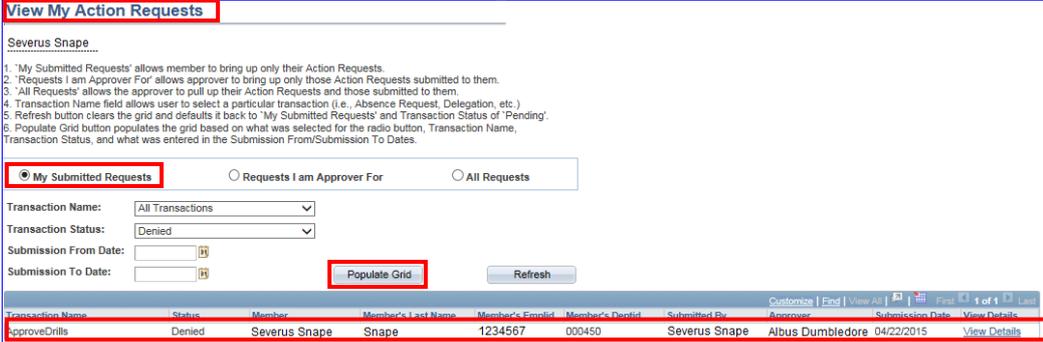
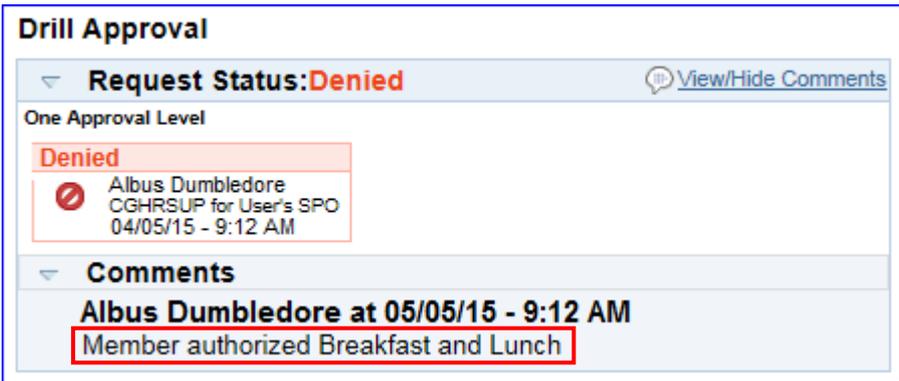


Denied IDT – Resubmission Process

Introduction This guide provides the procedures to process Inactive Duty for Training (IDT) Drills that have been Denied for payment by the Servicing Personnel Office (SPO).

Denied IDTs can be edited and resubmitted in Direct Access.

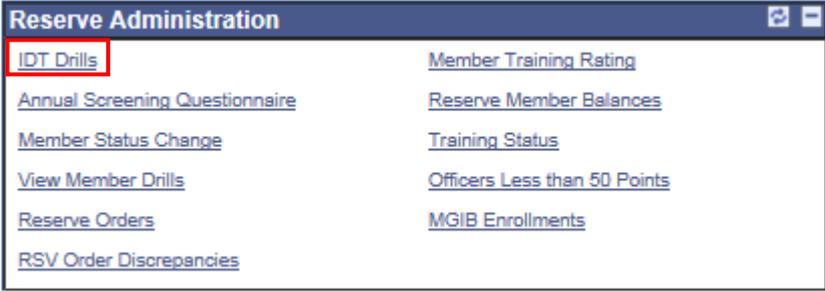
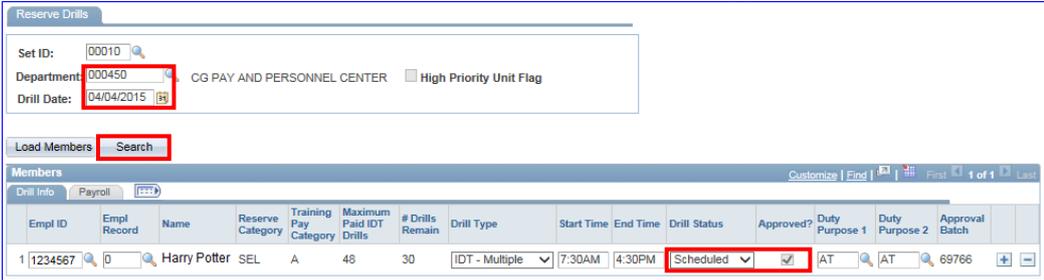
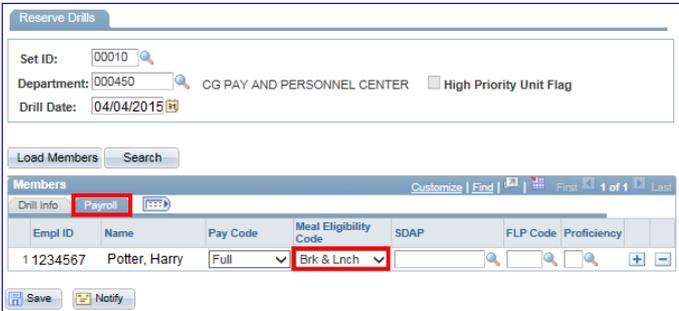
Procedures See below.

Step	Action
<p>1</p>	<p>When notified by the SPO an IDT has been denied, the command can view the Denied IDT by selecting the View My Requests (all types) from the Requests link in Direct Access.</p> <p>Select the My Submitted Requests radio button, identify any specific identifying properties and click the Populate Grid button.</p>  <p>Click the View Details link to see specific details for the denial.</p>
<p>2</p>	<p>The reason for denial will be identified in the comments.</p> 

Continued on next page

Denied IDT – Resubmission Process, Continued

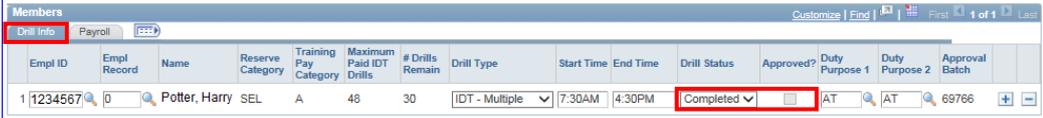
Procedures,
continued

Step	Action																														
3	<p>The IDT can now be edited and resubmitted. Select the IDT Drills link from the Reserve Administration pagelet.</p>  <p>The screenshot shows the 'Reserve Administration' pagelet with a list of links. The 'IDT Drills' link is highlighted with a red box. Other links include 'Member Training Rating', 'Annual Screening Questionnaire', 'Reserve Member Balances', 'Member Status Change', 'Training Status', 'View Member Drills', 'Officers Less than 50 Points', 'Reserve Orders', and 'MGIB Enrollments'.</p>																														
4	<p>Enter the Department and Drill Date, then click the Search button. Enter an Empl ID to search for a specific member.</p> <p>When denied, the IDT status will revert to Scheduled/Approved.</p>  <p>The screenshot shows the 'Reserve Drills' search interface. The 'Department' is set to '000450' and 'Drill Date' is '04/04/2015'. The 'Search' button is highlighted. Below, the 'Members' table shows a single entry for 'Harry Potter' with a status of 'Scheduled' highlighted in red.</p> <table border="1" data-bbox="331 1218 1375 1335"> <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>11234567</td> <td>0</td> <td>Harry Potter</td> <td>SEL</td> <td>A</td> <td>48</td> <td>30</td> <td>IDT - Multiple</td> <td>7:30AM</td> <td>4:30PM</td> <td>Scheduled</td> <td><input checked="" type="checkbox"/></td> <td>AT</td> <td>AT</td> <td>69766</td> </tr> </tbody> </table>	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	11234567	0	Harry Potter	SEL	A	48	30	IDT - Multiple	7:30AM	4:30PM	Scheduled	<input checked="" type="checkbox"/>	AT	AT	69766
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																	
11234567	0	Harry Potter	SEL	A	48	30	IDT - Multiple	7:30AM	4:30PM	Scheduled	<input checked="" type="checkbox"/>	AT	AT	69766																	
5	<p>The IDT can now be edited. In this example, the IDT was denied due to an incorrect Meal Eligibility Code.</p> <p>Click the Payroll tab. Click the Meal Eligibility Code drop-down and select the correct meal code.</p>  <p>The screenshot shows the 'Reserve Drills' interface with the 'Payroll' tab selected. The 'Meal Eligibility Code' dropdown is highlighted with a red box and set to 'Brk & Lnch'.</p> <table border="1" data-bbox="331 1727 1010 1823"> <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>11234567</td> <td>Potter, Harry</td> <td>Full</td> <td>Brk & Lnch</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>When finished, click the Save button.</p>	Empl ID	Name	Pay Code	Meal Eligibility Code	SDAP	FLP Code	Proficiency	11234567	Potter, Harry	Full	Brk & Lnch																			
Empl ID	Name	Pay Code	Meal Eligibility Code	SDAP	FLP Code	Proficiency																									
11234567	Potter, Harry	Full	Brk & Lnch																												

Continued on next page

Denied IDT – Resubmission Process, Continued

Procedures,
continued

Step	Action
6	<p>Return to the Drill Info tab. Select the Drill Status drop-down and change the status to Completed.</p> <p>If editing and resubmitting a Batch IDT request, change the status for each individual to Completed.</p> <p>When finished, click the Save button.</p>  <p>The status has been changed to Completed and the Approved check has been removed.</p> <p>The IDT has also been forwarded to the SPO for approval.</p>
