

Department of
Homeland Security
U.S. Coast Guard
CG PPC-1570

Individual Monthly IDT Tracking Worksheet

Purpose: Use this worksheet to request credit for Inactive Duty for Training (IDT) drills when drills are completed in increments of less than four hours

EMPLID:	Name (Last, First, MI):	Rate/Rank:	Unit Assigned:

INSTRUCTIONS:
 1) The worksheet will be used to itemize drill activity performed in increments of less than four hours
 2) Attach documentation of all drill activity claimed for the month including a summary of those activities or the worksheet (below in the Duty Performed column).

1) I report the following activity creditable for drill:

Number of Drills Performed		Date of Drill(s)	Number of Hours	Location of Drill(s) (Home, Unit)	Duty performed (E-Learning module completed)
Pay	Non-Pay				

General Guidance

Each pay or non-pay drill must be at least 4 hours (excluding meals) in duration. Each multiple drill, if two IDT drills are performed in the same day, must be at least 8 hours (excluding meals) in duration.

Penalty Statement

Members submitting false or inaccurate reports of IDT drill accrual are subject to penalty under Uniform Code of Military Justice (10 USC Chapter 47).

Members Signature:	Date:	For Unit/SPO Use Only	
		Individual Monthly IDT Tracking Sheet received by:	
Supervisor's Signature:	Date:	Unit/SPO	
		Initials:	Date:
Department Head's Signature:	Date:		
		Action Completed:	
Command Approval:	Date:	Initials:	Date: