

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
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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.
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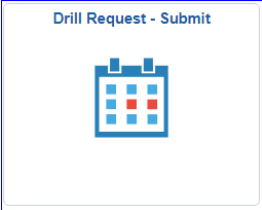
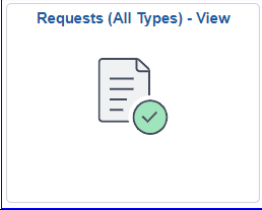
Known Issue SDP/AP	For IDT drills, DO NOT enter SDP/AP via the payroll requests action request; but instead, the appropriate selection for SDP/AP must be made when scheduling the IDT drill itself.
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Scheduling Requirement	<ul style="list-style-type: none"> • 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. <p>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.</p>
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Overview, Continued

IDT Process

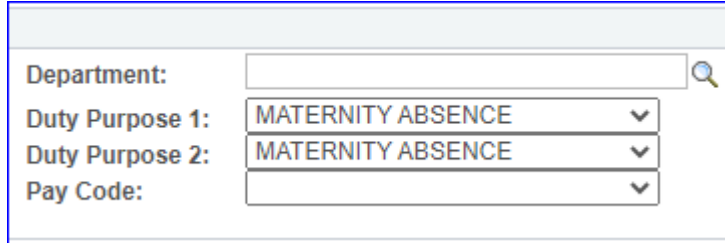
Stage	Who Does It	What Happens
1	Member	Enters IDT drill request in DA via the Drill Request-Submit tile.
	P&A/ Supervisor	
2	P&A/ Supervisor	Reviews member's IDT drill request and authorizes (approves) using the Requests (All Types)-View tile. 
3	Member	Performs as scheduled or edits/withdraws a submitted request.
4	P&A/ Supervisor	Updates the Drill Status based on Reserve member's actions: <ul style="list-style-type: none"> • 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.

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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.

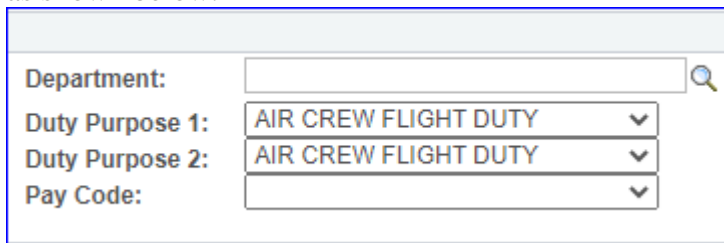


A screenshot of a DA form with the following fields:


Department:	<input type="text"/>	
Duty Purpose 1:	MATERNITY ABSENCE	▼
Duty Purpose 2:	MATERNITY ABSENCE	▼
Pay Code:	<input type="text"/>	▼

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.



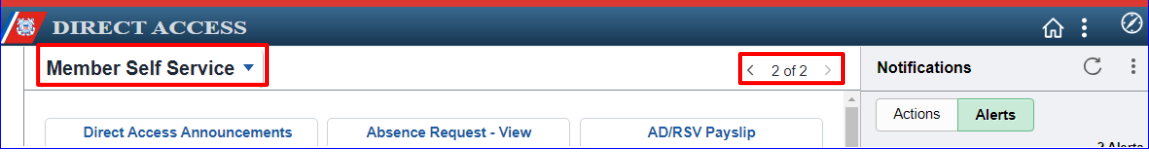
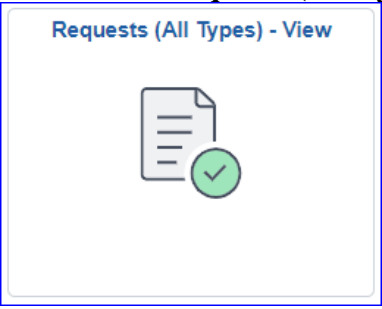
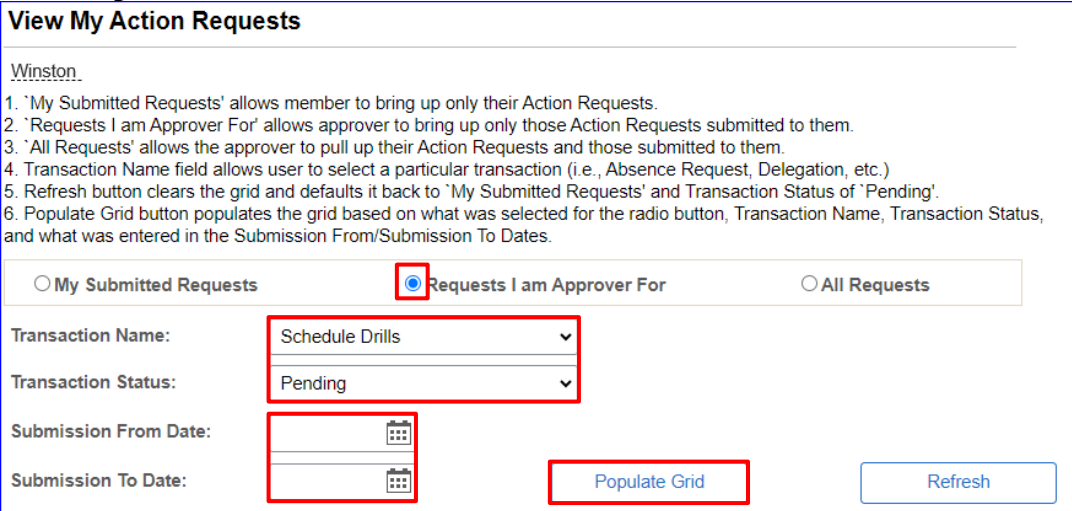
A screenshot of a DA form with the following fields:

Department:	<input type="text"/>	
Duty Purpose 1:	AIR CREW FLIGHT DUTY	▼
Duty Purpose 2:	AIR CREW FLIGHT DUTY	▼
Pay Code:	<input type="text"/>	▼

Authorizing a Member-Scheduled IDT Drill

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

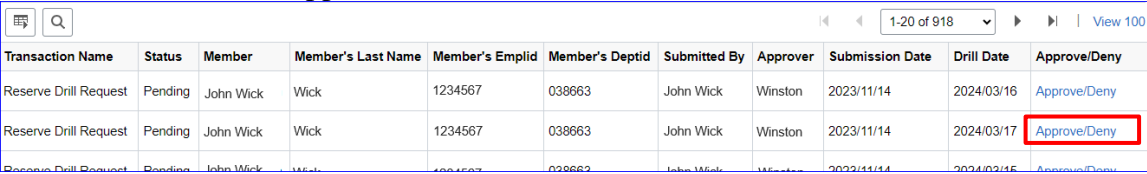
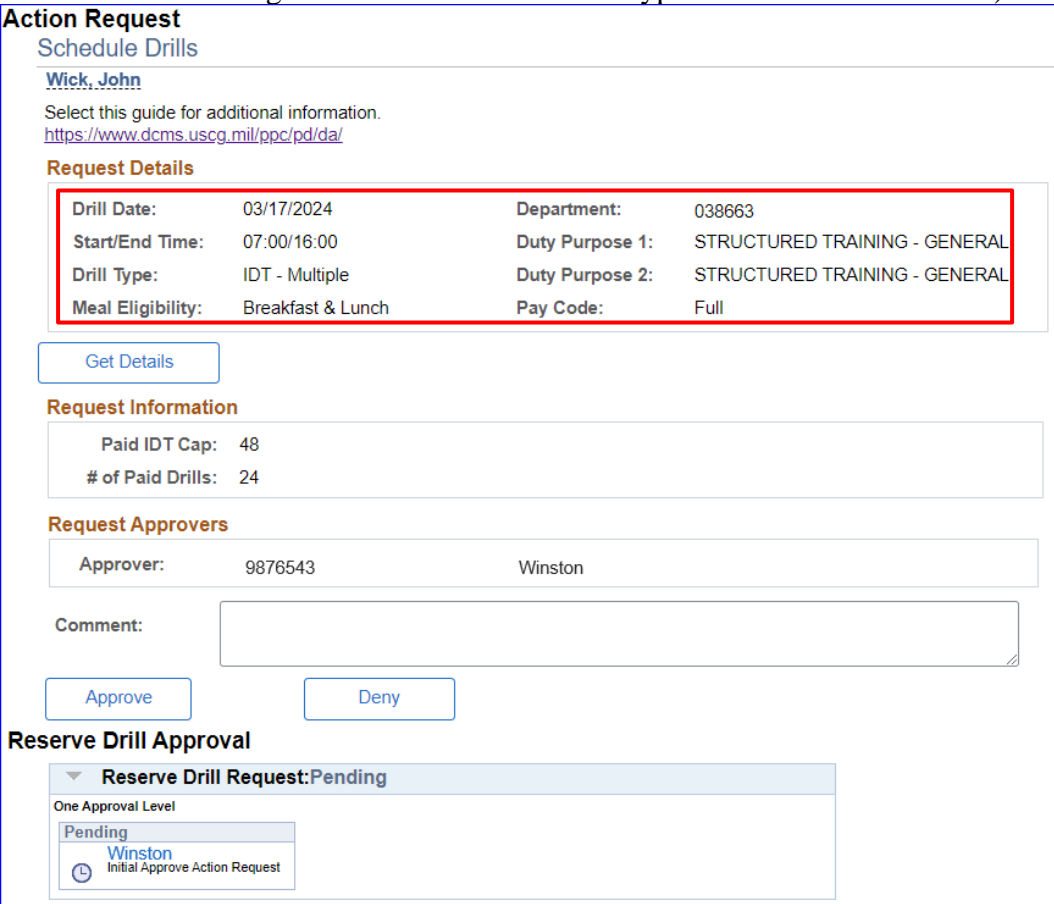
Procedures There are two ways to authorize a member’s scheduled drill request using the steps below. Please refer to the [Scheduling Requirement](#) section of this guide.

Step	Action
1	<p>Navigate to Member Self Service via the drop-down or by page arrows.</p> 
2	<p>Click on the Requests (All Types) - View tile.</p> 
3	<ul style="list-style-type: none"> • 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. <p>Click Populate Grid.</p>  <p>View My Action Requests</p> <p>Winston.</p> <ol style="list-style-type: none"> 1. 'My Submitted Requests' allows member to bring up only their Action Requests. 2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them. 4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) 5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. 6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates.

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Authorizing a Member-Scheduled IDT Drill, Continued



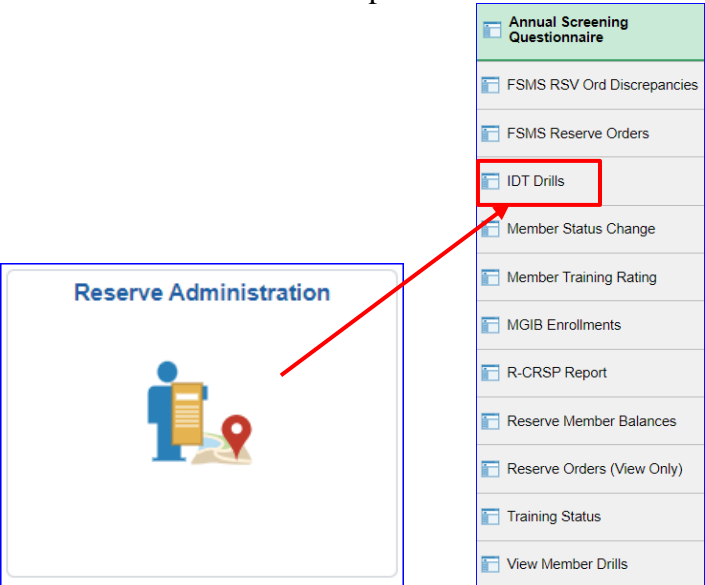
Procedures,
continued

Step	Action
4	<p>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.</p> <p>NOTE: Pay special attention to ensure you have selected the correct member and correct scheduled drill date to approve.</p> 
5	<p>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.</p> <p>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).</p> 

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Authorizing a Member-Scheduled IDT Drill, Continued

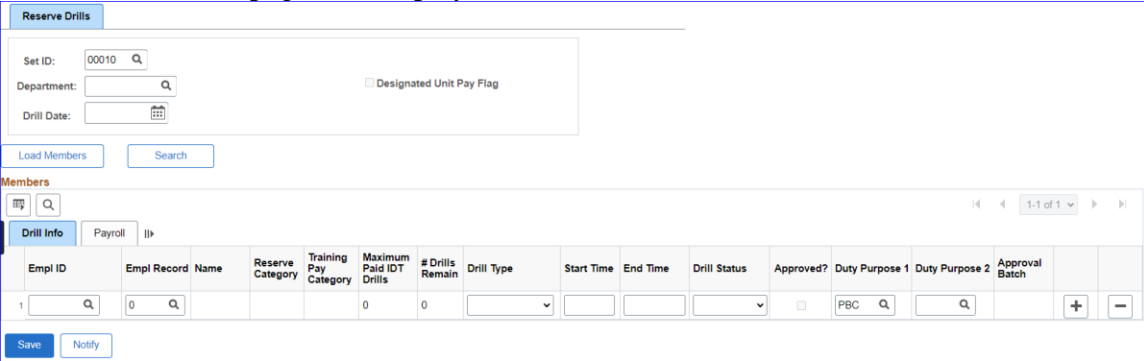
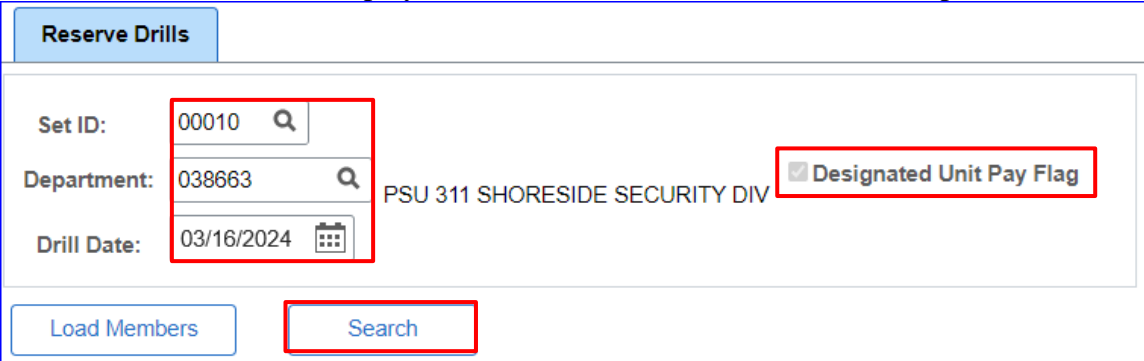
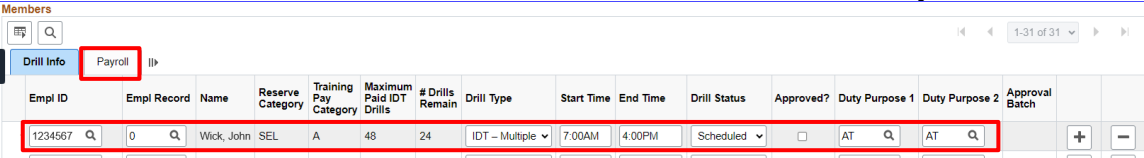
Procedures,
continued

Step	Action
6	<p>Click Approve or click Deny. If you are denying the request, comments are required.</p> <p>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.</p> 
7	<p>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.</p> <p>Reminder: All member IDT Drill requests must be approved prior to the member performing IDT.</p> 
8	<p>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.</p> 

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Authorizing a Member-Scheduled IDT Drill, Continued

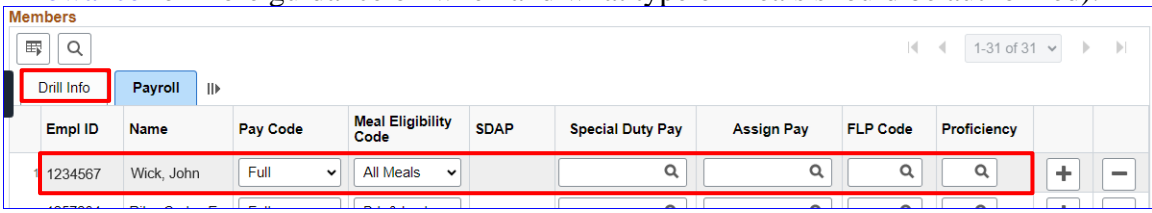
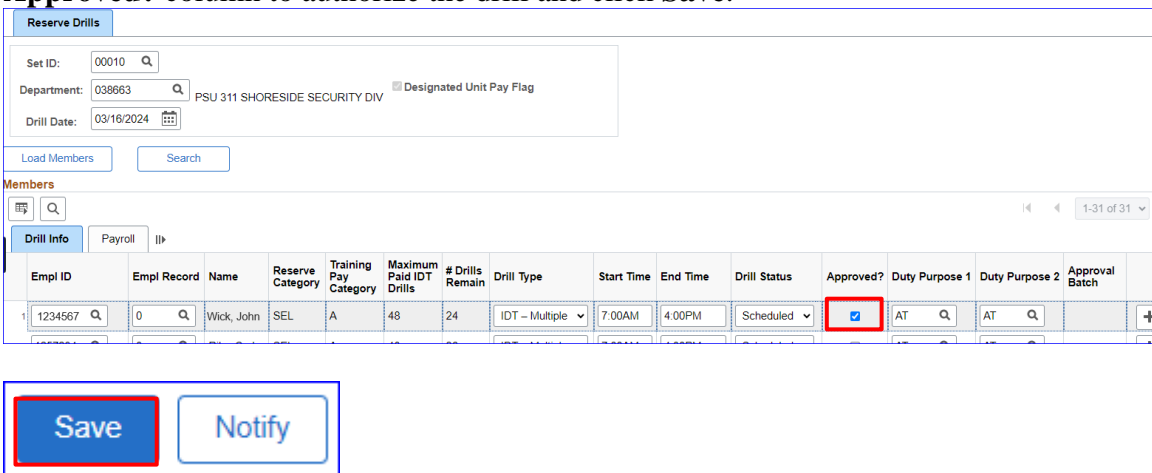
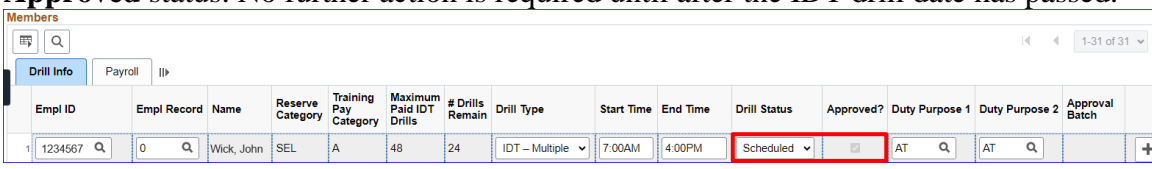
Procedures,
continued

Step	Action
9	<p>The Reserve Drills page will display.</p>  <p>The screenshot shows the 'Reserve Drills' interface. At the top, there are input fields for 'Set ID' (00010), 'Department', and 'Drill Date'. A 'Designated Unit Pay Flag' checkbox is also present. Below these are 'Load Members' and 'Search' buttons. A 'Members' section contains a table with columns: Empl ID, Empl Record, Name, Reserve Category, Training Pay Category, Maximum Paid IDT Drills, # Drills Remain, Drill Type, Start Time, End Time, Drill Status, Approved?, Duty Purpose 1, Duty Purpose 2, and Approval Batch. The table shows one member with ID 1 and 0 drills remaining.</p>
10	<ul style="list-style-type: none"> • 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. <p>Click Search (only displays members with previously entered scheduled drills).</p> <p>NOTE: Load Members displays all reserve members attached to that department.</p>  <p>The annotated screenshot highlights the 'Set ID' field (00010), the 'Department' field (038663), the 'Drill Date' field (03/16/2024), the 'Designated Unit Pay Flag' checkbox (checked), and the 'Search' button. The department name 'PSU 311 SHORESIDE SECURITY DIV' is also visible.</p>
11	<p>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.</p>  <p>The screenshot shows the 'Members' table with the 'Payroll' tab selected. A member is highlighted with a red box: Empl ID 1234567, Empl Record 0, Name Wick, John, Reserve Category SEL, Training Pay Category A, Maximum Paid IDT Drills 48, # Drills Remain 24, Drill Type IDT - Multiple, Start Time 7:00AM, End Time 4:00PM, Drill Status Scheduled, Approved? (unchecked), Duty Purpose 1 AT, and Duty Purpose 2 AT.</p>

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Authorizing a Member-Scheduled IDT Drill, Continued

Procedures,
continued

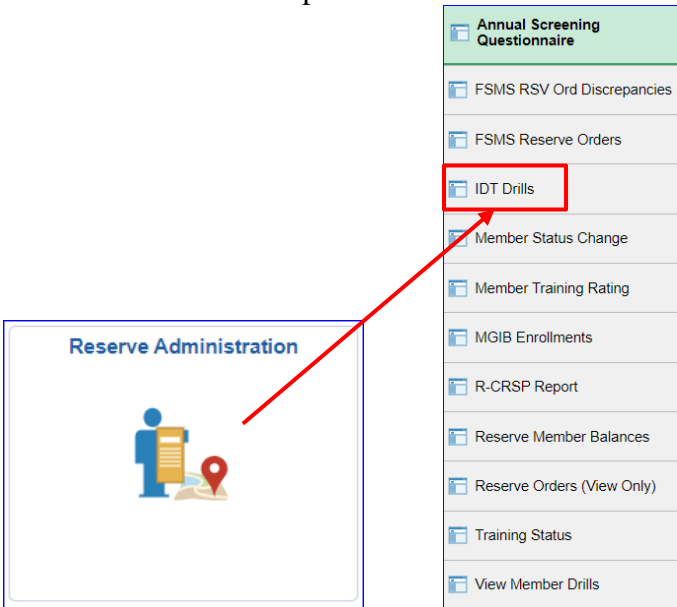

Step	Action
<p>12</p>	<p>Review the payroll information to ensure it is valid and accurate to that Reserve member. Then select the Drill Info tab.</p> <p>NOTE: Pay special attention to the Meal Eligibility Code (see IDT Subsistence Allowance for more guidance on when and what type of meals should be authorized).</p> 
<p>13</p>	<p>Once all the information has been verified and is accurate, click the box in the Approved? column to authorize the drill and click Save.</p> 
<p>14</p>	<p>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.</p> 

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.

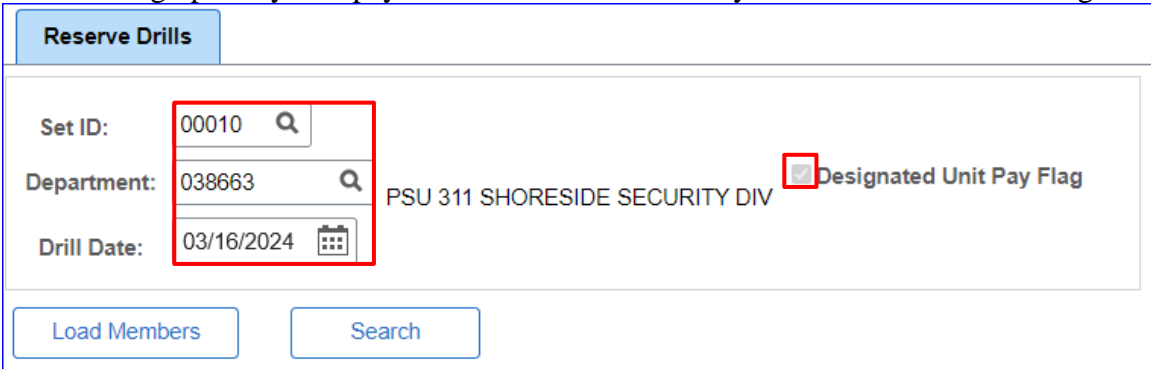
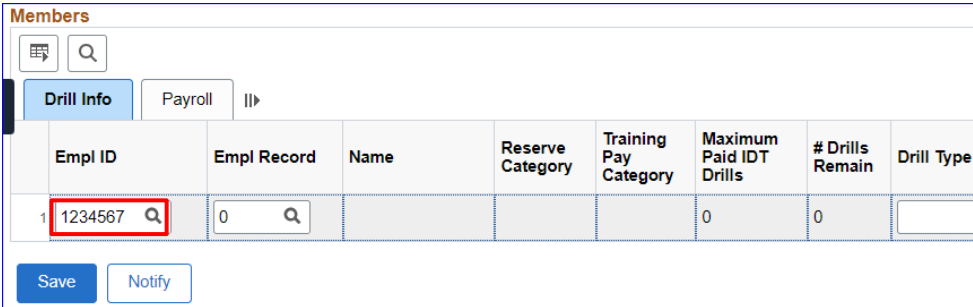
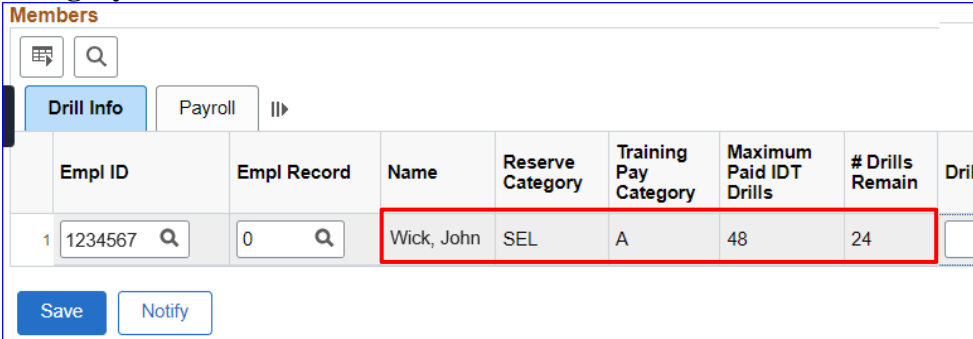
Procedures See below.

Step	Action
1	<p>Select the IDT Drills option from the Reserve Administration tile.</p> 
2	<p>The Reserve Drills page will display.</p> 

Continued on next page

Scheduling IDT Drills for an Individual Member, Continued

Procedures,
continued

Step	Action
3	<ul style="list-style-type: none"> • 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.  <p>The screenshot shows a form titled "Reserve Drills". It has three input fields: "Set ID" with value "00010", "Department" with value "038663" and a dropdown menu showing "PSU 311 SHORESIDE SECURITY DIV", and "Drill Date" with value "03/16/2024". There is a checkbox labeled "Designated Unit Pay Flag" which is checked. Below the form are "Load Members" and "Search" buttons.</p>
4	<p>Enter the Reserve member's Empl ID under Drill Info or use the lookup icon to locate the member.</p>  <p>The screenshot shows a table with columns: Empl ID, Empl Record, Name, Reserve Category, Training Pay Category, Maximum Paid IDT Drills, # Drills Remain, and Drill Type. The first row has Empl ID "1234567" and Empl Record "0".</p>
5	<p>Press the Tab key to populate the member's Name, Reserve Category, Training Pay Category, Maximum Paid IDT Drills, and # Drills Remain.</p>  <p>The screenshot shows the same table as in step 4, but now the Name, Reserve Category, Training Pay Category, Maximum Paid IDT Drills, and # Drills Remain fields are populated: Name "Wick, John", Reserve Category "SEL", Training Pay Category "A", Maximum Paid IDT Drills "48", and # Drills Remain "24".</p>

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Scheduling IDT Drills for an Individual Member, Continued

Procedures,
continued

Step	Action																								
6	<p data-bbox="264 443 1265 477">Enter the remaining Drill Info: (see Steps 6-7 for a description of each field).</p> <table border="1" data-bbox="264 477 1422 584"> <thead> <tr> <th data-bbox="264 477 528 533">Drill Type</th> <th data-bbox="528 477 639 533">Start Time</th> <th data-bbox="639 477 772 533">End Time</th> <th data-bbox="772 477 932 533">Drill Status</th> <th data-bbox="932 477 1046 533">Approved?</th> <th data-bbox="1046 477 1187 533">Duty Purpose 1</th> <th data-bbox="1187 477 1327 533">Duty Purpose 2</th> <th data-bbox="1327 477 1422 533">Approval Batch</th> </tr> </thead> <tbody> <tr> <td data-bbox="264 533 528 584">IDT – Multiple</td> <td data-bbox="528 533 639 584">7:00AM</td> <td data-bbox="639 533 772 584">4:00PM</td> <td data-bbox="772 533 932 584">Scheduled</td> <td data-bbox="932 533 1046 584"><input type="checkbox"/></td> <td data-bbox="1046 533 1187 584">AT</td> <td data-bbox="1187 533 1327 584">AT</td> <td data-bbox="1327 533 1422 584"></td> </tr> </tbody> </table> <table border="1" data-bbox="264 622 1410 1984"> <thead> <tr> <th data-bbox="264 622 533 656">Field</th> <th data-bbox="533 622 1410 656">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="264 656 533 1666">Drill Type</td> <td data-bbox="533 656 1410 1666"> <p data-bbox="549 667 1171 701">Select the Drill Type from the drop-down menu:</p> <div data-bbox="549 701 764 1093" style="border: 1px solid black; padding: 5px;"> <p>Drill Type</p> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;"> </div> <ul style="list-style-type: none"> IDT – Multiple IDT – Single RMP Funeral Duty EBDL ATP – Multiple ATP – Single AFTP – Multiple AFTP – Single IDT Single + ATP Single IDT Single + AFTP Single AFTP Single + ATP Single IDT Single + Funeral AFTP Single + Funeral </div> <ul style="list-style-type: none"> • 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 <p data-bbox="549 1529 1394 1666">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.</p> </td> </tr> <tr> <td data-bbox="264 1666 533 1899">Start Time</td> <td data-bbox="533 1666 1410 1899"> <p data-bbox="549 1677 1347 1744">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)</p> <ul style="list-style-type: none"> • 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 data-bbox="264 1899 533 1984">End Time</td> <td data-bbox="533 1899 1410 1984"> <p data-bbox="549 1910 1331 1977">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)</p> </td> </tr> </tbody> </table>	Drill Type	Start Time	End Time	Drill Status	Approved?	Duty Purpose 1	Duty Purpose 2	Approval Batch	IDT – Multiple	7:00AM	4:00PM	Scheduled	<input type="checkbox"/>	AT	AT		Field	Description	Drill Type	<p data-bbox="549 667 1171 701">Select the Drill Type from the drop-down menu:</p> <div data-bbox="549 701 764 1093" style="border: 1px solid black; padding: 5px;"> <p>Drill Type</p> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;"> </div> <ul style="list-style-type: none"> IDT – Multiple IDT – Single RMP Funeral Duty EBDL ATP – Multiple ATP – Single AFTP – Multiple AFTP – Single IDT Single + ATP Single IDT Single + AFTP Single AFTP Single + ATP Single IDT Single + Funeral AFTP Single + Funeral </div> <ul style="list-style-type: none"> • 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 <p data-bbox="549 1529 1394 1666">NOTE: ATPs are reserved for select operational units and all IDTs (Single/Multiple) must be scheduled and completed prior to entering/requesting ATPs. 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Drill Type	Start Time	End Time	Drill Status	Approved?	Duty Purpose 1	Duty Purpose 2	Approval Batch																		
IDT – Multiple	7:00AM	4:00PM	Scheduled	<input type="checkbox"/>	AT	AT																			
Field	Description																								
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Scheduling IDT Drills for an Individual Member, Continued

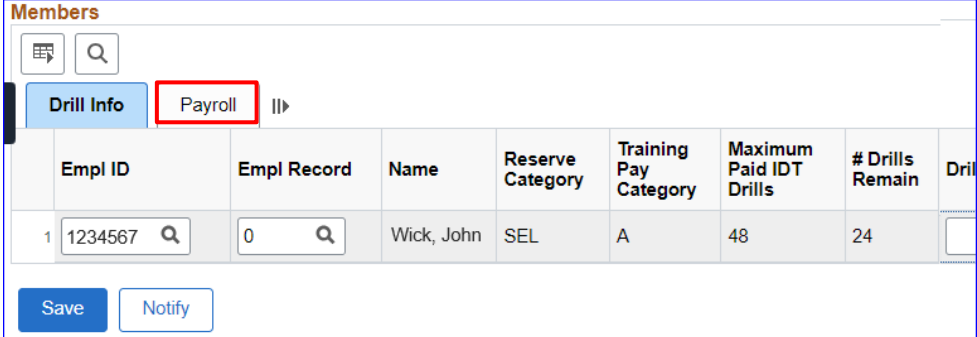
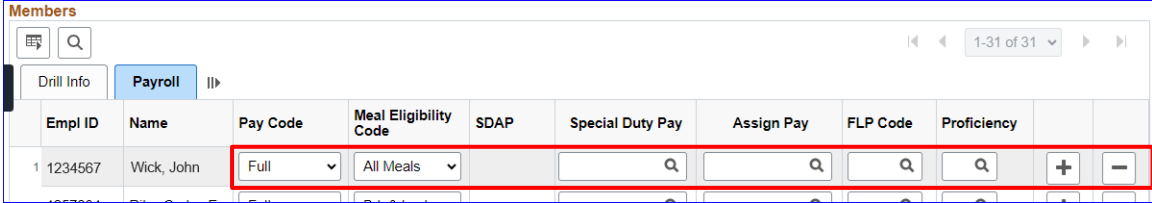
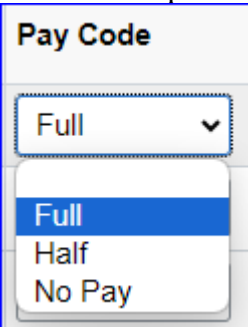
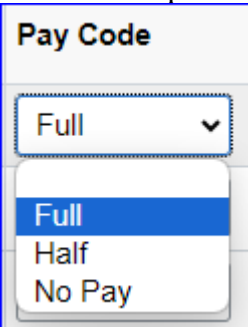
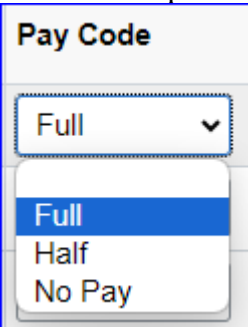
Procedures,
continued

Step	Action																																																																																									
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	Duty Purpose 1	<p>Click the lookup icon and make a selection as appropriate:</p> <table border="1" data-bbox="547 725 1394 1357"> <thead> <tr> <th colspan="2" style="text-align: center;">Look Up Duty Purpose 1</th> <th>MC</th> <th>MEP Contin</th> </tr> </thead> <tbody> <tr> <td colspan="2">Search Results</td> <td>ME</td> <td>MEP Ops</td> </tr> <tr> <td colspan="2">View 100 1-57 of 57</td> <td>MED</td> <td>Medical</td> </tr> <tr> <th>Purpose of Duty</th> <th>Short Description</th> <td>MI</td> <td>VsInspDoc</td> </tr> <tr> <td>AB</td> <td>Pub Affair</td> <td>NC</td> <td>ATONContin</td> </tr> <tr> <td>AC</td> <td>ContnPrep</td> <td>NOE</td> <td>NOE</td> </tr> <tr> <td>AD</td> <td>R & D</td> <td>NR</td> <td>Radio Nav</td> </tr> <tr> <td>ADM</td> <td>Admin</td> <td>NUT</td> <td>Weight/Nut</td> </tr> <tr> <td>AE</td> <td>Eng & Log</td> <td>OC</td> <td>Olympics</td> </tr> <tr> <td>AF</td> <td>F&S, Inven</td> <td>DN</td> <td>Dental</td> </tr> <tr> <td>AG</td> <td>Op Intel</td> <td>DO</td> <td>DefenseOps</td> </tr> <tr> <td>AH</td> <td>Civ Rights</td> <td>DR</td> <td>DisastResp</td> </tr> <tr> <td>AI</td> <td>Security</td> <td>FHD</td> <td>Funeral</td> </tr> <tr> <td>AK</td> <td>Health Svc</td> <td>GL</td> <td>SummerStoc</td> </tr> <tr> <td>AL</td> <td>Legal Gen</td> <td>GMT</td> <td>GMT</td> </tr> <tr> <td>AN</td> <td>ATON Ops</td> <td>IO</td> <td>Ice Ops</td> </tr> <tr> <td>AP</td> <td>Personnel</td> <td>ITP</td> <td>ITP</td> </tr> <tr> <td>AQ</td> <td>Acquisitio</td> <td>LC</td> <td>LE Conting</td> </tr> <tr> <td>AS</td> <td>SafOccHlth</td> <td>LE</td> <td>LE Ops</td> </tr> <tr> <td>AT</td> <td>Trng Gen</td> <td>LS</td> <td>LogisSupp</td> </tr> <tr> <td></td> <td></td> <td>MA</td> <td>Maternity</td> </tr> <tr> <td></td> <td></td> <td>VT</td> <td>VTS</td> </tr> </tbody> </table>	Look Up Duty Purpose 1		MC	MEP Contin	Search Results		ME	MEP Ops	View 100 1-57 of 57		MED	Medical	Purpose of Duty	Short Description	MI	VsInspDoc	AB	Pub Affair	NC	ATONContin	AC	ContnPrep	NOE	NOE	AD	R & D	NR	Radio Nav	ADM	Admin	NUT	Weight/Nut	AE	Eng & Log	OC	Olympics	AF	F&S, Inven	DN	Dental	AG	Op Intel	DO	DefenseOps	AH	Civ Rights	DR	DisastResp	AI	Security	FHD	Funeral	AK	Health Svc	GL	SummerStoc	AL	Legal Gen	GMT	GMT	AN	ATON Ops	IO	Ice Ops	AP	Personnel	ITP	ITP	AQ	Acquisitio	LC	LE Conting	AS	SafOccHlth	LE	LE Ops	AT	Trng Gen	LS	LogisSupp			MA	Maternity			VT	VTS
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	Duty Purpose 2	<p>Click the lookup icon and make a selection as appropriate. Only enter a selection in this field if performing:</p> <ul style="list-style-type: none"> • 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	<p>Once all the Drill Info has been entered, select the Payroll tab.</p>  <table border="1" data-bbox="263 616 1244 750"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Name</th> <th>Reserve Category</th> <th>Training Pay Category</th> <th>Maximum Paid IDT Drills</th> <th># Drills Remain</th> <th>Drill</th> </tr> </thead> <tbody> <tr> <td>1 1234567</td> <td>0</td> <td>Wick, John</td> <td>SEL</td> <td>A</td> <td>48</td> <td>24</td> <td></td> </tr> </tbody> </table>	Empl ID	Empl Record	Name	Reserve Category	Training Pay Category	Maximum Paid IDT Drills	# Drills Remain	Drill	1 1234567	0	Wick, John	SEL	A	48	24							
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9	<p>Enter the Payroll information: (see Steps 9-11 for a description of each field).</p>  <table border="1" data-bbox="263 996 1420 1086"> <thead> <tr> <th>Empl ID</th> <th>Name</th> <th>Pay Code</th> <th>Meal Eligibility Code</th> <th>SDAP</th> <th>Special Duty Pay</th> <th>Assign Pay</th> <th>FLP Code</th> <th>Proficiency</th> </tr> </thead> <tbody> <tr> <td>1 1234567</td> <td>Wick, John</td> <td>Full</td> <td>All Meals</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <table border="1" data-bbox="263 1131 1372 1769"> <thead> <tr> <th data-bbox="263 1131 534 1176">Field</th> <th data-bbox="534 1131 1372 1176">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="263 1176 534 1769"> Pay Code </td> <td data-bbox="534 1176 1372 1769"> <p>Click the drop-down and make a selection as appropriate:</p>  <ul style="list-style-type: none"> • 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 </td> </tr> </tbody> </table>	Empl ID	Name	Pay Code	Meal Eligibility Code	SDAP	Special Duty Pay	Assign Pay	FLP Code	Proficiency	1 1234567	Wick, John	Full	All Meals						Field	Description	Pay Code	<p>Click the drop-down and make a selection as appropriate:</p>  <ul style="list-style-type: none"> • 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
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Scheduling IDT Drills for an Individual Member, Continued

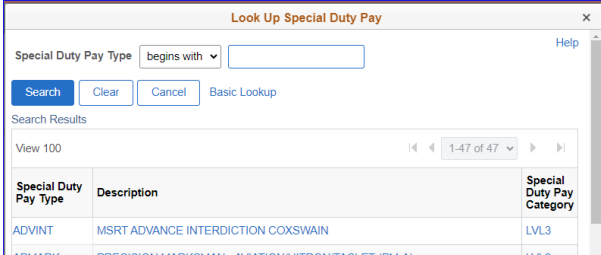
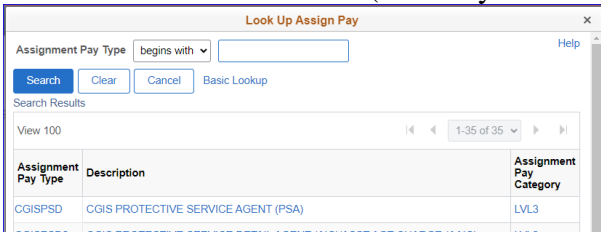
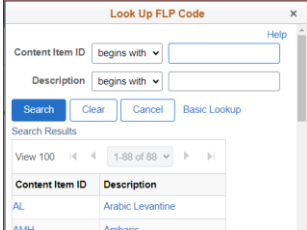
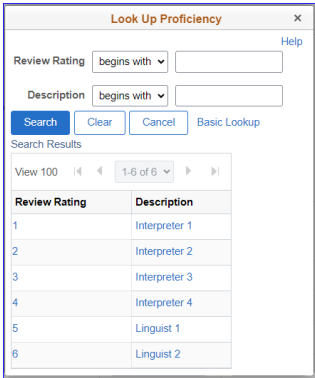
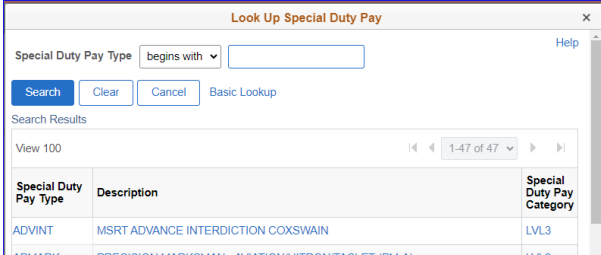
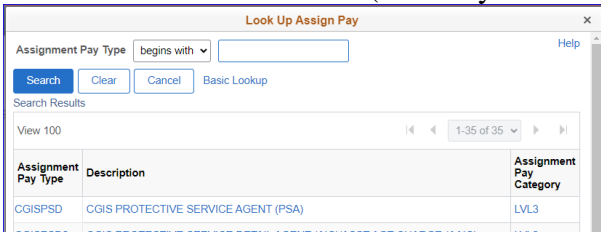
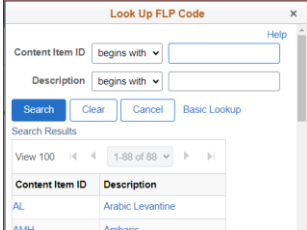
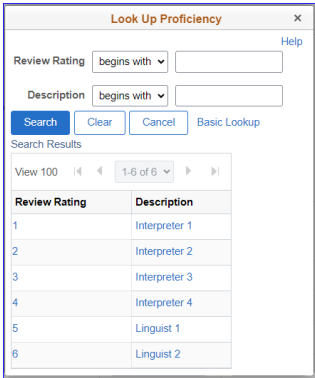
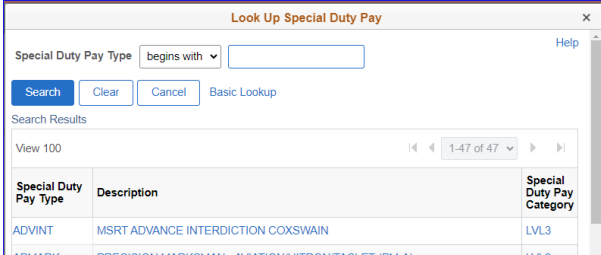
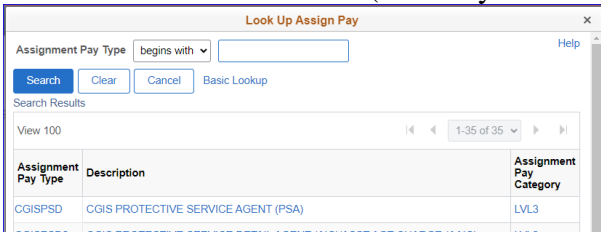
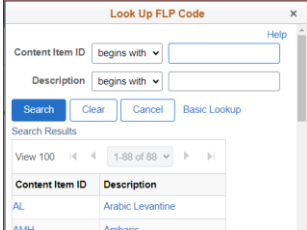
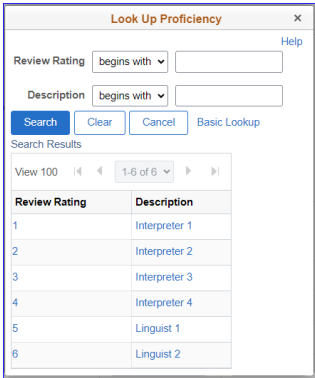
Procedures,
continued

Step	Action																	
10	Field	Description																
	Meal Eligibility Code	<p>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):</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-bottom: 10px;"> <p>Meal Eligibility Code</p> <p>All Meals ▾</p> <ul style="list-style-type: none"> All Meals Breakfast Brk & Lnch Lnch & Sup Lunch Mess Avail None Supper </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%; text-align: center;">If</th> <th style="width: 33%; text-align: center;">And</th> <th style="width: 33%; text-align: center;">Then</th> </tr> </thead> <tbody> <tr> <td rowspan="2" style="vertical-align: top;">Not Authorized Lodging</td> <td style="vertical-align: top;">Arrives same day, not remaining overnight</td> <td style="vertical-align: top;">Authorized Lunch</td> </tr> <tr> <td style="vertical-align: top;">Works past 1800 hours</td> <td style="vertical-align: top;">Authorized Lunch & Supper</td> </tr> <tr> <td rowspan="3" style="vertical-align: top;">Authorized Lodging</td> <td style="vertical-align: top;">Arrive night before for 1 paid IDT Multiple drill for the next day</td> <td style="vertical-align: top;">Authorized Breakfast and Lunch</td> </tr> <tr> <td style="vertical-align: top;">Arrives on day of 1st drill for 2 paid multiple IDT drills and remains overnight between drills</td> <td style="vertical-align: top;">Authorized Lunch and Supper on 1st day & authorized Breakfast and Lunch on 2nd day</td> </tr> <tr> <td style="vertical-align: top;">Arrives night before for 2 paid IDT Multiple drills</td> <td style="vertical-align: top;">Authorized Breakfast, Lunch, & Supper on 1st day & authorized Breakfast and Lunch on 2nd day</td> </tr> </tbody> </table>		If	And	Then	Not Authorized Lodging	Arrives same day, not remaining overnight	Authorized Lunch	Works past 1800 hours	Authorized Lunch & Supper	Authorized Lodging	Arrive night before for 1 paid IDT Multiple drill for the next day	Authorized Breakfast and Lunch	Arrives on day of 1 st drill for 2 paid multiple IDT drills and remains overnight between drills	Authorized Lunch and Supper on 1 st day & authorized Breakfast and Lunch on 2 nd day	Arrives night before for 2 paid IDT Multiple drills	Authorized Breakfast, Lunch, & Supper on 1 st day & authorized Breakfast and Lunch on 2 nd day
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Scheduling IDT Drills for an Individual Member, Continued

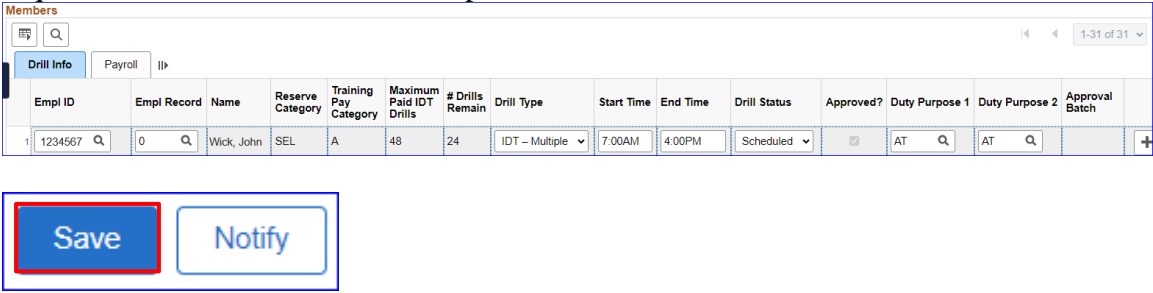
Procedures,
continued

Step	Action										
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Continued on next page

Scheduling IDT Drills for an Individual Member, Continued

Procedures,
continued

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

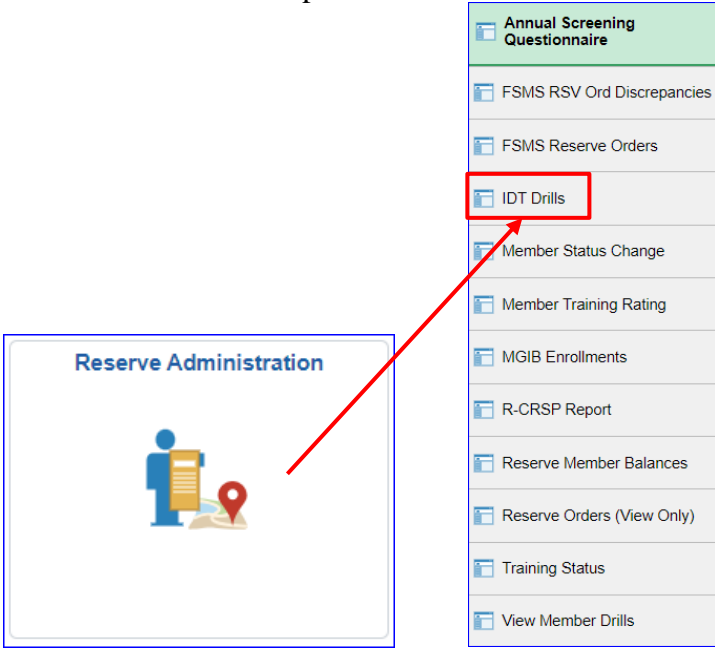

Scheduling a Batch of IDT Drills

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.

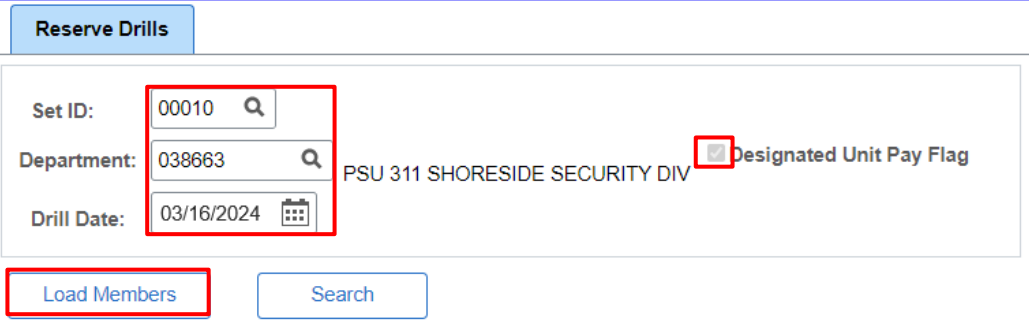
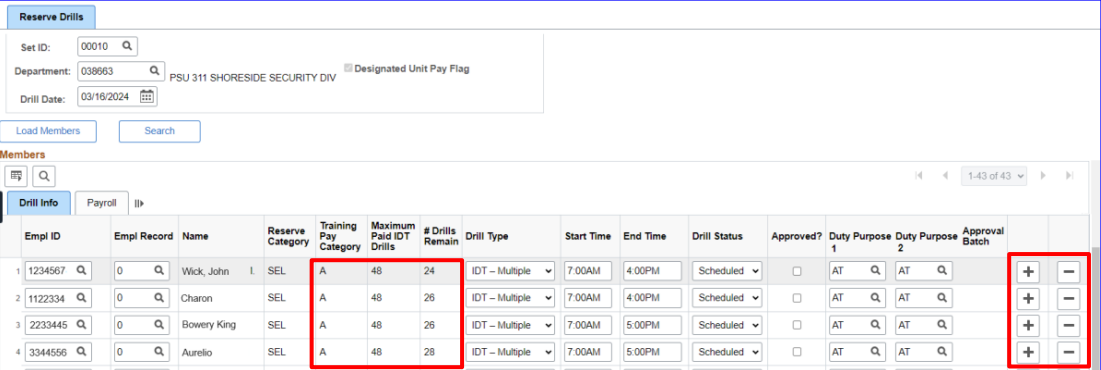
Procedures See below.

Step	Action
1	<p>Select the IDT Drills option from the Reserve Administration tile.</p>  <p>The image shows a 'Reserve Administration' tile on the left with an icon of a person and a location pin. A red arrow points from this tile to a vertical menu on the right. In the menu, the 'IDT Drills' option is highlighted with a red box.</p>
2	<p>The Reserve Drills page will display.</p>  <p>The image shows the 'Reserve Drills' page. It includes a search area with fields for 'Set ID' (00010), 'Department', and 'Drill Date'. Below this is a 'Members' table with columns: Empl ID, Empl Record, Name, Reserve Category, Training Pay Category, Maximum Paid IDT Drills, # Drills Remain, Drill Type, Start Time, End Time, Drill Status, Approved?, Duty Purpose 1, Duty Purpose 2, and Approval Batch. The table shows one member with 0 drills remaining.</p>

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Scheduling a Batch of IDT Drills, Continued

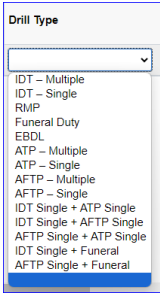
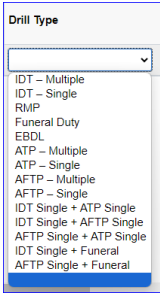
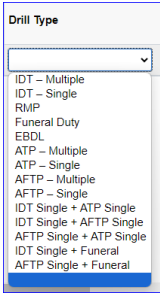
Procedures,
continued

Step	Action																																																																											
3	<ul style="list-style-type: none"> • 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. <p>Click Load Members (displays all reserve members attached to that department).</p> <p>NOTE: Search only displays members with previously entered scheduled drills.</p> 																																																																											
4	<p>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.</p> <p>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.</p> <p>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).</p>  <table border="1" data-bbox="268 1552 1374 1921"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Name</th> <th>Reserve Category</th> <th>Training Pay Category</th> <th>Maximum Paid IDT Drills</th> <th># Drills Remain</th> <th>Drill Type</th> <th>Start Time</th> <th>End Time</th> <th>Drill Status</th> <th>Approved?</th> <th>Duty Purpose 1</th> <th>Duty Purpose 2</th> <th>Approval Batch</th> </tr> </thead> <tbody> <tr> <td>1234567</td> <td>0</td> <td>Wick, John</td> <td>SEL</td> <td>A</td> <td>48</td> <td>24</td> <td>IDT - Multiple</td> <td>7:00AM</td> <td>4:00PM</td> <td>Scheduled</td> <td><input type="checkbox"/></td> <td>AT</td> <td>AT</td> <td></td> </tr> <tr> <td>1122334</td> <td>0</td> <td>Charon</td> <td>SEL</td> <td>A</td> <td>48</td> <td>26</td> <td>IDT - Multiple</td> <td>7:00AM</td> <td>4:00PM</td> <td>Scheduled</td> <td><input type="checkbox"/></td> <td>AT</td> <td>AT</td> <td></td> </tr> <tr> <td>2233445</td> <td>0</td> <td>Bowery King</td> <td>SEL</td> <td>A</td> <td>48</td> <td>26</td> <td>IDT - Multiple</td> <td>7:00AM</td> <td>5:00PM</td> <td>Scheduled</td> <td><input type="checkbox"/></td> <td>AT</td> <td>AT</td> <td></td> </tr> <tr> <td>3344556</td> <td>0</td> <td>Aurelio</td> <td>SEL</td> <td>A</td> <td>48</td> <td>28</td> <td>IDT - Multiple</td> <td>7:00AM</td> <td>5:00PM</td> <td>Scheduled</td> <td><input type="checkbox"/></td> <td>AT</td> <td>AT</td> <td></td> </tr> </tbody> </table>	Empl ID	Empl Record	Name	Reserve Category	Training Pay Category	Maximum Paid IDT Drills	# Drills Remain	Drill Type	Start Time	End Time	Drill Status	Approved?	Duty Purpose 1	Duty Purpose 2	Approval Batch	1234567	0	Wick, John	SEL	A	48	24	IDT - Multiple	7:00AM	4:00PM	Scheduled	<input type="checkbox"/>	AT	AT		1122334	0	Charon	SEL	A	48	26	IDT - Multiple	7:00AM	4:00PM	Scheduled	<input type="checkbox"/>	AT	AT		2233445	0	Bowery King	SEL	A	48	26	IDT - Multiple	7:00AM	5:00PM	Scheduled	<input type="checkbox"/>	AT	AT		3344556	0	Aurelio	SEL	A	48	28	IDT - Multiple	7:00AM	5:00PM	Scheduled	<input type="checkbox"/>	AT	AT	
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Scheduling a Batch of IDT Drills, Continued

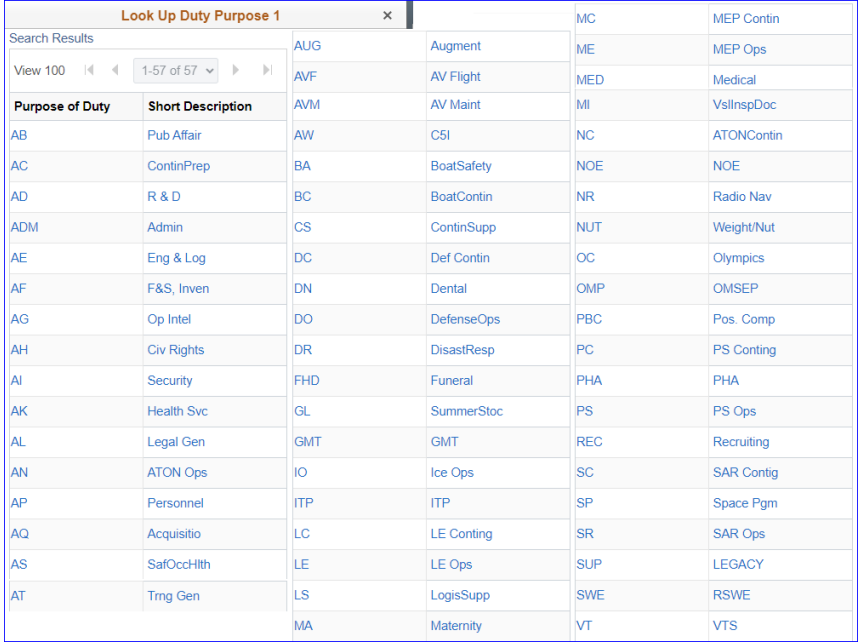
Procedures,
continued

Step	Action															
5	<p>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).</p> <table border="1" data-bbox="263 510 1423 611"> <thead> <tr> <th data-bbox="263 510 491 611">Drill Type</th> <th data-bbox="491 510 628 611">Start Time</th> <th data-bbox="628 510 788 611">End Time</th> <th data-bbox="788 510 970 611">Drill Status</th> <th data-bbox="970 510 1107 611">Approved?</th> <th data-bbox="1107 510 1228 611">Duty Purpose 1</th> <th data-bbox="1228 510 1423 611">Duty Purpose 2</th> </tr> </thead> </table> <table border="1" data-bbox="263 633 1401 1892"> <thead> <tr> <th data-bbox="263 633 470 678">Field</th> <th data-bbox="470 633 1401 678">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="263 678 470 1574">Drill Type</td> <td data-bbox="470 678 1401 1574"> <p>Select the Drill Type from the drop-down menu:</p>  <ul style="list-style-type: none"> • 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 <p>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.</p> </td> </tr> <tr> <td data-bbox="263 1574 470 1809">Start Time</td> <td data-bbox="470 1574 1401 1809"> <p>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)</p> <ul style="list-style-type: none"> • Single IDT/ATP – 4 or more hours • Multiple IDT/ATP – 8 or more hours • RMP – 4 to 24 hours • FHD – 2 or more hours </td> </tr> <tr> <td data-bbox="263 1809 470 1892">End Time</td> <td data-bbox="470 1809 1401 1892"> <p>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).</p> </td> </tr> </tbody> </table>	Drill Type	Start Time	End Time	Drill Status	Approved?	Duty Purpose 1	Duty Purpose 2	Field	Description	Drill Type	<p>Select the Drill Type from the drop-down menu:</p>  <ul style="list-style-type: none"> • 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 <p>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.</p>	Start Time	<p>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)</p> <ul style="list-style-type: none"> • 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	<p>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).</p>
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Scheduling a Batch of IDT Drills, Continued

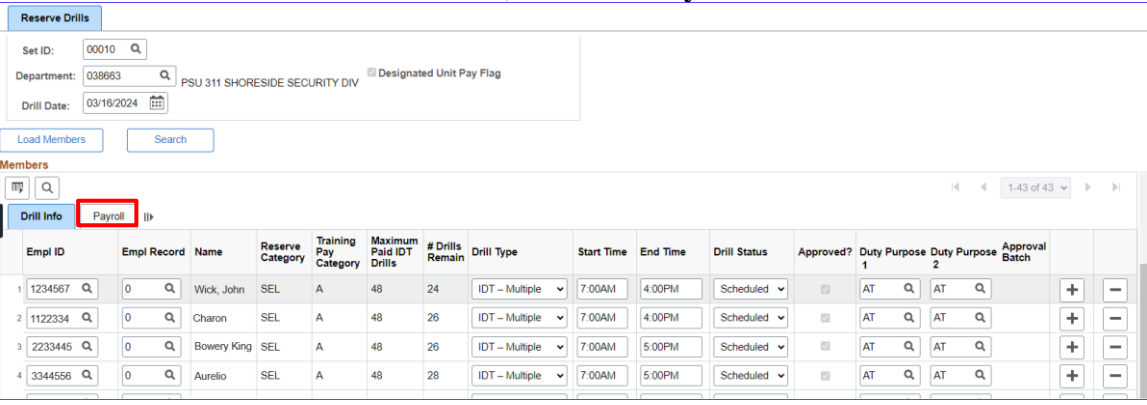
Procedures,
continued

Step	Action	
6	<p>Field</p> <p>Duty Purpose 1</p>	<p>Description</p> <p>Click the lookup icon and make a selection as appropriate:</p> 

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Scheduling a Batch of IDT Drills, Continued

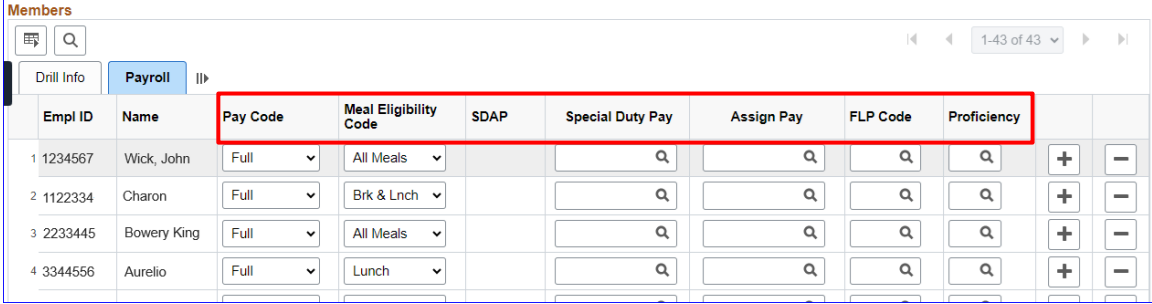
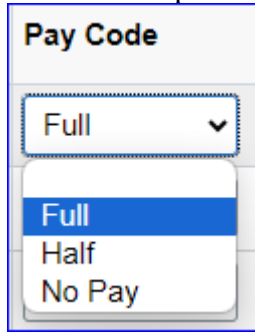
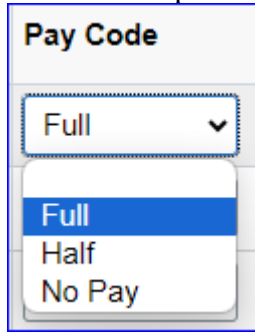
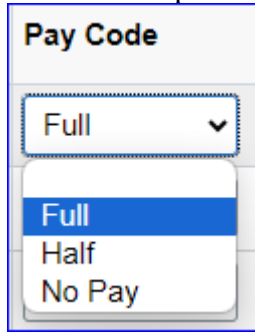
Procedures,
continued

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8	<p>Once all the Drill Info has been entered, select the Payroll tab.</p> 								

Continued on next page

Scheduling a Batch of IDT Drills, Continued

Procedures,
continued

Step	Action																																																																					
9	<p data-bbox="263 443 1276 477">Enter the Payroll information: (see Steps 8-10 for a description of each field).</p> <div data-bbox="263 477 1420 779">  <table border="1" data-bbox="263 477 1420 779"> <thead> <tr> <th>Drill Info</th> <th>Payroll</th> <th>Empl ID</th> <th>Name</th> <th>Pay Code</th> <th>Meal Eligibility Code</th> <th>SDAP</th> <th>Special Duty Pay</th> <th>Assign Pay</th> <th>FLP Code</th> <th>Proficiency</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>1 1234567</td> <td>Wick, John</td> <td>Full</td> <td>All Meals</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>+</td> <td>-</td> </tr> <tr> <td></td> <td></td> <td>2 1122334</td> <td>Charon</td> <td>Full</td> <td>Brk & Lnch</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>+</td> <td>-</td> </tr> <tr> <td></td> <td></td> <td>3 2233445</td> <td>Bowery King</td> <td>Full</td> <td>All Meals</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>+</td> <td>-</td> </tr> <tr> <td></td> <td></td> <td>4 3344556</td> <td>Aurelio</td> <td>Full</td> <td>Lunch</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>+</td> <td>-</td> </tr> </tbody> </table> </div> <table border="1" data-bbox="263 817 1420 1444"> <thead> <tr> <th data-bbox="263 817 534 851">Field</th> <th data-bbox="534 817 1420 851">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="263 851 534 1444"> Pay Code </td> <td data-bbox="534 851 1420 1444"> <p data-bbox="542 855 1276 889">Click the drop-down and make a selection as appropriate:</p> <div data-bbox="542 889 798 1220">  </div> <ul data-bbox="542 1254 1372 1444" style="list-style-type: none"> • 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 </td> </tr> </tbody> </table>	Drill Info	Payroll	Empl ID	Name	Pay Code	Meal Eligibility Code	SDAP	Special Duty Pay	Assign Pay	FLP Code	Proficiency					1 1234567	Wick, John	Full	All Meals						+	-			2 1122334	Charon	Full	Brk & Lnch						+	-			3 2233445	Bowery King	Full	All Meals						+	-			4 3344556	Aurelio	Full	Lunch						+	-	Field	Description	Pay Code	<p data-bbox="542 855 1276 889">Click the drop-down and make a selection as appropriate:</p> <div data-bbox="542 889 798 1220">  </div> <ul data-bbox="542 1254 1372 1444" style="list-style-type: none"> • 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
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Scheduling a Batch of IDT Drills, Continued

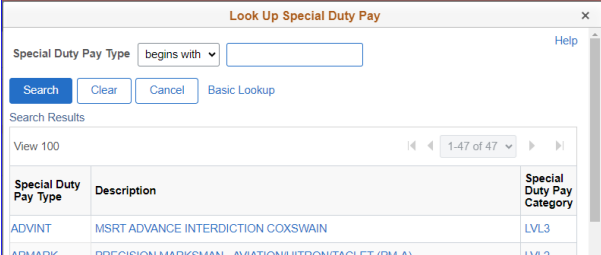
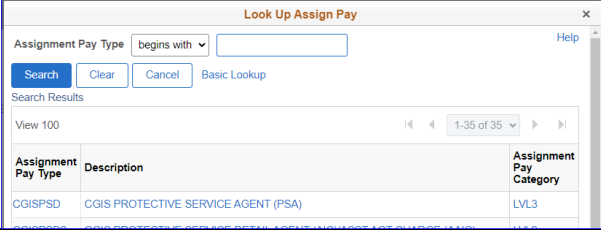
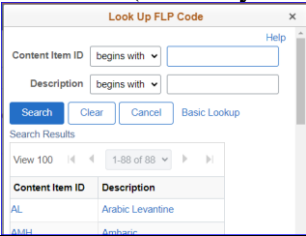
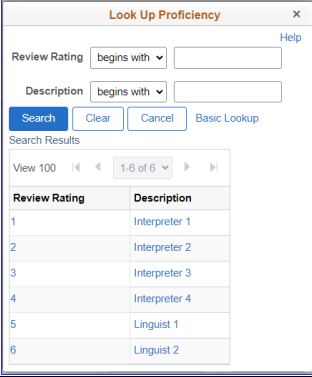
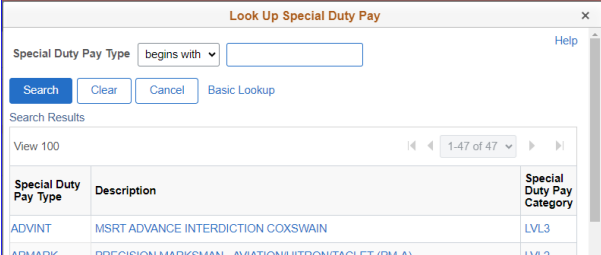
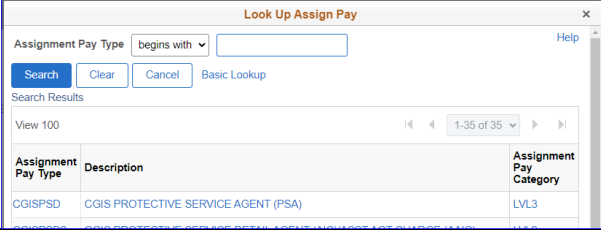
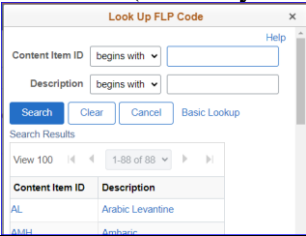
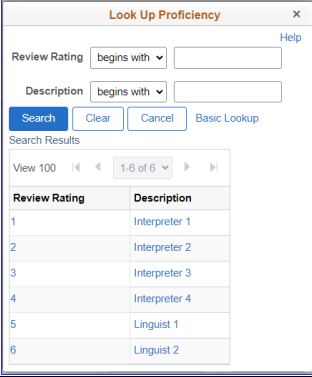
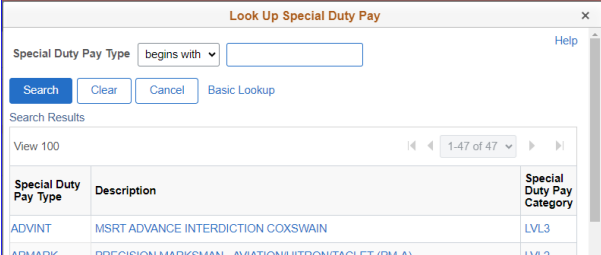
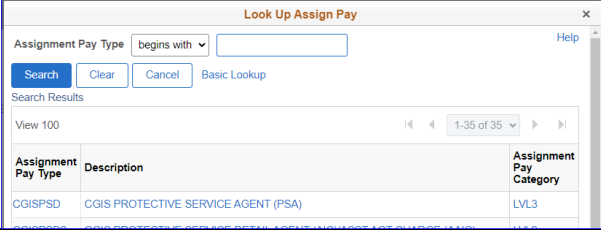
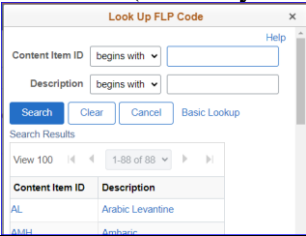
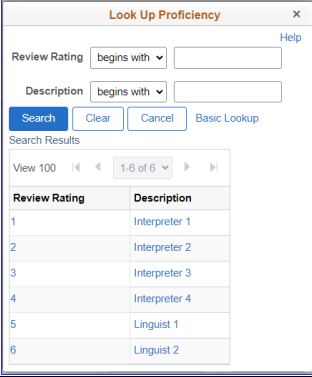
Procedures,
continued

Step	Action																
10	Field	Description															
	Meal Eligibility Code	<p>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):</p> <div data-bbox="550 645 715 974" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Meal Eligibility Code</p> <p>All Meals ▾</p> <ul style="list-style-type: none"> All Meals Breakfast Brk & Lnch Lnch & Sup Lunch Mess Avail None Supper </div> <table border="1" data-bbox="550 996 1404 1904"> <thead> <tr> <th data-bbox="550 996 833 1037">If</th> <th data-bbox="833 996 1120 1037">And</th> <th data-bbox="1120 996 1404 1037">Then</th> </tr> </thead> <tbody> <tr> <td data-bbox="550 1037 833 1249" rowspan="2">Not Authorized Lodging</td> <td data-bbox="833 1037 1120 1160">Arrives same day, not remaining overnight</td> <td data-bbox="1120 1037 1404 1160">Authorized Lunch</td> </tr> <tr> <td data-bbox="833 1160 1120 1249">Works past 1800 hours</td> <td data-bbox="1120 1160 1404 1249">Authorized Lunch & Supper</td> </tr> <tr> <td data-bbox="550 1249 833 1904" rowspan="3">Authorized Lodging</td> <td data-bbox="833 1249 1120 1451">Arrive night before for 1 paid IDT Multiple drill for the next day</td> <td data-bbox="1120 1249 1404 1451">Authorized Breakfast and Lunch</td> </tr> <tr> <td data-bbox="833 1451 1120 1675">Arrives on day of 1st drill for 2 paid multiple IDT drills and remains overnight between drills</td> <td data-bbox="1120 1451 1404 1675">Authorized Lunch and Supper on 1st day & authorized Breakfast and Lunch on 2nd day</td> </tr> <tr> <td data-bbox="833 1675 1120 1904">Arrives night before for 2 paid IDT Multiple drills</td> <td data-bbox="1120 1675 1404 1904">Authorized Breakfast, Lunch, & Supper on 1st day & authorized Breakfast and Lunch on 2nd day</td> </tr> </tbody> </table>		If	And	Then	Not Authorized Lodging	Arrives same day, not remaining overnight	Authorized Lunch	Works past 1800 hours	Authorized Lunch & Supper	Authorized Lodging	Arrive night before for 1 paid IDT Multiple drill for the next day	Authorized Breakfast and Lunch	Arrives on day of 1 st drill for 2 paid multiple IDT drills and remains overnight between drills	Authorized Lunch and Supper on 1 st day & authorized Breakfast and Lunch on 2 nd day	Arrives night before for 2 paid IDT Multiple drills
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Scheduling a Batch of IDT Drills, Continued

Procedures,
continued

Step	Action										
11	<table border="1"> <thead> <tr> <th data-bbox="268 459 459 492">Field</th> <th data-bbox="459 459 1326 492">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="268 492 459 824"> Special Duty Pay (SDP) </td> <td data-bbox="459 492 1326 824"> Enter ONLY if Reserve member is authorized SDP. Use the lookup icon if SDP code is unknown (currently 47 Categories).  </td> </tr> <tr> <td data-bbox="268 824 459 1131"> Assign Pay (AP) </td> <td data-bbox="459 824 1326 1131"> Enter ONLY if Reserve member is authorized AP. Use the lookup icon if AP code is unknown (currently 35 Categories).  </td> </tr> <tr> <td data-bbox="268 1131 459 1473"> FLP Code </td> <td data-bbox="459 1131 1326 1473"> Foreign Language Proficiency (FLP). Enter ONLY if Reserve member is authorized FLP. Use lookup icon if FLP code is unknown (currently 88 Categories).  </td> </tr> <tr> <td data-bbox="268 1473 459 1960"> Proficiency </td> <td data-bbox="459 1473 1326 1960"> Foreign Language Proficiency level. Enter ONLY if Reserve member is authorized FLP. Use lookup icon if proficiency code is unknown.  </td> </tr> </tbody> </table>	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. 
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Scheduling a Batch of IDT Drills, Continued

Procedures,
continued

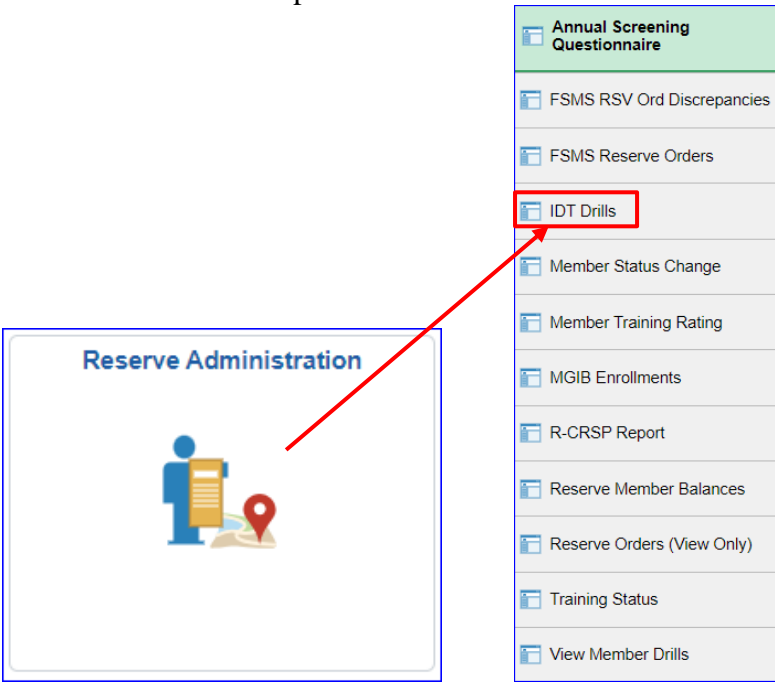

Step	Action																																																							
<p>12</p>	<p>Once all the fields have been completed as appropriate, click Save. No further action is required until the Reserve members complete the drills as scheduled.</p> <div data-bbox="264 483 1422 786" style="border: 1px solid black; padding: 5px;"> <p>Members</p> <p>Drill Info Payroll </p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Name</th> <th>Pay Code</th> <th>Meal Eligibility Code</th> <th>SDAP</th> <th>Special Duty Pay</th> <th>Assign Pay</th> <th>FLP Code</th> <th>Proficiency</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1 1234567</td> <td>Wick, John</td> <td>Full</td> <td>All Meals</td> <td></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td>+</td> <td>-</td> </tr> <tr> <td>2 1122334</td> <td>Charon</td> <td>Full</td> <td>Brk & Lnch</td> <td></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td>+</td> <td>-</td> </tr> <tr> <td>3 2233445</td> <td>Bowery King</td> <td>Full</td> <td>All Meals</td> <td></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td>+</td> <td>-</td> </tr> <tr> <td>4 3344556</td> <td>Aurelio</td> <td>Full</td> <td>Lunch</td> <td></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td>+</td> <td>-</td> </tr> </tbody> </table> </div> <div data-bbox="264 824 603 920" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <div style="display: flex; gap: 10px;"> <div style="border: 2px solid red; padding: 5px 15px; background-color: #0056b3; color: white; text-align: center; width: 60px;">Save</div> <div style="border: 1px solid blue; padding: 5px 15px; background-color: #e6f2ff; text-align: center; width: 60px;">Notify</div> </div> </div>	Empl ID	Name	Pay Code	Meal Eligibility Code	SDAP	Special Duty Pay	Assign Pay	FLP Code	Proficiency			1 1234567	Wick, John	Full	All Meals		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+	-	2 1122334	Charon	Full	Brk & Lnch		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+	-	3 2233445	Bowery King	Full	All Meals		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+	-	4 3344556	Aurelio	Full	Lunch		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+	-
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<p>13</p>	<p>Upon saving, notify the Reserve member(s) via email (CG/personal) the IDT drill was scheduled on their behalf.</p>																																																							

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
<p>1</p>	<p>Select the IDT Drills option from the Reserve Administration tile.</p>  <p>The image shows a screenshot of the 'Reserve Administration' menu. The 'IDT Drills' option is highlighted with a red box and a red arrow. To the left, there is a 'Reserve Administration' tile with an icon of a person and a location pin, also highlighted with a blue box and a red arrow pointing to the 'IDT Drills' option.</p>
<p>2</p>	<p>The Reserve Drills page will display.</p>  <p>The image shows a screenshot of the 'Reserve Drills' page. It includes search filters for Set ID (00010), Department, and Drill Date. Below the filters are 'Load Members' and 'Search' buttons. A 'Members' section shows a table with columns for Empl ID, Empl Record Name, Reserve Category, Training Pay Category, Maximum Paid IDT Drills, # Drills Remain, Drill Type, Start Time, End Time, Drill Status, Approved?, Duty Purpose 1, Duty Purpose 2, and Approval Batch. The table contains one row with values: 1, 0, 0, 0, 0, and buttons for '+', '-', 'Save', and 'Notify'.</p>

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Deleting a Scheduled or Cancelled IDT Drill, Continued

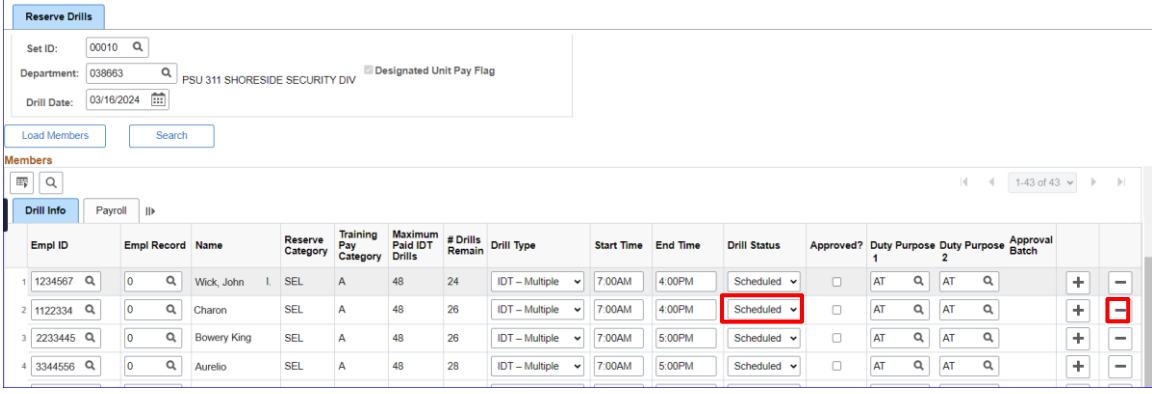
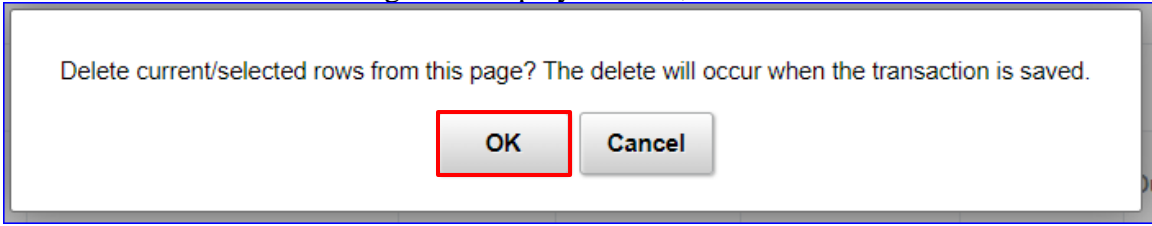
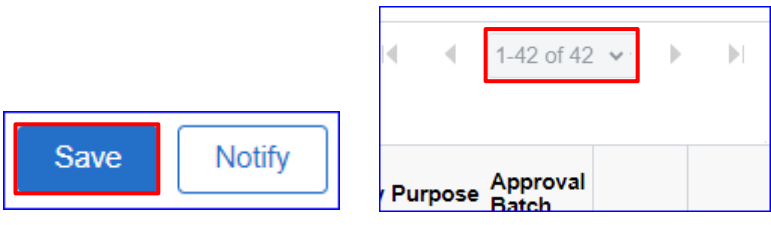
Procedures,
continued

Step	Action
3	<ul style="list-style-type: none"> • 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. <p>Click Search (only displays members with previously entered scheduled drills).</p> <p>NOTE: Load Members displays all reserve members attached to that department</p> <div style="border: 1px solid blue; padding: 5px;"> <div style="background-color: #e6f2ff; padding: 2px; margin-bottom: 5px;">Reserve Drills</div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Set ID: 00010 <input type="text" value=""/></p> <p>Department: 038663 <input type="text" value=""/> PSU 311 SHORESIDE SECURITY DIV <input checked="" type="checkbox"/> Designated Unit Pay Flag</p> <p>Drill Date: 03/16/2024 <input type="text" value=""/></p> <p style="text-align: center;"> <input type="button" value="Load Members"/> <input style="border: 1px solid red;" type="button" value="Search"/> </p> </div> </div>

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Deleting a Scheduled or Cancelled IDT Drill, Continued

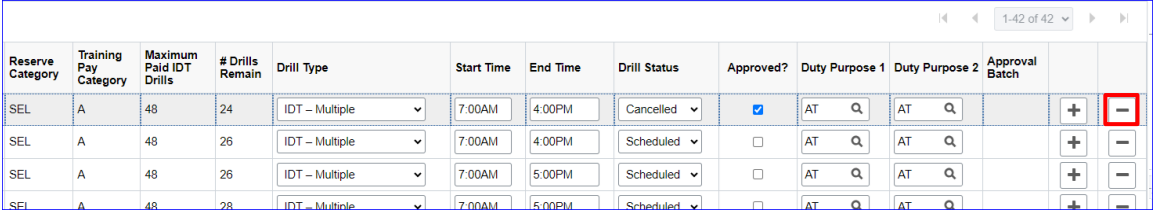
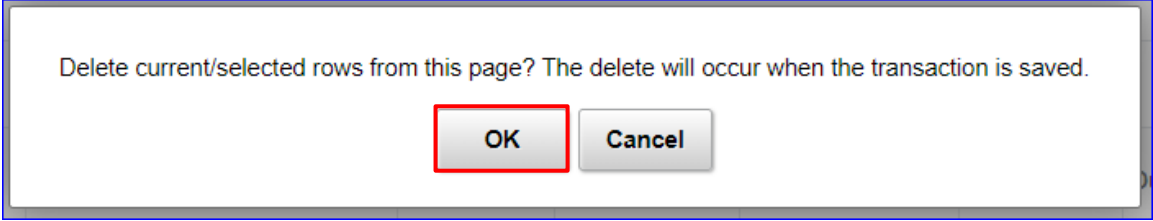

Procedures,
continued

Step	Action
<p>4</p>	<p>A list of the drills scheduled for that specific department ID and drill date will display.</p> <p>To delete a Scheduled drill, click the minus button at the end of the row for the drill to be deleted.</p> <p>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.</p> 
<p>5</p>	<p>A Delete Confirmation message will display. If sure, click OK.</p> 
<p>6</p>	<p>Click Save and take note of the decrease in the number of drills displayed.</p> 

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Deleting a Scheduled or Cancelled IDT Drill, Continued

Procedures,
continued

Step	Action																																																																										
7	<p>To delete a Cancelled drill, click the (-) minus button at the end of the row for the drill to be deleted.</p> <p>NOTE: A Cancelled drill may be deleted even if it has an approval batch number because it has not been processed for pay/points.</p>  <table border="1" data-bbox="264 622 1422 835"> <thead> <tr> <th>Reserve Category</th> <th>Training Pay Category</th> <th>Maximum Paid IDT Drills</th> <th># Drills Remain</th> <th>Drill Type</th> <th>Start Time</th> <th>End Time</th> <th>Drill Status</th> <th>Approved?</th> <th>Duty Purpose 1</th> <th>Duty Purpose 2</th> <th>Approval Batch</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>SEL</td> <td>A</td> <td>48</td> <td>24</td> <td>IDT - Multiple</td> <td>7:00AM</td> <td>4:00PM</td> <td>Cancelled</td> <td><input checked="" type="checkbox"/></td> <td>AT</td> <td>Q</td> <td>AT</td> <td>Q</td> <td></td> <td>-</td> </tr> <tr> <td>SEL</td> <td>A</td> <td>48</td> <td>26</td> <td>IDT - Multiple</td> <td>7:00AM</td> <td>4:00PM</td> <td>Scheduled</td> <td><input type="checkbox"/></td> <td>AT</td> <td>Q</td> <td>AT</td> <td>Q</td> <td></td> <td>-</td> </tr> <tr> <td>SEL</td> <td>A</td> <td>48</td> <td>26</td> <td>IDT - Multiple</td> <td>7:00AM</td> <td>5:00PM</td> <td>Scheduled</td> <td><input type="checkbox"/></td> <td>AT</td> <td>Q</td> <td>AT</td> <td>Q</td> <td></td> <td>-</td> </tr> <tr> <td>SEL</td> <td>A</td> <td>48</td> <td>28</td> <td>IDT - Multiple</td> <td>7:00AM</td> <td>5:00PM</td> <td>Scheduled</td> <td><input type="checkbox"/></td> <td>AT</td> <td>Q</td> <td>AT</td> <td>Q</td> <td></td> <td>-</td> </tr> </tbody> </table>	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	Cancelled	<input checked="" type="checkbox"/>	AT	Q	AT	Q		-	SEL	A	48	26	IDT - Multiple	7:00AM	4:00PM	Scheduled	<input type="checkbox"/>	AT	Q	AT	Q		-	SEL	A	48	26	IDT - Multiple	7:00AM	5:00PM	Scheduled	<input type="checkbox"/>	AT	Q	AT	Q		-	SEL	A	48	28	IDT - Multiple	7:00AM	5:00PM	Scheduled	<input type="checkbox"/>	AT	Q	AT	Q		-
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8	<p>A Delete Confirmation message will display. If sure, click OK.</p>  <div data-bbox="264 907 1422 1126" style="border: 1px solid gray; padding: 10px;"> <p>Delete current/selected rows from this page? The delete will occur when the transaction is saved.</p> <p style="text-align: center;"> <input checked="" type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div>																																																																										
9	<p>Click Save to save the deletion.</p>  <div data-bbox="264 1200 608 1294" style="border: 1px solid gray; padding: 5px;"> <input checked="" type="button" value="Save"/> <input type="button" value="Notify"/> </div>																																																																										

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:

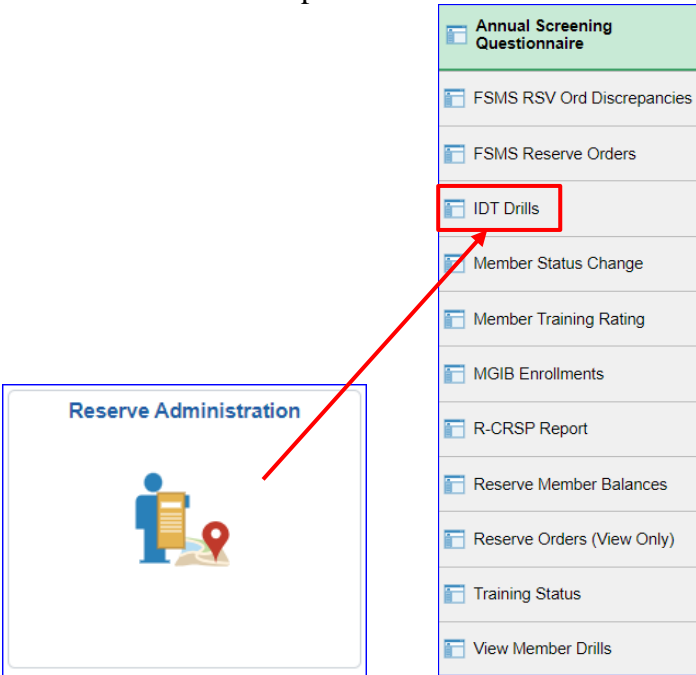

- It is the **responsibility** of the *Drill Supervisor* to verify all of the drill data is correct and mark the drill Completed. If the drill data is incorrect, it must be corrected before marking it complete. Marking the IDT drill Completed does NOT automatically process the IDT drill for pay.
- It 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.**

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Marking Individual/Batch IDT Drills Completed, Continued

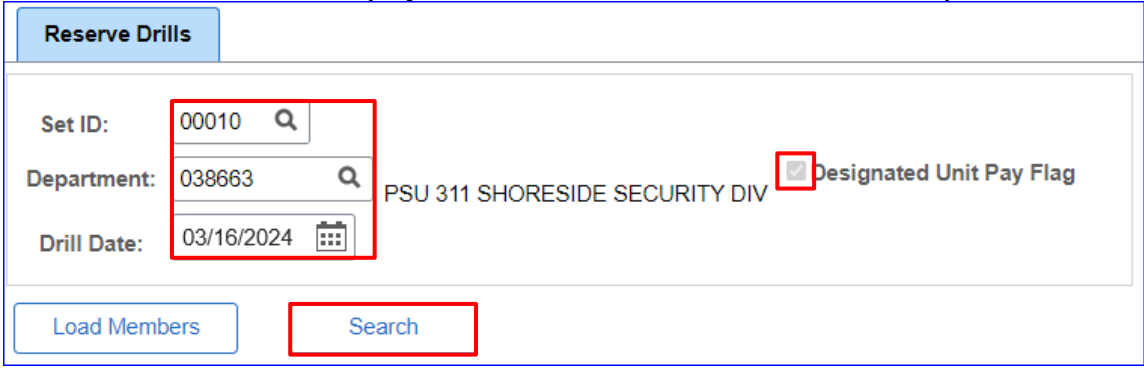
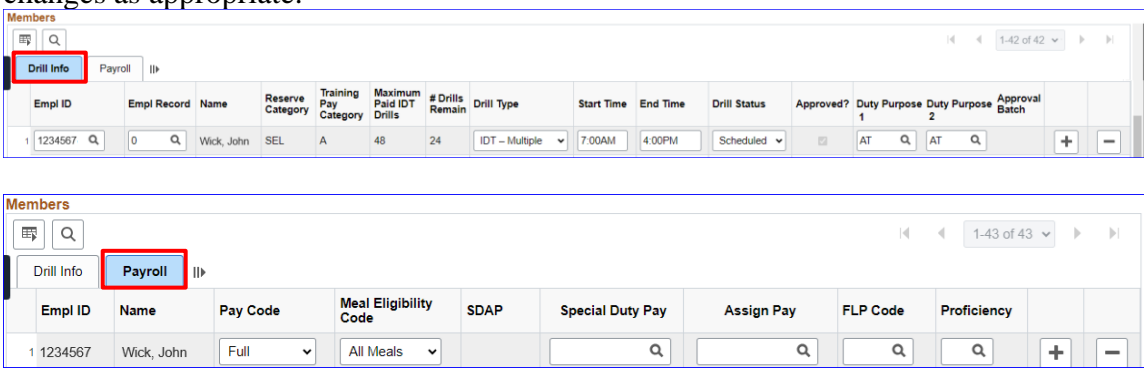
Procedures See below.

Step	Action
<p>1</p>	<p>Select the IDT Drills option from the Reserve Administration tile.</p>  <p>The screenshot shows a 'Reserve Administration' tile on the left with an icon of a person and a location pin. A red arrow points from this tile to the 'IDT Drills' option in a list on the right. The list includes: Annual Screening Questionnaire, FSMS RSV Ord Discrepancies, FSMS Reserve Orders, IDT Drills (highlighted with a red box), Member Status Change, Member Training Rating, MGIB Enrollments, R-CRSP Report, Reserve Member Balances, Reserve Orders (View Only), Training Status, and View Member Drills.</p>
<p>2</p>	<p>The Reserve Drills page will display.</p>  <p>The screenshot shows the 'Reserve Drills' page. It includes search filters for Set ID (00010), Department, and Drill Date. There are 'Load Members' and 'Search' buttons. Below is a 'Members' section with a table. The table has columns: Empl ID, Empl Record, Name, Reserve Category, Training Pay Category, Maximum Paid IDT Drills, # Drills Remain, Drill Type, Start Time, End Time, Drill Status, Approved?, Duty Purpose 1, Duty Purpose 2, and Approval Batch. The first row shows Empl ID 1, Empl Record 0, and Maximum Paid IDT Drills 0. There are 'Save' and 'Notify' buttons at the bottom.</p>

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Marking Individual/Batch IDT Drills Completed, Continued

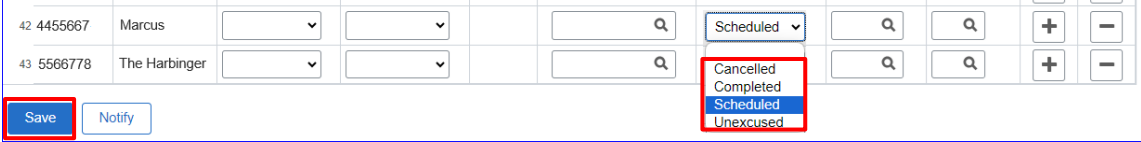
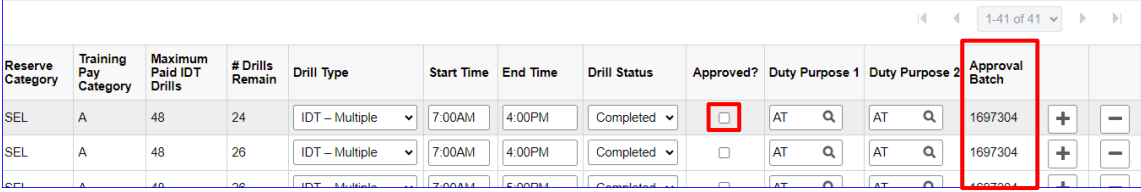
Procedures,
continued

Step	Action
3	<ul style="list-style-type: none"> • 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. <p>Click Search (only displays members with previously entered scheduled drills).</p> <p>NOTE: Load Members displays all reserve members attached to that department.</p> 
4	<p>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.</p> 

Continued on next page

Marking Individual/Batch IDT Drills Completed, Continued

Procedures,
continued

Step	Action
<p>5</p>	<p>Once the Drill Info and Payroll information have been verified: using the drop-down, select the appropriate Drill Status:</p> <ul style="list-style-type: none"> • 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) <p>Click Save.</p> 
<p>6</p>	<p>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.</p> 
<p>7</p>	<p>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.</p>

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	<p>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.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Set ID: <input type="text" value="00010"/> <input type="button" value="Q"/></p> <p>Department: <input type="text" value="038863"/> <input type="button" value="Q"/> PSU 311 SHORESIDE SECURITY DIV <input type="checkbox"/> Designated Unit Pay Flag</p> <p>Drill Date: <input type="text" value="02/24/2024"/> <input type="button" value="📅"/></p> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Reserve Category</th> <th>Training Pay Category</th> <th>Maximum Paid IDT Drills</th> <th># Drills Remain</th> <th>Drill Type</th> <th>Start Time</th> <th>End Time</th> <th>Drill Status</th> <th>Approved?</th> <th>Duty Purpose 1</th> <th>Duty Purpose 2</th> <th>Approval Batch</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>SEL</td> <td>A</td> <td>48</td> <td>24</td> <td>IDT - Multiple</td> <td>7:00AM</td> <td>4:00PM</td> <td>Completed</td> <td><input checked="" type="checkbox"/></td> <td>AT</td> <td>AT</td> <td>0</td> <td><input type="button" value="+"/></td> <td><input type="button" value="-"/></td> </tr> <tr> <td>SEL</td> <td>A</td> <td>48</td> <td>26</td> <td>IDT - Multiple</td> <td>7:00AM</td> <td>4:00PM</td> <td>Completed</td> <td><input checked="" type="checkbox"/></td> <td>AT</td> <td>AT</td> <td>1697304</td> <td><input type="button" value="+"/></td> <td><input type="button" value="-"/></td> </tr> <tr> <td>SEL</td> <td>A</td> <td>48</td> <td>26</td> <td>IDT - Multiple</td> <td>7:00AM</td> <td>5:00PM</td> <td>Completed</td> <td><input checked="" type="checkbox"/></td> <td>AT</td> <td>AT</td> <td>1697304</td> <td><input type="button" value="+"/></td> <td><input type="button" value="-"/></td> </tr> <tr> <td>SEL</td> <td>A</td> <td>48</td> <td>24</td> <td>IDT - Multiple</td> <td>7:00AM</td> <td>5:00PM</td> <td>Completed</td> <td><input checked="" type="checkbox"/></td> <td>AT</td> <td>AT</td> <td>1697304</td> <td><input type="button" value="+"/></td> <td><input type="button" value="-"/></td> </tr> <tr> <td>SEL</td> <td>A</td> <td>48</td> <td>28</td> <td>IDT - Multiple</td> <td>7:00AM</td> <td>5:00PM</td> <td>Completed</td> <td><input checked="" type="checkbox"/></td> <td>AT</td> <td>AT</td> <td>1697304</td> <td><input type="button" value="+"/></td> <td><input type="button" value="-"/></td> </tr> <tr> <td>SEL</td> <td>A</td> <td>48</td> <td>24</td> <td>IDT - Multiple</td> <td>7:00AM</td> <td>4:00PM</td> <td>Completed</td> <td><input checked="" type="checkbox"/></td> <td>AT</td> <td>AT</td> <td>1697304</td> <td><input type="button" value="+"/></td> <td><input type="button" value="-"/></td> </tr> <tr> <td>SEL</td> <td>A</td> <td>48</td> <td>24</td> <td>IDT - Multiple</td> <td>7:00AM</td> <td>4:00PM</td> <td>Completed</td> <td><input checked="" type="checkbox"/></td> <td>AT</td> <td>AT</td> <td>1697304</td> <td><input type="button" value="+"/></td> <td><input type="button" value="-"/></td> </tr> <tr> <td>SEL</td> <td>A</td> <td>48</td> <td>30</td> <td>IDT - Multiple</td> <td>7:00AM</td> <td>4:00PM</td> <td>Cancelled</td> <td><input checked="" type="checkbox"/></td> <td>AT</td> <td>AT</td> <td></td> <td><input type="button" value="+"/></td> <td><input type="button" value="-"/></td> </tr> <tr> <td>SEL</td> <td>A</td> <td>48</td> <td>24</td> <td>IDT - Multiple</td> <td>7:00AM</td> <td>5:00PM</td> <td>Completed</td> <td><input checked="" type="checkbox"/></td> <td>AT</td> <td>AT</td> <td>1697304</td> <td><input type="button" value="+"/></td> <td><input type="button" value="-"/></td> </tr> </tbody> </table>	Reserve Category	Training Pay Category	Maximum Paid IDT Drills	# Drills Remain	Drill Type	Start Time	End Time	Drill Status	Approved?	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2	<p>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.</p> <p>NOTE: All the IDT drills within the batch must be denied. They cannot be denied individually.</p>																																																																																																																																												

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Changing the Drill Status of IDT Drills, Continued

Procedures,
continued

Step	Action																																																																																																																
3	<p>Once denied, the entire batch of drills will be returned to a Scheduled status and the Approval Batch column will be blank.</p> <p>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).</p> <div data-bbox="263 627 1420 1108" style="border: 1px solid black; padding: 5px;"> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> Set ID: <input type="text" value="00010"/> <input type="button" value="Q"/> Department: <input type="text" value="038663"/> <input type="button" value="Q"/> PSU 311 SHORESIDE SECURITY DIV <input type="checkbox"/> Designated Unit Pay Flag Drill Date: <input type="text" value="02/24/2024"/> <input type="button" value="📅"/> </div> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Reserve Category</th> <th>Training Pay Category</th> <th>Maximum Paid IDT Drills</th> <th># Drills Remain</th> <th>Drill Type</th> <th>Start Time</th> <th>End Time</th> <th>Drill Status</th> <th>Approved?</th> <th>Duty Purpose 1</th> <th>Duty Purpose 2</th> <th>Approval Batch</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>SEL</td> <td>A</td> <td>48</td> <td>24</td> <td>IDT – Multiple</td> <td>7:00AM</td> <td>4:00PM</td> <td>Scheduled</td> <td><input type="checkbox"/></td> <td>AT</td> <td>AT</td> <td></td> <td>+</td> <td>-</td> </tr> <tr> <td>SEL</td> <td>A</td> <td>48</td> <td>26</td> <td>IDT – Multiple</td> <td>7:00AM</td> <td>4:00PM</td> <td>Scheduled</td> <td><input type="checkbox"/></td> <td>AT</td> <td>AT</td> <td></td> <td>+</td> <td>-</td> </tr> <tr> <td>SEL</td> <td>A</td> <td>48</td> <td>26</td> <td>IDT – Multiple</td> <td>7:00AM</td> <td>5:00PM</td> <td>Scheduled</td> <td><input type="checkbox"/></td> <td>AT</td> <td>AT</td> <td></td> <td>+</td> <td>-</td> </tr> <tr> <td>SEL</td> <td>A</td> <td>48</td> <td>24</td> <td>IDT – Multiple</td> <td>7:00AM</td> <td>5:00PM</td> <td>Scheduled</td> <td><input type="checkbox"/></td> <td>AT</td> <td>AT</td> <td></td> <td>+</td> <td>-</td> </tr> <tr> <td>SEL</td> <td>A</td> <td>48</td> <td>28</td> <td>IDT – Multiple</td> <td>7:00AM</td> <td>5:00PM</td> <td>Scheduled</td> <td><input type="checkbox"/></td> <td>AT</td> <td>AT</td> <td></td> <td>+</td> <td>-</td> </tr> <tr> <td>SEL</td> <td>A</td> <td>48</td> <td>24</td> <td>IDT – Multiple</td> <td>7:00AM</td> <td>4:00PM</td> <td>Scheduled</td> <td><input type="checkbox"/></td> <td>AT</td> <td>AT</td> <td></td> <td>+</td> <td>-</td> </tr> <tr> <td>SEL</td> <td>A</td> <td>48</td> <td>24</td> <td>IDT – Multiple</td> <td>7:00AM</td> <td>4:00PM</td> <td>Scheduled</td> <td><input type="checkbox"/></td> <td>AT</td> <td>AT</td> <td></td> <td>+</td> <td>-</td> </tr> </tbody> </table> </div>	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	Scheduled	<input type="checkbox"/>	AT	AT		+	-	SEL	A	48	26	IDT – Multiple	7:00AM	4:00PM	Scheduled	<input type="checkbox"/>	AT	AT		+	-	SEL	A	48	26	IDT – Multiple	7:00AM	5:00PM	Scheduled	<input type="checkbox"/>	AT	AT		+	-	SEL	A	48	24	IDT – Multiple	7:00AM	5:00PM	Scheduled	<input type="checkbox"/>	AT	AT		+	-	SEL	A	48	28	IDT – Multiple	7:00AM	5:00PM	Scheduled	<input type="checkbox"/>	AT	AT		+	-	SEL	A	48	24	IDT – Multiple	7:00AM	4:00PM	Scheduled	<input type="checkbox"/>	AT	AT		+	-	SEL	A	48	24	IDT – Multiple	7:00AM	4:00PM	Scheduled	<input type="checkbox"/>	AT	AT		+	-
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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	<p>Click on the Reserve Administration tile and select the View Member Drills option.</p>  <p>The screenshot shows a 'Reserve Administration' tile on the left with an icon of a person and a location pin. A red arrow points from this tile to a menu on the right. In the menu, the 'View Member Drills' option is highlighted with a red box. Other menu items include Annual Screening Questionnaire, FSMS RSV Ord Discrepancies, FSMS Reserve Orders, IDT Drills, Member Status Change, Member Training Rating, MGI B Enrollments, R-CRSP Report, Reserve Member Balances, Reserve Orders (View Only), and Training Status.</p>
2	<p>Enter the Reserve member's Empl Id and click View Results.</p>  <p>The screenshot shows the 'CG_IDT_MBR_DRILLS - Member Drills' page. The 'Empl Id' field contains '1234567' and is highlighted with a red box. Below it is an 'Approval Batch' field. A 'View Results' button is also highlighted with a red box. Below the form is a table header with columns: Row ID, Drill Date, Drill Type, Report Time, End Time, Drill Status, Approved, and Purpose 1.</p>

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Correcting a Previously Paid IDT Drill, Continued

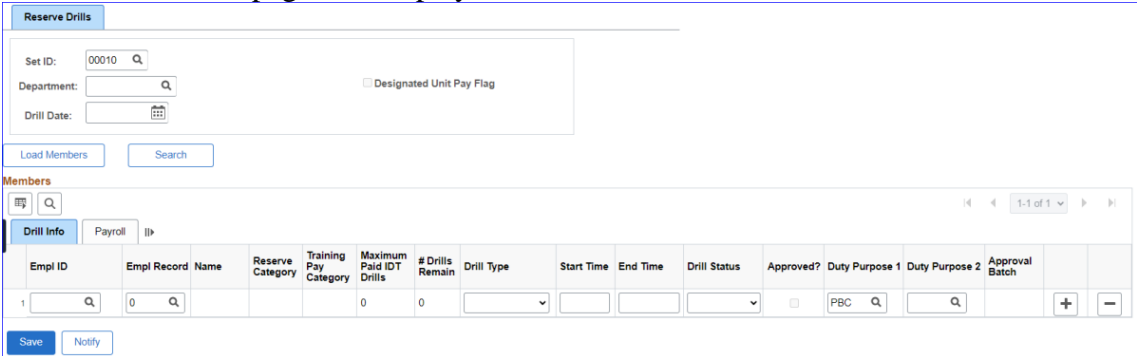
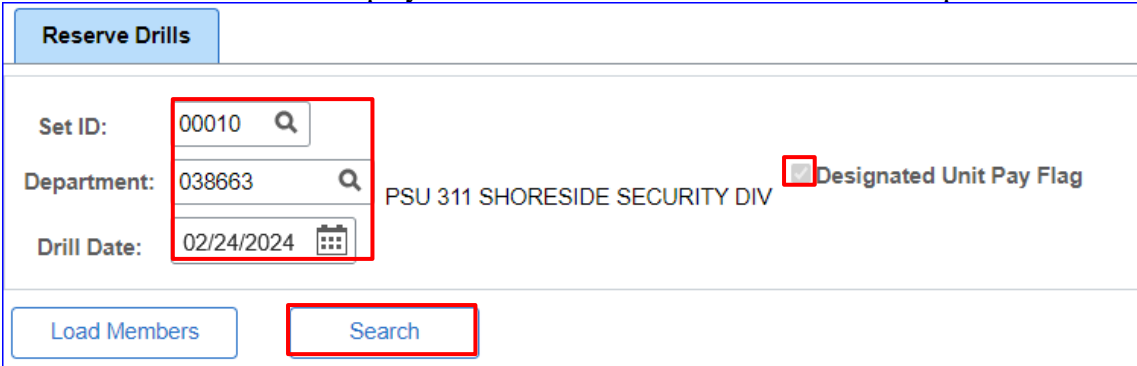
Procedures,
continued

Step	Action																																																																													
3	<p>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.)</p> <p>To exit the report, close the tab.</p> <table border="1" data-bbox="264 680 1362 1137"> <thead> <tr> <th>Drill Date</th> <th>Drill Type</th> <th>Report Time</th> <th>End Time</th> <th>Drill Status</th> <th>Approved</th> <th>Purpose 1</th> <th>Purpose 2</th> <th>Pay Code</th> <th>Meal Elig</th> <th>SDAP</th> </tr> </thead> <tbody> <tr> <td>75 03/17/2024</td> <td>IDT - Multiple</td> <td>7:00:00.000000AM</td> <td>4:00:00.000000PM</td> <td>Scheduled</td> <td>N</td> <td>STRUCTURED TRAINING - GENERAL</td> <td>STRUCTURED TRAINING - GENERAL</td> <td>Full</td> <td>Breakfast & Lunch</td> <td></td> </tr> <tr> <td>75 03/16/2024</td> <td>IDT - Multiple</td> <td>7:00:00.000000AM</td> <td>4:00:00.000000PM</td> <td>Scheduled</td> <td>N</td> <td>STRUCTURED TRAINING - GENERAL</td> <td>STRUCTURED TRAINING - GENERAL</td> <td>Full</td> <td>Breakfast, Lunch Supper</td> <td></td> </tr> <tr> <td>75 03/15/2024</td> <td>IDT - Multiple</td> <td>7:00:00.000000AM</td> <td>4:00:00.000000PM</td> <td>Scheduled</td> <td>N</td> <td>STRUCTURED TRAINING - GENERAL</td> <td>STRUCTURED TRAINING - GENERAL</td> <td>Full</td> <td>Breakfast, Lunch Supper</td> <td></td> </tr> <tr> <td>75 02/25/2024</td> <td>IDT - Multiple</td> <td>7:00:00.000000AM</td> <td>4:00:00.000000PM</td> <td>Completed</td> <td>Y</td> <td>STRUCTURED TRAINING - GENERAL</td> <td>STRUCTURED TRAINING - GENERAL</td> <td>Full</td> <td>Breakfast & Lunch</td> <td></td> </tr> <tr> <td>75 02/24/2024</td> <td>IDT - Multiple</td> <td>7:00:00.000000AM</td> <td>4:00:00.000000PM</td> <td>Completed</td> <td>Y</td> <td>STRUCTURED TRAINING - GENERAL</td> <td>STRUCTURED TRAINING - GENERAL</td> <td>Full</td> <td>Breakfast, Lunch Supper</td> <td></td> </tr> <tr> <td>75 02/23/2024</td> <td>IDT - Multiple</td> <td>7:00:00.000000AM</td> <td>4:00:00.000000PM</td> <td>Completed</td> <td>Y</td> <td>STRUCTURED TRAINING - GENERAL</td> <td>STRUCTURED TRAINING - GENERAL</td> <td>Full</td> <td>Lunch & Supper</td> <td></td> </tr> </tbody> </table>	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		75 02/23/2024	IDT - Multiple	7:00:00.000000AM	4:00:00.000000PM	Completed	Y	STRUCTURED TRAINING - GENERAL	STRUCTURED TRAINING - GENERAL	Full	Lunch & Supper	
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4	<p>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.</p> <div data-bbox="264 1234 517 1877" style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> <input type="checkbox"/> Annual Screening Questionnaire <input type="checkbox"/> FSMS RSV Ord Discrepancies <input type="checkbox"/> FSMS Reserve Orders <input checked="" type="checkbox"/> IDT Drills <input type="checkbox"/> Member Status Change <input type="checkbox"/> Member Training Rating <input type="checkbox"/> MGIB Enrollments <input type="checkbox"/> R-CRSP Report <input type="checkbox"/> Reserve Member Balances <input type="checkbox"/> Reserve Orders (View Only) <input type="checkbox"/> Training Status <input type="checkbox"/> View Member Drills </div>																																																																													

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Correcting a Previously Paid IDT Drill, Continued

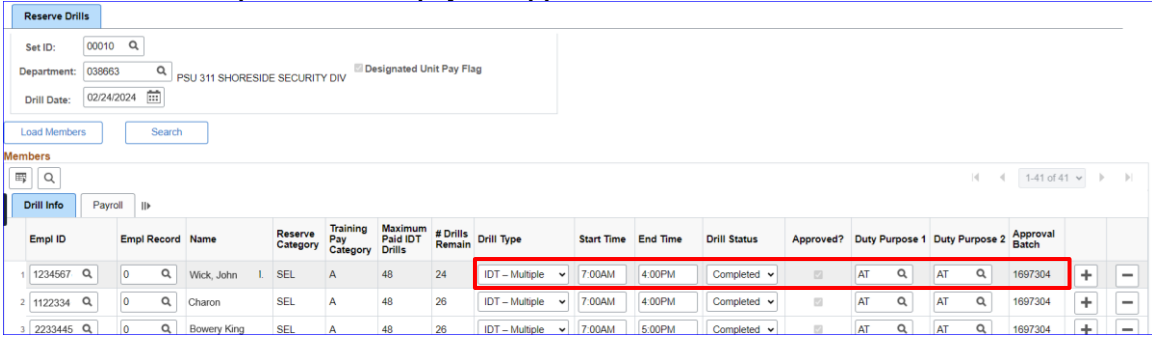
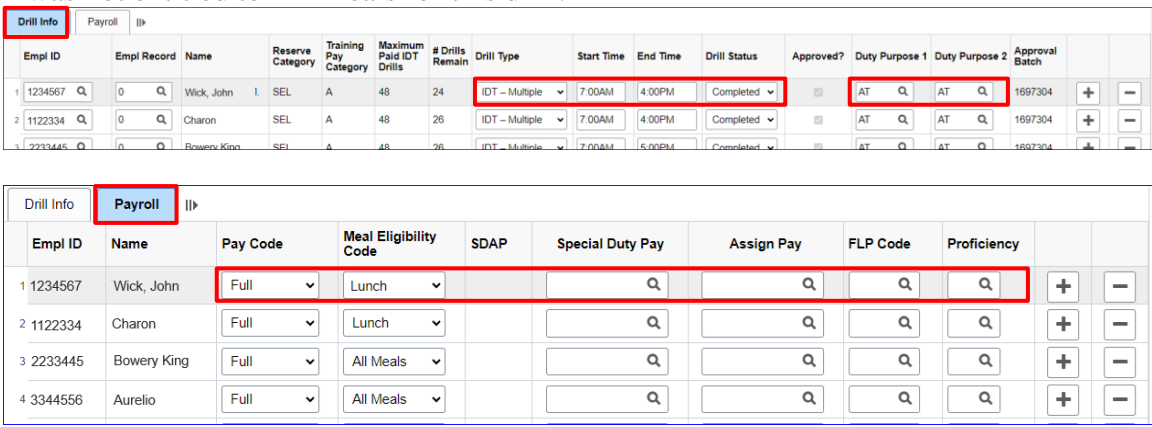
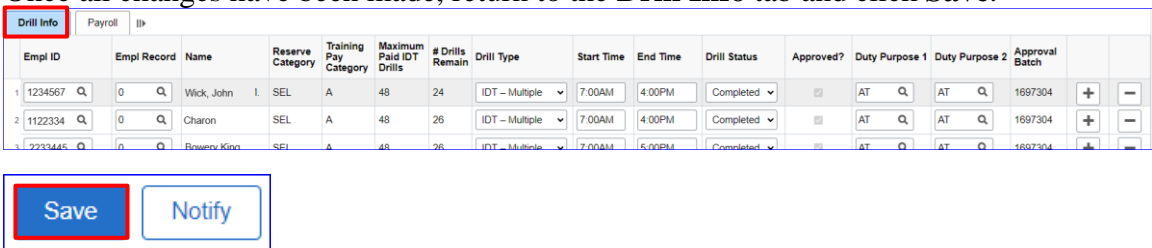
Procedures,
continued

Step	Action
5	<p>The Reserve Drills page will display.</p>  <p>The screenshot shows the 'Reserve Drills' interface. At the top, there are search filters for 'Set ID' (00010), 'Department', and 'Drill Date'. A 'Designated Unit Pay Flag' checkbox is present. Below the filters are 'Load Members' and 'Search' buttons. A 'Members' section is visible with a search bar and a table. The table has columns: Empl ID, Empl Record, Name, Reserve Category, Training Pay Category, Maximum Paid IDT Drills, # Drills Remain, Drill Type, Start Time, End Time, Drill Status, Approved?, Duty Purpose 1, Duty Purpose 2, and Approval Batch. One row is visible with values: 1, 0, [blank], [blank], [blank], 0, 0, [blank], [blank], [blank], [blank], [blank], [blank], [blank], [blank], [blank]. 'Save' and 'Notify' buttons are at the bottom.</p>
6	<ul style="list-style-type: none"> • 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. <p>Click Search (only displays members with previously entered scheduled drills).</p> <p>NOTE: Load Members displays all reserve members attached to that department.</p>  <p>The annotated screenshot shows the same 'Reserve Drills' interface. Red boxes highlight the 'Set ID' field (00010), the 'Department' field (038663), the 'Drill Date' field (02/24/2024), and the 'Search' button. The 'Designated Unit Pay Flag' checkbox is also highlighted. The department name 'PSU 311 SHORESIDE SECURITY DIV' is visible next to the Department field.</p>

Continued on next page

Correcting a Previously Paid IDT Drill, Continued

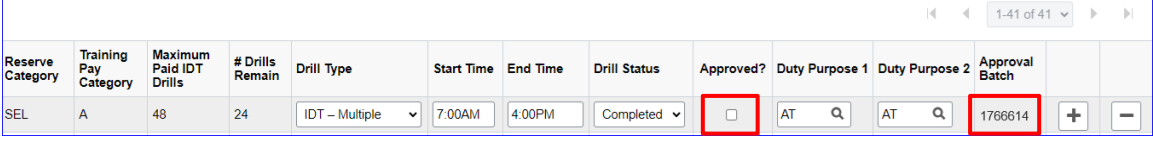
Procedures,
continued

Step	Action																																																																																																									
7	<p>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.</p>  <p>The screenshot shows the 'Reserve Drills' interface with filters for Set ID (00010), Department (038663), and Drill Date (02/24/2024). Below the filters is a table of drills. The first row is highlighted with a red box:</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Name</th> <th>Reserve Category</th> <th>Training Pay Category</th> <th>Maximum Paid IDT Drills</th> <th># Drills Remain</th> <th>Drill Type</th> <th>Start Time</th> <th>End Time</th> <th>Drill Status</th> <th>Approved?</th> <th>Duty Purpose 1</th> <th>Duty Purpose 2</th> <th>Approval Batch</th> </tr> </thead> <tbody> <tr> <td>1234567</td> <td>0</td> <td>Wick, John</td> <td>SEL</td> <td>A</td> <td>48</td> <td>24</td> <td>IDT - Multiple</td> <td>7:00AM</td> <td>4:00PM</td> <td>Completed</td> <td></td> <td>AT</td> <td>AT</td> <td>1697304</td> </tr> <tr> <td>1122334</td> <td>0</td> <td>Charon</td> <td>SEL</td> <td>A</td> <td>48</td> <td>26</td> <td>IDT - Multiple</td> <td>7:00AM</td> <td>4:00PM</td> <td>Completed</td> <td></td> <td>AT</td> <td>AT</td> <td>1697304</td> </tr> <tr> <td>2233445</td> <td>0</td> <td>Bowery King</td> <td>SEL</td> <td>A</td> <td>48</td> <td>26</td> <td>IDT - Multiple</td> <td>7:00AM</td> <td>5:00PM</td> <td>Completed</td> <td></td> <td>AT</td> <td>AT</td> <td>1697304</td> </tr> </tbody> </table>	Empl ID	Empl Record	Name	Reserve Category	Training Pay Category	Maximum Paid IDT Drills	# Drills Remain	Drill Type	Start Time	End Time	Drill Status	Approved?	Duty Purpose 1	Duty Purpose 2	Approval Batch	1234567	0	Wick, John	SEL	A	48	24	IDT - Multiple	7:00AM	4:00PM	Completed		AT	AT	1697304	1122334	0	Charon	SEL	A	48	26	IDT - Multiple	7:00AM	4:00PM	Completed		AT	AT	1697304	2233445	0	Bowery King	SEL	A	48	26	IDT - Multiple	7:00AM	5:00PM	Completed		AT	AT	1697304																																													
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8	<ul style="list-style-type: none"> • 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.  <p>The first screenshot shows the 'Drill Info' tab with the following table:</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Name</th> <th>Reserve Category</th> <th>Training Pay Category</th> <th>Maximum Paid IDT Drills</th> <th># Drills Remain</th> <th>Drill Type</th> <th>Start Time</th> <th>End Time</th> <th>Drill Status</th> <th>Approved?</th> <th>Duty Purpose 1</th> <th>Duty Purpose 2</th> <th>Approval Batch</th> </tr> </thead> <tbody> <tr> <td>1234567</td> <td>0</td> <td>Wick, John</td> <td>SEL</td> <td>A</td> <td>48</td> <td>24</td> <td>IDT - Multiple</td> <td>7:00AM</td> <td>4:00PM</td> <td>Completed</td> <td></td> <td>AT</td> <td>AT</td> <td>1697304</td> </tr> <tr> <td>1122334</td> <td>0</td> <td>Charon</td> <td>SEL</td> <td>A</td> <td>48</td> <td>26</td> <td>IDT - Multiple</td> <td>7:00AM</td> <td>4:00PM</td> <td>Completed</td> <td></td> <td>AT</td> <td>AT</td> <td>1697304</td> </tr> <tr> <td>2233445</td> <td>0</td> <td>Bowery King</td> <td>SEL</td> <td>A</td> <td>48</td> <td>26</td> <td>IDT - Multiple</td> <td>7:00AM</td> <td>5:00PM</td> <td>Completed</td> <td></td> <td>AT</td> <td>AT</td> <td>1697304</td> </tr> </tbody> </table> <p>The second screenshot shows the 'Payroll' tab with the following table:</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Name</th> <th>Pay Code</th> <th>Meal Eligibility Code</th> <th>SDAP</th> <th>Special Duty Pay</th> <th>Assign Pay</th> <th>FLP Code</th> <th>Proficiency</th> </tr> </thead> <tbody> <tr> <td>1234567</td> <td>Wick, John</td> <td>Full</td> <td>Lunch</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>1122334</td> <td>Charon</td> <td>Full</td> <td>Lunch</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2233445</td> <td>Bowery King</td> <td>Full</td> <td>All Meals</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3344556</td> <td>Aurelio</td> <td>Full</td> <td>All Meals</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Empl ID	Empl Record	Name	Reserve Category	Training Pay Category	Maximum Paid IDT Drills	# Drills Remain	Drill Type	Start Time	End Time	Drill Status	Approved?	Duty Purpose 1	Duty Purpose 2	Approval Batch	1234567	0	Wick, John	SEL	A	48	24	IDT - Multiple	7:00AM	4:00PM	Completed		AT	AT	1697304	1122334	0	Charon	SEL	A	48	26	IDT - Multiple	7:00AM	4:00PM	Completed		AT	AT	1697304	2233445	0	Bowery King	SEL	A	48	26	IDT - Multiple	7:00AM	5:00PM	Completed		AT	AT	1697304	Empl ID	Name	Pay Code	Meal Eligibility Code	SDAP	Special Duty Pay	Assign Pay	FLP Code	Proficiency	1234567	Wick, John	Full	Lunch						1122334	Charon	Full	Lunch						2233445	Bowery King	Full	All Meals						3344556	Aurelio	Full	All Meals					
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9	<p>Once all changes have been made, return to the Drill Info tab and click Save.</p>  <p>The screenshot shows the 'Drill Info' tab with the following table:</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Name</th> <th>Reserve Category</th> <th>Training Pay Category</th> <th>Maximum Paid IDT Drills</th> <th># Drills Remain</th> <th>Drill Type</th> <th>Start Time</th> <th>End Time</th> <th>Drill Status</th> <th>Approved?</th> <th>Duty Purpose 1</th> <th>Duty Purpose 2</th> <th>Approval Batch</th> </tr> </thead> <tbody> <tr> <td>1234567</td> <td>0</td> <td>Wick, John</td> <td>SEL</td> <td>A</td> <td>48</td> <td>24</td> <td>IDT - Multiple</td> <td>7:00AM</td> <td>4:00PM</td> <td>Completed</td> <td></td> <td>AT</td> <td>AT</td> <td>1697304</td> </tr> <tr> <td>1122334</td> <td>0</td> <td>Charon</td> <td>SEL</td> <td>A</td> <td>48</td> <td>26</td> <td>IDT - Multiple</td> <td>7:00AM</td> <td>4:00PM</td> <td>Completed</td> <td></td> <td>AT</td> <td>AT</td> <td>1697304</td> </tr> <tr> <td>2233445</td> <td>0</td> <td>Bowery King</td> <td>SEL</td> <td>A</td> <td>48</td> <td>26</td> <td>IDT - Multiple</td> <td>7:00AM</td> <td>5:00PM</td> <td>Completed</td> <td></td> <td>AT</td> <td>AT</td> <td>1697304</td> </tr> </tbody> </table> <p>Below the table are two buttons: Save and Notify.</p>	Empl ID	Empl Record	Name	Reserve Category	Training Pay Category	Maximum Paid IDT Drills	# Drills Remain	Drill Type	Start Time	End Time	Drill Status	Approved?	Duty Purpose 1	Duty Purpose 2	Approval Batch	1234567	0	Wick, John	SEL	A	48	24	IDT - Multiple	7:00AM	4:00PM	Completed		AT	AT	1697304	1122334	0	Charon	SEL	A	48	26	IDT - Multiple	7:00AM	4:00PM	Completed		AT	AT	1697304	2233445	0	Bowery King	SEL	A	48	26	IDT - Multiple	7:00AM	5:00PM	Completed		AT	AT	1697304																																													
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Continued on next page

Correcting a Previously Paid IDT Drill, Continued

Procedures,
continued

Step	Action
<p>10</p>	<p>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.</p>  <p>The screenshot shows a table with the following columns: 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, and Approval Batch. The row for 'SEL' has a value of 'A' for Training Pay Category, '48' for Maximum Paid IDT Drills, '24' for # Drills Remain, 'IDT - Multiple' for Drill Type, '7:00AM' for Start Time, '4:00PM' for End Time, 'Completed' for Drill Status, an unchecked checkbox for Approved?, 'AT' for Duty Purpose 1, 'AT' for Duty Purpose 2, and '1766614' for Approval Batch. The 'Approved?' checkbox and the '1766614' value are highlighted with red boxes.</p>
<p>11</p>	<p>Send an Email to the SPO with the new Approval Batch number so the IDT drill may be processed.</p>

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.

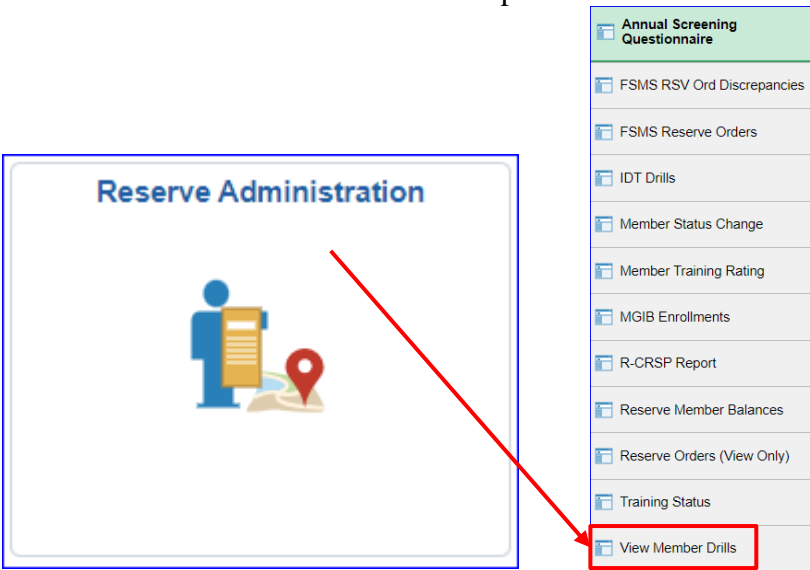
Known Issue for P&A / Supervisor

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

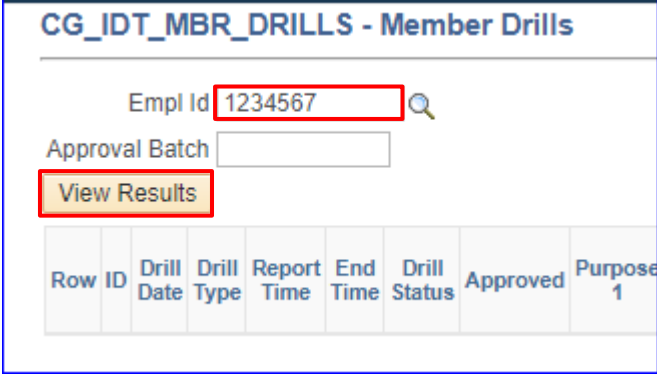
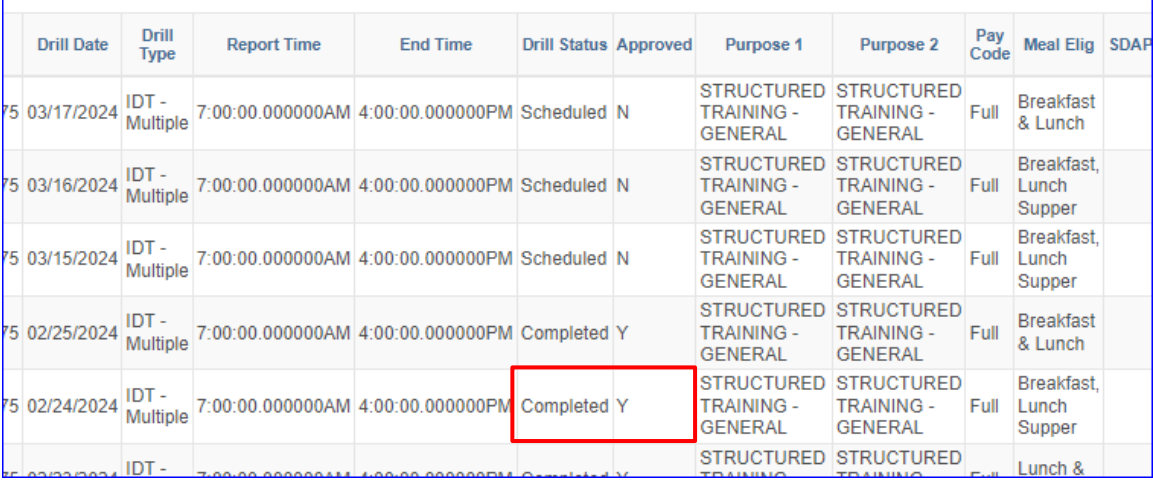
See below.

Step	Action
1	<p>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.</p> 

Continued on next page

Cancelling a Previously Paid IDT Drill, Continued

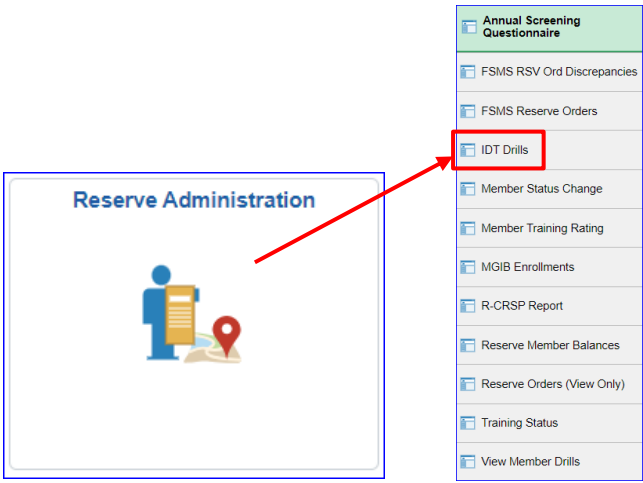

Procedures,
continued

Step	Action																																																																													
2	<p>Enter the Reserve member's Empl Id and click View Results.</p> 																																																																													
3	<p>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.)</p> <p>To exit the report, close the tab.</p>  <table border="1" data-bbox="264 1120 1422 1599"> <thead> <tr> <th>Drill Date</th> <th>Drill Type</th> <th>Report Time</th> <th>End Time</th> <th>Drill Status</th> <th>Approved</th> <th>Purpose 1</th> <th>Purpose 2</th> <th>Pay Code</th> <th>Meal Elig</th> <th>SDAP</th> </tr> </thead> <tbody> <tr> <td>75 03/17/2024</td> <td>IDT - Multiple</td> <td>7:00:00.000000AM</td> <td>4:00:00.000000PM</td> <td>Scheduled</td> <td>N</td> <td>STRUCTURED TRAINING - GENERAL</td> <td>STRUCTURED TRAINING - GENERAL</td> <td>Full</td> <td>Breakfast & Lunch</td> <td></td> </tr> <tr> <td>75 03/16/2024</td> <td>IDT - Multiple</td> <td>7:00:00.000000AM</td> <td>4:00:00.000000PM</td> <td>Scheduled</td> <td>N</td> <td>STRUCTURED TRAINING - GENERAL</td> <td>STRUCTURED TRAINING - GENERAL</td> <td>Full</td> <td>Breakfast, Lunch Supper</td> <td></td> </tr> <tr> <td>75 03/15/2024</td> <td>IDT - Multiple</td> <td>7:00:00.000000AM</td> <td>4:00:00.000000PM</td> <td>Scheduled</td> <td>N</td> <td>STRUCTURED TRAINING - GENERAL</td> <td>STRUCTURED TRAINING - GENERAL</td> <td>Full</td> <td>Breakfast, Lunch Supper</td> <td></td> </tr> <tr> <td>75 02/25/2024</td> <td>IDT - Multiple</td> <td>7:00:00.000000AM</td> <td>4:00:00.000000PM</td> <td>Completed</td> <td>Y</td> <td>STRUCTURED TRAINING - GENERAL</td> <td>STRUCTURED TRAINING - GENERAL</td> <td>Full</td> <td>Breakfast & Lunch</td> <td></td> </tr> <tr> <td>75 02/24/2024</td> <td>IDT - Multiple</td> <td>7:00:00.000000AM</td> <td>4:00:00.000000PM</td> <td>Completed</td> <td>Y</td> <td>STRUCTURED TRAINING - GENERAL</td> <td>STRUCTURED TRAINING - GENERAL</td> <td>Full</td> <td>Breakfast, Lunch Supper</td> <td></td> </tr> <tr> <td>75 02/23/2024</td> <td>IDT -</td> <td>7:00:00.000000AM</td> <td>4:00:00.000000PM</td> <td>Completed</td> <td>Y</td> <td>STRUCTURED TRAINING -</td> <td>STRUCTURED TRAINING -</td> <td>Full</td> <td>Lunch &</td> <td></td> </tr> </tbody> </table>	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		75 02/23/2024	IDT -	7:00:00.000000AM	4:00:00.000000PM	Completed	Y	STRUCTURED TRAINING -	STRUCTURED TRAINING -	Full	Lunch &	
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Continued on next page

Cancelling a Previously Paid IDT Drill, Continued

Procedures,
continued

Step	Action
<p>4</p>	<p>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.</p>  <p>The image shows a 'Reserve Administration' tile on the left and a vertical menu on the right. The 'IDT Drills' option in the menu is highlighted with a red box, and a red arrow points from this box to the 'Reserve Administration' tile.</p>
<p>5</p>	<p>The Reserve Drills page will display.</p>  <p>The image shows the 'Reserve Drills' page. It includes a search form with fields for Set ID (00010), Department, and Drill Date. Below the form are 'Load Members' and 'Search' buttons. A 'Members' section contains a table with columns: Empl ID, Empl Record, Name, Reserve Category, Training Pay Category, Maximum Paid IDT Drills, # Drills Remain, Drill Type, Start Time, End Time, Drill Status, Approved?, Duty Purpose 1, Duty Purpose 2, and Approval Batch. The table has one row with values: 1, 0, [blank], [blank], [blank], 0, 0, [blank], [blank], [blank], [blank], [blank], PBC, [blank]. There are 'Save' and 'Notify' buttons at the bottom left.</p>

Continued on next page

Cancelling a Previously Paid IDT Drill, Continued

Procedures,
continued

Step	Action																																																																																																																																												
6	<ul style="list-style-type: none"> • 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. <p>Click Search (only displays members with previously entered scheduled drills).</p> <p>NOTE: Load Members displays all reserve members attached to that department.</p> <div data-bbox="263 824 1417 1115" style="border: 1px solid blue; padding: 5px;"> <p>Set ID: <input type="text" value="00010"/> <input type="button" value="Q"/></p> <p>Department: <input type="text" value="038663"/> <input type="button" value="Q"/> PSU 311 SHORESIDE SECURITY DIV <input type="checkbox"/> Designated Unit Pay Flag</p> <p>Drill Date: <input type="text" value="02/24/2024"/> <input type="button" value="Calendar"/></p> <p><input type="button" value="Load Members"/> <input type="button" value="Search"/></p> </div>																																																																																																																																												
7	<p>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.</p> <p>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.</p> <div data-bbox="263 1370 1417 1937" style="border: 1px solid blue; padding: 5px;"> <p>Set ID: <input type="text" value="00010"/> <input type="button" value="Q"/></p> <p>Department: <input type="text" value="038663"/> <input type="button" value="Q"/> PSU 311 SHORESIDE SECURITY DIV <input type="checkbox"/> Designated Unit Pay Flag</p> <p>Drill Date: <input type="text" value="02/24/2024"/> <input type="button" value="Calendar"/></p> <table border="1" data-bbox="263 1496 1417 1937"> <thead> <tr> <th>Reserve Category</th> <th>Training Pay Category</th> <th>Maximum Paid IDT Drills</th> <th># Drills Remain</th> <th>Drill Type</th> <th>Start Time</th> <th>End Time</th> <th>Drill Status</th> <th>Approved?</th> <th>Duty Purpose 1</th> <th>Duty Purpose 2</th> <th>Approval Batch</th> <th></th> <th></th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td>SEL</td> <td>A</td> <td>48</td> <td>24</td> <td>IDT - Multiple</td> <td>7:00AM</td> <td>4:00PM</td> <td>Completed</td> <td><input checked="" type="checkbox"/></td> <td>AT</td> <td>AT</td> <td>1697304</td> <td><input type="button" value="+"/></td> <td><input type="button" value="-"/></td> </tr> <tr> <td>SEL</td> <td>A</td> <td>48</td> <td>26</td> <td>IDT - Multiple</td> <td>7:00AM</td> <td>4:00PM</td> <td>Completed</td> <td><input checked="" type="checkbox"/></td> <td>AT</td> <td>AT</td> <td>1697304</td> <td><input type="button" value="+"/></td> <td><input type="button" value="-"/></td> </tr> <tr> <td>SEL</td> <td>A</td> <td>48</td> <td>26</td> <td>IDT - Multiple</td> <td>7:00AM</td> <td>5:00PM</td> <td>Completed</td> <td><input checked="" type="checkbox"/></td> <td>AT</td> <td>AT</td> <td>1697304</td> <td><input type="button" value="+"/></td> <td><input type="button" value="-"/></td> </tr> <tr> <td>SEL</td> <td>A</td> <td>48</td> <td>24</td> <td>IDT - Multiple</td> <td>7:00AM</td> <td>5:00PM</td> <td>Completed</td> <td><input checked="" type="checkbox"/></td> <td>AT</td> <td>AT</td> <td>1697304</td> <td><input type="button" value="+"/></td> <td><input type="button" value="-"/></td> </tr> <tr> <td>SEL</td> <td>A</td> <td>48</td> <td>28</td> <td>IDT - Multiple</td> <td>7:00AM</td> <td>5:00PM</td> <td>Completed</td> <td><input checked="" type="checkbox"/></td> <td>AT</td> <td>AT</td> <td>1697304</td> <td><input type="button" value="+"/></td> <td><input type="button" value="-"/></td> </tr> <tr> <td>SEL</td> <td>A</td> <td>48</td> <td>24</td> <td>IDT - Multiple</td> <td>7:00AM</td> <td>4:00PM</td> <td>Completed</td> <td><input checked="" type="checkbox"/></td> <td>AT</td> <td>AT</td> <td>1697304</td> <td><input type="button" value="+"/></td> <td><input type="button" value="-"/></td> </tr> <tr> <td>SEL</td> <td>A</td> <td>48</td> <td>24</td> <td>IDT - Multiple</td> <td>7:00AM</td> <td>4:00PM</td> <td>Completed</td> <td><input checked="" type="checkbox"/></td> <td>AT</td> <td>AT</td> <td>1697304</td> <td><input type="button" value="+"/></td> <td><input type="button" value="-"/></td> </tr> <tr style="border: 2px solid red;"> <td>SEL</td> <td>A</td> <td>48</td> <td>30</td> <td>IDT - Multiple</td> <td>7:00AM</td> <td>4:00PM</td> <td>Cancelled</td> <td><input checked="" type="checkbox"/></td> <td>AT</td> <td>AT</td> <td></td> <td><input type="button" value="+"/></td> <td><input type="button" value="-"/></td> </tr> <tr> <td>SEL</td> <td>A</td> <td>48</td> <td>24</td> <td>IDT - Multiple</td> <td>7:00AM</td> <td>5:00PM</td> <td>Completed</td> <td><input checked="" type="checkbox"/></td> <td>AT</td> <td>AT</td> <td>1697304</td> <td><input type="button" value="+"/></td> <td><input type="button" value="-"/></td> </tr> </tbody> </table> </div>	Reserve Category	Training Pay Category	Maximum Paid IDT Drills	# Drills Remain	Drill Type	Start Time	End Time	Drill Status	Approved?	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Cancelling a Previously Paid IDT Drill, Continued

Procedures,
continued

Step	Action																																																																																																																																												
<p>8</p>	<p>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.</p> <div data-bbox="263 548 1420 974" style="border: 1px solid black; padding: 5px;"> <table border="1"> <thead> <tr> <th>Reserve Category</th> <th>Training Pay Category</th> <th>Maximum Paid IDT Drills</th> <th># Drills Remain</th> <th>Drill Type</th> <th>Start Time</th> <th>End Time</th> <th>Drill Status</th> <th>Approved?</th> <th>Duty Purpose 1</th> <th>Duty Purpose 2</th> <th>Approval Batch</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>SEL</td> <td>A</td> <td>48</td> <td>24</td> <td>IDT - Multiple</td> <td>7:00AM</td> <td>4:00PM</td> <td>Cancelled</td> <td><input checked="" type="checkbox"/></td> <td>AT</td> <td>AT</td> <td>0</td> <td>+</td> <td>-</td> </tr> <tr> <td>SEL</td> <td>A</td> <td>48</td> <td>26</td> <td>IDT - Multiple</td> <td>7:00AM</td> <td>4:00PM</td> <td>Completed</td> <td><input checked="" type="checkbox"/></td> <td>AT</td> <td>AT</td> <td>1697304</td> <td>+</td> <td>-</td> </tr> <tr> <td>SEL</td> <td>A</td> <td>48</td> <td>26</td> <td>IDT - Multiple</td> <td>7:00AM</td> <td>5:00PM</td> <td>Completed</td> <td><input checked="" type="checkbox"/></td> <td>AT</td> <td>AT</td> <td>1697304</td> <td>+</td> <td>-</td> </tr> <tr> <td>SEL</td> <td>A</td> <td>48</td> <td>24</td> <td>IDT - Multiple</td> <td>7:00AM</td> <td>5:00PM</td> <td>Completed</td> <td><input checked="" type="checkbox"/></td> <td>AT</td> <td>AT</td> <td>1697304</td> <td>+</td> <td>-</td> </tr> <tr> <td>SEL</td> <td>A</td> <td>48</td> <td>28</td> <td>IDT - Multiple</td> <td>7:00AM</td> <td>5:00PM</td> <td>Completed</td> <td><input checked="" type="checkbox"/></td> <td>AT</td> <td>AT</td> <td>1697304</td> <td>+</td> <td>-</td> </tr> <tr> <td>SEL</td> <td>A</td> <td>48</td> <td>24</td> <td>IDT - Multiple</td> <td>7:00AM</td> <td>4:00PM</td> <td>Completed</td> <td><input checked="" type="checkbox"/></td> <td>AT</td> <td>AT</td> <td>1697304</td> <td>+</td> <td>-</td> </tr> <tr> <td>SEL</td> <td>A</td> <td>48</td> <td>24</td> <td>IDT - Multiple</td> <td>7:00AM</td> <td>4:00PM</td> <td>Cancelled</td> <td><input checked="" type="checkbox"/></td> <td>AT</td> <td>AT</td> <td>1697304</td> <td>+</td> <td>-</td> </tr> <tr> <td>SEL</td> <td>A</td> <td>48</td> <td>24</td> <td>IDT - Multiple</td> <td>7:00AM</td> <td>4:00PM</td> <td>Completed</td> <td><input checked="" type="checkbox"/></td> <td>AT</td> <td>AT</td> <td>1697304</td> <td>+</td> <td>-</td> </tr> <tr> <td>SEL</td> <td>A</td> <td>48</td> <td>30</td> <td>IDT - Multiple</td> <td>7:00AM</td> <td>4:00PM</td> <td>Cancelled</td> <td><input checked="" type="checkbox"/></td> <td>AT</td> <td>AT</td> <td></td> <td>+</td> <td>-</td> </tr> </tbody> </table> <div data-bbox="263 1008 550 1086" style="margin-top: 10px;"> <div style="display: flex; gap: 10px;"> <div style="border: 1px solid red; padding: 5px; background-color: #007bff; color: white; text-align: center; width: 60px;">Save</div> <div style="border: 1px solid blue; padding: 5px; background-color: #e9ecef; text-align: center; width: 60px;">Notify</div> </div> </div> </div>	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	Cancelled	<input checked="" type="checkbox"/>	AT	AT	0	+	-	SEL	A	48	26	IDT - Multiple	7:00AM	4:00PM	Completed	<input checked="" type="checkbox"/>	AT	AT	1697304	+	-	SEL	A	48	26	IDT - Multiple	7:00AM	5:00PM	Completed	<input checked="" type="checkbox"/>	AT	AT	1697304	+	-	SEL	A	48	24	IDT - Multiple	7:00AM	5:00PM	Completed	<input checked="" type="checkbox"/>	AT	AT	1697304	+	-	SEL	A	48	28	IDT - Multiple	7:00AM	5:00PM	Completed	<input checked="" type="checkbox"/>	AT	AT	1697304	+	-	SEL	A	48	24	IDT - Multiple	7:00AM	4:00PM	Completed	<input checked="" type="checkbox"/>	AT	AT	1697304	+	-	SEL	A	48	24	IDT - Multiple	7:00AM	4:00PM	Cancelled	<input checked="" type="checkbox"/>	AT	AT	1697304	+	-	SEL	A	48	24	IDT - Multiple	7:00AM	4:00PM	Completed	<input checked="" type="checkbox"/>	AT	AT	1697304	+	-	SEL	A	48	30	IDT - Multiple	7:00AM	4:00PM	Cancelled	<input checked="" type="checkbox"/>	AT	AT		+	-
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<p>9</p>	<p>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.</p> <div data-bbox="263 1243 1420 1377" style="border: 1px solid black; padding: 5px;"> <table border="1"> <thead> <tr> <th>Reserve Category</th> <th>Training Pay Category</th> <th>Maximum Paid IDT Drills</th> <th># Drills Remain</th> <th>Drill Type</th> <th>Start Time</th> <th>End Time</th> <th>Drill Status</th> <th>Approved?</th> <th>Duty Purpose 1</th> <th>Duty Purpose 2</th> <th>Approval Batch</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>SEL</td> <td>A</td> <td>48</td> <td>24</td> <td>IDT - Multiple</td> <td>7:00AM</td> <td>4:00PM</td> <td>Cancelled</td> <td><input type="checkbox"/></td> <td>AT</td> <td>AT</td> <td>1766614</td> <td>+</td> <td>-</td> </tr> </tbody> </table> </div>	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	Cancelled	<input type="checkbox"/>	AT	AT	1766614	+	-																																																																																																																
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<p>10</p>	<p>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.</p>																																																																																																																																												

Resubmitting IDT Drills Previously Denied by the SPO

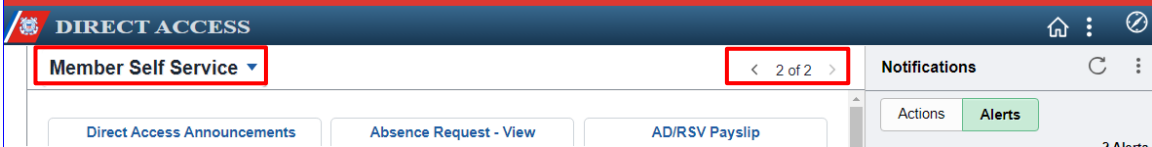
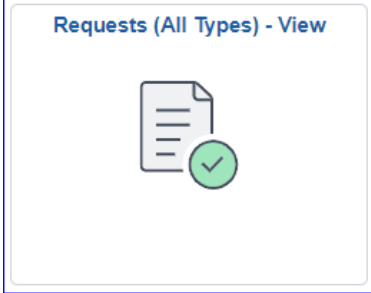
Introduction This section provides the procedures for P&A/Supervisors to resubmit IDT drill(s) that have been denied by the SPO and have **NOT** been processed for creditable retirement points and/or pay and allowances in DA.

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	<p>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.</p> 
2	<p>Click on the Requests (All Types) - View tile.</p> 

Continued on next page

Resubmitting IDT Drills Previously Denied by the SPO, Continued

Procedures,
continued

Step	Action																						
3	<p>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.</p> <div data-bbox="264 517 1420 1064" style="border: 1px solid black; padding: 5px;"> <p>View My Action Requests</p> <p>Winston.</p> <ol style="list-style-type: none"> 'My Submitted Requests' allows member to bring up only their Action Requests. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p> <input checked="" type="radio"/> My Submitted Requests <input type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </p> <p>Transaction Name: All Transactions</p> <p>Transaction Status: Denied</p> <p>Submission From Date: <input type="text"/></p> <p>Submission To Date: <input type="text"/></p> <p style="text-align: right;"> Populate Grid Refresh </p> </div> </div>																						
4	<p>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.</p> <div data-bbox="264 1167 1420 1279" style="border: 1px solid black; padding: 5px;"> <p style="text-align: right;">1-1 of 1 View All</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Last Name</th> <th>Member's Emplid</th> <th>Member's Deptid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Drill Date</th> <th>View Details</th> </tr> </thead> <tbody> <tr> <td>Reserve Drill Request</td> <td style="border: 1px solid red;">Denied</td> <td>Ms. Perkins</td> <td>Perkins</td> <td>1234567</td> <td>038668</td> <td>Ms. Perkins</td> <td>Winston</td> <td>2023/01/18</td> <td>2023/01/19</td> <td style="border: 1px solid red;">View Details</td> </tr> </tbody> </table> </div>	Transaction Name	Status	Member	Member's Last Name	Member's Emplid	Member's Deptid	Submitted By	Approver	Submission Date	Drill Date	View Details	Reserve Drill Request	Denied	Ms. Perkins	Perkins	1234567	038668	Ms. Perkins	Winston	2023/01/18	2023/01/19	View Details
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Continued on next page

Resubmitting IDT Drills Previously Denied by the SPO, Continued


Procedures,
continued

Step	Action
5	<p>The Action Request page will display for that Batch Code number.</p> <div style="border: 1px solid black; padding: 10px;"> <p>Action Request</p> <p>Approve Drills</p> <p><u>Ms. Perkins.</u></p> <ol style="list-style-type: none"> 1. Click "Get Details" button to display the Department and Drill Date in the "Request Information" block. 2. Click "Click here to view additional request information" link. A new window listing all drill details will open. 3. Review all the drill details in the new window. 4. If any corrections are needed, Enter appropriate comments in the "Comment" section and Click "Deny" 5. System will route the request back to the submitter for corrections. (Pay Transactions will not be generated) 6. If all drill details are correct, Enter appropriate comments in the "Comment" section and Click "Approve" 7. System will mark each drill as "Approved", Save the request and Generate Positive Input Transactions for Global Payroll. 8. Close the Drill Details and Action Request windows. <p>Request Details</p> <p>Batch Code: 1705337</p> <p>Get Details</p> <p>Request Information</p> <p>Setid: 00010 Department: 038663 Drill Date: 2024-03-10</p> <p>Request URL</p> <p>Click here to view additional request information.</p> <p>Request Approvers</p> <p>Approver: 9876543 Winston</p> <p>Comment: 2 Members did not show up for scheduled Funeral Honors duty.</p> <p>Approve Deny</p> </div>

Continued on next page

Resubmitting IDT Drills Previously Denied by the SPO, Continued

Procedures,
continued

Step	Action
6	<p>SPO/PAO comments explaining the reason the request was denied will be displayed at the bottom of the page.</p> <div data-bbox="264 512 1420 887" style="border: 1px solid blue; padding: 5px;"> <p>Drill Approval</p> <div style="border: 1px solid lightblue; padding: 5px;"> <p>Request Status: Denied View/Hide Comments</p> <p>One Approval Level</p> <div style="border: 1px solid lightorange; padding: 5px; margin-bottom: 5px;"> <p>Denied</p> <p>Winston CGHRSUP for User's SPO 03/11/24 - 2:18 PM</p> </div> <p>Comments</p> <div style="border: 1px solid red; padding: 5px;"> <p>Winston at 03/11/24 - 2:18 PM 2 Members did not show up for scheduled Funeral Honors duty.</p> </div> </div> </div>
7	<p>The IDT drill(s) can now be edited and resubmitted. Select the IDT Drills option from the Reserve Administration tile.</p> <div style="display: flex; align-items: center; gap: 20px;"> <div data-bbox="272 1317 617 1592" style="border: 1px solid blue; padding: 5px;"> <p style="text-align: center; color: blue;">Reserve Administration</p>  </div> <div data-bbox="691 999 924 1592" style="border: 1px solid blue; padding: 5px;"> <ul style="list-style-type: none"> Annual Screening Questionnaire FSMS RSV Ord Discrepancies FSMS Reserve Orders <li style="border: 1px solid red; padding: 2px;">IDT Drills Member Status Change Member Training Rating MGIB Enrollments R-CRSP Report Reserve Member Balances Reserve Orders (View Only) Training Status View Member Drills </div> </div>

Continued on next page

Resubmitting IDT Drills Previously Denied by the SPO, Continued

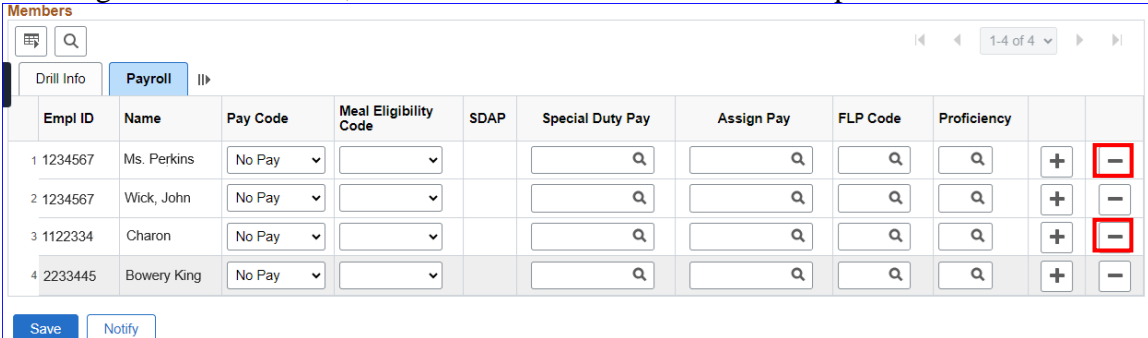
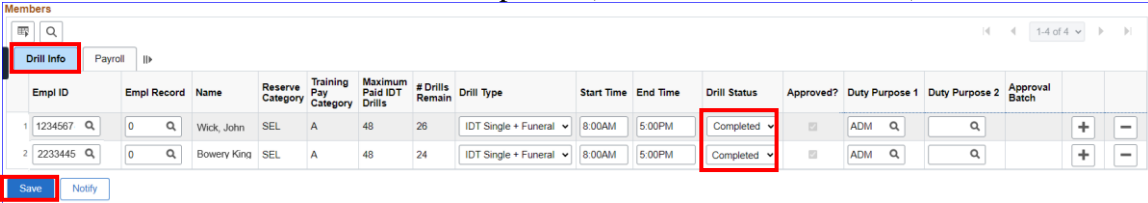
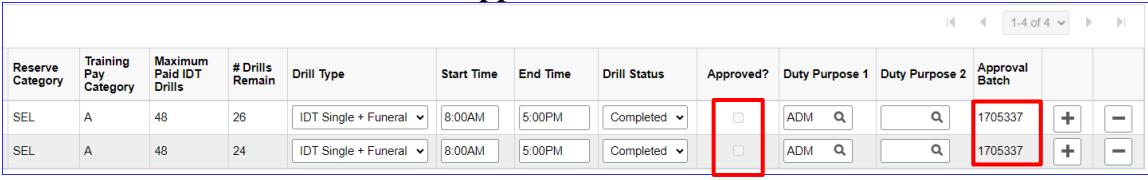
Procedures,
continued

Step	Action																																																																																					
8	<ul style="list-style-type: none"> • 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. <p>Click Search (only displays members with previously entered scheduled drills).</p> <p>NOTE: Load Members displays all reserve members attached to that department.</p> <div data-bbox="263 840 1420 1164"> </div>																																																																																					
9	<p>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.</p> <p>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.</p> <div data-bbox="263 1422 1420 1870"> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Name</th> <th>Reserve Category</th> <th>Training Pay Category</th> <th>Maximum Paid IDT Drills</th> <th># Drills Remain</th> <th>Drill Type</th> <th>Start Time</th> <th>End Time</th> <th>Drill Status</th> <th>Approved?</th> <th>Duty Purpose 1</th> <th>Duty Purpose 2</th> <th>Approval Batch</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1234567</td> <td>0</td> <td>Ms. Perkins</td> <td>SEL</td> <td>A</td> <td>48</td> <td>24</td> <td>IDT Single + Funeral</td> <td>8:00AM</td> <td>5:00PM</td> <td>Scheduled</td> <td><input checked="" type="checkbox"/></td> <td>ADM</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>1234567</td> <td>0</td> <td>Wick, John</td> <td>SEL</td> <td>A</td> <td>48</td> <td>26</td> <td>IDT Single + Funeral</td> <td>8:00AM</td> <td>5:00PM</td> <td>Scheduled</td> <td><input checked="" type="checkbox"/></td> <td>ADM</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>1122334</td> <td>0</td> <td>Charon</td> <td>SEL</td> <td>A</td> <td>48</td> <td>26</td> <td>IDT Single + Funeral</td> <td>8:00AM</td> <td>5:00PM</td> <td>Scheduled</td> <td><input checked="" type="checkbox"/></td> <td>ADM</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2233445</td> <td>0</td> <td>Bowery King</td> <td>SEL</td> <td>A</td> <td>48</td> <td>24</td> <td>IDT Single + Funeral</td> <td>8:00AM</td> <td>5:00PM</td> <td>Scheduled</td> <td><input checked="" type="checkbox"/></td> <td>ADM</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div>	Empl ID	Empl Record	Name	Reserve Category	Training Pay Category	Maximum Paid IDT Drills	# Drills Remain	Drill Type	Start Time	End Time	Drill Status	Approved?	Duty Purpose 1	Duty Purpose 2	Approval Batch			1234567	0	Ms. Perkins	SEL	A	48	24	IDT Single + Funeral	8:00AM	5:00PM	Scheduled	<input checked="" type="checkbox"/>	ADM					1234567	0	Wick, John	SEL	A	48	26	IDT Single + Funeral	8:00AM	5:00PM	Scheduled	<input checked="" type="checkbox"/>	ADM					1122334	0	Charon	SEL	A	48	26	IDT Single + Funeral	8:00AM	5:00PM	Scheduled	<input checked="" type="checkbox"/>	ADM					2233445	0	Bowery King	SEL	A	48	24	IDT Single + Funeral	8:00AM	5:00PM	Scheduled	<input checked="" type="checkbox"/>	ADM				
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Resubmitting IDT Drills Previously Denied by the SPO, Continued

Procedures,
continued

Step	Action																																																							
<p>10</p>	<p>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.</p>  <p>The screenshot shows a table with the following data:</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Name</th> <th>Pay Code</th> <th>Meal Eligibility Code</th> <th>SDAP</th> <th>Special Duty Pay</th> <th>Assign Pay</th> <th>FLP Code</th> <th>Proficiency</th> <th>+</th> <th>-</th> </tr> </thead> <tbody> <tr> <td>1 1234567</td> <td>Ms. Perkins</td> <td>No Pay</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>+</td> <td>-</td> </tr> <tr> <td>2 1234567</td> <td>Wick, John</td> <td>No Pay</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>+</td> <td>-</td> </tr> <tr> <td>3 1122334</td> <td>Charon</td> <td>No Pay</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>+</td> <td>-</td> </tr> <tr> <td>4 2233445</td> <td>Bowery King</td> <td>No Pay</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>+</td> <td>-</td> </tr> </tbody> </table>	Empl ID	Name	Pay Code	Meal Eligibility Code	SDAP	Special Duty Pay	Assign Pay	FLP Code	Proficiency	+	-	1 1234567	Ms. Perkins	No Pay							+	-	2 1234567	Wick, John	No Pay							+	-	3 1122334	Charon	No Pay							+	-	4 2233445	Bowery King	No Pay							+	-
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<p>11</p>	<p>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.</p> <p>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.</p>  <p>The screenshot shows a table with the following data:</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Name</th> <th>Reserve Category</th> <th>Training Pay Category</th> <th>Maximum Paid IDT Drills</th> <th># Drills Remain</th> <th>Drill Type</th> <th>Start Time</th> <th>End Time</th> <th>Drill Status</th> <th>Approved?</th> <th>Duty Purpose 1</th> <th>Duty Purpose 2</th> <th>Approval Batch</th> </tr> </thead> <tbody> <tr> <td>1 1234567</td> <td>0</td> <td>Wick, John</td> <td>SEL</td> <td>A</td> <td>48</td> <td>26</td> <td>IDT Single + Funeral</td> <td>8:00AM</td> <td>5:00PM</td> <td>Completed</td> <td><input checked="" type="checkbox"/></td> <td>ADM</td> <td></td> <td></td> </tr> <tr> <td>2 2233445</td> <td>0</td> <td>Bowery King</td> <td>SEL</td> <td>A</td> <td>48</td> <td>24</td> <td>IDT Single + Funeral</td> <td>8:00AM</td> <td>5:00PM</td> <td>Completed</td> <td><input checked="" type="checkbox"/></td> <td>ADM</td> <td></td> <td></td> </tr> </tbody> </table>	Empl ID	Empl Record	Name	Reserve Category	Training Pay Category	Maximum Paid IDT Drills	# Drills Remain	Drill Type	Start Time	End Time	Drill Status	Approved?	Duty Purpose 1	Duty Purpose 2	Approval Batch	1 1234567	0	Wick, John	SEL	A	48	26	IDT Single + Funeral	8:00AM	5:00PM	Completed	<input checked="" type="checkbox"/>	ADM			2 2233445	0	Bowery King	SEL	A	48	24	IDT Single + Funeral	8:00AM	5:00PM	Completed	<input checked="" type="checkbox"/>	ADM												
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<p>12</p>	<p>A new Approval Batch number will be assigned and the Approved? column will now be unchecked. Make a note of the Approval Batch number.</p>  <p>The screenshot shows a table with the following data:</p> <table border="1"> <thead> <tr> <th>Reserve Category</th> <th>Training Pay Category</th> <th>Maximum Paid IDT Drills</th> <th># Drills Remain</th> <th>Drill Type</th> <th>Start Time</th> <th>End Time</th> <th>Drill Status</th> <th>Approved?</th> <th>Duty Purpose 1</th> <th>Duty Purpose 2</th> <th>Approval Batch</th> </tr> </thead> <tbody> <tr> <td>SEL</td> <td>A</td> <td>48</td> <td>26</td> <td>IDT Single + Funeral</td> <td>8:00AM</td> <td>5:00PM</td> <td>Completed</td> <td><input type="checkbox"/></td> <td>ADM</td> <td></td> <td>1705337</td> </tr> <tr> <td>SEL</td> <td>A</td> <td>48</td> <td>24</td> <td>IDT Single + Funeral</td> <td>8:00AM</td> <td>5:00PM</td> <td>Completed</td> <td><input type="checkbox"/></td> <td>ADM</td> <td></td> <td>1705337</td> </tr> </tbody> </table>	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	26	IDT Single + Funeral	8:00AM	5:00PM	Completed	<input type="checkbox"/>	ADM		1705337	SEL	A	48	24	IDT Single + Funeral	8:00AM	5:00PM	Completed	<input type="checkbox"/>	ADM		1705337																			
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<p>13</p>	<p>Send an Email to the SPO notifying them of the resubmission and include the Approval Batch number.</p>																																																							