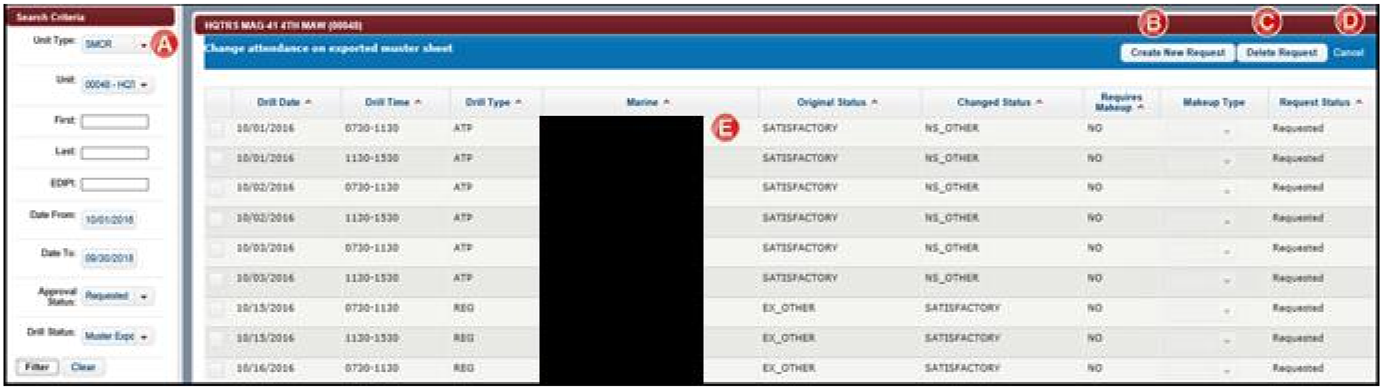


Figure 80: Change Drill Attendance - View Requests

A. Use the filter at left to find requests by specific criteria (name, EDIPI, Approval Status, Drill Status, etc.).

B. Click Create New Request to search for a Marine to delete from a muster sheet (Create New Request).

C. Click Cancel to return to the main Corrective Actions screen.

D. Click Delete to remove any requests that are pending Approver/Trusted Agent review.

E. Click the hyperlinked Marine name to view request details (Amendment Request Details).

The table below lists all the possible statuses for a corrective actions request (amend muster):

Table 8: Muster Amendment Requests - Approval Status

Status	Explanation	Set By
Requested	The request has been created for the Approver/Trusted Agent to review.	Muster Manager
Declined	The request has been declined as invalid.	Approver/Trusted Agent
Returned	The request has been returned for edits.	Approver/Trusted Agent
Approved	The request has been approved. Marine has been deleted from the muster.	Approver/Trusted Agent
Removed	The request has been deleted by its creator.	Muster Manager

The following sections describe corrective actions (amendment requests):

- Create New Request
- Amendment Request Details

6.2.1 Create New Request

To create a new request to amend a muster sheet, first search for a Marine by last name, and EDIPI:

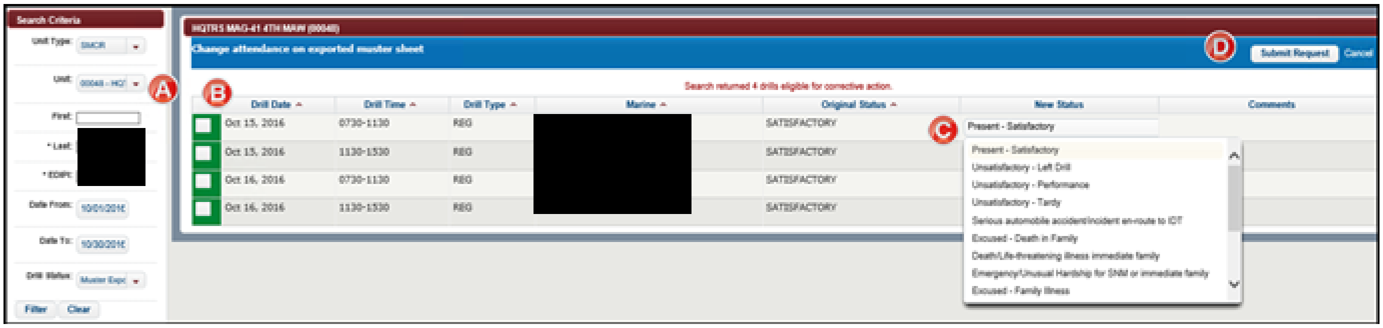


Figure 81: Change Drill Attendance - Create and Submit Request

A. Enter all required search criteria and any optional criteria, and then click Filter.

B. Select the checkbox for an eligible drill.

C. Select the new attendance status from the drop-down.

D. Click Submit Request. The Muster Manager will be prompted to enter a justification for the request:

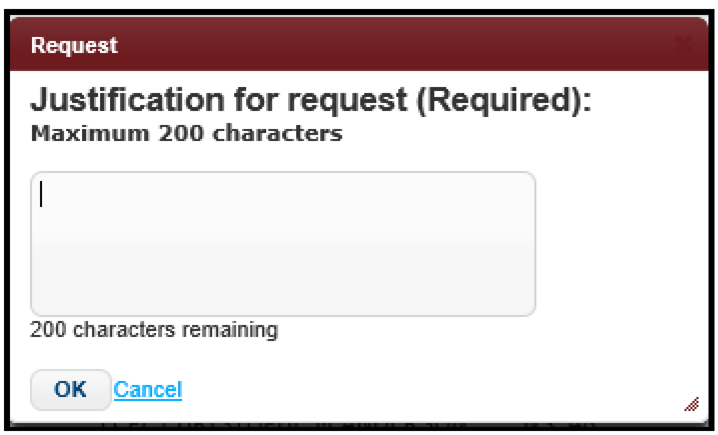


Figure 82: Justification - New Amendment Request

6.2.2 Amendment Request Details

The request details screen is shown below:

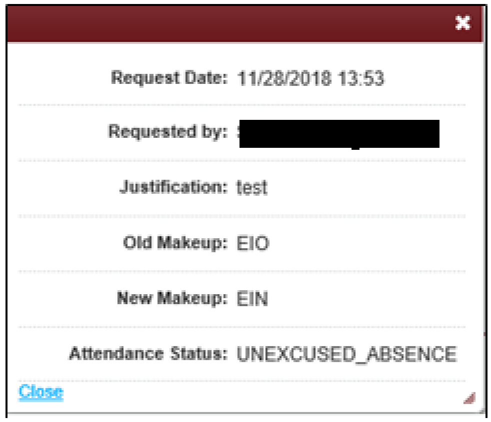


Figure 83: Amendment Request Details

6.3 Change EDP Determination

When selecting this corrective action, the Muster Manager will see a list of drills available to modify from EIN to EIO or EIO to EIN:

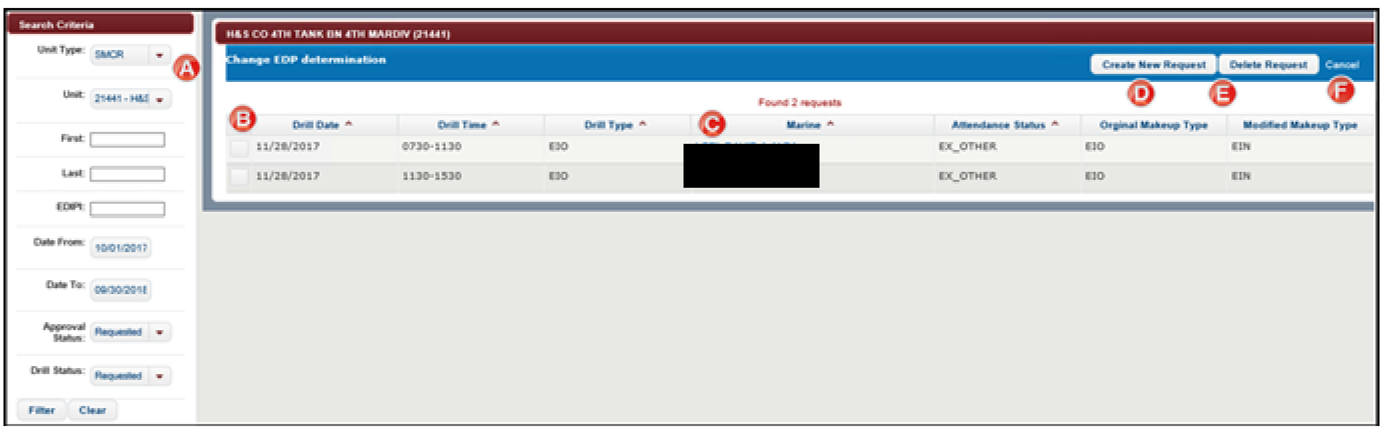


Figure 84: Change EDP - View Requests

A. Use the filter at left to find requests by specific criteria (name, EDIPI, Approval Status, Drill Status, etc.).

B. Use the checkbox to select the Record.

C. Click the hyperlinked Marine name to view request details (See Change EDP Determination Details).

D. Click Create New Request to search for a Marine to change the EDP determination (See Create New Request).

E. Click Delete Request to Delete the existing request.

F. Click Cancel to return to the main Corrective Actions screen.

The following sections describe corrective actions (change EDP determination):

- Create New Request
- Change EDP Determination Details

6.3.1 Create New Request

To create a new request to change the EDP determination for a drill, first, search for a Marine by last name, and EDIPI:

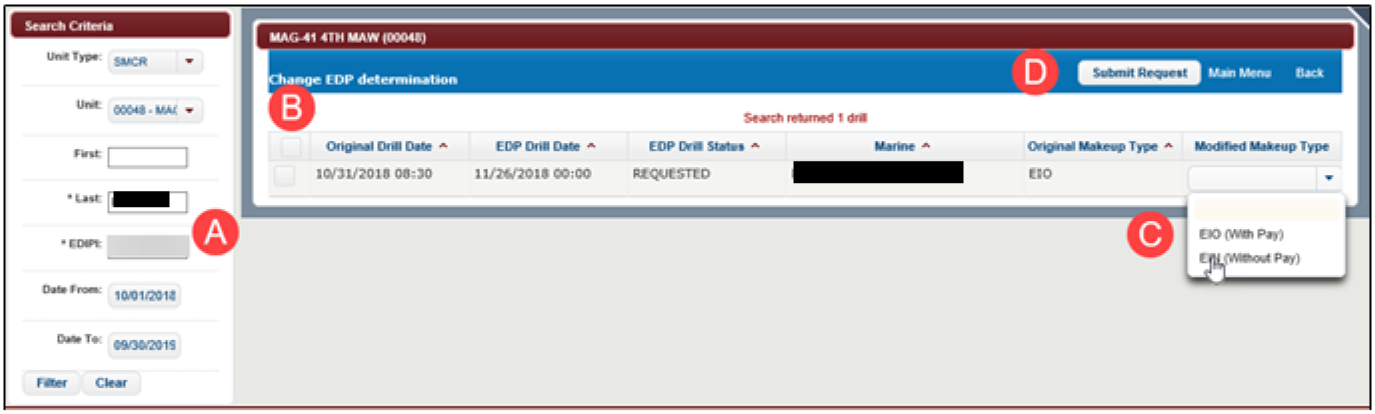


Figure 85: Change EDP - Create and Submit Request

A. Enter all required search criteria and any optional criteria, and then click Filter.

B. Select the check box for an eligible drill.

C. Select the New Makeup from the list box.

D. Click Submit Request. The Muster Manager will be prompted to enter a justification for the request:

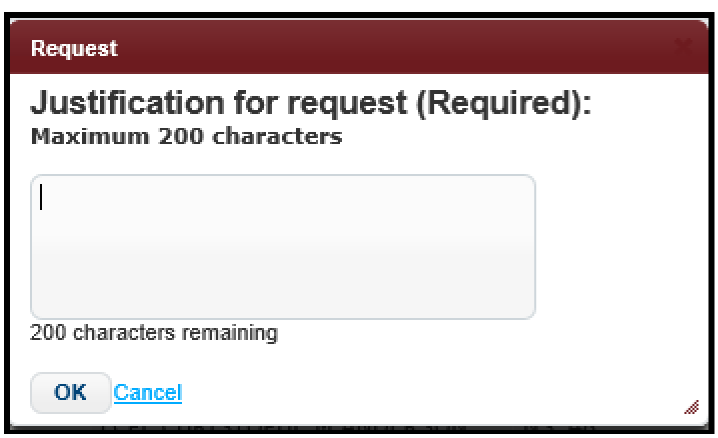


Figure 86: Justification - Change EDP Request

6.3.2 Change EDP Determination Details

The request details screen is shown below:

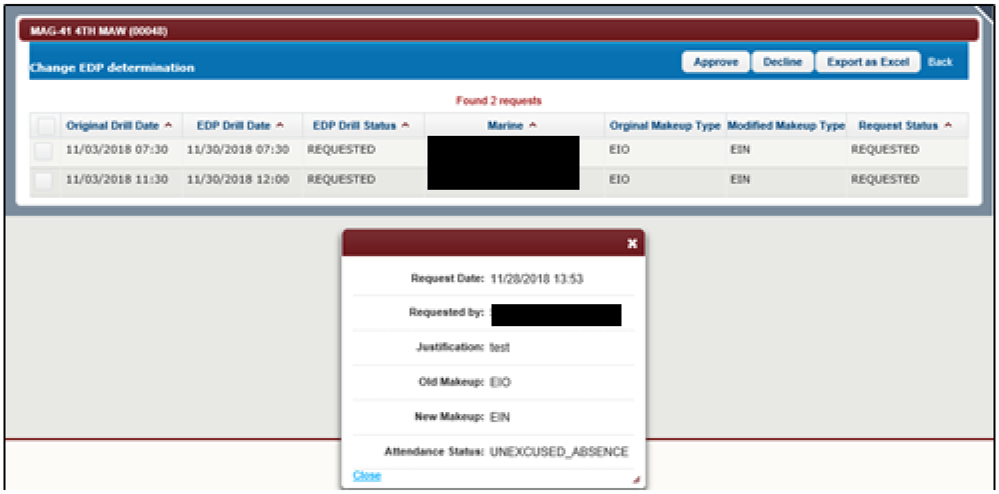


Figure 87: Change EDP Determination Details

6.4 Research Failed Validation Checks

DM checks all unit diary transactions (exported unit diaries) before submission. A transaction will fail if a Marine in the unit diary transaction meets any of the following conditions:

- DM has submitted a transaction with the same drill date and same drill type.
- The number of paid drills submitted and processed will exceed 48 drills for the fiscal year.
- The Marine's status prevents DM from processing drill payments.
- When a drill is approved, all Marines on the drill are validated for a valid pay status. If the pay status is not valid, a Failed Diary will be created.
- The Marine's pay status is validated upon scheduling a drill and the schedule transaction will fail if it is invalid at the time a drill was scheduled.

NOTE: A nightly job determines if a failed diary is ready to resubmit. When the nightly job determines that a failed diary is ready to resubmit, it will resubmit the diary without user intervention.

When the Muster Manager selects Research Failed Validation Checks from Corrective Actions, the Muster Manager will need to use the Search Criteria filter options. For example, in the Status field, the dropdown contains a value called "Ready to Resubmit" which will render all values that are ready to resubmit. See additional details regarding the Search Criteria below.

The Muster Manager must review this list, correct the failed drill, then resubmit the transaction:

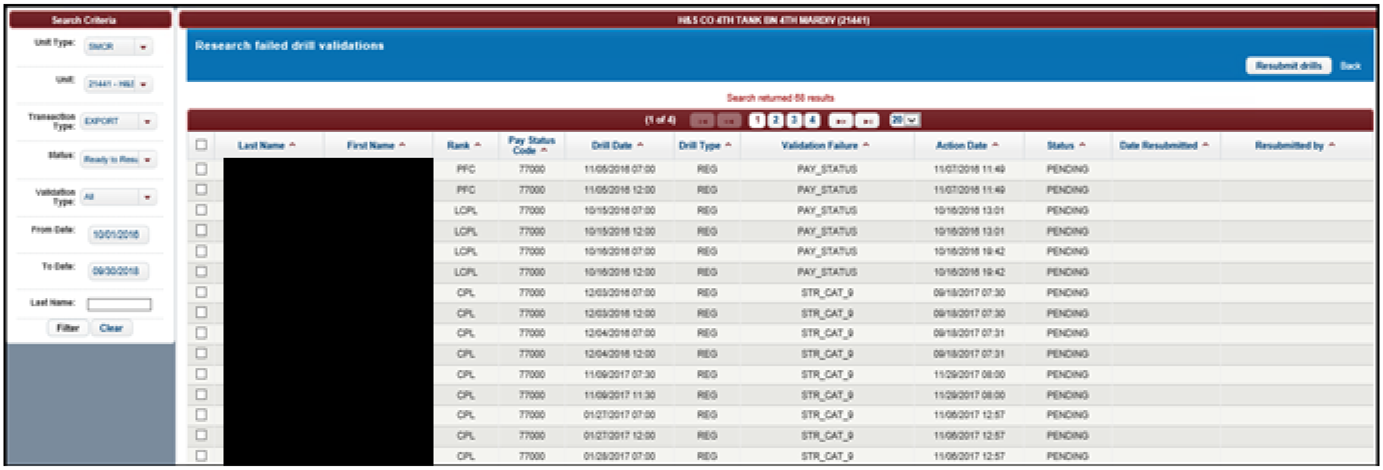


Figure 88: Failed Validation Checks - View Results

- Click the Last Name hyperlinked Drill Date to view the drill details history, including which validation checks it failed (Failed Validation - Drill Details History).
- **NOTE**: the search results are limited to 200 and a pagination control will be visible if there are more than 20 rows of data.
- Click Resubmit drills to resubmit the selected drills This button will appear unavailable for 24 hours after resubmitting a transaction to prevent resending the same transaction multiple times.
- Click Cancel to return to the main Corrective Actions screen.
- Click Back to return to the previously viewed screen.
- Failed transactions may have unintended consequences such as:
- Marines will be prevented from rescheduling a drill in a Failed Diary.
- If a drill is canceled, any Failed diaries associated with the drill will be set to the status “REMOVED”.
- When a Failed Diary is created, the status is set to “pending”. Transactions for scheduling (0840) and muster (0842/0843 etc.) will not be sent for a given Marine until the “pending” status is set to “resubmitted”.
- It is possible for a Marine to be in an invalid pay status when a drill is approved and then be in a valid pay status when the drill is exported. In this scenario, if the Failed Diary created when the drill was approved has not been resubmitted by the time the drill is exported, a new Failed Diary of type “export” will be created. There will be 2 Failed Diaries attached to the same attendance record.

Additional detail is provided for three of the Search Criteria dropdowns:

<u>**Search Criteria - Transaction Type**</u>:

- *Schedule*. This will return Failed Diaries created when a drill was approved.

- *Export*. This will return Failed Diaries created when a drill was exported.

It is possible, and likely, that the same "attendance record" will be visible when Schedule or Export is chosen. A Marine will show under “schedule” and “export” in the following scenarios:

- Pay status is invalid when drill is approved and invalid when exported
- Pay status is invalid when drill is approved, but valid when drill is exported, but user has not yet resubmitted the “schedule” transaction.

A Marine will show under export only if pay status is valid when the drill is approved but invalid when the drill is exported.

Search Criteria - Status:

Pending **–** This means that the Failed Diary is not ready to be resubmitted. This can happen because 1) pay status is still invalid, or 2) pay status is now valid but an associated “schedule” transaction is still in “pending” status.

Removed **–** This means that the Failed Diary is no longer valid. Under normal circumstances, this will happen when a drill associated with a Failed Diary is canceled.

Resubmitted - When a diary resubmitted, its status will be set to Resubmitted.

Ready to Resubmit - This is a derived, or logical, status. When the user selects this value, and clicks “filter”, pay statuses are rechecked and if a record is eligible for resubmission, it will be displayed in the data table and checkboxes will be selectable (Only Muster Manager and Support user can resubmit).

NOTE: If the Muster Manager search with transaction type “Export“ and status “Ready to Resubmit”, it is possible that no records will be displayed even though a Marine’s pay status is good. This will happen if the Marine still has a pending “schedule” transaction.

Search Criteria - Validation Type:

If transaction type is set to schedule, the only validation type that will show in the LOV is “invalid pay status”.

When transaction type is “export”, the following applies:

Invalid Pay Status - this will find exported drills where the Marine's pay status was considered invalid on export, but there was not a failed diary when the drill was approved. The scenario for this is that a Marine's pay status was valid when the drill was scheduled and approved, but the pay status became invalid by the time the drill was exported

Schedule Pending - This will find exported drills where the pay status is valid but there are “schedule” transactions that must be resubmitted. To submit this category of failures, select transaction type "Schedule", status "Ready for Resubmit" and validation type "Invalid Pay Status". When selecting, and resubmitting “schedule” transactions, the associated “export” transaction will be automatically sent and its status will be updated to “Resubmitted”.

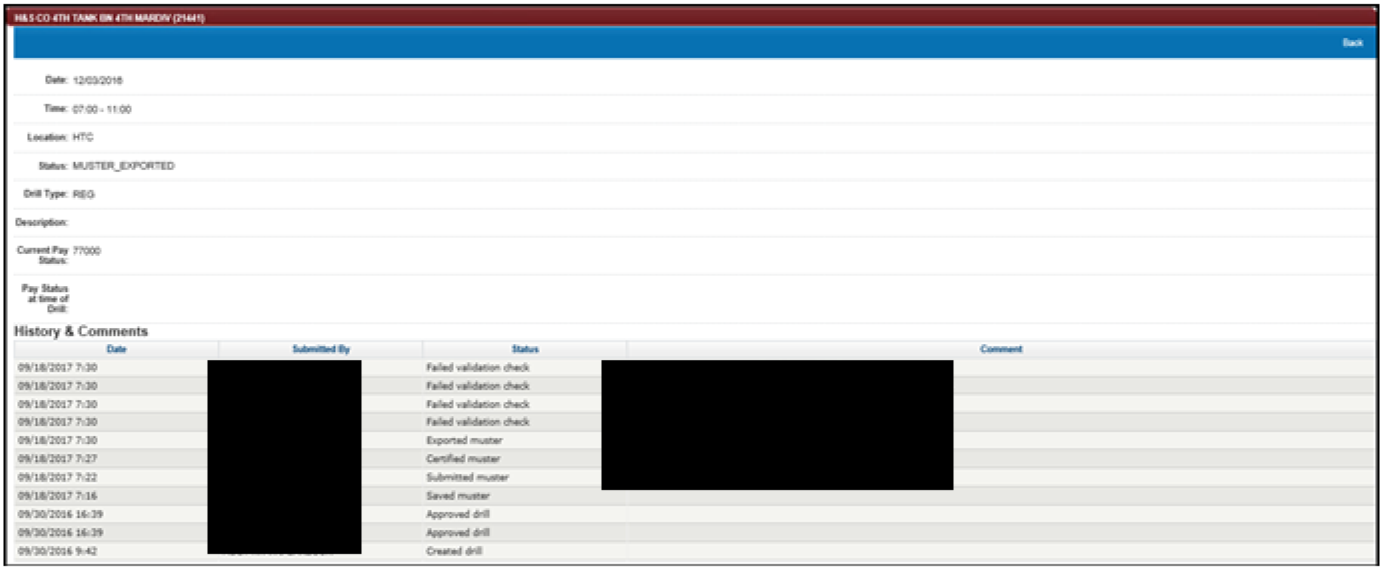


Figure 89: Failed Validation - Drill Details History

6.5 Research Transactions Submitted by DM

The Muster Manager can search all transactions by unit and drill date:

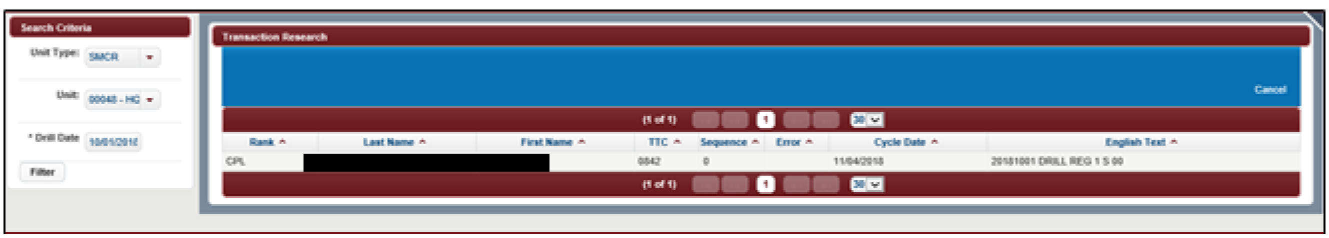


Figure 90: Research Transactions Submitted by DM

Select search criteria at left and click Filter to view all matching records. A drill transaction can be resubmitted, unless it is for a full unit.

6.6 Transaction Research Report

All transactions can be searched by date or EDIPI and failed drills can be resubmitted.

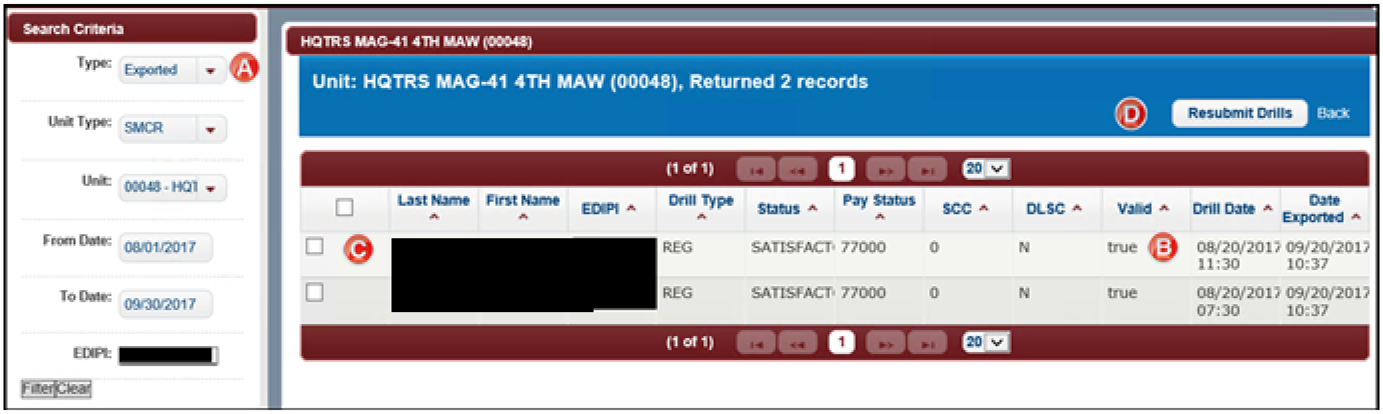


Figure 91: Transaction Research Report

Select search criteria at left and click Filter to view all transactions.

A. Enter Search Criteria to filter the list of transactions.

B. Validate if the transaction was successful. A false validation equals a drill failure

C. Select Last Name hyperlink to view the Transaction Research Details (See "Transaction Research Details screenshot below.)

D. Select Resubmit Drills to process failed transactions.

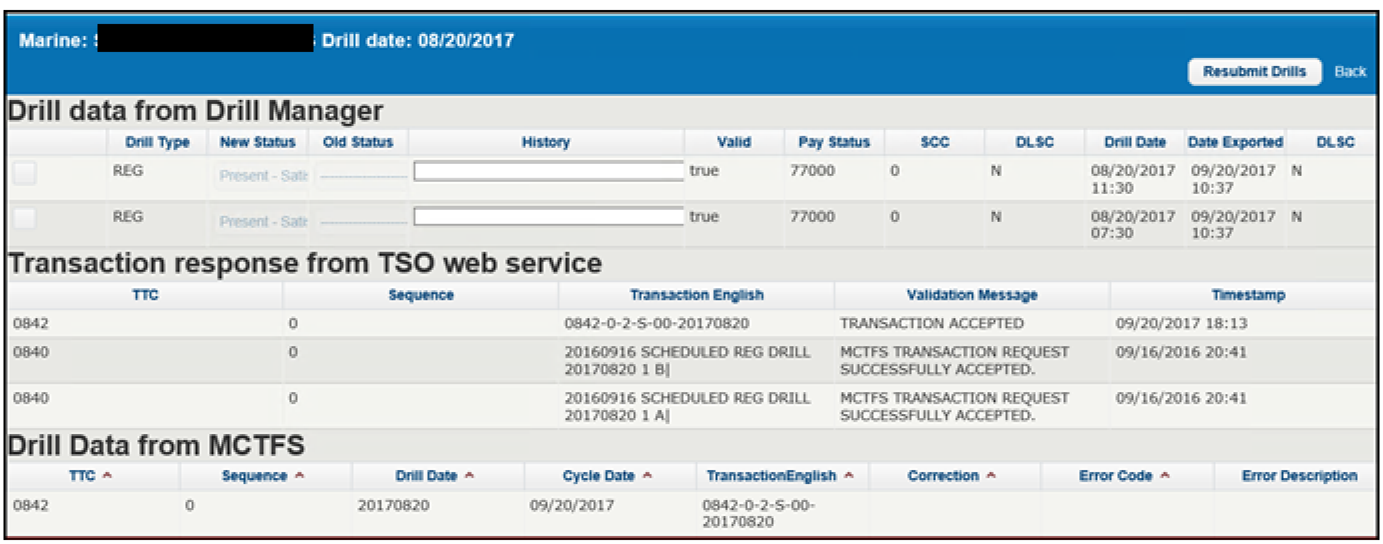


Figure 92: Transaction Research Details

6.7 View Resubmitted Transactions

The View Resubmitted Transactions will allow users to view resubmitted transactions. User can also delete resubmitted transactions, if the transactions has not been submitted to MCTFS.

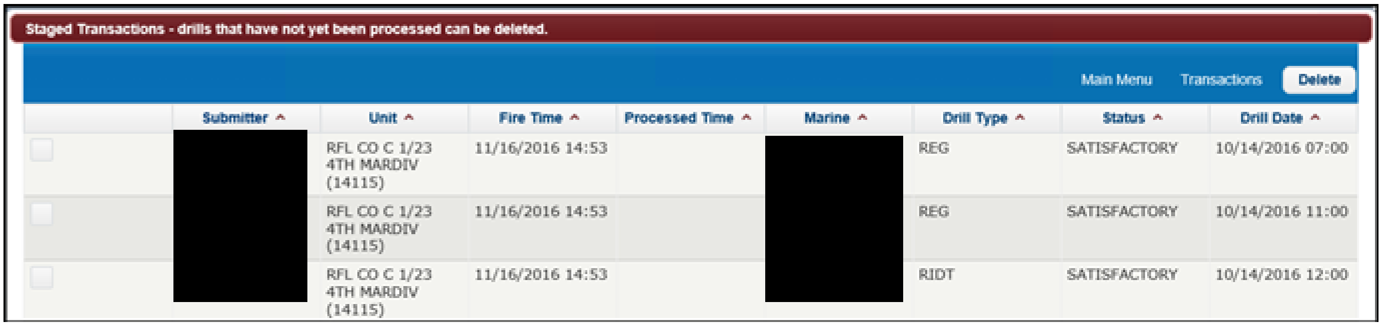


Figure 93: View Resubmitted Transactions

6.8 Approver/Trusted Agent Actions

The Approver/Trusted Agent is responsible to review all corrective action requests. This can only be done by selecting the corresponding notice:

Figure 94: Approver/Trusted Agent Actions - Select Notice

6.8.1 Review Delete Attendee Requests

The Approver/Trusted Agent and Muster Official only sees requests that have been submitted by the Muster Manager:

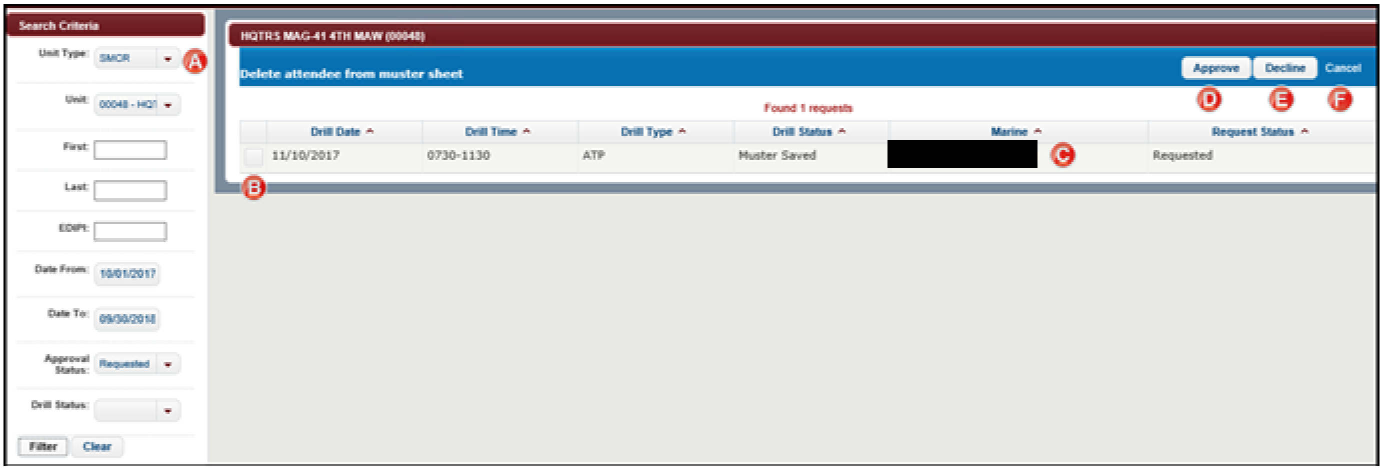


Figure 95: Review Delete Attendee Requests

A. Enter Search Criteria (optional) to filter the list of pending requests.

B. Select the check box for each request to be approved, return for edits, or decline.

C. Click the hyperlinked Marine name for any request to see its details (see Delete Attendee Request Details).

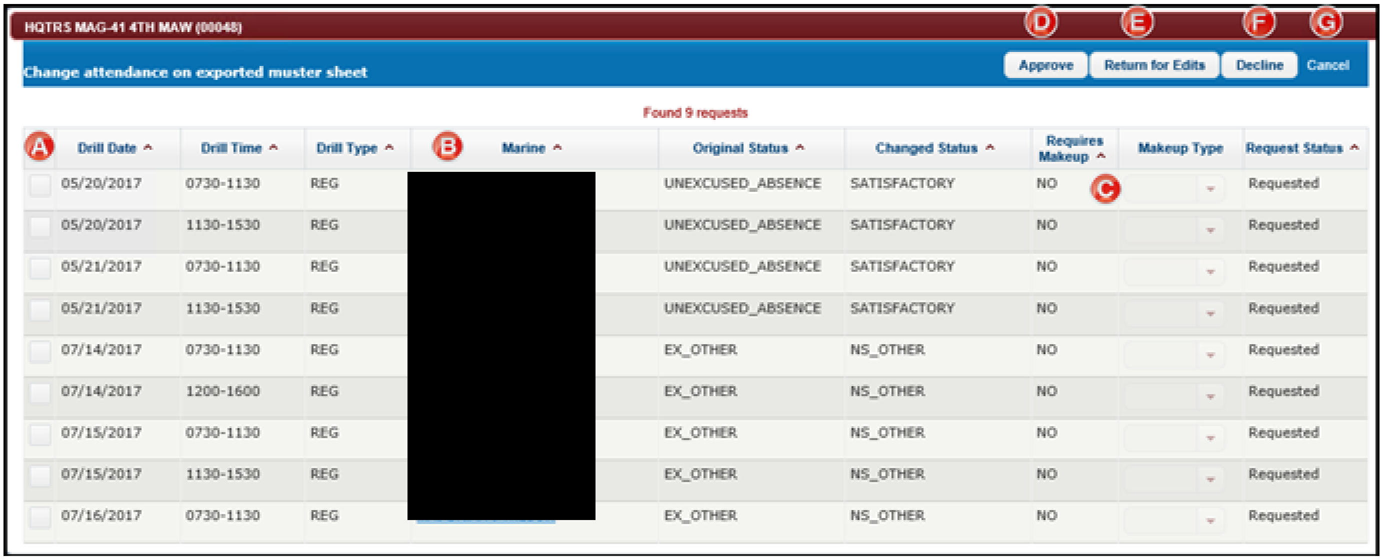
D. Click Approve to approve the selected request(s) and delete the Marine from the muster. A prompt will display for a justification to be entered (see Approve Request Justification).

E. Click Decline to deny the request. A prompt will display for a justification to be entered (see Decline Request Justification).

F. Click Cancel to go back to the unit calendar.

6.8.2 Review Muster Amendment Requests

The Approver/Trusted Agent and Muster Official only sees requests that have been submitted by the Muster Manager:



	Drill Date	Drill Time	Drill Type	Marine	Original Status	Changed Status	Requires Makeup	Makeup Type	Request Status
	05/20/2017	0730-1130	REG	[redacted]	UNEXCUSED_ABSENCE	SATISFACTORY	NO		Requested
	05/20/2017	1130-1530	REG		UNEXCUSED_ABSENCE	SATISFACTORY	NO		Requested
	05/21/2017	0730-1130	REG		UNEXCUSED_ABSENCE	SATISFACTORY	NO		Requested
	05/21/2017	1130-1530	REG		UNEXCUSED_ABSENCE	SATISFACTORY	NO		Requested
	07/14/2017	0730-1130	REG		EX_OTHER	NS_OTHER	NO		Requested
	07/14/2017	1200-1600	REG		EX_OTHER	NS_OTHER	NO		Requested
	07/15/2017	0730-1130	REG		EX_OTHER	NS_OTHER	NO		Requested
	07/15/2017	1130-1530	REG		EX_OTHER	NS_OTHER	NO		Requested
	07/16/2017	0730-1130	REG		EX_OTHER	NS_OTHER	NO		Requested

Figure 96: Review Muster Amendment Requests

A. Select the check box for each request to be approved, return for edits, or decline.

B. Click the hyperlinked Marine name for any request to see its details (read only - see Amendment Request Details).

C. Select the Makeup Type (required - see Certify Muster with Makeup Determinations).

D. Click Approve to approve the selected request(s) and delete the Marine from the muster. A prompt will display for a justification to be entered (see Approve Request Justification).

E. Click Return for Edits to send the request back to the Muster Manager for more information. A prompt will display for a justification to be entered (see Return for Edits Justification).

F. Click Decline to deny the request. A prompt will display for a justification to be entered (see Decline Request Justification).

G. Click Cancel to go back to the unit calendar.

6.8.3 Approver/Trusted Agent Justifications

The following sections show the comment screens to justify approving, returning, or declining a request:

- Approve Request Justification
- Return for Edits Justification
- Decline Request Justification

6.8.3.1 Approve Request Justification

By approving a request, the Approver/Trusted Agent are affirming that the Approver/Trusted Agent erroneously certified or exported the original muster sheet in order for the Marine to be paid, and that the Approver/Trusted Agent wishes to override that action:

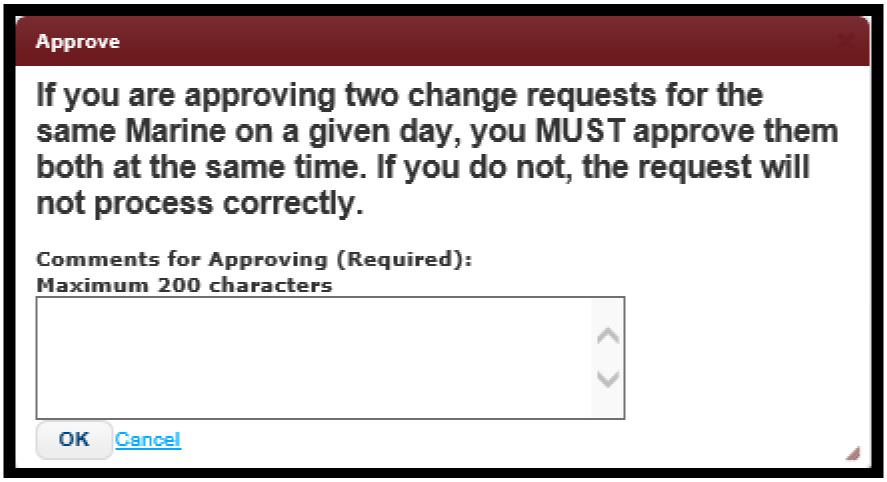


Figure 97: Approve Request Justification

Enter the logic for approving the request and click OK. Click Cancel to close the window without approving the request.

6.8.3.2 Return for Edits Justification

By returning a request for edits, the Approver/Trusted Agent is requiring the Muster Manager to provide additional evidence supporting the request. The Approver/Trusted Agent should never approve a request if not satisfied with the justification provided.

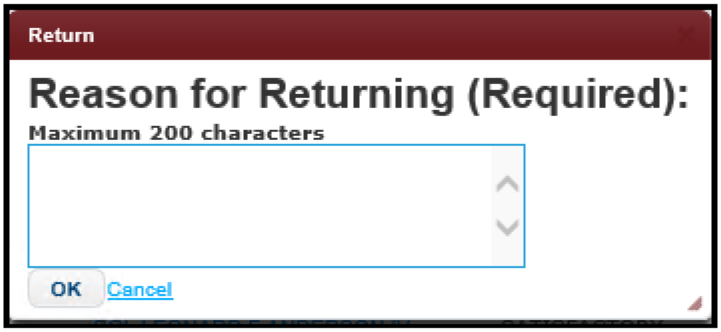


Figure 98: Return for Edits Justification

Enter text to inform the Muster Manager what information is believed to be missing from the request and click OK. Click Cancel to close the window without returning the request.

6.8.3.3 Decline Request Justification

By declining a request, the Approver/Trusted Agent is disagreeing with the Muster Manager's assessment that the original muster was submitted or exported erroneously. If the Muster Manager wishes to pursue the request further, a new request must be provided with additional evidence.

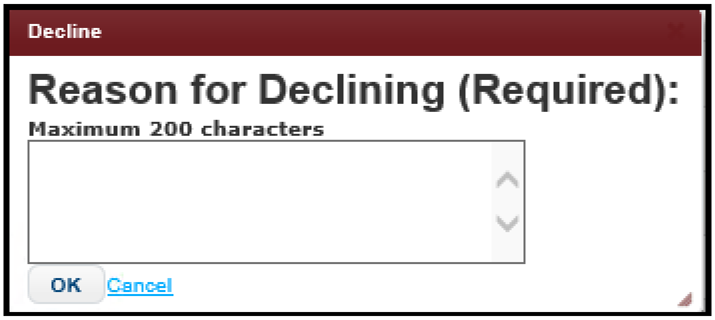


Figure 99: Decline Request Justification

Enter the logic for declining the request and click OK. Click Cancel to close the window without declining the request.

7.0 REPORTS

All users technically have access to the Reports section, but not all users will have reports available:

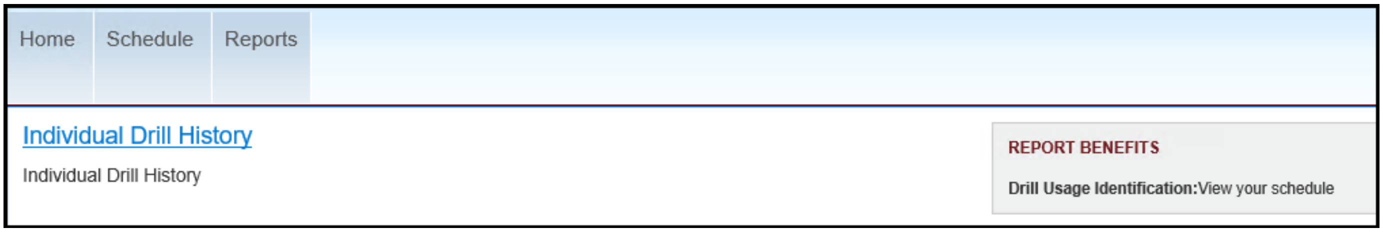


Figure 100: Reports

Standard users will only see the Individual Drill History. The Reviewer, Proxy, DM Manager, and APD Manager roles will not see any reports at all unless another concurrent role is held.

All other users will see all of the reports described below:

- Report Descriptions
- Report Setup

7.1 Report Descriptions

The main page of the Reports section lists each available report with a description and summary of benefits, as shown in the example below:

Figure 101: Drill Unit Summary Report

Click the report title to go to the report setup page and print it (see Report Setup). The table below lists all available reports with summary and benefits:

Table 9: Report Descriptions with Summary of Benefits

Report Name	Report Description	Summary of Benefits
Aged Drills Report	This report includes only drills where the Last Update field is a week or more prior to the current system date and have not been exported. The view is based upon the user's role.	Management: The Aged Drills Report provides managers a view of aging drills that have not yet exported. Users assigned to a DM Role or RPMC Viewer Role have access to a detailed view, RPM Managers have a summary view. Exportable into Excel.

Report Name	Report Description	Summary of Benefits
APD Summary	View the usage of additional paid drills.	Trend Analysis: Identify trends that impact the usage and scheduling of APDs. Drill Usage Identification: Identify which types of APDs are utilized within a unit and their usage.
Unit Roster	View the Marines within the unit	This report is a roster of the Marines joined to the unit.
Drills Certified Not Exported	View all drills that were certified for the unit but not exported.	Management: Identify transactions that need to be exported and processed for payment.
Drills Created but Never Mustered Report	View all drills that were scheduled for the unit but not mustered.	Management: Identify drills awaiting action (i.e. canceling the drill or annotating the muster sheet).
Drill Unit Summary	View the drill status and drill type for Marines in the unit.	Drill Usage Identification: Identify which Marines are utilizing the different types of available drills.
Excused Absences Report	View all excused absences within the unit. Sorted by Reservist's name and includes original drill date, reason for the excused absence, and type of makeup and certifier of the makeup.	Trend Analysis: Identify trends among Marines who are repeatedly EA.
FY Drill Execution Summary Dashboard	The FY Drill Execution Summary Dashboard identifies all drills that are satisfactory and exported in addition to currently scheduled drills for the remainder of the FY.	Management: Users with MSC or higher level permissions will have access to the Drill Forecast Dashboard and shows not only the current drills usage but also the scheduled drills that have not yet been executed. Exportable into Excel.
Individual Drill History	View all of current user’s drill events.	Review current user’s complete drill history and search for individual drills.

Report Name	Report Description	Summary of Benefits
RIDT Requests	View RIDT requests within the unit.	Trend Analysis: Identify trends, such as a Marine who repeatedly submits requests to reschedule drills. Readiness Analysis: Compare RIDT statistics with other metrics, such as drill attendance percentage.
Roles Report	View all users in the unit who hold DM roles, along with the date each account was last accessed. This report also include roles the member in the unit may hold in another unit. Click on the name hyperlink in the display to see the RUC details of a user's roles.	Management: Identify Marines who hold DM roles within a unit; quickly identify users who are not accessing accounts and may need those roles removed.
Scheduled Drills	View the scheduled drills and makeup drills with pay for each member of the unit.	Trend Analysis: Identify trends such as utilization rates (drills scheduled vs. drills available) for the fiscal year.
Unexcused Absences Report	View all unexcused absences within the unit. Sorted by Reservist's name and includes original drill date, type of makeup and certifier of the makeup.	Trend Analysis & Management: Identify Marines who are repeatedly UA in order to determine if separation action may be required.
Unit Utilization Report	View all RUCs utilizing DM.	Management: At a unit level, this report will display the deployment details of the unit.
User Contact Report	View contact information for all users who hold roles in the unit.	Management: Verify contact information for users within a unit and view last login date of any user into Drill Manager.

7.2 Report Setup

Although reports have different types of contents, there are two basic steps to setting up any report:

- Filter Report
- Print Report

7.2.1 Filter Report

Each report page has a filter box, as shown below:

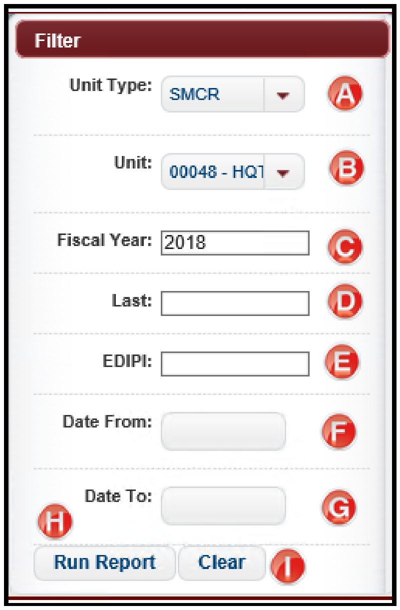


Figure 102: Filter Report

A. Select a Unit Type filter from the list box.

B. Select a Unit filter from the list box.

C. Enter a Fiscal Year filter.

D. Last Name.

E. EDIPI.

F. Enter the Date From or click the date field to use the date picker (see Date Picker).

G. Enter the Date To or click the date field to use the date picker (see Date Picker).

H. Click Run Report to apply the filter.

I. Click Clear to reset the filter and choose new values.

7.2.2 Print Report

To print the report, choose the desired format as shown below:

Figure 103: Print Report

A. Click PDF to download the report as a PDF file and print it.

B. Click Excel to download the report as a Microsoft Excel file and print it.

C. Click Back to go back to the report description without printing the report.

8.0 ACCOUNT MANAGEMENT

The DM Manager and the MCMEDS Manager have an Account Management link in the application header:

Figure 104: Account Management Access

Click Account Management to add users, manage existing user accounts and permissions, and review permission requests:

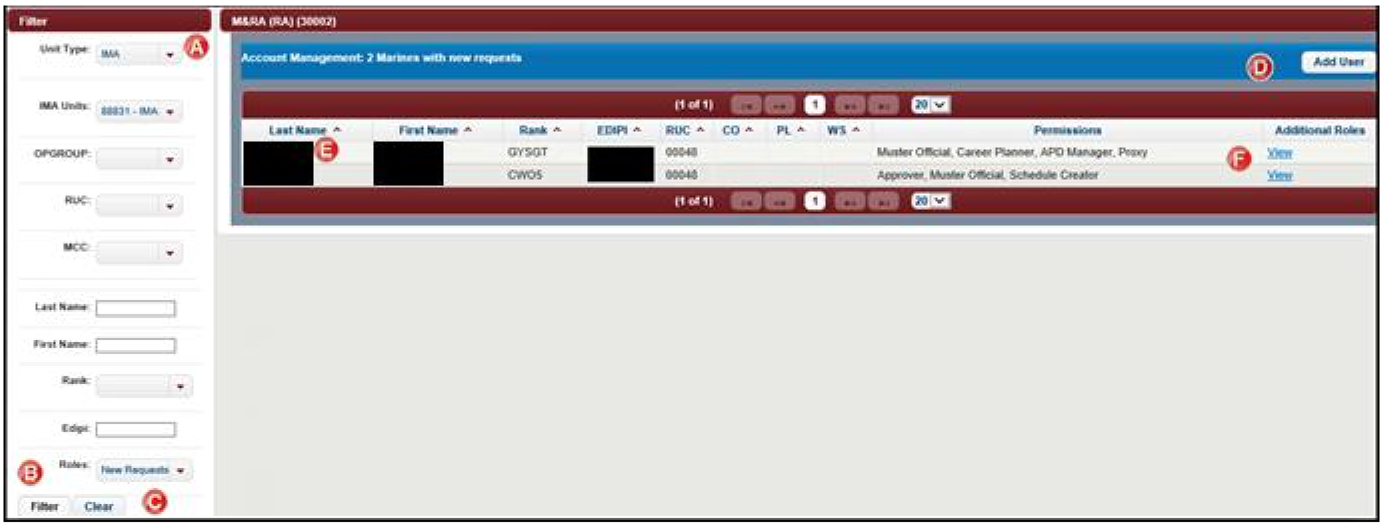


Figure 105: Account Management

A. The Filter allows the DM Manager to narrow the list of users or search for a specific user. Enter the Last Name, First Name, or EDIPI. Drop down list boxes can be used to select Unit, Rank, or existing Roles.

B. Click Filter to apply the current filter to the list of users.

C. Click Clear to reset the filter and view all users.

D. Click Add User to add a civilian, Active Duty Marine, or other service member to Drill Manager (see Add User).

E. Click the hyperlinked Last Name of any existing user to view user account details (see User Account Details).

F. Click the View hyperlink to view all permissions for a Marines with roles at more than one RUC.

The following sections describe how to manage users and permissions:

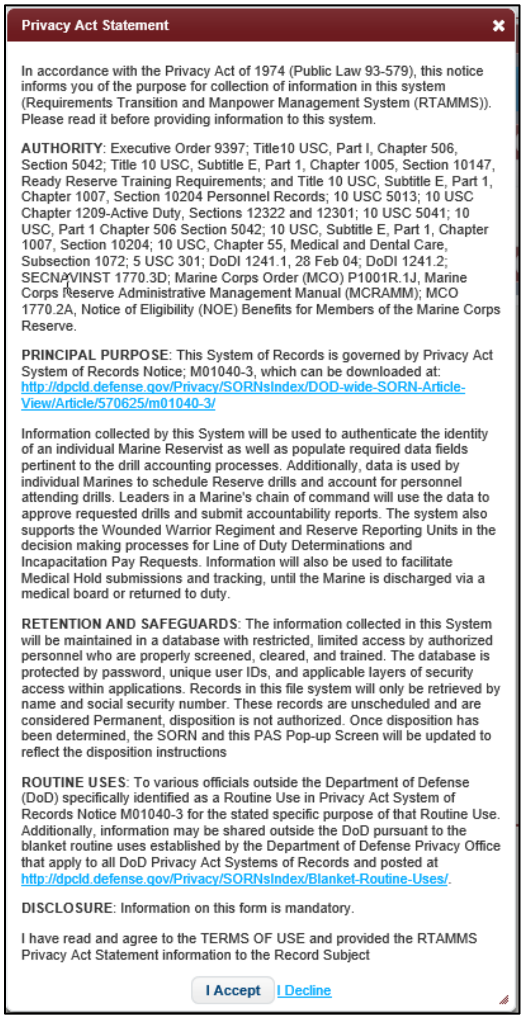
- Add User
- User Account Details
- Permission Requests
- Grant User Permissions
- Edit User
- Rules and Notifications for Expiring User Roles

8.1 Add User

The add user functionality is used for creating a user role for non-Reserve personnel that are required to use Drill Manager. Non-Reserve personnel include Active Duty Marines, Active Reserve Marines, Other Service Personnel (Navy, Air Force, Army, Coast Guard), Civilian Employees, and Contractors.

NOTE: Make sure the user does not already have an account. An existing non-reservist user who does not have current roles or permissions with any unit, cannot be found unless that user submits a permissions request for a role at the DM Manager's unit.

When Add User is clicked, the DM Manager will see an additional Privacy Act Statement:



Privacy Act Statement

In accordance with the Privacy Act of 1974 (Public Law 93-579), this notice informs you of the purpose for collection of information in this system (Requirements Transition and Manpower Management System (RTAMMS)). Please read it before providing information to this system.

AUTHORITY: Executive Order 9397; Title10 USC, Part I, Chapter 506, Section 5042; Title 10 USC, Subtitle E, Part 1, Chapter 1005, Section 10147, Ready Reserve Training Requirements; and Title 10 USC, Subtitle E, Part 1, Chapter 1007, Section 10204 Personnel Records; 10 USC 5013; 10 USC Chapter 1209-Active Duty, Sections 12322 and 12301; 10 USC 5041; 10 USC, Part 1 Chapter 506 Section 5042; 10 USC, Subtitle E, Part 1, Chapter 1007, Section 10204; 10 USC, Chapter 55, Medical and Dental Care, Subsection 1072; 5 USC 301; DoDI 1241.1, 28 Feb 04; DoDI 1241.2; SECNAVINST 1770.3D; Marine Corps Order (MCO) P1001R.1J, Marine Corps Reserve Administrative Management Manual (MCRAMM); MCO 1770.2A, Notice of Eligibility (NOE) Benefits for Members of the Marine Corps Reserve.

PRINCIPAL PURPOSE: This System of Records is governed by Privacy Act System of Records Notice; M01040-3, which can be downloaded at: http://dpcld.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570625/m01040-3/

Information collected by this System will be used to authenticate the identity of an individual Marine Reservist as well as populate required data fields pertinent to the drill accounting processes. Additionally, data is used by individual Marines to schedule Reserve drills and account for personnel attending drills. Leaders in a Marine's chain of command will use the data to approve requested drills and submit accountability reports. The system also supports the Wounded Warrior Regiment and Reserve Reporting Units in the decision making processes for Line of Duty Determinations and Incapacitation Pay Requests. Information will also be used to facilitate Medical Hold submissions and tracking, until the Marine is discharged via a medical board or returned to duty.

RETENTION AND SAFEGUARDS: The information collected in this System will be maintained in a database with restricted, limited access by authorized personnel who are properly screened, cleared, and trained. The database is protected by password, unique user IDs, and applicable layers of security access within applications. Records in this file system will only be retrieved by name and social security number. These records are unscheduled and are considered Permanent, disposition is not authorized. Once disposition has been determined, the SORN and this PAS Pop-up Screen will be updated to reflect the disposition instructions

ROUTINE USES: To various officials outside the Department of Defense (DoD) specifically identified as a Routine Use in Privacy Act System of Records Notice M01040-3 for the stated specific purpose of that Routine Use. Additionally, information may be shared outside the DoD pursuant to the blanket routine uses established by the Department of Defense Privacy Office that apply to all DoD Privacy Act Systems of Records and posted at http://dpcld.defense.gov/Privacy/SORNsIndex/Blanket-Routine-Uses/.

DISCLOSURE: Information on this form is mandatory.

I have read and agree to the TERMS OF USE and provided the RTAMMS Privacy Act Statement information to the Record Subject

I Accept I Decline

Figure 106: Privacy Act Statement

This statement appears as an additional layer of accountability, since the DM Manager is about to assign users the ability to edit and otherwise manipulate information leading to financial compensation.

Click I Accept to continue to the Add User page:

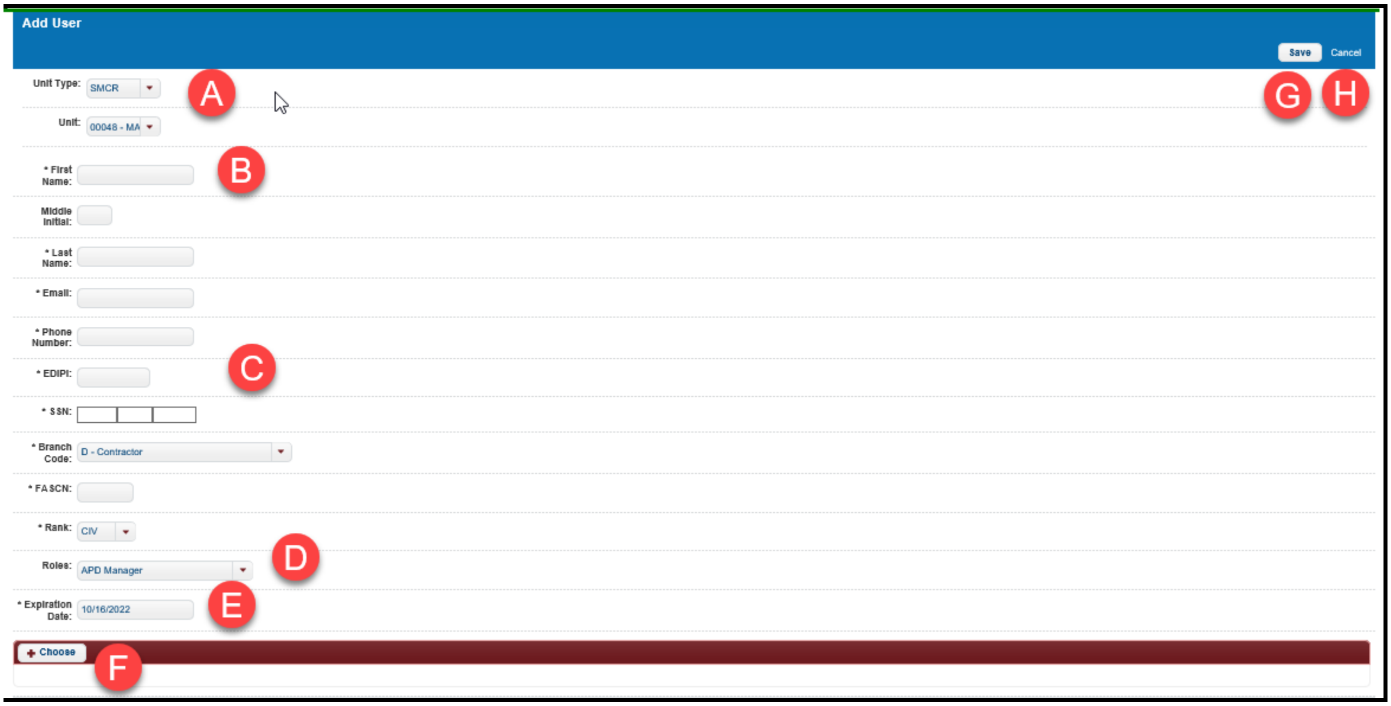


Figure 107: Add User Account

A. Select the Unit Type and the corresponding unit.

B. Enter the user's information in the fields provided.

C. Enter the user's Electronic Data Interchange Personal Identifier (EDIPI). There are two simple ways a user can provide a personal EDIPI:

   1. In Internet Explorer, go to Tools > Internet Options > Privacy > Certificates > Personal. The EDIPI is the 10 digit number at the end of the user's name under "Issued To."

   2. Ask the user to send a digitally signed email, and then reply to that email. The user's EDIPI will now appear under Tools > Internet Options > Privacy > Certificates > Other People.

NOTE: An RTAMMS account cannot be created without entering a 10 digit EDIPI.

D. Select the Role to be added to the user's account from the list box.

NOTE: Only one permission can be selected at a time per request.

E. Enter the Expiration Date for the assigned roles, or click the date field to use the date picker. This field defaults to three years from the current date.

F. Click Choose to add an authorization document. A current form is required for all DM users.

G. Click Save to create the new user account.

H. Click Cancel to go back to the previous page without creating an account.

8.2 User Account Details

The User Account Details page is shown below:

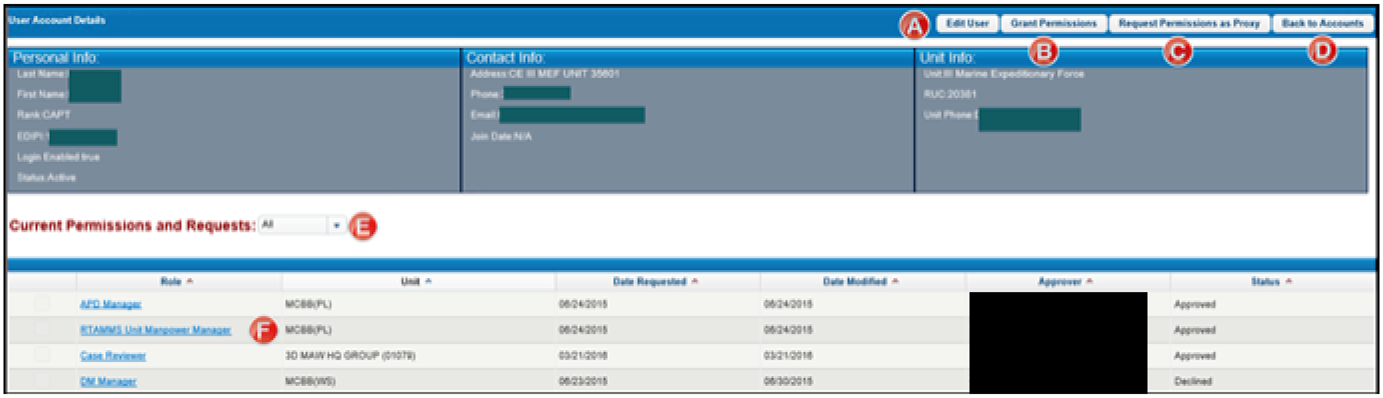


Figure 108: User Account Details

A. Click Edit user data. Enable Login to enable an account that has been disabled due to 60 days of inactivity. This button is only available for DM Managers if the selected individual's user account has been disabled.

B. Click Grant Permissions to change permissions for the user (see Grant User Permissions).

C. Click Request Permissions as Proxy to request permissions for the user as a proxy agent (see Request Permissions as Proxy).

D. Click Back to Accounts to return to the previous page (see Account Management).

E. Select a status to apply the corresponding filter to the list below.

F. Click the hyperlinked Role to view details of the request.

8.3 Permission Requests

If there are pending requests, the DM Manager will see a View permission requests notice in the Notices box (see Notices). If the DM Manager clicks the notice, the screen below appears:

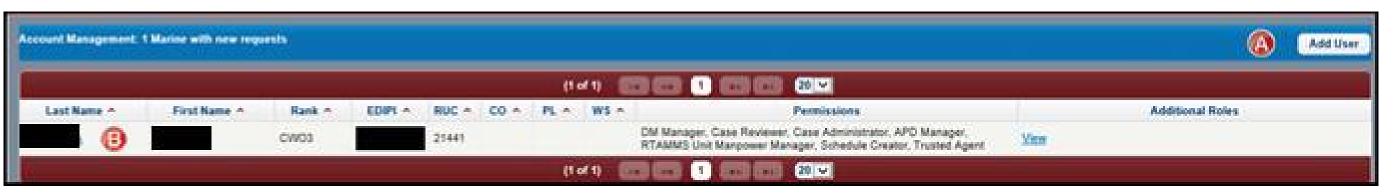


Figure 109: View Permission Requests

A. Click Add User to set up a new user account (see Add User).

B. Click the hyperlinked Last Name of any user to take action on the pending request.

When selecting a user to take action on a permissions request, the user's account details are displayed:

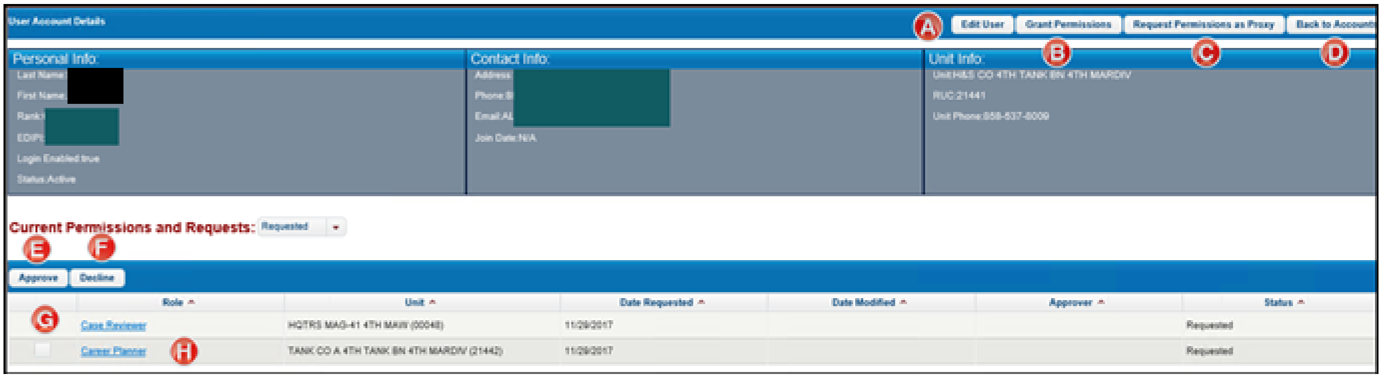


Figure 110: Approve/Decline Permission Request

A. Edit user data. Click Back to Accounts to go back to the Account Management page without responding to the request (see Account Management).

B. Click Grant Permissions to edit the full range of permissions for the current user (see Grant User Permissions).

C. Click Request Permissions as Proxy to request permissions for the user as a proxy agent (see Request Permissions as Proxy).

D. Click Back to Accounts to go back to the Account Management page without responding to the request (see Account Management).

E. Click Approve to add the selected user role. A prompt to add comments is displayed (optional).

F. Click Decline to reject the requested user role. A prompt to add the reason for declining is displayed (required).

G. Select the check box for each requested role to be approved or declined.

H. Click the Role hyperlink to view the details of the permissions request.

When permissions are assigned, consider the following:

- MCO 1001R.1 sets the policy for grade restrictions that apply to DM roles. DM will warn the DM Manager if the user requesting the role falls outside those restrictions. The DM Manager can override the warning and approve the request, but by doing so, the DM Manager is personally certifying that the user is qualified.
- Expiration dates. See Rules and Notifications for Expiring User Roles.
- The unit should have an efficient permissions hierarchy (see User Roles). Multiple roles can be assigned, but too much complexity can lead to confusion about who is responsible for each step of the paid drill process.

8.4 Grant User Permissions

This screen allows the DM Manager to add or remove permissions for a user who has not submitted a permissions request.

- Modify User Permissions (IMA)

- Modify Permissions (SMCR)
- Request Permissions as Proxy

NOTE: The DM Manager can only modify permissions for a user who is already assigned to the DM Manager's unit. If the user is assigned to a different unit, the user must submit a permissions request for the current unit's DM Manager to approve. Conversely, to assign a user from the DM Manager's unit to a different unit, the DM Manager can submit a proxy request.

When assigning permissions, the DM Manager should consider the following:

A. MCO 1001R.1 sets the policy for grade restrictions that apply to DM roles. DM will warn the DM Manager if the user requesting the role falls outside those restrictions. The DM Manager may override the warning and approve the request, but by doing so, the DM Manager is personally certifying that the user is qualified.

B. The unit should have an efficient permissions hierarchy (see User Roles). Multiple roles can be assigned, but too much complexity can lead to confusion about who is responsible for each step of the paid drill process.

8.4.1 Modify User Permissions (IMA)

The Modify Permissions screen for the IMA community is shown below:

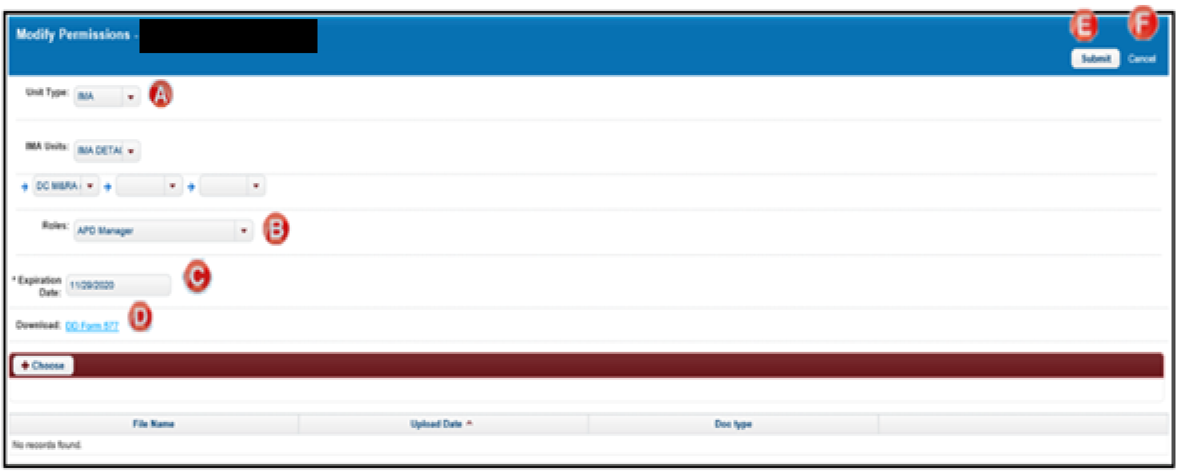


Figure 111: Modify Permissions (IMA)

A. Use the IMA Unit field to select what unit, OpGroup, RUC, and MCC the permissions will apply to.

B. Select a Role from the Roles box.

NOTE: Only one permission can be selected at a time per request.

C. Enter the Expiration Date field for the assigned roles, or click the date box to use the date picker. This field defaults to three years from the current date.

D. Click either the Download hyperlink to access the DD Form 577 or click the Choose button to attach an authorization document. For Approver/Trusted Agent, Muster Official, or Muster Manager, one of the following documents must be attached to justify assigning the role:

- Assumption of Command Letter
- DD Form 77

E. Click Submit to save changes to the user's permissions.

F. Click Cancel to go back to the previous page without saving changes to the user's permissions.

8.4.2 Modify Permissions (SMCR)

The Modify Permissions screen for the SMCR community is shown below:

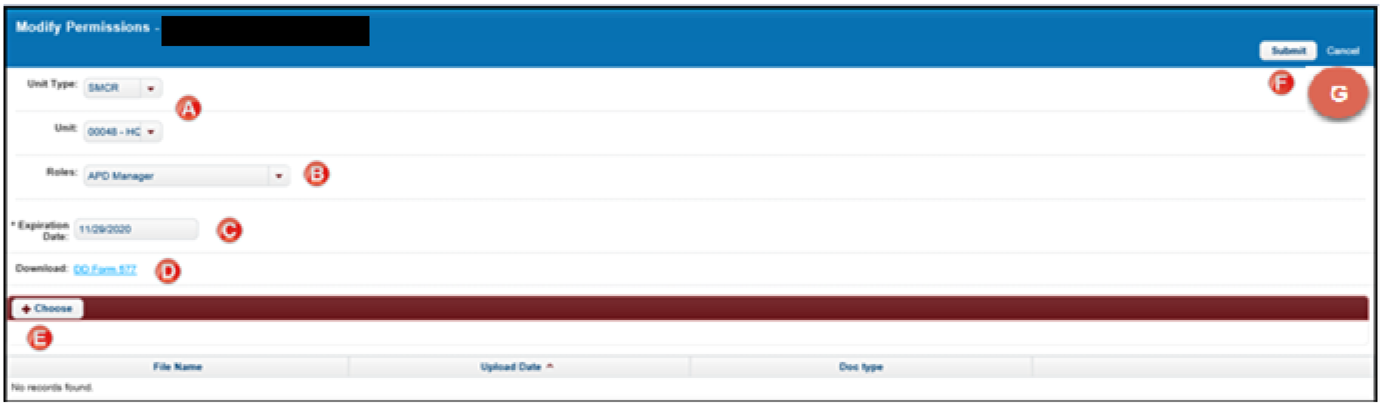


Figure 112: Modify Permissions (SMCR)

A. Use the list boxes to select a unit – the assigned permissions will take effect for the selected unit.

B. Select a Role from the list box.

NOTE: Only one permission can be selected at a time per request.

C. Enter the Expiration Date for the assigned roles, or click the date field to use the date picker. This field defaults to three years from the current date.

D. Click either hyperlink to download the forms on file for the account.

E. Click Choose to add an authorization document. For Approver/Trusted Agent, Muster Official, or Muster Manager, one of the following documents must be attached to justify assigning the role:

- Assumption of Command Letter
- DD Form 577

F. Click Submit to save changes to the user's permissions.

G. Click Cancel to go back to the previous page without saving changes to the user's permissions.

8.4.3 Request Permissions as Proxy

If a user has been manually added to the unit, the DM Manager can assign that user to another unit by requesting permissions on the user's behalf. The DM Manager at the other unit must approve the request to complete the move.

If the user was manually added, proxy request option will display on the account details page:

Figure 113: Request Permissions as Proxy

Click Request Permissions as Proxy to initiate the request process (see Request Permissions).

8.5 Edit User

For sponsored users (civilians, contractors, etc.) reporting to the unit, the DM Manager will also see an Edit option on the User Account Details page:

Figure 114: Edit User Option

Click Edit User to see the Edit User page with account information:

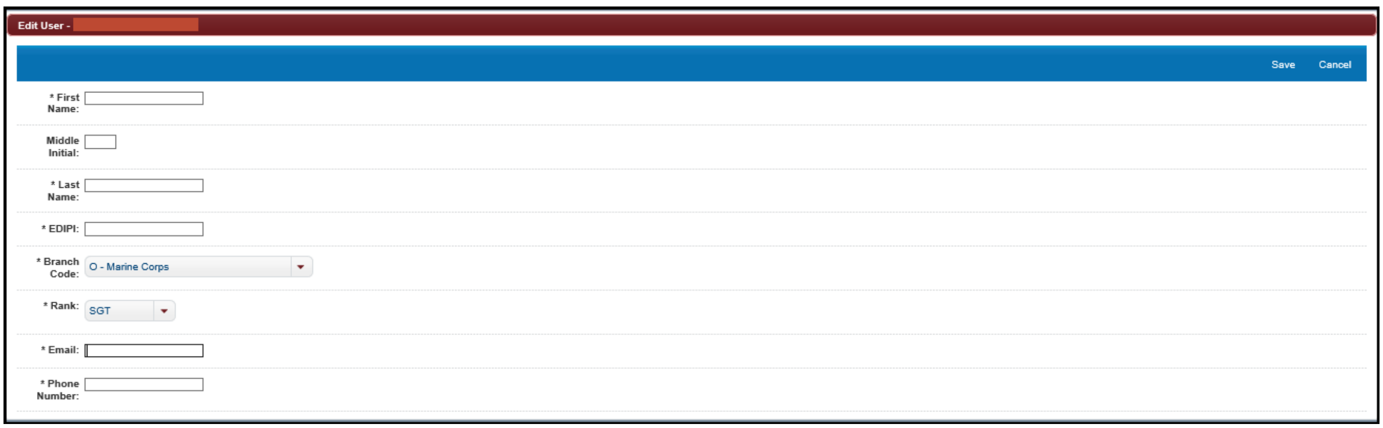


Figure 115: Deactivate User

Other than basic user information, the key function here is to change the account status. Clear the Active check box to deactivate the user account. The DM Manager will be prompted to confirm this when the Save button is clicked and close the page.

CAUTION: Do not use this feature to remove permissions. If the DM Manager deactivates an Active Duty Marine, the user will become invisible to other units. Only the DM Manager who deactivated the user account will be able to view it and reactivate it.

To reactivate a user account, return to this page and select the Active check box.

8.6 Rules and Notifications for Expiring User Roles

All user roles must be assigned with an expiration date. This applies to both existing users whose roles are modified and to new users.

DM will assign a default expiration date of three years, but the DM Manager has the ability and discretion to increase or decrease the duration.

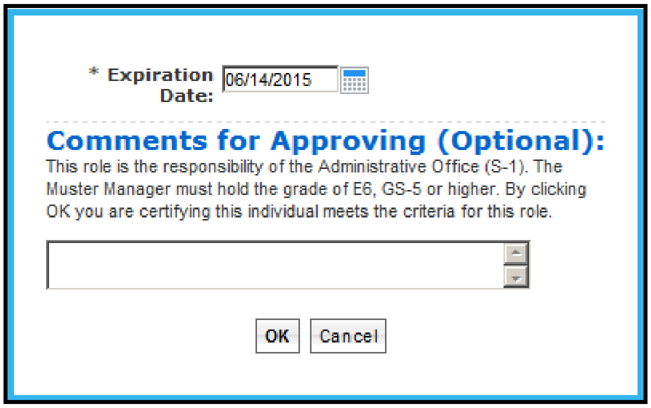


Figure 116: Approve Permissions Request

All users will receive an email notification from DM 45 days before a role is about to expire, instructing the user to contact the DM Manager to renew or update account permissions.

9.0 UNIT MANAGEMENT

The DM Manager and HQMC Manpower Manager have access to Unit Management. For SMCR units, the DM Manager can edit the unit name and contact information only (see Unit Management (SMCR View)). In the IMA community, the DM Manager can also create additional OpGroups, RUCs and MCCs (see Unit Management (IMA View)). In the RA community, the HQMC Manpower Manager can edit unit details and add new units (see Unit Management (RA View)).

- Unit Management (SMCR View)
- Unit Management (IMA View)
- Unit Management (RA View)

9.1 Unit Management (SMCR View)

The SMCR DM Manager sees the screen below:

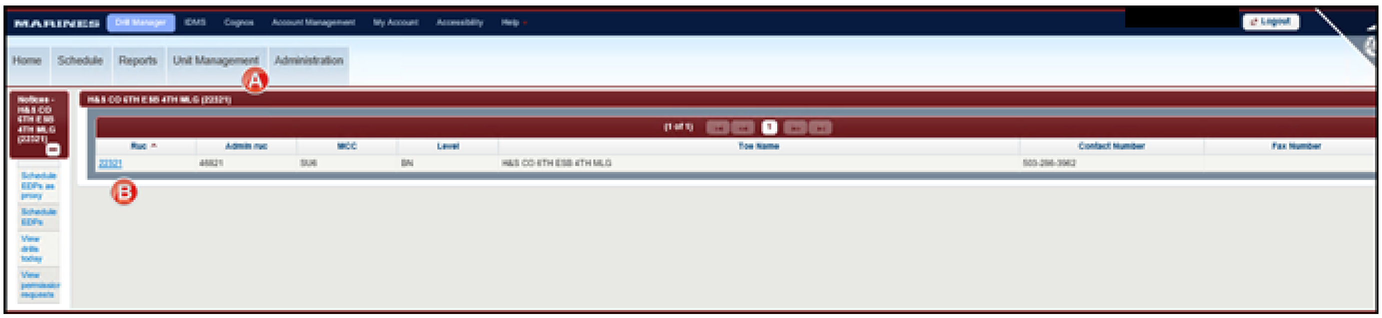


Figure 117: Unit Management (SMCR View)

A. Click any of the DM section titles to go to it.

B. Click the hyperlinked RUC to edit unit information (see Edit Unit Details [SMCR]).

9.1.1 Edit Unit Details (SMCR)

For SMCR units, the contact phone number and fax number can be edited as shown below:

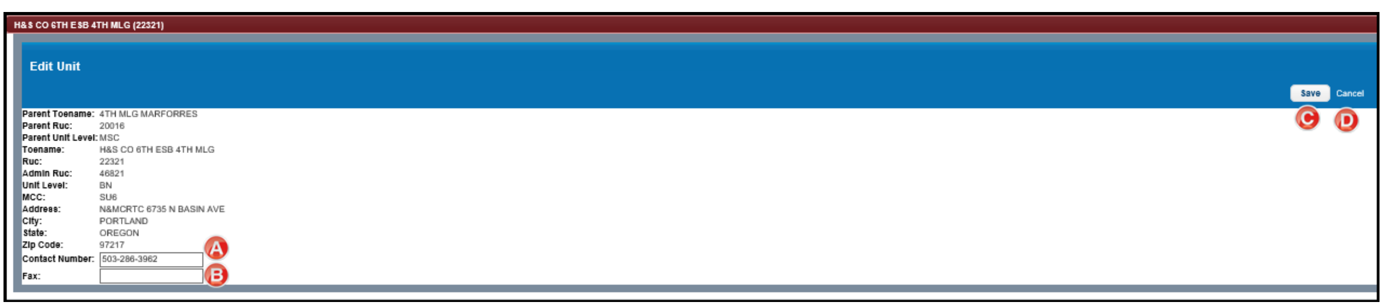


Figure 118: Edit Unit (SMCR)

A. Enter the Contact Number for the unit.

B. Enter the Fax number for the unit.

C. Click Save to save changes.

D. Click Cancel to go back to the previous page without saving changes.

9.1.2 Modify Schedule Deadlines

The HQMC Manpower Manager can modify the drill deadline, backdate limit, and new join cutoff days for regular drills. From the Unit Management page, click Bulk Settings (only visible to HQMC Manpower Managers). The Set Schedule Deadline Values window opens:

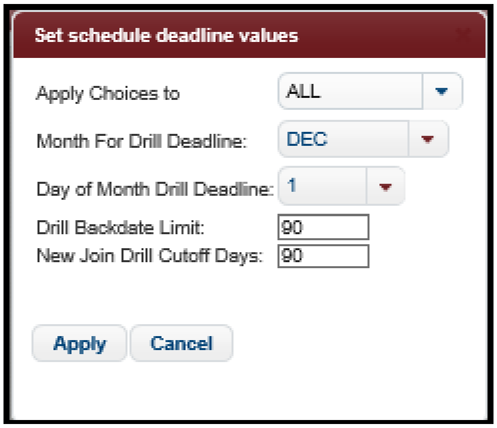


Figure 119: Set Schedule Deadline Values

9.2 Unit Management (IMA View)

The IMA DM Manager sees the screen below:

Figure 120: Unit Management (IMA View)

Select a platoon/RUC from the dropdown box and click Edit Platoon to view and edit its details the Contact Number or Fax Number (see Edit Unit Details [IMA]).

9.3 Unit Management (RA View)

The HQMC Manpower Manager sees the screen below:

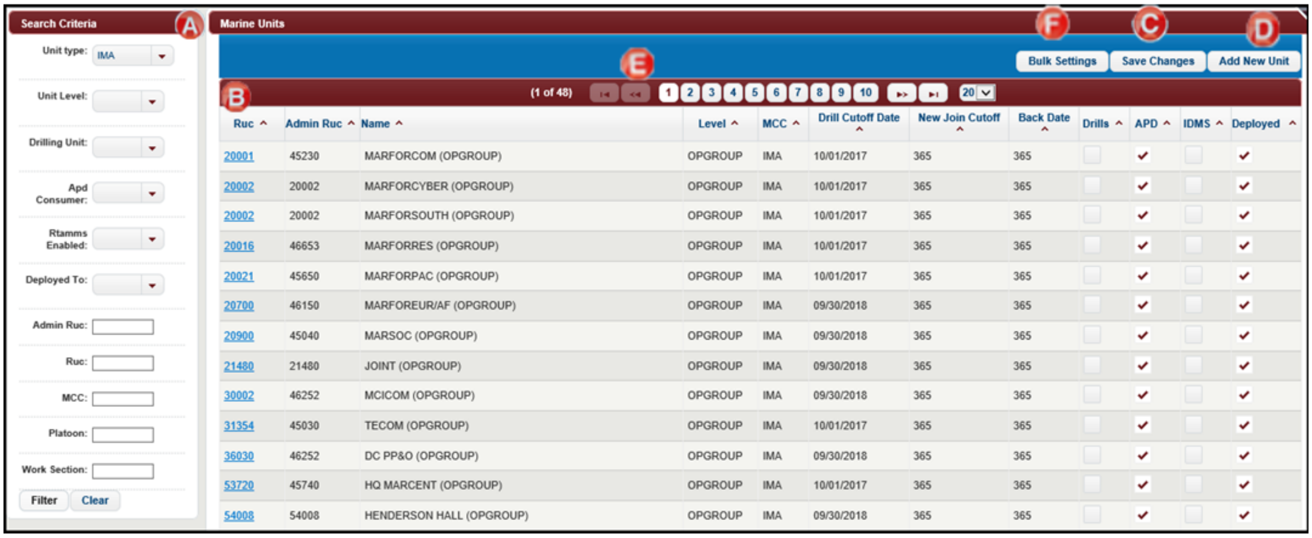


Figure 121: Unit Management (RA View)

A. The link for Unit Management for HQMC Manpower Managers is located in the application header. The fields in the Search Criteria box change based upon the Unit Type selected.

B. The hyperlink in the RUC column will open up another screen to edit unit information (see Edit Unit Details [RA]).

C. Click Save Changes to save any changes made to any units.

D. Click Add New Unit to add a new unit to DM (see Add New Unit).

E. Click Back to go back to the previously viewed page.

F. The Bulk Settings button allows the user to apply settings to SMCR, IMA, ALL or selected units for the following items: Month for Drill Deadline, Day of Month Drill Deadline, Drill Backdate Limit and New Join Drill Cutoff Days.

9.3.1 Add New Unit

To add a new unit, enter the information as shown below (the exact fields will vary depending on whether the unit is an SMCR, IMA, or AD reserves unit):

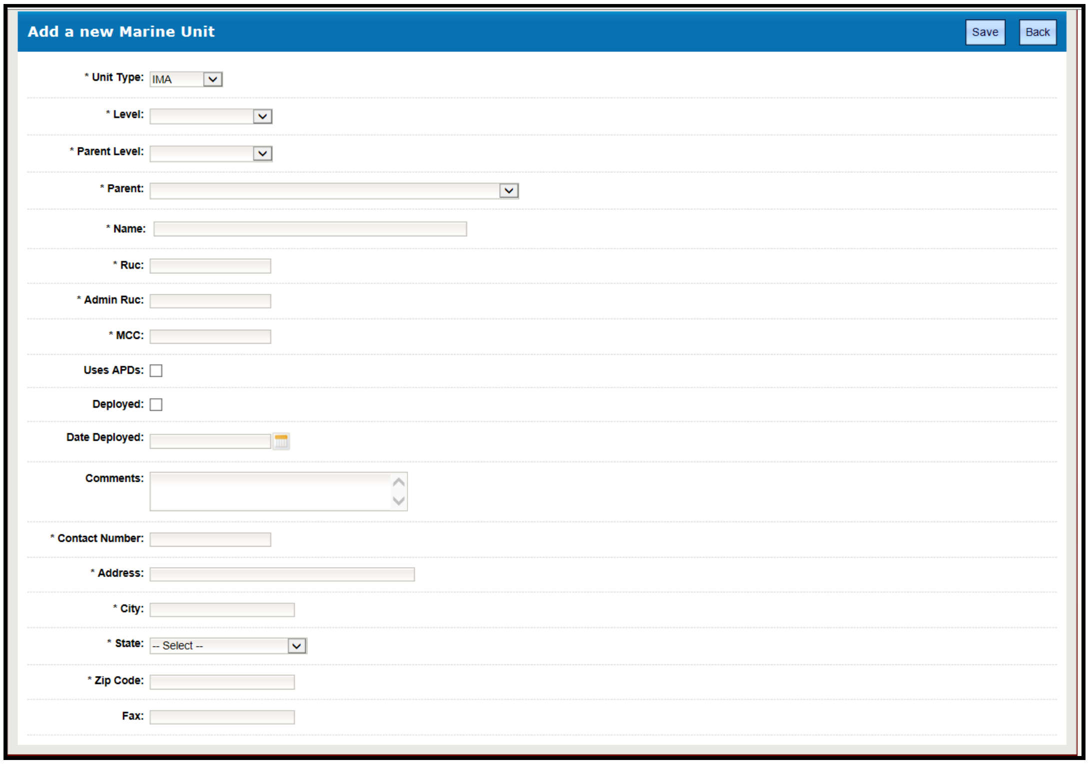


Figure 122: Add New Unit

The Add New Unit screen, figure above, changes based upon the selected Unit Type from the list box. Items with an asterisk (*) by the field are required fields.

9.3.2 Edit Unit Details (RA)

Unit details can be edited as shown below (the exact fields will vary depending on whether the unit is an SMCR, IMA, or AD reserves unit):

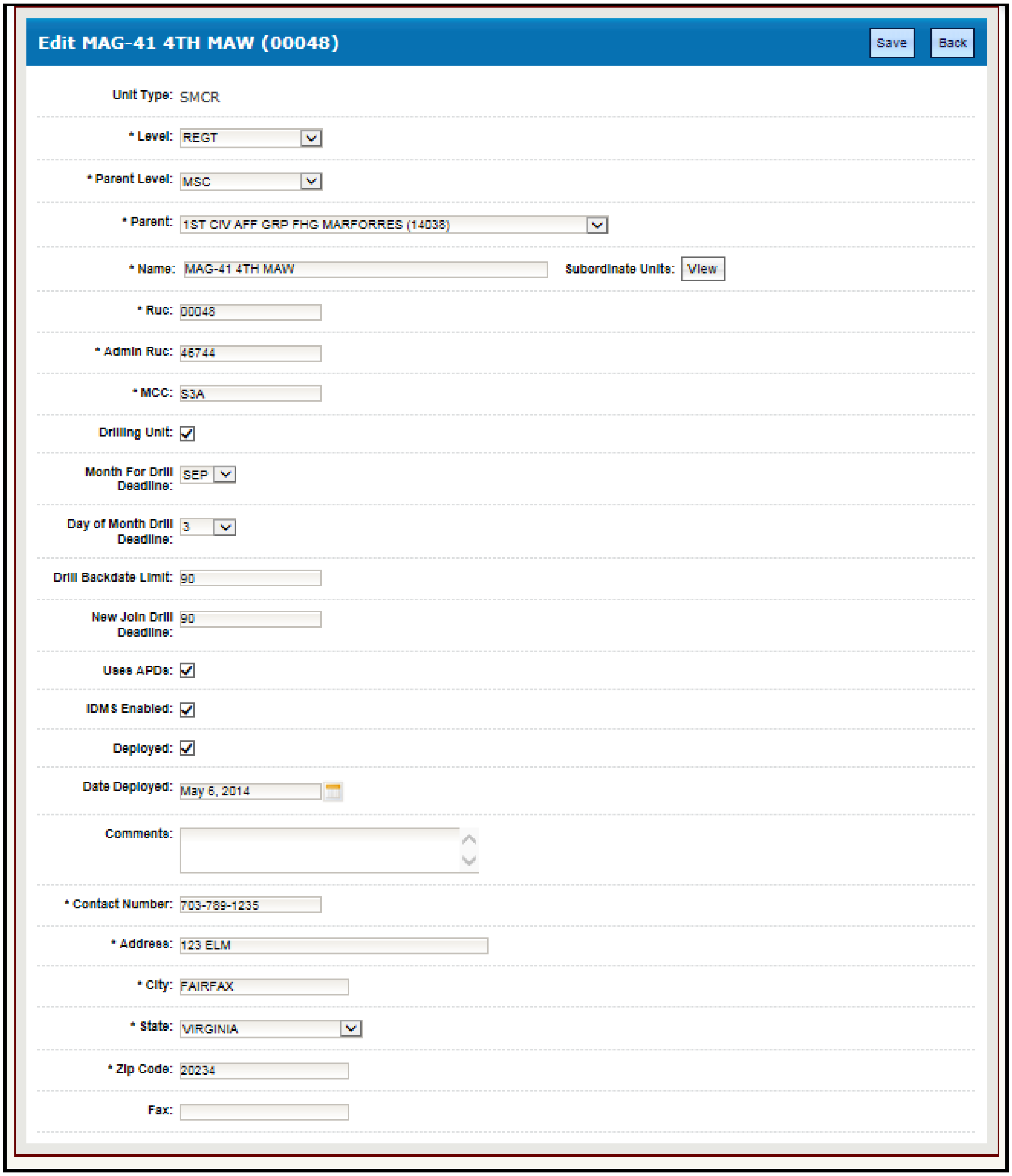


Figure 123: Edit Unit (RA)

1. Enter values for each field. Fields marked with asterisks (*) are required.
2. When a unit is created as an APD consumer (Uses APDs is checked) the following will be done:
    - APD accounts will be created in the current fiscal year and the previous fiscal year.
    - A check will be done to see if APD accounts exist in the next fiscal year at the top level APD manager's unit. If the top level accounts exist, then APD accounts in the next fiscal year will be created for the new unit. If the top level accounts do not exist, no action will be taken.

- APD accounts for all units will automatically be created when the top level APD manager navigates to the next fiscal year.

3. Click Save to save any changes made to the unit.
4. Click Back to go back to the previous page without saving changes.

10.0 APD MANAGEMENT

The APD Management section is only visible to users with the APD Manager role. The APD Management module tracks the amount of Additional Paid Drills allocated to units by higher headquarters. The APD Home page reflects the type of APD broken out by officers or enlisted.

There is a three-part hierarchy to APD Management:

1. Higher Headquarters (all the way up to MARFORRES, IMA Detachment and then Reserve Affairs)
2. My Requests
3. Subordinate Requests

While all APD allocations are ultimately controlled by Reserve Affairs, APD Managers are responsible to distribute allocations down the line to subordinate units:

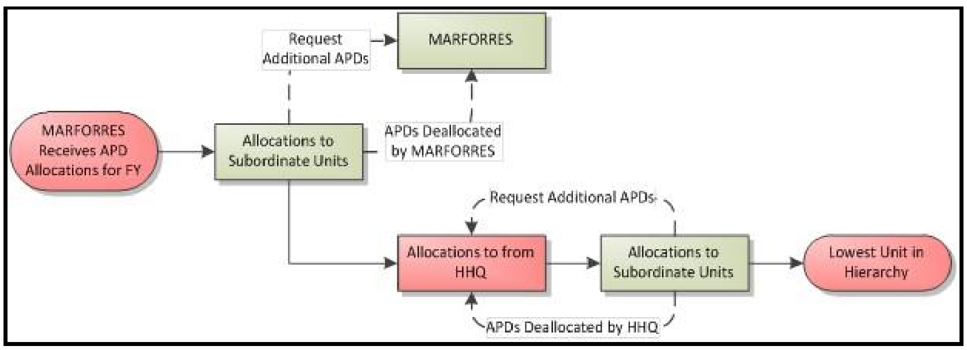


Figure 124: APD Management Process Flow

The following sections describe how to manage APDs:

- APD Allocation: Home Page Views
- APD Allocations: Home Page Subordinate Activity
- Request APDs
- My Requests
- Allocation History
- Deallocations
- Subordinate Requests for APDs
- Reserve Affairs Authorization (Increase Allocations)
- APD Managers

APD Summary Report reflects percentage used, as well as, totals for Allocated, Sub-Allocated, Scheduled, Unused, and Balance.

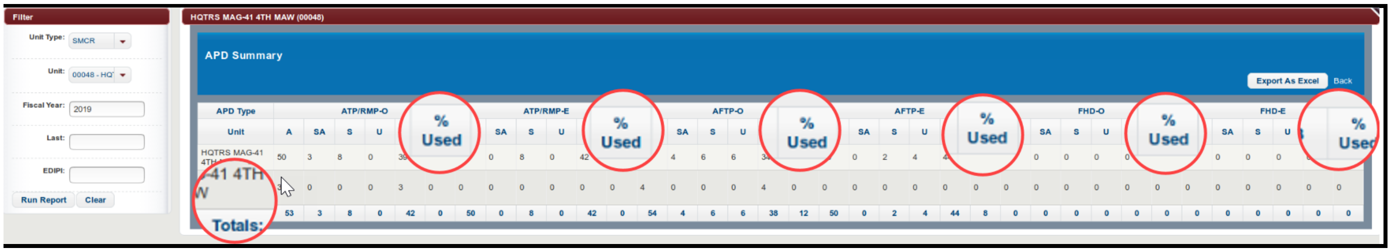


Figure 125: APD Summary Report – Percentage Used

10.1 APD Allocation: Home Page Views

APD Managers will see a slightly different Home Page depending on the APD Manager's level in the hierarchy. For example, the Reserve Affairs APD Manager authorizes rather than creating APD Requests, and not all APD Managers will have subordinate units.

- APD Manager with Subordinate Units
- APD Manager without Subordinate Units
- APD Manager at Reserve Affairs

10.1.1 APD Manager with Subordinate Units

If the APD Manager has subordinate units, the Home Page appears as shown below from the perspective of Reserve Affairs:

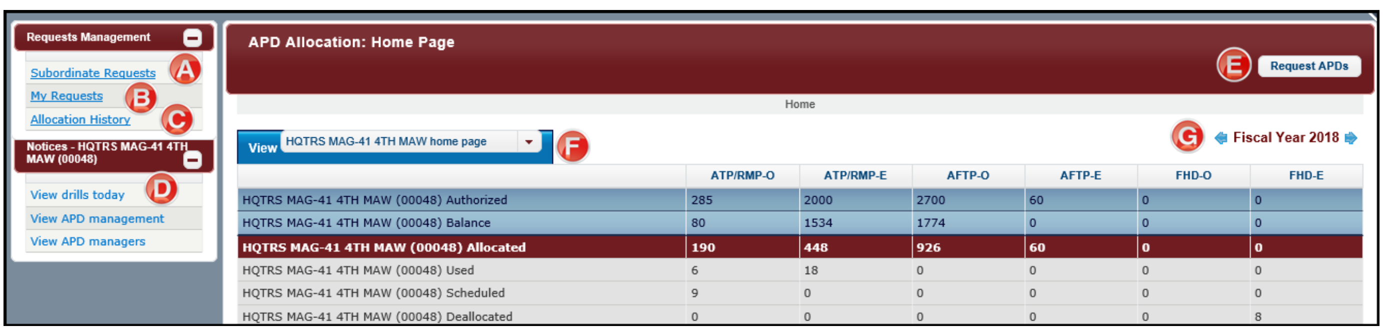


Figure 126: APD Allocation - Home Page (APD Manager with Subordinate Units)

A. Click Subordinate Requests to manage Subordinate Requests (see Subordinate Requests for APDs).

B. Click My Requests to manage My Requests (see My Requests).

C. Click Allocation History to see a history of unit allocations and deallocations (see Allocation History).

D. Click any of these APD notices to go to the respective detail pages.

E. Click Request APDs to request additional APD allocations from HHQ (see Request APDs).

F. Select a different View from the list box.

G. Click Previous to go to the previous Fiscal Year. Click Next to go the next Fiscal Year.

10.1.2 APD Manager without Subordinate Units

If the APD Manager has no subordinate units, the Home Page appears as shown below:

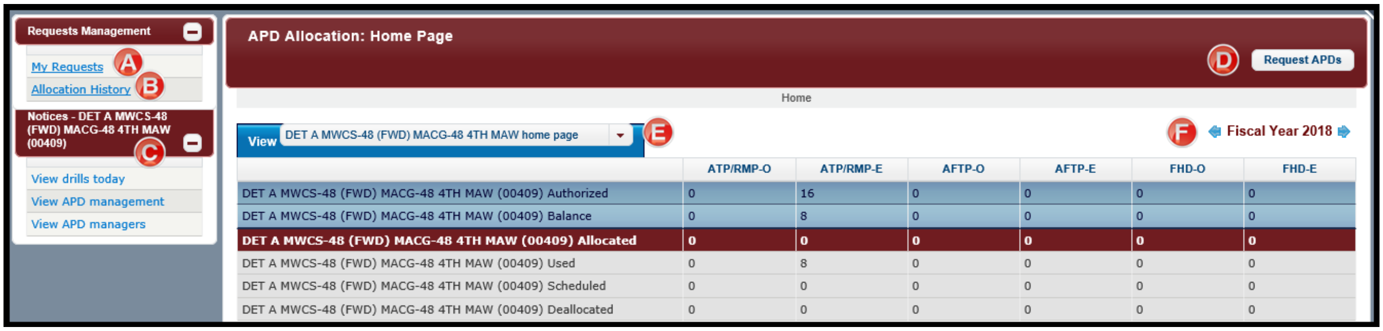


Figure 127: APD Allocation - Home Page (APD Manager without Subordinate Units)

A. Click My Requests to manage My Requests (see My Requests).

B. Click Deallocations to view Deallocations (see Deallocations).

C. Click any of these APD notices to go to the respective detail pages.

D. Click Request APDs to request additional APD allocations from HHQ (see Request APDs).

E. Select a different View from the list box.

F. Click Previous to go to the previous Fiscal Year. Click Next to go the next Fiscal Year.

10.1.3 APD Manager at Reserve Affairs

The APD Manager at Reserve Affairs sees the Home Page as shown below:

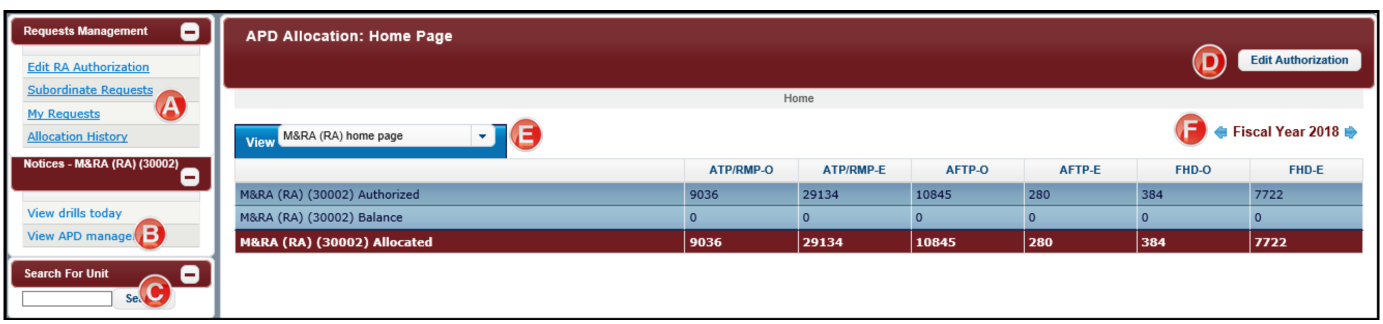


Figure 128: APD Allocation - Home Page (APD Manager at Reserve Affairs)

A. Click Subordinate Requests to manage Subordinate Requests (see Subordinate Requests for APDs).

B. Click any of these APD notices to go to the respective detail pages.

C. Enter a unit name and click the arrow to search for a subordinate unit.

D. Click Edit Authorizations to manage available allocations (see Reserve Affairs Authorization (Increase Allocations)). This option is only available to the APD Manager at Reserve Affairs.

E. Select a different View from the list box.

F. Click Previous to go to the previous Fiscal Year. Click Next to go the next Fiscal Year.

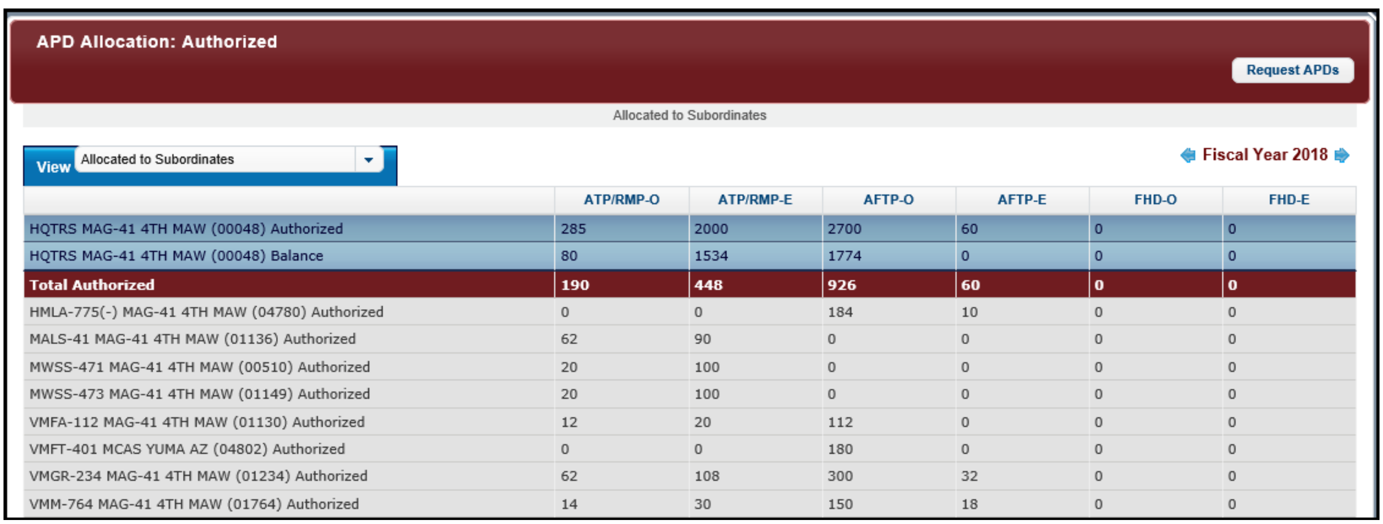
10.2 APD Allocations: Home Page Subordinate Activity

In addition to the default Home Page view, APD Managers with subordinate units can also use the list box on the Home Page (APD Allocation - Home Page (APD Manager with Subordinate Units), Go to drill down into specific aspects of subordinate activity. Each of the views will display the total authorizations by APD type, the remaining balance of allocations by APD type, and a breakdown by APD type for each unit that is specific to the selected view.

- Allocated to Subordinates
- Allocations Scheduled by Subordinates
- Allocations Used by Subordinates
- Sub-Allocated by Subordinates
- Balance of Subordinates (Assign Allocations)
- Deallocated from Subordinates

10.2.1 Allocated to Subordinates

In this view, the APD Manager can review all of the allocations that were passed down to subordinate units. The screen below is from the perspective of Reserve Affairs:



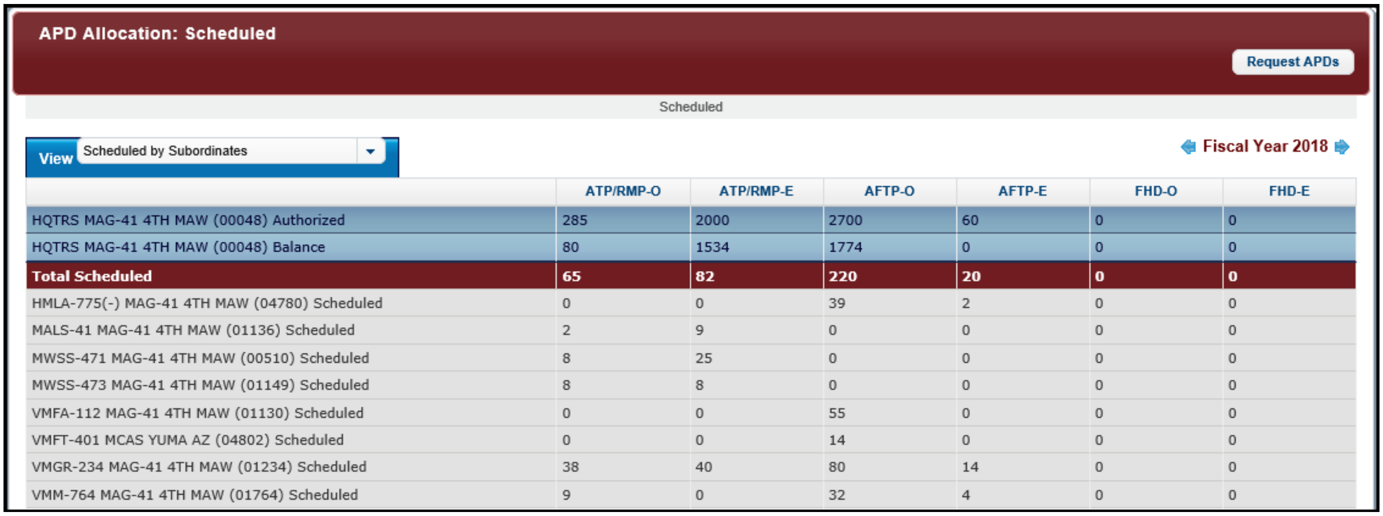
	ATP/RMP-O	ATP/RMP-E	AFTP-O	AFTP-E	FHD-O	FHD-E
HQTRS MAG-41 4TH MAW (00048) Authorized	285	2000	2700	60	0	0
HQTRS MAG-41 4TH MAW (00048) Balance	80	1534	1774	0	0	0
Total Authorized	**190**	**448**	**926**	**60**	**0**	**0**
HMLA-775(-) MAG-41 4TH MAW (04780) Authorized	0	0	184	10	0	0
MALS-41 MAG-41 4TH MAW (01136) Authorized	62	90	0	0	0	0
MWSS-471 MAG-41 4TH MAW (00510) Authorized	20	100	0	0	0	0
MWSS-473 MAG-41 4TH MAW (01149) Authorized	20	100	0	0	0	0
VMFA-112 MAG-41 4TH MAW (01130) Authorized	12	20	112	0	0	0
VMFT-401 MCAS YUMA AZ (04802) Authorized	0	0	180	0	0	0
VMGR-234 MAG-41 4TH MAW (01234) Authorized	62	108	300	32	0	0
VMM-764 MAG-41 4TH MAW (01764) Authorized	14	30	150	18	0	0

Figure 129: APDs Allocated to Subordinates

This view only shows the APD Manager how many allocations have been authorized. It does not show how many have been scheduled or used.

10.2.2 Allocations Scheduled by Subordinates

In this view, the APD Manager can review all of the APDs that have been scheduled by subordinate units but have yet to take place. The screen below is from the perspective of a Division APD Manager with multiple subordinates:



	ATP/RMP-O	ATP/RMP-E	AFTP-O	AFTP-E	FHD-O	FHD-E
HQTRS MAG-41 4TH MAW (00048) Authorized	285	2000	2700	60	0	0
HQTRS MAG-41 4TH MAW (00048) Balance	80	1534	1774	0	0	0
Total Scheduled	**65**	**82**	**220**	**20**	**0**	**0**
HMLA-775(-) MAG-41 4TH MAW (04780) Scheduled	0	0	39	2	0	0
MALS-41 MAG-41 4TH MAW (01136) Scheduled	2	9	0	0	0	0
MWSS-471 MAG-41 4TH MAW (00510) Scheduled	8	25	0	0	0	0
MWSS-473 MAG-41 4TH MAW (01149) Scheduled	8	8	0	0	0	0
VMFA-112 MAG-41 4TH MAW (01130) Scheduled	0	0	55	0	0	0
VMFT-401 MCAS YUMA AZ (04802) Scheduled	0	0	14	0	0	0
VMGR-234 MAG-41 4TH MAW (01234) Scheduled	38	40	80	14	0	0
VMM-764 MAG-41 4TH MAW (01764) Scheduled	9	0	32	4	0	0

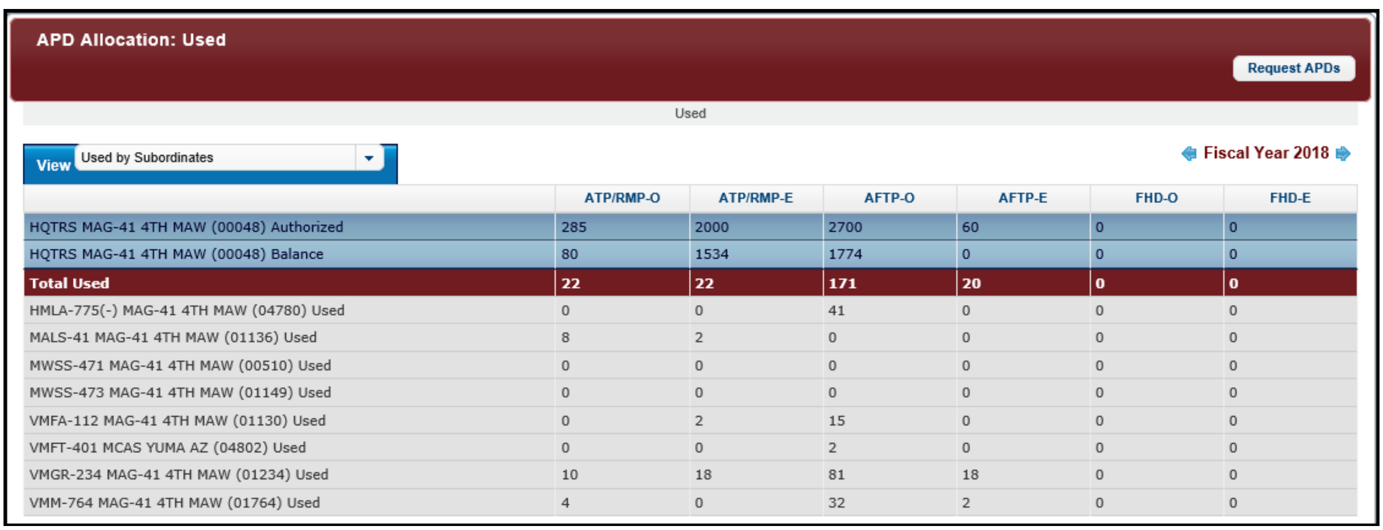
Figure 130: APD Allocations Scheduled by Subordinates

This view allows the APD manager to compare the number of allocations scheduled to be used up with the number of allocations already used (APD Allocations Used by Subordinates). In this case, the subordinate units have not yet scheduled any allocated APDs.

NOTE: Scheduled allocations can be recouped by canceling the original APD request.

10.2.3 Allocations Used by Subordinates

In this view, the APD Manager can review all of the allocations that have been used up by subordinate units. The screen below is from the perspective of Reserve Affairs:



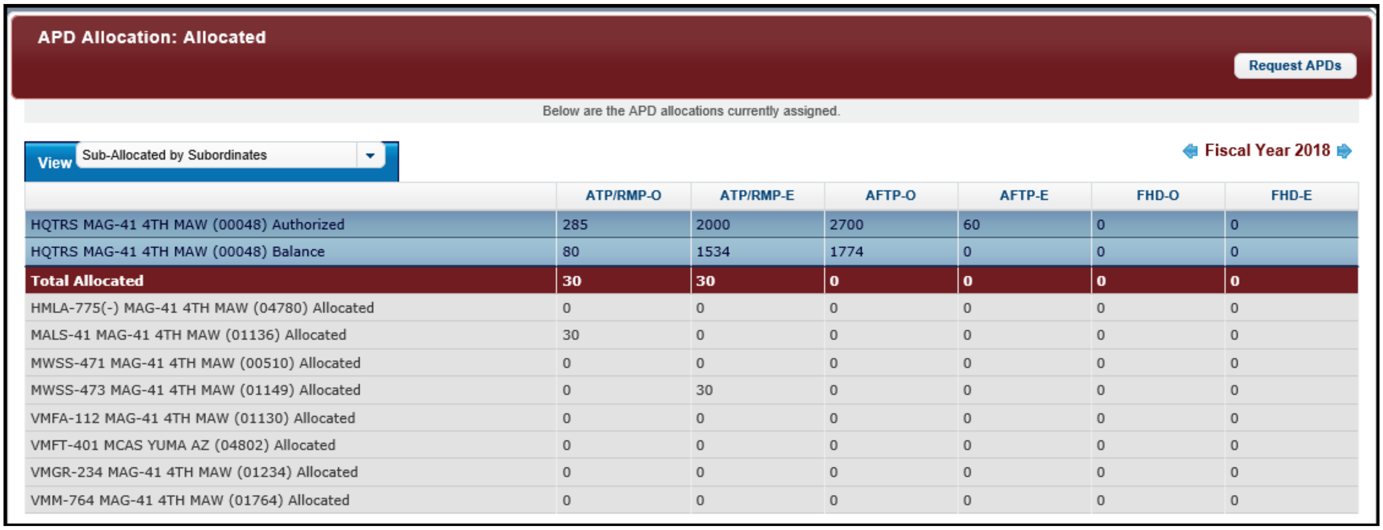
	ATP/RMP-O	ATP/RMP-E	AFTP-O	AFTP-E	FHD-O	FHD-E
HQTRS MAG-41 4TH MAW (00048) Authorized	285	2000	2700	60	0	0
HQTRS MAG-41 4TH MAW (00048) Balance	80	1534	1774	0	0	0
Total Used	**22**	**22**	**171**	**20**	**0**	**0**
HMLA-775(-) MAG-41 4TH MAW (04780) Used	0	0	41	0	0	0
MALS-41 MAG-41 4TH MAW (01136) Used	8	2	0	0	0	0
MWSS-471 MAG-41 4TH MAW (00510) Used	0	0	0	0	0	0
MWSS-473 MAG-41 4TH MAW (01149) Used	0	0	0	0	0	0
VMFA-112 MAG-41 4TH MAW (01130) Used	0	2	15	0	0	0
VMFT-401 MCAS YUMA AZ (04802) Used	0	0	2	0	0	0
VMGR-234 MAG-41 4TH MAW (01234) Used	10	18	81	18	0	0
VMM-764 MAG-41 4TH MAW (01764) Used	4	0	32	2	0	0

Figure 131: APD Allocations Used by Subordinates

This view shows APDs that have actually taken place. It does not include APDs that have been scheduled for future dates.

10.2.4 Sub-Allocated by Subordinates

In this view, the APD Manager can review all of the allocations that subordinate units have passed down to subordinate units. The screen below is from the perspective of Reserve Affairs:

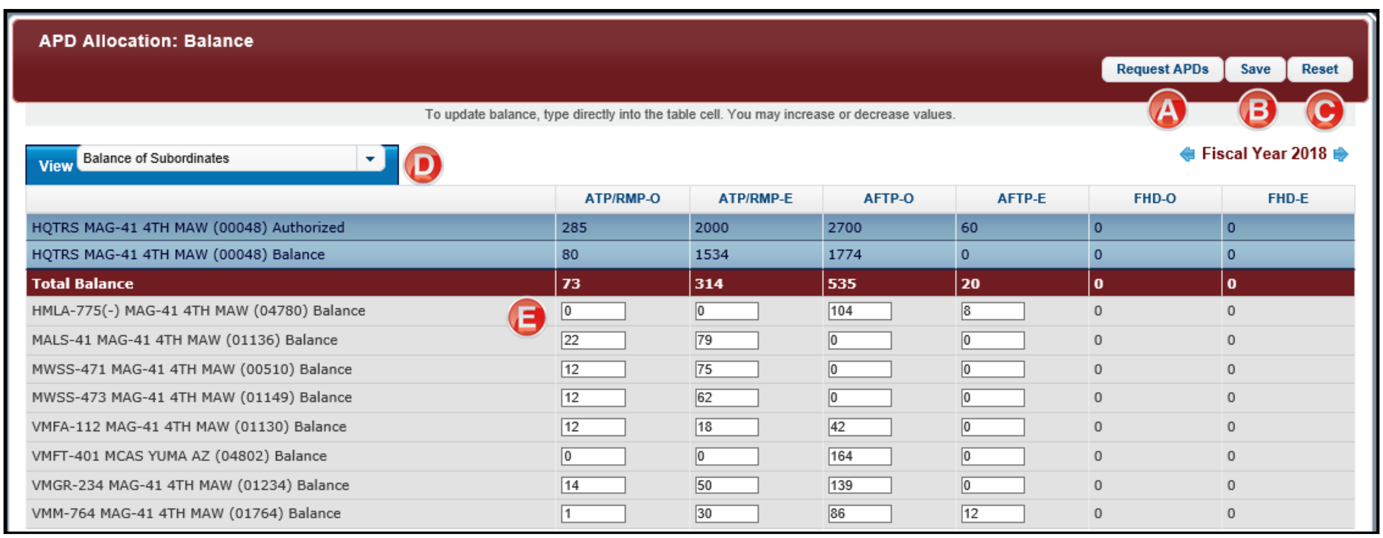


	ATP/RMP-O	ATP/RMP-E	AFTP-O	AFTP-E	FHD-O	FHD-E
HQTRS MAG-41 4TH MAW (00048) Authorized	285	2000	2700	60	0	0
HQTRS MAG-41 4TH MAW (00048) Balance	80	1534	1774	0	0	0
Total Allocated	**30**	**30**	**0**	**0**	**0**	**0**
HMLA-775(-) MAG-41 4TH MAW (04780) Allocated	0	0	0	0	0	0
MALS-41 MAG-41 4TH MAW (01136) Allocated	30	0	0	0	0	0
MWSS-471 MAG-41 4TH MAW (00510) Allocated	0	0	0	0	0	0
MWSS-473 MAG-41 4TH MAW (01149) Allocated	0	30	0	0	0	0
VMFA-112 MAG-41 4TH MAW (01130) Allocated	0	0	0	0	0	0
VMFT-401 MCAS YUMA AZ (04802) Allocated	0	0	0	0	0	0
VMGR-234 MAG-41 4TH MAW (01234) Allocated	0	0	0	0	0	0
VMM-764 MAG-41 4TH MAW (01764) Allocated	0	0	0	0	0	0

Figure 132: APDs Sub-Allocated by Subordinates

10.2.5 Balance of Subordinates (Assign Allocations)

The APD Manager uses this view to edit the number of allocations authorized for each subordinate unit. The screen below is from the perspective of Reserve Affairs:



	ATP/RMP-O	ATP/RMP-E	AFTP-O	AFTP-E	FHD-O	FHD-E
HQTRS MAG-41 4TH MAW (00048) Authorized	285	2000	2700	60	0	0
HQTRS MAG-41 4TH MAW (00048) Balance	80	1534	1774	0	0	0
Total Balance	**73**	**314**	**535**	**20**	**0**	**0**
HMLA-775(-) MAG-41 4TH MAW (04780) Balance	0	0	104	8	0	0
MALS-41 MAG-41 4TH MAW (01136) Balance	22	79	0	0	0	0
MWSS-471 MAG-41 4TH MAW (00510) Balance	12	75	0	0	0	0
MWSS-473 MAG-41 4TH MAW (01149) Balance	12	62	0	0	0	0
VMFA-112 MAG-41 4TH MAW (01130) Balance	12	18	42	0	0	0
VMFT-401 MCAS YUMA AZ (04802) Balance	0	0	164	0	0	0
VMGR-234 MAG-41 4TH MAW (01234) Balance	14	50	139	0	0	0
VMM-764 MAG-41 4TH MAW (01764) Balance	1	30	86	12	0	0

Figure 133: Balance of Subordinates (Assign Allocations)

A. Click Request APDs to request additional allocations from HHQ (see Request APDs).

B. Click Save & Notify to save the distribution of APD allocations and notify subordinate units of APDs allocated or deallocated.

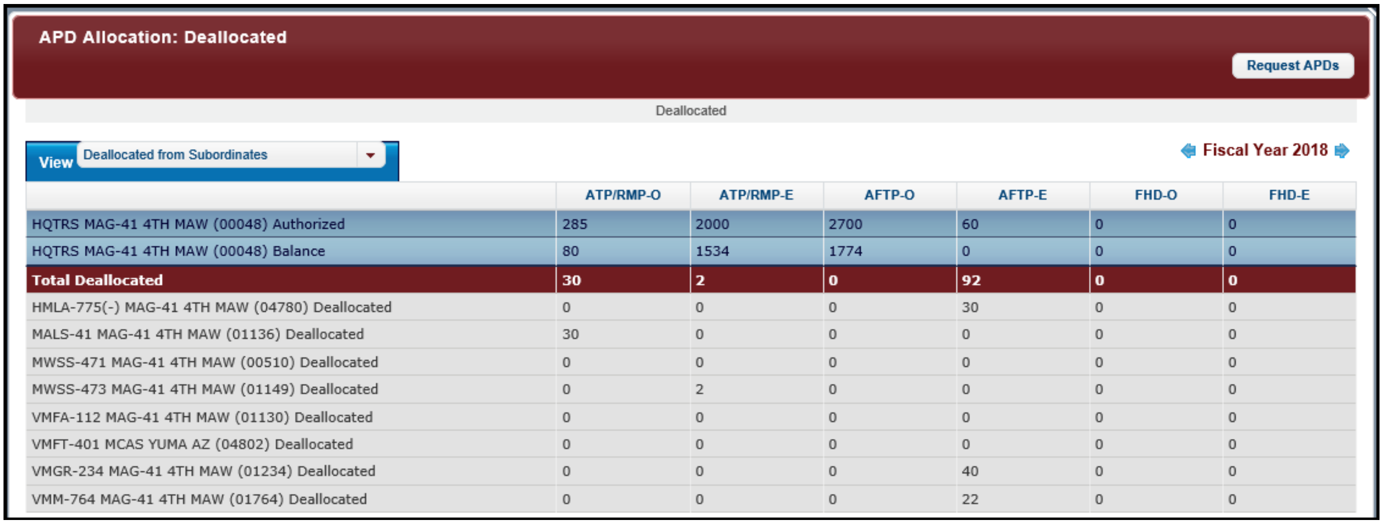
C. Click Reset to clear any changes made since the last save and start again.

D. Select a different View from the list box. This will take the APD Manager to a new page.

E. Enter the new value in each cell. This will be the new balance for that APD type for each subordinate unit.

10.2.6 Deallocated from Subordinates

In this view, the APD Manager can review all of the allocations that have been deallocated from subordinate units. The screen below is from the perspective of a Division APD Manager with multiple subordinates:



APD Allocation: Deallocated

Request APDs

Deallocated

View: Deallocated from Subordinates

Fiscal Year 2018

	ATP/RMP-O	ATP/RMP-E	AFTP-O	AFTP-E	FHD-O	FHD-E
HQTRS MAG-41 4TH MAW (00048) Authorized	285	2000	2700	60	0	0
HQTRS MAG-41 4TH MAW (00048) Balance	80	1534	1774	0	0	0
Total Deallocated	**30**	**2**	**0**	**92**	**0**	**0**
HMLA-775(-) MAG-41 4TH MAW (04780) Deallocated	0	0	0	30	0	0
MALS-41 MAG-41 4TH MAW (01136) Deallocated	30	0	0	0	0	0
MWSS-471 MAG-41 4TH MAW (00510) Deallocated	0	0	0	0	0	0
MWSS-473 MAG-41 4TH MAW (01149) Deallocated	0	2	0	0	0	0
VMFA-112 MAG-41 4TH MAW (01130) Deallocated	0	0	0	0	0	0
VMFT-401 MCAS YUMA AZ (04802) Deallocated	0	0	0	0	0	0
VMGR-234 MAG-41 4TH MAW (01234) Deallocated	0	0	0	40	0	0
VMM-764 MAG-41 4TH MAW (01764) Deallocated	0	0	0	22	0	0

Figure 134: APDs Deallocated from Subordinates

10.3 Request APDs

APD Managers at all levels, except Reserve Affairs, can request additional APD allocations by clicking the Request APDs button on the APD Allocation - Home Page (APD Manager with Subordinate Units). Then the Request APDs screen in Figure 135 will be displayed.

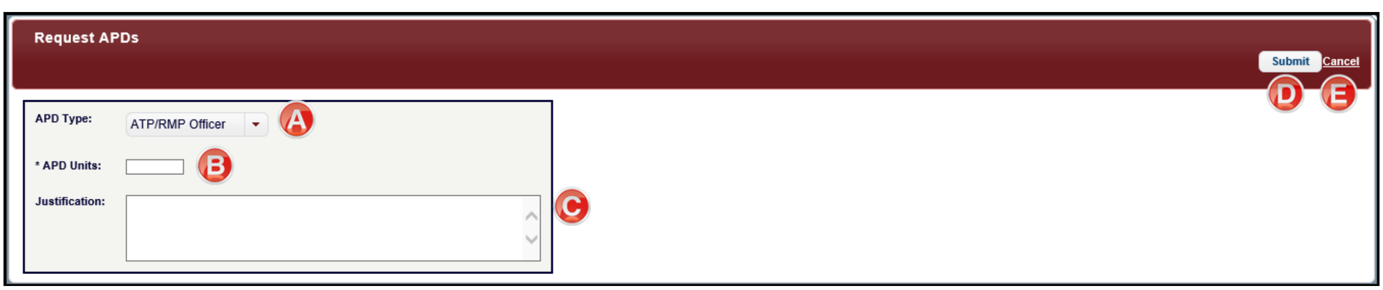


Figure 135: Request APDs

A. Select the APD Type from the list box.

B. Enter the number of APD Units to request.

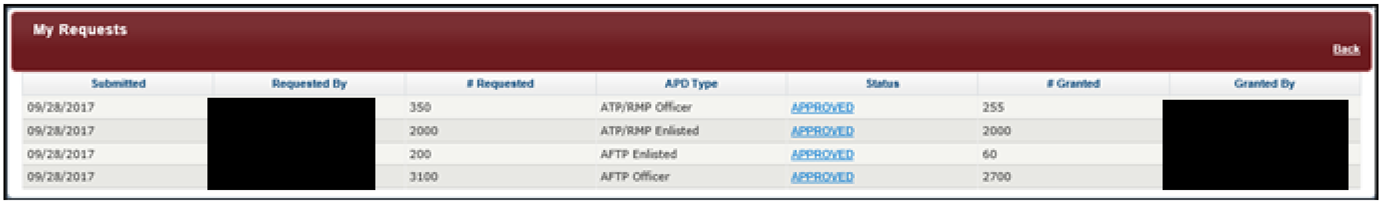
C. Enter the Justification for the request.

D. Click Submit to submit the request and send a notice to HHQ.

E. Click Cancel to close the form without submitting a request.

10.4 My Requests

This page allows the APD Manager to review requests made and see its status:



My Requests

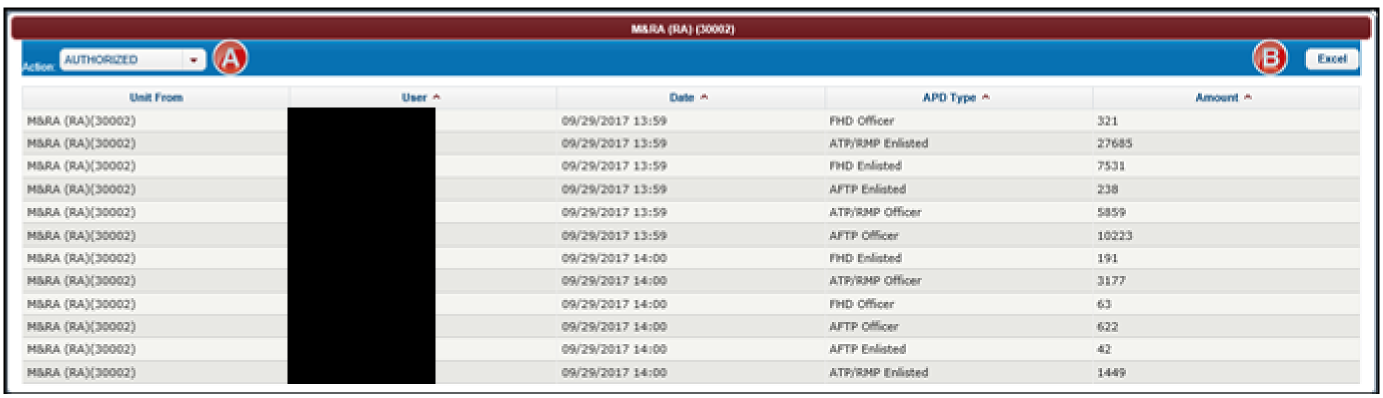
Back

Submitted	Requested By	# Requested	APD Type	Status	# Granted	Granted By
09/28/2017	[redacted]	350	ATP/RMP Officer	APPROVED	255	[redacted]
09/28/2017		2000	ATP/RMP Enlisted	APPROVED	2000	
09/28/2017		200	AFTP Enlisted	APPROVED	60	
09/28/2017		3100	AFTP Officer	APPROVED	2700	

Figure 136: My Requests

10.5 Allocation History

This page allows the APD Manager to view the history of all allocations and deallocations and who made the change:



M&RA (RA) (30002)

Action: AUTHORIZED A B Excel

Unit From	User	Date	APD Type	Amount
M&RA (RA)(30002)	[redacted]	09/29/2017 13:59	FHD Officer	321
M&RA (RA)(30002)		09/29/2017 13:59	ATP/RMP Enlisted	27685
M&RA (RA)(30002)		09/29/2017 13:59	FHD Enlisted	7531
M&RA (RA)(30002)		09/29/2017 13:59	AFTP Enlisted	238
M&RA (RA)(30002)		09/29/2017 13:59	ATP/RMP Officer	5859
M&RA (RA)(30002)		09/29/2017 13:59	AFTP Officer	10223
M&RA (RA)(30002)		09/29/2017 14:00	FHD Enlisted	191
M&RA (RA)(30002)		09/29/2017 14:00	ATP/RMP Officer	3177
M&RA (RA)(30002)		09/29/2017 14:00	FHD Officer	63
M&RA (RA)(30002)		09/29/2017 14:00	AFTP Officer	622
M&RA (RA)(30002)		09/29/2017 14:00	AFTP Enlisted	42
M&RA (RA)(30002)		09/29/2017 14:00	ATP/RMP Enlisted	1449

Figure 137: Allocation History

A. Select which records to view (Authorized, Allocated, Deallocated, Scheduled, or Used).

B. Click Excel to export the results into Microsoft Excel.

10.6 Deallocations

This page allows the APD Manager to view any APDs that have been deallocated and are no longer available:

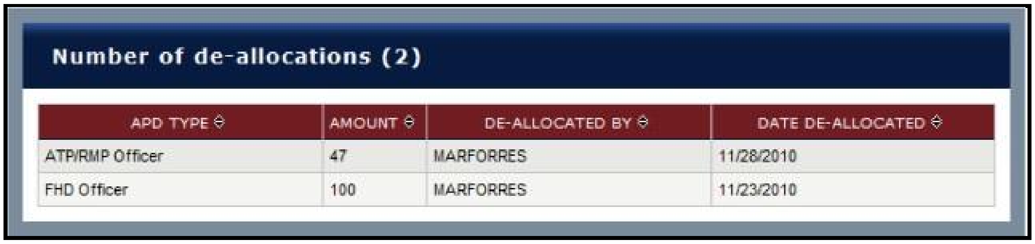


Figure 138: Deallocations

10.7 Subordinate Requests for APDs

APD Managers use this page to review APD Requests received from subordinate units:

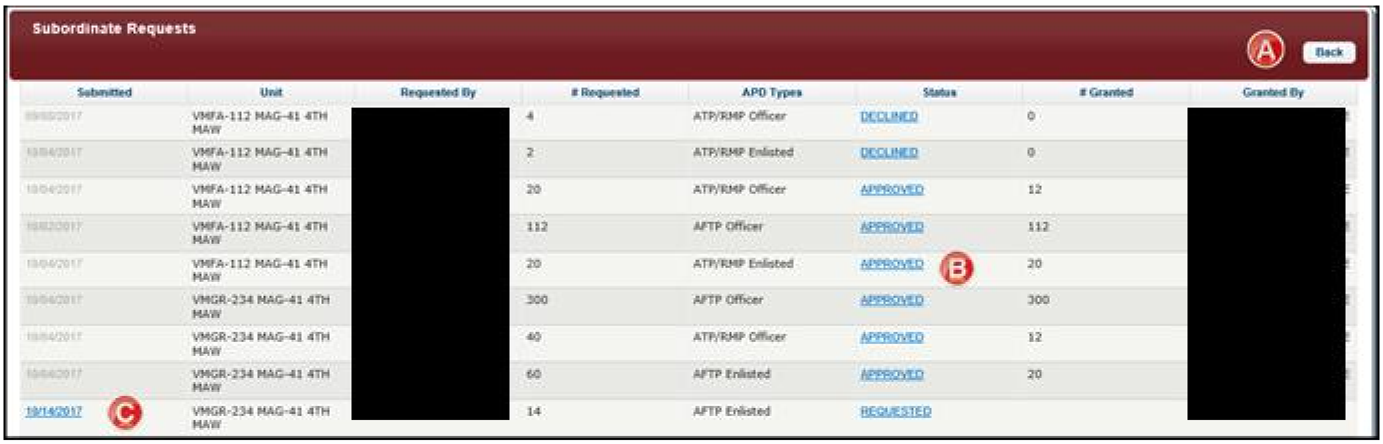


Figure 139: Review Subordinate Requests

A. Click Back to go back to the previous page.
B. Click to the hyperlinked Submitted date to see the request details and take action:
C. Click Subordinate Requests from any page in the APD Management section to see the current page.

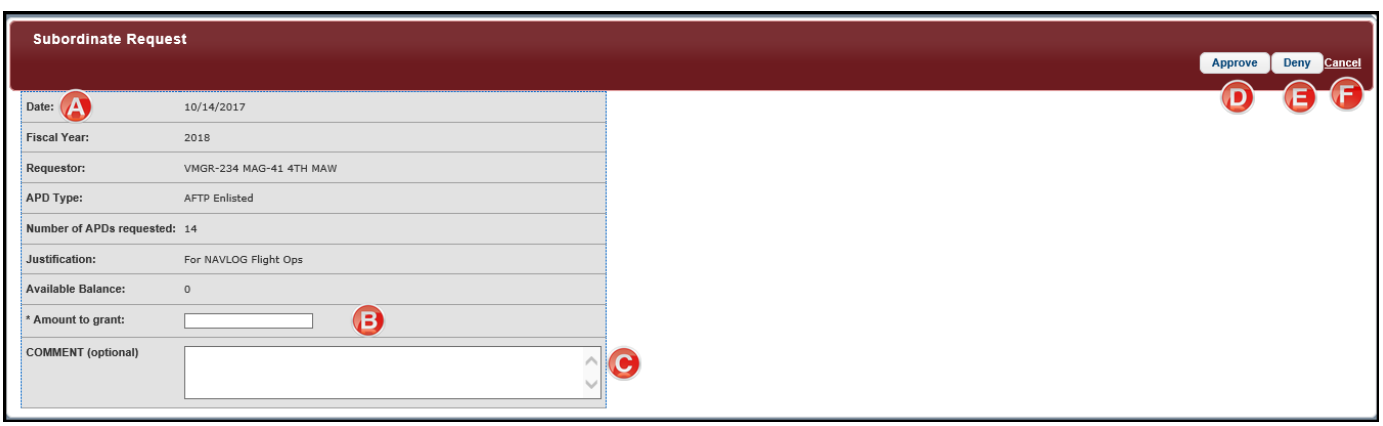


Figure 140: Approve/Deny Subordinate Request

A. Request details, including Justification.

B. Enter the number of APDs to grant, if any. The APD Manager may enter more or fewer APDs than requested.

C. Enter a Comment for the action taken, if desired.

D. Click Approve to approve the request and send a Notice to the requesting unit.

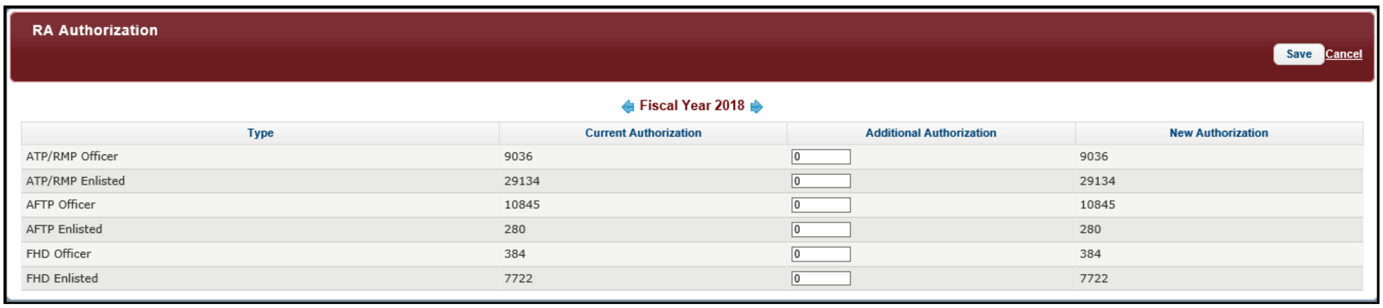
E. Click Deny to deny the request and send a Notice to the requesting unit.

F. Click Cancel to close the form without taking action.

10.8 Reserve Affairs Authorization (Increase Allocations)

Reserve Affairs receives the Fiscal Year authorization of Additional Paid Drills from Headquarters Marine Corps. The authorization can be increased during the Fiscal Year by Headquarters Marine Corps.

The APD Manager at Reserve Affairs uses this page to enter the initial APD Authorization by type and to modify those levels if granted additional authorization during the Fiscal Year:


RA Authorization

Save Cancel

Fiscal Year 2018

Type	Current Authorization	Additional Authorization	New Authorization
ATP/RMP Officer	9036	0	9036
ATP/RMP Enlisted	29134	0	29134
AFTP Officer	10845	0	10845
AFTP Enlisted	280	0	280
FHD Officer	384	0	384
FHD Enlisted	7722	0	7722

Figure 141: Reserve Affairs Authorization (Increase Allocations)

Enter the Additional Authorization for each APD Type and click Save when finished. Click Cancel to exit the form without updating the authorization.

10.9 APD Managers

The APD Manager can view a list of APD Manager points of contact at parent and child units. Click the View APD managers' hyperlink from the APD notices section to open the APD managers list.


Apd Managers

Back

Name	Unit	EMail Address	Phone Number

Figure 142: APD Managers

11.0 FHD MANAGEMENT

The Funeral Honors Detail (FHD) Management section is only visible to users with the FHD Manager role. The FHD Management module allows FHD Managers to manage the current funeral honors detail allocation and deallocation process. The FHD Home page reflects the FHD officer and enlisted balances for the unit:

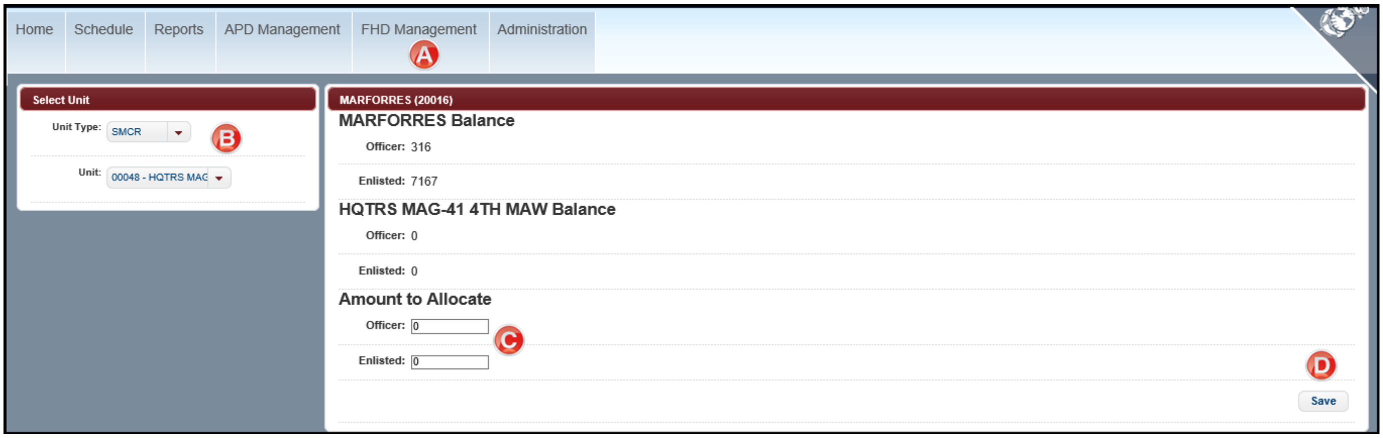


Figure 143: FHD Management

A. Click FHD Management to access the FHD Home page.

B. Select the Unit Type and Unit to manage.

C. Enter the amount of officer and/or enlisted to allocate to funeral honors detail.

D. Click Save to save the changes.

12.0 HHQ ROLES AND CAPABILITIES

There are two ways to get read only access from Higher Headquarters to all subordinate units. The HHQ Viewer role gives the user access to the Inspectors tab. In addition to this unique user role, any user with permissions at the HHQ RUC in the unit hierarchy will have read only access to subordinate units: Higher Headquarters:

- HHQ Viewer Role (Inspectors Tab)
- HHQ View Subordinate Units (Capability)

12.1 HHQ Viewer Role (Inspectors Tab)

The HHQ Viewer is the only user with access to the Inspectors tab. By default, the Inspector has view only access to the Home, Schedule, and Reports sections for Higher Headquarters.

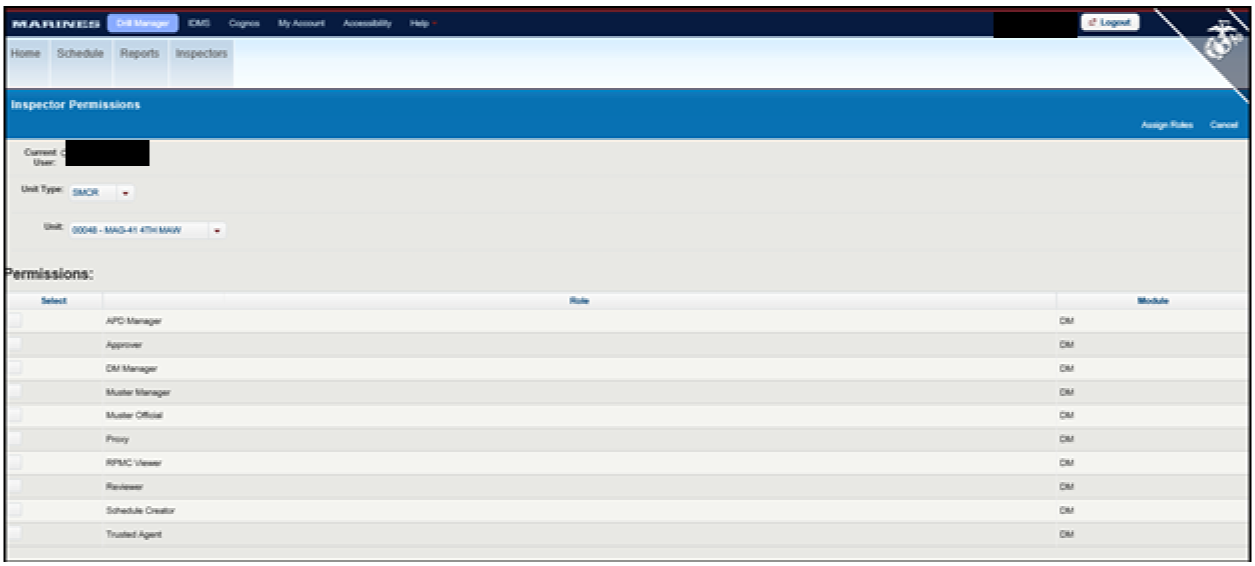


Figure 144: Inspectors (HHQ Viewer)

If the Inspectors tab is selected, the user can select any unit in Drill Manager, select one or more permissions, and click Assign Roles.

12.1.1 Assign Roles

For example, if the user selects the Muster Manager role for a unit, the user will be able to view and print everything that the Muster Manager sees at that unit. The user will also have access to all reports for the selected unit.

To change roles or switch to a different unit, go back to the Inspectors tab and assign new roles.

12.2 HHQ View Subordinate Units (Capability)

- All users at an HHQ RUC will have view only access to all subordinate units. These units will appear in the following locations:
- Drill Manager Home (Schedules box).
- Drill Manager Schedule (Schedules box in any of the calendar views).
- List boxes and filters throughout the application.

Figure 145: HHQ View of Subordinate Units

Click any of the units shown in the Schedules box to view its drill schedule with read only access.

APPENDIX A REVISIONS

Rev/Chg.	Release	Date	Description
1.0	X.X.X.X	11/13/2009	Author: Nadine Caputo Initial Draft
2.0	X.X.X.X	02/23/2010	Author: Daniel Archer Rewrite with new screenshots and additional functionality for initial fielding of application.
3.0	X.X.X.X	11/20/2010	Author: Daniel Archer Updated template and add new functionality from maintenance releases, including web services and corrective actions.
3.1	X.X.X.X	03/04/2011	Author: Daniel Archer Added descriptions for new reports.
3.2	X.X.X.X	09/15/2011	Author: Daniel Archer Updated for enhancements and bug fixes in 2011.3 quarterly release.
3.3	X.X.X.X	12/15/2011	Author: Daniel Archer Updated for enhancements and bug fixes in 2011.4 quarterly release.
4.0	X.X.X.X	02/10/20106	Author: Daniel Archer Updated for MCMEDS integration.
5.0	X.X.X.X	06/21/2012	Author: Daniel Archer Updated for enhancements and bug fixes in 2012.2 quarterly release.
5.1	X.X.X.X	09/27/2012	Authors: Daniel Archer, Sarah Stewart Updated for enhancements and bug fixes in 2012.3 quarterly release, restructured around new Scheduler tool.
5.2	X.X.X.X	12/20/2012	Author: Sarah Stewart Updated for enhancements and bug fixes in 2012.4 quarterly release.
5.3	X.X.X.X	03/28/2013	Author: Sarah Stewart Updated for enhancements and bug fixes in 2013.1 quarterly release.
5.4	X.X.X.X	06/27/2013	Author: Sarah Stewart Updated for enhancements and bug fixes in 2013.2 quarterly release.
5.5	X.X.X.X	09/26/2013	Author: Sarah Stewart Updated for enhancements and bug fixes in 2013.3 quarterly release.
5.6	X.X.X.X	12/31/2013	Author: Sarah Stewart Updated for enhancements and bug fixes in 2014.1 quarterly release.

Rev/Chg.	Release	Date	Description
5.7	X.X.X.X	04/24/2014	Author: Sarah Stewart Updated for enhancements and bug fixes in 2014.2 quarterly release.
5.8	X.X.X.X	09/18/2014	Author: Sarah Stewart Updated for enhancements and bug fixes in 2014.3 quarterly release.
5.9	1.0.20.18	05/26/2015	Author: Jen Wright Updated for enhancements in 1.0.20.18 release. ECP RTAMMS_373
6.0	1.0.21.0	10/23/2015	Author: Chrissy Bristow Updated for enhancements for the 1.0.21.0 release.
7.0	1.0.23.0	03/10/2016	Author: Janice Wong Updated for enhancement for 1.0.23.0 release.
8.0	1.0.26.0	12/29/2016	Initial version updated for RTAMMS, Total Force Information Technology System (TFITS) Consolidated Systems Integrator (TCSI), under Contract M67854-14-D-4802, Delivery Order 0041. Author(s): Janice Wong
9.0	1.0.27.0	01/25/2018	Updated version for RTAMMS, Total Force Information Technology System (TFITS) Consolidated Systems Integrator (TCSI), under contract M67854-14-D-4802; Delivery Order: M6785417F4826. • Updated Section 4.4.4 with new rules on when the system will cancel RIDTs due to the member's unit association(RTAMMS_734) • Updated Section 5.2 with new rules about members when their unit association has changed (RTAMMS_680) • Updated Section 4.6 and Appendix D with new capability for a Schedule Creator, Proxy and Muster Manager being able to take action on drills created by other users in the same unit. • Added the DM Manager at M&RA (RUC 30002 and MCC 80) to the User Roles Table 2 (RTAMMS_676). • Updated screenshots to reflect the new Primefaces upgrade effect on the GUI
10.0	1.0.28.0	05/18/2018	Updated version for RTAMMS, Total Force Information Technology System (TFITS) Consolidated Systems Integrator (TCSI), under contract M67854-14-D-4802; Delivery Orders: M6785418F4813 and M6785418F4807. • Updated screenshot figures 45 and 51 to showing the added Platoon column on the Unit Muster Sheet. (RTAMMS_219) • Updated comments for the Roles Report in Table 9: Report Descriptions with Summary of Benefits

Rev/Chg.	Release	Date	Description
			Author: Tad Counseller
11.0	1.0.29.0	12/26/2018	Updated version for RTAMMS, TCSI under contract M67854-14-D-4802; Delivery Order M6785418F4826. • Muster Official - View Only View to Corrective Action (RTAMMS_477) • Courtesy RUC Correction Functionally (RTAMMS_504) • Modification to List View – Late Drill Requests (RTAMMS_546) • Allow an EDP determination change after export of the drill (RTAMMS_631) • Warning message for RIDTS displayed when Unit Reg IDTs are cancelled (RTAMMS_641)
12.0	1.0.30.0	10/28/2019	Updated version for RTAMMS, The Consolidated Systems Integrator (TCSI), under Contract M67854-14-D-4802, Delivery Orders M6785419F4821 and M6785419F4822. • Enhance APD Summary Report (RTAMMS_39) • Add a TTC for IRR Muster (RTAMMS_189) • Enhance RIDT Scheduling Wizard (RTAMMS_323) • Require users to Reinstate a cancelled drill (RTAMMS_854) • Update attendance records for RIDTs, EDPs or APDs when MROWS orders are authenticated or cancelled (RTAMMS_899) • Automate sending all Drill Transactions from the Research Failed Validation Check feature when the status is Ready to Resubmit (RTAMMS_1014) • Allow APDs to be performed on Original Drill Dates when RIDTs have been executed (RTAMMS_1036)
13.0	1..0.31.0	06/09/2020	Updated version for RTAMMS, TCSI Contract M67854-14-D-4802, Delivery Order M6785420F4807 in support of Release 1.0.31.0. Updates include: • RTAMMS_222: Provide the IMA Drill Approver & Approver Roles with the ability to edit Approved Drill Dates • RTAMMS_1037: Provide ability to schedule multiple Marines within the RIDT scheduling wizard • RTAMMS_1139: Provide capability to view Unit Muster Sheet

APPENDIX B ACRONYMS

Acronym	Definition
ADOS	Active Duty for Operational Support
AFTP	Additional Flight Training Period
APD	Additional Paid Drills
APPS	Applications
AT	Annual Training
ATC	Authority to Connect
ATP	Additional Training Period
CAC	Common Access Card
CBT	Computer Based Training
CCB	Configuration Control Board
CMC	Commandant of the Marine Corps
COMMARFORRES	Commander, Marine Forces Reserve
DM	Drill Manager
DMM	Drill Management Module
EA	Excused Absence
EDIPI	Electronic Data Interchange Personal Identifier
EDP	Equivalent Duty Period
EIN	EDP - Without Pay
EIO	EDP - With Pay
FAQ	Frequently Asked Questions
FHD	Funeral Honors Duty
FOUO	For Official Use Only
HHQ	Higher Headquarters
HIPAA	Health Insurance Portability and Accountability Act
HQ	Headquarters
I&I	Inspector-Instructor
IDT	Inactive Duty Training

Acronym	Definition
IMA	Individual Mobilization Augmentee
IRR	Individual Ready Reserve
LDC	Limited Duty Coordinator
LOD	Line of Duty Benefits
MARFORRES	Marine Forces Reserve
MCMEDS	Marine Corps Medical Entitlements Data System
MCTFS	Marine Corps Total Force System
MDR	Medical Department Coordinator
METL	Mission Essential Task List
MHFH	Military Funeral Honors
MFR	Marine Forces Reserve
MROWS	Marine Reserve Order Writing System
MSC	Major Subordinate Command
NM	Not a Member
NS	Not Scheduled
ODSE	Operational Data Store Enterprise
PKI	Public Key Infrastructure
PME	Professional Military Education
PTP	Pre-Deployment Training
PWST	Peacetime Wartime Support Team
RA	Reserve Affairs
RECC	Reserve End of Current Contract
RIDT	Rescheduled Inactive Duty Training
RMP	Readiness Management Period
RS/SC	Record Status / Strength Code
RUC	Reporting Unit Code
SELRES	Selected Reserve
SES	Supporting Establishment Systems

Acronym	Definition
SMCR	Selected Marine Corps Reserve
SME	Subject Matter Expert
SSN	Social Security Number
TBD	To Be Determined
TCSI	The Consolidated Systems Integrator
TFAS	Total Force Administration System
U	Unsatisfactory
UA	Unauthorized Absence
UD/MIPS	Unit Diary/Marine Integrated Personnel System
USMC	United States Marine Corps
WWR	Wounded Warrior Regiment

APPENDIX C GLOSSARY

Term	Definition
Absence comment	When requesting to reschedule a drill, if “Other” is selected as the reason, use this text field to explain the reason.
Additional Training Flight	AFTPs are performed by SMCR and IMA aircrew members training to attain and maintain flying proficiency and sustain mobilization.
Additional Paid Drill (APD)	APDs must be requested and approved by the APD Manager. APDs may only be requested if the unit has APD allocations remaining for the current fiscal year.
APD Manager	This DM user role is typically assigned to the unit’s Ops Officer/Chief, who assumes responsibility for distributing APD allocations within the unit and to any subordinate units. The APD Manager may request additional allocations from Higher Headquarters as needed.
Additional Training Period	ATPs are performed by individuals and units to complete the training required for attaining and maintaining designated readiness levels.
APD Allocations	MARFORRES receives authorization for a certain number of APDs per Fiscal Year, which it then passes on to subordinate units as allocations.
APD Allocations Authorized	The total number of allocations MARFORRES receives at the beginning of the year and can pass on to subordinate units.
APD Allocations Balance	The number of unused APD allocations at any unit.
APD Allocations Scheduled	The number of APDs that have been scheduled against the APD Allocations Balance, but have not yet taken place. The allocations will not be used up until the drill takes place.
APD Allocations Used	The number of APD allocations that have been used up (as registered when the drill has taken place and been mustered).
Anniversary Year	A period of 12 consecutive months (365/366 days) during which a member must accrue a minimum of 50 points (including membership) in order for that period to be credited as a qualifying year for retirement purposes. The anniversary date is the date on which the anniversary year commences.
Approved	The status of a drill request that has been reviewed by the Approver/Trusted Agent and formally approved.
Approver/Trusted Agent	This DM user role is typically assigned to the unit’s CO or Ops Sponsor, who must formally approve all drill requests and certify all musters.
Attendees	Marines who are listed on a requested drill and whose attendance is required once the drill has been approved.
Bookmarks	DM users may bookmark the schedules of other units (view only access) in addition to the user’s own unit.

Term	Definition
Calendar Views	The DM Schedule tab offers five different calendar views: Day, Month, Week, Year, and List. The time-based views show a complete picture for a date range, while the list view is used to sort events by a variety of factors over a selected date range.
Certify Muster	Once a muster has been completed and submitted by the Muster Manager, it is sent to the Approver/Trusted Agent, who reviews the data and formally certifies the drill status of each Marine. If unsatisfied with the data, the Approver/Trusted Agent may return the muster and request edits.
CMC Annual Training Requirements	This drill request template refers to annual training requirements as specified by the Commandant of the Marine Corps.
CMC Directed	This drill request template refers to training that will take place under the direction of the Commandant of the Marine Corps.
Courtesy Drill	If a Marine requests to reschedule a drill, the request may be to drill with another unit at a more convenient place and time.
Corrective Actions	If an error is discovered after a muster sheet has been certified or exported, the Muster Manager may ask the Approver/Trusted Agent to delete the record. The Muster Manager must then create a new and accurate record in its place.
Customer Help Center	The Customer Help Center provides users with options for contacting DM Support, including a detailed support request form.
Date Picker	The Calendar icon opens the date picker when a date field is clicked on, which is used to select a specific date or date range instead of entering it manually.
Deallocations	At any time, a unit may take APD allocations away from subordinate units and redistribute. The affected unit will receive a Notice with a comment explaining the deallocation.
DM Manager	The DM Manager user role is typically assigned to the Personnel Officer / Chief, who assigns or removes user permissions and reviews permissions requests from other users.
Drill Period	For IDTs, there are regularly scheduled unit training periods, additional IDT periods, and equivalent training (associate and appropriate duty).
Drill Status	On the muster sheet, this column contains several status codes indicating whether or not each Marine was present as scheduled and if the drill was performed to satisfaction. In the schedule list view, this refers to the status of the drill and its muster sheet within the overall process.
Equivalent Duty Period (EDP)	An EDP is performed by an officer or enlisted Reservist for one of two reasons: 1) To resolve an IDT for which the Reservist received an excused or unexcused absence.
EIN	An unpaid EDP that may only be performed to make up an absence from the previous 12 months. Only two EINs may be performed in a single day; there is no limit to the number of EINs that may be performed in a Fiscal Year.

Term	Definition
EIO	A paid (makeup) EDP that must be performed within 60 calendar days of the missed IDT. EIOs are limited to two per day and no more than four per Fiscal Year.
Event Details	This page displays the full details of an event along with buttons for any available actions (as determined by its status).
Exported Muster	A certified muster may be exported by the Muster Manager to MCTFS, where it will be processed so that Marines can be paid for drills performed.
Fiscal Year	Drills and APD allocations are accounted for the 12-month period beginning September 1st and ending August 31st of the following calendar year.
Funeral Honors Duty (FHD)	This drill request type is for performing military funeral honors in order to fulfill training requirements.
Holds	If the Muster Manager knows that a Marine's drill status will result in a failed transaction on export, a hold can be entered to put that transaction in pending
Inactive Duty for Training (IDT)	This is the default drill request for SMCR and IMA Marines. Also referred to as an RIDT (Regular Inactive Duty Training).
Individual Drill Request	SMCR and IMA Marines may request to perform a drill as long as the unit has APDs allocated.
Individual Mobilization	An individual member of the SelRes who receives training and is pre-assigned to an AC organization, the Selective Service System (SSS), or a FEMA billet that
Maintenance	This drill request template is to satisfy maintenance requirements.
Manpower Home Portal	This is the home portal for Manpower and Reserve Affairs (M&RA). Marines can access Drill Manager from this page.
METL Based Training	This drill request template is for drills in which the Marine will perform training related to the Mission Essential Task List (METL).
Menu Bar	The menu bar appears at the top left of every page in Drill Manager. It contains tabs for each section in which a user is authorized to work.
Muster Manager	This user role is typically assigned to the Personnel Officer/Chief, who prepares the muster sheet and exports its transactions to MCTFS to be processed for payment.
Muster Official	This user role is typically assigned to the officer who substantiates attendance at a drill.
Muster Sheet	The muster sheet lists all of the Marines who were scheduled on the original drill request. The Muster Manager or Muster Official enters a status code for each Marine to indicate presence/absence and performance. These entries are then substantiated by the unit's Approver/Trusted Agent before the muster sheet is exported to MCTFS.

Term	Definition
Notices	DM users will see a notice for each action item, change of request status, or any action by another user that may affect the user. Notices appear as a hyperlinked message summarizing the event. Clicking the notice will take the user to the appropriate page to view details and take action.
Online User Manual	The Online User Manual can be accessed from the Help link in the DM application header. It is a searchable index of help topics outlining detailed, step-by-step instructions for completing tasks in DM.
Other	This drill request template is used by IMA Detachment Members if none of the other templates apply.
Pending APD Request	This refers to a request for additional APD allocations that has been submitted to the APD Manager but has not yet been approved or declined.
Pending Drill Request	This refers to a drill request that has been submitted to the Approver/Trusted Agent but has not yet been approved or declined.
Pending Permissions Request	This refers to a permissions request that has been submitted to the DM Manager but has not yet been approved or declined.
Permissions Request	Users may submit requests for additional DM roles to the DM Manager from the My Account page. The DM Manager reviews the requests and takes action.
Professional Military Education	This drill request template is used if the drill satisfies Professional Military Education (PME) requirements.
Pre-Deployment Training (PTP) Block I	This drill request template is used to cover medical, legal, employment, and other expenses related to an event that occurs in the 90-180 day period prior to deployment.
Pre-Deployment Training (PTP) Block	This drill request template is used to cover additional expenses related to an event that occurs in the 90-180 day period prior to deployment.
Proxy User	This user role is assigned to a leader such as the Platoon Sergeant, enabling the proxy to create drill request on the behalf of other Marines in the Platoon.
Readiness Management Period	This drill request template is used when members of SELRES units are performing a drill that supports the ongoing day-to-day operation of the unit, accomplishing unit administration, training preparation, support activities, and maintenance functions.
Rescheduled Individual Duty for	This is an IDT period that has been rescheduled for a different date and time. The unit Approver/Trusted Agent must approve the reschedule request.
Returned for Edit	This can refer to either a drill request or a muster sheet that the Approver/Trusted Agent has returned for edits, usually because of incorrect or inadequate information. The Approver/Trusted Agent provides guidance on what changes need to be made.
Safety Stand-Down	This drill request template is used for drills pertaining to safety training for the unit.

Term	Definition
Schedule Creator	This role is typically assigned to the unit's Operations Officer / Chief, who schedules drills for the entire unit.
Selected Marine Corps Reserve	This refers to SMCR Marines who use Drill Manager.
Suballocations	Suballocations are APDs that have been allocated to subordinate units by an APD Manager.
TBD	This drill template is blank and can be titled as needed.
Trusted Agent	This user role is assigned to the Inspector-Instructor, who functions as the Approver/Trusted Agent in the absence of the unit's Chief Officer.
User Roles	Standard DM users do not have any special permissions assigned. Users responsible for approving drills, approving and certifying musters, managing roles for other users, and managing APDs will be assigned necessary permissions by the DM Manager.

APPENDIX D FULL PAID DRILL MATRIX

This table shows each step in the paid drill process in full detail. Each of the steps (1-6) must be completed before a Marine will be paid for a drill:

Table 10: Full Paid Drill Matrix

Step	Status	What Role Initiates This Status	Status Definition	Next Step in the Drill Manager Process	Who Can Delete / Cancel This Drill
1	Created/ Requested	Individual Marine, Schedule Creator or Proxy	The drill request has been created and submitted to Approver/Trusted Agent.	Approver/Trusted Agent is notified and takes action on drill request.	Individual Marine, Schedule Creator or Proxy.
2	Approved	Approver/Trusted Agent	The drill request has been approved and the Marine may now attend the scheduled drill.	Once a drill has been approved the Mustering Official is notified to substantiate the attendance at a drill.	Approver/Trusted Agent
3	Saved Muster	Mustering Official or Muster Manager	The muster sheet has been created and saved by the Mustering Official or Muster Manager.	After a drill has been completed, the saved muster sheet is submitted to the Approver/Trusted Agent to be reviewed.	Muster Manager and Approver/Trusted Agent ("Corrective Actions")
4	Submitted Muster	Mustering Official or Muster Manager	The muster has been submitted to the Approver/Trusted Agent for review.	Once a muster sheet has been submitted, the Approver/Trusted Agent is notified to review and certify the	Muster Manager and Approver/Trusted Agent ("Corrective Actions")
5	Certified Muster	Approver/Trusted Agent	The muster sheet has been approved and "Certified".	Once a muster sheet has been certified, the Muster Manager prepares the muster and exports the transactions to MCTFS	Muster Manager and Approver/Trusted Agent ("Corrective Actions")
6	Exported Muster	Muster Manager	The Muster sheet has been exported to MCTFS	Drill is available to be processed within the Total Force System for pay	Muster Manager and Approver/Trusted Agent ("Corrective Actions")

1. Drills that are in Draft, Requested, Returned for Edit or Requested Late status can be deleted by the original creator of the drill request, to include the Individual Marine, Schedule Creator or Proxy for the unit.

2. Drills that are in "Approved" status can be cancelled by the Approver/Trusted Agent for the unit.

3. Drills that are in a Draft, Requested, Returned for Edit or Requested Late status can be submitted (edit) by any Schedule Creator or Proxy for the unit. A Muster Manager can only submitted (edit) RIDT, APD and EDPs that are in a Draft, Requested, Returned for Edit or Requested Late status.

4. Drills that are in "Muster Saved", "Muster Submitted", "Muster Returned", "Muster Certified", or "Muster Exported" statuses can have a Marine deleted from the Muster Sheet. Corrective Action is initiated by the Muster Manager and approved by either an Approver/Trusted Agent. Once approved, the individual will no longer be required to attend the drill period. Corrective Actions can only be used to delete an individual from a muster sheet; it cannot be used to cancel a Full Unit or Partial Unit drill.

NOTE Corrective Action cannot be used for RIDTs or EDPs, if an individual needs to be deleted from muster sheet for these drill types units must contact MFR AAU for waiver to delete attendee from Muster Sheet.