

# Inactive Duty for Training (IDT)

## Overview

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

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**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)

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**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.**

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**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 June 30<sup>th</sup> and September 30<sup>th</sup> without a waiver ( [ALCOAST 367/23](#)). See the [3PM](#), Chapter 10.B.16 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.**


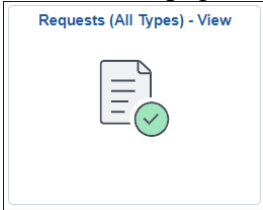
**NOTE:** All scheduled drills for pay must be authorized prior to the member reporting for duty. Single/Multiple IDT drills(s) for pay must have an A, B, C, or D Training Pay (TRAYPAY) Category. Contact the Payment Authorizing Official (PAO) if a TRAYPAY category code error displays.

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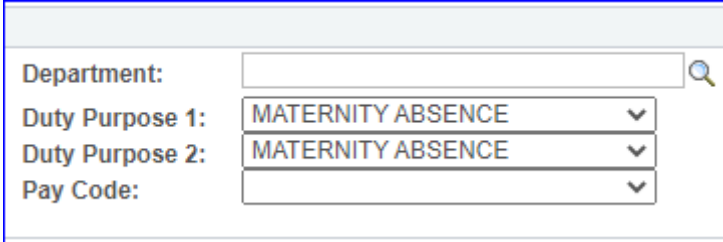
**Overview**, Continued

**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 <b>Drill Request – Submit</b> tile on the Member Self Service page.<br>  |
| 2     | P&A/<br>Supervisor | Reviews the member’s request and authorizes (approves) the drills using the <b>Requests (All Types)-View</b> tile on the Member Self Service page.<br> <p><b>NOTE:</b> 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.</p> |
| 3     | Member             | Performs drills as scheduled or edits/withdraws previously submitted requests.   |
| 4     | P&A/<br>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     | SPO                | 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.



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## Overview, Continued

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### Contents

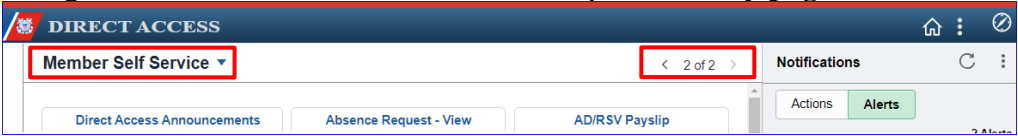
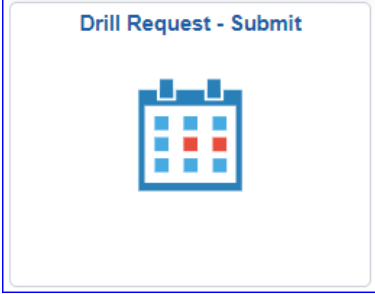
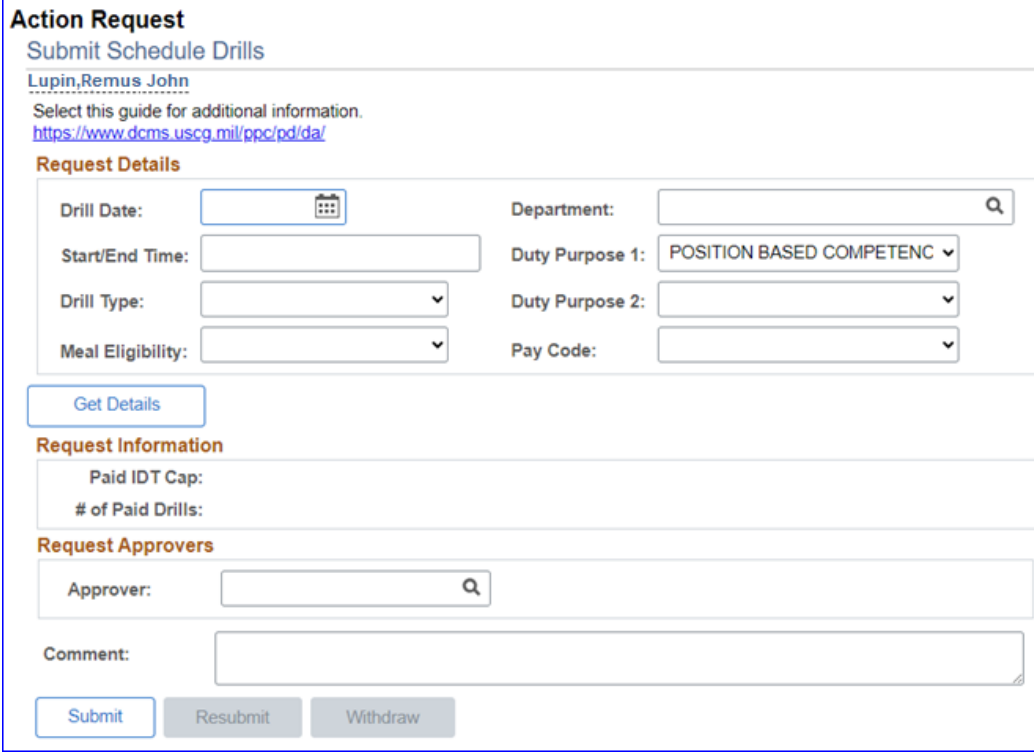
| <b>Topic</b>                                    | <b>See Page</b> |
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| <a href="#">Member Initiated IDT Request</a>    | 4               |
| <a href="#">Edit or Withdraw an IDT Request</a> | 10              |

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# Member Initiated IDT Request

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



**Procedures** See below.

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

*Continued on next page*

## Member Initiated IDT Request, Continued

Procedures,  
continued

| Step                  | Action   |       |             |                   |  |                   |  |                       |   |                       |  |
|-----------------------|--|-------|-------------|-------------------|--|-------------------|--|-----------------------|---|-----------------------|--|
| 4                     | <p>Complete the Requests Details section: (see Steps 5-6 for a description of each of the fields).</p> <div data-bbox="328 506 1366 741" style="border: 2px solid red; padding: 5px;"> <p><b>Request Details</b></p> <p>Drill Date: <input type="text" value=""/>  Department: <input type="text" value=""/> </p> <p>Start/End Time: <input type="text" value=""/> Duty Purpose 1: <input type="text" value=""/></p> <p>Drill Type: <input type="text" value=""/> Duty Purpose 2: <input type="text" value=""/></p> <p>Meal Eligibility: <input type="text" value=""/> Pay Code: <input type="text" value=""/></p> </div>  |       |             |                   |  |                   |  |                       |   |                       |  |
| 5                     | <table border="1"> <thead> <tr> <th data-bbox="328 779 571 813">Field</th> <th data-bbox="571 779 1366 813">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="328 813 571 891"><b>Drill Date</b></td> <td data-bbox="571 813 1366 891">Enter the date of the drill or click the calendar icon to select a date.</td> </tr> <tr> <td data-bbox="328 891 571 1003"><b>Department</b></td> <td data-bbox="571 891 1366 1003">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 data-bbox="328 1003 571 1272"><b>Start/End Time</b></td> <td data-bbox="571 1003 1366 1272">                     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> </td> </tr> <tr> <td data-bbox="328 1272 571 1368"><b>Duty Purpose 1</b></td> <td data-bbox="571 1272 1366 1368">Click the drop-down and make an appropriate selection.</td> </tr> </tbody> </table> | Field | Description | <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 lookup 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 an appropriate selection. |
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## Member Initiated IDT Request, Continued

Procedures,  
continued

| Step                     | Action   |            |             |                          |  |                   |   |            |                |                |                 |               |                         |                          |                          |                      |                       |               |                         |                          |                          |                      |                       |
|--------------------------|--|------------|-------------|--------------------------|--|-------------------|---|------------|----------------|----------------|-----------------|---------------|-------------------------|--------------------------|--------------------------|----------------------|-----------------------|---------------|-------------------------|--------------------------|--------------------------|----------------------|-----------------------|
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| Drill Type               |  |            |             |                          |  |                   |   |            |                |                |                 |               |                         |                          |                          |                      |                       |               |                         |                          |                          |                      |                       |
| ▼                        |  |            |             |                          |  |                   |   |            |                |                |                 |               |                         |                          |                          |                      |                       |               |                         |                          |                          |                      |                       |
| IDT – Multiple           |  |            |             |                          |  |                   |   |            |                |                |                 |               |                         |                          |                          |                      |                       |               |                         |                          |                          |                      |                       |
| IDT – Single             |  |            |             |                          |  |                   |   |            |                |                |                 |               |                         |                          |                          |                      |                       |               |                         |                          |                          |                      |                       |
| RMP                      |  |            |             |                          |  |                   |   |            |                |                |                 |               |                         |                          |                          |                      |                       |               |                         |                          |                          |                      |                       |
| Funeral Duty             |  |            |             |                          |  |                   |   |            |                |                |                 |               |                         |                          |                          |                      |                       |               |                         |                          |                          |                      |                       |
| EBDL                     |  |            |             |                          |  |                   |   |            |                |                |                 |               |                         |                          |                          |                      |                       |               |                         |                          |                          |                      |                       |
| ATP – Multiple           |  |            |             |                          |  |                   |   |            |                |                |                 |               |                         |                          |                          |                      |                       |               |                         |                          |                          |                      |                       |
| ATP – Single             |  |            |             |                          |  |                   |   |            |                |                |                 |               |                         |                          |                          |                      |                       |               |                         |                          |                          |                      |                       |
| AFTP – Multiple          |  |            |             |                          |  |                   |   |            |                |                |                 |               |                         |                          |                          |                      |                       |               |                         |                          |                          |                      |                       |
| AFTP – Single            |  |            |             |                          |  |                   |   |            |                |                |                 |               |                         |                          |                          |                      |                       |               |                         |                          |                          |                      |                       |
| IDT Single + ATP Single  |  |            |             |                          |  |                   |   |            |                |                |                 |               |                         |                          |                          |                      |                       |               |                         |                          |                          |                      |                       |
| IDT Single + AFTP Single |  |            |             |                          |  |                   |   |            |                |                |                 |               |                         |                          |                          |                      |                       |               |                         |                          |                          |                      |                       |
| AFTP Single + ATP Single |  |            |             |                          |  |                   |   |            |                |                |                 |               |                         |                          |                          |                      |                       |               |                         |                          |                          |                      |                       |
| IDT Single + Funeral     |  |            |             |                          |  |                   |   |            |                |                |                 |               |                         |                          |                          |                      |                       |               |                         |                          |                          |                      |                       |
| AFTP Single + Funeral    |  |            |             |                          |  |                   |   |            |                |                |                 |               |                         |                          |                          |                      |                       |               |                         |                          |                          |                      |                       |

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## Member Initiated IDT Request, Continued

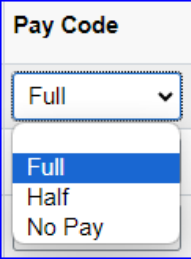
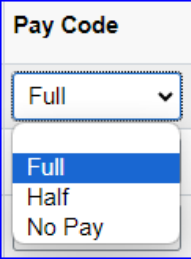
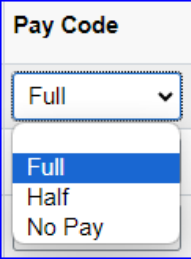
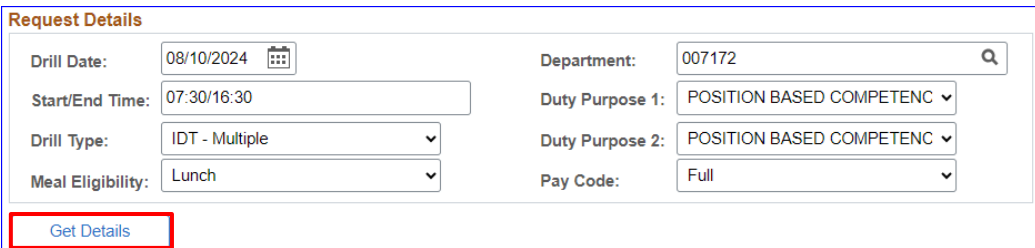
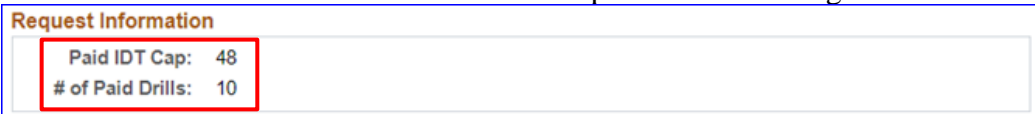
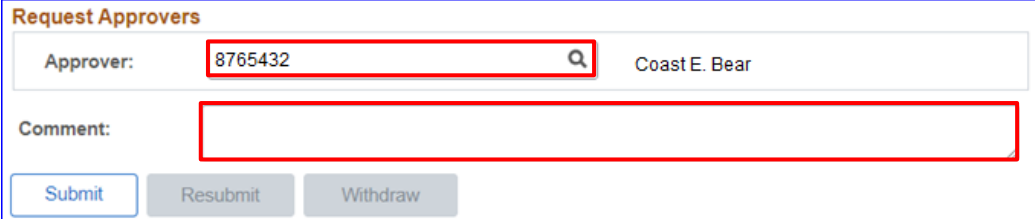
Procedures,  
continued

| Step                   | Action  |   |  |    |     |      |                        |   |                  |  |                       |                           |                    |  |                                |  |   |  |  |   |   |
|------------------------|---|---|--|----|-----|------|------------------------|---|------------------|--|-----------------------|---------------------------|--------------------|--|--------------------------------|--|---|--|--|---|---|
| <b>7</b>               | <b>Field</b>  | <b>Description</b>  |  |    |     |      |                        |   |                  |  |                       |                           |                    |  |                                |  |   |  |  |   |   |
|                        | <b>Meal Eligibility</b>   | <p>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 user guide</a> for more guidance):</p> <div data-bbox="595 701 740 994" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><b>Meal Eligibility Code</b></p> <p>All Meals ▾</p> <ul style="list-style-type: none"> <li>All Meals</li> <li>Breakfast</li> <li>Brk &amp; Lnch</li> <li>Lnch &amp; Sup</li> <li>Lunch</li> <li>Mess Avail</li> <li>None</li> <li>Supper</li> </ul> </div> <table border="1" data-bbox="595 1010 1353 1823"> <thead> <tr> <th data-bbox="595 1010 831 1048">If</th> <th data-bbox="831 1010 1098 1048">And</th> <th data-bbox="1098 1010 1353 1048">Then</th> </tr> </thead> <tbody> <tr> <td data-bbox="595 1048 831 1160">Not Authorized Lodging</td> <td data-bbox="831 1048 1098 1160">Arrives same day, not remaining overnight</td> <td data-bbox="1098 1048 1353 1160">Authorized Lunch</td> </tr> <tr> <td data-bbox="595 1160 831 1234"></td> <td data-bbox="831 1160 1098 1234">Works past 1800 hours</td> <td data-bbox="1098 1160 1353 1234">Authorized Lunch &amp; Supper</td> </tr> <tr> <td data-bbox="595 1234 831 1384">Authorized Lodging</td> <td data-bbox="831 1234 1098 1384">Arrive night before for 1 paid IDT Multiple drill for the next day</td> <td data-bbox="1098 1234 1353 1384">Authorized Breakfast and Lunch</td> </tr> <tr> <td data-bbox="595 1384 831 1608"></td> <td data-bbox="831 1384 1098 1608">Arrives on day of 1<sup>st</sup> drill for 2 paid multiple IDT drills and remains overnight between drills</td> <td data-bbox="1098 1384 1353 1608">Authorized Lunch and Supper on 1<sup>st</sup> day &amp; authorized Breakfast and Lunch on 2<sup>nd</sup> day</td> </tr> <tr> <td data-bbox="595 1608 831 1823"></td> <td data-bbox="831 1608 1098 1823">Arrives night before for 2 paid IDT Multiple drills</td> <td data-bbox="1098 1608 1353 1823">Authorized Breakfast, Lunch &amp; Supper on 1<sup>st</sup> day &amp; authorized Breakfast and Lunch on 2<sup>nd</sup> day</td> </tr> </tbody> </table> |  | If | And | Then | Not Authorized Lodging | Arrives same day, not remaining overnight | Authorized Lunch |  | Works past 1800 hours | Authorized Lunch & Supper | Authorized Lodging | Arrive night before for 1 paid IDT Multiple drill for the next day | Authorized Breakfast and Lunch |  | Arrives on day of 1 <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 |  | 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 |
| 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 <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  |  |    |     |      |                        |   |                  |  |                       |                           |                    |  |                                |  |   |  |  |   |   |
|                        | 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   |  |    |     |      |                        |   |                  |  |                       |                           |                    |  |                                |  |   |  |  |   |   |

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## Member Initiated IDT Request, Continued

Procedures,  
continued

| Step     | Action   |       |             |          |   |
|----------|--|-------|-------------|----------|---|
| 8        | <table border="1"> <thead> <tr> <th data-bbox="328 472 555 508">Field</th> <th data-bbox="555 472 1366 508">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="328 508 555 1003">Pay Code</td> <td data-bbox="555 508 1366 1003"> <p>Click the drop-down and select as appropriate:</p>  <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 select as appropriate:</p>  <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> |
| Field    | Description  |       |             |          |   |
| Pay Code | <p>Click the drop-down and select as appropriate:</p>  <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>  |       |             |          |   |
| 9        | <p>Click <b>Get Details</b>.</p>   |       |             |          |   |
| 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 (FY)</li> <li>– <b># of Paid Drills</b> – Number of IDAT drills paid thus far during the current FY</li> </ul>    |       |             |          |   |
| 11       | <p>Enter the <b>Approver</b>'s Empl ID and press the tab key (this will populate the name of the approver). Enter any <b>Comments</b> as appropriate.</p>    |       |             |          |   |

Continued on next page



## Member Initiated IDT Request, Continued

Procedures,  
continued

| Step              | Action  |                 |   |             |                                     |                 |  |                 |   |             |   |                 |   |                   |                                    |           |                                   |
|-------------------|---|-----------------|---|-------------|-------------------------------------|-----------------|--|-----------------|---|-------------|---|-----------------|---|-------------------|------------------------------------|-----------|-----------------------------------|
| <p><b>12</b></p>  | <p>Click <b>Submit</b> to route for approval.</p> <div data-bbox="327 517 1369 1205" style="border: 1px solid black; padding: 5px;"> <p>Submit Schedule Drills</p> <p>Lupin, Remus John</p> <p>Select this guide for additional information.<br/> <a href="https://www.dcms.uscg.mil/ppc/pd/da/">https://www.dcms.uscg.mil/ppc/pd/da/</a></p> <p><b>Request Details</b></p> <table border="0"> <tr> <td>Drill Date:</td> <td><input type="text" value="08/10/2024"/></td> <td>Department:</td> <td><input type="text" value="007172"/></td> </tr> <tr> <td>Start/End Time:</td> <td><input type="text" value="07:30/16:30"/></td> <td>Duty Purpose 1:</td> <td><input type="text" value="POSITION BASED COMPETENC"/></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="POSITION BASED COMPETENC"/></td> </tr> <tr> <td>Meal Eligibility:</td> <td><input type="text" value="Lunch"/></td> <td>Pay Code:</td> <td><input type="text" value="Full"/></td> </tr> </table> <p><input type="button" value="Get Details"/></p> <p><b>Request Information</b></p> <p>Paid IDT Cap: 48<br/># of Paid Drills: 10</p> <p><b>Request Approvers</b></p> <p>Approver: <input type="text" value="8765432"/> Coast E. Bear</p> <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="08/10/2024"/>               | Department: | <input type="text" value="007172"/> | Start/End Time: | <input type="text" value="07:30/16:30"/> | Duty Purpose 1: | <input type="text" value="POSITION BASED COMPETENC"/> | Drill Type: | <input type="text" value="IDT - Multiple"/> | Duty Purpose 2: | <input type="text" value="POSITION BASED COMPETENC"/> | Meal Eligibility: | <input type="text" value="Lunch"/> | Pay Code: | <input type="text" value="Full"/> |
| Drill Date:       | <input type="text" value="08/10/2024"/>   | Department:     | <input type="text" value="007172"/>                   |             |                                     |                 |  |                 |   |             |   |                 |   |                   |                                    |           |                                   |
| Start/End Time:   | <input type="text" value="07:30/16:30"/>  | Duty Purpose 1: | <input type="text" value="POSITION BASED COMPETENC"/> |             |                                     |                 |  |                 |   |             |   |                 |   |                   |                                    |           |                                   |
| Drill Type:       | <input type="text" value="IDT - Multiple"/>   | Duty Purpose 2: | <input type="text" value="POSITION BASED COMPETENC"/> |             |                                     |                 |  |                 |   |             |   |                 |   |                   |                                    |           |                                   |
| Meal Eligibility: | <input type="text" value="Lunch"/>  | Pay Code:       | <input type="text" value="Full"/>                     |             |                                     |                 |  |                 |   |             |   |                 |   |                   |                                    |           |                                   |
| <p><b>13</b></p>  | <p>The Submit Schedule Drills page will now be in a Pending status. See <b>NEW</b> steps 14 and 15.</p> <p><b>NOTE:</b> 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 1<sup>st</sup>. Please refer to the <a href="#">Schedule Requirement</a> section of this guide.</p> <div data-bbox="327 1503 1369 1727" style="border: 1px solid black; padding: 5px;"> <p><b>Reserve Drill Approval</b></p> <p>▼ Reserve Drill Request: <b>Pending</b></p> <p>One Approval Level</p> <p>Pending</p> <p>Coast E. Bear</p> <p><input type="button" value="Initial Approve Action Request"/></p> </div>  |                 |   |             |                                     |                 |  |                 |   |             |   |                 |   |                   |                                    |           |                                   |

Continued on next page

# Member Initiated IDT Request, Continued

Procedures,  
continued

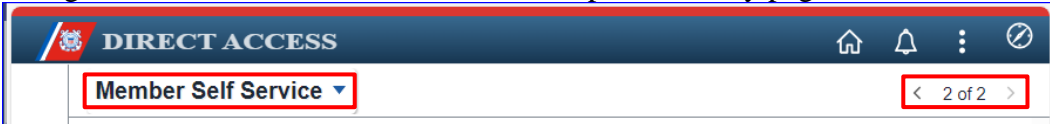
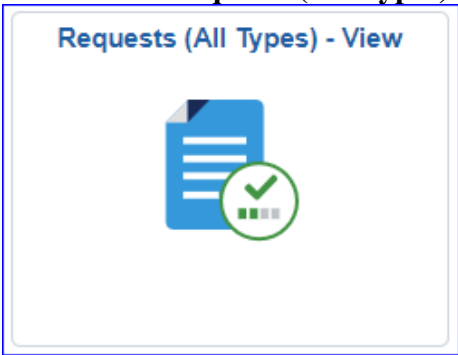
| Step                            | Action  |                 |                          |             |                      |                 |                      |                 |                          |             |                      |                 |                      |                   |                         |           |                      |
|---------------------------------|---|-----------------|--------------------------|-------------|----------------------|-----------------|----------------------|-----------------|--------------------------|-------------|----------------------|-----------------|----------------------|-------------------|-------------------------|-----------|----------------------|
| <p><b>14</b><br/><b>NEW</b></p> | <p>Once the drill is saved, click <b>Add Drill Request</b>.</p> <div data-bbox="327 517 1106 1124"> <p><b>Action Request</b></p> <p>Submit Schedule Drills</p> <p><u>Lupin, Remus John</u></p> <p>Select this guide for additional information.<br/><a href="https://www.dcms.uscg.mil/ppc/pd/da/">https://www.dcms.uscg.mil/ppc/pd/da/</a></p> <p><b>Request Details</b></p> <table border="1"> <tr> <td>Drill Date:</td> <td>04/11/2024</td> <td>Department:</td> <td>042283</td> </tr> <tr> <td>Start/End Time:</td> <td>08:00/16:00</td> <td>Duty Purpose 1:</td> <td>INDIVIDUAL TRAINING PLAN</td> </tr> <tr> <td>Drill Type:</td> <td>ATP - Multiple</td> <td>Duty Purpose 2:</td> <td>CONTINGENCY SUPPORT</td> </tr> <tr> <td>Meal Eligibility:</td> <td>Breakfast, Lunch Supper</td> <td>Pay Code:</td> <td>Full</td> </tr> </table> <p>Get Details</p> <p><b>Request Information</b></p> <p>Paid IDT Cap: 48<br/># of Paid Drills: 28</p> <p><b>Request Approvers</b></p> <p>Approver: 8765432<br/>Coast E. Bear</p> <p>Comment: Drill</p> <p>Submit Resubmit Withdraw <b>Add Drill Request</b></p> </div> | Drill Date:     | 04/11/2024               | Department: | 042283               | Start/End Time: | 08:00/16:00          | Duty Purpose 1: | INDIVIDUAL TRAINING PLAN | Drill Type: | ATP - Multiple       | Duty Purpose 2: | CONTINGENCY SUPPORT  | Meal Eligibility: | Breakfast, Lunch Supper | Pay Code: | Full                 |
| Drill Date:                     | 04/11/2024  | Department:     | 042283                   |             |                      |                 |                      |                 |                          |             |                      |                 |                      |                   |                         |           |                      |
| Start/End Time:                 | 08:00/16:00   | Duty Purpose 1: | INDIVIDUAL TRAINING PLAN |             |                      |                 |                      |                 |                          |             |                      |                 |                      |                   |                         |           |                      |
| Drill Type:                     | ATP - Multiple  | Duty Purpose 2: | CONTINGENCY SUPPORT      |             |                      |                 |                      |                 |                          |             |                      |                 |                      |                   |                         |           |                      |
| Meal Eligibility:               | Breakfast, Lunch Supper   | Pay Code:       | Full                     |             |                      |                 |                      |                 |                          |             |                      |                 |                      |                   |                         |           |                      |
| <p><b>15</b><br/><b>NEW</b></p> | <p>The Submit Schedule Drills page will display for adding more drill requests.</p> <div data-bbox="327 1196 1106 1803"> <p><b>Action Request</b></p> <p>Submit Schedule Drills</p> <p><u>Lupin, Remus John</u></p> <p>Select this guide for additional information.<br/><a href="https://www.dcms.uscg.mil/ppc/pd/da/">https://www.dcms.uscg.mil/ppc/pd/da/</a></p> <p><b>Request Details</b></p> <table border="1"> <tr> <td>Drill Date:</td> <td><input type="text"/></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>POSITION BASED COMPETEN</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> <p>Get Details</p> <p><b>Request Information</b></p> <p>Paid IDT Cap:<br/># of Paid Drills:</p> <p><b>Request Approvers</b></p> <p>Approver: <input type="text"/></p></div>                   | Drill Date:     | <input type="text"/>     | Department: | <input type="text"/> | Start/End Time: | <input type="text"/> | Duty Purpose 1: | POSITION BASED COMPETEN  | Drill Type: | <input type="text"/> | Duty Purpose 2: | <input type="text"/> | Meal Eligibility: | <input type="text"/>    | Pay Code: | <input type="text"/> |
| Drill Date:                     | <input type="text"/>  | Department:     | <input type="text"/>     |             |                      |                 |                      |                 |                          |             |                      |                 |                      |                   |                         |           |                      |
| Start/End Time:                 | <input type="text"/>  | Duty Purpose 1: | POSITION BASED COMPETEN  |             |                      |                 |                      |                 |                          |             |                      |                 |                      |                   |                         |           |                      |
| Drill Type:                     | <input type="text"/>  | Duty Purpose 2: | <input type="text"/>     |             |                      |                 |                      |                 |                          |             |                      |                 |                      |                   |                         |           |                      |
| Meal Eligibility:               | <input type="text"/>  | Pay Code:       | <input type="text"/>     |             |                      |                 |                      |                 |                          |             |                      |                 |                      |                   |                         |           |                      |

## 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 <b>Member Self Service</b> via the drop-down or by page arrows.  |
| 2    | Click on the <b>Requests (All Types) - View</b> tile.                         |

*Continued on next page*

## 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="327 488 1366 954" style="border: 1px solid black; padding: 5px;"> <p><b>View My Action Requests</b></p> <p>Remus Lupin</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="327 1104 1366 1563" style="border: 1px solid black; padding: 5px;"> <p><b>View My Action Requests</b></p> <p>Remus Lupin</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> |                  |                    |                 |                    |                 |                 |                 |            |                              |            |              |                       |         |       |       |         |        |             |              |            |            |                              |                       |         |       |       |         |        |             |              |            |            |                              |                       |         |       |       |         |        |             |              |            |            |                              |
| 5                     | <p>A list of all pending IDT Drill Requests will display. Click <b>View Details</b> for the appropriate Reserve Drill Request.</p> <div data-bbox="327 1675 1366 1832" style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Last Name</th> <th>Member's Emplid</th> <th>Member's Deptid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Drill Date</th> <th>View Details</th> </tr> </thead> <tbody> <tr> <td>Reserve Drill Request</td> <td>Pending</td> <td>Remus</td> <td>Lupin</td> <td>2156317</td> <td>007172</td> <td>Remus Lupin</td> <td>Coast E Bear</td> <td>2023/11/08</td> <td>2024/08/10</td> <td><a href="#">View Details</a></td> </tr> <tr> <td>Reserve Drill Request</td> <td>Pending</td> <td>Remus</td> <td>Lupin</td> <td>2156317</td> <td>007172</td> <td>Remus Lupin</td> <td>Coast E Bear</td> <td>2023/11/08</td> <td>2024/08/11</td> <td><a href="#">View Details</a></td> </tr> <tr> <td>Reserve Drill Request</td> <td>Pending</td> <td>Remus</td> <td>Lupin</td> <td>2156317</td> <td>007172</td> <td>Remus Lupin</td> <td>Coast E Bear</td> <td>2023/11/07</td> <td>2024/07/13</td> <td><a href="#">View Details</a></td> </tr> </tbody> </table> </div>   | Transaction Name | Status             | Member          | Member's Last Name | Member's Emplid | Member's Deptid | Submitted By    | Approver   | Submission Date              | Drill Date | View Details | Reserve Drill Request | Pending | Remus | Lupin | 2156317 | 007172 | Remus Lupin | Coast E Bear | 2023/11/08 | 2024/08/10 | <a href="#">View Details</a> | Reserve Drill Request | Pending | Remus | Lupin | 2156317 | 007172 | Remus Lupin | Coast E Bear | 2023/11/08 | 2024/08/11 | <a href="#">View Details</a> | Reserve Drill Request | Pending | Remus | Lupin | 2156317 | 007172 | Remus Lupin | Coast E Bear | 2023/11/07 | 2024/07/13 | <a href="#">View Details</a> |
| 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 | <a href="#">View Details</a> |            |              |                       |         |       |       |         |        |             |              |            |            |                              |                       |         |       |       |         |        |             |              |            |            |                              |                       |         |       |       |         |        |             |              |            |            |                              |
| Reserve Drill Request | Pending  | Remus            | Lupin              | 2156317         | 007172             | Remus Lupin     | Coast E Bear    | 2023/11/08      | 2024/08/11 | <a href="#">View Details</a> |            |              |                       |         |       |       |         |        |             |              |            |            |                              |                       |         |       |       |         |        |             |              |            |            |                              |                       |         |       |       |         |        |             |              |            |            |                              |
| Reserve Drill Request | Pending  | Remus            | Lupin              | 2156317         | 007172             | Remus Lupin     | Coast E Bear    | 2023/11/07      | 2024/07/13 | <a href="#">View Details</a> |            |              |                       |         |       |       |         |        |             |              |            |            |                              |                       |         |       |       |         |        |             |              |            |            |                              |                       |         |       |       |         |        |             |              |            |            |                              |

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## Edit or Withdraw an IDT Request, Continued

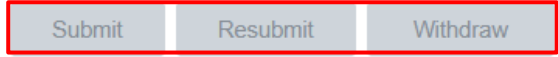
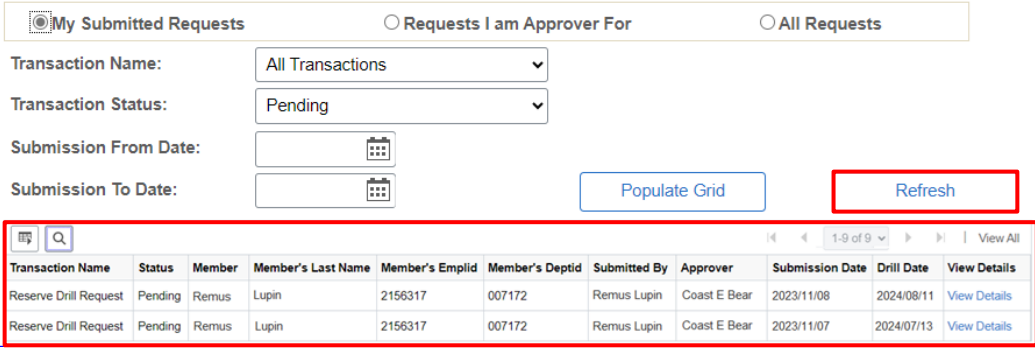
Procedures,  
continued

| Step  | Action   |   |  |   |                                     |                 |   |                 |  |             |   |                 |  |                   |  |           |                                   |               |    |                   |    |           |         |              |         |               |   |  |
|---|--|---|--|---|-------------------------------------|-----------------|---|-----------------|--|-------------|---|-----------------|--|-------------------|--|-----------|-----------------------------------|---------------|----|-------------------|----|-----------|---------|--------------|---------|---------------|---|--|
| 6   | <p>To <b>withdraw</b> a drill, continue with Step 7. To <b>edit</b> a drill, skip to Step 9.</p> <div data-bbox="327 495 1366 1308" style="border: 1px solid blue; padding: 5px;"> <p><b>Action Request</b><br/>Schedule Drills<br/><u>Lupin, Remus John</u><br/>Select this guide for additional information.<br/><a href="https://www.dcms.uscg.mil/ppc/pd/da/">https://www.dcms.uscg.mil/ppc/pd/da/</a></p> <p><b>Request Details</b></p> <table border="0"> <tr> <td>Drill Date:</td> <td><input type="text" value="08/07/2022"/></td> <td>Department:</td> <td><input type="text" value="007172"/></td> </tr> <tr> <td>Start/End Time:</td> <td><input type="text" value="08:00/16:00"/></td> <td>Duty Purpose 1:</td> <td><input type="text" value="STRUCTURED TRAINING - GEN"/></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="STRUCTURED TRAINING - GEN"/></td> </tr> <tr> <td>Meal Eligibility:</td> <td><input type="text" value="Breakfast &amp; Lunch"/></td> <td>Pay Code:</td> <td><input type="text" value="Full"/></td> </tr> </table> <p><input type="button" value="Get Details"/></p> <p><b>Request Information</b></p> <table border="0"> <tr> <td>Paid IDT Cap:</td> <td>48</td> </tr> <tr> <td># of Paid Drills:</td> <td>28</td> </tr> </table> <p><b>Request Approvers</b></p> <table border="0"> <tr> <td>Approver:</td> <td>8765432</td> <td>Coast E Bear</td> </tr> </table> <p>Comment: <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> <p><b>Reserve Drill Approval</b></p> <p>▼ Reserve Drill Request: Pending</p> <p>One Approval Level</p> <table border="0"> <tr> <td>Pending</td> <td>Coast E. Bear</td> </tr> <tr> <td><input type="button" value="Initial Approve Action Request"/></td> <td></td> </tr> </table> </div> | Drill Date:                             | <input type="text" value="08/07/2022"/>                | Department:                             | <input type="text" value="007172"/> | Start/End Time: | <input type="text" value="08:00/16:00"/>                      | Duty Purpose 1: | <input type="text" value="STRUCTURED TRAINING - GEN"/> | Drill Type: | <input type="text" value="IDT - Multiple"/> | Duty Purpose 2: | <input type="text" value="STRUCTURED TRAINING - GEN"/> | Meal Eligibility: | <input type="text" value="Breakfast &amp; Lunch"/> | Pay Code: | <input type="text" value="Full"/> | Paid IDT Cap: | 48 | # of Paid Drills: | 28 | Approver: | 8765432 | Coast E Bear | Pending | Coast E. Bear | <input type="button" value="Initial Approve Action Request"/> |  |
| Drill Date:   | <input type="text" value="08/07/2022"/>  | Department:                             | <input type="text" value="007172"/>                    |   |                                     |                 |   |                 |  |             |   |                 |  |                   |  |           |                                   |               |    |                   |    |           |         |              |         |               |   |  |
| Start/End Time:   | <input type="text" value="08:00/16:00"/>   | Duty Purpose 1:                         | <input type="text" value="STRUCTURED TRAINING - GEN"/> |   |                                     |                 |   |                 |  |             |   |                 |  |                   |  |           |                                   |               |    |                   |    |           |         |              |         |               |   |  |
| Drill Type:   | <input type="text" value="IDT - Multiple"/>  | Duty Purpose 2:                         | <input type="text" value="STRUCTURED TRAINING - GEN"/> |   |                                     |                 |   |                 |  |             |   |                 |  |                   |  |           |                                   |               |    |                   |    |           |         |              |         |               |   |  |
| Meal Eligibility:   | <input type="text" value="Breakfast &amp; Lunch"/>   | Pay Code:                               | <input type="text" value="Full"/>                      |   |                                     |                 |   |                 |  |             |   |                 |  |                   |  |           |                                   |               |    |                   |    |           |         |              |         |               |   |  |
| Paid IDT Cap:   | 48   |   |  |   |                                     |                 |   |                 |  |             |   |                 |  |                   |  |           |                                   |               |    |                   |    |           |         |              |         |               |   |  |
| # of Paid Drills:   | 28   |   |  |   |                                     |                 |   |                 |  |             |   |                 |  |                   |  |           |                                   |               |    |                   |    |           |         |              |         |               |   |  |
| Approver:   | 8765432  | Coast E Bear                            |  |   |                                     |                 |   |                 |  |             |   |                 |  |                   |  |           |                                   |               |    |                   |    |           |         |              |         |               |   |  |
| Pending   | Coast E. Bear  |   |  |   |                                     |                 |   |                 |  |             |   |                 |  |                   |  |           |                                   |               |    |                   |    |           |         |              |         |               |   |  |
| <input type="button" value="Initial Approve Action Request"/> |  |   |  |   |                                     |                 |   |                 |  |             |   |                 |  |                   |  |           |                                   |               |    |                   |    |           |         |              |         |               |   |  |
| 7   | <p>Click the <b>Withdraw</b> button located at the bottom of the page.</p> <div data-bbox="327 1386 1366 1671" style="border: 1px solid blue; padding: 5px;"> <table border="0"> <tr> <td><input type="button" value="Submit"/></td> <td><input type="button" value="Resubmit"/></td> <td><input type="button" value="Withdraw"/></td> </tr> </table> <p><b>Reserve Drill Approval</b></p> <p>▼ Reserve Drill Request: Pending</p> <p>One Approval Level</p> <table border="0"> <tr> <td>Pending</td> <td>Coast E. Bear</td> </tr> <tr> <td><input type="button" value="Initial Approve Action Request"/></td> <td></td> </tr> </table> </div>   | <input type="button" value="Submit"/>   | <input type="button" value="Resubmit"/>                | <input type="button" value="Withdraw"/> | Pending                             | Coast E. Bear   | <input type="button" value="Initial Approve Action Request"/> |                 |  |             |   |                 |  |                   |  |           |                                   |               |    |                   |    |           |         |              |         |               |   |  |
| <input type="button" value="Submit"/>                         | <input type="button" value="Resubmit"/>  | <input type="button" value="Withdraw"/> |  |   |                                     |                 |   |                 |  |             |   |                 |  |                   |  |           |                                   |               |    |                   |    |           |         |              |         |               |   |  |
| Pending   | Coast E. Bear  |   |  |   |                                     |                 |   |                 |  |             |   |                 |  |                   |  |           |                                   |               |    |                   |    |           |         |              |         |               |   |  |
| <input type="button" value="Initial Approve Action Request"/> |  |   |  |   |                                     |                 |   |                 |  |             |   |                 |  |                   |  |           |                                   |               |    |                   |    |           |         |              |         |               |   |  |

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## Edit or Withdraw an IDT Request, Continued

Procedures,  
continued

| Step                  | Action  |                  |                    |                 |                    |                 |                 |                 |            |                              |            |              |                       |         |       |       |         |        |             |              |            |            |                              |                       |         |       |       |         |        |             |              |            |            |                              |
|-----------------------|---|------------------|--------------------|-----------------|--------------------|-----------------|-----------------|-----------------|------------|------------------------------|------------|--------------|-----------------------|---------|-------|-------|---------|--------|-------------|--------------|------------|------------|------------------------------|-----------------------|---------|-------|-------|---------|--------|-------------|--------------|------------|------------|------------------------------|
| 8                     | <p>The Reserve Drill Request will remain in a Pending status, but the <b>action buttons</b> will gray out.</p>  <p><b>Reserve Drill Approval</b></p> <p>▼ Reserve Drill Request: Pending</p> <p>One Approval Level</p> <p>Pending</p> <p>Coast E. Bear<br/>Initial Approve Action Request</p>  |                  |                    |                 |                    |                 |                 |                 |            |                              |            |              |                       |         |       |       |         |        |             |              |            |            |                              |                       |         |       |       |         |        |             |              |            |            |                              |
| 9                     | <p>From the Request page, click <b>Refresh</b> and the withdrawn drill will no longer be listed.</p>  <p> <input checked="" type="radio"/> My Submitted Requests            <input type="radio"/> Requests I am Approver For            <input type="radio"/> All Requests     </p> <p>Transaction Name: All Transactions</p> <p>Transaction Status: Pending</p> <p>Submission From Date: <input type="text"/></p> <p>Submission To Date: <input type="text"/></p> <p>Populate Grid    Refresh</p> <table border="1"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Last Name</th> <th>Member's Emplid</th> <th>Member's Deptid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Drill Date</th> <th>View Details</th> </tr> </thead> <tbody> <tr> <td>Reserve Drill Request</td> <td>Pending</td> <td>Remus</td> <td>Lupin</td> <td>2156317</td> <td>007172</td> <td>Remus Lupin</td> <td>Coast E Bear</td> <td>2023/11/08</td> <td>2024/08/11</td> <td><a href="#">View Details</a></td> </tr> <tr> <td>Reserve Drill Request</td> <td>Pending</td> <td>Remus</td> <td>Lupin</td> <td>2156317</td> <td>007172</td> <td>Remus Lupin</td> <td>Coast E Bear</td> <td>2023/11/07</td> <td>2024/07/13</td> <td><a href="#">View Details</a></td> </tr> </tbody> </table> | 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 | 2024/08/11 | <a href="#">View Details</a> | Reserve Drill Request | Pending | Remus | Lupin | 2156317 | 007172 | Remus Lupin | Coast E Bear | 2023/11/07 | 2024/07/13 | <a href="#">View Details</a> |
| 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      | 2024/08/11 | <a href="#">View Details</a> |            |              |                       |         |       |       |         |        |             |              |            |            |                              |                       |         |       |       |         |        |             |              |            |            |                              |
| Reserve Drill Request | Pending   | Remus            | Lupin              | 2156317         | 007172             | Remus Lupin     | Coast E Bear    | 2023/11/07      | 2024/07/13 | <a href="#">View Details</a> |            |              |                       |         |       |       |         |        |             |              |            |            |                              |                       |         |       |       |         |        |             |              |            |            |                              |

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## Edit or Withdraw an IDT Request, Continued

Procedures,  
continued

| Step                                | Action  |                        |                    |                             |   |                            |   |                                     |                |
|-------------------------------------|---|------------------------|--------------------|-----------------------------|---|----------------------------|---|-------------------------------------|----------------|
| <p><b>9</b></p>                     | <p>To edit and resubmit, make changes to the <b>Request Details</b> section as needed and enter <b>comments</b> as appropriate. Click the <b>Resubmit</b> button located at the bottom of the page.</p> <div data-bbox="327 566 1369 1384" style="border: 1px solid blue; padding: 10px;"> <p><b>Action Request</b><br/>Schedule Drills<br/><a href="#">Lupin, Remus John</a><br/>Select this guide for additional information.<br/><a href="https://www.dcms.uscg.mil/ppc/pd/da/">https://www.dcms.uscg.mil/ppc/pd/da/</a></p> <p><b>Request Details</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Drill Date: 08/07/2022</td> <td>Department: 007172</td> </tr> <tr> <td>Start/End Time: 08:00/16:00</td> <td>Duty Purpose 1: STRUCTURED TRAINING - GEN</td> </tr> <tr> <td>Drill Type: IDT - Multiple</td> <td>Duty Purpose 2: STRUCTURED TRAINING - GEN</td> </tr> <tr> <td>Meal Eligibility: Breakfast &amp; Lunch</td> <td>Pay Code: Full</td> </tr> </table> <p>Get Details</p> <p><b>Request Information</b></p> <p>Paid IDT Cap: 48<br/># of Paid Drills: 28</p> <p><b>Request Approvers</b></p> <p>Approver: 8765432 Coast E Bear</p> <p>Comment: <input style="border: 1px solid red;" type="text"/></p> <p>Submit <span style="border: 1px solid red; padding: 2px;">Resubmit</span> Withdraw</p> <p><b>Reserve Drill Approval</b></p> <p>Reserve Drill Request: Pending</p> <p>One Approval Level</p> <p>Pending<br/>Coast E. Bear<br/>Initial Approve Action Request</p> </div> | 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 |
| 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  |                        |                    |                             |   |                            |   |                                     |                |
| <p><b>10</b></p>                    | <p>The Reserve Drill Request will indicate <b>Pending</b> and be re-routed for approval.</p> <div data-bbox="327 1458 1369 1861" style="border: 1px solid blue; padding: 10px;"> <p><b>Reserve Drill Approval</b></p> <p>Reserve Drill Request: <span style="border: 1px solid red; padding: 2px;">Pending</span> <a href="#">View/Hide Comments</a></p> <p>One Approval Level</p> <p>Pending<br/>Coast E. Bear<br/>Initial Approve Action Request</p> <p><b>Comments</b></p> <p>Remus John Lupin at 11/08/23 - 11:17 AM<br/>Resubmitting with correct meal eligibility</p> <p><b>Comment History</b></p> <p>Remus John Lupin at 11/08/23 - 11:17 AM<br/><a href="#">View History</a></p> </div>  |                        |                    |                             |   |                            |   |                                     |                |