

# Inactive Duty for Training (IDT)

## Member Initiated Process

### Overview

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**Introduction** This guide provides the procedures for Reserve members to schedule, edit or withdraw IDT requests.

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**Process** The following process initiates creditable service and payment for Reserve Inactive Duty for Training orders.

**Types of Inactive Duty which can be scheduled in Direct-Access:**

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

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

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# Member Initiated Process

**Introduction** Members may request IDT Drills using Direct Access Requests

**Procedures** The following procedures outline the process for members requesting IDT Drills.

Step	Action
1	<p>Select the <b>Requests</b> link from the Direct Access home page.</p>  <p>The screenshot shows the United States Coast Guard logo and the text 'U.S. Department of Homeland Security'. Below the logo is a navigation menu with three items: 'My Page', 'Self Service', and 'Requests'. The 'Requests' item is highlighted with a red rectangular box. Below the navigation menu is a section titled 'Announcements Updated 16 April 2014' containing several links for 'April Leave and Earnings statements (LEs) Posted', 'April Reserve Points Statements Posted', and 'Direct Access II Technology Refresh Projects'. There are also links for 'PCS eResume', 'Assignment Processing', and 'Accessions'.</p>
2	<p>Select <b>Submit a Drill Request</b>.</p>  <p>The screenshot shows the 'Self Service Requests' page with a navigation menu containing 'My Page', 'Self Service', and 'Requests'. The 'Requests' item is selected. Below the navigation menu is a section titled 'Self Service Requests' with a list of links: 'Submit an Absence Request', 'Submit a Delegation Request', 'Submit a Civilian CA Request', 'Submit an Officer CA Request', 'Submit a COLA Unique Request', 'Submit an Advance Pay Request', 'View My Absence Requests', 'View My Requests (all types)', 'Submit a Supp CA Reque', 'Submit an FSA Request', and 'Submit a Drill Request'. The 'Submit a Drill Request' link is highlighted with a red rectangular box.</p>

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# Member Initiated Process, Continued

Procedures, continued

Step	Action								
3	<p data-bbox="352 461 1121 495"><b>The Action Request to Submit Schedule Drills will appear.</b></p> <div data-bbox="352 495 1385 1346" style="border: 1px solid black; padding: 5px;"> <p data-bbox="357 499 544 524"><b>Action Request</b></p> <p data-bbox="389 535 608 560"><u>Submit Schedule Drills</u></p> <p data-bbox="389 564 536 586"><u>Granger, Hermoine</u></p> <ol data-bbox="395 613 1366 819" style="list-style-type: none"> <li>1. Select the Drill Date.</li> <li>2. Enter Start/End Time for the drill in the format HH24:MI/HH24:MI (e.g. For a drill starting at 08:15am and ending at 04:45pm, Enter 08:15/16:45)</li> <li>3. Select the Drill Type from the drop down list.</li> <li>4. Select Meal Eligibility for IDT-Multiple, ATP-Multiple or IDT-Single + ATP-Single Drill Types only. Leave blank for all other drill types.</li> <li>5. Enter Department only if the drill is to be performed at another department.</li> <li>6. Select Duty Purpose 1 for all Drill Types.</li> <li>7. Select Duty Purpose 2 for IDT-Multiple, ATP-Multiple or IDT-Single + ATP-Single Drill Types only.</li> <li>8. Select Pay Code : "No-Pay" for Points only drills; "Half" for 1 days pay; "Full" for 2 days pay.</li> <li>9. Click "Get Details" button to request information on Paid IDT Cap and # of Completed Drills</li> <li>10. Look up and select Approver; Enter any Comments and click "Submit".</li> </ol> <div data-bbox="389 835 1380 981" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p data-bbox="394 840 517 860"><b>Request Details</b></p> <table data-bbox="394 862 1380 974" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-right: 1px solid black; padding: 2px;">Drill Date: <input style="width: 90%;" type="text"/></td> <td style="padding: 2px;">Department: <input style="width: 90%;" type="text"/></td> </tr> <tr> <td style="border-right: 1px solid black; padding: 2px;">Start/End Time: <input style="width: 90%;" type="text"/></td> <td style="padding: 2px;">Duty Purpose 1: <input style="width: 90%;" type="text"/></td> </tr> <tr> <td style="border-right: 1px solid black; padding: 2px;">Drill Type: <input style="width: 90%;" type="text"/></td> <td style="padding: 2px;">Duty Purpose 2: <input style="width: 90%;" type="text"/></td> </tr> <tr> <td style="border-right: 1px solid black; padding: 2px;">Meal Eligibility: <input style="width: 90%;" type="text"/></td> <td style="padding: 2px;">Pay Code: <input style="width: 90%;" type="text"/></td> </tr> </table> </div> <p data-bbox="389 1003 517 1025" style="margin-top: 10px;"><input type="button" value="Get Details"/></p> <div data-bbox="389 1043 1380 1144" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p data-bbox="394 1048 555 1068"><b>Request Information</b></p> <p data-bbox="432 1079 571 1099">Paid IDT Cap: 48</p> <p data-bbox="421 1111 560 1131"># of Paid Drills: 0</p> </div> <div data-bbox="389 1160 1380 1301" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p data-bbox="394 1164 547 1184"><b>Request Approvers</b></p> <p data-bbox="405 1196 869 1218">Approver: <input style="width: 90%;" type="text"/></p> <p data-bbox="405 1240 1380 1301">Comment: <input style="width: 90%;" type="text" value="&lt;Enter Comments-&gt;"/></p> </div> <p data-bbox="389 1312 710 1335" style="margin-top: 10px;"> <input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/> </p> </div>	Drill Date: <input style="width: 90%;" type="text"/>	Department: <input style="width: 90%;" type="text"/>	Start/End Time: <input style="width: 90%;" type="text"/>	Duty Purpose 1: <input style="width: 90%;" type="text"/>	Drill Type: <input style="width: 90%;" type="text"/>	Duty Purpose 2: <input style="width: 90%;" type="text"/>	Meal Eligibility: <input style="width: 90%;" type="text"/>	Pay Code: <input style="width: 90%;" type="text"/>
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## Member Initiated Process, Continued

Procedures, continued

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Procedures, continued

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continued

Step	Action																								
<p><b>4</b> <b>(cont)</b></p>	<p><b>Request Details section (continued)</b></p> <div data-bbox="352 528 1382 685" style="border: 1px solid black; padding: 5px;"> <p><b>Request Details</b></p> <table border="0"> <tr> <td>Drill Date:</td> <td><input type="text" value="06/01/2014"/></td> <td>Department:</td> <td><input type="text" value="000450"/></td> </tr> <tr> <td>Start/End Time:</td> <td><input type="text" value="0800/1630"/></td> <td>Duty Purpose 1:</td> <td><input type="text" value="Personnel Support"/></td> </tr> <tr> <td>Drill Type:</td> <td><input type="text" value="IDT - Multiple"/></td> <td>Duty Purpose 2:</td> <td><input type="text" value="Personnel Support"/></td> </tr> <tr> <td>Meal Eligibility:</td> <td><input type="text" value="Lunch"/></td> <td>Pay Code:</td> <td><input type="text" value="Full"/></td> </tr> </table> </div> <table border="1" data-bbox="352 725 1382 1449"> <thead> <tr> <th data-bbox="352 725 600 763">Field</th> <th data-bbox="600 725 1382 763">Description/Entry</th> </tr> </thead> <tbody> <tr> <td data-bbox="352 763 600 801">Department</td> <td data-bbox="600 763 1382 801">Enter the Department where the duty is to be performed.</td> </tr> <tr> <td data-bbox="352 801 600 1267">Duty Purpose 1</td> <td data-bbox="600 801 1382 1267"> <p>Click the drop-down and make a selection.</p> <div data-bbox="614 837 1366 1234" style="border: 1px solid black; padding: 5px;"> <p>APPROPRIATE DUTY FOR COMPLETING THE PHA    Olympic Games Support            Acquisition - General    Operational Intelligence            Aids to Nav Contingency    Personnel Support            Boating Safety Activity    Port Safety &amp; Sec Contingency            Boating Safety Contingency    Port Safety &amp; Security            Civil Rights - General    Public &amp; International Affairs            Command, Control &amp; Comms    RMP - ADMINISTRATIVE/INDIVIDUAL READINESS            Contingency Preparedness    RMP - DENTAL EXAM ANNUAL            DISASTER RESPONSE OPERATIONS &amp; SUPPORT    RMP - GENERAL MANDATED TRAINING            Defense Contingency    RMP - MEDICAL OTHER THAN PHA            Defense Operation    RMP - WEIGHT PROGRAM/NUTRITION            Engineering &amp; Logistics    RMP FOR OCCUP MED SURVEILLANCE &amp; EVAL PROG            Environmental Contingency    RMP FOR RESERVE SERVICE WIDE EXAM            Environmental Protection    Radio Navigation            Financial Mgmt Supply &amp; Inv    Research &amp; Development            Great Lakes - Summer Stock    Safety &amp; Occupational Health            Health Services    Search &amp; Rescue            INDIVIDUAL TRAINING PLAN    Search &amp; Rescue Contingency            Ice Operation    Security, CMC, Publications            Law Enforcement    Short Rnge Aids to Navigation            Law Enforcement Contingency    Space Program Support            Legal - General    Structured Training - General            Merchant Vessel Insotn &amp; Doc    Vessel Traffic Services</p> </div> </td> </tr> <tr> <td data-bbox="352 1267 600 1449">Duty Purpose 2</td> <td data-bbox="600 1267 1382 1449"> <p>Click the lookup icon and make a selection (Table same as for Duty Purpose 1). 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# Member Initiated Process, Continued

Procedures, continued

Step	Action																										
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<p><b>5</b></p>	<p>Click the <b>Get Details</b> button.</p> <div data-bbox="352 1382 1385 1541" style="border: 1px solid black; padding: 5px;"> <p><input type="button" value="Get Details"/></p> <p><b>Request Information</b></p> <p>Paid IDT Cap: 48</p> <p># of Paid Drills: 0</p> </div> <p>Direct Access will auto populate:</p> <ul style="list-style-type: none"> <li><b>Paid IDT Cap:</b> - Number of drills authorized for pay for current FY.</li> <li><b># of Paid Drills:</b> - number of paid IDT's scheduled and/or completed during current FY.</li> </ul>																										

*Continued on next page*

## Member Initiated Process, Continued

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Procedures, continued

Step	Action
6	<p data-bbox="352 463 727 495"><b>Request Approvers</b> section.</p> <div data-bbox="352 495 1385 689"><p data-bbox="352 495 1385 526"><b>Request Approvers</b></p><p data-bbox="352 526 1385 571">Approver: <input data-bbox="518 533 837 564" type="text" value="7654321"/> <input data-bbox="837 533 858 564" type="button" value=""/> Albis Dumbledore</p><p data-bbox="352 571 1385 649">Comment: <input data-bbox="518 577 1385 649" type="text" value="&lt;Enter Comments&gt;"/></p><p data-bbox="352 649 1385 689"><input data-bbox="368 656 448 687" type="button" value="Submit"/> <input data-bbox="480 656 571 687" type="button" value="Resubmit"/> <input data-bbox="592 656 687 687" type="button" value="Withdraw"/></p></div> <ul data-bbox="400 696 1385 808" style="list-style-type: none"><li>• Enter the Approver <b>Empl ID</b> and Tab. Or use the lookup icon to search for an approver.</li><li>• Comments are required.</li></ul> <p data-bbox="352 846 906 878">When completed, click the <b>Submit</b> button.</p>

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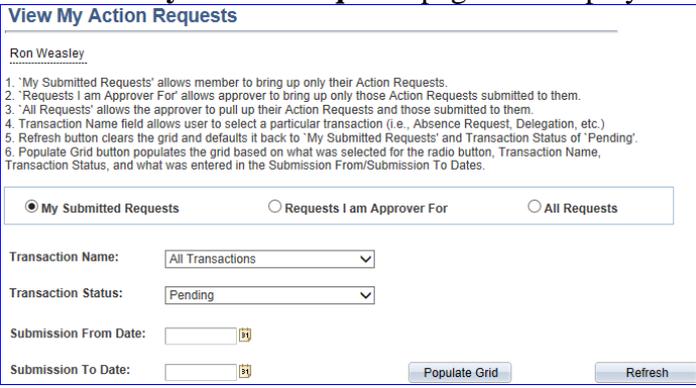
# Withdrawing or Editing an IDT Request

**Introduction** A member may withdraw or edit a previously submitted IDT request if it has **NOT** been previously authorized?

- **Edit** – If a member discovers a previously submitted IDT request has incorrect information.
- **Withdraw** – A member wishes to withdraw a previously submitted IDT request.

Once an IDT has been authorized only the command or SPO may Approve or Deny the request.

**Procedures** The following procedures outline the process for members requesting to withdraw or edit a previously submitted IDT Drill.

Step	Action
1	<p>Click the <b>Requests</b> link from the Direct Access home page.</p> 
2	<p>Click the <b>View My Requests</b> (all types)</p> 
3	<p>The <b>View My Action Requests</b> page will display.</p> 

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# Withdrawing or Editing an IDT Request, Continued

Procedures, continued

Step	Action																
<p><b>3</b> <b>(cont)</b></p>	<p>Click the <b>My Submitted Requests</b> radio button:</p> <div data-bbox="352 490 1056 880" style="border: 1px solid blue; padding: 5px;"> <p><b>View My Action Requests</b></p> <p>Ron Weasley</p> <p>1. 'My Submitted Requests' allows member to bring up only their Action Requests.                  2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.                  3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them.                  4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)                  5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.                  6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates.</p> <p> <input checked="" type="radio"/> <b>My Submitted Requests</b>                          <input type="radio"/> Requests I am Approver For                          <input type="radio"/> All Requests                 </p> <p>Transaction Name: <input type="text" value="Schedule Drills"/></p> <p>Transaction Status: <input type="text" value="Pending"/></p> <p>Submission From Date: <input type="text"/></p> <p>Submission To Date: <input type="text"/></p> <p style="text-align: right;"> <input type="button" value="Populate Grid"/>                          <input type="button" value="Refresh"/> </p> </div> <table border="1" data-bbox="352 916 1394 1068" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Field Name</th> <th style="width: 50%;">Description</th> </tr> </thead> <tbody> <tr> <td>My Submitted Requests</td> <td>Displays requests submitted by the member.</td> </tr> <tr> <td>Requests I am Approver For</td> <td>Displays requests member is an approver for.</td> </tr> <tr> <td>All Requests</td> <td>Displays all requests for member.</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li><b>My Submitted Requests</b> - Click the My Submitted Requests radio button.</li> <li><b>Transaction Name</b> – Click the drop-down arrow and select <b>Schedule Drills</b>.</li> <li><b>Transaction Status</b> – Click the drop-down arrow and select Pending.</li> <li>Click the <b>Populate Grid</b> button.</li> </ul>	Field Name	Description	My Submitted Requests	Displays requests submitted by the member.	Requests I am Approver For	Displays requests member is an approver for.	All Requests	Displays all requests for member.								
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All Requests	Displays all requests for member.																
<p><b>4</b></p>	<p>A list of all submitted drills in a pending status will display.</p> <div data-bbox="352 1339 1378 1406" style="border: 1px solid gray; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-decoration: underline;">Transaction Name</th> <th style="text-decoration: underline;">Status</th> <th style="text-decoration: underline;">Member</th> <th style="text-decoration: underline;">Member's Emplid</th> <th style="text-decoration: underline;">Submitted By</th> <th style="text-decoration: underline;">Approver</th> <th style="text-decoration: underline;">Submission Date</th> <th style="text-decoration: underline;">View Details</th> </tr> </thead> <tbody> <tr> <td>Reserve Drill Request</td> <td>Pending</td> <td>Ron Weasley</td> <td>1234567</td> <td>Ron Weasley</td> <td>A.Dumbledore</td> <td>06/17/2014</td> <td style="border: 1px solid red;">View Details</td> </tr> </tbody> </table> </div> <p>Click the <b>View Details</b> link.</p>	Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	View Details	Reserve Drill Request	Pending	Ron Weasley	1234567	Ron Weasley	A.Dumbledore	06/17/2014	View Details
Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	View Details										
Reserve Drill Request	Pending	Ron Weasley	1234567	Ron Weasley	A.Dumbledore	06/17/2014	View Details										

*Continued on next page*

# Withdrawing or Editing an IDT Request, Continued

## Procedures, continued

Step	Action
5	<p data-bbox="347 461 852 495">The Schedule Drills page will display.</p> <div data-bbox="352 495 1102 1104" style="border: 1px solid black; padding: 5px;"> <p data-bbox="357 501 464 517"><u>Schedule Drills</u></p> <p data-bbox="357 521 437 537">Weasley Ron</p> <ol data-bbox="357 555 1086 712" style="list-style-type: none"> <li>Select the Drill Date.</li> <li>Enter Start/End Time for the drill in the format HH24:MI/HH24:MI (e.g. For a drill starting at 08:15am and ending at 04:45pm, Enter 08:15/16:45)</li> <li>Select the Drill Type from the drop down list.</li> <li>Select Meal Eligibility for IDT-Multiple, ATP-Multiple or IDT-Single + ATP-Single Drill Types only. Leave blank for all other drill types.</li> <li>Enter Department only if the drill is to be performed at another department.</li> <li>Select Duty Purpose 1 for all Drill Types.</li> <li>Select Duty Purpose 2 for IDT-Multiple, ATP-Multiple or IDT-Single + ATP-Single Drill Types only.</li> <li>Select Pay Code - "No-Pay" for Points only drills; "Half" for 1 days pay, "Full" for 2 days pay.</li> <li>Click "Get Details" button to request information on Paid IDT Cap and # of Completed Drills</li> <li>Look up and select Approver; Enter any Comments and click "Submit".</li> </ol> <div data-bbox="357 725 1098 831" style="border: 1px solid #ccc; padding: 5px;"> <p data-bbox="357 725 453 741"><b>Request Details</b></p> <p data-bbox="357 745 1098 761">Drill Date: <input type="text" value="06/17/14"/> Department: 000450</p> <p data-bbox="357 766 1098 781">Start/End Time: 06:00/16:00 Duty Purpose 1: Personnel Support</p> <p data-bbox="357 786 1098 801">Drill Type: IDT - Multiple Duty Purpose 2: Personnel Support</p> <p data-bbox="357 806 1098 822">Meal Eligibility: Lunch Pay Code: Full</p> </div> <p data-bbox="357 848 453 864">Get Details</p> <div data-bbox="357 882 1098 958" style="border: 1px solid #ccc; padding: 5px;"> <p data-bbox="357 882 485 898"><b>Request Information</b></p> <p data-bbox="357 902 1098 918">Paid IDT Cap: 48</p> <p data-bbox="357 922 1098 938"># of Paid Drills: 34</p> </div> <div data-bbox="357 965 1098 1077" style="border: 1px solid #ccc; padding: 5px;"> <p data-bbox="357 965 485 981"><b>Request Approvers</b></p> <p data-bbox="357 985 1098 1001">Approver: 1204906 Scoville,Justin L.</p> <p data-bbox="357 1028 1098 1059">Comment: &lt;Enter Comments&gt;</p> <p data-bbox="357 1077 603 1093">Submit Resubmit Withdraw</p> </div> </div> <p data-bbox="347 1144 1026 1178">Member may now edit or withdraw the IDT request:</p> <ul data-bbox="443 1182 1310 1256" style="list-style-type: none"> <li> <b>Withdraw</b> – Sets Reserve Drill Approval status to Terminated.              When terminated member may enter a new IDT request.         </li> </ul> <div data-bbox="352 1252 935 1478" style="border: 1px solid black; padding: 5px;"> <p data-bbox="357 1258 549 1274"><b>Reserve Drill Approval</b></p> <p data-bbox="357 1279 930 1308">Reserve Drill Request: <b>Terminated</b> <a href="#">View/Hide Comments</a></p> <p data-bbox="357 1312 501 1328">One Approval Level</p> <div data-bbox="400 1332 616 1400" style="border: 1px solid #ccc; padding: 5px; background-color: #f8d7da;"> <p data-bbox="400 1332 485 1348"><b>Terminated</b></p> <p data-bbox="400 1352 616 1400">A Dumbledore Initial Approve Action Request 06/17/14 - 10:51 AM</p> </div> <p data-bbox="357 1404 533 1420"><b>Comments</b></p> <p data-bbox="357 1424 930 1467">Ron Weasley at 06/17/14 - 10:50 AM &lt;Enter Comments&gt;plz approve</p> </div> <ul data-bbox="443 1520 1310 1626" style="list-style-type: none"> <li> <b>Edit</b> – Edit any of the available fields and enter any comments.              Then click the <b>Resubmit</b> button. The IDT request will be resubmitted to original approver.         </li> </ul> <div data-bbox="352 1626 935 1852" style="border: 1px solid black; padding: 5px;"> <p data-bbox="357 1632 549 1648"><b>Reserve Drill Approval</b></p> <p data-bbox="357 1653 930 1682">Reserve Drill Request: <b>Pending</b> <a href="#">View/Hide Comments</a></p> <p data-bbox="357 1686 501 1702">One Approval Level</p> <div data-bbox="400 1706 616 1774" style="border: 1px solid #ccc; padding: 5px; background-color: #fff3cd;"> <p data-bbox="400 1706 469 1722"><b>Pending</b></p> <p data-bbox="400 1727 616 1774">Dumbledore,A Initial Approve Action Request</p> </div> <p data-bbox="357 1778 533 1794"><b>Comments</b></p> <p data-bbox="357 1798 930 1841">Ron Weasley at 06/16/14 - 11:40 AM &lt;Enter Comments&gt; Changed to All Meals</p> </div>