

**RESPERSMAN 1570-010**

**INACTIVE DUTY TRAINING ADMINISTRATION**

<b>Responsible Office</b>	COMNAVRESFORCOM (N11)	Phone:	DSN COMM FAX	444-3625 (757)444-3625 (757)444-7598
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<b>References</b>	(a) BUPERSINST 1001.39F (b) DoDINST 1215.06 (c) OPNAVINST 3710.7U (d) DoDINST 1215.13 (e) MILPERSMAN 1910-158 (f) DoD Financial Management Regulation Volume 7A
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1. **Definition.** Inactive Duty Training (IDT) is authorized training performed by Selected Reserve (SELRES) and Voluntary Training Unit (VTU) Sailors and consists of regularly scheduled unit training periods and additional IDT periods. The primary purpose of regular IDT is to provide individual and/or unit readiness training.

a. **Enhancement for Drill Management (EDM).** EDM is an automated Navy Reserve drill management functionality in the Navy Standard Integrated Personnel System (NSIPS) through which individual Sailors request to reschedule drills and request additional drills.

b. **Rescheduled (RS) IDT.** Drills that are scheduled outside the published Fiscal Year (FY) Navy Reserve Activity (NRA) drill weekend schedule.

(1) **Advance IDT.** Drills that are performed before the regularly scheduled drill weekend. Rescheduled IDT periods may be performed in advance of regularly scheduled unit IDT periods only if the Sailor is expected to remain in a drilling status **through the end of the month for which the advance IDT periods were rescheduled.**

c. **Authorized Absences (AAs).** AAs are assigned when valid training or mission support opportunities for RS do not exist and the Unit CO determines that the absence is excused.

d. **Unexcused IDTs.** Drills are adjudicated as unexcused when Sailors fail to report for regularly scheduled or rescheduled IDT periods without prior authorization.

e. **Administrative Unsatisfactory Periods.** Drills are administratively adjudicated as unsatisfactory when Unit Commanding Officer (CO) (or NRA CO in coordination with Unit CO) to whom the Sailor reports for drill determines his/her performance during the IDT period does not meet the minimum standards required to maintain the proficiency of the unit and the skill of the individual, or when disciplinary action has been taken under the Uniform Code of Military Justice (UCMJ), per [RESPERSMAN 1001-010](#).

2. **Participation Requirements.** Reserve Sailors acknowledge their understanding of the Navy's policy concerning IDT by signing a Satisfactory Participation Requirements/Record of Unexcused Absences Form ([NAVRES 1570/2](#)) at time of affiliation with the Navy Reserve. If not completed at time of affiliation, the form must be signed and witnessed within 30 days of affiliation. This form outlines attendance and communication requirements and procedures for missed IDT periods. Satisfactory participation requirements are outlined in [RESPERSMAN 1001-010](#). Failure to perform satisfactorily may result in administrative separation for enlisted Sailors or transfer to the IRR/ASP for officers.

a. Performance of regular or rescheduled drills (pay or non-pay) count toward satisfactory drill participation.

b. IDT period attendance will be computed on a rolling year basis and not on an anniversary, fiscal, or calendar year basis. This attendance is computed by counting drill attendance, starting from and including the month of the last regular IDT period and counting back 12 months. Example: If the member's last IDT period was 16 March, only those IDT periods back through the previous April will be considered in determining satisfactory participation.

c. Sailors will be designated as unsatisfactory participants when nine or more IDT periods in a progressive (rolling) 12-month period are declared unsatisfactory, or are unexcused absences. An individual becomes an unsatisfactory participant upon accruing nine unexcused absences or a combination of unexcused absences and unsatisfactory IDT periods in a 12-month period.

### 3. IDT Period Duration

a. Selected Reserve. The minimum duration of any IDT period is four hours. The maximum duration of an IDT period is 24 hours.

b. VTU and SSRG. The minimum duration of a single non-pay drill is two hours; however if two non-pay drills are performed in the same day, the minimum drill time is four hours each. The maximum duration of an IDT period is 24 hours.

### 4. IDT Period Limitations

a. No type of IDT shall be conducted in designated imminent danger areas per reference (b).

b. No more than two IDT periods may be performed in one day.

c. During the FY in which affiliated, new Sailors are limited to performing a pro-rated number of regular IDT periods based on the number of months remaining in the FY. Example: A member who affiliated prior to the drill weekend in March (with seven months remaining in the FY) is authorized to execute 28 regular IDT periods during that FY. IDT period credit is not authorized for affiliation processing.

d. Sailors who discontinue drilling prior to the end of the FY are only eligible to be scheduled and paid and or receive points for the same pro-rated number of IDT periods for the time they are affiliated (i.e., four IDT periods each month the member is affiliated). A member is not authorized to perform IDT periods in advance of the normal drill schedule if the member is scheduled to transfer from a Selected Reserve (SELRES) or Voluntary Training Unit (VTU) status (e.g., retired, discharged, status change) prior to the end of the month for which the IDT periods were rescheduled.

e. Rescheduled drills must be performed during the same fiscal year in which the original regular drills were scheduled.

### f. AT/ADT/Active Duty for Special Work (ADSW)/ Mobilization Conflict

(a) For periods of 179 days or less:

1. A member can request to reschedule IDT periods that conflict with dates of AT/ADT/ADSW/Mobilization. Sailors are responsible for submitting rescheduled IDT requests before commencing any training. Sailors may perform RS IDTs either before or after the conflicting training periods provided the RS training periods are completed within the same FY. All drills for the current FY of the member's mobilization shall be adjudicated in NSIPS as RS prior to member's commencement of orders, or AA shall be given monthly following the IDT weekend.

(b) For periods of 180 days or greater: IDTs after the 180th day must be adjudicated as AAs.

5. **Advance IDT.** RS IDT periods may be performed in advance of regularly scheduled unit IDT periods only if the member is expected to remain in a drilling status through the end of the month for which the advance IDT periods were rescheduled.

a. Take into consideration the following when scheduling advance IDT: anniversary year, Expiration of Obligated Service (EOS), High Year Tenure (HYT), mandatory transfer, retirement, mobilization and satisfactory participation. Sailors who do not fulfill their fiscal year drill requirement may face recoupment of drill pay/points for any periods not authorized.

b. SELRES in an In Assignment Processing (IAP) status are not authorized to drill more than 2 months in advance.

6. **Unit IDT Scheduling.** Reserve units will coordinate with the supporting NRA to establish the upcoming FY regular IDT weekends and all drills must be scheduled in NSIPS prior to the commencement of the FY. When scheduling regular IDT, operational support is paramount. However, completion of all Navy administrative requirements is mandatory.

7. **IDT Pay and or Retirement Point Credit.** All Sailors reporting for their IDT period at the scheduled time and place will be mustered for the purposes of drill accounting and establishing UCMJ authority. A member who is present for the prescribed IDT period will be authorized drill pay and retirement point credit per reference (f) if in a pay assignment, or retirement point credit if in a non-pay assignment. Payment for each IDT period, if authorized, will be at the rate of one-thirtieth of the basic pay prescribed for the member's grade and years of service.

## 8. Unit IDT Guidance

a. Before the Unit IDT, the NRA shall prepare the Unit/Partial Unit Individual Participation Record (IPR) (NAVRES 1570/21); all known absences of unit Sailors will be properly adjudicated in NSIPS.

b. The morning of the Unit IDT, the NRA shall provide the unit IPR to the unit mustering official (Unit CO or designated representative identified in writing with signature, or DD Form 577, Appointment/Termination Record-Authorized Signature). Additionally, the NRA shall provide the Unit CO with IDT reports listed in [RESPERSMAN 1570-030](#).

c. The mustering official shall conduct muster, annotating in black ink either Present (P) or Absent (A) for each person. For all personnel marked absent, adjudicate as AA, UA or RS; for RS IDTs provide future drill dates. Unit COs or designated representatives shall ensure the RS IDT requests are submitted via EDM prior to the end of the Unit IDT period(s). Sailors marked as absent without justification in the remarks column shall be adjudicated as unexcused (U). Refer to paragraph 14 of this article for reclama procedures.

d. By the end of the IDT period(s), the Unit CO or designated representative will sign and date the IPR, thus validating mustering official's remarks and that each Sailor authorized IDT pay/points was present.

e. At the conclusion of the final IDT period the authorized mustering official shall deliver the signed IPR to the NRA. When IDTs are performed away from the NRA, the IPR may be scanned and submitted via encrypted e-mail to the NRA.

f. The following actions shall be taken within three working days after the Unit IDT by the NRA:

(1) Record the IDT attendance data into NSIPS and verify that any individual IDT schedule changes annotated on the unit IPR have been requested through EDM. If the member and/or unit CO/designated representatives do not enter RS request, the NRA shall enter the RS request on behalf of the Sailor. Sailors marked absent without justification in the remarks column shall be adjudicated as an unexcused absence (UA).

(2) Print the IDT verification report from NSIPS and the Electronic Muster Use report from EDM. Deliver the IDT verification report, IDT Muster Status report and Unit IPR

(NAVRES 1570/21) to the NRA CO or designated representative (E7 and above) who will review and sign the IDT verification report authorizing the NSIPS supervisor to release IDT data for transmission.

(3) Ensure the NRA CO or designated representative verifies and signs the retain transmittal log. Annotate and date all action taken to correct errors reflected on the report.

9. **Individual IPR Guidance**. EDM is used when the member is performing IDT separately from their unit. Individual IPRs are requested in EDM for rescheduled and additional drills. Funeral Honors Duty (FHD) is scheduled and mustered in EDM by the NRA Funeral Honors Coordinator.

a. **Responsibilities**

(1) NRA shall access EDM daily to review IDT pending approval/certification from the Unit CO or designated representative. Once Unit CO or designated representative has certified the IDT the NRA will process the IDTs for payment within 3 days. The NRA Funeral Honors Coordinator will schedule and muster FHD in EDM and process Funeral Honors Duty Allowance for payment upon completion of FHD.

(2) Unit CO or designated representative shall adjudicate reschedule and additional drill requests for assigned Sailors within 3 days in EDM. Once Sailors have been mustered in EDM, the Unit CO or designated representative will certify the IDT within 3 days of completion in EDM.

(a) When the Unit CO or designated representative, is unable to approve the Individual IPR (NAVRES 1570/22) via EDM or experiences difficulty in mustering their assigned personnel, they may communicate to the NRA approved rescheduled IDT and/or muster via official military e-mail. Copy of the approval e-mail must be kept in the individual IDT folder at the NRA.

(3) Sailors shall access EDM to create and submit requests to reschedule existing or schedule additional drills. Sailors shall submit requests no less than 5 days prior to the requested drill date. Sailors are not authorized to perform IDT until the drill is approved by NRA. Sailors are required to ensure they are properly mustered in EDM at the time of the IDT.

(4) Any military member E6 and above or a civilian employee GS5 or above will access EDM to muster the Sailor at the time of the IDT.

10. **Rescheduling Regular Unit IDT.** Reschedule Unit IDT to meet Navy requirements only. Rescheduled IDT must be scheduled in EDM in advance, within a reasonable commuting distance, unless the Sailor signs a [NAVPERS 1070/613](#), Administrative Remarks agreeing to drill outside their reasonable commuting distance. Unit COs are authorized to direct performance of rescheduled IDT periods to:

a. Take advantage of emergent training opportunities, including IDTT evolutions; or

b. Accommodate non-availability of training resulting from schedule changes, equipment breakdown, or when access to drill/training sites is impossible due to adverse weather conditions, civil disturbances, or increased threat condition (THREATCON) levels.

11. **Missed IDT Periods.** Individuals miss regular IDT periods for a variety of reasons. Reasons to excuse absences on the day they occur include: sickness, injury, or other circumstances beyond a member's reasonable control. It is the Sailor's responsibility to contact the unit or assigned NRA when absent from IDT periods before the end of the IDT period(s). The unit shall contact Sailors prior to close of business of the Unit IDT if they fail to contact the unit. Unit COs will make one of the following determinations by close of an IDT weekend in all cases concerning missed IDT periods:

a. **Rescheduled (RS) IDT.**

(1) Unit COs may RS the individual IDT when there is a valid Navy mission or when valid training opportunities are available. IDT periods may not be rescheduled after the fact.

(2) Annotate the RS dates in the remarks section of the Unit IPR. Ensure the Sailor enters the reschedule request in EDM for approval. If the member is unable, the Unit CO/Designated Representative is responsible for submitting reschedule request on behalf of the Sailor.

(3) RS IDT periods that are missed, must be adjudicated by the Unit CO as Authorized Absence (AA) or Unexcused Absence (UA), depending on the circumstances of each case.

b. **Authorized Absence (AA)**. Assign AAs when valid training or mission support opportunities for RS do not exist and the Unit CO determines that the absence is excused. NRA staff will enter the AAs into NSIPS. This will reduce the member's total number of authorized IDT periods for the FY. AAs do not count toward retirement credit. Sailors are still required to obtain 50 retirement points for a qualifying anniversary year towards a non-regular (Reserve) retirement. Assignment of AA may impact incentive entitlements. AAs may be assigned for the following reasons:

(1) Demobilization. Demobilized Sailors shall be offered a 4 month AA period. AA period post mobilization may be extended up to 6 months. Sailors who desire to use this option are required to submit a Special Request Authorization, NAVPERS 1336/3, via their chain of command to the Unit CO for approval and are also required to sign an AA NAVPERS [1070/613](#), Administrative Remarks. Unit COs are required to make monthly contact with Sailors during the AA period to ensure there are no outstanding medical/dental or administrative requirements (such as physical/dental exam, or General Military Training (GMT)). Upon completion of monthly contact, Unit COs shall notify the NRA CO with updates on Sailors' status. NRAs shall refer to [RESPERSMAN 6000-010](#) to ensure Physical Health Assessment dates are properly reset in the Medical Readiness Reporting System prior to start of the AA period for those who demobilize through a Navy Mobilization Processing Site.

(2) Temporary work conflicts/personal hardships. Sailors may be approved up to 24 IDT periods (consecutive or non-consecutive) of authorized absences per FY to accommodate work conflicts/personal hardships.

(a) Responsibilities

1. NRA shall retain Sailors in their present unit and billet in an AA status up to 24 IDT periods with approval from the Unit CO. Upon approval, the NRA will ensure Sailors sign the AA [NAVPERS 1070/613](#), Administrative Remarks prior to commencing an AA period. Non-obligor Sailors with conflicts beyond 24 IDT periods shall be immediately transferred to the Active Status Pool (ASP). For Sailors with a drilling obligation of any type, contact COMNAVRESFORCOM (N11) via the chain of command for further guidance prior to transferring to the ASP.



2. Unit COs shall consider the impact on unit readiness and manning when reviewing requests for retention based on temporary work conflicts/personal hardships. If the Unit CO does not recommend retention, process member for transfer to the ASP as soon as possible, or process for discharge if warranted. Unit CO will ensure Sailors sign the AA [NAVPERS 1070/613](#), Administrative Remarks prior to commencing an AA period.

3. Sailors are required to submit a [NAVPERS 1336/3](#), Special Request Authorization, to request periods of authorized absences. Upon approval of the authorized absence period Sailors are required to sign an [NAVPERS 1070/613](#), Administrative Remarks acknowledging understanding of their responsibilities while in an AA status.

(3) Medical/Dental Non-Drillers. Sailors in Temporary Not Physically Qualified, Temporary Not Dentally Qualified or Medical Retention Review who are not authorized to perform IDTs will have their drills adjudicated as AA monthly until a final determination on their case is made. Ensure proper MAS code is assigned in accordance with [RESPERSMAN 3060-010](#).

c. Unexcused IDT (U). Unit/Command COs shall determine if a missed IDT period is unexcused.

## 12. Processing Missed/Unexcused/Unsatisfactory IDT Periods.

Process missed IDT periods as follows:

a. For regularly scheduled unit IDTs, Unit COs or designated representative will document approvals of RS/AAs on the Unit IPR. RS IDTs must be submitted in EDM prior to the end of the regularly scheduled unit IDT.

b. If a RS IDT period is missed, the Unit CO is responsible for adjudicating the IDT as Authorized Absence (AA) or Unexcused Absence (UA) by selecting the appropriate box in EDM.

c. Unit COs or designated representatives will document unexcused absences as "U"s in the remarks section of the Unit IPR or via EDM for Individual IPR. NRAs will record unexcused absences on the [NAVRES 1570/2](#), Satisfactory Participation Requirement/Record of Unexcused Absences, and send a signed copy to the member by mail within 5 working days of the unexcused IDT period. File the original NAVRES 1570/2 and one signed copy in the Sailor's Individual IDT folder and provide a signed copy to the Unit CO.

(1) Unit COs shall refer to [RESPERSMAN 1001-010](#) for requirements on processing enlisted Sailors and officers who incur nine or more unexcused/unsatisfactory IDTs during a progressive 12 month period.

(2) NRA shall follow directions outlined in COMNAVRESFORCOMINST 3060.7B for Sailors identified for mobilization.

d. Administrative unsatisfactory participation (Admin U). If the Unit CO (or NRA CO in coordination with Unit CO) to whom the member reports for drill determines the member's performance during the IDT period is unsatisfactory, the member's IDT period may be declared unsatisfactory for administrative purposes only.

(1) Unit CO or designated representative will document the IDT period as "P" on the Unit IPR or via EDM for Individual IPR, and annotate unsatisfactory participation in the remarks section. The NRA CO will annotate the administrative unsatisfactory participation as "Admin U" on the [NAVRES 1570/2](#), Satisfactory Participation Requirements/Record of Unexcused Absences and send a signed copy to the member by mail within 5 working days of the unsatisfactory IDT period. File the original NAVRES 1570/2 and one signed copy in the Sailor's Individual IDT folder and provide a signed copy to the Unit CO.

14. **Removal of Unexcused/Authorized Absence and Admin U.** IDT periods adjudicated as UA, AA, or Admin U cannot be removed without a letter from the Unit CO explaining the circumstances causing the error and steps taken to prevent further inaccurate drill adjudication.

a. Processing Timeline

(1) Unit CO shall submit request to remove UA, AA, or Admin U within 45 days of the drill date to the NRA CO for adjudication.

(2) NRA CO will make final determination of removals within 60 days, and removal authority shall not be delegated. A copy of all correspondence shall be maintained in the Individual IDT Folder.

(3) Request to remove UA, AA, or Admin U beyond 61 days up to 75 days of the adjudicated IDT period(s) must be routed to Echelon IV Commander with NRA CO endorsement.

(4) Request to remove UA, AA, or Admin U beyond 76 days of the adjudicated IDT period(s) must be routed to COMNAVRESFORCOM (N11) with NRA CO and Echelon IV Commander endorsement.

15. **Reporting of IDT Periods Over 12 Months Old.** Reporting IDT periods over 12 months old must be processed via service request to the NSIPS Help Desk.

16. **Drilling Status Changes - Pay.** Personnel in a pay status who have performed IDT in good faith before being notified that their assignment has been terminated will be paid for those IDT periods upon COMNAVRESFORCOM (N11) approval. This will be resolved by the NRA sending a letter to Defense Finance and Accounting System - Cleveland (DFAS-CL) via COMNAVRESFORCOM (N11) with explanation and supporting documents.