

RESPERSMAN 1570-010

INACTIVE DUTY TRAINING ADMINISTRATION

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References	(a) DoD Instruction 1215.06 (b) DoD Instruction Financial Management Regulation Volume 7A (c) DoD Instruction Financial Management Regulation Volume 5
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1. **Definition.** IDT is authorized training performed by SELRES and 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 module in the NSIPS through which units conduct electronic musters, and individual Sailors request to reschedule drills, and request additional drills. All unit musters, rescheduled drills, additional drills, and funeral honors duty requests shall be processed in EDM.

(1) EDM IDT Location: IDTs performed off-site (i.e., Inactive Duty Training Travel (IDTT), Telework, Training Medical Specialty (TMS) Program) shall be scheduled in advance in EDM using the IDT Location drop-down on the EDM Individual IDT Request, and mustered accordingly. Unless otherwise directed, Sailors performing IDTT or Telework are not necessarily required to meet the administrative requirements of FLEX IDT participants, even though the “Flexible” drill drop-down may need to be selected as the “Type of Request” in EDM. Refer to [RESPERSMAN 1570-020](#) for additional guidance for these programs.

2. **Participation Requirements.** Reserve Sailors acknowledge their understanding of the Navy’s policy concerning IDT by signing a NAVRES 1570/2, Satisfactory Participation Requirements/Record of Unexcused Absences form 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, and shall be maintained in the individual IDT folder. This form outlines attendance, communication requirements, and procedures for missed IDT periods. Satisfactory participation requirements are outlined in [RESPERSMAN 1001-010](#).

3. **IDT Period Duration**

a. SELRES. The minimum duration of a paid IDT period is 4 hours.

b. SELRES, VTU and Strategic Sealift Readiness Group (SSRG). The minimum duration of a single non-pay drill is 2 hours. However, if two non-pay drills are performed in the same day, the minimum drill time is 4 hours each.

c. The maximum duration of a pay, or non-pay IDT period is 24 hours.

4. **IDT Period Limitations**

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

b. No more than two IDT periods may be performed in 1 day.

(1) Funeral Honors Duty (FHD) is limited to one period per day per reference (a).

(2) Readiness Management Period (RMP) is limited to one period per 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. For example: A Sailor who affiliated prior to the drill weekend in March (with 7 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. 4 IDT periods each month the Sailor is in a drilling status).

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

f. Annual Training (AT)/Active Duty for Training (ADT)/Active Duty for Special Work (ADSW)/ Mobilization Conflict. Sailors can request to reschedule (RS) IDT periods that conflict with dates of AT/ADT/ADSW/Mobilization. Sailors may perform RS IDT either before or after the conflicting training periods, provided the RS training periods are completed within the same FY and are in support of the command to which they are assigned in an IDT status, or preparing for the upcoming period of mobilization. RS IDTs completed after the conflicting training period can only be executed after being officially released from active duty. RS IDT orders only cover the pay and entitlements associated with IDT periods, and do not include any travel entitlements. Sailors may not receive more than 365 (366 in a leap year retirement points in an anniversary year).

(1) Navy Reserve Activities (NRA) shall adjudicate all drills within the current FY for Sailors that have an AT/ADT/ADSW/Mobilization conflict as RS prior to Sailor's commencement of orders, or authorized absences (AA) shall be given monthly following IDT periods.

(a) In instances where a Sailor's active duty crosses the FY, the NRA shall enter the RS on the Sailor's behalf upon their return to drilling status.

(2) The unit commanding officer (CO) or designated representative shall ensure Sailors' RS IDT requests are submitted in EDM prior to commencing active duty.

(a) In instances where a Sailor's active duty crosses the FY and the next FY's drill schedule has not been established in EDM, the unit CO or designated representative shall provide the RS IDT request to the NRA in writing.

(3) Sailors are responsible for submitting rescheduled IDT requests in EDM before commencing active duty.

(a) In instances where active duty orders cross the FY and the FY drill schedule has not been established in EDM, the Sailor must submit an RS IDT request in writing to the NRA via their unit CO, which can be submitted via digitally signed email.

5. **Advance IDT.** 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.

a. Take into consideration the following when scheduling advance IDT: anniversary year, Expiration of Obligated Service (EOS), High Year Tenure (HYT), mandatory transfer, retirement, indefinite recall to active duty, assignment participation (i.e. APPLY, Junior Officer APPLY, and Career Management System-Interactive Detailing), and satisfactory participation. In addition, Chaplains' who have civilian divine worship responsibilities should be accommodated accordingly. Sailors who do not fulfill their FY drill requirement may face recoupment of drill pay/points for any periods not authorized. Refer to [RESPERSMAN 7220-020](#) for debt management notification requirements.

b. SELRES in an In Assignment Processing 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 EDM prior to the commencement of the FY. When scheduling regular IDT, operational support is paramount. However, completion of all Navy administrative requirements is mandatory.

a. Units that have an established training plan for the FY that require deviation from the NRA FY regular IDT weekend are required to route the training plan with IDT dates to the echelon 4 for approval. Upon receiving echelon 4 approval for the unit to deviate from the NRA FY regular IDT weekend, NRA are required to schedule the new dates in EDM, prior to the commencement of the FY.

(1) Refer to [RESPERSMAN 1570-020](#) for FLEX drill scheduling and administration.

b. Deviation from the NRA FY regular IDT weekend does not absolve the unit/Sailors from completing their administrative requirements to include, but not limited to urinalysis, Physical Fitness Assessment, Physical Health Assessment and General Military Training.

7. **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 CO or designated representative is authorized to direct performance of rescheduled IDT periods to:

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

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.

c. Ensure completion of medical or administrative requirements as determined by the NRA.

8. **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 Uniform Code of Military Justice (UCMJ) authority. A Sailor who is present for the prescribed IDT period will be authorized drill pay and retirement point credit per reference (b) if in a pay assignment, or retirement point credit only 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 Sailor's grade and years of service.

9. **IDT Pay Authorization.** DD Form 577, Appointment/Termination Record-Authorized Signature, is required to be on file at the NRA for all NRA personnel responsible for authorizing and releasing drill pay (i.e. regular IDT, additional IDT), special pays associated with the performance of these drills and funeral honors duty Allowance prior to performing financial transactions. NRA pay clerks and supervisors shall be appointed as certifying officers. In accordance with reference (c), all certifying officers must complete Certifying Officer Legislation (COL) training prior to their appointment and complete refresher training annually. Evidence of having completed this training is required prior to performing duties as a certifying officer. DD Form 577 and initial and annual refresher COL training certificates are to be maintained electronically in the responsible NRA's N1 cabinet in TRIM for 10 years.

10. **Unit IDT Guidance**

a. Before the Unit IDT, the NRA shall ensure the NAVRES 1570/21, unit/partial unit Inactive Duty Training Participation Record (IPR) is available in EDM. All known absences of unit Sailors will be properly adjudicated in EDM. Additionally, the NRA shall provide the unit CO with IDT reports listed in [RESPERSMAN 1570-050](#).

b. At the beginning of the unit IDT period, the unit mustering official, which can be any Sailor assigned to the unit (or NRA staff members in emergent situations) shall conduct muster in EDM, selecting either present or absent for each Sailor. For all personnel marked absent, the unit mustering official shall add comments, recommending Authorized Absence (AA), Unexcused Absence (UA), or RS. Of important note, the NRA may execute muster and adjudication for those units that are not sufficiently manned to provide the muster, first unit approval and second unit approval for all members and maintain separation of duties.

c. By the end of the final IDT period, the first unit approver (designated representative identified in writing with signature by the unit CO) will electronically approve the IPR in EDM, thus validating the unit mustering official's remarks, and that each Sailor authorized IDT pay/points was present. Of important note, the first unit approver may be the same individual that completed unit muster, provided they have not mustered or adjudicated any of their own IDT periods and are designated in writing as a unit approver. The second unit approver will then certify all remarks for each Sailor authorized IDT pay/points are present. For all Sailors mustered as absent, the first unit approver shall select AA, UA, or RS as appropriate. Refer to paragraph 14 of this article for reclama procedures. For RS IDT, the unit certifying official shall provide future drill dates/periods, which will route the RS request electronically in EDM. The first unit approver and the second unit approver are not authorized to self-muster. Therefore, a second first unit approver, designated in writing, shall electronically "countersign" the NAVRES 1570/21, unit/partial unit IPR by approving the muster in EDM. The second unit certifying official may make corrections to the NAVRES 1570/21, unit/partial unit IPR, which will electronically re-route it in EDM back to the first unit approver for concurrence.

d. The following actions shall be completed within 3 working days after the unit IDT by the NRA:

(1) The First NRA Approver (as designated via DD Form 577, Appointment/Termination Record-Authorized Signature) shall verify and approve the unit/partial unit IPR in EDM. The first NRA approver may make corrections to the unit/partial unit IPR, which will electronically re-route the unit/partial unit IPR in EDM back to the second unit approver for concurrence.

(2) The NRA certifier (NRA CO or designated representative, as designated via DD Form 577, Appointment/Termination Record-Authorized Signature) shall verify and approve the NAVRES 1570/21, unit/partial unit IPR in EDM. The NRA certifier may make corrections to the NAVRES 1570/21, unit/partial unit IPR, which will electronically re-route it in EDM back to a second NRA certifier for concurrence. After the NRA certifier approves the NAVRES 1570/21, unit/partial unit IPR in EDM, the IDT periods are electronically released for payment. There is no longer a requirement to manually sign an IDT verification report for unit musters. However, in the event of an audit or inspection, the corresponding Unit Muster Status Report is available in EDM with digital signatures for each role. Refer to [RESPERSMAN 1570-050](#) for guidance on generating reports. Note that the unit muster status report reflects the first unit approver as the first unit certification, the second unit approver as the second unit certification, the first NRA approver as the first NRA certification, and the NRA certifier as the final NRA certification.

11. **Individual IPR Guidance.** EDM is also used when the Sailor is performing IDT separately from their unit. NAVRES 1570/22, Individual IPRs are requested in EDM for rescheduled, and additional drills. Funeral honors duty 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 second unit approver. Once the second unit approver has certified the IDT, the NRA will process the IDT within 3 working days.

(a) The first NRA approver (as designated via DD Form 577, Appointment/Termination Record-Authorized Signature) shall verify and approve the individual IPR in EDM. The first NRA approver may make corrections to the IPR.

(b) The NRA certifier (NRA CO or designated representative, as designated via DD Form 577, Appointment/Termination Record-Authorized Signature) shall verify, and approve the Individual IPR in EDM. The NRA certifier may make corrections to the individual IPR, which will electronically re-route it in EDM back to a second NRA certifier for concurrence. After the NRA certifier approves the individual IPR in EDM, the IDT periods are electronically released for payment. The corresponding Electronic Muster Status Report is available in EDM with digital signatures for each role. Refer to [RESPERSMAN 1570-050](#) for guidance on generating reports.

(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 will certify the IDT within 3 days of completion in EDM. The first unit approver (designated representative identified in writing with signature by the unit CO) will electronically approve the IPR in EDM, thus validating the mustering official's remarks, and that the Sailor authorized IDT pay/points was present. The second unit approver will then certify that the Sailor was present. In extenuating circumstances when the muster has already been performed, and recorded in EDM, the NRA may bypass the unit CO or designated representative(s) to ensure timely processing of pay.

(3) Sailors shall access EDM to create, and submit requests to reschedule existing, or schedule additional drills no less than 3 calendar days prior to the requested drill date. In emergent circumstances, Sailors may request to reschedule their current day drills in EDM. 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 Sailor E-6 and above or civilian employee GS5 or above will access EDM to muster the Sailor at the time of the IDT.

(5) If a Sailor is not mustered for a previously-approved reschedule period after 3 days beyond that period, then the unit or NRA may muster the Sailor as unexcused absence (UA).

12. **Emergent Individual IDT Processing Procedures**

a. Unit CO or designated representatives unable to approve rescheduled and additional IDT for their assigned personnel in EDM shall communicate their approval to the NRA via official e-mail.

b. NRAs shall enter the rescheduled/additional IDT requests on behalf of the Sailor in EDM per the unit CO, or designated representative's approval. NAVPERS 1570/22, individual IPR shall be downloaded/printed, and forwarded to the Sailor's unit CO or designated representative for mustering purposes. A copy of the approval e-mail must be kept in the individual IDT folder at the NRA.

c. Mustering officials shall validate the Sailor's attendance in EDM or by digitally/physically signing the NAVPERS 1570/22, individual IPR. If Sailor was not mustered in EDM, the mustering official shall return the signed NAVRES 1570/22, individual IPR to the unit certifying official upon completion of drill.

d. Unit certifying official shall certify the Sailor's attendance in EDM, or by digitally/physically signing the NAVPERS 1570/22, Individual IPR. If the Sailor was not certified in EDM, the certifying official shall return the signed NAVRES 1570/22, Individual IPR to the NRA within 3 days of completion.

e. NRA shall upload received NAVRES 1570/22, Individual IPRs into the Sailor's EDM record, via the "Import/View Imported Member IPR" function in the EDM Approver Dashboard, for pay processing within 3 days of receipt.

13. **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 Sailor'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 the end 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 CO may RS the individual IDT when there is a valid Navy mission, or when valid training opportunities are available. The unit CO bears the responsibility of determining the validity of such work. IDT periods may not be rescheduled after the fact.

(2) Ensure the Sailor enters the reschedule request in EDM for approval. If the Sailor is unable, the unit certifying official is responsible for submitting reschedule request on behalf of the Sailor. If the RS is requested during a unit IDT period, the unit certifying official shall select the RS dates on the unit/partial unit IPR in EDM.

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

b. **Authorized Absence.** Assign AAs when valid training or mission support opportunities for RS do not exist and the unit CO determines that the absence is excused. This will reduce the Sailor'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 and monthly debt for Servicemember's Group Life Insurance (SGLI)/Family SGLI premiums will continue to accrue. 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 CO 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 on a rolling year basis 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. Sailors with conflicts beyond 24 IDT periods shall be immediately transferred to the Individual Ready Reserve (IRR) - Active Status Pool (ASP). Refer to [RESPERSMAN 1900-010](#) for further guidance for involuntary IRR-ASP transfers.

2. Unit CO 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 Sailor for transfer to the IRR 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 AA 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 IDT will have their drills adjudicated as AA monthly until a final determination on their case is made. Ensure proper Manpower Availability (MAS) status code is assigned in accordance with [RESPERSMAN 3060-010](#).

(4) **Active Duty**. Reserve Sailors on active duty orders (e.g., AT, ADT, mobilization, recall, ADSW, etc.) shall be assigned AAs during the period of active duty, unless drill periods were rescheduled in advance. If AAs are not annotated on the Unit IPR, the active duty orders will serve as the key supporting document to support AAs for Sailors on active duty. Refer to paragraph 4f of this article for additional guidance.

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

14. **Processing Missed/Unexcused/Unsatisfactory IDT Periods**. Process missed IDT periods as follows:

a. For regularly scheduled unit IDT, the unit certifying officials will document approvals of RS/AAs on the unit IPR in EDM. RS IDT 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 AA or UA in EDM.

c. Unit certifying officials will document UAs on the Unit IPR or Individual IPR in EDM. NRAs will record UA's on the NAVRES 1570/2, Satisfactory Participation Requirement/Record of Unexcused Absences, and send a signed copy to the Sailor either by mail or electronically to the Sailor's official e-mail address within 5 working days of the unexcused IDT period. File the original NAVRES 1570/2, Satisfactory Participation Requirement/Record of Unexcused Absences, and one signed copy in the Sailor's individual IDT Folder. Provide a copy to the unit CO or carbon copy (cc) the unit CO on the e-mail notification to the affected Sailor.

(1) Unit COs shall refer to [RESPERSMAN 1001-010](#) for requirements on processing enlisted Sailors and officers who incur 9 or more unexcused/unsatisfactory IDTs during a progressive 12 month period.

(2) NRA shall follow directions outlined in COMNAVRESFORINST 3060.7C for Sailors identified for mobilization.

d. Administrative unsatisfactory participation (Admin U). Drills may be administratively adjudicated as unsatisfactory when unit 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 UCMJ, per [RESPERSMAN 1001-010](#).

(1) Unit CO, or designated representative will document the IDT period as present on the unit IPR, or individual IPR in EDM, and annotate unsatisfactory participation in the comments 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 Sailor either by mail or electronically to the Sailor’s official email address within 5 working days of the unsatisfactory IDT period. File the original NAVRES 1570/2, Satisfactory Participation Requirements/Record of Unexcused Absences and one signed copy in the Sailor’s Individual IDT Folder. Provide a copy to the unit CO or carbon copy the unit CO on the e-mail notification to the affected Sailor.

15. **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. The intent of this removal process is to fairly compensate eligible Sailors for work performed.

a. **Processing Timeline**

(1) Unit CO shall submit request to remove UA, AA, or Admin U within 10 days of the drill date to the NRA CO for adjudication.

(2) NRA CO shall adjudicate UA, AA, or Admin U removals within 10 days of receipt, and removal authority shall not be delegated. A copy of all correspondence shall be maintained in the individual IDT Folder.

(3) Echelon 4 commanders shall serve as the appeal authority for NRA CO adjudications of UA, AA, or Admin U removals. COMNAVRESFORCOM (N1) is the final appeal authority for echelon 4 Commander adjudications.

16. **Reporting of IDT Periods Over 12 Months Old.** Reporting IDT periods over 12 months old must be processed via Information Technology Service Management (ITSM) service request to the NSIPS Help Desk.

17. **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 via COMNAVRESFORCOM (N11) with explanation and supporting documents.