

## Inactive Duty for Training (IDT)

### Overview

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**Introduction** This guide provides the procedures for Reserve members to schedule, edit, or withdraw IDT requests in Direct Access.

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**Types of Inactive Duty** The following types of Inactive Duty can be scheduled in Direct Access:

- Inactive Duty for Training (IDT)
- Additional Training Period (ATP)
- Readiness Management Period (RMP)
- Funeral Honors Duty (FHD)

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**Scheduling Requirement** Each year, CG-R determines the timeframe for when drills can/cannot be entered in Direct Access. For FY21, all drills must be entered prior to May 1st. The system will not allow drills to be entered between May 1st and September 30th without a waiver. See the [3PM](#), Chapter 10.B.14 for more information on the waiver process.

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**Process** The following process initiates creditable service and payment for Reserve Inactive Duty for Training (IDT) drills.

Stage	Who Does It	What Happens
1	Member	Enters desired drill types using <b>Submit a Drill Request</b> under DA Self Service Requests.
2	Supervisor/Command	Reviews the member's request and authorizes (approves) drills using <b>View My Requests</b> under DA Self Service Requests.
3	Member	Performs drills as scheduled or edits/withdraws previously submitted requests.
4	Supervisor/Command	Marks drills completed after verifying the member has performed drills as scheduled or denies the drill as submitted, returning the request to the submitter. <b>Note:</b> Supervisor/Command must hold the CG Self Service Command (CGSSCMD) user role or CG Reserve Manager functional role to view/enter/approve IDT drills.
5	Servicing Personnel Office (SPO)	Upon email notification from the command that the member performed IDT, they will approve drills for pay.

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### Contents

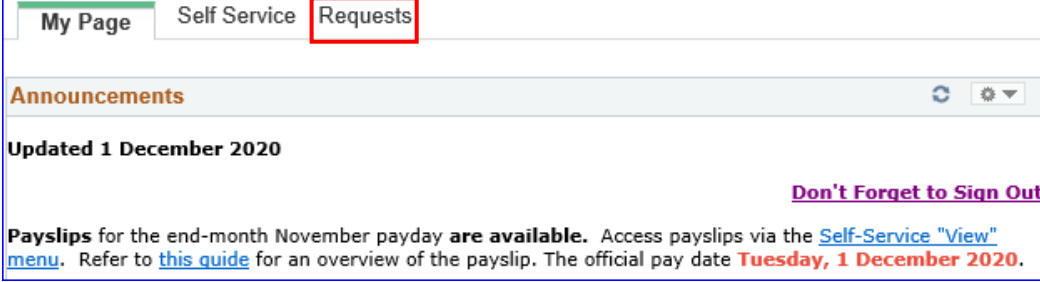
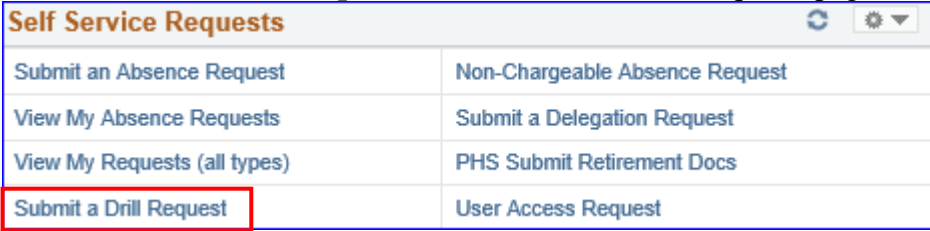
Topic	See Page
<a href="#">Member Initiated IDT Request</a>	2
<a href="#">Edit or Withdraw an IDT Request</a>	9



# Member Initiated IDT Request

**Introduction** This section provides the procedures for Reserve members to schedule IDT drills in Direct Access.

**Procedures** See below.

Step	Action								
1	<p>Select the <b>Requests</b> link from the Direct Access home page.</p>  <p>The screenshot shows a navigation menu with three items: 'My Page', 'Self Service', and 'Requests'. The 'Requests' item is highlighted with a red rectangular box. Below the menu is an 'Announcements' section with a refresh icon and a settings icon. The announcement text reads: 'Updated 1 December 2020' followed by 'Don't Forget to Sign Out' in purple. Below that, it says 'Payslips for the end-month November payday are available. Access payslips via the Self-Service "View" menu. Refer to this guide for an overview of the payslip. The official pay date Tuesday, 1 December 2020.'</p>								
2	<p>Select <b>Submit a Drill Request</b> from the Self Service Requests pagelet.</p>  <p>The screenshot shows a 'Self Service Requests' pagelet with a refresh icon and a settings icon. It contains a table of links:</p> <table border="1" data-bbox="316 1010 1249 1189"> <tr> <td>Submit an Absence Request</td> <td>Non-Chargeable Absence Request</td> </tr> <tr> <td>View My Absence Requests</td> <td>Submit a Delegation Request</td> </tr> <tr> <td>View My Requests (all types)</td> <td>PHS Submit Retirement Docs</td> </tr> <tr> <td><b>Submit a Drill Request</b></td> <td>User Access Request</td> </tr> </table> <p>The 'Submit a Drill Request' link in the bottom-left cell of the table is highlighted with a red rectangular box.</p>	Submit an Absence Request	Non-Chargeable Absence Request	View My Absence Requests	Submit a Delegation Request	View My Requests (all types)	PHS Submit Retirement Docs	<b>Submit a Drill Request</b>	User Access Request
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# Member Initiated IDT Request, Continued

Procedures,  
continued

Step	Action																
3	<p>The Submit Schedule Drills page will display.</p> <div data-bbox="320 524 1370 1480" style="border: 1px solid blue; padding: 5px;"> <p><b>Action Request</b></p> <p><b>Submit Schedule Drills</b></p> <p><u>Dinkley, Velma</u></p> <ol style="list-style-type: none"> <li>Select the Drill Date.</li> <li>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 08:15/16:45)</li> <li>Select the Drill Type from the drop down list.</li> <li>Select Meal Eligibility for IDT-Multiple, ATP-Multiple or IDT-Single + ATP-Single Drill Types only. Leave blank for all other drill types.</li> <li>Enter Department only if the drill is to be performed at another department.</li> <li>Select Duty Purpose 1 for all Drill Types.</li> <li>Select Duty Purpose 2 for IDT-Multiple, ATP-Multiple or IDT-Single + ATP-Single Drill Types only.</li> <li>Select Pay Code : "No-Pay" for Points only drills; "Half" for 1 days pay; "Full" for 2 days pay.</li> <li>Click "Get Details" button to request information on Paid IDT Cap and # of Completed Drills</li> <li>Look up and select Approver; Enter any Comments and click "Submit".</li> </ol> <div data-bbox="360 936 1358 1093" style="border: 1px solid gray; padding: 5px;"> <p><b>Request Details</b></p> <table border="0"> <tr> <td>Drill Date:</td> <td><input type="text" value="08/15/20"/></td> <td>Department:</td> <td><input type="text"/></td> </tr> <tr> <td>Start/End Time:</td> <td><input type="text"/></td> <td>Duty Purpose 1:</td> <td><input type="text"/></td> </tr> <tr> <td>Drill Type:</td> <td><input type="text"/></td> <td>Duty Purpose 2:</td> <td><input type="text"/></td> </tr> <tr> <td>Meal Eligibility:</td> <td><input type="text"/></td> <td>Pay Code:</td> <td><input type="text"/></td> </tr> </table> </div> <p><input type="button" value="Get Details"/></p> <div data-bbox="360 1151 1358 1263" style="border: 1px solid gray; padding: 5px;"> <p><b>Request Information</b></p> <p>Paid IDT Cap:</p> <p># of Paid Drills:</p> </div> <div data-bbox="360 1279 1358 1357" style="border: 1px solid gray; padding: 5px;"> <p><b>Request Approvers</b></p> <p>Approver: <input type="text"/></p> </div> <p>Comment: <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div>	Drill Date:	<input type="text" value="08/15/20"/>	Department:	<input type="text"/>	Start/End Time:	<input type="text"/>	Duty Purpose 1:	<input type="text"/>	Drill Type:	<input type="text"/>	Duty Purpose 2:	<input type="text"/>	Meal Eligibility:	<input type="text"/>	Pay Code:	<input type="text"/>
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4	<p>Complete the <b>Requests Details</b> section: (see <b>Steps 5-7</b> for a description of each of the fields).</p> <div data-bbox="320 1599 1370 1771" style="border: 1px solid blue; padding: 5px;"> <div data-bbox="320 1599 1370 1771" style="border: 2px solid red; padding: 5px;"> <p><b>Request Details</b></p> <table border="0"> <tr> <td>Drill Date:</td> <td><input type="text" value="08/15/20"/></td> <td>Department:</td> <td><input type="text"/></td> </tr> <tr> <td>Start/End Time:</td> <td><input type="text"/></td> <td>Duty Purpose 1:</td> <td><input type="text"/></td> </tr> <tr> <td>Drill Type:</td> <td><input type="text"/></td> <td>Duty Purpose 2:</td> <td><input type="text"/></td> </tr> <tr> <td>Meal Eligibility:</td> <td><input type="text"/></td> <td>Pay Code:</td> <td><input type="text"/></td> </tr> </table> </div> </div>	Drill Date:	<input type="text" value="08/15/20"/>	Department:	<input type="text"/>	Start/End Time:	<input type="text"/>	Duty Purpose 1:	<input type="text"/>	Drill Type:	<input type="text"/>	Duty Purpose 2:	<input type="text"/>	Meal Eligibility:	<input type="text"/>	Pay Code:	<input type="text"/>
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## Member Initiated IDT Request, Continued

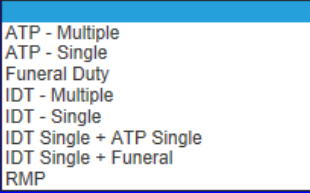
Procedures,  
continued

Step	Action		
5	<b>Field</b>	<b>Description</b>	
	<b>Drill Date</b>	Enter the date of the drill or click the calendar icon to select a date.	
	<b>Department</b>	Enter the department ID number where the drill will take place. Use the <b>lookup</b> icon to find the department ID number if unknown.	
	<b>Start/End Time</b>	Enter the start/end times using the 24 hour clock (i.e. for a drill beginning at 7:00 am and ending at 3:00 pm would be entered as 07:00/15:00) <ul style="list-style-type: none"> <li>• <b>Single IDT/ATP</b> – 4 or more hours</li> <li>• <b>Multiple IDT/ATP</b> – 8 or more hours</li> <li>• <b>RMP</b> – 3 to 24 hours</li> <li>• <b>FHD</b> – 2 or more hours</li> </ul>	
	<b>Duty Purpose 1</b>	Click the drop-down and make a selection as appropriate: <table border="1" data-bbox="571 1064 1359 1473" style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: 8px;">                             APPROPRIATE DUTY FOR COMPLETING THE PHA                              Acquisition - General                              Aids to Nav Contingency                              Boating Safety Activity                              Boating Safety Contingency                              Civil Rights - General                              Command, Control &amp; Comms                              Contingency Preparedness                              DISASTER RESPONSE OPERATIONS &amp; SUPPORT                              Defense Contingency                              Defense Operation                              Engineering &amp; Logistics                              Environmental Contingency                              Environmental Protection                              Financial Mgmt Supply &amp; Inv                              Great Lakes - Summer Stock                              Health Services                              INDIVIDUAL TRAINING PLAN                              Ice Operation                              Law Enforcement                              Law Enforcement Contingency                              Legal - General                              Merchant Vessel Insotn &amp; Doc                         </td> <td style="font-size: 8px;">                             Olympic Games Support                              Operational Intelligence                              Personnel Support                              Port Safety &amp; Sec Contingency                              Port Safety &amp; Security                              Public &amp; International Affairs                              RMP - ADMINISTRATIVE/INDIVIDUAL READINESS                              RMP - DENTAL EXAM ANNUAL                              RMP - GENERAL MANDATED TRAINING                              RMP - MEDICAL OTHER THAN PHA                              RMP - WEIGHT PROGRAM/NUTRITION                              RMP FOR OCCUP MED SURVEILLANCE &amp; EVAL PROG                              RMP FOR RESERVE SERVICE WIDE EXAM                              Radio Navigation                              Research &amp; Development                              Safety &amp; Occupational Health                              Search &amp; Rescue                              Search &amp; Rescue Contingency                              Security, CMC, Publications                              Short Rnge Aids to Navigation                              Space Program Support                              Structured Training - General                              Vessel Traffic Services                         </td> </tr> </table>	APPROPRIATE DUTY FOR COMPLETING THE PHA Acquisition - General Aids to Nav Contingency Boating Safety Activity Boating Safety Contingency Civil Rights - General Command, Control & Comms Contingency Preparedness DISASTER RESPONSE OPERATIONS & SUPPORT Defense Contingency Defense Operation Engineering & Logistics Environmental Contingency Environmental Protection Financial Mgmt Supply & Inv Great Lakes - Summer Stock Health Services INDIVIDUAL TRAINING PLAN Ice Operation Law Enforcement Law Enforcement Contingency Legal - General Merchant Vessel Insotn & Doc
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<b>Duty Purpose 2</b>	Click the drop-down and make a selection as appropriate. Only enter a selection in this field if performing: <ul style="list-style-type: none"> <li>• <b>Multiple IDT</b></li> <li>• <b>Multiple ATP</b></li> <li>• <b>Single IDT + Single ATP</b></li> </ul>		

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## Member Initiated IDT Request, Continued

Procedures,  
continued

Step	Action	
6	<p><b>Field</b></p> <p><b>Drill Type</b></p>	<p><b>Description</b></p> <p>Select the Drill Type from the drop-down menu:</p>  <ul style="list-style-type: none"> <li>• <b>ATP</b> – Additional Training Period (Multiple or Single)</li> <li>• <b>Funeral Duty</b> – Funeral Honors Duty</li> <li>• <b>IDT</b> – Inactive Duty for Training (Multiple or Single)</li> <li>• <b>IDT Single + ATP Single</b> – Inactive Duty for Training Single Plus Additional Training Period Single</li> <li>• <b>IDT Single + Funeral</b> – Inactive Duty for Training Single Plus Funeral Honors Duty</li> <li>• <b>RMP</b> – Readiness Management Period</li> </ul> <p><b>Note:</b> ATPs are reserved for select operational units. Please refer to the current <a href="#">ALCOAST</a> on RESERVE ADDITIONAL TRAINING PERIOD (ATP) ALLOCATIONS.</p>

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## Member Initiated IDT Request, Continued

Procedures,  
continued

Step	Action			
7	<b>Field</b>	<b>Description</b>		
	<b>Meal Eligibility</b>	Meal eligibility is authorized for Enlisted personnel only. Officers leave this field blank. Select the Meal Type from the drop-down menu (see the <a href="#">IDT Subsistence Allowance</a> for more guidance): <div data-bbox="576 707 922 920" style="border: 1px solid black; padding: 2px; margin: 5px 0;">                         Breakfast                          Breakfast &amp; Lunch                          Breakfast, Lunch Supper                          Lunch                          Lunch &amp; Supper                          Messing Available                          None                          Supper                     </div>		
		<b>If</b>	<b>And</b>	<b>Then</b>
	Not Authorized Lodging	Arrives same day, not remaining overnight	Works past 1800 hours	Authorized Lunch
Authorized Lodging	Arrive night before for 1 paid IDT Multiple drill for the next day		Authorized Breakfast and Lunch	
Authorized Lodging	Arrives on day of 1 <sup>st</sup> drill for 2 paid multiple IDT drills and remains overnight between drills		Authorized Lunch and Supper on 1 <sup>st</sup> day & authorized Breakfast and Lunch on 2 <sup>nd</sup> day	
Authorized Lodging	Arrives night before for 2 paid IDT Multiple drills		Authorized Breakfast, Lunch, & Supper on 1 <sup>st</sup> day & authorized Breakfast and Lunch on 2 <sup>nd</sup> day	

*Continued on next page*

## Member Initiated IDT Request, Continued

Procedures,  
continued

Step	Action								
8	<table border="1"> <thead> <tr> <th data-bbox="316 524 560 562">Field</th> <th data-bbox="560 524 1367 562">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="316 562 560 929">Pay Code</td> <td data-bbox="560 562 1367 929"> <p>Click the drop-down and make a selection as appropriate:</p> <div data-bbox="576 600 987 719" style="border: 1px solid blue; padding: 2px;">                     Full Half No Pay                 </div> <ul style="list-style-type: none"> <li>• <b>Full</b> – Pay is authorized for both periods</li> <li>• <b>Half</b> – Pay is only authorized for a single drill, or when pay is only authorized for one period of a multiple drill</li> <li>• <b>None</b> – A single or multiple drill is being performed for POINTS ONLY</li> </ul> </td> </tr> </tbody> </table>	Field	Description	Pay Code	<p>Click the drop-down and make a selection as appropriate:</p> <div data-bbox="576 600 987 719" style="border: 1px solid blue; padding: 2px;">                     Full Half No Pay                 </div> <ul style="list-style-type: none"> <li>• <b>Full</b> – Pay is authorized for both periods</li> <li>• <b>Half</b> – Pay is only authorized for a single drill, or when pay is only authorized for one period of a multiple drill</li> <li>• <b>None</b> – A single or multiple drill is being performed for POINTS ONLY</li> </ul>				
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9	<p>Click <b>Get Details</b>.</p> <div data-bbox="316 1041 1367 1272" style="border: 1px solid blue; padding: 5px;"> <p><b>Request Details</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Drill Date: 08/18/2018 <span style="font-size: small;">31</span></td> <td style="width: 50%;">Department: 045399 <span style="font-size: small;">Q</span></td> </tr> <tr> <td>Start/End Time: 06:30/15:00</td> <td>Duty Purpose 1: Engineering &amp; Logistics <span style="font-size: small;">v</span></td> </tr> <tr> <td>Drill Type: IDT - Multiple <span style="font-size: small;">v</span></td> <td>Duty Purpose 2: Engineering &amp; Logistics <span style="font-size: small;">v</span></td> </tr> <tr> <td>Meal Eligibility: <span style="font-size: small;">v</span></td> <td>Pay Code: Full <span style="font-size: small;">v</span></td> </tr> </table> <p style="text-align: center; margin-top: 5px;"><span style="border: 1px solid red; padding: 2px;">Get Details</span></p> </div>	Drill Date: 08/18/2018 <span style="font-size: small;">31</span>	Department: 045399 <span style="font-size: small;">Q</span>	Start/End Time: 06:30/15:00	Duty Purpose 1: Engineering & Logistics <span style="font-size: small;">v</span>	Drill Type: IDT - Multiple <span style="font-size: small;">v</span>	Duty Purpose 2: Engineering & Logistics <span style="font-size: small;">v</span>	Meal Eligibility: <span style="font-size: small;">v</span>	Pay Code: Full <span style="font-size: small;">v</span>
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10	<p>The Request Information section will populate:</p> <ul style="list-style-type: none"> <li>– <b>Paid IDT Cap</b> – Number of IDT drills authorized for pay for the current Fiscal Year</li> <li>– <b># of Paid Drills</b> – Number of IDT drills paid thus far during the current Fiscal Year</li> </ul> <div data-bbox="316 1503 1367 1659" style="border: 1px solid blue; padding: 5px;"> <p><b>Request Information</b></p> <div style="border: 1px solid red; padding: 5px; margin-top: 5px;"> <p>Paid IDT Cap: 48</p> <p># of Paid Drills: 42</p> </div> </div>								

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## Member Initiated IDT Request, Continued

Procedures,  
continued

Step	Action																
11	<p>Enter the <b>Approver</b>'s Emplid and press the tab key (this will populate the name of the approver). Enter any <b>Comments</b> as appropriate.</p> <div data-bbox="316 562 1370 826" style="border: 1px solid blue; padding: 5px;"> <p><b>Request Approvers</b></p> <p>Approver: <input style="border: 1px solid red;" type="text" value="7654321"/> <input type="button" value="x"/> <input type="button" value="Q"/> Vincent Van Ghoul</p> <p>Comment: <input style="border: 1px solid red;" type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div>																
12	<p>Click <b>Submit</b> to route for approval.</p> <div data-bbox="316 902 1370 1861" style="border: 1px solid blue; padding: 5px;"> <p><b>Action Request</b></p> <p><b>Submit Schedule Drills</b></p> <p><a href="#">Dinkley, Velma</a></p> <ol style="list-style-type: none"> <li>Select the Drill Date.</li> <li>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 08:15/16:45)</li> <li>Select the Drill Type from the drop down list.</li> <li>Select Meal Eligibility for IDT-Multiple, ATP-Multiple or IDT-Single + ATP-Single Drill Types only. Leave blank for all other drill types.</li> <li>Enter Department only if the drill is to be performed at another department.</li> <li>Select Duty Purpose 1 for all Drill Types.</li> <li>Select Duty Purpose 2 for IDT-Multiple, ATP-Multiple or IDT-Single + ATP-Single Drill Types only.</li> <li>Select Pay Code : "No-Pay" for Points only drills; "Half" for 1 days pay; "Full" for 2 days pay.</li> <li>Click "Get Details" button to request information on Paid IDT Cap and # of Completed Drills</li> <li>Look up and select Approver; Enter any Comments and click "Submit".</li> </ol> <div data-bbox="355 1308 1362 1464" style="border: 1px solid gray; padding: 5px;"> <p><b>Request Details</b></p> <table border="0"> <tr> <td>Drill Date:</td> <td><input type="text" value="08/18/2018"/> <input type="button" value="B"/></td> <td>Department:</td> <td><input type="text" value="045399"/> <input type="button" value="Q"/></td> </tr> <tr> <td>Start/End Time:</td> <td><input type="text" value="06:30/15:00"/></td> <td>Duty Purpose 1:</td> <td><input type="text" value="Engineering &amp; Logistics"/></td> </tr> <tr> <td>Drill Type:</td> <td><input type="text" value="IDT - Multiple"/></td> <td>Duty Purpose 2:</td> <td><input type="text" value="Engineering &amp; Logistics"/></td> </tr> <tr> <td>Meal Eligibility:</td> <td><input type="text"/></td> <td>Pay Code:</td> <td><input type="text" value="Full"/></td> </tr> </table> <p><input type="button" value="Get Details"/></p> </div> <div data-bbox="355 1529 1362 1641" style="border: 1px solid gray; padding: 5px;"> <p><b>Request Information</b></p> <p>Paid IDT Cap: 48</p> <p># of Paid Drills: 42</p> </div> <div data-bbox="355 1659 1362 1854" style="border: 1px solid gray; padding: 5px;"> <p><b>Request Approvers</b></p> <p>Approver: <input style="border: 1px solid gray;" type="text" value="7654321"/> <input type="button" value="x"/> <input type="button" value="Q"/> Vincent Van Ghoul</p> <p>Comment: <input type="text"/></p> <p><input style="border: 1px solid red;" type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div> </div>	Drill Date:	<input type="text" value="08/18/2018"/> <input type="button" value="B"/>	Department:	<input type="text" value="045399"/> <input type="button" value="Q"/>	Start/End Time:	<input type="text" value="06:30/15:00"/>	Duty Purpose 1:	<input type="text" value="Engineering &amp; Logistics"/>	Drill Type:	<input type="text" value="IDT - Multiple"/>	Duty Purpose 2:	<input type="text" value="Engineering &amp; Logistics"/>	Meal Eligibility:	<input type="text"/>	Pay Code:	<input type="text" value="Full"/>
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# Member Initiated IDT Request, Continued

Procedures,  
continued

Step	Action																																		
13	<p>The Submit Schedule Drills page will now be in a <b>pending</b> status.</p> <div style="border: 1px solid blue; padding: 5px;"> <p><b>Action Request</b></p> <p><u>Submit Schedule Drills</u></p> <p><u>Dinkley, Velma</u></p> <ol style="list-style-type: none"> <li>1. Select the Drill Date.</li> <li>2. 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 08:15/16:45)</li> <li>3. Select the Drill Type from the drop down list.</li> <li>4. Select Meal Eligibility for IDT-Multiple, ATP-Multiple or IDT-Single + ATP-Single Drill Types only. Leave blank for all other drill types.</li> <li>5. Enter Department only if the drill is to be performed at another department.</li> <li>6. Select Duty Purpose 1 for all Drill Types.</li> <li>7. Select Duty Purpose 2 for IDT-Multiple, ATP-Multiple or IDT-Single + ATP-Single Drill Types only.</li> <li>8. Select Pay Code : "No-Pay" for Points only drills; "Half" for 1 days pay; "Full" for 2 days pay.</li> <li>9. Click "Get Details" button to request information on Paid IDT Cap and # of Completed Drills</li> <li>10. Look up and select Approver; Enter any Comments and click "Submit".</li> </ol> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="background-color: #2c4e64; color: white;">Request Details</th> </tr> </thead> <tbody> <tr> <td style="width: 25%;">Drill Date:</td> <td style="width: 25%;">08/18/2018</td> <td style="width: 25%;">Department:</td> <td style="width: 25%;">045399</td> </tr> <tr> <td>Start/End Time:</td> <td>06:30/15:00</td> <td>Duty Purpose 1:</td> <td>Engineering &amp; Logistics</td> </tr> <tr> <td>Drill Type:</td> <td>IDT - Multiple</td> <td>Duty Purpose 2:</td> <td>Engineering &amp; Logistics</td> </tr> <tr> <td>Meal Eligibility:</td> <td></td> <td>Pay Code:</td> <td>Full</td> </tr> </tbody> </table> <p style="text-align: center;"><input type="button" value="Get Details"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="background-color: #2c4e64; color: white;">Request Information</th> </tr> </thead> <tbody> <tr> <td style="width: 50%;">Paid IDT Cap:</td> <td>48</td> </tr> <tr> <td># of Paid Drills:</td> <td>42</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="background-color: #2c4e64; color: white;">Request Approvers</th> </tr> </thead> <tbody> <tr> <td style="width: 20%;">Approver:</td> <td> <input type="text" value="7654321"/> <input type="button" value="x"/> <input type="button" value="Q"/> Vincent Van Ghoul                 </td> </tr> <tr> <td>Comment:</td> <td><input style="width: 100%;" type="text"/></td> </tr> <tr> <td colspan="2" style="text-align: center;"> <input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/> </td> </tr> </tbody> </table> <div style="border: 2px solid red; padding: 5px; margin-top: 10px;"> <p><b>Reserve Drill Approval</b></p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>▼ Reserve Drill Request: Pending</p> <p>One Approval Level</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p style="background-color: #e0e0e0; padding: 2px;">Pending</p> <div style="display: flex; align-items: center; margin-top: 5px;"> <span style="font-size: small;">Vincent Van Ghoul Initial Approve Action Request</span> </div> </div> </div> </div> </div>	Request Details				Drill Date:	08/18/2018	Department:	045399	Start/End Time:	06:30/15:00	Duty Purpose 1:	Engineering & Logistics	Drill Type:	IDT - Multiple	Duty Purpose 2:	Engineering & Logistics	Meal Eligibility:		Pay Code:	Full	Request Information		Paid IDT Cap:	48	# of Paid Drills:	42	Request Approvers		Approver:	<input type="text" value="7654321"/> <input type="button" value="x"/> <input type="button" value="Q"/> Vincent Van Ghoul	Comment:	<input style="width: 100%;" type="text"/>	<input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/>	
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# Edit or Withdraw an IDT Request

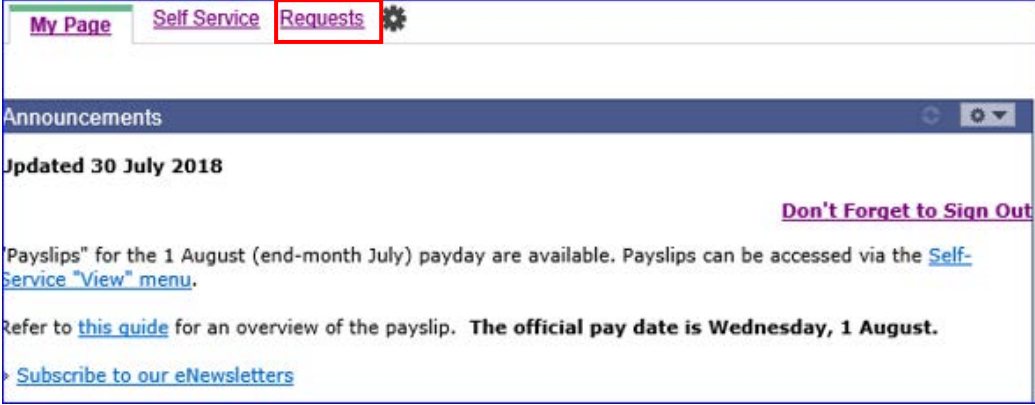

**Introduction** This section provides the procedures for Reserve members to edit or withdraw an IDT request in Direct Access.

**Important Information** A member may edit or withdraw a previously submitted IDT request if it has not been previous authorized.

- **Edit** – If a member discovers a previously submitted IDT request has incorrect information.
- **Withdraw** – A member wishes to withdraw a previously submitted IDT request.

Once an IDT request has been authorized, only the command or SPO may Approve or Deny the request.

**Procedures** See below.

Step	Action
1	<p>Select the <b>Requests</b> link from the Direct Access home page.</p>  <p>The screenshot shows a navigation bar with three tabs: 'My Page', 'Self Service', and 'Requests'. The 'Requests' tab is highlighted with a red box. Below the navigation bar is an 'Announcements' section with a date 'Updated 30 July 2018' and a 'Don't Forget to Sign Out' link. There is also a link to 'Subscribe to our eNewsletters'.</p>
2	<p>Select <b>View My Requests (all Types)</b> from the Self Service Requests pagelet.</p>  <p>The screenshot shows a 'Self Service Requests' pagelet with a grid of links. The links are: 'Submit an Absence Request', 'View My Absence Requests', 'View My Requests (all types)', 'Submit a Drill Request', 'Non Accrued Leave Request', 'Submit a Delegation Request', 'PHS Submit Retirement Docs', and 'User Access Request'. The 'View My Requests (all types)' link is highlighted with a red box.</p>

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## Edit or Withdraw an IDT Request, Continued

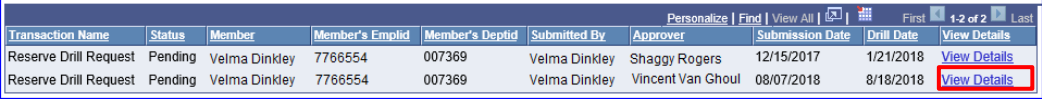
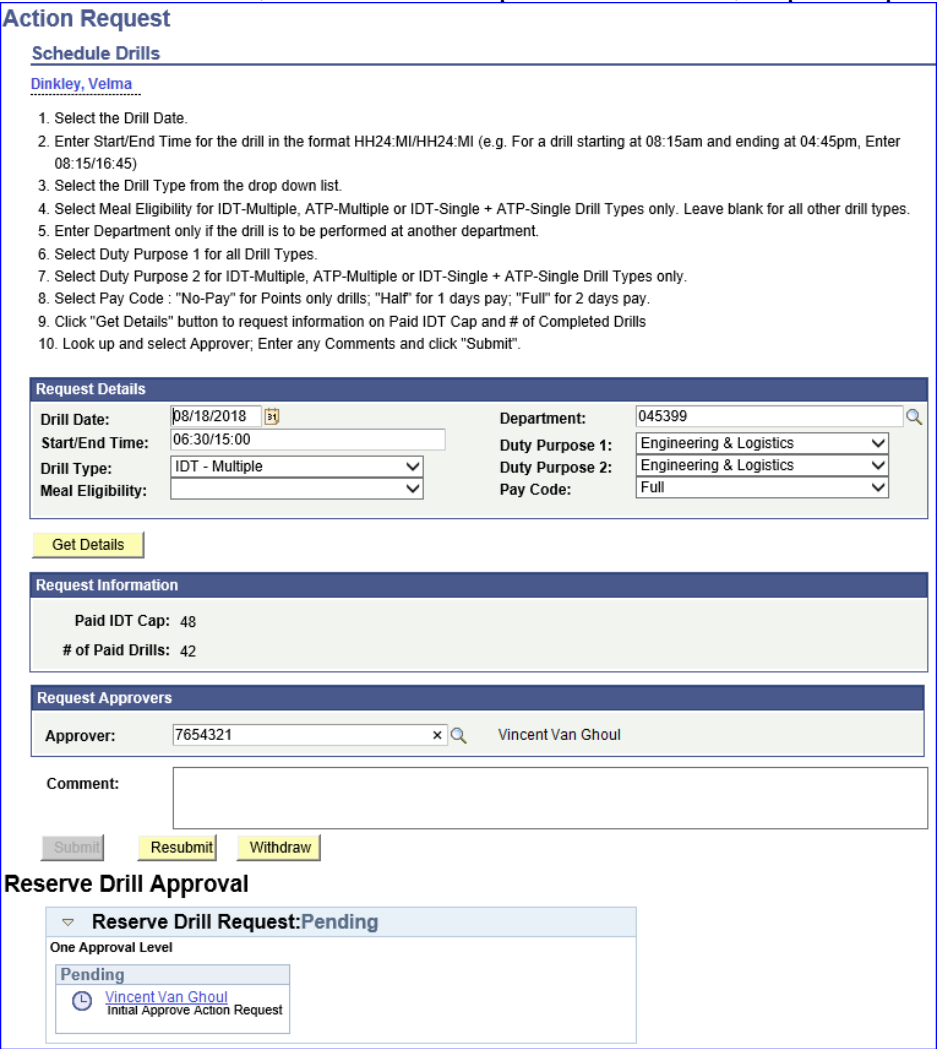
Procedures,  
continued

Step	Action
3	<p>The View My Action Requests page will display.</p> <div data-bbox="328 524 1366 1088" style="border: 1px solid black; padding: 5px;"> <p><b>View My Action Requests</b></p> <p>Velma Dinkley</p> <ol style="list-style-type: none"> <li>'My Submitted Requests' allows member to bring up only their Action Requests.</li> <li>'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.</li> <li>'All Requests' allows the approver to pull up their Action Requests and those submitted to them.</li> <li>Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)</li> <li>Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.</li> <li>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.</li> </ol> <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: <input type="text" value="All Transactions"/></p> <p>Transaction Status: <input type="text" value="Pending"/></p> <p>Submission From Date: <input type="text"/></p> <p>Submission To Date: <input type="text"/></p> <p style="text-align: right;"> <input type="button" value="Populate Grid"/>                <input type="button" value="Refresh"/> </p> </div>
4	<p>Leave the <b>My Submitted Requests</b> radio button checked. Using the <b>lookup</b> icon, change the <b>Transaction Name</b> to Schedule Drills. Leave the <b>Transaction Status</b> at Pending. Click <b>Populate Grid</b>.</p> <div data-bbox="328 1234 1366 1798" style="border: 1px solid black; padding: 5px;"> <p><b>View My Action Requests</b></p> <p>Velma Dinkley</p> <ol style="list-style-type: none"> <li>'My Submitted Requests' allows member to bring up only their Action Requests.</li> <li>'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.</li> <li>'All Requests' allows the approver to pull up their Action Requests and those submitted to them.</li> <li>Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)</li> <li>Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.</li> <li>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.</li> </ol> <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: <input type="text" value="Schedule Drills"/></p> <p>Transaction Status: <input type="text" value="Pending"/></p> <p>Submission From Date: <input type="text"/></p> <p>Submission To Date: <input type="text"/></p> <p style="text-align: right;"> <input type="button" value="Populate Grid"/>                <input type="button" value="Refresh"/> </p> </div>

*Continued on next page*

## Edit or Withdraw an IDT Request, Continued

Procedures,  
continued

Step	Action																														
5	<p>A list of all pending IDT Drill Requests will display. Click <b>View Details</b> for the appropriate Reserve Drill Request.</p>  <table border="1" data-bbox="328 562 1375 663"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</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>Pending</td> <td>Velma Dinkley</td> <td>7766554</td> <td>007369</td> <td>Velma Dinkley</td> <td>Shaggy Rogers</td> <td>12/15/2017</td> <td>1/21/2018</td> <td><a href="#">View Details</a></td> </tr> <tr> <td>Reserve Drill Request</td> <td>Pending</td> <td>Velma Dinkley</td> <td>7766554</td> <td>007369</td> <td>Velma Dinkley</td> <td>Vincent Van Ghoul</td> <td>08/07/2018</td> <td>8/18/2018</td> <td><a href="#">View Details</a></td> </tr> </tbody> </table>	Transaction Name	Status	Member	Member's Emplid	Member's Deptid	Submitted By	Approver	Submission Date	Drill Date	View Details	Reserve Drill Request	Pending	Velma Dinkley	7766554	007369	Velma Dinkley	Shaggy Rogers	12/15/2017	1/21/2018	<a href="#">View Details</a>	Reserve Drill Request	Pending	Velma Dinkley	7766554	007369	Velma Dinkley	Vincent Van Ghoul	08/07/2018	8/18/2018	<a href="#">View Details</a>
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6	<p>The Schedule Drills page will display for the selected request. To <b>withdraw</b> a drill, continue with Step 7. To <b>edit</b> a drill, skip to Step 9.</p>  <p><b>Action Request</b></p> <p><b>Schedule Drills</b></p> <p><u>Dinkley, Velma</u></p> <ol style="list-style-type: none"> <li>Select the Drill Date.</li> <li>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 08:15/16:45)</li> <li>Select the Drill Type from the drop down list.</li> <li>Select Meal Eligibility for IDT-Multiple, ATP-Multiple or IDT-Single + ATP-Single Drill Types only. Leave blank for all other drill types.</li> <li>Enter Department only if the drill is to be performed at another department.</li> <li>Select Duty Purpose 1 for all Drill Types.</li> <li>Select Duty Purpose 2 for IDT-Multiple, ATP-Multiple or IDT-Single + ATP-Single Drill Types only.</li> <li>Select Pay Code : "No-Pay" for Points only drills; "Half" for 1 days pay; "Full" for 2 days pay.</li> <li>Click "Get Details" button to request information on Paid IDT Cap and # of Completed Drills</li> <li>Look up and select Approver; Enter any Comments and click "Submit".</li> </ol> <p><b>Request Details</b></p> <p>Drill Date: 08/18/2018 [st] Department: 045399 [Q]</p> <p>Start/End Time: 06:30/15:00 Duty Purpose 1: Engineering &amp; Logistics [v]</p> <p>Drill Type: IDT - Multiple [v] Duty Purpose 2: Engineering &amp; Logistics [v]</p> <p>Meal Eligibility: [v] Pay Code: Full [v]</p> <p><a href="#">Get Details</a></p> <p><b>Request Information</b></p> <p>Paid IDT Cap: 48</p> <p># of Paid Drills: 42</p> <p><b>Request Approvers</b></p> <p>Approver: 7654321 [x] [Q] Vincent Van Ghoul</p> <p>Comment: [Text Area]</p> <p><a href="#">Submit</a> <a href="#">Resubmit</a> <a href="#">Withdraw</a></p> <p><b>Reserve Drill Approval</b></p> <p>Reserve Drill Request: Pending</p> <p>One Approval Level</p> <p>Pending</p> <p><a href="#">Vincent Van Ghoul</a> Initial Approve Action Request</p>																														

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# Edit or Withdraw an IDT Request, Continued

Procedures,  
continued

Step	Action																
7	<p>To withdraw the request, click the <b>Withdraw</b> button located at the bottom of the page.</p> <div data-bbox="327 555 1364 1729" style="border: 1px solid black; padding: 5px;"> <p><b>Action Request</b></p> <p><u>Schedule Drills</u></p> <p><u>Dinkley, Velma</u></p> <ol style="list-style-type: none"> <li>Select the Drill Date.</li> <li>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 08:15/16:45)</li> <li>Select the Drill Type from the drop down list.</li> <li>Select Meal Eligibility for IDT-Multiple, ATP-Multiple or IDT-Single + ATP-Single Drill Types only. Leave blank for all other drill types.</li> <li>Enter Department only if the drill is to be performed at another department.</li> <li>Select Duty Purpose 1 for all Drill Types.</li> <li>Select Duty Purpose 2 for IDT-Multiple, ATP-Multiple or IDT-Single + ATP-Single Drill Types only.</li> <li>Select Pay Code : "No-Pay" for Points only drills; "Half" for 1 days pay; "Full" for 2 days pay.</li> <li>Click "Get Details" button to request information on Paid IDT Cap and # of Completed Drills</li> <li>Look up and select Approver; Enter any Comments and click "Submit".</li> </ol> <div data-bbox="359 981 1353 1137" style="border: 1px solid black; padding: 5px;"> <p><b>Request Details</b></p> <table border="0"> <tr> <td>Drill Date:</td> <td><input type="text" value="08/18/2018"/></td> <td>Department:</td> <td><input type="text" value="045399"/></td> </tr> <tr> <td>Start/End Time:</td> <td><input type="text" value="06:30/15:00"/></td> <td>Duty Purpose 1:</td> <td><input type="text" value="Engineering &amp; Logistics"/></td> </tr> <tr> <td>Drill Type:</td> <td><input type="text" value="IDT - Multiple"/></td> <td>Duty Purpose 2:</td> <td><input type="text" value="Engineering &amp; Logistics"/></td> </tr> <tr> <td>Meal Eligibility:</td> <td><input type="text"/></td> <td>Pay Code:</td> <td><input type="text" value="Full"/></td> </tr> </table> </div> <p><input type="button" value="Get Details"/></p> <div data-bbox="359 1198 1353 1310" style="border: 1px solid black; padding: 5px;"> <p><b>Request Information</b></p> <p>Paid IDT Cap: 48</p> <p># of Paid Drills: 42</p> </div> <div data-bbox="359 1326 1353 1406" style="border: 1px solid black; padding: 5px;"> <p><b>Request Approvers</b></p> <p>Approver: <input type="text" value="7654321"/> Vincent Van Ghoul</p> <p>Comment: <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input style="border: 2px solid red;" type="button" value="Withdraw"/></p> </div> <p><b>Reserve Drill Approval</b></p> <div data-bbox="379 1572 1034 1729" style="border: 1px solid black; padding: 5px;"> <p>▼ Reserve Drill Request: Pending</p> <p>One Approval Level</p> <div data-bbox="391 1630 651 1720" style="border: 1px solid black; padding: 5px;"> <p>Pending</p> <p> Vincent Van Ghoul Initial Approve Action Request</p> </div> </div> </div>	Drill Date:	<input type="text" value="08/18/2018"/>	Department:	<input type="text" value="045399"/>	Start/End Time:	<input type="text" value="06:30/15:00"/>	Duty Purpose 1:	<input type="text" value="Engineering &amp; Logistics"/>	Drill Type:	<input type="text" value="IDT - Multiple"/>	Duty Purpose 2:	<input type="text" value="Engineering &amp; Logistics"/>	Meal Eligibility:	<input type="text"/>	Pay Code:	<input type="text" value="Full"/>
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Meal Eligibility:	<input type="text"/>	Pay Code:	<input type="text" value="Full"/>														

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## Edit or Withdraw an IDT Request, Continued

Procedures,  
continued

Step	Action
8	<p>This will update the Reserve Drill Request to <b>Terminated</b>.</p> <div style="border: 1px solid blue; padding: 10px;"> <p><b>Reserve Drill Approval</b></p> <div style="border: 1px solid gray; padding: 5px;"> <p>▼ Reserve Drill Request: <b>Terminated</b></p> <p>One Approval Level</p> <div style="border: 1px solid gray; padding: 5px;"> <p><b>Terminated</b></p> <p> <a href="#">Vincent Van Ghoul</a> Initial Approve Action Request 08/07/18 - 11:44 AM</p> </div> </div> </div>

*Continued on next page*

## Edit or Withdraw an IDT Request, Continued

Procedures,  
continued

Step	Action																
9	<p>To edit and resubmit, make changes to the Request Details section as needed. Click the <b>Resubmit</b> button located at the bottom of the page.</p> <div data-bbox="328 562 1369 1704" style="border: 1px solid blue; padding: 10px;"> <p><b>Action Request</b></p> <p><u>Schedule Drills</u></p> <p><u>Dinkley, Velma</u></p> <ol style="list-style-type: none"> <li>Select the Drill Date.</li> <li>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 08:15/16:45)</li> <li>Select the Drill Type from the drop down list.</li> <li>Select Meal Eligibility for IDT-Multiple, ATP-Multiple or IDT-Single + ATP-Single Drill Types only. Leave blank for all other drill types.</li> <li>Enter Department only if the drill is to be performed at another department.</li> <li>Select Duty Purpose 1 for all Drill Types.</li> <li>Select Duty Purpose 2 for IDT-Multiple, ATP-Multiple or IDT-Single + ATP-Single Drill Types only.</li> <li>Select Pay Code : "No-Pay" for Points only drills; "Half" for 1 days pay; "Full" for 2 days pay.</li> <li>Click "Get Details" button to request information on Paid IDT Cap and # of Completed Drills</li> <li>Look up and select Approver; Enter any Comments and click "Submit".</li> </ol> <div data-bbox="371 960 1362 1122" style="border: 2px solid red; padding: 5px;"> <p><b>Request Details</b></p> <table border="0"> <tr> <td>Drill Date:</td> <td>08/25/2018</td> <td>Department:</td> <td>045399</td> </tr> <tr> <td>Start/End Time:</td> <td>07:30/16:00</td> <td>Duty Purpose 1:</td> <td>Environmental Contingency</td> </tr> <tr> <td>Drill Type:</td> <td>IDT - Multiple</td> <td>Duty Purpose 2:</td> <td>Environmental Contingency</td> </tr> <tr> <td>Meal Eligibility:</td> <td></td> <td>Pay Code:</td> <td>Full</td> </tr> </table> </div> <p><a href="#">Get Details</a></p> <p><b>Request Information</b></p> <p>Paid IDT Cap: 48</p> <p># of Paid Drills: 42</p> <p><b>Request Approvers</b></p> <p>Approver: 7654321 Vincent Van Ghoul</p> <p>Comment:</p> <p><a href="#">Submit</a> <a href="#">Resubmit</a> <a href="#">Withdraw</a></p> <p><b>Reserve Drill Approval</b></p> <div data-bbox="387 1543 1037 1693" style="border: 1px solid gray; padding: 5px;"> <p>Reserve Drill Request: Pending</p> <p>One Approval Level</p> <p>Pending</p> <p> Vincent Van Ghoul Initial Approve Action Request</p> </div> </div>	Drill Date:	08/25/2018	Department:	045399	Start/End Time:	07:30/16:00	Duty Purpose 1:	Environmental Contingency	Drill Type:	IDT - Multiple	Duty Purpose 2:	Environmental Contingency	Meal Eligibility:		Pay Code:	Full
Drill Date:	08/25/2018	Department:	045399														
Start/End Time:	07:30/16:00	Duty Purpose 1:	Environmental Contingency														
Drill Type:	IDT - Multiple	Duty Purpose 2:	Environmental Contingency														
Meal Eligibility:		Pay Code:	Full														

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## Edit or Withdraw an IDT Request, Continued

Procedures,  
continued

Step	Action
10	<p>The Reserve Drill Request will update to <b>Pending</b> and be re-routed for approval.</p> <div data-bbox="328 562 1369 1003" style="border: 1px solid blue; padding: 10px;"> <p><b>Reserve Drill Approval</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p> <span style="font-size: 0.8em;">▼</span> <b>Reserve Drill Request</b> <span style="border: 2px solid red; padding: 2px;">Pending</span> <span style="float: right; font-size: 0.8em;">View/Hide Comments</span> </p> <p>One Approval Level</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p><b>Pending</b></p> <div style="display: flex; align-items: center; gap: 5px;"> <span style="font-size: 1.2em;">L</span> <span style="font-size: 0.8em;">Vincent Van Ghoul</span> </div> <p style="font-size: 0.7em;">Initial Approve Action Request</p> </div> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p><span style="font-size: 0.8em;">▼</span> <b>Comment History</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p><b>Velma Dinkley</b> at 08/07/18 - 11:40 AM</p> <p><a href="#">View History</a></p> </div> </div> </div>