Inactive Duty for Training (IDT)

Overview

Introduction	This guide provides the procedures for scheduling, editing, or withdrawing IDT requests in Direct Access (DA).

Types of Inactive Duty

The following types of Inactive Duty can be scheduled in DA:
- Inactive Duty for Training (IDT)
- Additional Training Period (ATP)
- Readiness Management Period (RMP)
- Funeral Honors Duty (FHD)

Known Issue for Reserves

When SDP/AP is authorized, the appropriate selection for SDP/AP must be made when scheduling the IDT drill itself. **DO NOT** enter SDP/AP via the payroll requests action request.

Scheduling Requirement

Each year, CG-R determines the timeframe for when drills can/cannot be entered in DA. 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.

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.

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 drills(s) for pay must have an A, B, C, or D Training Pay (TRAYPAY) Category. Contact the Payment Authorizing Official (PAO) if a TRAYPAY category code error displays.
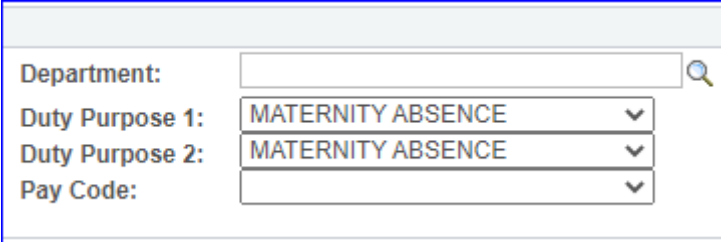
Overview, Continued

Process   The following process initiates creditable service and payment for Reserve IDT drills.

Stage	Who Does It	What Happens
1	Member	Enters desired drill types using the **Drill Request – Submit** tile on the Member Self Service page.
2	Command User/ Supervisor	Reviews the member's request and authorizes (approves) the drills using the **Requests (All Types)-View** tile on the Member Self Service page. **NOTE:** Command User/Supervisor must hold the CG Self Service Command (CGSSCMD) user role or CG Reserve Manager functional role to view/enter/approve IDT drills.
3	Member	Performs drills as scheduled or edits/withdraws previously submitted requests.
4	Command User/ Supervisor	Marks drills completed after verifying the member has performed drills as scheduled or denies the drill as submitted, returning the request to the submitter.
5	P&A Office	Approves the IDT drill(s) for creditable points and/or pay and allowances.

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.
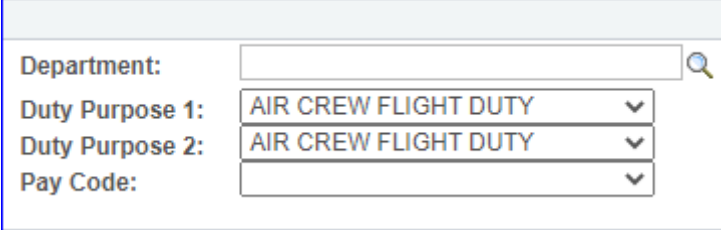
Overview, Continued

Reserve Air Crew Flight Duty Pay

Coast Guard bringing on reserve pilots > United States Coast Guard > My Coast Guard News (uscg.mil) announced the implementation of Air Crew Flight Duty pay for qualifying Reservists. There will not be a separate Duty Status category in DA for Flight Pay – it is an IDT with a Duty Purpose code of Air Crew Flight Duty as shown below.

Department:	[ ] 🔍
Duty Purpose 1:	AIR CREW FLIGHT DUTY ⌄
Duty Purpose 2:	AIR CREW FLIGHT DUTY ⌄
Pay Code:	⌄

Contents

Member Initiated IDT Request

Introduction   This section provides the procedures for scheduling your IDT drills in DA.

Procedures   See below.

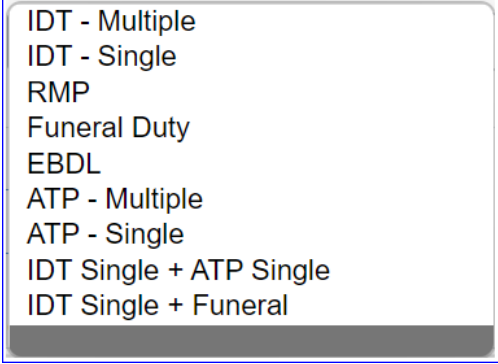| Step	Action
1	Navigate to **Member Self Service** via the drop-down or by **page arrows**.
2	Click on the **Drill Request – Submit** tile.
3	The Submit Schedule Drills page will display.

Member Initiated IDT Request, Continued

Procedures,
continued

Step	Action
4	Complete the Requests Details section: (see Steps 5-6 for a description of each of the fields). **Request Details** Drill Date: [　　　　📅]　　Department: [　　　　🔍] Start/End Time: [　　　　　　]　　Duty Purpose 1: [　　　　▾] Drill Type: [　　　　▾]　　Duty Purpose 2: [　　　　▾] Meal Eligibility: [　　　　▾]　　Pay Code: [　　　　▾]
5	<table><tr><th>Field</th><th>Description</th></tr><tr><td>**Drill Date**</td><td>Enter the date of the drill or click the calendar icon to select a date.</td></tr><tr><td>**Department**</td><td>Enter the department ID number where the drill will take place. Use the lookup icon to find the department ID number if unknown.</td></tr><tr><td>**Start/End Time**</td><td>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) • **Single IDT/ATP** – 4 or more hours • **Multiple IDT/ATP** – 8 or more hours • **RMP** – 3 to 24 hours • **FHD** – 2 or more hours</td></tr><tr><td>**Duty Purpose 1**</td><td>Click the drop-down and make an appropriate selection.</td></tr></table>

Member Initiated IDT Request, Continued

Procedures,
continued

Step	Action

Field	Description
Duty Purpose 2	Click the drop-down and make an appropriate selection. Only enter a selection in this field if performing: • **Multiple IDT** • **Multiple ATP** • **Single IDT** + **Single ATP**
Drill Type	Select the Drill Type from the drop-down menu:

Step 6:

IDT - Multiple
IDT - Single
RMP
Funeral Duty
EBDL
ATP - Multiple
ATP - Single
IDT Single + ATP Single
IDT Single + Funeral

• **IDT Multiple or Single** – Inactive Duty for Training
• **RMP** – Readiness Management Period
• **Funeral Duty** – Funeral Honors Duty
• **EBDL** – Electronic Based Distance Learning
• **ATP Multiple or Single** – Inactive Duty for Training Single Plus Additional Training Period Single
• **IDT Single** + **Funeral** – Inactive Duty for 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 to the Current ALCOAST on Reserve Additional Training Period (ATP) Allocations.

Member Initiated IDT Request, Continued

Procedures, continued

Step	Action

Step 7

Field	Description
Meal Eligibility	Meal eligibility is authorized for Enlisted personnel only. Officers leave this field blank. Select the meal type from the drop-down menu (see the IDT Subsistence Allowance user guide for more guidance):

Breakfast
Breakfast & Lunch
Breakfast, Lunch Supper
Lunch
Lunch & Supper
Messing Available
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 1st drill for 2 paid multiple IDT drills and remains overnight between drills	Authorized Lunch and Supper on 1st day & authorized Breakfast and Lunch on 2nd day
	Arrives night before for 2 paid IDT Multiple drills	Authorized Breakfast, Lunch & Supper on 1st day & authorized Breakfast and Lunch on 2nd day

Member Initiated IDT Request, Continued

Procedures,
continued
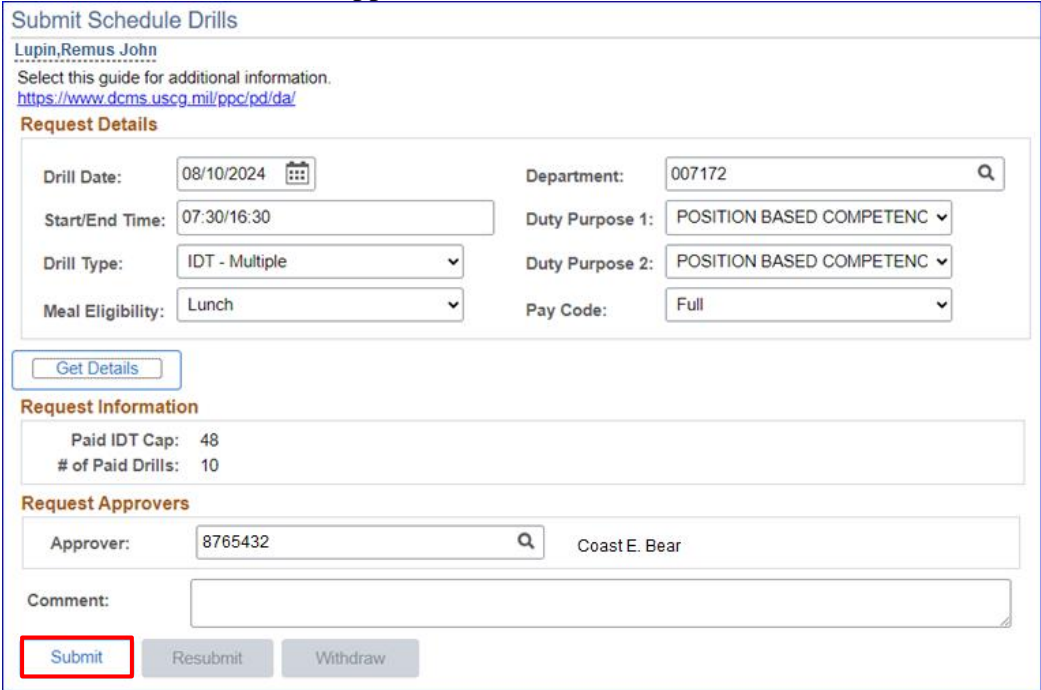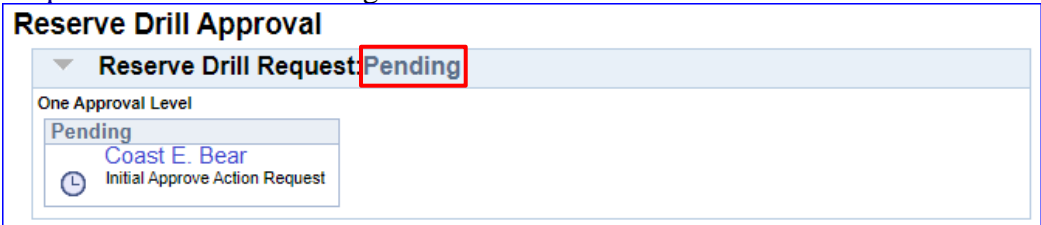
Step	Action
8	<table><tr><th>Field</th><th>Description</th></tr><tr><td>**Pay Code**</td><td>Click the drop-down and select as appropriate: Full Half No Pay • **Full** – Pay is authorized for both periods • **Half** – Pay is only authorized for a single drill, or when pay is only authorized for one period of a multiple drill • **None** – A single or multiple drill is being performed for POINTS ONLY</td></tr></table>
9	Click **Get Details**. **Request Details** Drill Date: 08/10/2024 Department: 007172 Start/End Time: 07:30/16:30 Duty Purpose 1: POSITION BASED COMPETENC Drill Type: IDT - Multiple Duty Purpose 2: POSITION BASED COMPETENC Meal Eligibility: Lunch Pay Code: Full Get Details
10	The Request Information section will populate: – **Paid IDT Cap** – Number of IDT drills authorized for pay for the current Fiscal Year (FY) – **# of Paid Drills** – Number of IDAT drills paid thus far during the current FY **Request Information** Paid IDT Cap: 48 # of Paid Drills: 10
11	Enter the **Approver**'s Empl ID and press the tab key (this will populate the name of the approver). Enter any **Comments** as appropriate. **Request Approvers** Approver: 8765432 Coast E. Bear Comment: Submit Resubmit Withdraw

Member Initiated IDT Request, Continued

Procedures, continued

Step	Action
12	Click **Submit** to route for approval.
13	The Submit Schedule Drills page will now be in a Pending status. **NOTE:** Any drill submitted by the Command/Admin automatically places the drill in an authorized/scheduled status. These drills are not considered pending and therefore, cannot be modified after May 1st. Please refer to the Schedule Requirement section of this guide.
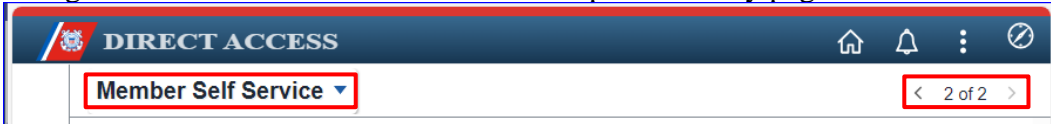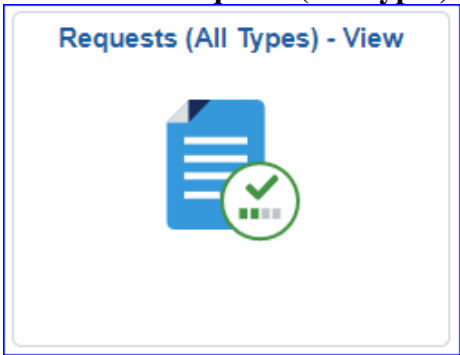
Edit or Withdraw an IDT Request

Introduction   This section provides the procedures for editing or withdrawing an IDT request in DA.

Important Information
- You may edit or withdraw a previously submitted IDT request if it has NOT been previously authorized.
  - **Edit** – If you discover a previously submitted IDT request has incorrect information.
  - **Withdraw** – You wish to withdraw a previously submitted IDT request.

- Once an IDT request has been authorized, only the Command, P&A Office, or PAO may Approve or Deny the request.

- For more information, please refer to the Scheduling Requirement section of this guide.

Procedures   See below.

Step	Action
1	Navigate to **Member Self Service** via the drop-down or by page **arrows**.
2	Click on the **Requests (All Types) - View** tile.

Continued on next page

Edit or Withdraw an IDT Request, Continued

Procedures,
continued

Step	Action
3	The View My Action Requests page will display. **View My Action Requests** Remus Lupin 1. `My Submitted Requests' allows member to bring up only their Action Requests. 2. `Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 3. `All Requests' allows the approver to pull up their Action Requests and those submitted to them. 4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) 5. Refresh button clears the grid and defaults it back to `My Submitted Requests' and Transaction Status of `Pending'. 6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates. ◉ My Submitted Requests ○ Requests I am Approver For ○ All Requests Transaction Name: All Transactions Transaction Status: Pending Submission From Date: Submission To Date: [Populate Grid] [Refresh]
4	Leave the **My Submitted Requests** radio button checked. Using the **lookup** icon, change the **Transaction Name** to Schedule Drills. Leave the **Transaction Status** at Pending. Click **Populate Grid**. **View My Action Requests** Remus Lupin 1. `My Submitted Requests' allows member to bring up only their Action Requests. 2. `Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 3. `All Requests' allows the approver to pull up their Action Requests and those submitted to them. 4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) 5. Refresh button clears the grid and defaults it back to `My Submitted Requests' and Transaction Status of `Pending'. 6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates. ◉ My Submitted Requests ○ Requests I am Approver For ○ All Requests Transaction Name: Schedule Drills Transaction Status: Pending Submission From Date: Submission To Date: [Populate Grid] [Refresh]
5	A list of all pending IDT Drill Requests will display. Click **View Details** for the appropriate Reserve Drill Request. 1-9 of 9 View All | Transaction Name	Status	Member	Member's Last Name	Member's Emplid	Member's Deptid	Submitted By	Approver	Submission Date	Drill Date	View Details
Reserve Drill Request	Pending	Remus	Lupin	2156317	007172	Remus Lupin	Coast E Bear	2023/11/08	2024/08/10	View Details
Reserve Drill Request	Pending	Remus	Lupin	2156317	007172	Remus Lupin	Coast E Bear	2023/11/08	2024/08/11	View Details
Reserve Drill Request	Pending	Remus	Lupin	2156317	007172	Remus Lupin	Coast E Bear	2023/11/07	2024/07/13	View Details	

Edit or Withdraw an IDT Request, Continued

Procedures, continued

Step	Action
6	To **withdraw** a drill, continue with Step 7. To **edit** a drill, skip to Step 9.
7	Click the **Withdraw** button located at the bottom of the page.

Edit or Withdraw an IDT Request, Continued

Procedures, continued

Step	Action
8	The Reserve Drill Request will remain in a Pending status, but the **action buttons** will gray out. **Reserve Drill Approval** Reserve Drill Request: Pending One Approval Level Pending Coast E. Bear Initial Approve Action Request
9	From the Request page, click **Refresh** and the withdrawn drill will no longer be listed.

Edit or Withdraw an IDT Request, Continued

Procedures,
continued

Step	Action
9	To edit and resubmit, make changes to the **Request Details** section as needed and enter **comments** as appropriate. Click the **Resubmit** button located at the bottom of the page. **Action Request** Schedule Drills Lupin,Remus John Select this guide for additional information. https://www.dcms.uscg.mil/ppc/pd/da/ **Request Details** Drill Date: 08/07/2022 Department: 007172 Start/End Time: 08:00/16:00 Duty Purpose 1: STRUCTURED TRAINING - GEN Drill Type: IDT - Multiple Duty Purpose 2: STRUCTURED TRAINING - GEN Meal Eligibility: Breakfast & Lunch Pay Code: Full Get Details **Request Information** Paid IDT Cap: 48 # of Paid Drills: 28 **Request Approvers** Approver: 8765432 Coast E Bear Comment: Submit Resubmit Withdraw **Reserve Drill Approval** ▼ **Reserve Drill Request:Pending** One Approval Level Pending Coast E. Bear Initial Approve Action Request
10	The Reserve Drill Request will indicate **Pending** and be re-routed for approval. **Reserve Drill Approval** ▼ **Reserve Drill Request:Pending** ⊕View/Hide Comments One Approval Level Pending Coast E. Bear Initial Approve Action Request ▼ **Comments** **Remus John Lupin at 11/08/23 - 11:17 AM** Resubmitting with correct meal eligibility ▼ **Comment History** **Remus John Lupin at 11/08/23 - 11:17 AM** View History