

# Schedule Multiple Inactive Duty for Training (IDT) Drills

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**Introduction** This guide provides the procedures for scheduling and approving Multiple Drills. Unlike the Schedule Individual Drills page, the Multiple Drills page does not send an email to the member when drills are scheduled. Notification must be done separately.

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**Discussion** A Reservists command (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 IDT's.

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

Only members with CGSSCMD or CGRSVDRL may edit, cancel or delete a previously approved (authorized) drill. When an IDT Drill is edited, the request must be rerouted for approval (authorization).

If a member needs to change a drill date or any data fields after approval (authorized), the approver can deny or cancel the request. The member can then resubmit a new IDT request.

After the drill period, the SPO must change the drill status to "Completed". This will generate a pay transaction and allow payment of the drill.

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# Schedule Multiple Inactive Duty for Training (IDT) Drills, Continued

**Process**

The Scheduling Multiple Drills process initiates creditable service and payment for:

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

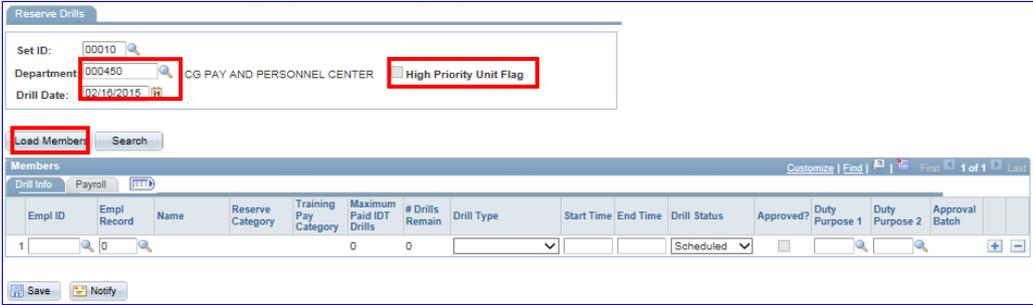
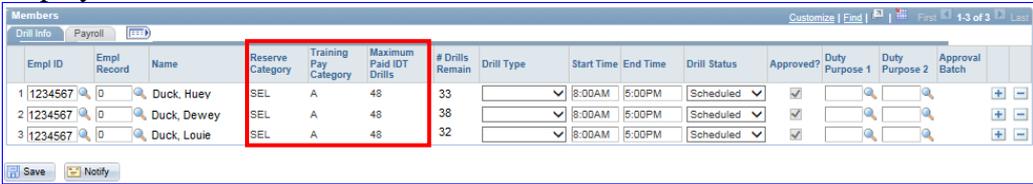
The following chart outlines the multiple drill process.

Stage	Who Does It	What Happens
1	Command/SPO	Schedules Multiple drills into Direct Access.
2	Member	Performs drills as scheduled or notifies command when duty was not performed as scheduled.
3	Command/SPO	Approves drills after verification member performed as scheduled, or may change status to cancelled or unexcused.  Note: Command/SPO user must be authorized Reserve IDT (CGRSVCMD) or Reserve Drills (CGRSVDRL) to view/enter/approve IDT drills.
4	SPO Supervisor	Approves authorized IDT Drill requests for processing of pay and allowances.

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# Schedule Multiple Inactive Duty for Training (IDT) Drills, Continued

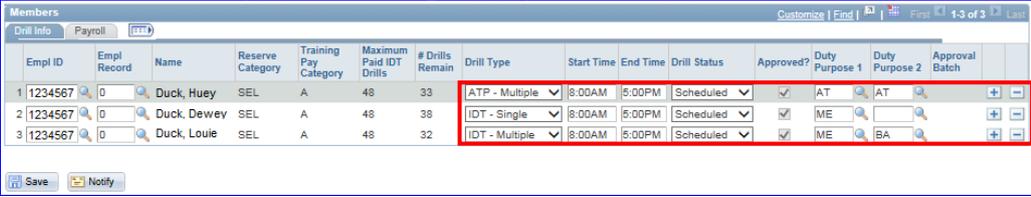
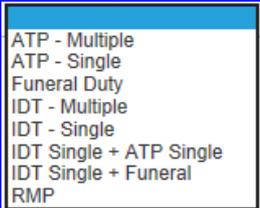
**Procedures** See below.

Step	Action
1	<p>Select <b>IDT Drills</b> from the <b>Reserve Administration</b> pagelet.</p> 
2	<p>The Reserve Drills page will display.</p>  <p><b>Department:</b> Enter the Department ID or use the lookup to identify where the IDT is to be performed.</p> <p><b>Drill Date:</b> Enter a date or use the calendar to select when the IDT is to be performed in MM/DD/YYYY format.</p> <p><b>High Priority Unit Flag:</b> Will default if unit is authorized.</p> <p>Click the <b>Load Members</b> tab.</p>
3	<p>All members permanently assigned to the Department identified will be displayed.</p>  <p>Ensure the members are in the Training Pay Category authorized to perform IDTs.</p> <p>A member may not exceed the <b>Maximum Paid IDT Drills</b> without approval/waiver from the District (dxr).</p>

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# Schedule Multiple Inactive Duty for Training (IDT) Drills, Continued

Procedures,  
continued

Step	Action												
<b>3</b> <b>(cont)</b>	<p><b>All data fields may be edited separately for each member.</b></p>  <p>Click the minus button to remove a member from the Multiple Drill process and/or click the plus button to add a new row for a member who will be performing an IDT at the department identified.</p> <p>33</p> <p>The <b>Approved</b> checkbox defaults to Approved for all members including any members added using the plus button.</p> <p><b>Drill Type</b> – Click the drop down and make a selection.</p>  <table border="1" style="width: 100%; border-collapse: collapse;"> <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> </table> <p><b>Start Time</b> and <b>End Time</b> are programmed to a default value for multiple drills. Select the fields to edit the start/end time for any individual.</p> <p><b>Drill Status</b> defaults to Scheduled.</p>	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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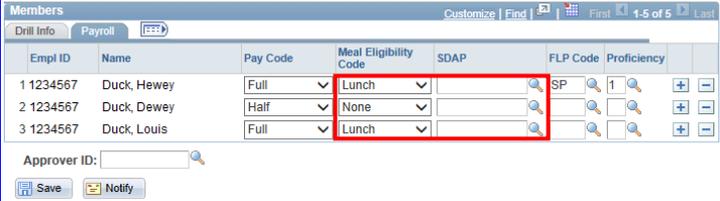
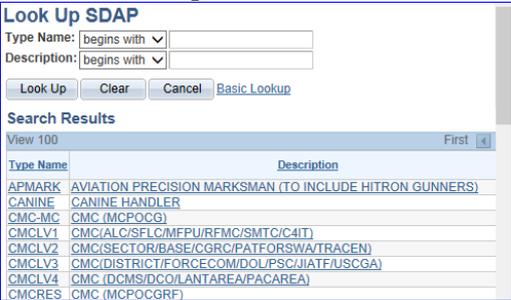
# Schedule Multiple Inactive Duty for Training (IDT) Drills, Continued

## Procedures, continued

Step	Action																																																												
<p data-bbox="233 495 316 562"><b>3</b> <b>(cont)</b></p>	<p data-bbox="352 495 1161 528"><b>Duty Purpose 1</b> – Click the lookup icon and make a selection.</p> <div data-bbox="352 528 853 786"> <p>APPROPRIATE DUTY FOR COMPLETING THE PHA</p> <ul style="list-style-type: none"> <li>Acquisition - General</li> <li>Aids to Nav Contingency</li> <li>Boating Safety Activity</li> <li>Boating Safety Contingency</li> <li>Civil Rights - General</li> <li>Command, Control &amp; Comms</li> <li>Contingency Preparedness</li> <li>DISASTER RESPONSE OPERATIONS &amp; SUPPORT</li> <li>Defense Contingency</li> <li>Defense Operation</li> <li>Engineering &amp; Logistics</li> <li>Environmental Contingency</li> <li>Environmental Protection</li> <li>Financial Mgmt Supply &amp; Inv</li> <li>Great Lakes - Summer Stock</li> <li>Health Services</li> <li>INDIVIDUAL TRAINING PLAN</li> <li>Int Operation</li> <li>Law Enforcement</li> <li>Law Enforcement Contingency</li> <li>Legal - General</li> <li>Merchant Vessel Insctn &amp; Doc</li> <li>Olympic Games Support</li> <li>Operational Intelligence</li> <li>Personnel Support</li> <li>Port Safety &amp; Sec Contingency</li> <li>Port Safety &amp; Security</li> <li>Public &amp; International Affairs</li> <li>RMP - ADMINISTRATIVE/INDIVIDUAL READINESS</li> <li>RMP - DENTAL EXAM ANNUAL</li> <li>RMP - GENERAL MANDATED TRAINING</li> <li>RMP - MEDICAL OTHER THAN PHA</li> <li>RMP - WEIGHT PROGRAM/NUTRITION</li> <li>RMP FOR OCCUP MED SURVEILLANCE &amp; EVAL PROG</li> <li>RMP FOR RESERVE SERVICE WIDE EXAM</li> <li>Radio Navigation</li> <li>Research &amp; Development</li> <li>Safety &amp; Occupational Health</li> <li>Search &amp; Rescue</li> <li>Search &amp; Rescue Contingency</li> <li>Security, CMC, Publications</li> <li>Short Range Aids to Navigation</li> <li>Space Program Support</li> <li>Structured Training - General</li> <li>Vessel Traffic Services</li> </ul> </div> <p data-bbox="352 790 1356 860"><b>Duty Purpose 2</b> – Click the lookup icon and make a selection (Table same as for Duty Purpose 1).</p> <p data-bbox="352 864 673 898">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 data-bbox="352 1034 1366 1104">When completed, your Multiple Drill request may display individual drill data as shown below. Click the <b>Payroll</b> Tab.</p> <div data-bbox="352 1106 1385 1301"> <table border="1" data-bbox="352 1144 1385 1256"> <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>Duck, Huey</td> <td>SEL</td> <td>A</td> <td>48</td> <td>33</td> <td>ATP - Multiple</td> <td>8:00AM</td> <td>5:00PM</td> <td>Scheduled</td> <td>✓</td> <td>AT</td> <td>AT</td> <td></td> </tr> <tr> <td>2</td> <td>1234567</td> <td>Duck, Dewey</td> <td>SEL</td> <td>A</td> <td>48</td> <td>38</td> <td>IDT - Single</td> <td>8:00AM</td> <td>5:00PM</td> <td>Scheduled</td> <td>✓</td> <td>ME</td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>1234567</td> <td>Duck, Louis</td> <td>SEL</td> <td>A</td> <td>48</td> <td>32</td> <td>IDT - Multiple</td> <td>8:00AM</td> <td>5:00PM</td> <td>Scheduled</td> <td>✓</td> <td>ME</td> <td>BA</td> <td></td> </tr> </tbody> </table> </div>	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	Duck, Huey	SEL	A	48	33	ATP - Multiple	8:00AM	5:00PM	Scheduled	✓	AT	AT		2	1234567	Duck, Dewey	SEL	A	48	38	IDT - Single	8:00AM	5:00PM	Scheduled	✓	ME			3	1234567	Duck, Louis	SEL	A	48	32	IDT - Multiple	8:00AM	5:00PM	Scheduled	✓	ME	BA	
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<p data-bbox="264 1346 284 1379"><b>4</b></p>	<div data-bbox="352 1341 1002 1525"> <table border="1" data-bbox="352 1379 1002 1480"> <thead> <tr> <th>Empl ID</th> <th>Name</th> <th>Pay Code</th> <th>Meal Eligibility Code</th> <th>SDAP</th> <th>FLP Code</th> <th>Proficiency</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Duck, Hewey</td> <td>Full</td> <td>Lunch</td> <td></td> <td>SP</td> <td>1</td> </tr> <tr> <td>2</td> <td>Duck, Dewey</td> <td>Half</td> <td>None</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>Duck, Louis</td> <td>Full</td> <td>Lunch</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div> <p data-bbox="352 1529 1118 1563">The Payroll Tab can be edited to display separate drill data.</p> <p data-bbox="352 1588 1150 1621"><b>Pay Code</b> – Click the drop-down arrow and make a selection.</p> <div data-bbox="352 1626 481 1704"> <p>Full Half No Pay</p> </div> <table border="1" data-bbox="352 1709 1385 1895"> <tbody> <tr> <td data-bbox="352 1709 576 1742">Full</td> <td data-bbox="576 1709 1385 1742">Pay is authorized for both periods of a multiple drill.</td> </tr> <tr> <td data-bbox="352 1742 576 1854">Half</td> <td data-bbox="576 1742 1385 1854">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 data-bbox="352 1854 576 1895">None</td> <td data-bbox="576 1854 1385 1895">A single or multiple drill is performed for points only.</td> </tr> </tbody> </table>	Empl ID	Name	Pay Code	Meal Eligibility Code	SDAP	FLP Code	Proficiency	1	Duck, Hewey	Full	Lunch		SP	1	2	Duck, Dewey	Half	None				3	Duck, Louis	Full	Lunch				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.																										
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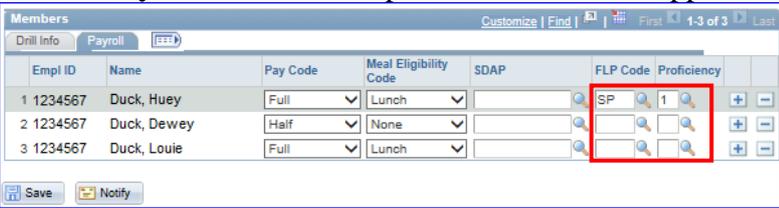
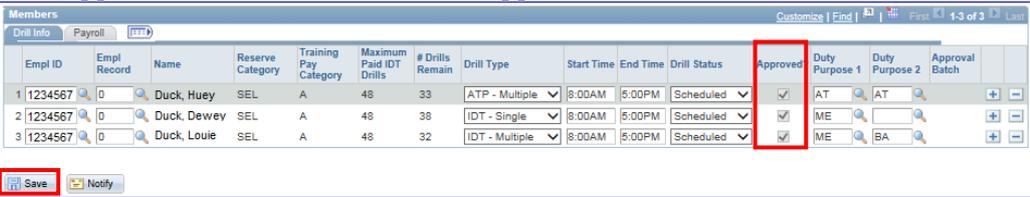
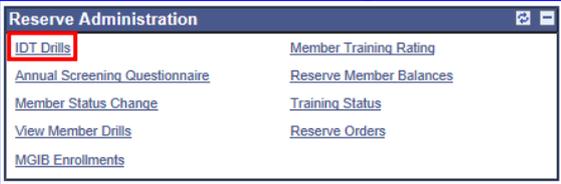
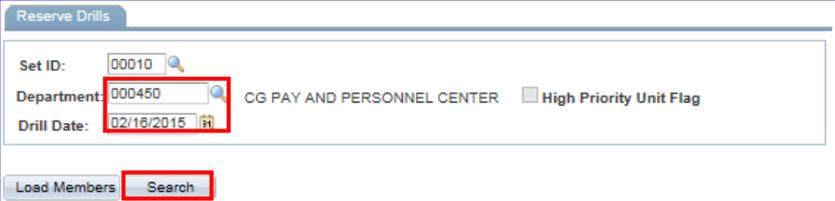
Procedures, continued

Step	Action															
<p><b>4</b> <b>(cont)</b></p>	<p><b>Meal Eligibility Code</b> – Click the drop-down arrow and make a selection.</p>  <p><b>SDAP</b> (Special Duty Assignment Pay) – Enter the applicable SDAP Code or click the lookup icon to search the SDAP table if authorized.</p> 															
	<table border="1"> <thead> <tr> <th data-bbox="355 958 539 994">If</th> <th data-bbox="539 958 943 994">And</th> <th data-bbox="943 958 1385 994">Then</th> </tr> </thead> <tbody> <tr> <td data-bbox="355 994 539 1137" rowspan="2">Reserve Member not authorized lodging</td> <td data-bbox="539 994 943 1070">Arrives same day, not remaining overnight</td> <td data-bbox="943 994 1385 1070">Authorized Lunch</td> </tr> <tr> <td data-bbox="539 1070 943 1137">Works past 1800 hours</td> <td data-bbox="943 1070 1385 1137">Authorized Lunch and Dinner</td> </tr> <tr> <td data-bbox="355 1137 539 1505" rowspan="3">Reserve Member authorized lodging</td> <td data-bbox="539 1137 943 1249">Arrives night before for 1 paid multiple IDT drill the next day</td> <td data-bbox="943 1137 1385 1249">Authorized Breakfast and Lunch</td> </tr> <tr> <td data-bbox="539 1249 943 1400">Arrives on day of 1<sup>st</sup> drill for paid multiple IDT drill and remains overnight between drills</td> <td data-bbox="943 1249 1385 1400">1<sup>st</sup> Day Authorized Lunch and Dinner, and 2<sup>nd</sup> Day Authorized Breakfast and Lunch</td> </tr> <tr> <td data-bbox="539 1400 943 1505">Arrives night before for 2 paid multiple IDT drills</td> <td data-bbox="943 1400 1385 1505">1<sup>st</sup> Day Authorized All Meals, and 2<sup>nd</sup> Day Authorized Breakfast and Lunch</td> </tr> </tbody> </table>	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 Multiple Inactive Duty for Training (IDT) Drills, Continued

Procedures,  
continued

Step	Action
<p><b>4</b> <b>(cont)</b></p>	<p><b>FLP Code (Foreign Language Pay)</b> – Click the lookup icon and make a selection if authorized.</p> <p><b>Proficiency</b> – Click the lookup icon and select the applicable level of FLP.</p> 
<p><b>5</b></p>	<p>The Approved check box defaults as Approved. Click the <b>Save</b> button.</p>  <p>The IDTs are now Approved (authorized) as scheduled.</p>
<p><b>6</b></p>	<p>When IDT Drills have been performed, the <b>Drill Status</b> must be edited.</p>  <p>Enter the <b>Department</b> and <b>Drill Date</b> previously scheduled and click the <b>Search</b> button.</p> 

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# Schedule Multiple Inactive Duty for Training (IDT) Drills, Continued

## Procedures, continued

Step	Action
7	<p>You can now edit the Drill Status. Click each individual drop-down and make a selection.</p> <div data-bbox="352 600 485 707" style="border: 1px solid black; padding: 2px;"> <p>Cancelled Completed Scheduled Unexcused</p> </div> <p>Cancelled – to Cancel the scheduled drill Completed – to Approve drill for pay/allowance payment Unexcused – to change a drill to unexcused</p>
8	<div data-bbox="352 819 1382 1010" style="border: 1px solid black; padding: 5px;"> <p>The screenshot shows 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 'Drill Status' column for three rows is highlighted in red, showing 'Completed', 'Completed', and 'Cancelled' respectively. The 'Approved?' column has checkmarks for the first two rows. 'Save' and 'Notify' buttons are at the bottom.</p> </div> <p>Click the Notify button if sending notification of the IDT status change. When finished editing, click the <b>Save</b> Button.</p>
9	<div data-bbox="352 1126 1382 1294" style="border: 1px solid black; padding: 5px;"> <p>The screenshot shows the same table as in step 8. The 'Approved?' column now has checkboxes (all unchecked) instead of checkmarks. The 'Approval Batch' column now has values: 23756, 23756, and 23756. The 'Approved?' checkboxes and the 'Approval Batch' values are highlighted in red. 'Save' and 'Notify' buttons are at the bottom.</p> </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>