Inactive Duty for Training (IDT) Drills (Command)

Overview		
Introduction	This guide provides the procedures for Command Users/Superv schedule, complete, change, cancel and delete individual and bate Duty for Training (IDT) Drills for Reserve members in Direct Ac	visors to ched Inactive ccess (DA).
	Command Users/Supervisors must hold the CG Self Service for (CGSSCMD) user role or CG Reserve Manager functional role to view/enter/edit/approve IDT drills.	Command D
Action = Who Can Initiate the Action	Scheduled = Member and/or Command User/Supervisor Authorized = Command User/Supervisor (Approved? column ch Completed = Command User/Supervisor Unexcused = Command User/Supervisor Cancelled = Command User/Supervisor Approved = SPO/PAO Denied = SPO/PAO	necked)
Known Issue for Command User / Supervisor	There is a known issue for when a Command User/Supervisor ho status of a Reservist and CG Civilian employee. DA does not allo drills to a Complete status correctly. The Command should appoin supervisor with the correct DA roles to complete this process OR pertinent drill information must be sent to the SPO/PAO via ema the drills Complete and then processing pay.	olds BOTH the ow them to set ant another all of the il for marking
References	 a) Reserve Duty Status and Participation Manual, COMDTINST b) Coast Guard Pay Manual, COMDTINST M7220.29 (series) c) <u>Special Duty Pay (SDP), COMDTINST 1430.10</u> d) <u>Performance, Training and Education Manual, COMDTINST</u> 	Г М1001.2 <u>С М1500.10С</u>
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Scheduling
RequirementEach 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 Command User/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,
Chapter 10.B.14 for more information on the waiver process.

CG-R recommends that all drills for pay during this period be kept in a pending status (not approved by the Command User/Supervisor) until confirmed the member will drill on said date (see Note below). This will allow the member to reschedule any drill during that period without having to submit a waiver up until the duty date. The member must **NOT** withdraw the original IDT drill request and/or the Command User/Supervisor must **NOT** delete/cancel the IDT drill request.

Therefore, if a change to any drill(s) within this period is required, the member must edit and resubmit the original IDT drill request to the supervisor for approval.

NOTE: All scheduled drills for pay must be authorized prior to the member reporting for duty. Single/Multiple IDT drill(s) for pay must have A, B, C, or D Training Pay (TRAPAY) Categories. Contact the P&A Office if any other TRAPAY category displays before continuing.

Stage	Who Does It	What Happens
	Member	
1	Command User/	Enters IDT drill request in DA.
	Supervisor	
2	Command User/	Reviews member's IDT drill request and authorizes (approves)
	Supervisor	IDT drill using View My Requests under DA Self Service
		Requests in DA.
3	Member	Performs drills as scheduled or edits/withdraws previously
		submitted requests.
4	Command User/	Updates the Drill Status based on Reserve member's actions:
	Supervisor	• 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/PAO	Upon email notification from the Command User/Supervisor that
		the Reserve member(s) IDT drills have been updated (marked
		Completed), approves the IDT drills for creditable retirement
		points and/or pay and allowances.

IDT Process

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.

Department:		
Duty Purpose 1:	MATERNITY ABSENCE	~
Duty Purpose 2:	MATERNITY ABSENCE	~
Pay Code:		~

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

Department:			Q
Duty Purpose 1:	AIR CREW FLIGHT DUTY	~	
Duty Purpose 2:	AIR CREW FLIGHT DUTY	~	
Pay Code:		~	
Fay Coue.			

Authorizing a Member-Scheduled IDT Drill

Introduction This section provides the procedures for a Command User/Supervisor to authorize 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	After selecting Requests from the My Homepage drop-down, click on the Self Service			
	Requests tile.			
	O Requests *	Notifications C :		
	My Homepage			
	Self Service Requests Payroll Requests	Request Reports		
	Q			
		No notifications When new notifications arrive, the Refresh *~		
		button vall show a badoe		
1.5	Select the View My Requests (all types)	option.		
	Submit an Absence Request			
	Non-Chargeable Absence Request			
	Tiew My Absence Requests			
	Submit a Delegation Request			
	View My Requests (all types)			
	PHS Submit Retirement Docs			
	Submit a Drill Request			
	🔚 User Access Request			
	E Submit A School Request			
		Continued on next page		

Authorizing a Member-Scheduled IDT Drill, Continued
The View My Action Requests page will display.
• Select the Requests I am Approver For radio button.
• Transaction Name - may be left at the default of All Transactions or using the dr
down, select Schedule Drills.
• Transaction Status - leave as Pending.
• Submission From Date and Submission To Date - may be entered to narrow do
the search or may be left blank.
Click Populate Grid .
View My Action Requests
Zoe Washburne
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.
2. 'All Dequests' allows the approver to pull up their Action Dequests and these submitted to them
 An requests anows the approver to pull up their Action requests and mose submitted to them.
 An requests anows the approver to put 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'
 An requests allows the approver to put 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,
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All Requests allows the approver to put up their Action Requests and those submitted to them. A. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) S. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. A. 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. O My Submitted Requests C All Requests Transaction Name: Schedule Drills
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All Requests allows the approver to put up then Action Requests and those sublinited 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. O My Submitted Requests Image: Requests I am Approver For O My Submitted Requests Image: Requests I am Approver For O All Requests Image: Schedule Drills Transaction Status: Pending Submission From Date: Image: Schedule Drills Submission To Date: Image: Schedule Drills

Authorizing a Member-Scheduled IDT Drill, Continued

Procedures,

continued

Step	Action
3	A list of all pending requests will display. The Transaction Name column will display
	the Reserve Drill Request needing approval. Click on the Approve/Deny link at the end
	of the row for the member you are trying to approve.
	NOTE . Pay special attention to ensure you have selected the correct member and correct
	scheduled drill date to approve
	Personalize Find View All [2] First (1) 1 of 1 (2) Last
	Transaction Name Status Member Member's Emplid Member's Deptid Submitted By Approver Submission Date Drill Date Approve/Deny
	Reserve Drill Request Pending Simon Tam 1234567 006272 Simon Tam Zoe Washburne 12/04/2020 12/5/2020 Approve/Deny
4	The Action Request window will display. Review the information displayed in the
	member's request to ensure information is valid and accurate including Drill Date,
	Start/End Time, Drill Type, Meal Eligibility, Duty Purpose 1/2, and Pay Code.
	NOTE: Pay special attention to the Meal Eligibility Code (see IDT Subsistence
	Allowance for more guidance on when and what type of meals are authorized). If
	denving the request enter your comments for denving the request before you continue
	Action Request
	Schedule Drills
	Tam, Simon
	1. Select the Drill Date.
	 Enter Start/End Time for the drill in the format HH24:MI/HH24:MI (e.g. For a drill starting at 08:15am and ending at 04:45pm, Enter 09:15/16:45)
	3. Select the Drill Type from the drop down list.
	4. Select Meal Eligibility for IDT-Multiple, ATP-Multiple or IDT-Single + ATP-Single Drill Types only. Leave blank for all other drill types.
	5. Enter Department only if the drill is to be performed at another department. 6. Select Duty Purpose 1 for all Drill Types.
	7. Select Duty Purpose 2 for IDT-Multiple, ATP-Multiple or IDT-Single + ATP-Single Drill Types only.
	8. Select Pay Code : "No-Pay" for Points only drills; "Half" for 1 days pay; "Full" for 2 days pay.
	 Click Get Details button to request information on Paid IDF Cap and # of Completed Drins Look up and select Approver; Enter any Comments and click "Submit".
	Request Details
	Drill Date: 12/05/2020 Department: 000010
	Drill Type: IDT - Multiple Duty Purpose 2: Safety & Occupational Health
	Meal Eligibility: Lunch Pay Code: Full
	Get Details
	Request Information
	Paid IDT Cap: 48
	# of Paid Drills: 8
	Request Approvers
	Approver: 7654321 Zoe Washburne
	Comment:
	Approve Deny

Authorizing a Member-Scheduled IDT Drill, Continued

Procedures,

Step	Action
5	Once all the information has been verified and is accurate, click the Approve button to approve the request or click the Deny button if you are denying the request with comments.
	NOTE: Do not approve a scheduled IDT drill request that has passed if the member has reported for Active Duty 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 in the next section.
6	Once approved, the Reserve Drill Request will change from Pending to Approved in the Reserve Drill Approval section along with comments. The IDT drill is now in a Scheduled/Approved status and the member is authorized to perform the IDT as scheduled. No further Action is required until after the IDT drill date has passed. Reminder: All member IDT Drill requests must be approved prior to the member performing IDT.
	Reserve Drill Approval
	Reserve Drill Request: Approved
	One Approval Level
	Approved
	Approved
	Initial Approve Action Request
	12/04/20 - 4:07 PM
7	This is the second way to authorize an IDT drill that was scheduled by the Reserve 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.
	FSMS Reserve Orders
	TIDT Drills
	Reserve Member Balances
	Reserve Administration
	Training Status
	View Member Drills
	MGIB Enrollments
	ESMS RSV Ord Discrepancies
	Reserve Orders (View Only)

Authorizing a Member-Scheduled IDT Drill, Continued

Procedures,

continued

Step	Action
8	The Reserve Drills page will display.
	Reserve Drills Set ID: p0010 Department: Q Designated Unit Pay Flag Drill Date:
	Load Members Search
	Members Personalize Find 🖉 🔣 First 🚯 1 of 1 🕭 Last
	Empl ID Empl Mame Reserve Training Pay Data DT Empl Data
	Save Notify
9	Leave the Set ID at 00010. Enter the Department ID number or use the lookup icon to locate the unit where the IDT drill is scheduled to be performed. Enter the Drill Date or use the calendar to enter the date the IDT drill is scheduled to be performed. Click Search .
	NOTE: The Designated Unit Pay Flag will be automatically checked if the unit is authorized to receive high priority unit pay. Authorized units are identified annually via an ALCGRSV message.
	Set ID: 00010 Q Department: 000251 Q CG STA PENSACOLA Drill Date: 12/01/2019 I
	Load Members Search
10	Any IDT drills that have been entered/scheduled for that Drill Date and Department ID will be displayed. Review the Drill Info to ensure the information is valid and accurate to the Reserve member. Select the Payroll tab.
	Members Personalize Find [2] [2] First ④ 1 of 1 ④ Last Drill Info Personalize Find [2] [2] First ④ 1 of 1 ④ Last Drill Info Personalize Find [2] [2] First ④ 1 of 1 ④ Last Drill Info Personalize Find [2] [2] First ④ 1 of 1 ④ Last Drill Info Personalize Find [2] [2] First ④ 1 of 1 ④ Last Empil D Empil D Personalize Find [2] [2] First ④ 1 of 1 ④ Last Personalize Find [2] [2] First ④ 1 of 1 ④ Last Personalize Find [2] [2] First ④ 1 of 1 ④ Last Personalize Find [2] [2] First ④ 1 of 1 ④ Last Personalize Find [2] [2] First ④ 1 of 1 ④ Last Personalize Find [2] [2] First ⊕ 1 of 1 ⊕ Last Personalize Find [2] [2] First ⊕ 1 of 1 ⊕ Last Personalize Find [2] [2] First ⊕ 1 of 1 ⊕ Last Personalize Find [2] [2] First ⊕ 1 of 1 ⊕ Last Personalize Find [2] [2] First ⊕ 1 of 1 ⊕ Last Personalize Find [2] [2] First ⊕ 1 of 1 ⊕ Last Personalize Find [2] [2] First ⊕ 1 of 1 ⊕ Last
	1 1234567 Q 0 Q Tamm, Simon IRR H 48 48 DT-Multiple ▼ 7.00AM 3:30PM Scheduled ▼

Authorizing a Member-Scheduled IDT Drill, Continued

Procedures,

Step	Action
11	Review the payroll information to ensure it is valid and accurate to the Reserve member.
	Select the Drill Info tab to return to the previous tab.
	NOTE: Pay special attention to the Meal Eligibility Code (see IDT Subsistence
	Allowance for more guidance on when and what type of meals should be authorized).
	Members Personalize Find 🖾 👪 First 🕚 1 of 1 🕑 Last
	Drill Info Payroll FFFF
	Empl ID Name Pay Code Meal Eligibility Code SDAP Special Duty Pay Assign Pay FLP Code Proficiency
	1 1234567 Tamm, Simon Full V Lunch V Q Q Q Q I
12	Once all the information has been verified and is accurate, click the box in the
12	Approved? column to authorize the drill Click Save
	Reserve Drills
	Set ID: 00010 Q
	Department: 000251 Q CG STA PENSACOLA Designated Unit Pay Flag
	Dril Date: 12/01/2019 B
	Load Members Search
	Members Personalize Find 🖓 🖼 First 🕚 1 of 1 🔍 Last
	Empl ID Record Record Category
	1 1234567 Q 0 Q Tamm, Simon SEL A 48 48 IDT-Multiple V 7.00AM 3:30PM Scheduled V Ø AP Q AP Q +
	🖷 Save 🗈 Notify
13	Upon saving the check box will be graved out. The IDT drill is now in a Scheduled/
15	A grane and status. No fourth on postion is required with a ften the IDT drill date has needed
	Members
	Drill Info Payroll (TTT)
	Empl ID Empl Record Name Reserve Category Fraining Maximum Parties Poilt Poilt Fraining Maximum Parties Pill Type Start Time End Time Drill Status Approved? Duty Purpose 1 Duty Purpose 2 Batch
	1 2070030 Q 0 Q Tamm. Simon SEL A 48 48 IDT-Multiple V 7.00AM 3.30PM Scheduled V V AP Q AP Q +

Scheduling IDT Drills for an Individual Member

Introduction	This section provides the procedures for a Command User/Supervisor to schedule 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 Active Duty Orders or previously scheduled IDT drills.
	Any drill submitted by the Command User/Supervisor automatically places the drill in an authorized/scheduled status. These drills are not considered pending and cannot be modified after July 1 st . Please refer to the Scheduling Requirement section of this guide.

Procedures

See below.



Scheduling IDT Drills for an Individual Member, Continued

Procedures,

continued

Step	Action						
3	Leave the Set ID at 00010. Enter the Department ID number or use the lookup icon to locate the unit where the IDT drill is to be performed. Enter the Drill Date or use the calendar to enter the date the IDT drill is to be performed.						
	NOTE: The Designated Unit Pay Flag will be automatically checked if the unit is authorized to receive high priority unit pay. Authorized units are identified annually via an ALCGRSV message.						
	Set ID: 00010 C Department: 000251 CG STA PENSACOLA Designated Unit Pay Flag Drill Date: 12/07/2019 Image: CG STA PENSACOLA Designated Unit Pay Flag						
4	Load Members Search Enter the Reserve member's Empl ID under Drill Info If the employee ID is unknown						
	use the lookup icon located next to the Empl ID field.						
	Image: Control of Contro						
5	Press the Tab key to populate the member's Name, Reserve Category, Training Pay Category, Maximum Paid IDT Drills, and # Drills Remain.						
	Empl ID Empl Record Name Reserve Category Training Pay Category Maximum Paid IDT Drills # Drills Remain 1 1234567 Q 0 Q Tamm, Simon SEL A 48 48						

Scheduling IDT Drills for an Individual Member, Continued

Procedures,

continued

Step	Action								
6	Enter the remaining	Drill Info: (see Steps 6-7 for a description of each field).							
	Drill Type	Start Time End Time Drill Status Approved? Duty Purpose 1 Duty Purpose 2 Approval Batch							
	IDT – Multiple 🗸	7:00AM 3:30PM Scheduled V AT Q AT Q							
	Field	Description							
	Drill Type	 Select the Drill Type from the drop-down menu: IDT - Multiple IDT - Single RMP Funeral Duty EBDL ATP - 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 Additional Training Single Plus Funeral Honors Duty 							
		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.							
	Start Time	Enter the start time using the HH:00AM/PM format (i.e. for a drill beginning at 0700, it would be entered as 7:00AM) • Single IDT/ATP – 4 or more hours • Multiple IDT/ATP – 8 or more hours • RMP – 3 to 24 hours • FHD – 2 or more hours							
	End Time	Enter the end time using the HH:00AM/PM format (i.e. for a drill ending at 1500, it would be entered as 3:00PM)							

Scheduling IDT Drills for an Individual Member, Continued

Procedures,

Step	Action							
7								
	Field	Description						
	Drill Status	The only option available is Scheduled						
	Approved?	The IDT drill will automatically set to Approved (the box will						
		automatically be checked)						
	Duty Purpose 1	Chick the drop-down and make a selection as appropriate:						
		LS LogiSSupp MC MEP Contin ME MEP Ops MED Medical MI VslinspDoc						
		NC ATONContin NR Radio Nav NUT WeightNut OC Olympics OMP OMSEP PBC Pos. Comp PC PS Conting PUL PL						
		PS PS Ops SC SAR Contig SP Space Pgm SR SAR Ops SUP (blank) SWE RSWE VT VTS						
	Duty Purpose 2	Click the drop-down and make a selection as appropriate. Only enter a selection in this field if performing: • Multiple IDT						
		Nultiple ATP Single IDT + Single ATP						

Scheduling IDT Drills for an Individual Member, Continued

Procedures,

continued

,	Action											
	Once all the Drill I	nfo has been e	ntered,	select t	he Payr	oll tab	•					
	Members											
	Drill Info Payroll	D										
	Empl ID Empl Record	Name	Reserve Category	Training Pay Category	Maximum Paid IDT Drills	# Drills Remain	Drill Type					
	1 1234567 🔍 0 😋	Tamm, Simon	SEL	А	48	48	IDT – Multiple	\checkmark				
	Set ID: 00010 Q Department: 000251 Q Drill Date: 12/07/2019 3 Load Members Search Members Drill Info Payroll TTP Empl ID Name	CG STA PENSACOLA	igibility SI	Designated	Unit Pay Flag Personali Special Duty Pay	ze Find d	키 대 First ④ 1 of 1	🕑 Last				
	1 1234567 Tamm, Simon	Full V Lunch	~	[C	2	<u>्</u> व <u></u> व	+ -				
					Field Description							
	Field	<u> </u>]	Descript	ion						

Scheduling IDT Drills for an Individual Member, Continued

Procedures,

continued

Step	Action							
10								
	Field		Description					
	Meal Eligibility	Meal eligibility	is authorized for Enlisted	personnel only.				
	Code	Type from the dron-down menu (see IDT Subsistence Allowance						
		for more guidar	Subsistence Anowance					
			icc).					
		All Meals						
		Breakfast Brk & Lnch						
		Lnch & Sup						
		Lunch Mess Avail						
		None						
		Supper						
		If	And	Then				
		Not	Arrives same day not	Authorized Lunch				
		Authorized	remaining overnight	Authorized Editeri				
		Lodging	88					
			Works past 1800 hours	Authorized Lunch &				
			works past 1000 hours	Supper				
		Authorized	Arrive night before for	Authorized				
		Lodging	1 paid IDT Multiple	Breakfast and Lunch				
		Louging	drill for the next day	Dieukiust und Lunen				
			Arrives on day of 1 st	Authorized Lunch				
			drill for 2 paid multiple	and Supper on 1 st				
			IDT drills and remains	day & authorized				
			overnight between	Breakfast and Lunch				
			drills	on 2 nd day				
			Arrives night before for	Authorized				
			2 paid IDT Multiple	Breakfast, Lunch, &				
			drills	Supper on 1 st day &				
				authorized Breakfast				
				and Lunch on 2 nd				
				day				

Scheduling IDT Drills for an Individual Member, Continued

Procedures,

Step	Action								
11	1								
	Field Description								
	Special Duty	Enter ONLY if Reserve member is authorized SDP. Use the							
	Pay (SDP)	lookup icon if SDP code is unknown.							
	Assign Pay	Enter ONLY if Reserve member is authorized AP. Use the lookup							
	(AP)	icon if AP code is unknown.							
	FLP Code	Foreign Language Proficiency (FLP). Enter ONLY if Reserve member is authorized FLP. Use lookup icon if FLP code is unknown.							
	Proficiency	Foreign Language Proficiency level. Enter ONLY if Reserve member is authorized FLP. Use lookup icon if proficiency code is unknown.							
12	Once all the fields have been completed as appropriate, click Save . No further action is required until after the member completes the IDT drill.								
	Set ID: 00010 Q Department: 000251 Q CG STA PENSACOLA Drill Date: 12/07/2019 I								
	Load Members Search Members	Personalize Find 💷 👪 First 🕚 1 of 1 🕑 Last							
	Drill Info Payroll								
	Empl ID Name	Pay Code Meal Eligibility Code SDAP Special Duty Pay Assign Pay FLP Code Proficiency							
	1 1234567 Tamm, Simon								
	Save Notify								
13	Upon saving, notify scheduled on their	y the Reserve member via email (CG/personal) the IDT drill was behalf.							

Scheduling a Batch of IDT Drills

Introduction	This section provides the procedures for a Command User/Supervisor to schedule 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 Active Duty Orders or previously scheduled IDT drills.
	Any drill submitted by the Command User/Supervisor automatically places the drill in an authorized/scheduled status. These drills are not considered pending and cannot be modified after July 1 st . Please refer to the Schedule Requirement section of this guide.

Procedures

See below.



Scheduling a Batch of IDT Drills, Continued

Procedures,

continued

Step	Action							
3	Leave the Set ID at 00010. Enter the Department ID number or use the lookup icon to locate the unit where the IDT drills are to be performed. Enter the Drill Date or use the							
	calendar to enter the date the IDT drills are to be performed. Click Load Members.							
	NOTE: The Designated Unit Pay Flag will be automatically checked if the unit is authorized to receive high priority unit pay. Authorized units are identified annually via an ALCGRSV message.							
	Set ID: 00010 Department: 000251 Occ STA PENSACOLA Designated Unit Pay Flag Drill Date: 12/14/2019							
	Load Members Search							
4	A list of all the Reservists permanently attached to that Department/Unit will display. To remove a Reservist that won't be drilling, click the (-) minus button at the end of that specific Reservist's row. To add a Reservist that will be drilling at the unit, click any (+) plus button to add a blank row and enter the member's Empl ID; press the tab key to populate the blank row. NOTE: Review each member's Training Pay Category and # of Drills Remain to							
	ensure the member is authorized to drill and will not exceed the maximum # of drills allowed. A member may not exceed the Maximum Paid IDT Drills (in this case, 48) without an approval/waiver from the District (dxr)							
	Reserve Drills Set ID: 00010 Q Department: 000251 Q CG STA PENSACOLA Designated Unit Pay Flag Drill Date: 12/14/2019 B							
	Load Members Search Members Personalize Find [27] First (4) 1.45 of 15 (6) Last Drill Info Perroral (1977)							
	Empl ID							
	2 1234567 0 Q Last First SEL A 48 46 >8.00AM Scoreduled Image: Constraint of the second score scor							
	5 1224567 Q 0 Q Last First SEL A 48 36 800AM 500PM Scheduled V Ø Q 4 1 1 1 1 2 2 4 5 67 Q 0 Q Last First SEL A 48 36 800AM 500PM Scheduled V Ø Q 4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1							

Scheduling a Batch of IDT Drills, Continued

Procedures,

ep	Action						
After ens	enter the Drill Info for each member: (see Steps 5-7 for a description of each field).						
Drill Type		Start Time	End Time	Drill Status	Approved?	Duty Purpose 1	Duty Purpose 2
F	Tield			Descr	ription		
Drill T	уре	Select the IDT – Mul IDT – Sing RMP Funeral D EBDL ATP – Mu ATP – Sin IDT Single	Drill Typ tiple gle uty tliple gle e + ATP Sin e + Funeral	gle	rop-down r	nenu:	
		 IDT Mi RMP – Funera EBDL - ATP M IDT Sin Plus Ad IDT Sin Plus Fu 	ultiple or Readiness I Duty – F – Electron ultiple or ngle + AT ditional T ngle + Fun neral Hon	Single – Inac s Managemen Funeral Hono ic Based Dis Single – Ad P Single – In raining Perio neral – Inact ors Duty	ctive Duty nt Period ors Duty tance Learn ditional Tr nactive Dut od Single ive Duty fo	for Train ning aining Pe y for Tra or Trainin	ing eriod ining Single ig Single
		NOTE: A IDTs (Sin to enterin ALCOAS Allocation	ATPs are r agle/Multi g/requesti T on Rese ns.	eserved for s ple) must be ng ATPs. Pl erve Addition	elect opera scheduled ease refer t nal Training	tional un and comp o the cur g Period (its and all pleted prior rent (ATP)
Start T	ime	Enter the drill begin • Single l • Multipl • RMP – • FHD –	start time nning at 0' IDT/ATP Ie IDT/AT 4 to 24 ho 2 or more	using the HF 700, it would – 4 or more \mathbb{I} $\Gamma \mathbf{P} - 8$ or more burs hours	1:00AM/PM be entered hours re hours	M format as 7:00A	(i.e. for a AM)
End Ti	me	Enter the drill endi	end time ung at 1500	using the HH , it would be	:00AM/PM entered as	I format 3:00PM)	(i.e. for a

Scheduling a Batch of IDT Drills, Continued

Procedures,

Field		Description					
Duty Purpose 1	Click the drop-down and make a selection as appropriate:						
F F	Look Up [)utv Purpose 1	×	F			
	Loon op L	adj i alposo i	Uolo				
			нер				
	Purpose of D	buty begins with V					
	Laskilla	Olass	Paris I al Internet				
	Lоок Ор	Clear	Basic Lookup				
	Search Re	sults					
	View 100 F	irst 🕚 1-51 of 51 🕑 Last					
	Purpose of	Duty Short Description					
	AB	Pub Affair					
	AC	ContinPrep					
	ADM	R & D Admin					
	AE	Eng & Log					
	AF	F&S, Inven					
	AG	Op Intel					
	AH	Civ Rights					
	AI	Security					
	AK	Health Svc					
	AL	ATON Ons					
	AP	Personnel					
	AQ	Acquisitio					
	AS	SafOccHith					
	AT	Trng Gen					
	AUG	Augment					
	BA	BoatSafety					
	BC	BoatContin					
	CS	ContinSupp					
	DC	Def Contin					
	DN	Dental					
	DO	DefenseOps					
	GL	SummerStoc					
	GMT	GMT					
	ю	Ice Ops					
	ITP	ITP					
	LC	LE Conting					
	LE	LE Ops					
	MC	MEP Contin					
	ME	MEP Ops					
	MED	Medical					
	MI	VslinspDoc					
	NC	ATONContin					
	NR	Kadio Nav Weight/Nut					
	OC	Olympics					
	OMP	OMSEP					
	PBC	Pos. Comp					
	PC	PS Conting					
	PHA	PHA					
	PS SC	PS Ups					
	SP	Space Pom					
	SR	SAR Ops					
	SUP	(blank)					
	SWE	RSWE					
	VT	VTS					

Scheduling a Batch of IDT Drills, Continued

Procedures,

Step	Action								
7									
	Field	Description							
	Duty Purpose 2	Click the drop-down and make a selection as appropriate. Only							
		enter a selection in this field if performing:							
		Multiple IDT							
		• Multiple ATD							
		• Single IDT + Single ATP							
	Drill Status	The only option available is Scheduled							
	A mm more al 9	The IDT drills will automatically set to Approved (the boxes will							
	Approvea:	The ID1 drills will automatically set to Approved (the boxes will							
	Approved:	automatically be checked)							
	Approved:	automatically be checked)							
	Approved :	automatically be checked)							
8	Once all the Drill I	automatically set to Approved (the boxes will automatically be checked)							
8	Approved ? Once all the Drill I Reserve Drills	Info has been entered, select the Payroll tab.							
8	Approved : Once all the Drill I Reserve Drills Set ID: 00010 Q	Info has been entered, select the Payroll tab.							
8	Approved : Once all the Drill I Reserve Drills Set ID: 00010 Q Department: 000251 Q CG STA PENS Drill Date: 12/14/2019 FF	Info has been entered, select the Payroll tab.							
8	Approved : Once all the Drill I Reserve Drills Set ID: 00010 Q Department: 000251 Q CG STA PENS Drill Date: 12/14/2019 B	Info has been entered, select the Payroll tab.							
8	Approved : Once all the Drill I Reserve Drills Set ID: 00010 Q Department: 000251 Q CG STA PENS Drill Date: 12/14/2019 [5] Load Members Search	Info has been entered, select the Payroll tab.							
8	Approved : Once all the Drill I Reserve Drills Set ID: 00010 Q Department: 000251 Q CG STA PENS Drill Date: 12/14/2019 B Load Members Search Members Drill Info Payroll TETP	Info has been entered, select the Payroll tab.							
8	Approved : Once all the Drill I Reserve Drills Set ID: 00010 Q Department: 000251 Q CG STA PENS Drill Date: 12/14/2019 B Load Members Search Members Drill Info Payroll ETP Empl ID Empl Record Name	Info has been entered, select the Payroll tab.							
8	Approved : Once all the Drill I Reserve Drills Set ID: 00010 Q Department: 000251 Q CO STA PENS Drill Date: 12/14/2019 B Load Members Search Members Drill Info Payroll TTP Empl ID Encol Record Name 1 (1224567 Q 0 Q Last, First	Info has been entered, select the Payroll tab.							
8	Approved : Once all the Drill I Reserve Drills Set ID: 00010 Q Department: 000251 Q Co STA PENS Drill Date: 12/14/2019 B Load Members Search Members Drill Info Payroll TTP Empl ID Record Name 1 1224567 Q 0 Q Last, First 2 1224567 Q 0 Q Last, First 2 1224567 Q 0 Q Last, First	Info has been entered, select the Payroll tab.							
8	Approved : Once all the Drill I Reserve Drills Set ID: 00010 Q Department: 000251 Q CO STA PENS Drill Date: 12/14/2019 B Load Members Search Members Drill Info Payroll TTP Empl ID Record Name 1 1224567 Q Q Last, First 2 1224567 Q Q Last, First 3 1224567 Q Q Last, First	Info has been entered, select the Payroll tab.							
8	Approved : Once all the Drill I Reserve Drills Set ID: 00010 Q Department: 000251 Q CG STA PENS Drill Date: 12/14/2019 B Load Members Search Members Drill Info Payroll EP Empl ID Empl 1 1234567 Q 0 Q Last, First 3 1234567 Q 0 Q Last, First	Info has been entered, select the Payroll tab.							

Continued on next page

Scheduling a Batch of IDT Drills, Continued

Procedures,

continued

Step	Action								
9	Enter the Payroll information: (see Steps 8-10 for a description of each field).								
	Reserve Drills								
	Set ID: 00010 Q								
	Department: 000251 Q C	G STA PENSACOLA	Designated Unit Pay Flag						
	Drill Date: 12/14/2019								
	Load Members Search								
	Members		Personalize Fin	d 🖅 🔢 First 🕙 1-15 of 15 🕑 Last					
	Drill Info Payroll	Meel Eligibility							
	Empl ID Name	Pay Code Code SI	DAP Special Duty Pay	Assign Pay FLP Code Proficiency					
	1 1234567 Last, First		Q						
	2 1234567 Last, First								
	3 1234567 Last, First								
	4 1234567 Last, First								
	6 1234567 Last First								
	Field		Descript	ion					
	Pay Code	Click the drop-dow Full Half No Pay • Full – Pay is aut • Half – Pay is on only authorized to • None – A single POINTS ONLY	horized for both p ly authorized for a for one period of a or multiple drill i	ection as appropriate: periods a single drill, or when pay is a multiple drill s being performed for					
		 Half – Pay is on only authorized f None – A single POINTS ONLY 	ly authorized for a for one period of a or multiple drill i	a single drill, or when pay is a multiple drill s being performed for					

Scheduling a Batch of IDT Drills, Continued

Procedures,

Step	Action			
10	Field	Description		
	Meal Eligibility Code	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): All Meals Breakfast Brk & Lnch Lnch & Sup Lunch Mess Avail None Supper		
		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

Scheduling a Batch of IDT Drills, Continued

Procedures,

Step		Ac	tion	
11				
	Field	D	escription	
	Special Duty Pay (SDP)	Enter ONLY if Reserve men lookup icon if SDP code is u	ber is authorized SD nknown.	PP. Use the
	Assign Pay (AP)	Enter ONLY if Reserve men lookup icon if AP code is un	ber is authorized AF known.	P. Use the
	FLP Code	Foreign Language Proficient member is authorized FLP. unknown.	cy (FLP). Enter ONL Use lookup icon if Fl	LY if Reserve LP code is
	Proficiency	Foreign Language Proficience member is authorized FLP.	cy level. Enter ONL Use lookup icon if co	Y if Reserve ode is unknown.
12	Once all the fire required until Reserve Drills Set ID: 00010 Department: 000251 Drill Date: 12/14/2019 Load Members Search	elds have been completed as a the Reserve members complet	e the drills as schedu	e. No further action is led.
	Members		Personalize Find 🔄 🔢	First ④ 1-7 of 7 🕑 Last
	Empl ID Name	Pay Code Meal Eligibility SDAP	Special Duty Pay Assign Pay	FLP Code Proficiency
	1 1234567 Last, First	Full V Lunch V		SP Q 1 Q + -
	2 1234567 Last, First	Full V Lunch V	Q 00	<u>\</u> \ ∃ =
	3 1234567 Last, First	Full V Lunch V	Q 0	2 Q
	4 1234567 Last, First	Full V Lunch V	Q	
	5 1234567 Last, First	Full V Lunch V	Q 0	
	6 1234567 Last, First	Full V Lunch V	QC	
13	Upon saving, scheduled on t	notify the Reserve member(s) heir behalf.	via email (CG/persor	nal) the IDT drill was

Deleting a Scheduled or Cancelled IDT Drill

Introduction	This section provides the procedures for a Command User/Supervisor to delete a previously scheduled or cancelled IDT Drill in DA.
Information	IDT drills that have been scheduled (and authorized by the Command User/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/PAO, cannot be deleted. Please refer to the Schedule Requirement section of this guide.

Procedures See below.

Step	Action				
1	Select the IDT Drills option from the Reserve Administration Tile.				
	FSMS Reserve Orders				
	TDT Drills				
	Training Rating				
	Annual Screening Questionnaire				
	Member Status Change				
	Inaming Status View Member Drills				
	FSMS RSV Ord Discrepancies				
	Reserve Orders (View Only)				
2	The Reserve Drills page will display.				
	Neserve Units				
	Department: Q Designated Unit Pay Flag				
	Drill Date: [9]				
	Load Members Search Members Percendira Circl 2 1 Erret () 4 of 4 () 1 et				
	Drill Info Payroll TTP				
	Empl ID Empl Ame Reserve Pay Category C				
3	Leave the Set ID at 00010. Enter the Department ID or use the lookup icon to locate the				
	unit where the IDT drill is scheduled to be performed. Enter the Drill Date or use the				
	calendar to enter the date the IDT drill is scheduled to be performed. Click Search.				
	Reserve Drills				
	Set ID: 00010 Q				
	Department: 000251 CG STA PENSACOLA Designated Unit Pay Flag				
	Drill Date: 12/07/2019				
	Load Members Search				

Deleting a Scheduled or Cancelled IDT Drill, Continued

Procedures,

Step	Action			
4	A list of the drills scheduled for that specific department ID and drill date will display.			
	To delete a Scheduled drill, click the (-) minus button at the end of the row for the drill			
	to be deleted.			
	NOTE: Only a Scheduled on Concelled drill may be deleted. If the Drill Status indicates			
	Completed or Uneveneed Direct Access will not allow you to delete the IDT drill			
	Members			
	Empl ID Record Name Reserve Parpoint Category Drills Remain # Drill Type Start Time End Time Drill Status Approved? Duty Purpose 1 Purpose 2 Batch			
	2 12/34567 Q 0 Q Last First SEL A 48 36 IDT-Multiple V 12/00PM Scheduled V M AT Q AT Q 993477 T			
	4 1234567 Q 0 Q Last, First SEL A 48 36 IDT - Multiple 🗸 12:00PM 9:00PM Scheduled V 🗹 AT Q AT Q 993477 🖈 🖃			
	5 1234567 Q. 0 Q. Last, First SEL A 48 36 IDT - Multiple 🗸 12:00PM 9:00PM Scheduled V 🗹 AT Q. 4T Q. 993477 🕀 🖃			
	6 1234567 Q 10 Q Last First SEL A 48 34 IDT-Multiple V 12:00PM S:00PM Scheduled V 🗹 AT Q AT Q 993477 🖈 🖃			
5	A Delate Confirmation massage will display. If sure aligh OK			
5	A Delete Commination message will display. If sure, click OK .			
	Delete Confirmation			
	Delete current/selected rows from this page? The delete will occur when the transaction is saved			
	Delete current/selected rows from ans page: The delete will occur when the adhistiction is saved.			
	OK Cancel			
6	Click Save to save the deletion.			
	Members Personalize Find 🗇 🧱 First 🚯 1.15 of 15 🛞 Last			
	Empl ID Empl Record Name Reserve Training Maximum Poil Pay Paid IDT #Drills Drill Type Start Time End Time Drill Status Approved? Duty Duty Approval Purpose 1 Purpose 2 Batch			
	1 1234567 Q 0 Q Last, First SEL A 48 48 IDT-Multiple V 12:00PM Scheduled V V AT Q AT Q 995069 + -			
	2 1234567 Q 0 Q Last, First SEL A 48 36 IDT-Multiple 🗸 12:00PM 9:00PM Scheduled 🗸 🖉 AT Q AT Q 993477 🛨 🖃			
	3 1234567 Q 0 Q Last, First SEL A 48 36 IDT-Multiple V 12.00PM Scheduled V V AT Q AT Q 993477 🛨 🖃			
7	To delete a Cancelled drill click the (-) minus button at the end of the row for the drill			
,	to be deleted			
	to be deleted.			
	NOTE: A Cancelled drill may be deleted even if it has an approval batch number			
	because it has not been processed for pay/points.			
	Members Personalize Find 🖓 🔀 First 🕔 1.15 of 15 🕑 Last			
	Drill Info Payroll			
	Empl ID Lingu Record Name Category Drills Pay Paid IDT Category Drills Drill Type Start Time End Time Drill Status Approved? UUIV UUTV Approval Purpose 1 Purpose 2 Batch			
	1 1234567 Q 0 Q Last, First SEL A 48 48 IDT-Multiple 🗸 12.00PM (9:00PM Cancelled V 🗹 AT Q AT Q 995069 🕀 🖃			
	R Save Notify			

Deleting a Scheduled or Cancelled IDT Drill, Continued

Procedures,

Step	Action
8	A Delete Confirmation message will display. If sure, click OK.
	Delete Confirmation
	Delete current/selected rows from this page? The delete will occur when the transaction is saved.
9	Click Save to save the deletion.
	Members Personalize Find ²³ III First (1.15 of 15 (1.15 of
	Empl ID Record Name Reserve Category Category Data Parid IDT server Category Categor
	Rave Notify

Marking Individual IDT Drills Completed

Introduction	This section provides the procedures for a Command User/Supervisor to mark individual IDT drills Completed in DA.
Responsibility	Once the Reserve member has performed the IDT drill as Scheduled, the Command User/Supervisor will verify all of the drill data is correct and mark the IDT 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 Command User/Supervisor to notify the SPO/PAO once the IDT drill status has been updated (Approval Batch assigned). Once the SPO/PAO has approved the IDT drill(s), the Reserve member will receive creditable retirement points and/or pay and allowances as appropriate.
Known Issue for Command User / Supervisor	There is a known issue for when a Command User/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.

Procedures

See below.

Step	Action			
1	Select the IDT Drills option from the Reserve Administration Tile.			
	FSMS Reserve Orders			
	🔚 IDT Drills			
	Member Training Rating			
	Annual Screening Questionnaire			
	Reserve Member Balances			
	Reserve Administration			
	Training Status			
	View Member Drills			
	GIB Enrollments			
	R-CRSP Report			
	FSMS RSV Ord Discrepancies			
	Reserve Orders (View Only)			
2	The Reserve Drills page will display. Reserve Drills Set ID: 0010 Q Department: Q Department: Q Department: Q Ditil Date: B Icad Members Personalize Find D First 1 of 1 % Last Drill Info Payrol Empl ID Record Record Name Record Payrol 1 Q Q			

Marking Individual IDT Drills Completed, Continued

Procedures,

Step	Action
3	Leave the Set ID at 00010. Enter the Department ID number or use the lookup icon to
	locate the unit where the IDT drills are to be performed. Enter the Drill Date or use the
	calendar to enter the date the IDT drill was scheduled for. Click Search.
	Reserve Drills
	Department: 000251 CG STA PENSACOLA Designated Unit Pay Flag
	Load Members Search
4	All the members who drilled that day under that Department ID will display. Verify the
	information entered on the Drill Info and Payroll tabs is correct; if not, make any
	changes as appropriate.
	Members Personalize Find 🖓 🐺 First 🕚 1 of 1 🕑 Last
	Empl ID Record Name Reserve Reserve Category Drills Pailor Pail Drill Type Start Time End Time Drill Status Approved? Duty Purpose 1 Purpose 2 Batch
	1 1234567 Q 0 Q Tamm. Simon SEL A 48 48 IDT-Multiple V 7:00AM 3:30PM Scheduled V AP Q AP Q + -
	Members Personalize Find 🖉 🔣 First 🕚 1 of 1 🕑 Last
	Empl ID Name Pay Code Meal Eligibility SDAP Special Duty Pay Assign Pay FLP Code Proficiency
	1 1234567 Tamm, Simon Full V Lunch V
5	Once the Drill Info and Payroll information have been verified: using the drop-down
C	select the appropriate Drill Status :
	• Cancelled – Cancel the scheduled IDT drill (the IDT drill may be rescheduled and will
	not count against their maximum number of paid IDT drills)
	• Completed – Authorizes the IDT drill to be forwarded to the SPO/PAO for processing
	nav
	• 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
	naid IDT drills)
	Click Save
	Members
	Drill Info Payroll (TTT)
	Empl ID Empl Record Name Reserve Category ITaming Maximum Paid IDT Category # Drills Remain Drill Status Paid IDT Paid IDT Paid IDT # Drills Remain
	1 1234567 Q 0 Q Tamm, Simon SEL A 48 48 IDT-Multiple V 7:00AM 3:30PM Completed V
	R Save E Notify Cancelled
	Completed Scheduled
	unexcused

Marking Individual IDT Drills Completed, Continued

Procedures,

Step	Action			
6	Upon clicking Save, the Approval? column will uncheck, and an Approval Batch			
	number will populate. It is very important to make note of this number. You will			
	need to include the Approval Batch number in the email notification to the SPO/PAO.			
	Members Personalize Find 🖾 📰 First 🕚 1 of 1 🕑 Last			
	Empl ID Empl Record Name Reserve Pay Training Pay Maximum Pay # Dnills Remain Dnill Type Start Time End Time Dnill Status Approved? Duty Purpose 1 Duty Purpose 2 Batch			
	1 1234567 Q 0 Q Tamm, Simon SEL A 48 1DT-Multiple V 7:00AM 3:30PM Completed V 🔲 AT Q AT 995835 🛨 🖃			
	Save Notify			
	Approval			
	995835			
7	It is not mandatory but highly recommended to please send an Email to the SPO/PAO			
	with the Approval Batch number so they may process the IDT Drill for pay and			
	allowances timely.			

Marking a Batch of IDT Drills Completed

Introduction	This section provides the procedures for a Command User/Supervisor to mark a batch of IDT drills for multiple Reserve members Completed in DA.
Important Information	Once the Reserve member has performed the IDT drill as Scheduled, the Command User/Supervisor will verify all of the drill data is correct and mark the IDT 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 Command User/Supervisor to notify the SPO/PAO once the IDT drill status has been updated (Approval Batch assigned). Once the SPO/PAO has approved the IDT drill(s), the Reserve member will receive creditable retirement points and/or pay and allowances as appropriate.
Known Issue for Command User / Supervisor	There is a known issue for when a Command User/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.

Procedures

See below.

Step	Action			
1	Select the IDT Drills option from the Reserve Administration Tile.			
	FSMS Reserve Orders IDT Drills			
	Member Training Rating			
	The Annual Screening Questionnaire			
	Reserve Member Balances			
	Reserve Administration			
l	Training Status			
l				
	E ESMS RSV Ord Discrepancies			
2	The Reserve Drills page will display.			
	Set ID: 00010 Q. Department: Q Designated Unit Pay Flag Drill Date: 19			
	Load Members Search			
	Members Personalize Find 🖓 🔢 First 🕚 1 of 1 🕑 Last			
	Empl ID Empl Record Name Reserve Category Training Pay Category Maximum Pay Drills # Drills Remain Drill Type Start Time End Time Drill Status Approved? Duty Purpose 1 Duty Purpose 2 Duty Purpose 1 Duty Purpose 2 Duty Purpose 2 Duty Purpose 2 Duty Purpose 2 Duty Purpose 2 Duty Purpose 3 Duty Purpose 3 Difference			

Marking a Batch of IDT Drills Completed, Continued

Procedures,

continued

Step			Actio	n			
3	Leave the Set ID at 00010. Enter the Department ID number or use the lookup ice locate the unit where the IDT drills are to be performed. Enter the Drill Date or us calendar to enter the date the IDT drills were scheduled for. Click Load members Reserve Drills						
	Set ID: 00010 C Department: 000251 Drill Date: 12/07/2019) CG STA PENS) 前	SACOLA	Desi	gnated Unit Pay	/ Flag	
	Load Members Searce	ch					
4	All the members w	ho had a sched	luled drill for	that Drill	Date unde	r that Department I	D
	will display. Verif	y the information	on entered or	n the Drill	Info and	Payroll tabs is corre	ect;
	if not, make any ch	nanges as appro	priate (each i	field with	a box may	be edited).	
	Members Drill Info Payroll IIII				Personalize Find	First 🕚 1-15 of 15 🕑 Last	
	Empl ID Empl Record Name	Reserve Pay Paid IDT # Dr Category Category Drille	rills main Drill Type	Start Time End Time D	rill Status Approved?	Duty Duty Approval Purpose 1 Purpose 2 Batch	
	1 1234567 Q 0 Q Last, First	SEL A 48 48	IDT – Multiple 🗸	8:00AM 5:00PM	Scheduled 🗸	AT Q AT Q 🛨 🗕	
	2 1234567 Q 0 Q Last, First	SEL A 48 46	IDT – Multiple V	8:00AM 5:00PM	Scheduled V		
	4 1234567 Q 0 Q Last, First	SEL A 48 36 SEL A 48 36	IDT – Multiple	8:00AM 5:00PM 3	Scheduled V		
	5 1234567 Q 0 Q Last, First	SEL A 48 36	IDT – Single 🗸	8:00AM 5:00PM	Scheduled V	AT Q Q + -	
	6 1234567 Q 0 Q Last, First	SEL A 48 44	IDT – Multiple 🗸	8:00AM 5:00PM	Scheduled 🗸	AT Q AT Q + -	
	Members			Personalize	Find 💷 🎩	First 🕚 1-7 of 7 🕑 Last	
	Drill Info Payroll (TTT)	Pay Code Meal Eligi	ibility SDAP	Special Duty Pay	Assign Pay	FLP Code Proficiency	
	1 1234567 Last. First	Full V Lunch	~			SP Q 1 Q + -	
	2 1234567 Last, First	Full V Lunch	~				
	3 1234567 Last, First	Full V Lunch	~				
	4 1234567 Last First	Full V Lunch	~				
	5 1234567 Last, First	Full V Lunch	~				
	6 1234567 Last, First	Full V Lunch	~				
				`	~		

Marking a Batch of IDT Drills Completed, Continued

Procedures,

Step	Action							
5	Once the Drill Info and Payroll information has been verified: using the drop-down,							
	select the appropriate Drill Status on the Drill Info tab for each Reserve member. In							
	this example all drills are marked Completed							
	uns example, an urms are marked completed.							
	• Cancelled – Cancels the scheduled IDT drill (the IDT drill may be rescheduled and							
	will not count against their maximum number of paid IDT drills)							
	Completed Authorized the IDT drill to be forwarded to the SDO/DAO for proceeding							
	• Completed – Authorizes the IDT drill to be forwarded to the SPO/PAO for processing							
	• Unexcused – Indicates the IDT drill was an unexcused absence (the IDT drill may							
	NOT be rescheduled by the member and will count against their maximum number of							
	paid IDT drills))							
	Click Save.							
	Members Personalize Find 🖓 🔢 First 🕚 1-6 of 6 🕑 Last							
	Empl ID Empl Name Reserve Pay Paid IDT # Drills Drill Type Start Time End Time Drill Status Approved? Purpose 1 Purpose 2 Batch							
	1 1234567 Q 0 Q Last, First SEL A 48 48 IDT-Multiple V 8:00AM 5:00PM Completed V AT Q AT Q + -							
	2 1234557 Q 0 Q Last First SEL A 48 46 IDT-Multiple V 8:00AM 5:00PM Completed V AT Q AT Q + -							
	3 T234507 Q 0 Q Last First SEL A 48 30 IDT-Single V 8:00AM 5:00PM Completed V AT Q AT Q + -							
	5 1234567 Q 0 Q Last, First SEL A 48 36 IDT - Single V (8:00AM 5:00PM Completed V AT Q Q +							
	6 1234567 Q 0 Q Last, First SEL A 48 44 IDT-Multiple V 8:00AM 5:00PM Completed V AT Q AT Q I I III							
	Rave 🔁 Notify							
	Cancelled							
	Completed Scheduled							
	Unexcused							
6	Upon clicking Save, the Approval? column will uncheck, and an Approval Batch							
	number will populate. It is very important to make note of this number. You will							
	need to include the Approval Batch number in the email notification to the SPO/PAO.							
	Members Personalize Find 🖉 🧱 First 🚯 1.7 of 7 🕑 Last							
	Empl ID Empl Name Reserve Training Maximum # Drills Drill Type Start Time End Time Drill Status Approved? Duty Duty Approval							
	1 1234567 Q 0 Q Last First SEL A 48 36 IDT-Multiple V 12.00PM (9.00PM Completed V AT Q 996204 🕁 -							
	2 1234567 Q D Q Last First SEL A 48 36 IDT-Multiple V 12:00PM 9:00PM Completed V AT Q AT Q 996204 🕀 📼							
	3 1234567 Q 0 Q Last First SEL A 48 36 IDT-Multiple V 12:00PM 9:00PM Completed V AT Q AT Q 996204 H =							
	5 1234567 Q 0 Q Last First SEL A 48 34 IDT-Single V 12:00PM 9:00PM Completed V AT Q 996204 任 ■							
	6 1234567 Q D Q Last First SEL A 48 36 IDT-Multiple V 12:00PM (2:00PM Completed V AT Q AT Q 996204 🛃 🖃							
	R Save V Notify							
	Approval							
	Batch							
	996204							
	996204							
	996204							
	996204							
	996204							
	996204							
7	Send an Email to the SPO/PAO with the Approval Batch number so they may process							
	the IDT Drills for pay and allowances.							

Changing the Drill Status of IDT Drills

Introduction	This section provides the procedures for a Command User/Supervisor to change the Drill Status of an IDT Drill that was previously marked Completed (but has NOT been processed by the SPO/PAO for 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 Command User/Supervisor but have NOT been processed for creditable retirement points and pay and allowances by the SPO/PAO. To cancel an IDT drill that has already been approved by the SPO/PAO, refer to the Cancel a Previously Paid IDT Drill section of this guide.

Procedures

See below.

Step				Action	l				
1	The Command User/Supervisor must notify the SPO/PAO via email with the Approval							pproval	
	Batch number requesting to deny an individual IDT drill batch or an entire batch of							of	
	multiple IDT drills		2						
	Reserve Drills	•							
	Set ID: 00010 Q Department: 000251 Q CG ST/ Drill Date: 12/07/2019 IS	A PENSACOLA	Designated U	nit Pay Flag					
	Load Members Search								
	Members					Personal	ize Find 💷 🔜	First 🕚 1-	5 of 5 🛞 Last
	Drill Info Payroll TTTP	Reserve Training Pay	Maximum Paid # Drills	Drill Type	Start Time End Time	Drill Status	Approved? Duty	Duty A	pproval
	1 1234567 0 0 Last First	Category Category	IDT Drills Remain	IDT – Multiple	8:00AM 5:00PM		SR C	Purpose 2 B	atch 96204 + -
	2 2345678 Q 0 Q Last, First	SEL A	48 36	IDT – Multiple V	7:30AM 3:30PM	Completed V			96204 + -
	3 3456789 Q 0 Q Last, First	SEL A	48 36	IDT – Multiple 🗸	7:45AM 3:45PM	Completed V	SR C	LE Q 9	96204 🛨 🖃
	4 4567890 Q 0 Q Last, First	SEL A	48 37	IDT – Multiple 🗸	8:00AM 5:00PM	Completed 🗸	AT	AT Q 9	196204 🛨 🖃
	5 5678901 Q 0 Q Last, First	SEL A	48 35	IDT – Multiple 🗸	7:30AM 4:30PM	Completed V	AT C	AT 0 9	/96204 🛨 🖃
	L								
2	The SP $\Omega/P\Delta\Omega$ mu	st denv the	FNTIRE	hatch of	FIDT dril	lls to allo	w the Co	mman	4
2	Usen/Sumerviser to	st deny the	duill state						بد ام میانده ط
	User/Supervisor to	change the	e drill stati	is of any	IDI arii	is that w	ere previo	busiy n	larked
	Completed.								
	NOTE: All the ID individually.	T drills wit	hin the ba	tch must	be denie	ed. They	cannot be	e denie	d

Changing the Drill Status of IDT Drills, Continued

Procedures,

Step	Action								
3	Once denied, the entire batch of drills will be returned to a Scheduled status and the Approval Batch column will be blank.								
	The Command User/Supervisor is now able to make any necessary changes (see the Marking a Batch of IDT Drills Completed section of this guide for more information of editing IDT Drills).								
	Drill Info Payroll TTTP Empl ID Empl Record Name	Reserve Category Category	Maximum Paid IDT Drills Maximum	ls Drill Type	Start Time End Time	Drill Status	Approved? Duty Purpose 1 Duty Purpose 2 Batch		
	1 1234567 Q 0 Q Last, First	SEL A	48 48	IDT – Multiple	8:00AM 5:00PM	Scheduled 🗸			
	2 1234567 Q 0 Q Last, First	SEL A	48 46	IDT – Multiple 🗸	8:00AM 5:00PM	Scheduled 🗸			
	3 1234567 Q 0 Q Last, First	SEL A	48 36	IDT – Multiple	8:00AM 5:00PM	Scheduled V			
	4 1234567 Q 0 Q Last First	SEL A	48 36	IDT Single	8:00AM 5:00PM	Scheduled V			
	6 1234567 Q 0 Q Last, First	SEL A	48 44	IDT – Multiple V	8:00AM 5:00PM	Scheduled V			

Correcting a Previously Paid IDT Drill

Introduction	This section provides the procedures for a Command User/Supervisor to correct an IDT Drill that has been processed by the SPO/PAO 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 Command/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/PAO for approval and processing. Please refer to the Scheduling Requirement section of this guide.

Procedures

See below.



Correcting a Previously Paid IDT Drill, Continued

Procedures,

continued

Step	Action
3	The report will open in a new tab and provide a list of all the IDT drills and their statuses for the previous 12 months. Locate the IDT drill to be corrected and verify its status. For this example: The IDT drill to be corrected is dated 11/20/2019. It has been Completed and has been Approved by the SPO/PAO for pay/points. (For an explanation of each of the fields, see the View Member's IDT Drills guide.)
	To exit the report, close the tab.
	Drill Date Type Report Time End Time Drill Status Approved Purpose 1 Purpose 2 Code Elig
	11/20/2019 Autope 12:00:00.000000PM 8:00:00.000000PM Completed Y TRAINING - TRAINING - Full None GENERAL GENERAL
4	Upon verifying the IDT drill has been Completed and Approved for pay, the Command/Supervisor may now correct the IDT drill. Select the IDT Drills option from the Reserve Administration Tile.
	Image: State Serve Orders IDT Drills IDT Drills Image: Annual Screening Questionnaire Reserve Administration Image:
5	The Reserve Drills page will display.
6	Leave the Set ID to 00010. Enter the Department ID and the Drill Date for the IDT drill to be corrected. Click Search . Reserve Drills Set ID: 00010 Q Department: 008004 Q OL-LANT CENTCOM-TAMPA Designated Unit Pay Flag Drill Date: 11/18/2019 B Load Members Search

Correcting a Previously Paid IDT Drill, Continued

Procedures,

continued

Step	Action
7	A list of all the IDT drills entered for that Drill Date and Department will be displayed.
	For this example, we will be correcting the RMP drill listed for Empl ID 1234567 that
	was processed for pay in Approval Batch# 988186.
	Set ID: 00010 Q
	Department: 008004 Q. OL-LANT CENTCOM-TAMPA Designated Unit Pay Flag Drill Date: 11/18/2019 B
	Load Members Search
	Members Personalize Find [2]] First (s) 1 of 1 (s) Last Drill Info Payroll First First
	Empl ID Empl Record Name Reserve Category Training Pay Category Musimum Pay Drill Ponils Pan Start Time End Time Drill Status Approved? Duty Purpose 1 Duty Purpose 2 Approval Batch
	1 1234567 Q 0 Q Last First SEL A 48 46 RMP 400PM 8:00PM Completed V DN Q 988186 +
	R Save E Notify
8	Drill Info tab: changes may be made to the Drill Type, Start Time, End Time, and the
	Duty Purpose fields.
	Payroll tab: changes may be made to the Pay Code, Meal Eligibility Code, Special
	Duty Pay Code, Assignment Pay Code, Foreign Language Pay (FLP) Code, and
	Proficiency fields. For this example, the drill type was changed to reflect an IDT-
	Multiple drill so the Drill Status, Start Time, Duty Purpose code 2, Pay Code, and the
	Meal Eligibility Code were corrected to reflect the IDT-Multiple drill information and
	entitlements.
	Members Personalize Find 🖉 🔣 First 🛞 1 of 1 🕑 Last
	Empl ID Empl Name Reserve Training Pay Pay Dation Factory Category Category Dation Pay Dation Factory Dation Pay Dation Factory Dation Pay Dation Factory Dation Pay Dation Factory Dation Pay Dation
	1 1234567 Q 0 Q Last First SEL A 48 46 IDT-Multiple V7.00AM (4.00AM Completed V AP Q AP Q 988186 + -
	Save E Notify
	Members Personalize Find 🖾 🔀 First 🕚 1 of 1 🕑 Last
	Drill Info Payroll (FTT)
	Empl ID Name Pay Code SDAP Special Duty Pay Assign Pay FLP Code Proficiency
	1 1234567 Last, First Full V Lunch V Q Q Q Q + -
	Rave Notify
9	Once all changes have been made, return to the Drill Info tab and click Save .
	Members Personalize Find 🖉 🔣 First 🛈 1 of 1 🕖 Last
	Empl ID Empl Name Reserve Training Pay Paid IDT
	1 1234567 Q 0 Q Last, First SEL A 48 46 IDT-Multiple V 7.00AM 4.00AM Completed V Q AP Q AP Q 98186 + -
	Rave Notify
L	

Correcting a Previously Paid IDT Drill, Continued

Procedures,

Step	Action							
10	Upon clicking save, a new Approval Batch number has been assigned to the corrected							
	IDT drill and the Approval? box has been unchecked. It is now awaiting SPO/PAO							
	action. Make a note of the new Approval Batch number.							
	Members Personalize Find 🗐 🖩 First 🕚 1 of 1 🔍 Last							
	Drill Info Payroll (TTP) Training Maximum # Drills Reserve Type Pay Paid 10T # Drill Type Start Time End Time Drill Status Approved? Duty Duty Approved Batch Purpose 1 Purpose 2 Batch							
	1 1234567 Q 0 Q Last, First SEL A 48 46 IDT-Multiple V 7.00AM 4.00PM Completed V AP Q AP Q 496208 + -							
	Rave Notify							
11	Approval Batch 996208 Send an Email to the SPO/PAO with the new Approval Batch number so the IDT drill							
	Send an Email to the SPO/PAO with the new Approval Batch number so the IDT drill may be processed.							

Cancelling a Previously Paid IDT Drill

Introduction	This section provides the procedures for a Command User/Supervisor to cancel an IDT Drill that has been processed by the SPO/PAO 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 Command/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/PAO for approval. After SPO/PAO approval, all monies paid/points credited to the member for the newly Cancelled IDT drill will be recouped.
Known Issue for Command User / Supervisor	Command Users/Supervisors who hold BOTH the status of Reservist and CG Civilian employee, it is VERY IMPORTANT that they <u>DO NOT</u> Cancel previously approved/paid IDT Drills in DA. If the Command User/Supervisor holds dual status, cancelling a previously approved/paid IDT Drill will cause an error resulting in failed recoupment of erroneously paid IDT Drill(s). The Command should appoint another supervisor with the correct DA roles to complete this process.

Procedures See below.

Step		Action	
1	Prior to cancelling an IDT drill, it is	always recommended	to verify the status of the IDT
	drill. Select the View Member Dri	lls option from the Res	erve Administration Tile.
		FSMS Reserve Orders	
		TDT Drills	
		Member Training Rating	
		Annual Screening Questionnaire	
		Reserve Member Balances	
	Reserve Administration	Member Status Change	
		Training Status	
	L 💁 🗌	View Member Drills	
		MGIB Enrollments	
		R-CRSP Report	
		FSMS RSV Ord Discrepancies	
		Reserve Orders (View Only)	

Cancelling a Previously Paid IDT Drill, Continued

Procedures,

Step	Action					
2	The CG_IDT_MBR_DRILLS – Member Drills page will display. Enter the Reserve					
	member's Empl Id and click View Results.					
	CG_IDT_MBR_DRILLS - Member Drills					
	Empl Id Q					
	Approval Batch					
	View Results					
	- Drill Drill Report End Drill Purpose Purpose Pay Meal					
	Date Type Time Time Status Approved 1 2 Code Elig SDAP Language Proficiency					
3	The report will open in a new tab and provide a list of all the IDT drills and their statuses	\$				
	for the previous 12 months. Locate the IDT drill to be cancelled and verify its status.					
	For this example: The IDT drill to be cancelled is dated 08/18/2019. It has been Completed and has been Approved by the SPO/PAO for pay/points. (For an					
	explanation of each of the fields, see the View Member's IDT Drills guide.)					
	To exit the report, close the tab.					
	Drill Date Drill Date Type Report Time End Time Drill Status Approved Purpose Purpose Pay Code Meal Elig SDAP Language Proficiency Eligible					
	09/22/2019 ATP - Multiple 7:00:00.000000AM 4:00:00.00000PM Cancelled Y Architecture Cancelled Y Safety Safety Safety Safety Security Secur					
	08/18/2019 ATP - Multiple 7:00:00.000000AM 4:00:00.00000PM Completed Y Port Safety Safety Safety & & Breakfast & Lunch Y Security Security					
	08/17/2019 ATP - Multiple 7:00:00.000000AM 4:00:00.00000PM Completed Y Port Safety Safety & & Breakfast, Lunch Supper					
	08/16/2019 ATP - Multiple 7:00:00.000000AM 4:00:00.00000PM Completed Y Part Safety Safety Safety Super Breakfast, Lunch Supper					
4	Upon verifying the IDT drill has been Completed and Approved for pay the					
-	Command/Supervisor may now Cancel the IDT drill. Select the IDT Drills option from					
	the Reserve Administration Tile.					
	FSMS Reserve Orders					
	To Member Training Rating					
	Annual Screening Questionnaire					
	Reserve Administration					
	Training Status					
	Tiew Member Drills					
	MGIB Enrollments					
	FSMS RSV Ord Discrepancies					
	Reserve Orders (View Only)					

Cancelling a Previously Paid IDT Drill, Continued

Procedures,

continued

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blayed. 4) that
s with no

Cancelling a Previously Paid IDT Drill, Continued

Procedures,

Step	Action
8	Using the drop-down, change the Drill Status from Completed to Cancelled for the
	member to be cancelled. Notice that upon changing the Drill Status, the Approval Batch
	number reverted to 0. Click Save.
	Members Personalize Find 🗇 👪 First 🛞 1.75 of 75 🕑 Last
	Drill Info Payroll
	Empl ID Record Name Reserve Pay Category Paid IOT #Drills Drill Type Start Time End Time Drill Status Approved? Duty Duty Approval Batch
	1 1234567 Q 0 Q Last First SEL A 48 14 IDT-Multiple V 8:00AM 5:00PM Completed V V AT Q AT Q 941756 +
	2. 1234567 Q 0 Q Last First SEL A 48 36 ATP-Multiple V 6:45AM 4:00PM Cancelled V V AT Q AT Q T Q
9	Upon clicking save, a new Approval Batch number has been assigned to the now
	Cancelled IDT drill and the Annroved box has been unchecked. It is now awaiting
	CDO/DAO sotion. Make a note of the new Annuaral Batch number
	SPO/PAO action. Make a note of the new Approval Batch number.
	Drill Info Payroll
	Empl ID Empl ID Record Name Reserve Training Maximum # Drills Drill Type Start Time End Time Drill Status Approved? Duty Duty Approval Batch
	1 1234567 Q 0 Q Last First SEL A 48 14 IDT-Multiple V 8:00AM 5:00PM Completed V W AT Q AT Q 941756 +
	2. 1234567 Q 0 Q Last First SEL A 48 36 ATP-Multiple V 6.45AM 4.00PM Cancelled V W AT Q AT Q +
	3 1224567 Q 0 Q Last First SEL A 48 0 ATP-Multiple V 7:00AM 4:00PM Completed V 🗹 PS Q PS Q 942464 🐑
	4 1234567 Q 0 Q Last, First SEL A 48 0 IDT-Multiple V 8:00AM 5:00PM Cancelled V AT Q AT Q 1001046 +
	🔚 Save 🗈 Notify
10	Send an Email to the SPO/PAO with the new Approval Batch number so the IDT drill
1	
1	may be processed for recoupment of any pay and allowances/creditable retirement points
	may be processed for recoupment of any pay and allowances/creditable retirement points.

Resubmitting IDT Drills Previously Denied by the SPO/PAO

Introduction	This section provides the procedures for Command Users/Supervisors to resubmit IDT drill(s) that have been denied by the SPO/PAO 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 8 of this section), it cannot be resubmitted. Instead, 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 Command User / Supervisor	There is a known issue for when a Command User/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.

Procedures

See below.

Step				Action				
1	When notified by	the SPO/PA	AO that an II	OT drill(s) h	nas bee	n denied, th	ne Commar	nd
	User/Supervisor c	an view the	denied IDT	request by	selecti	ng Request	s from the	My
	Homepage drop-d	lown and cli	ick on the Se	elf Service	Reque	sts tile.		
	0		_			1	£ €	
	Requests -				< 2 of 2 >	Notifications	C :	
	My Homepage	Self Service Requests	Payroll Requests	Request Reports	1			
	Requests	\$>\$ +						
	0					No notificati When new notifications arrive When new notifications arrive	ons the Refresh *C	
							55554	

Resubmitting IDT Drills Previously Denied by the SPO/PAO, Continued

Procedures,

continued

Step	Action
1.5	Select the View My Requests (all types) option.
	Submit an Absence Request
	Non-Chargeable Absence Request
	View My Absence Requests
	Submit a Delegation Request
	Tiew My Requests (all types)
	T PHS Submit Retirement Docs
	🔚 Submit a Drill Request
	User Access Request
	Submit A School Request
	Fransaction Name at the default. Using the drop-down, change the Transaction Status o Denied. Click Populate Grid . View My Action Requests
	Last, First
	 '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.
	My Submitted Requests O Requests I am Approver For O All Requests
	Transaction Name: All Transactions
	Transaction Status: Denied
	Submission From Date:
	Submission To Date: Populate Grid Refresh
3	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. Personalize Find View All 2 First (1-10 of 10) Last Fransaction Name Status Member Member's Emplid Submitted By Approver Submission Date Drill Date View Details ApproveDrills Denied Batch: 1001045 1234567 Supervisor SPO Auditor 10/01/2019 View Details

Resubmitting IDT Drills Previously Denied by the SPO/PAO,

Continued

Procedures,

T	he Action Dequest page will display for that Datah Cade symphon							
The Action Request page will display for that Batch Code number.								
A	Approve Dnils							
1	Last Name, First							
1	1. Click "Get Details" button to display the Department and Drill Date in the "Request Information" block.							
1	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.							
1	4. If any corrections are needed, Enter appropriate comments in the "Comment" section and Click "Deny"							
	 System will route the request back to the submitter for corrections. (Pay Transactions will not be generated) If all deal details are correct. Enter expression corrections the "Comment" continue and Olick "Approximation". 							
	 If all drill details are correct, Enter appropriate comments in the Comment section and Click Approve System will mark each drill as "Approved". Save the request and Cenerate Dositive Input Transactions for Clobal David 							
	 System will mark each unit as Approved, save the request and Generate Positive input transactions for Global Payro Close the Drill Details and Action Request windows. 							
	Request Details							
	Batch Code: 1001045							
[Get Details							
	Request Information							
	Setid:							
	Department:							
	Drill Date:							
L	Dim Data							
E	Request URL							
ľ								
	Click here to view additional request information.							
	Poquest Approvers							
ŀ	Request Approvers							
	Approver: 1234567 SPO Auditor							
	Comment:							
	Submit Withdraw							
D	rill Approval							
	Request Status:Denied Oview/Hide Comments							
	One Approval Level							
	Denied							
	SPO Auditor CGHRSUP for User's SPO							
	Comments							
	SPO Auditor at 10/06/19 - 10:32 AM							
	Dept ID 0006978, Drill Date 10/05/2019, Emplid 9876543 not							
	bepring concerned and force for an and the concerned and							

Resubmitting IDT Drills Previously Denied by the SPO/PAO,

Continued

Procedures,

continued



Resubmitting IDT Drills Previously Denied by the SPO/PAO,

Continued

Procedures,

Step	Action
8	All the IDT drills submitted for that department ID and drill date will display. The IDT
	drills will revert to a Scheduled status, the Approved? boxes will be checked, and the
	previous Approval Batch will be blank. In this example, the meal code is incorrect. To
	correct, select the Payroll tab.
	IMPORTANT: If a DENIED drill does not revert to a Scheduled Status , it cannot be
	resubmitted Instead the drill(s) must be deleted and re-entered
	Reserve Drills
	Set ID: 00010 Q
	Department: 006978 Q PORT SECURITY UNIT 312 C Designated Unit Pay Flag Drill Date: 10/05/2019 B
	Load Members Search
	Members Personalize Find 🖾 👪 First 🛞 1.75 of 75 🛞 Last
	Drill Info Payroll TTTP
	Empl ID Record Name Category Pay Paid IDT Remain Drill Type Start Time End Time Drill Status Approved? Dayse 1 Purpose 2 Batch Purpose 2 Batch
	1 1234567 Q 0 Q Last, First SEL A 48 14 IDI - Multiple ♥ 800AM 5:00PM Scheduled ♥ Ø AI Q AI Q 2 1234567 Q 0 Q Last, First SEL A 48 36 ATP - Multiple ♥ 6:45AM 4:00PM Scheduled ♥ Ø AT Q AT Q + -
	3 1234567 Q 0 Q Last, First SEL A 48 0 ATP-Multiple V 7:00AM (4:00PM Scheduled V PS Q PS Q F -
	4 1234567 Q 0 Q Last, First SEL A 48 0 ATP-Multiple V 7.00AM 4.00PM Scheduled V AT Q AT Q
	Save Notify
0	Make the connections as required. For this example, the most eligibility and was
9	wake the confections as required. For this example, the mean englority code was
	Members
	Empl ID Name Pay Code Meal Eligibility Code SDAP Special Duty Pay Assign Pay FLP Code Proficiency
	1 1234567 Last, First Full V Lunch V Q Q Q I I
	2 1234567 Last, First Full V Lunch V
	3 1234567 Last, First Full V Lunch V Q Q Q ± =
	4.1234567 Last, First Full V Lunch V
	🔚 Save 🔄 Notify
10	Return to the Drill Info tab. After all required changes have been made, mark the IDT
	drills to a Completed status as appropriate. Click Save .
	REMEMBER: If the original submission included a batch of drills, all the IDT drills in
	that batch will need to be marked Completed (or Cancelled/Unexcused) and resubmitted.
	Members Personalize Find 🖉 🖩 First 🕚 1.75 of 75 🕑 Last
	Drill Info Payroll (TTT)
	Empl ID Record Name Category Drill Start Time End Time Drill Starts Approved? Purpose 1 Purpose 2 Batch
	1 1234567 Q 0 Q Last, First SEL A 48 14 [UI - Multiple ♥ 8:00AM 5:00PM Completed ♥ M AT Q AT Q + = 2 1234567 Q 0 Q Last, First SEL A 48 36 ATP-Multiple ♥ 6:45AM 4:00PM Cancelled ♥ M AT Q AT Q + =
	3 1234567 Q 0 Q Last First SEL A 48 0 ATP-Multiple V 7:00AM 4:00PM Completed V PS Q PS Q +
	4 1234567 Q 0 Q Last, First SEL A 48 0 ATP-Multiple V 7:00AM 4:00PM Completed V AT Q AT Q AT Q
	R Save

Resubmitting IDT Drills Previously Denied by the SPO/PAO, Continued

Procedures,

tep	Action											
l	A new Approval Batch number will be assigned and the Approved? column will											
	be unchecked. Make a note of the Approval Batch number.											
	Members Personalize Find 🗇 📰 First 🕚 1.4 of 4 🕑 Last											
	Drill Info Payroll [TT]											
	Empl ID Empl Record Name	Reserve Category Category	Maximum Paid IDT # I Drills Re	main Drill Type	Start Time	End Time	Drill Status	Approved	Duty Purpose	1 Duty Purpose	Approval Batch	
	1 1234567 Q 0 Q Last, First	SEL A	48 48	ATP - Multiple	✓ 8:00AM	5:00PM	Completed V		AT	Q AT	1001048	+ -
	2 1234567 Q 0 Q Last, First	SEL A	48 48	IDT - Multiple	✓ 8:00AM	5:00PM	Completed V		AT	Q AT	1001048	+ -
	3 1234567 Q 0 Q Last, First	SEL A	48 48	IDT - Multiple	▼ 8:00AM	5:00PM	Completed V		AT	Q AT	1001048	+ -
	4 1234567 Q 0 Q Last, First	SEL A	48 48	IDT – Multiple	✓ 8:00AM	5:00PM	Completed V		AT	Q AT	Q 1001048	+ -
	🔚 Save 🔄 Notify											
	Send an Email to	the SPO	/PAO 1	notifying	g them of	the	resubn	nissi	on	and i	nclu	de tl
	Approval Datab r	umbor		2 0								
	Approval Batch I	lumber.										