13 March 2024

Inactive Duty for Training (IDT) Drills

Overview

Introduction

This guide provides the procedures for scheduling, completing, changing, canceling, and deleting individual and batched IDT Drills for Reserve members in Direct Access (DA).

Required Roles

- CG Self Service for Command (CGSSCMD) user role
- CG Reserve Manager functional role to view/enter/edit/approve IDT drills

References

a) Reserve Duty Status and Participation Manual, COMDTINST M1001.2
b) Coast Guard Pay Manual, COMDTINST M7220.29 (series)
c) Special Duty Pay (SDP), COMDTINST 1430.1Q
d) Performance, Training and Education Manual, COMDTINST M1500.10C

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Overview, Continued

Action = Who Can Initiate the Action	**Scheduled** = Member and/or Command User (P&A)/Supervisor **Authorized** = P&A/Supervisor ("Approved?" column checked) **Completed** = P&A/Supervisor **Unexcused** = P&A/Supervisor **Cancelled** = P&A/Supervisor **Approved** = SPO **Denied** = SPO
Known Issue for P&A / Supervisor	There is a known issue for when a P&A/Supervisor holds BOTH the status of a Reservist and CG Civilian employee. DA does not allow them to set drills to a Complete status correctly. The Command should appoint another supervisor with the correct DA roles to complete this process **OR** all of the pertinent drill information must be sent to the SPO via email for marking the drills Complete and then processing pay.
Known Issue SDP/AP	For IDT drills, **DO NOT** enter SDP/AP via the payroll requests action request: but instead, the appropriate selection for SDP/AP must be made when scheduling the IDT drill itself.
Scheduling Requirement	• Each year, CG-R determines the timeframe for when drills can/cannot be entered in DA. For each Fiscal Year (FY), all drills must be entered by the member (not the P&A/Supervisor) using the Self Service Inactive Duty for Training (IDT) user guide prior to July 1st. • The system will not allow drills to be entered between July 1st and September 30th without a waiver. See the 3PM, Chap. 10.B.14 for information on waivers. • CG-R recommends that all drills for pay during this period be kept in a pending status (not approved by the P&A/Supervisor) until confirmed the member will drill on said date (see Note below). This allows rescheduling during that period without submitting a waiver up until that date. • The member must **NOT** withdraw the original IDT drill request and/or the P&A/Supervisor must **NOT** delete/cancel the IDT drill request. • If a change to any drill(s) within this period is required, the member must edit and resubmit the original IDT drill request to the supervisor for approval. **NOTE:** All scheduled drills for pay must be authorized prior to the member reporting for duty. Single/Multiple IDT drill(s) for pay must have A, B, C, or D Training Pay (TRAPAY) Categories. Contact the P&A Office if any other category displays.

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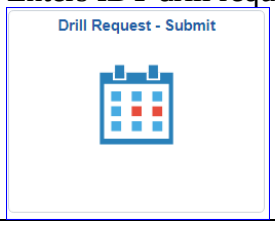
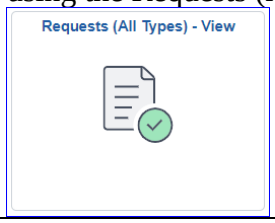
Overview, Continued

IDT Process

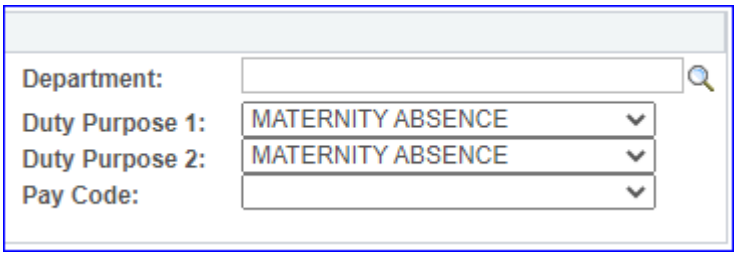
Stage	Who Does It	What Happens
1	Member P&A/ Supervisor	Enters IDT drill request in DA via the Drill Request-Submit tile. 
2	P&A/ Supervisor	Reviews member's IDT drill request and authorizes (approves) using the Requests (All Types)-View tile. 
3	Member	Performs as scheduled or edits/withdraws a submitted request.
4	P&A/ Supervisor	Updates the Drill Status based on Reserve member's actions: • **Completed –** Performed drill as scheduled. • **Unexcused –** Failed to report and no valid/approved reason. • **Cancelled –** Did not report and has a valid/approved reason.
5	SPO	Upon email notification from the P&A/Supervisor that the IDT drills have been marked Completed, approves the IDT drills for creditable retirement points and/or pay and allowances.

Continued on next page

Overview, Continued

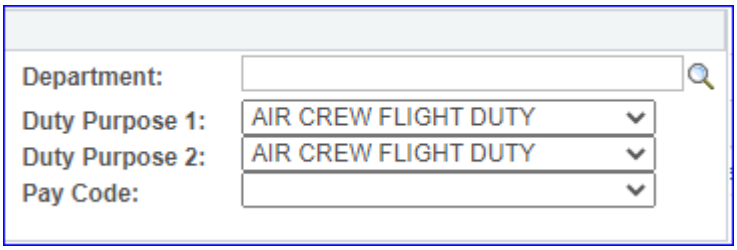
Reserve Maternity Compensation IDT Credit

ALCOAST 140/22 announced the implementation of a maternity absence policy for new mothers. There will not be a separate Duty Status category in DA for maternity absence – it is an IDT with a Duty Purpose code of Maternity Absence as shown below.



Reserve Air Crew Flight Duty Pay *NEW*

https://www.mycg.uscg.mil/News/Article/2989514/coast-guard-bringing-on-reserve-pilots/ announced the implementation of Air Crew Flight Duty pay for qualifying Reservists. There will not be a separate Duty Status category in DA for Flight Pay – it is an IDT with a Duty Purpose code of Air Crew Flight Duty as shown below.



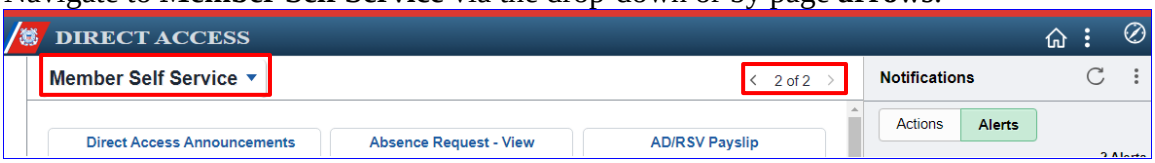
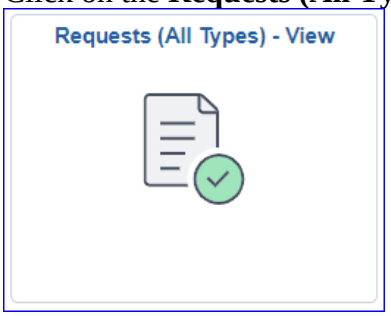
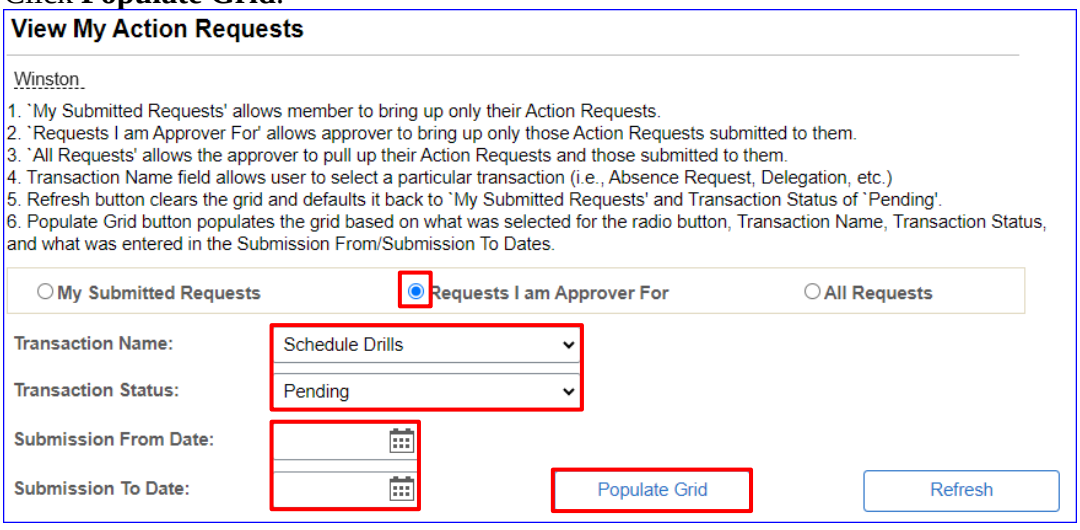
Authorizing a Member-Scheduled IDT Drill

Introduction

This section provides the procedures for authorizing IDT drills scheduled by the Reserve member in DA.

Procedures

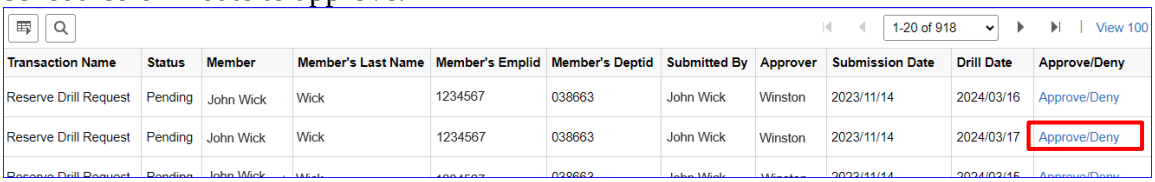
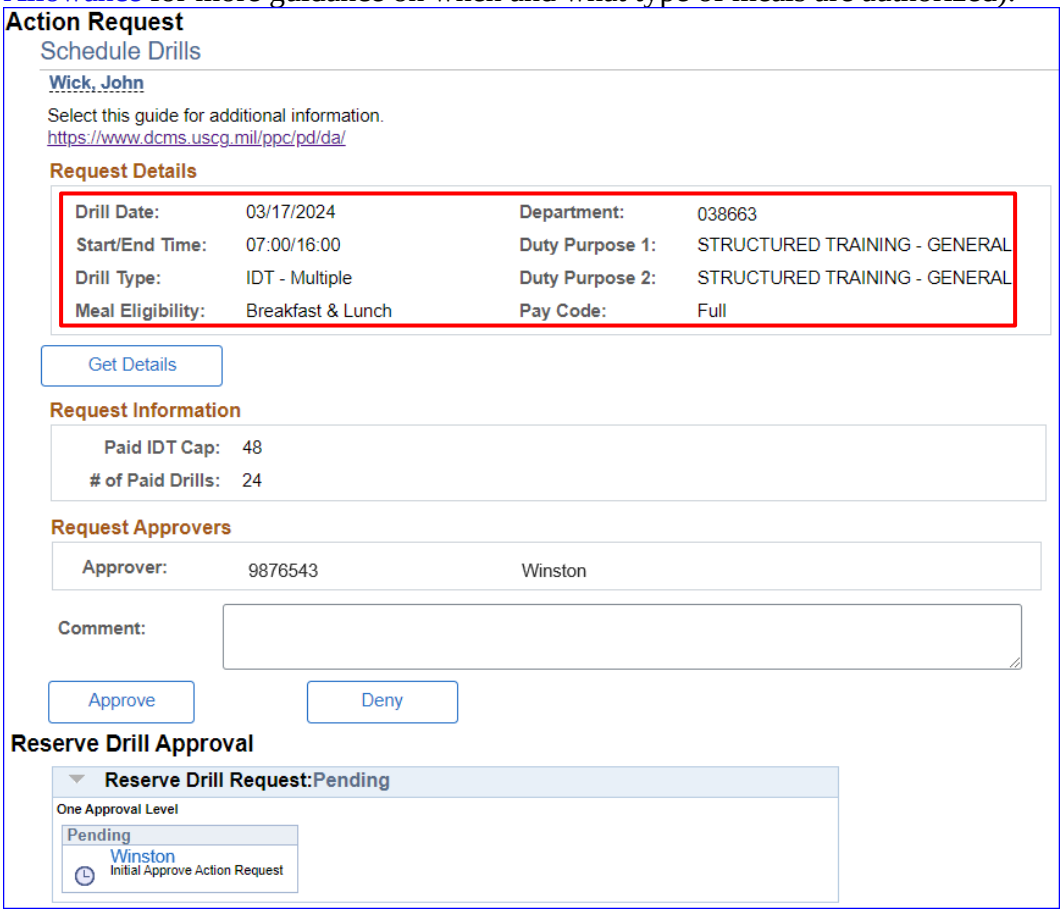
There are two ways to authorize a member's scheduled drill request using the steps below. Please refer to the Scheduling Requirement section of this guide.

Step	Action
1	Navigate to **Member Self Service** via the drop-down or by page **arrows**. 
2	Click on the **Requests (All Types) - View** tile. 
3	• Select the **Requests I am Approver For** radio button. • **Transaction Name -** may be left at the default or using the drop-down, select **Schedule Drills**. • **Transaction Status -** leave as Pending. • **Submission From Date** and **Submission To Date -** may be entered to narrow down the search or may be left blank. Click **Populate Grid**. 

Continued on next page

Authorizing a Member-Scheduled IDT Drill, Continued

Procedures,
continued

Step	Action
4	A list of all pending requests will display. Click on the **Approve/Deny** link at the end of the row for the member you are trying to approve. **NOTE:** Pay special attention to ensure you have selected the correct member and correct scheduled drill date to approve. 
5	The Action Request window will display. Review the information to ensure information is valid and accurate including **Drill Date**, **Start/End Time**, **Drill Type**, **Meal Eligibility**, **Duty Purpose 1/2**, and **Pay Code**. **NOTE:** Pay special attention to the Meal Eligibility Code (see IDT Subsistence Allowance for more guidance on when and what type of meals are authorized). 

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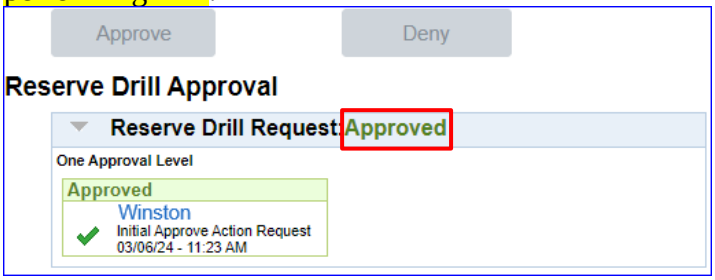
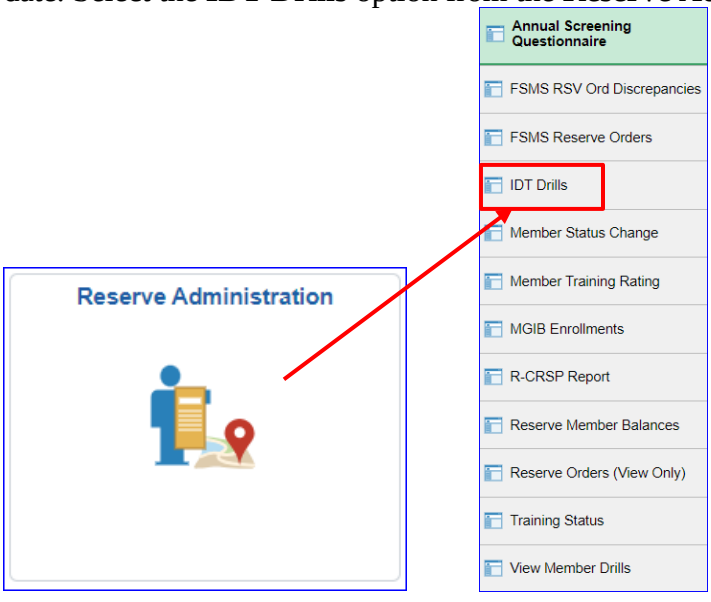
Authorizing a Member-Scheduled IDT Drill, Continued

Procedures,
continued

Step	Action
6	Click **Approve** or click **Deny**. If you are denying the request, comments are required. **NOTE:** Do **not** approve a scheduled IDT drill request that has passed if the member has reported for AD orders. Doing so will create a pay issue for the member. Exceptional circumstances may require the member to report for duty (under verbal order) before the member can submit an IDT drill request. In that case, please see Scheduling IDT Drills for an Individual Member.
7	Once approved, the Reserve Drill Request will change to **Approved**. The IDT drill is now in a Scheduled/Approved status and the member is authorized to perform as scheduled. **Reminder:** All member IDT Drill requests must be approved prior to the member performing IDT. 
8	This is the second way to authorize an IDT drill that was scheduled by the member but not previously approved by the member's original supervisor by the scheduled IDT drill date. Select the **IDT Drills** option from the **Reserve Administration** tile. 

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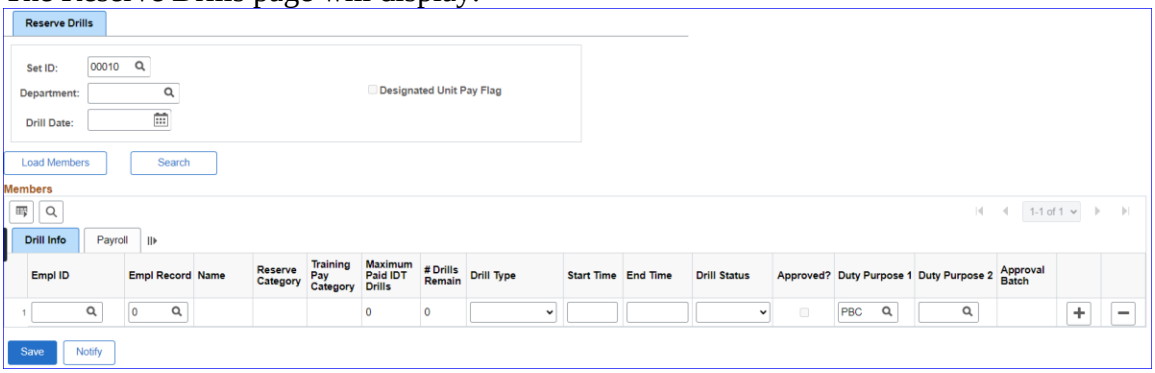
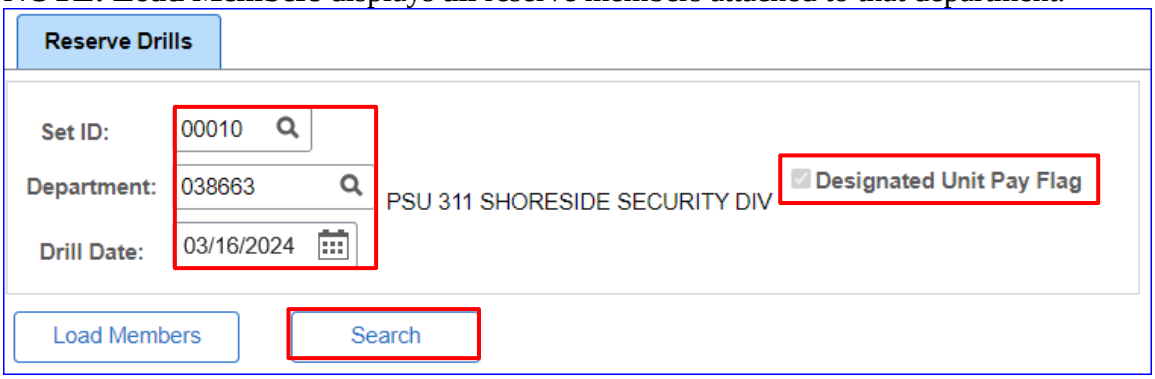
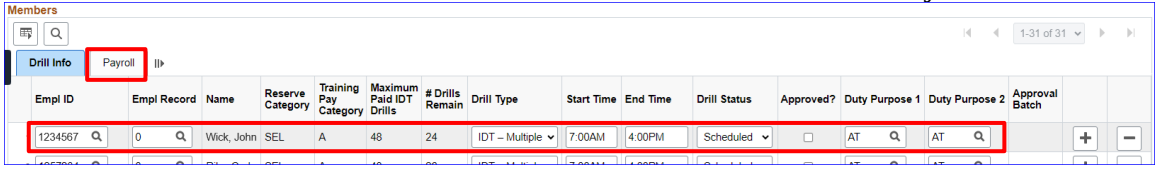
Authorizing a Member-Scheduled IDT Drill, Continued

Procedures,
continued

Step	Action
9	The Reserve Drills page will display. 
10	• **Set ID** – Leave at 00010. • **Department** – Enter the ID number or use the lookup icon to locate the unit where the IDT drill is scheduled to be performed. • **Drill Date** – Enter the date or use the calendar to select the date the IDT drill is scheduled to be performed. • **Designated Unit Pay Flag** will be automatically checked if the unit is authorized to receive high priority unit pay and are identified annually via an ALCGRSV message. Click **Search** (only displays members with previously entered scheduled drills). **NOTE: Load Members** displays **all** reserve members attached to that department. 
11	Only IDT drills that have been entered/scheduled for that Drill Date will be displayed. Scroll, if necessary, to locate the member and review the **Drill Info** to ensure the information is valid and accurate to that Reserve member. Select the **Payroll** tab. 

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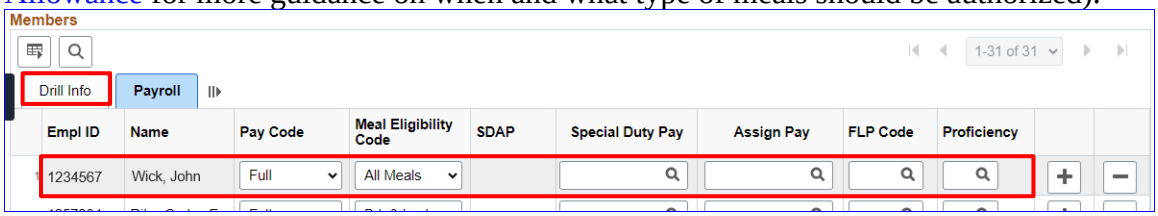
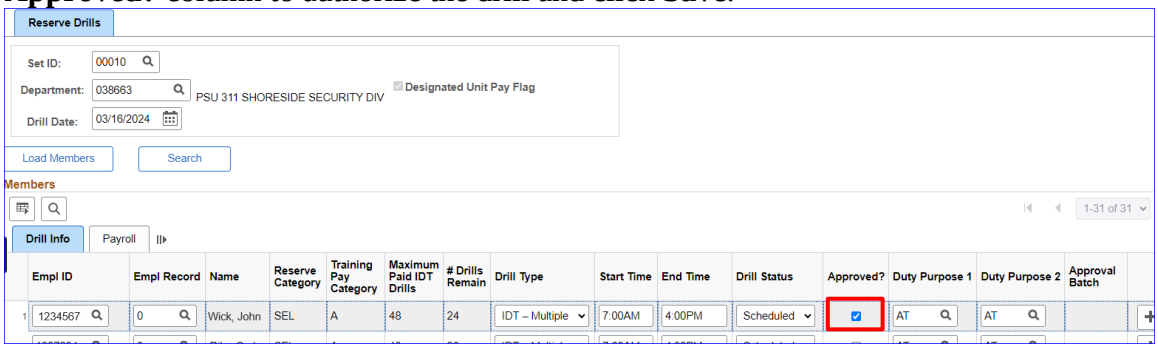
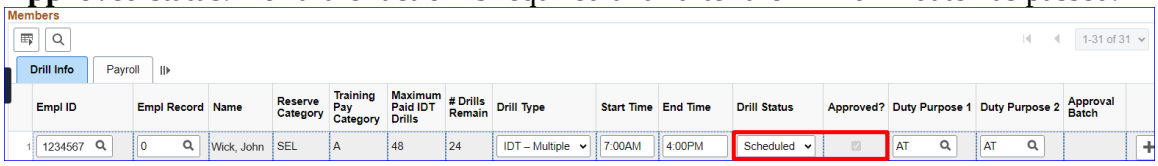
Authorizing a Member-Scheduled IDT Drill, Continued

Procedures,
continued

Step	Action
12	Review the payroll information to ensure it is valid and accurate to that Reserve member. Then select the **Drill Info** tab. **NOTE:** Pay special attention to the Meal Eligibility Code (see IDT Subsistence Allowance for more guidance on when and what type of meals should be authorized). 
13	Once all the information has been verified and is accurate, click the box in the **Approved?** column to authorize the drill and click **Save**. 
14	Upon saving, the **check box** will be grayed out. The IDT drill is now in a **Scheduled/ Approved** status. No further action is required until after the IDT drill date has passed. 

Scheduling IDT Drills for an Individual Member

Introduction

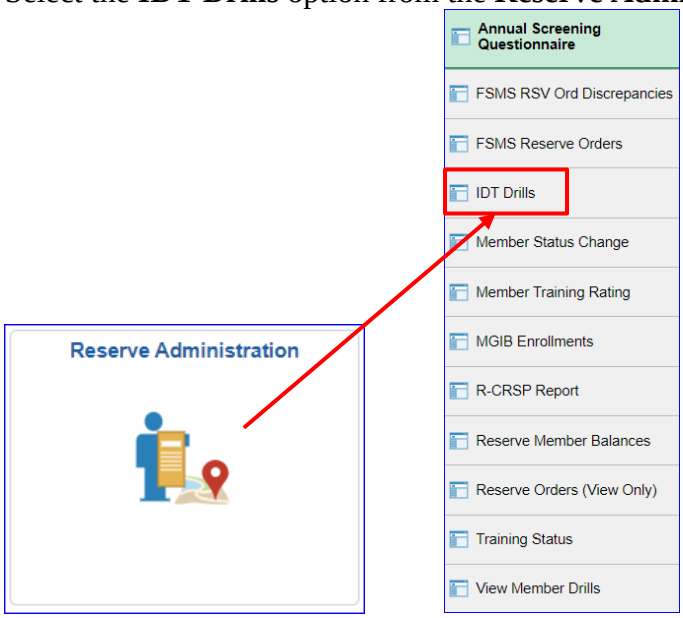
This section provides the procedures for scheduling IDT drills for an individual Reserve member in DA.

Important

- Before scheduling a drill, verify the drill date does not overlap/conflict with the start or end dates of any Reserve AD Orders or previously scheduled IDT drills.
- Any drill submitted by the P&A/Supervisor automatically places the drill in an authorized/scheduled status.
- These drills are **NOT** considered pending and cannot be modified after July 1st.
- Please refer to the Scheduling Requirement section of this guide.

Procedures

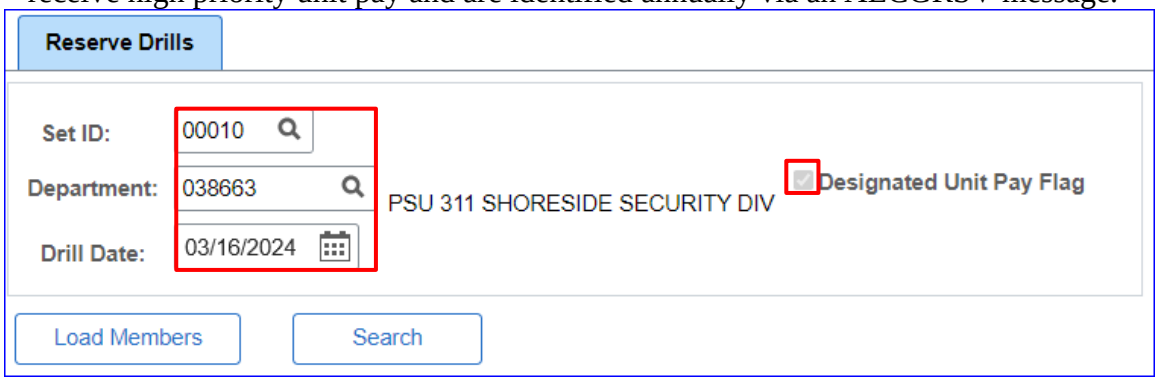
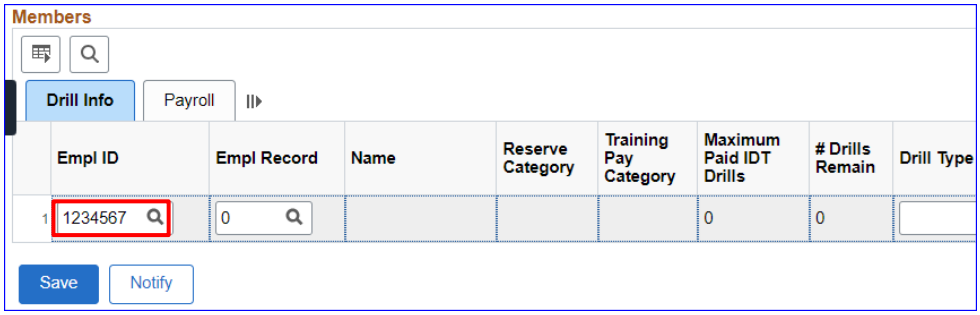
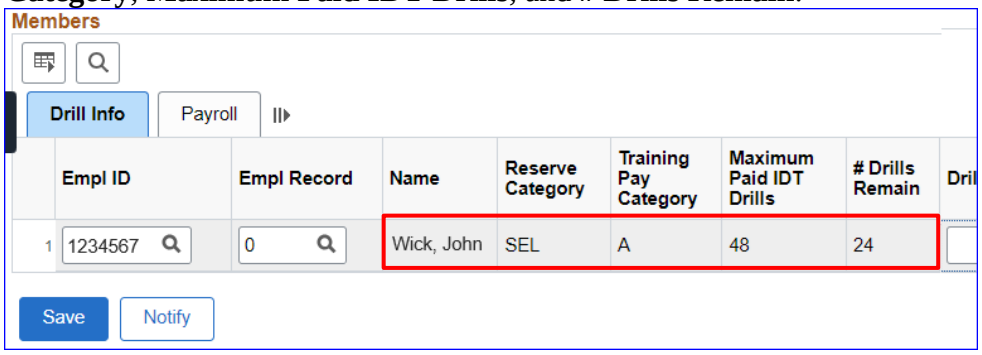
See below.

Step	Action
1	Select the **IDT Drills** option from the **Reserve Administration** tile. 
2	The Reserve Drills page will display.

Continued on next page

Scheduling IDT Drills for an Individual Member, Continued

Procedures, continued

Step	Action
3	• **Set ID** – Leave at 00010. • **Department** – Enter the ID number or use the lookup icon to locate the unit where the IDT drill is scheduled to be performed. • **Drill Date** – Enter the date or use the calendar to select the date the IDT drill is scheduled to be performed. • **Designated Unit Pay Flag** will be automatically checked if the unit is authorized to receive high priority unit pay and are identified annually via an ALCGRSV message. 
4	Enter the Reserve member's **Empl ID** under Drill Info or use the lookup icon to locate the member. 
5	Press the **Tab** key to populate the member's **Name**, **Reserve Category**, **Training Pay Category**, **Maximum Paid IDT Drills**, and **# Drills Remain**. 

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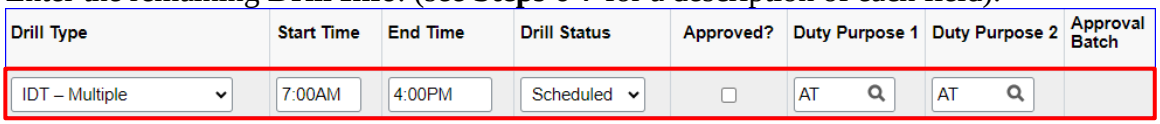
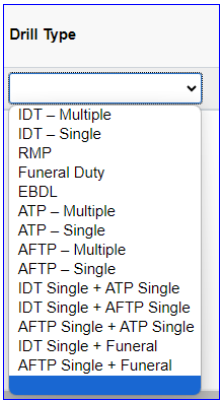
Scheduling IDT Drills for an Individual Member, Continued

Procedures, continued

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>6</td><td>Enter the remaining Drill Info: (see Steps 6-7 for a description of each field).


<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Drill Type</td><td>Select the Drill Type from the drop-down menu:


IDT Multiple or Single – Inactive Duty for Training
RMP – Readiness Management Period
Funeral Duty – Funeral Honors Duty
EBDL – Electronic Based Distance Learning
ATP Multiple or Single – Additional Training Period
IDT Single + ATP Single – Inactive Duty for Training Single Plus Additional Training Period Single
IDT Single + Funeral – Inactive Duty for Training Single Plus Funeral Honors Duty
AFTP - Additional Flying and Flight Training Period

NOTE: ATPs are reserved for select operational units and all IDTs (Single/Multiple) must be scheduled and completed prior to entering/requesting ATPs. Please refer the current ALCOAST on Reserve Additional Training Period (ATP) Allocations.</td></tr>
<tr><td>Start Time</td><td>Enter the start time using the HH:00AM/PM format (i.e. for a drill beginning at 0700, it would be entered as 7:00AM)

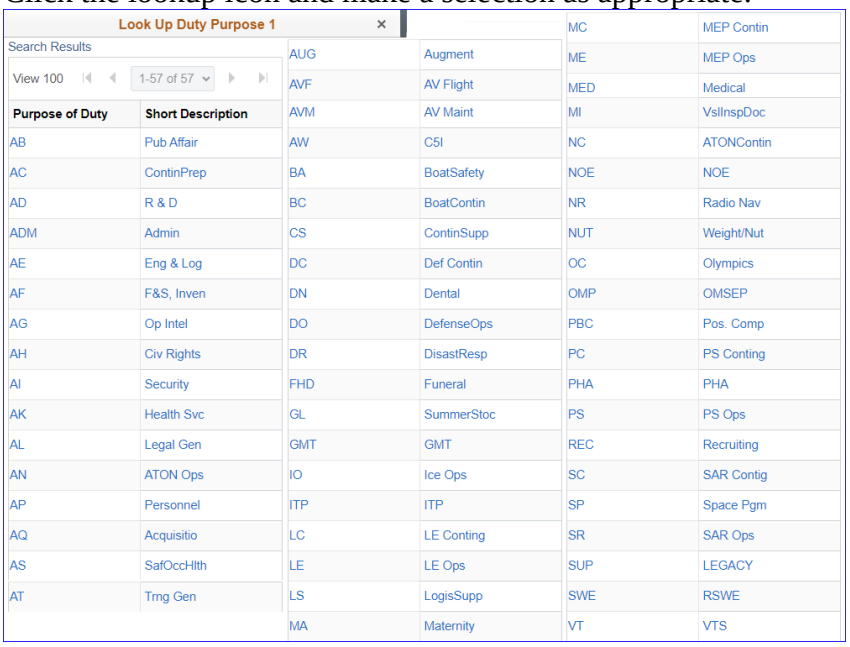
Single IDT/ATP – 4 or more hours
Multiple IDT/ATP – 8 or more hours
RMP – 3 to 24 hours
FHD – 2 or more hours
</td></tr>
<tr><td>End Time</td><td>Enter the end time using the HH:00AM/PM format (i.e. for a drill ending at 1500, it would be entered as 3:00PM)</td></tr>
</table>
</td></tr>
</table>

Continued on next page

Scheduling IDT Drills for an Individual Member, Continued

Procedures, continued

Step	Action
7	

Field	Description
Drill Status	The only option available is Scheduled
Approved?	The IDT drill will automatically set to Approved (the box will automatically be checked)
Duty Purpose 1	Click the lookup icon and make a selection as appropriate: 
Duty Purpose 2	Click the lookup icon and make a selection as appropriate. Only enter a selection in this field if performing: • **IDT - Multiple** • **ATP – Multiple** • **AFTP – Multiple** • **IDT Single + ATP Single** • **IDT Single + AFTP Single** • **AFTP Single + ATP Single** • **IDT Single + Funeral** • **AFTP Single + Funeral**

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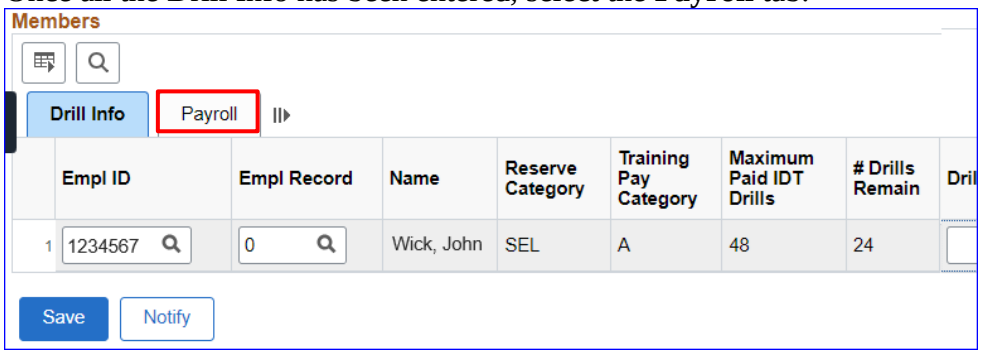
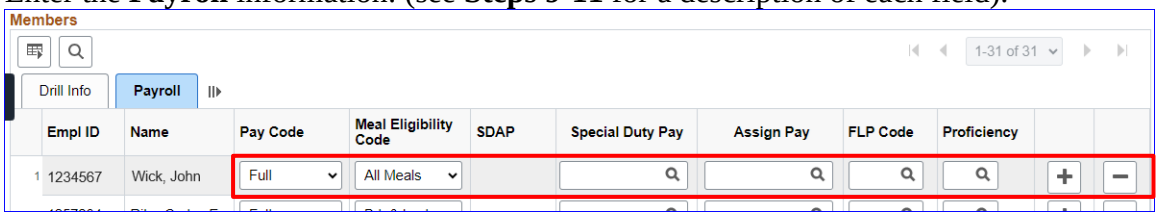
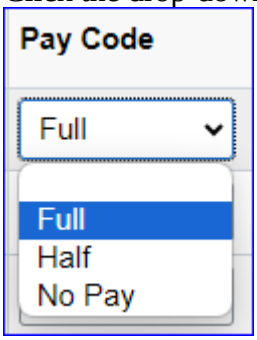
Scheduling IDT Drills for an Individual Member, Continued

Procedures,
continued

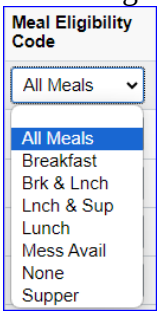
Step	Action
8	Once all the Drill Info has been entered, select the **Payroll** tab. 
9	Enter the **Payroll** information: (see **Steps 9-11** for a description of each field). 

Field	Description
Pay Code	Click the drop-down and make a selection as appropriate:  • **Full** – Pay is authorized for both periods • **Half** – Pay is only authorized for a single drill, or when pay is only authorized for one period of a multiple drill • **None** – A single or multiple drill is being performed for POINTS ONLY

Continued on next page

Scheduling IDT Drills for an Individual Member, Continued

Procedures, continued

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>10</td><td>
<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Meal Eligibility Code</td><td>Meal eligibility is authorized for Enlisted personnel only. Officers leave this field blank or select None. Select the Meal Type from the drop-down menu (see IDT Subsistence Allowance for more guidance):
 

<table>
<tr><th>If</th><th>And</th><th>Then</th></tr>
<tr><td rowspan="2">Not Authorized Lodging</td><td>Arrives same day, not remaining overnight</td><td>Authorized Lunch</td></tr>
<tr><td>Works past 1800 hours</td><td>Authorized Lunch & Supper</td></tr>
<tr><td rowspan="3">Authorized Lodging</td><td>Arrive night before for 1 paid IDT Multiple drill for the next day</td><td>Authorized Breakfast and Lunch</td></tr>
<tr><td>Arrives on day of 1st drill for 2 paid multiple IDT drills and remains overnight between drills</td><td>Authorized Lunch and Supper on 1st day & authorized Breakfast and Lunch on 2nd day</td></tr>
<tr><td>Arrives night before for 2 paid IDT Multiple drills</td><td>Authorized Breakfast, Lunch, & Supper on 1st day & authorized Breakfast and Lunch on 2nd day</td></tr>
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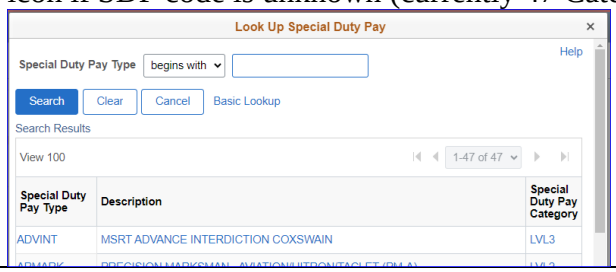
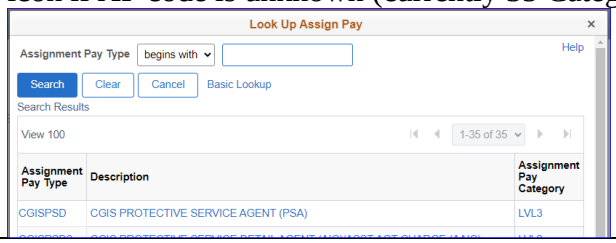
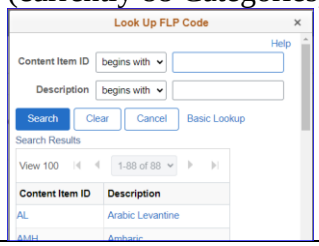
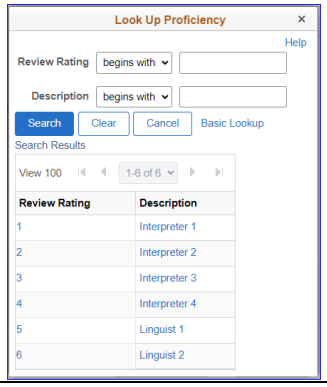
Scheduling IDT Drills for an Individual Member, Continued

Procedures, continued

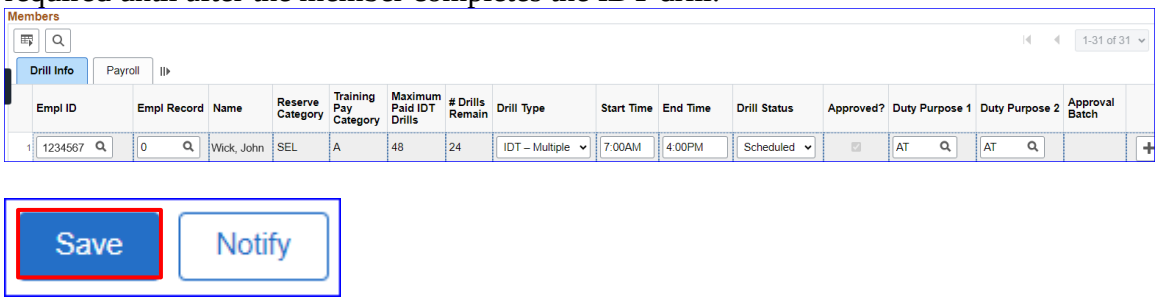
Step	Action
11	

Field	Description
Special Duty Pay (SDP)	Enter ONLY if Reserve member is authorized SDP. Use the lookup icon if SDP code is unknown (currently 47 Categories). 
Assign Pay (AP)	Enter ONLY if Reserve member is authorized AP. Use the lookup icon if AP code is unknown (currently 35 Categories). 
FLP Code	Foreign Language Proficiency (FLP). Enter ONLY if Reserve member is authorized FLP. Use lookup icon if FLP code is unknown (currently 88 Categories). 
Proficiency	Foreign Language Proficiency level. Enter ONLY if Reserve member is authorized FLP. Use lookup icon if proficiency code is unknown. 

Continued on next page

Scheduling IDT Drills for an Individual Member, Continued

Procedures, continued

Step	Action
12	Once all the fields have been completed as appropriate, click **Save**. No further action is required until after the member completes the IDT drill. 
13	Upon saving, notify the Reserve member via email (CG/personal) the IDT drill was scheduled on their behalf.

Scheduling a Batch of IDT Drills

Introduction

This section provides the procedures for scheduling a batch of IDT drills for multiple Reserve members in DA.

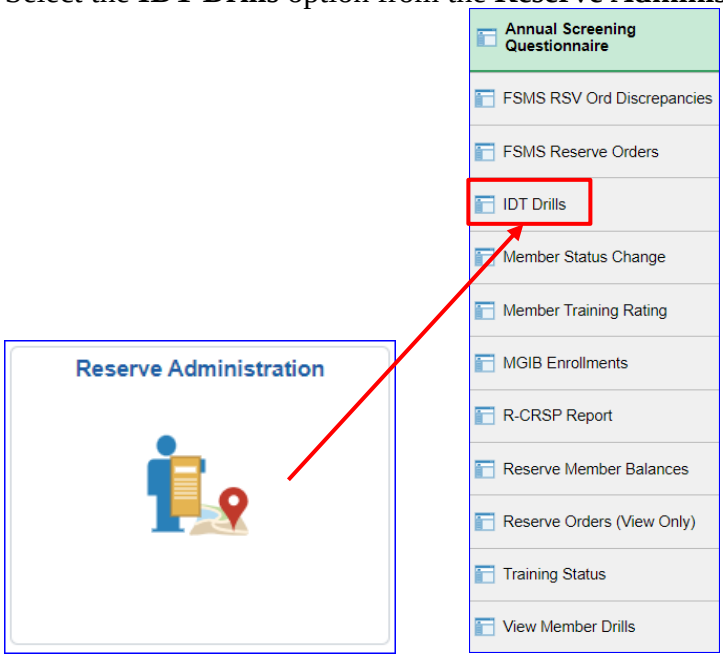
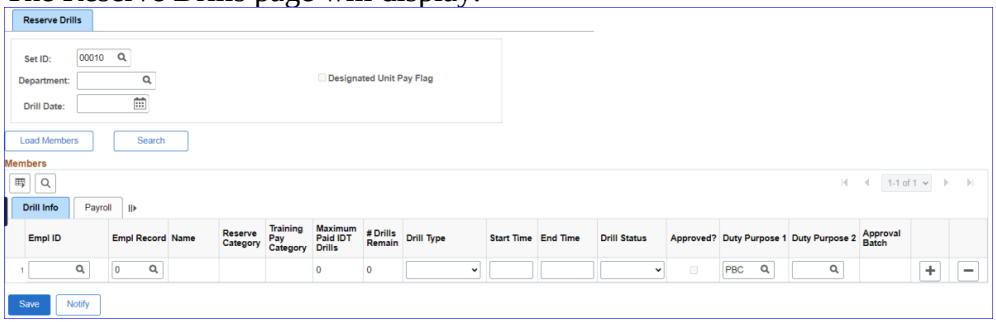
Important

Before scheduling a drill, verify the drill date does not overlap/conflict with the start or end dates of any Reserve AD Orders or previously scheduled IDT drills.

Any drill submitted by the P&A/Supervisor automatically places the drill in an authorized/scheduled status. These drills are not considered pending and cannot be modified after July 1st. Please refer to the Schedule Requirement section of this guide.

Procedures

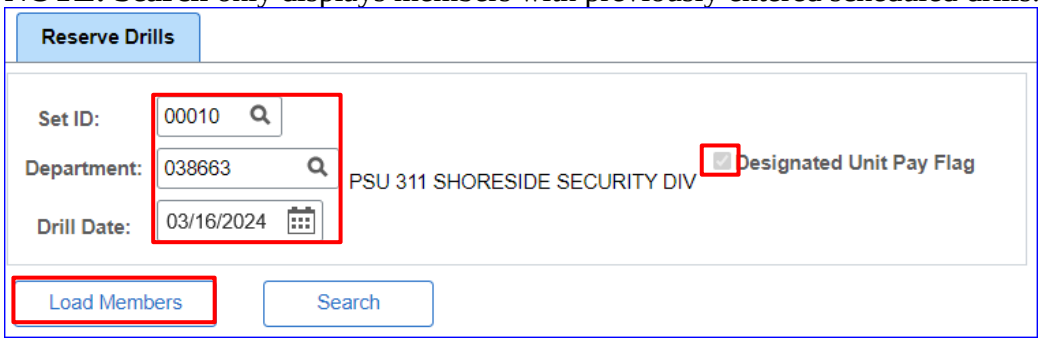
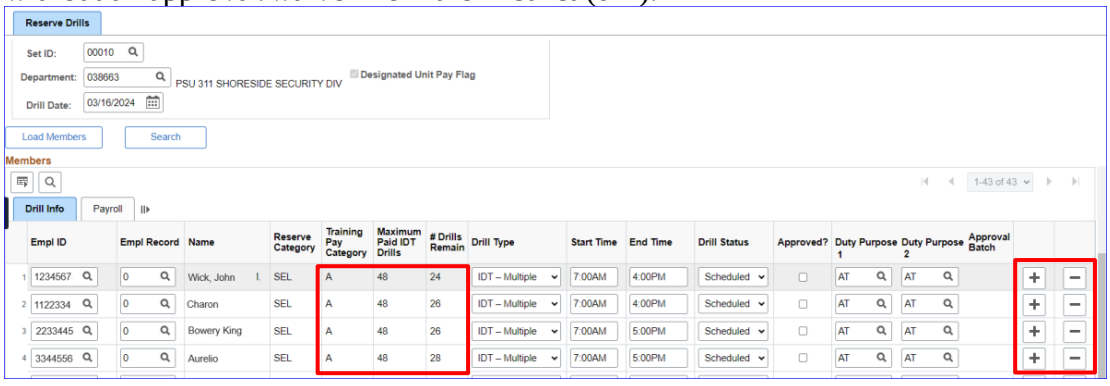
See below.

Step	Action
1	Select the **IDT Drills** option from the **Reserve Administration** tile. 
2	The Reserve Drills page will display. 

Continued on next page

Scheduling a Batch of IDT Drills, Continued

Procedures,
continued

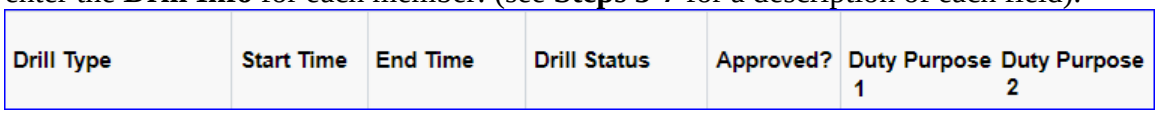
Step	Action
3	• **Set ID** – Leave at 00010. • **Department** – Enter the ID number or use the lookup icon to locate the unit where the IDT drill is scheduled to be performed. • **Drill Date** – Enter the date or use the calendar to select the date the IDT drill is scheduled to be performed. • **Designated Unit Pay Flag** will be automatically checked if the unit is authorized to receive high priority unit pay and are identified annually via an ALCGRSV message. Click **Load Members** (displays **all** reserve members attached to that department). **NOTE: Search** only displays members with previously entered scheduled drills. 
4	A list of all the Reservists permanently attached to that Department/Unit will display. To **remove** a Reservist that won't be drilling, click the **minus button** at the end of that specific Reservist's row. To **add** a Reservist that will be drilling at the unit, click any **plus button** to add a blank row and enter the member's Empl ID and hit the tab key to populate the blank row. **NOTE:** Review each member's **Training Pay Category** and **# of Drills Remain** to ensure the member is authorized to drill and will not exceed the maximum # of drills allowed. A member may not exceed the **Maximum Paid IDT Drills** (in this case, 48) without an approval/waiver from the District (dxr). 

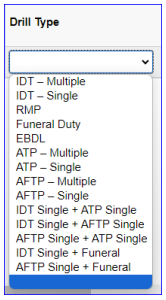
Continued on next page

Scheduling a Batch of IDT Drills, Continued

Procedures, continued

Step	Action
5	After ensuring only the Reservists that will be drilling for that specific date are listed, enter the **Drill Info** for each member: (see **Steps 5-7** for a description of each field).



Field	Description
Drill Type	Select the Drill Type from the drop-down menu:  • **IDT Multiple or Single –** Inactive Duty for Training • **RMP –** Readiness Management Period • **Funeral Duty –** Funeral Honors Duty • **EBDL –** Electronic Based Distance Learning • **ATP Multiple or Single –** Additional Training Period • **IDT Single + ATP Single –** Inactive Duty for Training Single Plus Additional Training Period Single • **IDT Single + Funeral –** Inactive Duty for Training Single Plus Funeral Honors Duty • **AFTP -** Additional Flying and Flight Training Period **NOTE:** ATPs are reserved for select operational units and all IDTs (Single/Multiple) must be scheduled and completed prior to entering/requesting ATPs. Please refer to the current ALCOAST on Reserve Additional Training Period (ATP) Allocations.
Start Time	Enter the start time using the HH:00AM/PM format (i.e. for a drill beginning at 0700, it would be entered as 7:00AM) • **Single IDT/ATP –** 4 or more hours • **Multiple IDT/ATP –** 8 or more hours • **RMP** – 4 to 24 hours • **FHD** – 2 or more hours
End Time	Enter the end time using the HH:00AM/PM format (i.e. for a drill ending at 1500, it would be entered as 3:00PM).

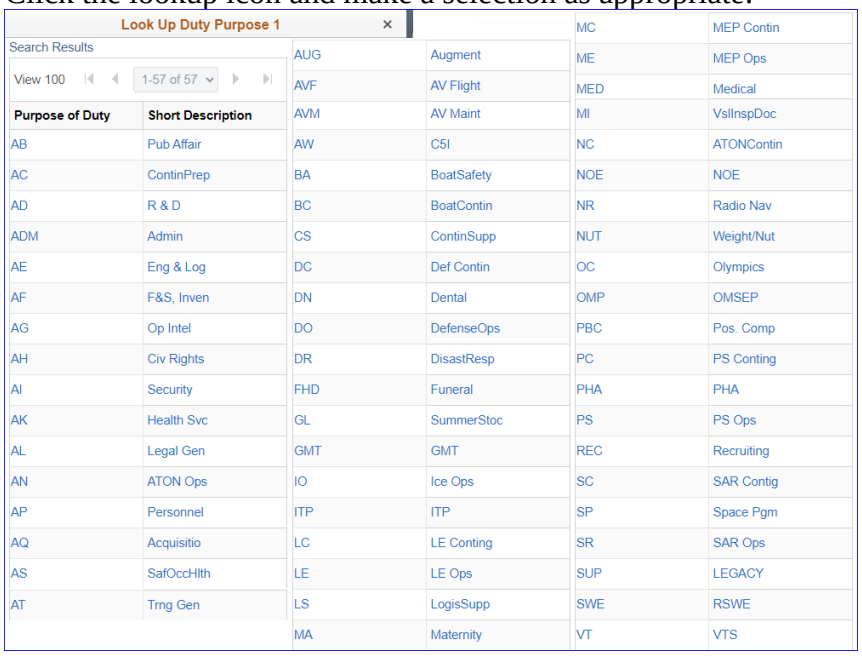
Continued on next page

Scheduling a Batch of IDT Drills, Continued

Procedures, continued

Step	Action
6	

Field	Description
Duty Purpose 1	Click the lookup icon and make a selection as appropriate:



Look Up Duty Purpose 1

Search Results

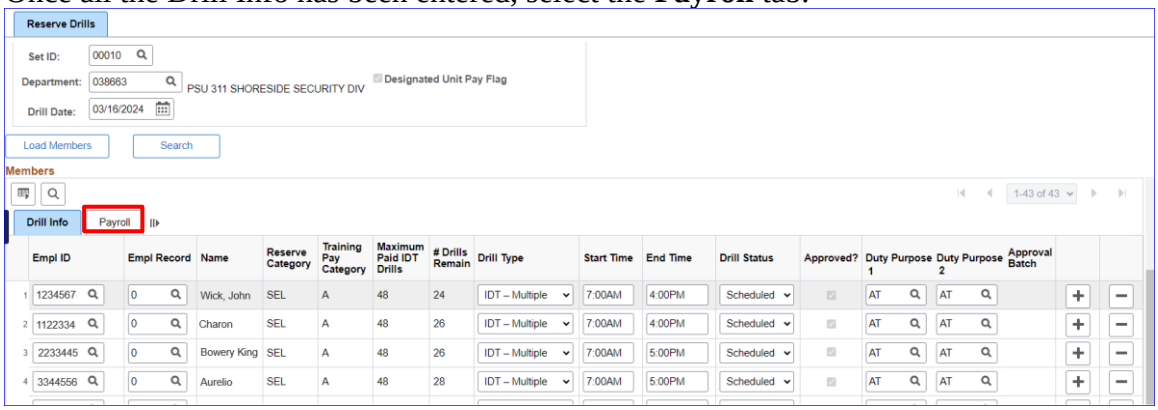
View 100 | 1-57 of 57

Purpose of Duty	Short Description
AB	Pub Affair
AC	ContinPrep
AD	R & D
ADM	Admin
AE	Eng & Log
AF	F&S, Inven
AG	Op Intel
AH	Civ Rights
AI	Security
AK	Health Svc
AL	Legal Gen
AN	ATON Ops
AP	Personnel
AQ	Acquisitio
AS	SafOccHlth
AT	Trng Gen
AUG	Augment
AVF	AV Flight
AVM	AV Maint
AW	C5I
BA	BoatSafety
BC	BoatContin
CS	ContinSupp
DC	Def Contin
DN	Dental
DO	DefenseOps
DR	DisastResp
FHD	Funeral
GL	SummerStoc
GMT	GMT
IO	Ice Ops
ITP	ITP
LC	LE Conting
LE	LE Ops
LS	LogisSupp
MA	Maternity
MC	MEP Contin
ME	MEP Ops
MED	Medical
MI	VsIInspDoc
NC	ATONContin
NOE	NOE
NR	Radio Nav
NUT	Weight/Nut
OC	Olympics
OMP	OMSEP
PBC	Pos. Comp
PC	PS Conting
PHA	PHA
PS	PS Ops
REC	Recruiting
SC	SAR Contig
SP	Space Pgm
SR	SAR Ops
SUP	LEGACY
SWE	RSWE
VT	VTS

Continued on next page

Scheduling a Batch of IDT Drills, Continued

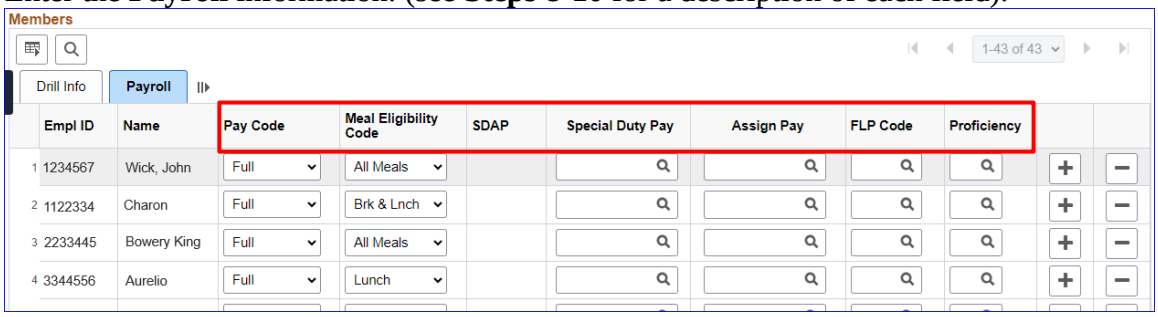
Procedures, continued

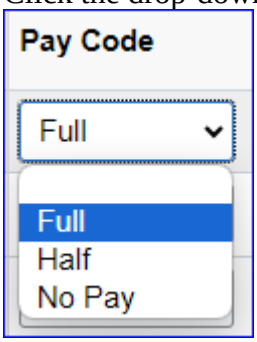
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>7</td><td>
<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Duty Purpose 2</td><td>Click the lookup icon and make a selection as appropriate. Only enter a selection in this field if performing:
• IDT - Multiple
• ATP – Multiple
• AFTP – Multiple
• IDT Single + ATP Single
• IDT Single + AFTP Single
• AFTP Single + ATP Single
• IDT Single + Funeral
AFTP Single + Funeral</td></tr>
<tr><td>Drill Status</td><td>The only option available is Scheduled</td></tr>
<tr><td>Approved?</td><td>The IDT drills will automatically set to Approved (the boxes will automatically be checked)</td></tr>
</table>
</td></tr>
<tr><td>8</td><td>Once all the Drill Info has been entered, select the Payroll tab.
 
</td></tr>
</table>

Continued on next page

Scheduling a Batch of IDT Drills, Continued

Procedures, continued

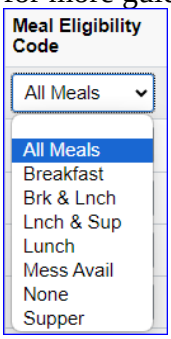
Step	Action
9	Enter the **Payroll** information: (see **Steps 8-10** for a description of each field). 

Field	Description
Pay Code	Click the drop-down and make a selection as appropriate:  • **Full** – Pay is authorized for both periods • **Half** – Pay is only authorized for a single drill, or when pay is only authorized for one period of a multiple drill • **None** – A single or multiple drill is being performed for POINTS ONLY

Continued on next page

Scheduling a Batch of IDT Drills, Continued

Procedures, continued

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>10</td><td>
<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Meal Eligibility Code</td><td>Meal eligibility is authorized for Enlisted personnel only. Officers leave this field blank or select None. Select the Meal Type from the drop-down menu (see IDT Subsistence Allowance for more guidance):
 

<table>
<tr><th>If</th><th>And</th><th>Then</th></tr>
<tr><td>Not Authorized Lodging</td><td>Arrives same day, not remaining overnight</td><td>Authorized Lunch</td></tr>
<tr><td></td><td>Works past 1800 hours</td><td>Authorized Lunch & Supper</td></tr>
<tr><td>Authorized Lodging</td><td>Arrive night before for 1 paid IDT Multiple drill for the next day</td><td>Authorized Breakfast and Lunch</td></tr>
<tr><td></td><td>Arrives on day of 1st drill for 2 paid multiple IDT drills and remains overnight between drills</td><td>Authorized Lunch and Supper on 1st day & authorized Breakfast and Lunch on 2nd day</td></tr>
<tr><td></td><td>Arrives night before for 2 paid IDT Multiple drills</td><td>Authorized Breakfast, Lunch, & Supper on 1st day & authorized Breakfast and Lunch on 2nd day</td></tr>
</table>
</td></tr>
</table>
</td></tr>
</table>

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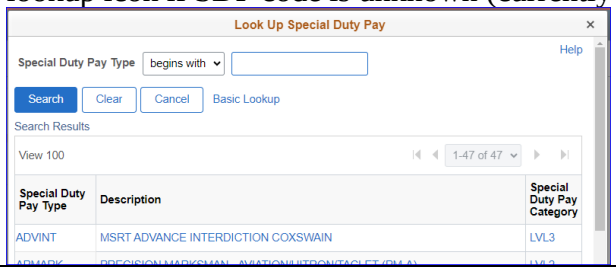
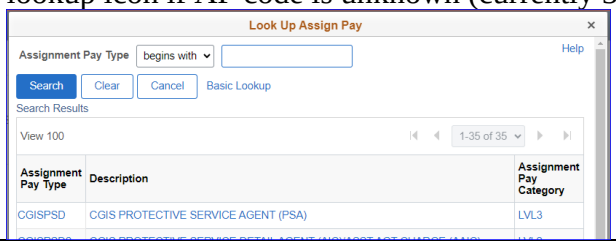
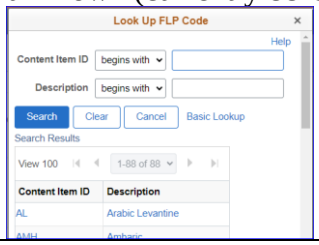
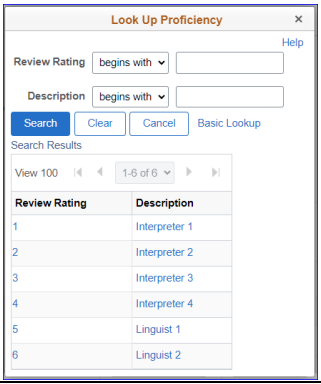
Scheduling a Batch of IDT Drills, Continued

Procedures, continued

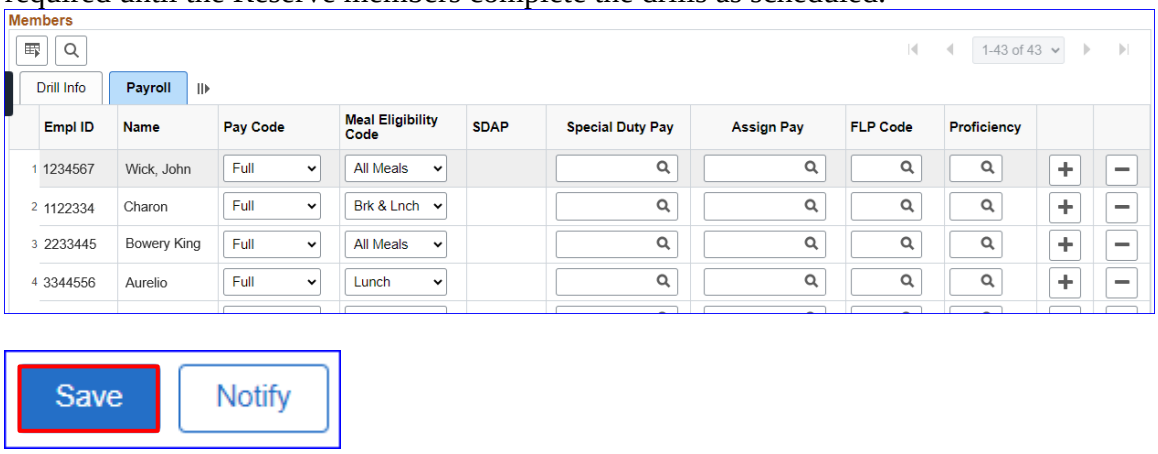
Step 11 — **Action**

Field	Description
Special Duty Pay (SDP)	Enter ONLY if Reserve member is authorized SDP. Use the lookup icon if SDP code is unknown (currently 47 Categories). 
Assign Pay (AP)	Enter ONLY if Reserve member is authorized AP. Use the lookup icon if AP code is unknown (currently 35 Categories). 
FLP Code	Foreign Language Proficiency (FLP). Enter ONLY if Reserve member is authorized FLP. Use lookup icon if FLP code is unknown (currently 88 Categories). 
Proficiency	Foreign Language Proficiency level. Enter ONLY if Reserve member is authorized FLP. Use lookup icon if proficiency code is unknown. 

Continued on next page

Scheduling a Batch of IDT Drills, Continued

Procedures, continued

Step	Action
12	Once all the fields have been completed as appropriate, click **Save**. No further action is required until the Reserve members complete the drills as scheduled. 
13	Upon saving, notify the Reserve member(s) via email (CG/personal) the IDT drill was scheduled on their behalf.

Deleting a Scheduled or Cancelled IDT Drill

Introduction

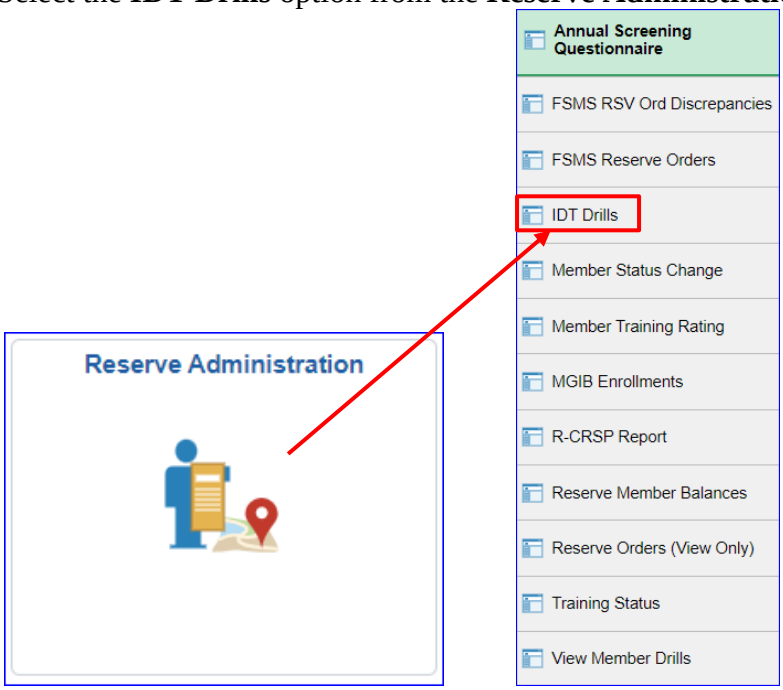
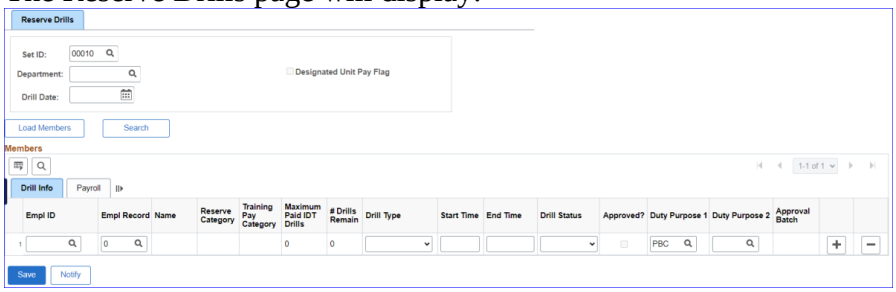
This section provides the procedures for deleting a previously scheduled or cancelled IDT Drill in DA.

Information

- IDT drills that have been scheduled (and authorized by the P&A/Supervisor) may be deleted.
- IDT drills that were cancelled without being processed for pay/points may also be deleted.
- It is important to remember that any IDT drills in a Completed Status, regardless of whether they have been processed by the SPO, cannot be deleted.
- Please refer to the Schedule Requirement section of this guide.

Procedures

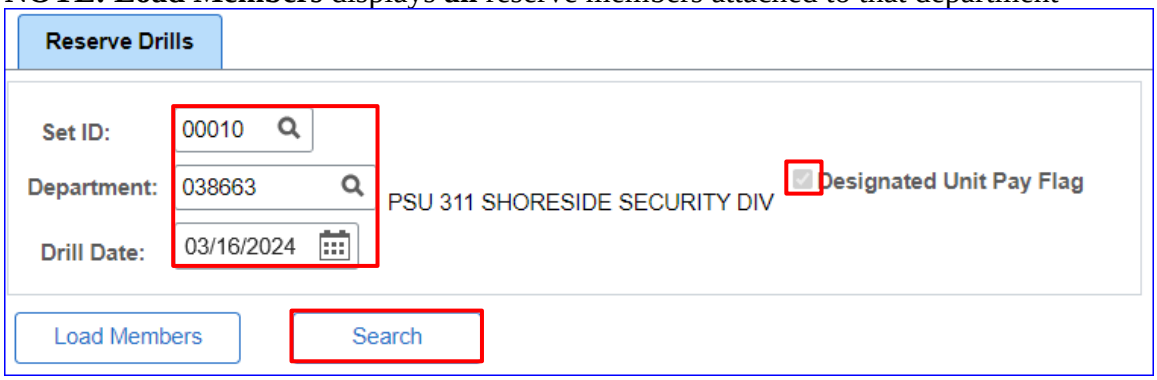
See below.

Step	Action
1	Select the **IDT Drills** option from the **Reserve Administration** tile. 
2	The Reserve Drills page will display. 

Continued on next page

Deleting a Scheduled or Cancelled IDT Drill, Continued

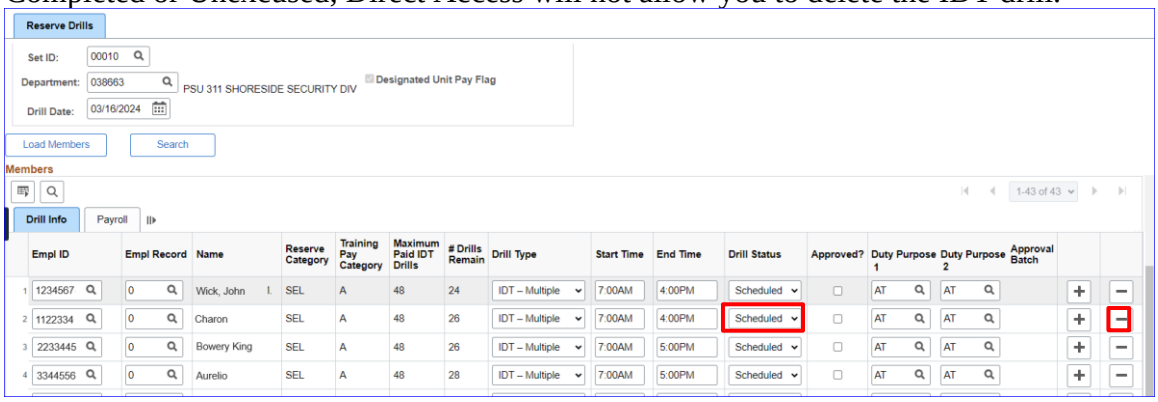
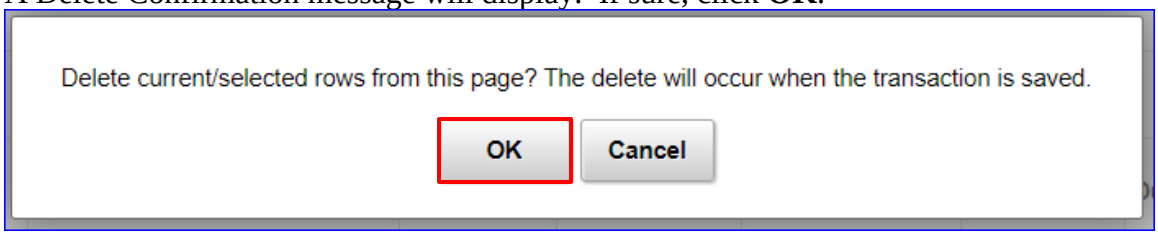
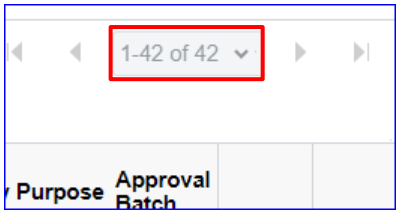
Procedures, continued

Step	Action
3	• **Set ID** – Leave at 00010. • **Department** – Enter the ID number or use the lookup icon to locate the unit where the IDT drill is scheduled to be performed. • **Drill Date** – Enter the date or use the calendar to select the date the IDT drill is scheduled to be performed. • **Designated Unit Pay Flag** will be automatically checked if the unit is authorized to receive high priority unit pay and are identified annually via an ALCGRSV message. Click **Search** (only displays members with previously entered scheduled drills). **NOTE: Load Members** displays **all** reserve members attached to that department 

Continued on next page

Deleting a Scheduled or Cancelled IDT Drill, Continued

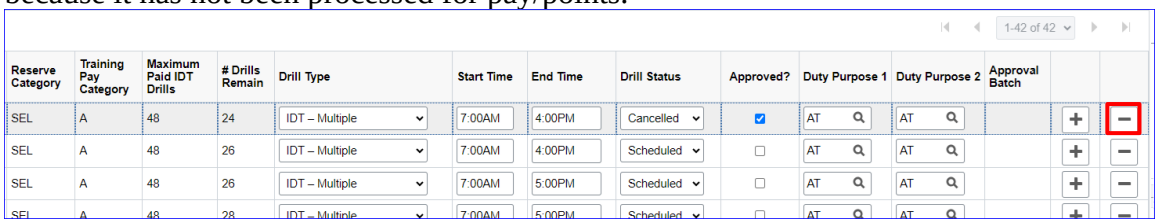
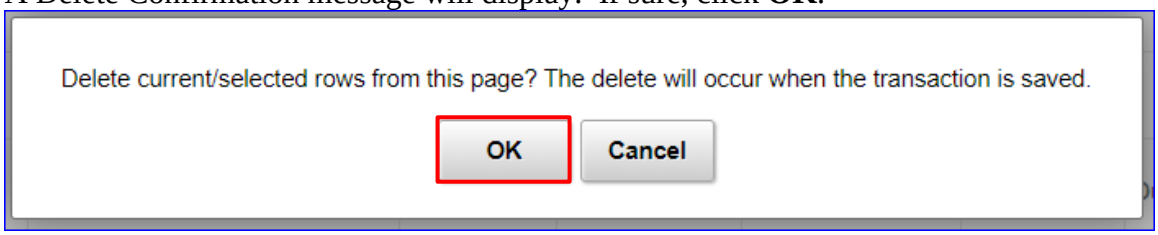
Procedures,
continued

Step	Action
4	A list of the drills scheduled for that specific department ID and drill date will display. To delete a **Scheduled** drill, click the **minus button** at the end of the row for the drill to be deleted. **NOTE:** Only a Scheduled or Cancelled drill may be deleted. If the Drill Status indicates Completed or Unexcused, Direct Access will not allow you to delete the IDT drill. 
5	A Delete Confirmation message will display. If sure, click **OK**. 
6	Click **Save** and take note of the decrease in the **number** of drills displayed. 

Continued on next page

Deleting a Scheduled or Cancelled IDT Drill, Continued

Procedures,
continued

Step	Action
7	To delete a **Cancelled** drill, click the **(-) minus** button at the end of the row for the drill to be deleted. **NOTE:** A Cancelled drill may be deleted even if it has an approval batch number because it has not been processed for pay/points. 
8	A Delete Confirmation message will display. If sure, click **OK**. 
9	Click **Save** to save the deletion.

Marking Individual/Batch IDT Drills Completed

Introduction

This section provides the procedures for marking both individual IDT drills and Batch IDT drills Completed in DA.

Responsibility

Once the Reserve member has performed the IDT drill as Scheduled:

- It is the **responsibility** of the *Drill Supervisor* to verify all of the drill data is correct and mark the drill Completed. If the drill data is incorrect, it must be corrected before marking it complete. Marking the IDT drill Completed does NOT automatically process the IDT drill for pay.
- It is the **responsibility** of the *P&A/Supervisor* to verify the drills were marked Complete and to notify the SPO once the IDT drill status has been updated (Approval Batch assigned).
- It is the **responsibility** of the *SPO* to approve the drill(s) timely, so the Reserve member will receive creditable retirement points and/or pay and allowances, as well as start any ADT-AT as applicable.
- It is the **responsibility** of the *member* to ensure their drills are Authorized prior to any travel and to notify the P&A/Supervisor if there is any discrepancy in their drill pay.

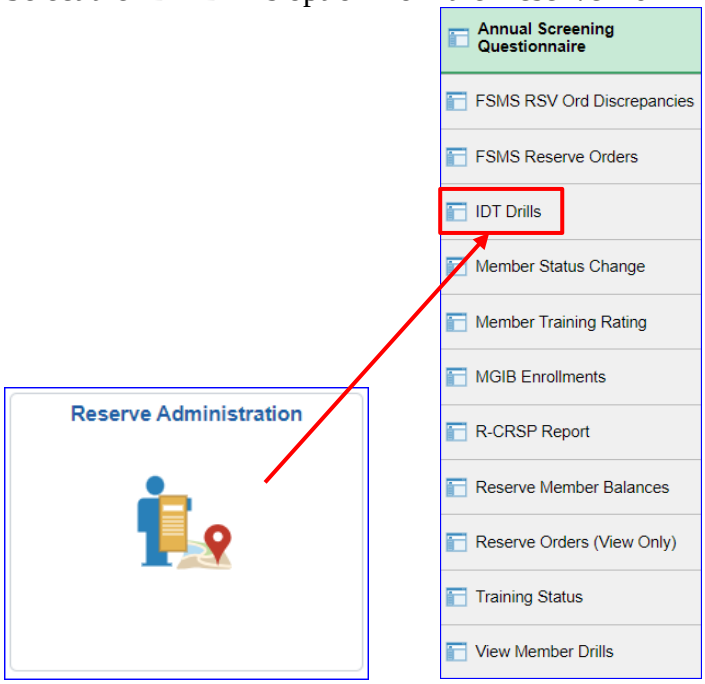
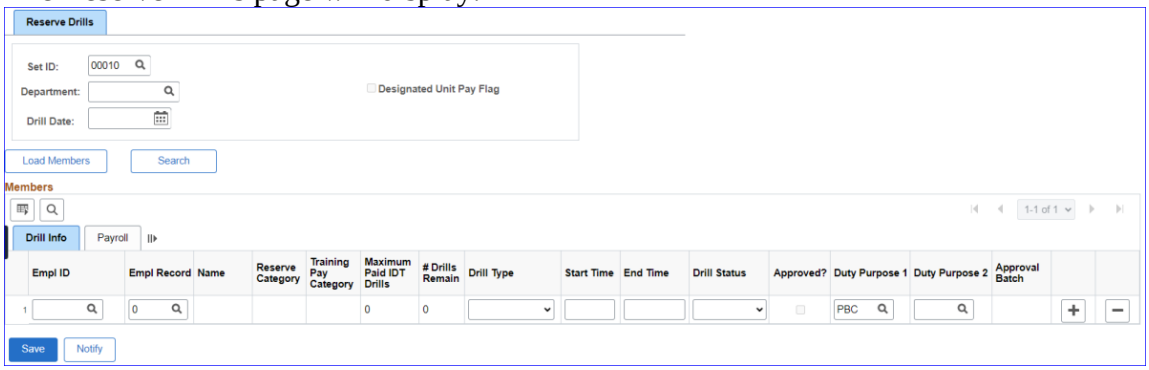
Known Issue for P&A / Supervisor

There is a known issue for when a P&A/Supervisor holds BOTH the status of a Reservist and CG Civilian employee. DA does not allow them to set drills to a Complete status correctly. The Command should appoint another supervisor with the correct DA roles to complete this process **OR** all of the pertinent drill information must be sent to the SPO/PAO via email for marking the drills Complete and then processing pay.

Continued on next page

Marking Individual/Batch IDT Drills Completed, Continued

Procedures See below.

Step	Action
1	Select the **IDT Drills** option from the **Reserve Administration** tile. 
2	The Reserve Drills page will display. 

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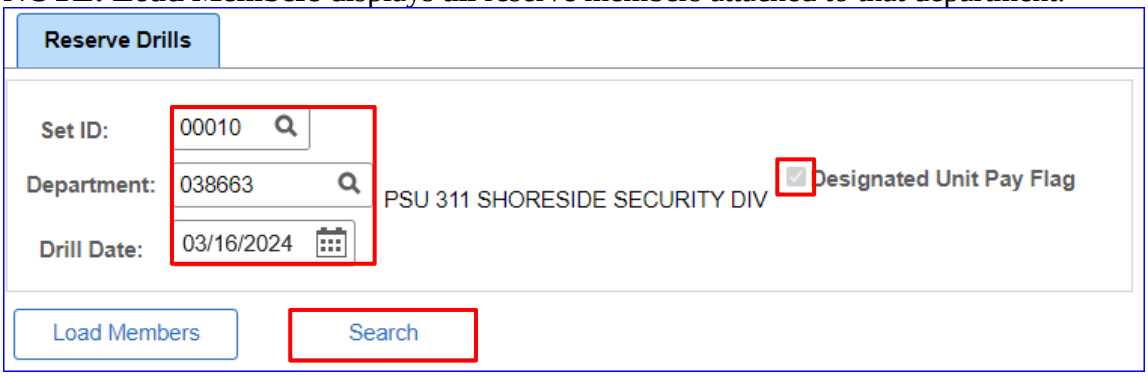
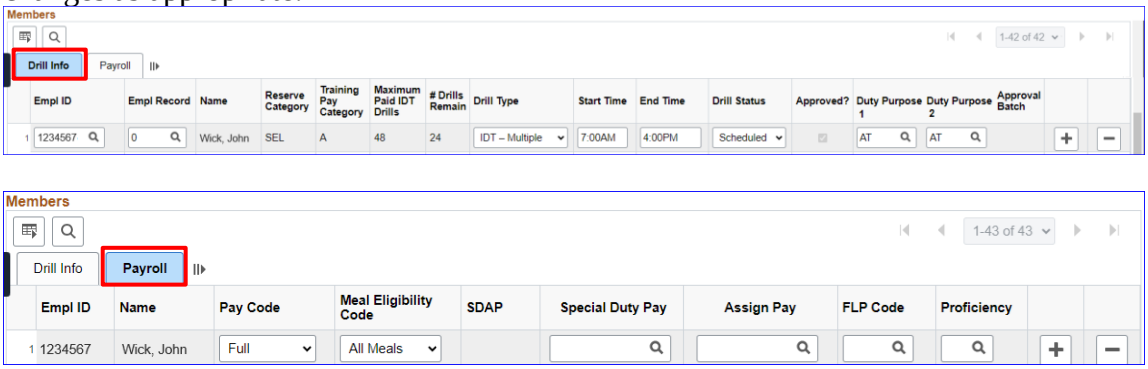
Marking Individual/Batch IDT Drills Completed, Continued

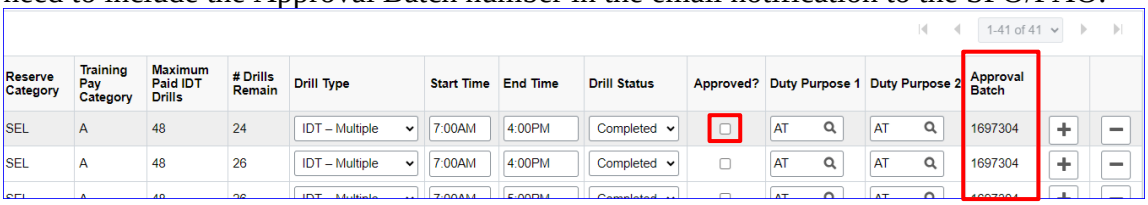
Procedures, continued

Step	Action
3	• **Set ID** – Leave at 00010. • **Department** – Enter the ID number or use the lookup icon to locate the unit where the IDT drill is scheduled to be performed. • **Drill Date** – Enter the date or use the calendar to select the date the IDT drill is scheduled to be performed. • **Designated Unit Pay Flag** will be automatically checked if the unit is authorized to receive high priority unit pay and are identified annually via an ALCGRSV message. Click **Search** (only displays members with previously entered scheduled drills). **NOTE: Load Members** displays **all** reserve members attached to that department. 
4	All the members who drilled that day under that Department ID will display. Verify the information entered on the **Drill Info** and **Payroll** tabs is correct; if not, make any changes as appropriate. 

Continued on next page

Marking Individual/Batch IDT Drills Completed, Continued

Procedures,
continued

Step	Action
5	Once the Drill Info and Payroll information have been verified: using the drop-down, select the appropriate **Drill Status**: • **Cancelled –** Cancel the scheduled IDT drill (the IDT drill may be rescheduled and will not count against their maximum number of paid IDT drills) • **Completed –** Authorizes the IDT drill to be forwarded to the SPO/PAO for processing pay • **Unexcused –** Indicates the IDT drill was an unexcused absence (the IDT drill may **NOT** be rescheduled by the member and will count against their maximum number of paid IDT drills) Click **Save**.
6	Upon clicking Save, the **Approval?** column will uncheck, and an **Approval Batch** number will populate. **It is very important to make note of this number**. You will need to include the Approval Batch number in the email notification to the SPO/PAO. 
7	It is not mandatory but highly recommended to please **send an Email** to the SPO/PAO with the **Approval Batch** number so they may process the IDT Drill for pay and allowances timely.

Changing the Drill Status of IDT Drills

Introduction

This section provides the procedures for changing the Drill Status of an IDT Drill in DA.

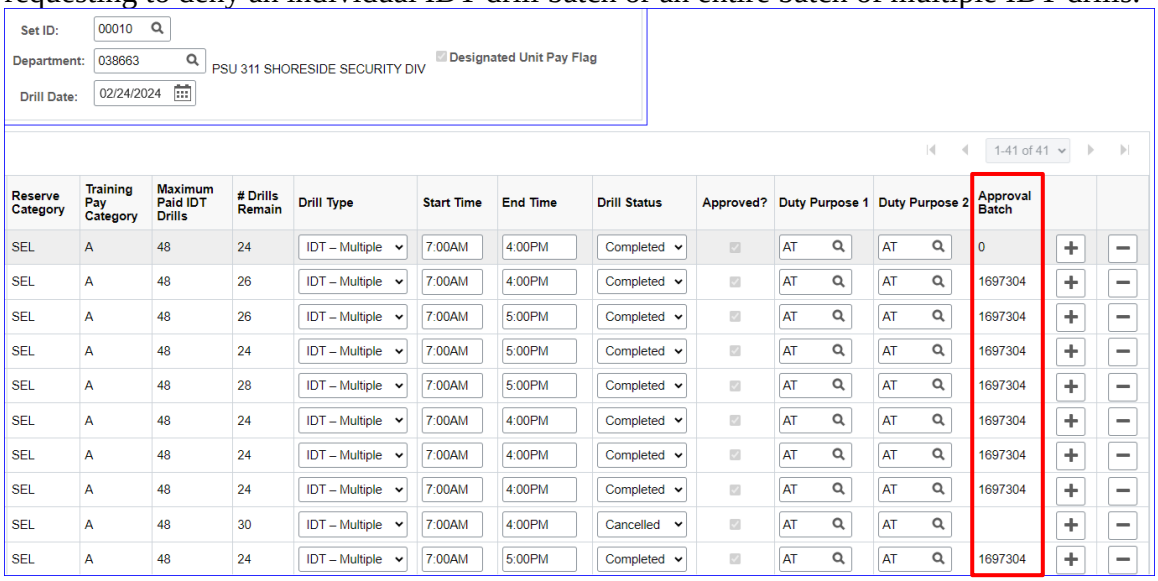
Important Information

- Please refer to the Scheduling Requirement section of this guide.
- This process **ONLY** applies to IDT drills that have been marked **Completed** by the P&A/Supervisor but have **NOT** been processed for creditable retirement points and pay and allowances by the SPO.
- To cancel an IDT drill that has already been approved by the SPO, refer to the Cancel a Previously Paid IDT Drill section of this guide.

Procedures

See below.

Step	Action
1	The P&A/Supervisor **must notify the SPO via email** with the **Approval Batch** number requesting to deny an individual IDT drill batch or an entire batch of multiple IDT drills.
2	The SPO must deny the **ENTIRE** batch of IDT drills to allow the P&A/Supervisor to change the drill status of any IDT drills that were previously marked Completed. **NOTE:** All the IDT drills within the batch must be denied. They cannot be denied individually.

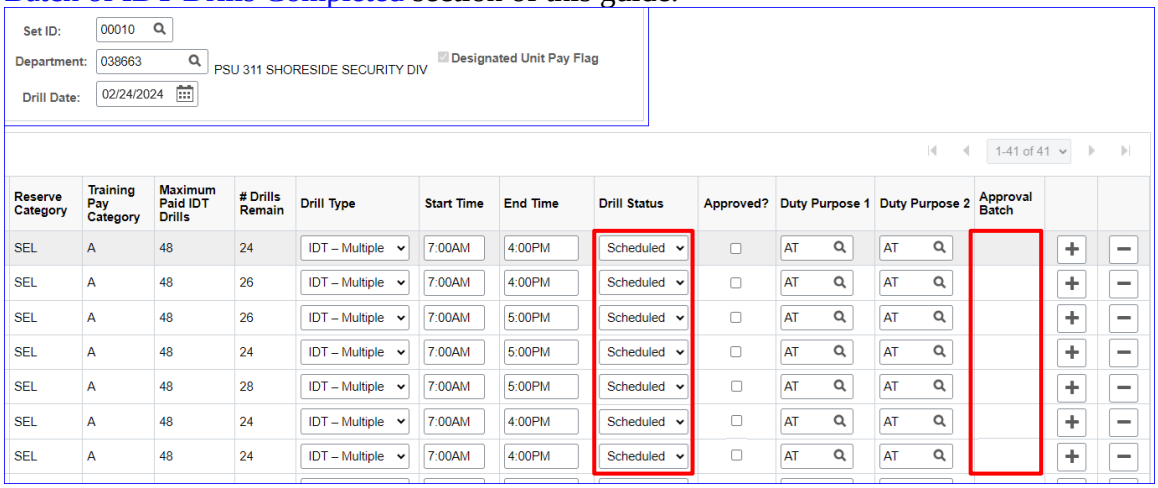


Reserve Category	Training Pay Category	Maximum Paid IDT Drills	# Drills Remain	Drill Type	Start Time	End Time	Drill Status	Approved?	Duty Purpose 1	Duty Purpose 2	Approval Batch
SEL	A	48	24	IDT – Multiple	7:00AM	4:00PM	Completed	☑	AT	AT	0
SEL	A	48	26	IDT – Multiple	7:00AM	4:00PM	Completed	☑	AT	AT	1697304
SEL	A	48	26	IDT – Multiple	7:00AM	5:00PM	Completed	☑	AT	AT	1697304
SEL	A	48	24	IDT – Multiple	7:00AM	5:00PM	Completed	☑	AT	AT	1697304
SEL	A	48	28	IDT – Multiple	7:00AM	5:00PM	Completed	☑	AT	AT	1697304
SEL	A	48	24	IDT – Multiple	7:00AM	4:00PM	Completed	☑	AT	AT	1697304
SEL	A	48	24	IDT – Multiple	7:00AM	4:00PM	Completed	☑	AT	AT	1697304
SEL	A	48	24	IDT – Multiple	7:00AM	4:00PM	Completed	☑	AT	AT	1697304
SEL	A	48	30	IDT – Multiple	7:00AM	4:00PM	Cancelled	☑	AT	AT	
SEL	A	48	24	IDT – Multiple	7:00AM	5:00PM	Completed	☑	AT	AT	1697304

Continued on next page

Changing the Drill Status of IDT Drills, Continued

Procedures, continued

Step	Action
3	Once denied, the entire batch of drills will be returned to a **Scheduled** status and the **Approval Batch** column will be blank. The P&A/Supervisor is now able to make any necessary changes (see the Marking a Batch of IDT Drills Completed section of this guide. 

Correcting a Previously Paid IDT Drill

Introduction

This section provides the procedures for a P&A/Supervisor to correct an IDT Drill that has been processed by the SPO and the member has received pay and allowances/points in DA.

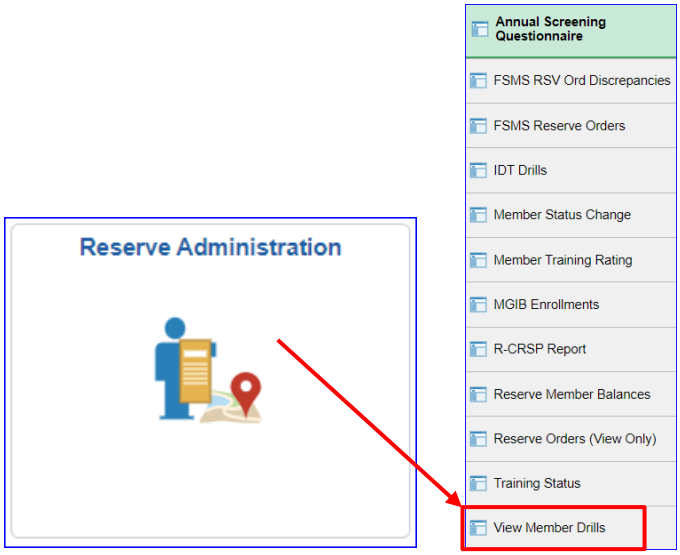
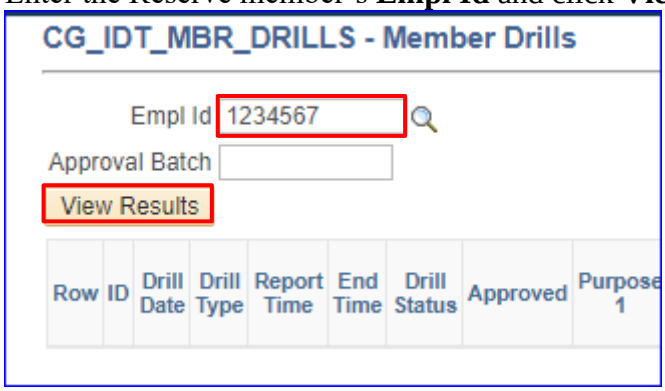
Important Information

This process only applies to IDT drills that have been marked Completed by the P&A/Supervisor **AND** have been processed for creditable retirement points and/or pay and allowances.

Because the Reserve member has already received payment/points for the IDT drill, any corrections to the IDT drill will need to be re-routed to the SPO for approval and processing. Please refer to the Scheduling Requirement section of this guide.

Procedures

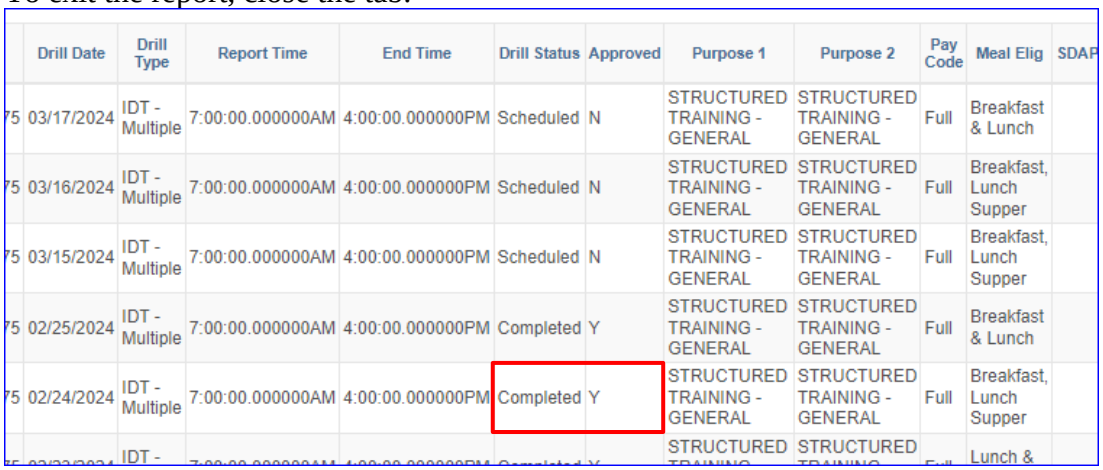
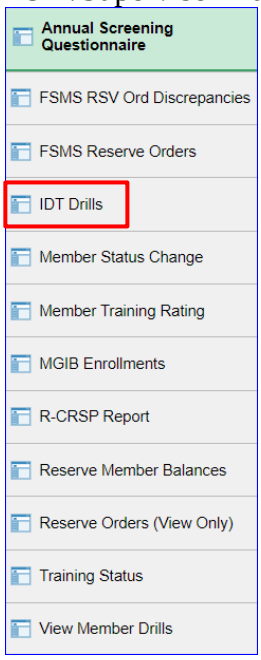
See below.

Step	Action
1	Click on the **Reserve Administration** tile and select the **View Member Drills** option. 
2	Enter the Reserve member's **Empl Id** and click **View Results**. 

Continued on next page

Correcting a Previously Paid IDT Drill, Continued

Procedures,
continued

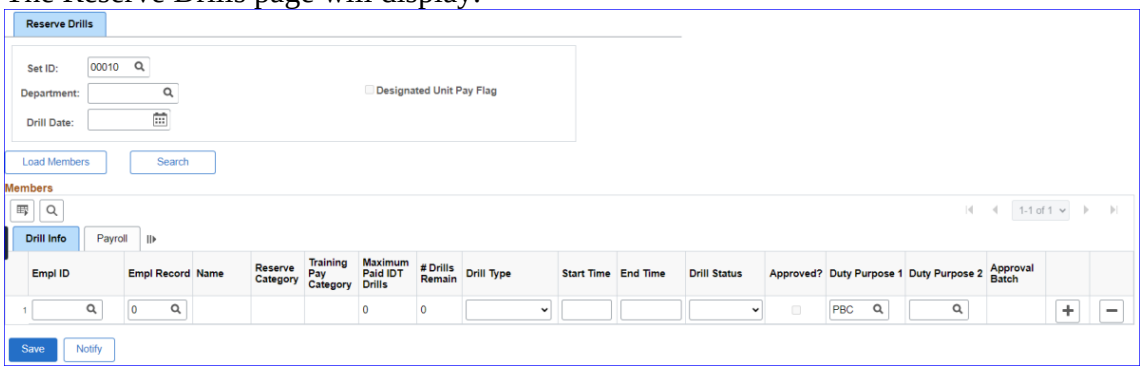
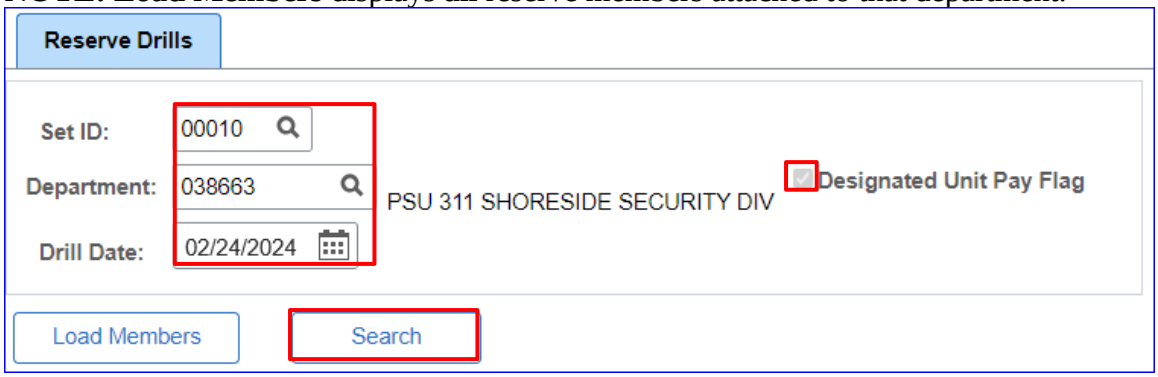
Step	Action
3	The report will open in a new tab and provide a list of all the IDT drills and their statuses for the previous 12 months. Locate the IDT drill to be corrected and verify its status. **For this example:** The IDT drill to be corrected is dated 02/24/2024. It has been **Completed** and has been **Approved** by the SPO for pay/points. (For an explanation of each of the fields, see the View Member's IDT Drills guide.) To exit the report, close the tab. 
4	Upon verifying the IDT drill has been Completed and Approved for pay, the P&A/Supervisor may now correct the IDT drill. Select the **IDT Drills** option. 

	Drill Date	Drill Type	Report Time	End Time	Drill Status	Approved	Purpose 1	Purpose 2	Pay Code	Meal Elig	SDAP
75	03/17/2024	IDT - Multiple	7:00:00.000000AM	4:00:00.000000PM	Scheduled	N	STRUCTURED TRAINING - GENERAL	STRUCTURED TRAINING - GENERAL	Full	Breakfast & Lunch	
75	03/16/2024	IDT - Multiple	7:00:00.000000AM	4:00:00.000000PM	Scheduled	N	STRUCTURED TRAINING - GENERAL	STRUCTURED TRAINING - GENERAL	Full	Breakfast, Lunch Supper	
75	03/15/2024	IDT - Multiple	7:00:00.000000AM	4:00:00.000000PM	Scheduled	N	STRUCTURED TRAINING - GENERAL	STRUCTURED TRAINING - GENERAL	Full	Breakfast, Lunch Supper	
75	02/25/2024	IDT - Multiple	7:00:00.000000AM	4:00:00.000000PM	Completed	Y	STRUCTURED TRAINING - GENERAL	STRUCTURED TRAINING - GENERAL	Full	Breakfast & Lunch	
75	02/24/2024	IDT - Multiple	7:00:00.000000AM	4:00:00.000000PM	Completed	Y	STRUCTURED TRAINING - GENERAL	STRUCTURED TRAINING - GENERAL	Full	Breakfast, Lunch Supper	
		IDT -					STRUCTURED	STRUCTURED		Lunch &	

Continued on next page

Correcting a Previously Paid IDT Drill, Continued

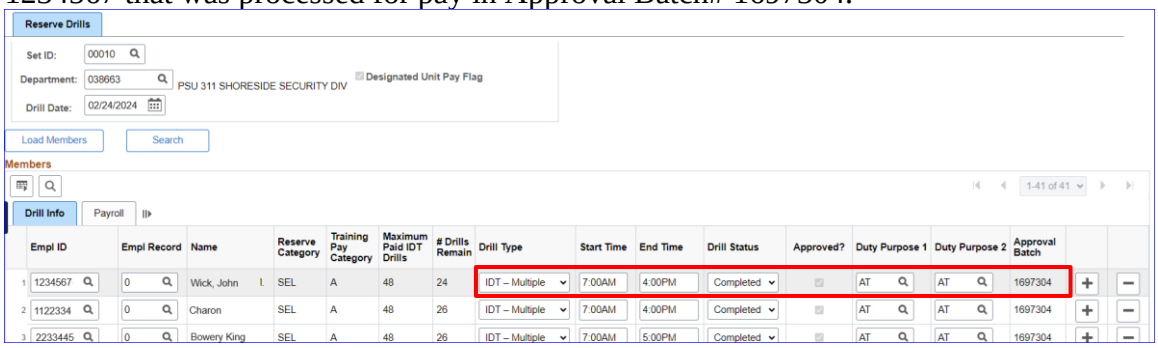
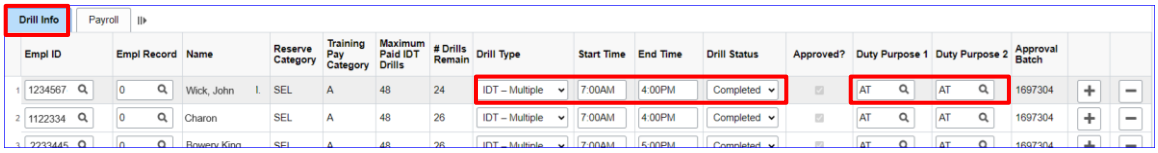
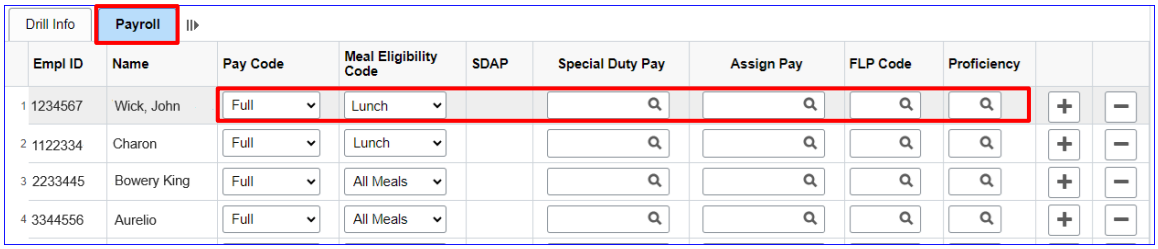
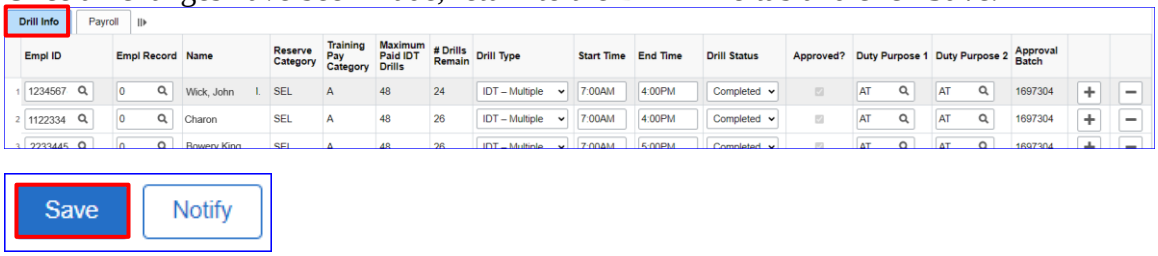
Procedures,
continued

Step	Action
5	The Reserve Drills page will display. 
6	• **Set ID** – Leave at 00010. • **Department** – Enter the ID number or use the lookup icon to locate the unit where the IDT drill is scheduled to be performed. • **Drill Date** – Enter the date or use the calendar to select the date the IDT drill is scheduled to be performed. • **Designated Unit Pay Flag** will be automatically checked if the unit is authorized to receive high priority unit pay and are identified annually via an ALCGRSV message. Click **Search** (only displays members with previously entered scheduled drills). **NOTE: Load Members** displays **all** reserve members attached to that department. 

Continued on next page

Correcting a Previously Paid IDT Drill, Continued

Procedures,
continued

Step	Action
7	A list of all the IDT drills entered for that Drill Date and Department will be displayed. For this example, we will be correcting the IDT-Multiple drill listed for Empl ID 1234567 that was processed for pay in Approval Batch# 1697304. 
8	• **Drill Info tab:** Changes may be made to the **Drill Type**, **Start Time**, **End Time**, and the **Duty Purpose** fields. • **Payroll tab:** Changes may be made to the **Pay Code**, **Meal Eligibility Code**, **Special Duty Pay** Code, **Assignment Pay** Code, **Foreign Language Pay (FLP)** Code, and **Proficiency** fields. • For this example, the Meal Eligibility Code was changed to Lunch because the member was not entitled to All Meals for this drill.  
9	Once all changes have been made, return to the **Drill Info** tab and click **Save**. 

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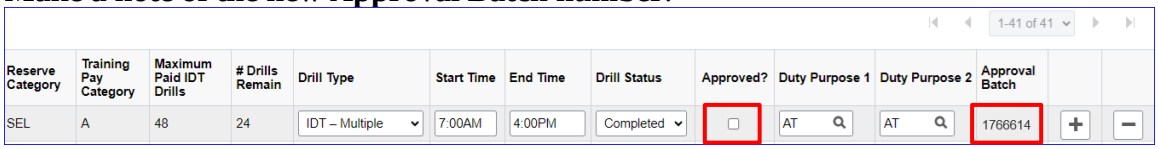
Correcting a Previously Paid IDT Drill, Continued

Procedures,
continued

Step	Action
10	Upon clicking save, a new **Approval Batch** number has been assigned to the corrected IDT drill and the **Approval?** box has been unchecked. It is now awaiting SPO action. **Make a note of the new Approval Batch number**. 
11	Send an **Email** to the SPO with the new **Approval Batch** number so the IDT drill may be processed.

Cancelling a Previously Paid IDT Drill

Introduction

This section provides the procedures for canceling an IDT Drill that has been processed by the SPO and the member has received pay and allowances/points in DA.

Important Information

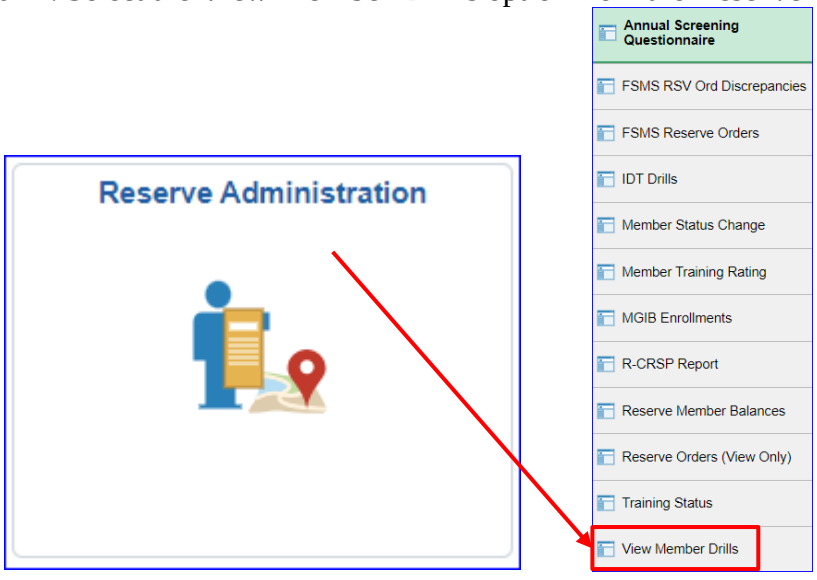
- Please refer to the Scheduling Requirement section of this guide. This process only applies to IDT drills that have been marked **Completed** by the P&A/Supervisor **AND** have been processed for creditable retirement points and/or pay and allowances.
- Because the Reserve member has already received payment/points for the IDT drill, the newly Cancelled IDT drill will need to be re-routed to the SPO for approval. After SPO approval, all monies paid/points credited to the member for the newly Cancelled IDT drill will be recouped.

Known Issue for P&A / Supervisor

P&A/Supervisors who hold **BOTH** the status of Reservist and CG Civilian employee, it is **VERY IMPORTANT** that they **DO NOT** Cancel previously approved/paid IDT Drills in DA. If the P&A/Supervisor holds dual status, cancelling a previously approved/paid IDT Drill will cause an error resulting in failed recoupment of erroneously paid IDT Drill(s).
The Command should appoint another supervisor with the correct DA roles to complete this process.

Procedures

See below.

Step	Action
1	Prior to cancelling an IDT drill, it is always recommended to verify the status of the IDT drill. Select the **View Member Drills** option from the **Reserve Administration** tile. 

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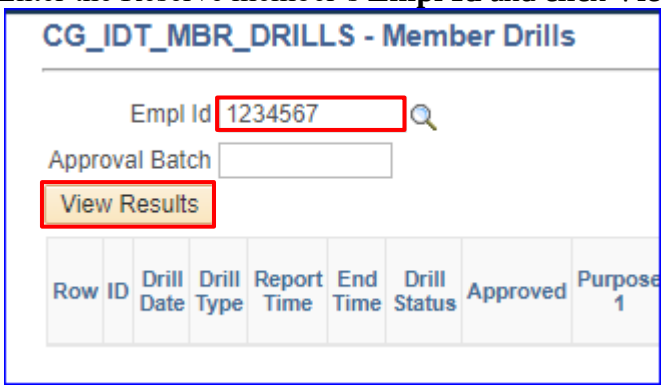
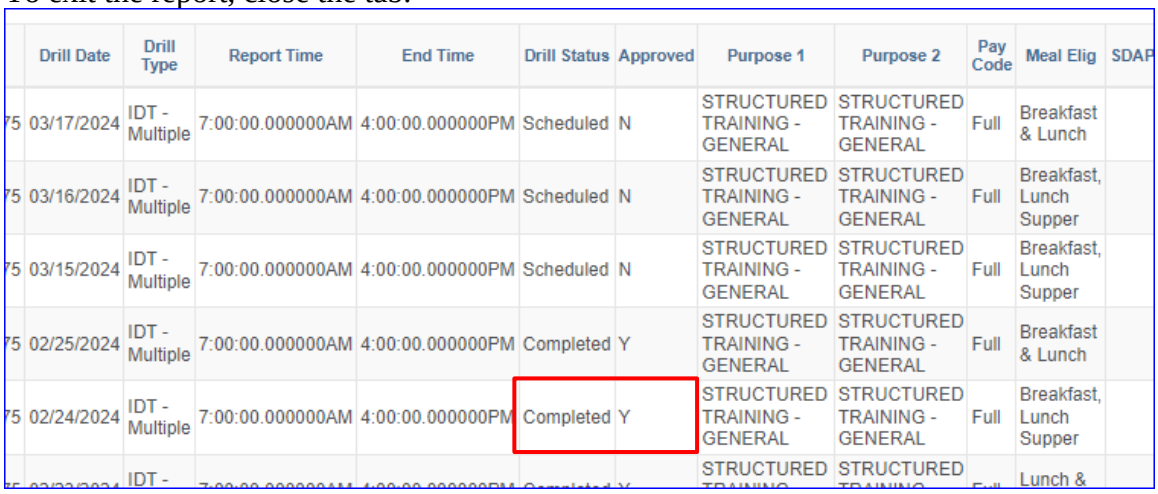
Cancelling a Previously Paid IDT Drill, Continued

Procedures,
continued

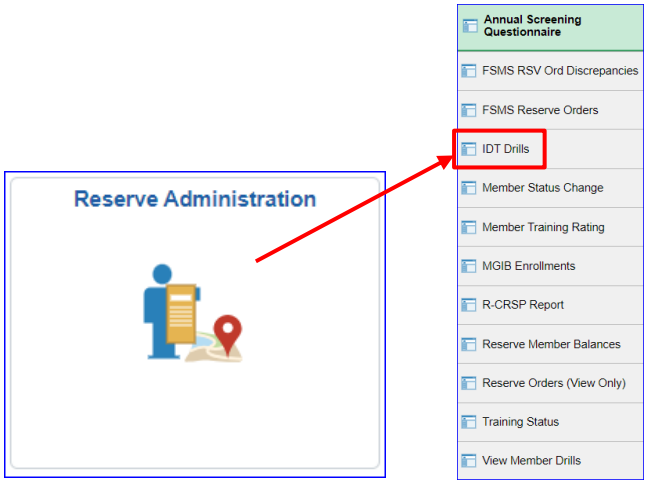
Step	Action
2	Enter the Reserve member's **Empl Id** and click **View Results**. 
3	The report will open in a new tab and provide a list of all the IDT drills and their statuses for the previous 12 months. Locate the IDT drill to be cancelled and verify its status. **For this example:** The IDT drill to be cancelled is dated 02/24/2024. It has been **Completed** and has been **Approved** by the SPO for pay/points. (For an explanation of each of the fields, see the View Member's IDT Drills guide.) To exit the report, close the tab. 

	Drill Date	Drill Type	Report Time	End Time	Drill Status	Approved	Purpose 1	Purpose 2	Pay Code	Meal Elig	SDAP
75	03/17/2024	IDT - Multiple	7:00:00.000000AM	4:00:00.000000PM	Scheduled	N	STRUCTURED TRAINING - GENERAL	STRUCTURED TRAINING - GENERAL	Full	Breakfast & Lunch	
75	03/16/2024	IDT - Multiple	7:00:00.000000AM	4:00:00.000000PM	Scheduled	N	STRUCTURED TRAINING - GENERAL	STRUCTURED TRAINING - GENERAL	Full	Breakfast, Lunch Supper	
75	03/15/2024	IDT - Multiple	7:00:00.000000AM	4:00:00.000000PM	Scheduled	N	STRUCTURED TRAINING - GENERAL	STRUCTURED TRAINING - GENERAL	Full	Breakfast, Lunch Supper	
75	02/25/2024	IDT - Multiple	7:00:00.000000AM	4:00:00.000000PM	Completed	Y	STRUCTURED TRAINING - GENERAL	STRUCTURED TRAINING - GENERAL	Full	Breakfast & Lunch	
75	02/24/2024	IDT - Multiple	7:00:00.000000AM	4:00:00.000000PM	Completed	Y	STRUCTURED TRAINING - GENERAL	STRUCTURED TRAINING - GENERAL	Full	Breakfast, Lunch Supper	
		IDT -					STRUCTURED	STRUCTURED		Lunch &	

Continued on next page

Cancelling a Previously Paid IDT Drill, Continued

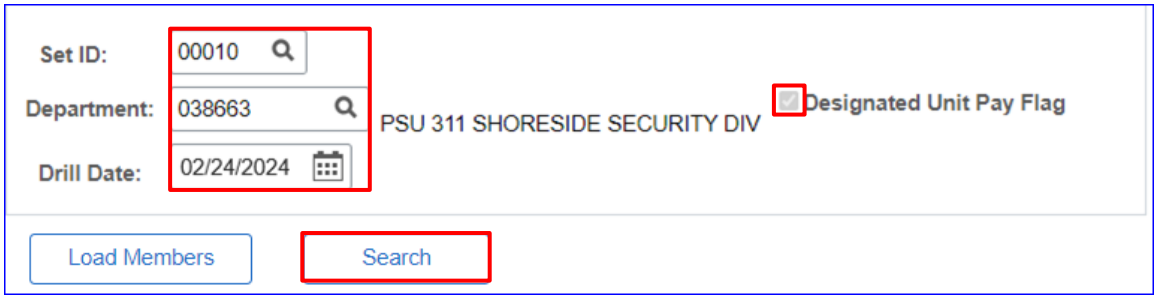
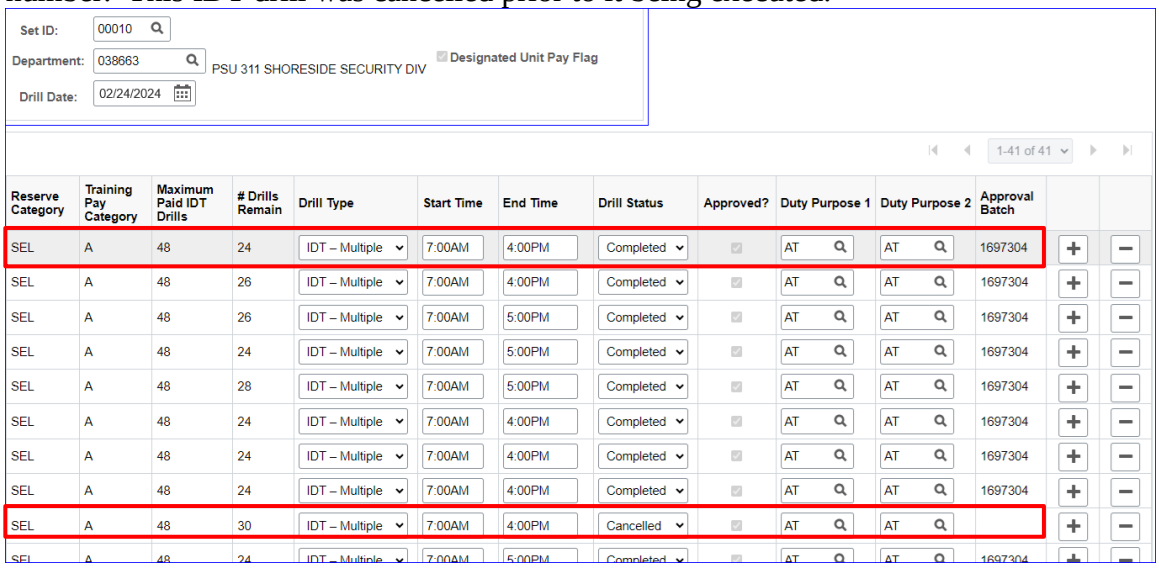
Procedures,
continued

Step	Action
4	Upon verifying the IDT drill has been Completed and Approved for pay, the P&A/Supervisor may now Cancel the IDT drill. Select the **IDT Drills** option from the **Reserve Administration** tile. 
5	The Reserve Drills page will display.

Continued on next page

Cancelling a Previously Paid IDT Drill, Continued

Procedures,
continued

Step	Action
6	• **Set ID** – Leave at 00010. • **Department** – Enter the ID number or use the lookup icon to locate the unit where the IDT drill is scheduled to be performed. • **Drill Date** – Enter the date or use the calendar to select the date the IDT drill is scheduled to be performed. • **Designated Unit Pay Flag** will be automatically checked if the unit is authorized to receive high priority unit pay and are identified annually via an ALCGRSV message. Click **Search** (only displays members with previously entered scheduled drills). **NOTE: Load Members** displays **all** reserve members attached to that department. 
7	A list of all the IDT drills entered for that Drill Date and Department will be displayed. For this example, we will be cancelling the IDT drill listed for row #1 that was processed for pay in Approval Batch #1697304. **NOTE:** The IDT drill listed for row #9 is showing a cancelled status with no batch number. This IDT drill was cancelled prior to it being executed. 

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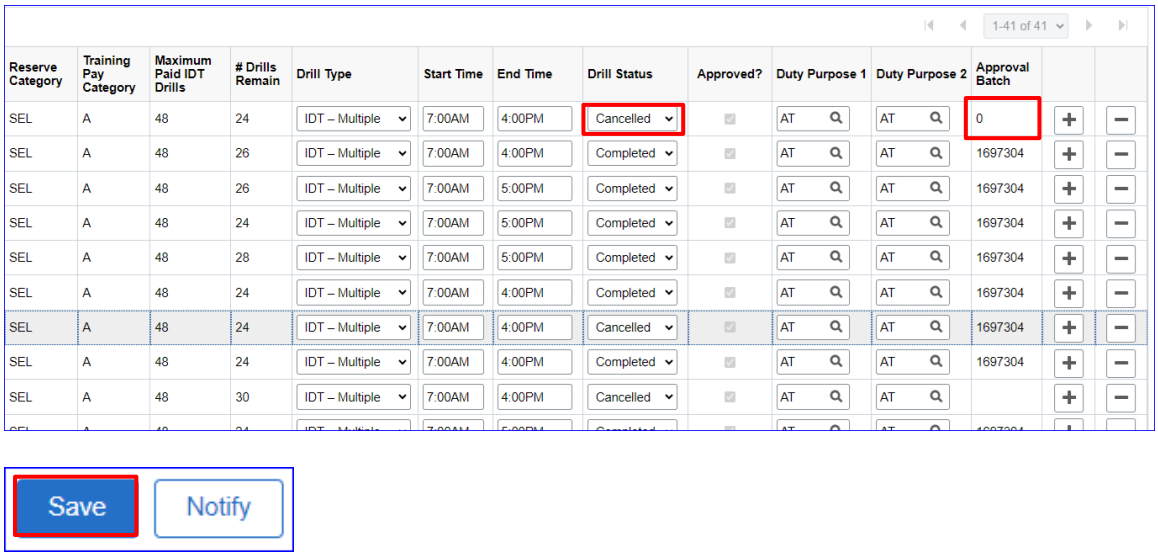
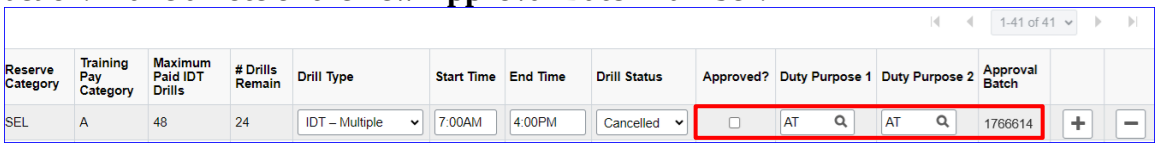
Cancelling a Previously Paid IDT Drill, Continued

Procedures,
continued

Step	Action
8	Using the drop-down, change the **Drill Status** from Completed to **Cancelled** for the member to be cancelled. Notice that upon changing the Drill Status, the Approval Batch number reverted to **0**. Click **Save**. 
9	Upon clicking save, a new **Approval Batch** number has been assigned to the now Cancelled IDT drill and the **Approved** box has been unchecked. It is now awaiting SPO action. **Make a note of the new Approval Batch number**. 
10	Send an **Email** to the SPO with the new **Approval Batch** number so the IDT drill may be processed for recoupment of any pay and allowances/creditable retirement points.

Resubmitting IDT Drills Previously Denied by the SPO

Introduction

This section provides the procedures for P&A/Supervisors to resubmit IDT drill(s) that have been denied by the SPO and have **NOT** been processed for creditable retirement points and/or pay and allowances in DA.

Important Information

It is important to review and work any denied drills immediately. **Any drill request that was included within the same Approval Batch will also be denied**.

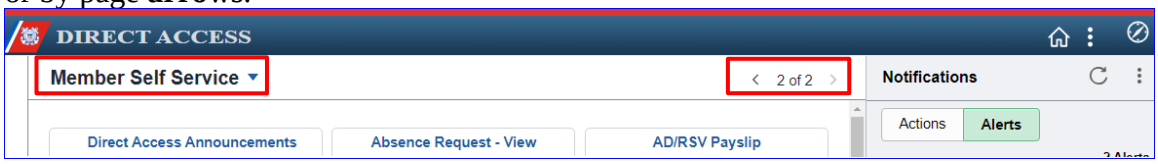
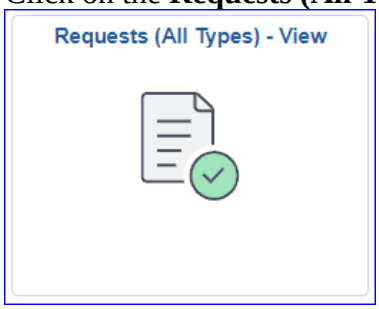
If a **DENIED** drill does not revert to a **Scheduled Status** (as indicated in Step 9 of this section), it **cannot** be resubmitted. The drill(s) MUST be deleted and re-entered. Any delay in resubmitting the batch of drills will result in a delay of pay for **ALL** the Reserve members assigned to that Approval Batch.

Known Issue for P&A / Supervisor

There is a known issue for when a P&A/Supervisor holds BOTH the status of a Reservist and CG Civilian employee. DA does not allow them to set drills to a Complete status correctly. The Command should appoint another supervisor with the correct DA roles to complete this process **OR** all of the pertinent drill information must be sent to the SPO via email for marking the drills Complete and then processing pay.

Procedures

See below.

Step	Action
1	When notified by the SPO that an IDT drill(s) has been denied, the P&A/Supervisor can view the denied IDT request by navigating to **Member Self Service** via the drop-down or by page **arrows**. 
2	Click on the **Requests (All Types) - View** tile. 

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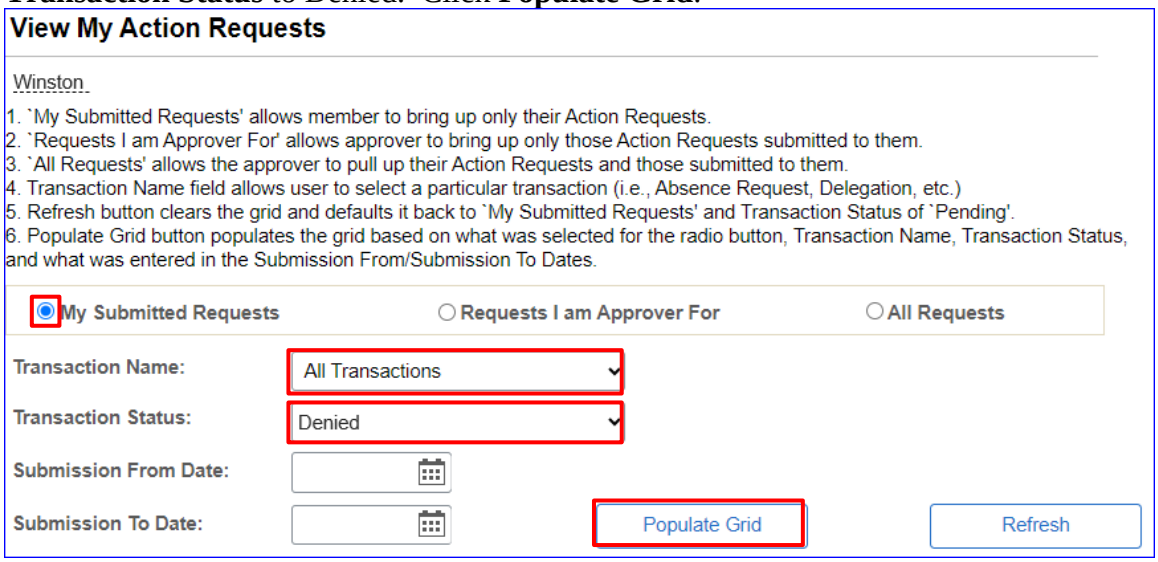
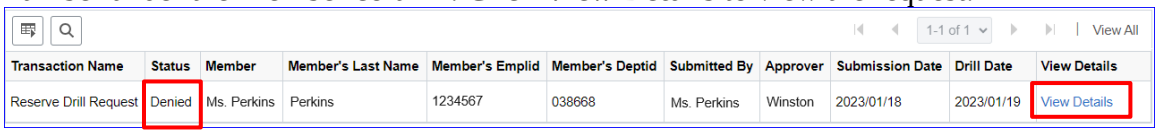
Resubmitting IDT Drills Previously Denied by the SPO, Continued

Procedures, continued

Step	Action
3	The View My Action Requests page will display. Leave **My Submitted Requests** radio button and the **Transaction Name** at the default. Using the drop-down, change the **Transaction Status** to Denied. Click **Populate Grid**. 
4	A list of all denied requests will display. Locate the appropriate Denied IDT by batch number under the Member column. Click **View Details** to view the request. 

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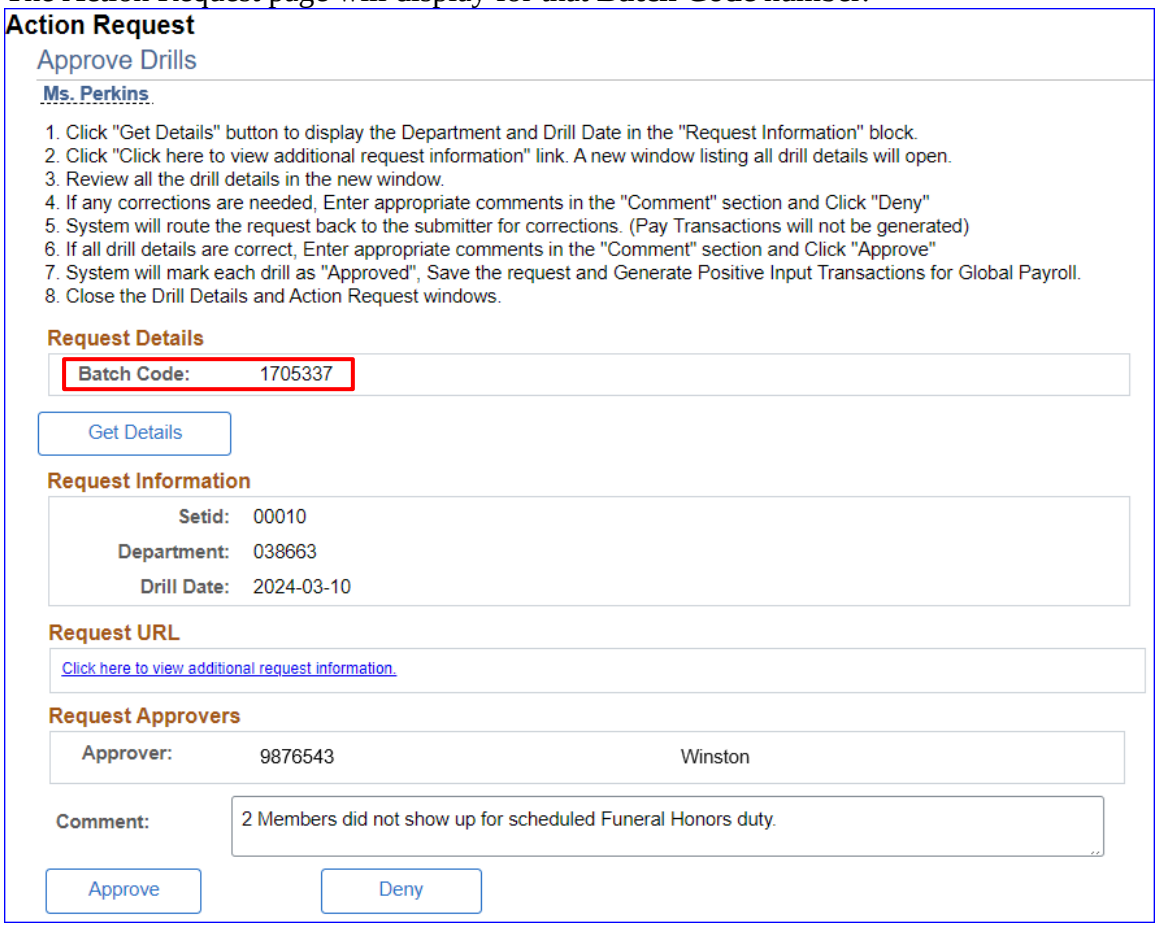
Resubmitting IDT Drills Previously Denied by the SPO, Continued

Procedures, continued

Step	Action
5	The Action Request page will display for that **Batch Code** number.



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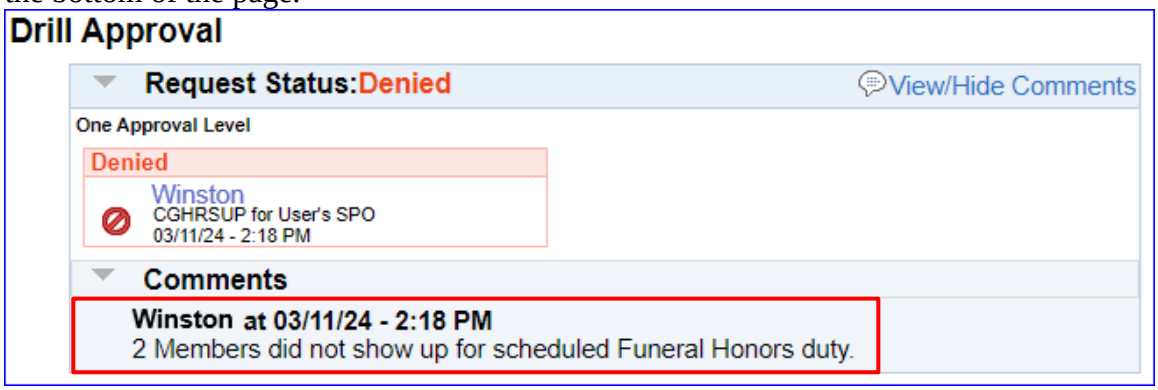
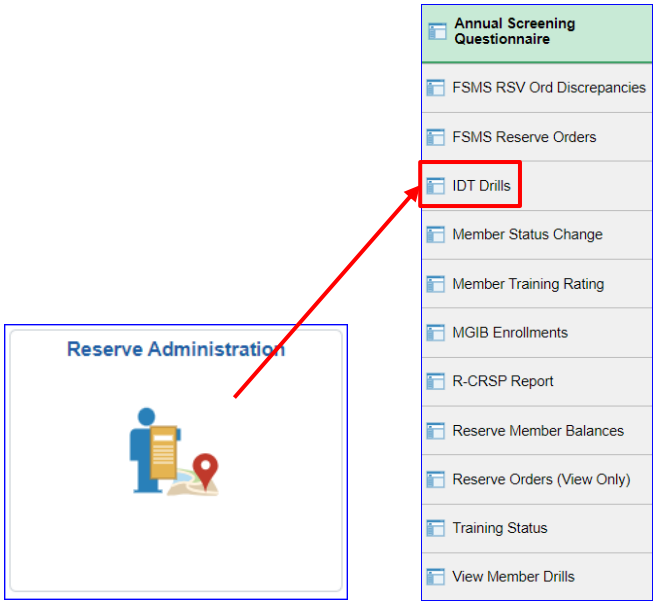
Resubmitting IDT Drills Previously Denied by the SPO, Continued

Procedures,
continued

Step	Action
6	**SPO/PAO comments** explaining the reason the request was denied will be displayed at the bottom of the page. 
7	The IDT drill(s) can now be edited and resubmitted. Select the **IDT Drills** option from the **Reserve Administration t**ile. 

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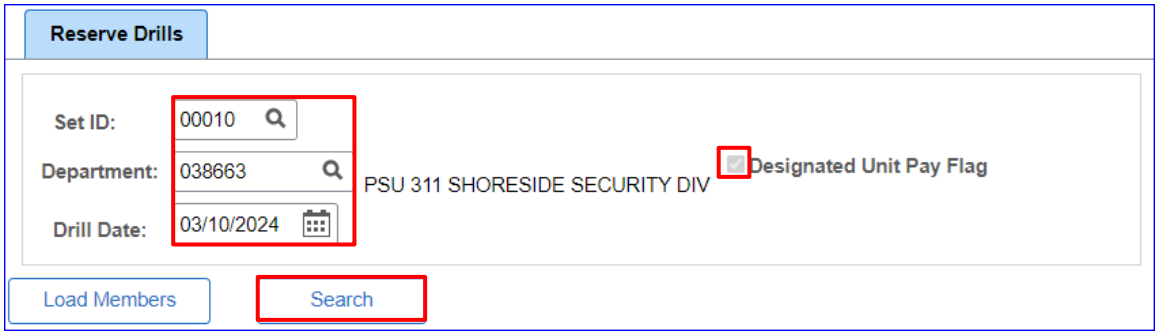
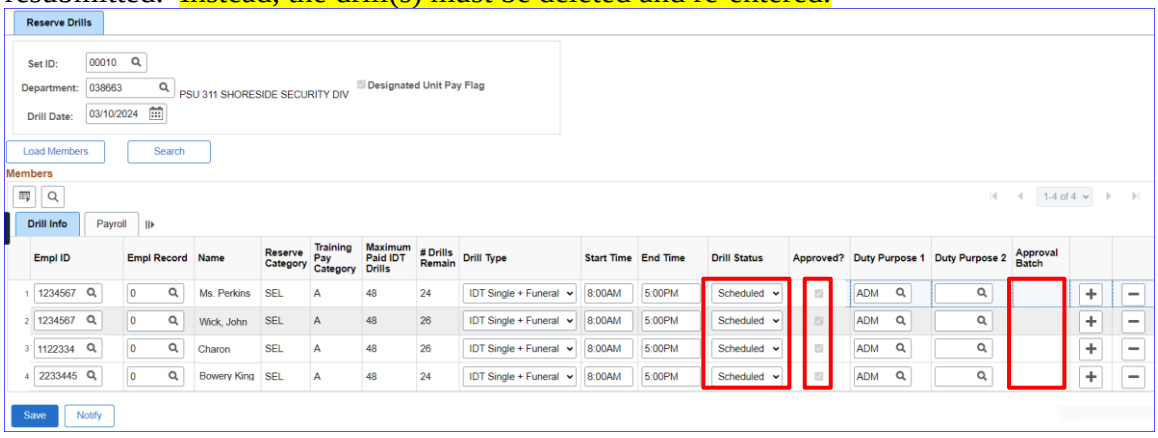
Resubmitting IDT Drills Previously Denied by the SPO, Continued

Procedures, continued

Step	Action
8	• **Set ID** – Leave at 00010. • **Department** – Enter the ID number or use the lookup icon to locate the unit where the IDT drill is scheduled to be performed. • **Drill Date** – Enter the date or use the calendar to select the date the IDT drill is scheduled to be performed. • **Designated Unit Pay Flag** will be automatically checked if the unit is authorized to receive high priority unit pay and are identified annually via an ALCGRSV message. Click **Search** (only displays members with previously entered scheduled drills). **NOTE: Load Members** displays **all** reserve members attached to that department. 
9	All the IDT drills submitted for that department ID and drill date will display. The IDT Drills Status will revert to a Scheduled, the **Approved?** boxes will be checked, and the previous **Approval Batch** will be blank. In this example, the meal code is incorrect. To correct, select the Payroll tab. **IMPORTANT:** If a **DENIED** drill does not revert to a **Scheduled Status**, it **cannot** be resubmitted. Instead, the drill(s) must be deleted and re-entered. 

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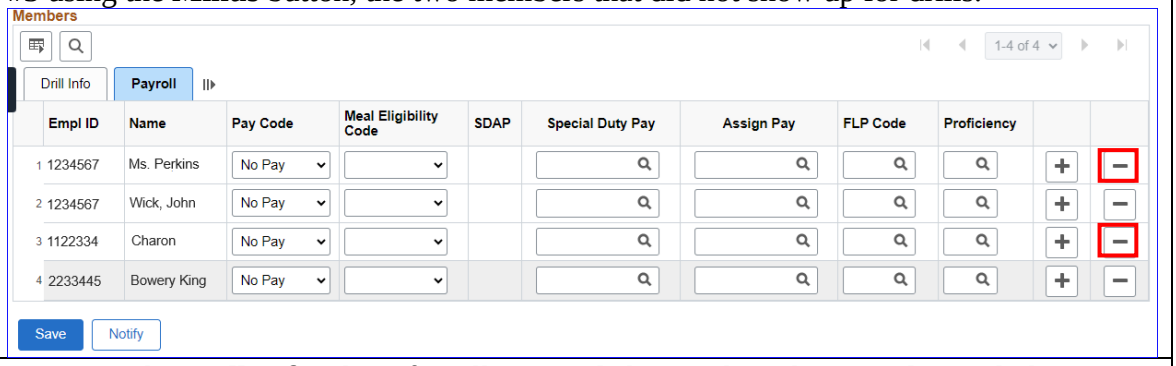
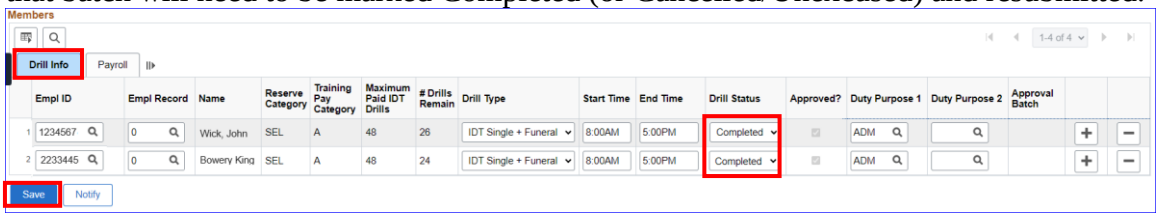
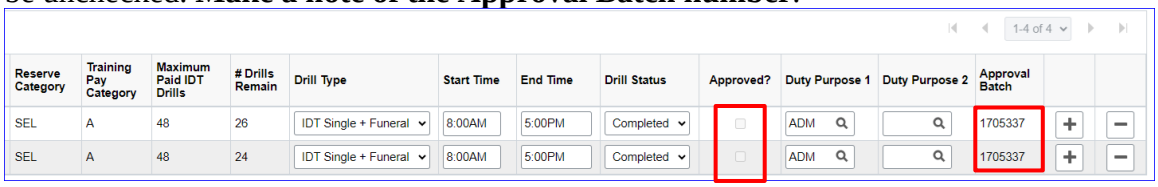
Resubmitting IDT Drills Previously Denied by the SPO, Continued

Procedures,
continued

Step	Action
10	Make the corrections as required. For this example: We will be removing row #1 and row #3 using the **Minus** button, the two members that did not show up for drills. 
11	Return to the **Drill Info** tab. After all required changes have been made, mark the IDT Drill Status to a **Completed** as appropriate and click **Save**. **REMEMBER:** If the original submission included a batch of drills, all the IDT drills in that batch will need to be marked Completed (or Cancelled/Unexcused) and resubmitted. 
12	A new **Approval Batch** number will be assigned and the **Approved?** column will now be unchecked. **Make a note of the Approval Batch number**. 
13	Send an **Email** to the SPO notifying them of the **resubmission** and include the Approval Batch number.