

# Schedule Inactive Duty for Training (IDT) Drills

## Overview

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**Introduction** This guide provides the procedures for Commands to schedule and approve IDT drills.

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Topic	See Page
<a href="#">View Member Drills</a>	3
<a href="#">Schedule IDT Drills</a>	4

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**Discussion** A Reserve supervisor (with CGRSVDRL, CGSSCMD access role) may schedule or edit a drill up to and including the drill date. After the drill date, only the supervisor or SPO may schedule, edit, un-excuse or cancel a drill. Reservists and supervisors may also schedule drills for future dates.

Before scheduling a drill, verify that the drill date does not conflict/overlap with the starting or ending dates of any Reserve Active Duty Orders, or previously scheduled IDTs.

When scheduling a drill the status will be "Scheduled" (This is the only status available).

Supervisors approve a drill by checking the "Approved?" checkbox. Supervisors may schedule and approve a drill for a reservist at the same time.

If a Reservist changes a drill date after it is has been approved (authorized), the approver can deny or cancel the request. The member can then resubmit a new IDT request.

After the drill status has been changed to "completed" by the unit, the SPO must Approve the IDT for pay and allowances.

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## Overview, Continued

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### IDT Process

The following table explains the stages of the IDT process and the responsible party for each stage.

Stage	Who Does It	What Happens
1	Member	Enters desired drill using Submit a Drill Request under DA Self Service Requests.
2	Supervisor/ Command	Reviews member's request and authorizes (approves) drill using "View My Requests" under DA Self Service Requests.
3	Member	Performs drills as scheduled or withdraw requests previously submitted.
4	Supervisor/ Command	Approves drills after verification that the member performed as scheduled or can Deny drill as submitted, returning request to the submitter. Note: Supervisor/Command must be hold Reserve Self Service Command (CGSSCMD) or Reserve Drills (CGRSVDRL) roles to view/enter/approve IDT drills.
5	Servicing Personnel Office Supervisor	Upon notification from the command that the member performed IDT, approves orders for pay.

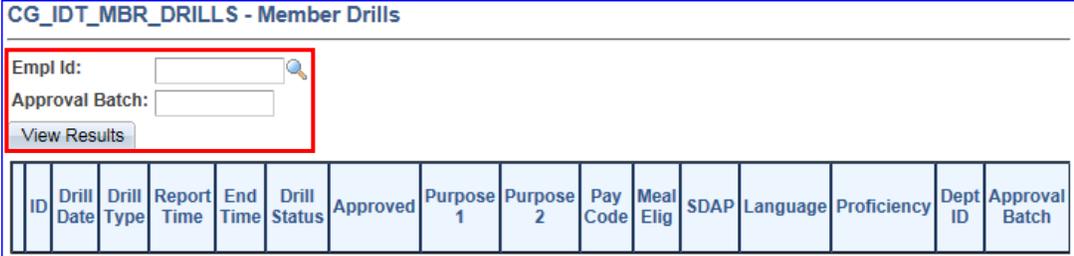
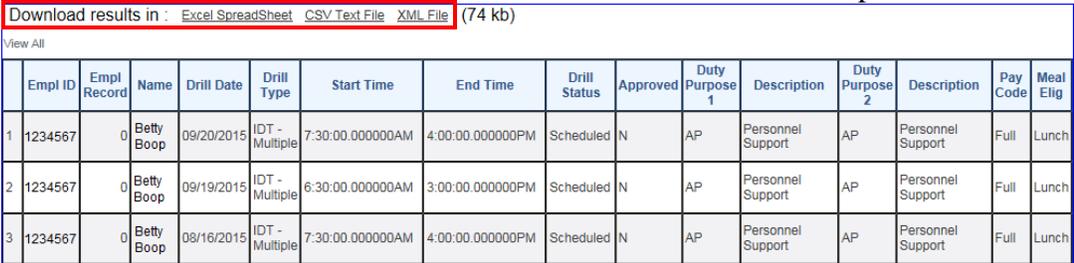
**The following items can be scheduled in Direct Access:**

- Inactive Duty for Training (IDT)
  - Additional Training Period (ATP)
  - Readiness Management Period (RMP)
  - Funeral Honors Duty (FHD)
-

# View Member Drills

**Introduction** This section provides the procedures on viewing a member’s drills in Direct Access. Review this prior to scheduling a drill to ensure the member does not already have drills scheduled for that date.

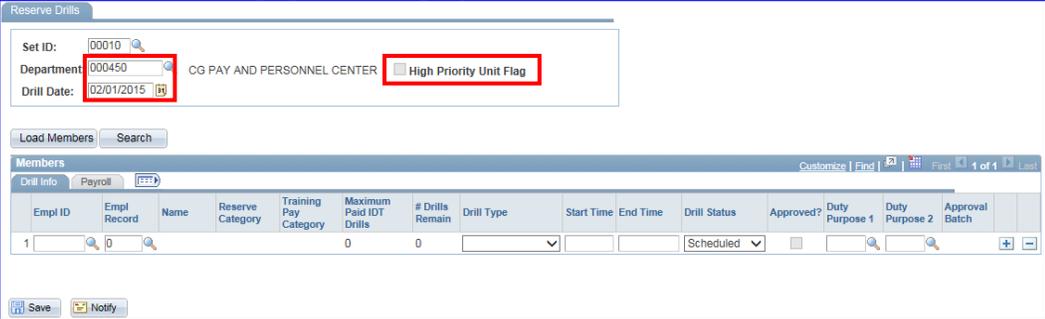
**Procedures** See below.

Step	Action
1	<p>Click on the <b>View Member Drills</b> link in the <b>Reserve Administration</b> pagelet.</p> 
2	<p>The <b>CG_IDT_MBR_DRILLS – Member Drills</b> link will appear.</p>  <ul style="list-style-type: none"> <li>• Enter the member’s <b>Empl Id</b> number.</li> <li>• If known, you can search by <b>Approval Batch</b> number or left blank.</li> </ul> <p><b>Then click View Results.</b></p>
3	<p>The IDT drill report will display. There are 35 data fields in this report.</p>  <p>Click the <b>View All</b> link to view all IDT’s by Drill Date, most recent first. Data can be downloaded to several formats for sorting:</p> <ul style="list-style-type: none"> <li>• Excel Spreadsheet</li> <li>• CSV Test File</li> <li>• XML File</li> </ul>

# Schedule IDT Drills

**Introduction** This section provides the procedures on how Commands schedule drills in Direct Access for a Reserve member.

**Procedures** See below.

Step	Action
1	<p>To schedule a new IDT Drill, Select the <b>IDT Drills</b> link from the <b>Reserve Administration</b> pagelet.</p>  <p>The screenshot shows a window titled "Reserve Administration" with a list of links. The link "IDT Drills" is highlighted with a red rectangular box. Other visible links include "Member Training Rating", "Annual Screening Questionnaire", "Reserve Member Balances", "Member Status Change", "Training Status", "View Member Drills", "Reserve Orders", and "MGIB Enrollments".</p>
2	<p>The <b>Reserve Drills</b> page will display.</p>  <p>The screenshot shows the "Reserve Drills" page. At the top, there are input fields for "Set ID:" (00010), "Department:" (000450), and "Drill Date:" (02/01/2015). The "Department" field is highlighted with a red box. To the right of the "Department" field, there is a checkbox labeled "High Priority Unit Flag" which is also highlighted with a red box. Below these fields are "Load Members" and "Search" buttons. The main part of the page is a table with columns: Empl ID, Empl Record, Name, Reserve Category, Training Pay Category, Maximum Paid IDT Drills, # Drills Remain, Drill Type, Start Time, End Time, Drill Status, Approved?, Duty Purpose 1, Duty Purpose 2, and Approval Batch. The first row of the table shows "1" in the Empl ID column and "0" in the # Drills Remain column. At the bottom of the page, there are "Save" and "Notify" buttons.</p> <p>Enter the following information:</p> <ul style="list-style-type: none"> <li>• <b>Department ID</b> or use the lookup to identify where the IDT is to be performed.</li> <li>• <b>Drill Date</b> or use the calendar to select when the IDT is to be performed in MM/DD/YYYY format.</li> <li>• <b>High Priority Unit Flag</b> – Will default checked if unit is authorized to receive High Priority Unit pay. Units authorized will be identified annually via ALCGRSV msg.</li> </ul>

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# Schedule IDT Drills, Continued

Procedures,  
continued

Step	Action												
<p data-bbox="224 489 305 562"><b>2</b> <b>(cont)</b></p>	<div data-bbox="337 514 1372 808" style="border: 1px solid black; padding: 5px;"> </div> <p data-bbox="337 850 1242 882">Enter the <b>Empl ID</b> then hit Tab to populate the member's information.</p> <p data-bbox="337 919 1031 951">Click the <b>Drill Type</b> drop-down and make a selection.</p> <div data-bbox="337 955 592 1165" style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> <li>ATP - Multiple</li> <li>ATP - Single</li> <li>Funeral Duty</li> <li>IDT - Multiple</li> <li>IDT - Single</li> <li>IDT Single + ATP Single</li> <li>IDT Single + Funeral</li> <li>RMP</li> </ul> </div> <table border="1" data-bbox="337 1207 1421 1501" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>ATP – Multiple or Single</td> <td>Additional Training Period</td> </tr> <tr> <td>Funeral Duty</td> <td>Funeral Honors Duty</td> </tr> <tr> <td>IDT – Multiple or Single</td> <td>Inactive Duty for Training</td> </tr> <tr> <td>IDT Single + ATP Single</td> <td>Combination of IDT Single Drill and a ATP Single Drill</td> </tr> <tr> <td>IDT Single + Funeral</td> <td>Combination of IDT Single Drill and a Funeral Honors Duty</td> </tr> <tr> <td>RMP</td> <td>Readiness Management Period</td> </tr> </tbody> </table>	ATP – Multiple or Single	Additional Training Period	Funeral Duty	Funeral Honors Duty	IDT – Multiple or Single	Inactive Duty for Training	IDT Single + ATP Single	Combination of IDT Single Drill and a ATP Single Drill	IDT Single + Funeral	Combination of IDT Single Drill and a Funeral Honors Duty	RMP	Readiness Management Period
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# Schedule IDT Drills, Continued

Procedures,  
continued

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The Command user authorized to enter IDTs will automatically set the IDT to Approved.</p> <p><b>Duty Purpose 1</b> – Click the lookup icon and make a selection.</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th style="width: 50%;">APPROPRIATE DUTY FOR COMPLETING THE PHA</th> <th style="width: 50%;">Olympic Games Support</th> </tr> </thead> <tbody> <tr> <td>Acquisition - General</td> <td>Operational Intelligence</td> </tr> <tr> <td>Aids to Nav Contingency</td> <td>Personnel Support</td> </tr> <tr> <td>Boating Safety - Activity</td> <td>Port Safety &amp; Sec Contingency</td> </tr> <tr> <td>Boating Safety Contingency</td> <td>Port Safety &amp; Security</td> </tr> <tr> <td>Civil Rights - General</td> <td>Public &amp; International Affairs</td> </tr> <tr> <td>Command Control &amp; Comms</td> <td>RMP - ADMINISTRATIVE/INDIVIDUAL READINESS</td> </tr> <tr> <td>Contingency Preparedness</td> <td>RMP - DENTAL EXAM ANNUAL</td> </tr> <tr> <td>DISASTER RESPONSE OPERATIONS &amp; SUPPORT</td> <td>RMP - GENERAL MANDATED TRAINING</td> </tr> <tr> <td>Defense Contingency</td> <td>RMP - MEDICAL OTHER THAN PHA</td> </tr> <tr> <td>Defense Operation</td> <td>RMP - WEIGHT PROGRAM/NUTRITION</td> </tr> <tr> <td>Engineering &amp; Logistics</td> <td>RMP FOR OCCUP MED SURVEILLANCE &amp; EVAL PROGI</td> </tr> <tr> <td>Environmental Contingency</td> <td>RMP FOR RESERVE SERVICE WIDE EXAM</td> </tr> <tr> <td>Environmental Protection</td> <td>Radio Navigation</td> </tr> <tr> <td>Financial Mgmt Supply &amp; Inv</td> <td>Research &amp; Development</td> </tr> <tr> <td>Great Lakes - Summer Stock</td> <td>Safety &amp; Occupational Health</td> </tr> <tr> <td>Health Services</td> <td>Search &amp; Rescue</td> </tr> <tr> <td>INDIVIDUAL TRAINING PLAN</td> <td>Search &amp; Rescue Contingency</td> </tr> <tr> <td>Ice Operation</td> <td>Security, CMC, Publications</td> </tr> <tr> <td>Law Enforcement</td> <td>Short Range Aids to Navigation</td> </tr> <tr> <td>Law Enforcement Contingency</td> <td>Splice Program Support</td> </tr> <tr> <td>Legal - General</td> <td>Structured Training - General</td> </tr> <tr> <td>Merchant Vessel Insetn &amp; Doc</td> <td>Vessel Traffic Services</td> </tr> </tbody> </table> <p><b>Duty Purpose 2</b> – Click the lookup icon and make a selection (Table same as for Duty Purpose 1).</p> <p>Only used if performing:</p> <ul style="list-style-type: none"> <li>• Multiple IDT</li> <li>• Multiple ATP</li> <li>• Single IDT + ATP Single</li> </ul> <p>When finished click the <b>Payroll</b> tab.</p>	Empl ID	Empl Record	Name	Reserve Category	Training Pay Category	Maximum Paid IDT Drills	# Drills Remain	Drill Type	Start Time	End Time	Drill Status	Approved?	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## Schedule IDT Drills, Continued

Procedures,  
continued

Step	Action																					
3	<p data-bbox="332 485 1104 516">From the Payroll tab, enter the appropriate pay entitlements.</p>  <p data-bbox="332 695 1019 726">Click the <b>Pay Code</b> drop-down and make a selection.</p>  <table border="1" data-bbox="337 842 1481 1041"> <tr> <td>Full</td> <td>Pay is authorized for both periods of a multiple drill.</td> </tr> <tr> <td>Half</td> <td>Pay is authorized for a single drill or, when the Drill Type is Multiple, pay is authorized for only one period (e.g. A non-pay and paid drill performed on the same day).</td> </tr> <tr> <td>None</td> <td>A single or multiple drill is performed for points only.</td> </tr> </table> <p data-bbox="332 1068 1432 1136">Click the <b>Meal Eligibility Code</b> drop-down and make a selection. ALCOAST 070/15 provides policy for payment of Commuted Rations to Enlisted members on IDT.</p>  <table border="1" data-bbox="337 1314 1481 1797"> <thead> <tr> <th>If</th> <th>And</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Reserve Member not authorized lodging</td> <td>Arrives same day, not remaining overnight</td> <td>Authorized Lunch</td> </tr> <tr> <td>Works past 1800 hours</td> <td>Authorized Lunch and Dinner</td> </tr> <tr> <td rowspan="3">Reserve Member authorized lodging</td> <td>Arrives night before for 1 paid multiple IDT drill the next day</td> <td>Authorized Breakfast and Lunch</td> </tr> <tr> <td>Arrives on day of 1<sup>st</sup> drill for paid multiple IDT drill and remains overnight between drills</td> <td>1<sup>st</sup> Day Authorized Lunch and Dinner, and 2<sup>nd</sup> Day Authorized Breakfast and Lunch</td> </tr> <tr> <td>Arrives night before for 2 paid multiple IDT drills</td> <td>1<sup>st</sup> Day Authorized All Meals, and 2<sup>nd</sup> Day Authorized Breakfast and Lunch</td> </tr> </tbody> </table>	Full	Pay is authorized for both periods of a multiple drill.	Half	Pay is authorized for a single drill or, when the Drill Type is Multiple, pay is authorized for only one period (e.g. A non-pay and paid drill performed on the same day).	None	A single or multiple drill is performed for points only.	If	And	Then	Reserve Member not authorized lodging	Arrives same day, not remaining overnight	Authorized Lunch	Works past 1800 hours	Authorized Lunch and Dinner	Reserve Member authorized lodging	Arrives night before for 1 paid multiple IDT drill the next day	Authorized Breakfast and Lunch	Arrives on day of 1 <sup>st</sup> drill for paid multiple IDT drill and remains overnight between drills	1 <sup>st</sup> Day Authorized Lunch and Dinner, and 2 <sup>nd</sup> Day Authorized Breakfast and Lunch	Arrives night before for 2 paid multiple IDT drills	1 <sup>st</sup> Day Authorized All Meals, and 2 <sup>nd</sup> Day Authorized Breakfast and Lunch
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# Schedule IDT Drills, Continued

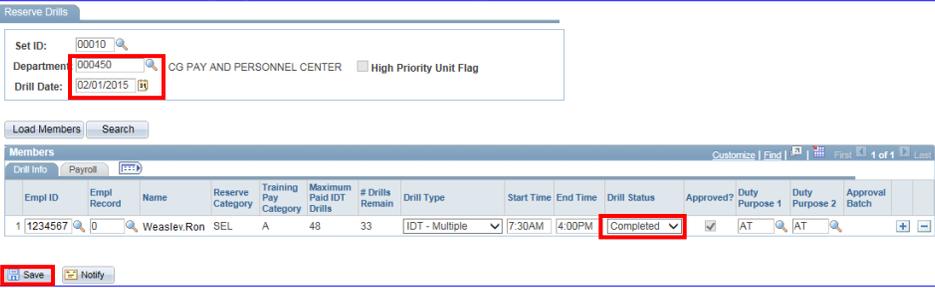
Procedures,  
continued

Step	Action
<p><b>3</b> <b>(cont)</b></p>	<div data-bbox="337 489 1166 653"> </div> <p>If <b>SDAP</b> (Special Duty Assignment Pay) is authorized, enter the applicable SDAP, or click the lookup icon to select the SDAP.</p> <div data-bbox="337 751 828 1041"> </div> <p>If <b>FLP</b> (Foreign Language Proficiency) is authorized, enter the applicable code, or click the lookup icon to select the appropriate code.</p> <div data-bbox="337 1136 605 1428"> </div> <p>If applicable, enter the FLP <b>Proficiency</b> Code, or click the lookup icon to select the appropriate level.</p> <div data-bbox="337 1524 592 1711"> </div> <p>When finished, click the <b>Save</b> button.</p>

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## Schedule IDT Drills, Continued

Procedures,  
continued

Step	Action
4	<p>After notification the member has performed the drill, the IDT <b>must</b> be edited and forwarded to the SPO Auditor for authorization of pay and allowances.</p> <p>Access the IDT by clicking on the <b>IDT Drills</b> link located in the <b>Reserve Administration</b> pagelet. Enter the <b>Department</b> and <b>Drill Date</b>. Then click <b>Search</b>.</p>  <p>The screenshot shows the 'Reserve Drills' page with search criteria: Set ID: 00010, Department: 000450 (CG PAY AND PERSONNEL CENTER), and Drill Date: 02/01/2015. Below the search criteria is a 'Load Members' button and a 'Members' table. The table has columns for Empl ID, Empl Record, Name, Reserve Category, Training Pay Category, Maximum Paid IDT Drills, # Drills Remain, Drill Type, Start Time, End Time, Drill Status, Approved?, Duty Purpose 1, Duty Purpose 2, and Approval Batch. One member is listed with Empl ID 1234567, Name WeastlevRon, Reserve Category SEL, Training Pay Category A, Maximum Paid IDT Drills 48, # Drills Remain 33, Drill Type IDT - Multiple, Start Time 7:30AM, End Time 4:00PM, and Drill Status Completed. The 'Completed' status is highlighted with a red box. Below the table are 'Save' and 'Notify' buttons, both also highlighted with red boxes.</p> <p>Locate the appropriate member and then click the <b>Drill Status</b> drop-down and make a selection.</p>

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## Schedule IDT Drills, Continued

Procedures,  
continued

Step	Action																														
<p><b>4</b> (cont)</p>	<div data-bbox="430 527 550 627" style="border: 1px solid black; padding: 2px; margin-bottom: 10px;">           Cancelled Completed Scheduled Unexcused         </div> <ul style="list-style-type: none"> <li>• Cancelled – to Cancel the scheduled drill</li> <li>• Completed – to Approve drill for pay/allowance payment</li> <li>• Unexcused – to change a drill to unexcused.</li> </ul> <p>When finished click the <b>Save</b> button.</p>																														
<p><b>5</b></p>	<div data-bbox="334 854 1425 1018" style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Name</th> <th>Reserve Category</th> <th>Training Pay Category</th> <th>Maximum Paid IDT Drills</th> <th># Drills Remain</th> <th>Drill Type</th> <th>Start Time</th> <th>End Time</th> <th>Drill Status</th> <th>Approved?</th> <th>Duty Purpose 1</th> <th>Duty Purpose 2</th> <th>Approval Batch</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1234567</td> <td>Weasley, Ron</td> <td>SEL</td> <td>A</td> <td>48</td> <td>33</td> <td>IDT - Multiple</td> <td>7:30AM</td> <td>4:00PM</td> <td>Completed</td> <td><input checked="" type="checkbox"/></td> <td>AT</td> <td>AT</td> <td>12796</td> </tr> </tbody> </table> </div> <p>After changing the drill status to completed and the transaction is saved, the <b>Approved</b> check will be remove and a <b>Approval Batch</b> number will be assigned. Make note of the approval batch number, you will need to include this number in the email notification to the SPO.</p> <p>The IDT will be routed to the SPO Tree of the user who changed the drill status to completed.</p>	Empl ID	Empl Record	Name	Reserve Category	Training Pay Category	Maximum Paid IDT Drills	# Drills Remain	Drill Type	Start Time	End Time	Drill Status	Approved?	Duty Purpose 1	Duty Purpose 2	Approval Batch	1	1234567	Weasley, Ron	SEL	A	48	33	IDT - Multiple	7:30AM	4:00PM	Completed	<input checked="" type="checkbox"/>	AT	AT	12796
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