

Inactive Duty for Training (IDT)

Overview

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

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)

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.

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

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

Continued on next page

Overview, Continued

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 Submit a Drill Request under DA Self Service Requests.
2	Command User/Supervisor	Reviews the member's request and authorizes (approves) drills using View My Requests under DA Self Service Requests. 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	PAO	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.

The screenshot shows a web form with the following fields:

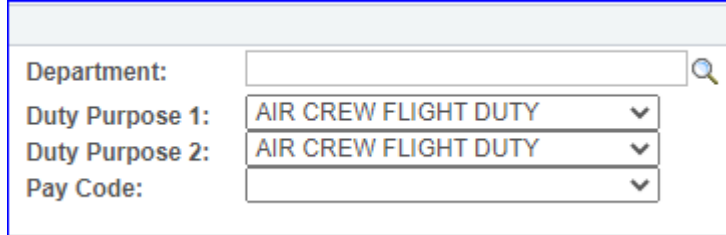
- Department: [Text input field]
- Duty Purpose 1: [Dropdown menu with "MATERNITY ABSENCE" selected]
- Duty Purpose 2: [Dropdown menu with "MATERNITY ABSENCE" selected]
- Pay Code: [Dropdown menu]

Continued on next page

Overview, Continued

**Reserve Air
Crew Flight
Duty Pay**
NEW

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



The screenshot shows a web form with the following fields:

- Department: [Text input field]
- Duty Purpose 1: [Dropdown menu with "AIR CREW FLIGHT DUTY" selected]
- Duty Purpose 2: [Dropdown menu with "AIR CREW FLIGHT DUTY" selected]
- Pay Code: [Dropdown menu]

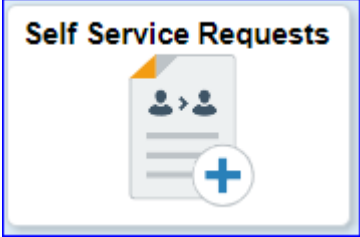
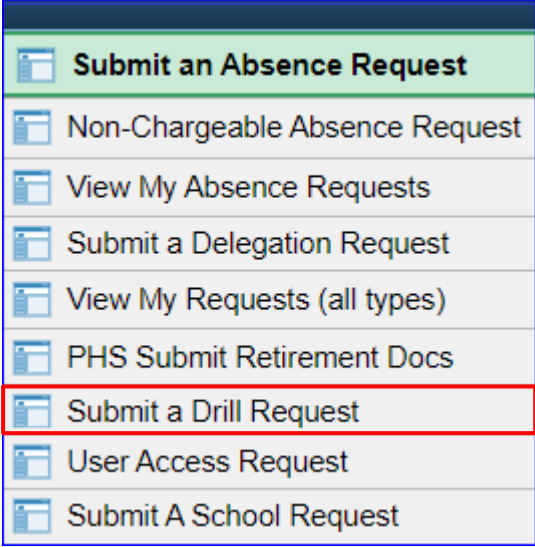
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Member Initiated IDT Request

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

Procedures See below.

Step	Action
1	<p>Click the Self Service Requests Tile.</p> 
2	<p>Select the Submit a Drill Request option.</p> 

Continued on next page

Member Initiated IDT Request, Continued

Procedures,
continued

Step	Action																
3	<p>The Submit Schedule Drills page will display.</p> <div data-bbox="316 521 1358 1503" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p>Submit Schedule Drills</p> <p><u>Dinkley, Velma</u></p> <ol style="list-style-type: none"> Select the Drill Date. Enter Start/End Time for the drill in the format HH24:MI/HH24:MI (e.g. For a drill starting at 08:15am and ending at 04:45pm, Enter 08:15/16:45) Select the Drill Type from the drop down list Select Meal Eligibility for IDT-Multiple, ATP-Multiple or IDT-Single + ATP-Single Drill Types only. Leave blank for all other drill types. Enter Department only if the drill is to be performed at another department. Select Duty Purpose 1 for all Drill Types. Select Duty Purpose 2 for IDT-Multiple, ATP-Multiple or IDT-Single + ATP-Single Drill Types only. Select Pay Code : "No-Pay" for Points only drills; "Half" for 1 days pay; "Full" for 2 days pay. Click "Get Details" button to request information on Paid IDT Cap and # of Completed Drills Look up and select Approver; Enter any Comments and click "Submit". <div data-bbox="347 943 1347 1104" style="border: 1px solid #ccc; padding: 5px;"> <p>Request Details</p> <table style="width: 100%;"> <tr> <td>Drill Date:</td> <td><input type="text" value="31"/></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> <p><input type="button" value="Get Details"/></p> </div> <div data-bbox="347 1167 1347 1272" style="border: 1px solid #ccc; padding: 5px;"> <p>Request Information</p> <p>Paid IDT Cap:</p> <p># of Paid Drills:</p> </div> <div data-bbox="347 1290 1347 1480" style="border: 1px solid #ccc; padding: 5px;"> <p>Request Approvers</p> <p>Approver: <input type="text"/></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> </div>	Drill Date:	<input type="text" value="31"/>	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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Meal Eligibility:	<input type="text"/>	Pay Code:	<input type="text"/>														
4	<p>Complete the Requests Details section: (see Steps 5-7 for a description of each of the fields).</p> <div data-bbox="316 1615 1366 1800" style="border: 2px solid red; padding: 5px;"> <p>Request Details</p> <table style="width: 100%;"> <tr> <td>Drill Date:</td> <td><input type="text" value="31"/></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>	Drill Date:	<input type="text" value="31"/>	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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Meal Eligibility:	<input type="text"/>	Pay Code:	<input type="text"/>														

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Member Initiated IDT Request, Continued

Procedures,
continued

Step	Action			
5	Field	Description		
	Drill Date	Enter the date of the drill or click the calendar icon to select a date.		
	Department	Enter the department ID number where the drill will take place. Use the lookup icon to find the department ID number if unknown.		
	Start/End Time	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"> • Single IDT/ATP – 4 or more hours • Multiple IDT/ATP – 8 or more hours • RMP – 3 to 24 hours • FHD – 2 or more hours 		
	Duty Purpose 1	Click the drop-down and make a selection as appropriate. <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> ADMINISTRATIVE/INDIVIDUAL READINESS AIR CREW FLIGHT DUTY AUGMENTATION TRAINING FOR CONTINGENCY ASSIGNM AVIATION MAINTENANCE Acquisition - General Aids to Nav Contingency Boating Safety Activity Boating Safety Contingency CMD, CNTRL, COMMS, CMPTR, CYBER & INTEL CONTINGENCY SUPPORT Civil Rights - General Contingency Preparedness DENTAL EXAM ANNUAL DISASTER RESPONSE OPERATIONS & SUPPORT Defense Contingency Defense Operation Engineering & Logistics Environmental Contingency Environmental Protection FUNERAL HONORS DUTY Financial Mgmt Supply & Inv GENERAL MANDATED TRAINING Great Lakes - Summer Stock Health Services INDIVIDUAL TRAINING PLAN Ice Operation LEGACY DO NOT SELECT LOGISTICS SUPPORT Law Enforcement </td> <td style="width: 50%; vertical-align: top;"> Law Enforcement Contingency Legal - General MATERNITY ABSENCE MEDICAL OTHER THAN PHA Merchant Vessel Inspn & Doc NOTICE OF ELIGIBILITY APPROVED BY RPM OCCUPATIONAL MED SURVEILLANCE & EVAL PROG Olympic Games Support Operational Intelligence PHYSICAL HEALTH ASSESSMENT (PHA) POSITION BASED COMPETENCY TRAINING Personnel Support Port Safety & Sec Contingency Port Safety & Security Public & International Affairs RECRUITING RESERVE SERVICE WIDE EXAM Radio Navigation Research & Development STRUCTURED TRAINING - GENERAL Safety & Occupational Health Search & Rescue Search & Rescue Contingency Security, CMC, Publications Short Rnge Aids to Navigation Space Program Support Vessel Traffic Services WEIGHT PROGRAM/NUTRITION </td> </tr> </table> </div>	ADMINISTRATIVE/INDIVIDUAL READINESS AIR CREW FLIGHT DUTY AUGMENTATION TRAINING FOR CONTINGENCY ASSIGNM AVIATION MAINTENANCE Acquisition - General Aids to Nav Contingency Boating Safety Activity Boating Safety Contingency CMD, CNTRL, COMMS, CMPTR, CYBER & INTEL CONTINGENCY SUPPORT Civil Rights - General Contingency Preparedness DENTAL EXAM ANNUAL DISASTER RESPONSE OPERATIONS & SUPPORT Defense Contingency Defense Operation Engineering & Logistics Environmental Contingency Environmental Protection FUNERAL HONORS DUTY Financial Mgmt Supply & Inv GENERAL MANDATED TRAINING Great Lakes - Summer Stock Health Services INDIVIDUAL TRAINING PLAN Ice Operation LEGACY DO NOT SELECT LOGISTICS SUPPORT Law Enforcement	Law Enforcement Contingency Legal - General MATERNITY ABSENCE MEDICAL OTHER THAN PHA Merchant Vessel Inspn & Doc NOTICE OF ELIGIBILITY APPROVED BY RPM OCCUPATIONAL MED SURVEILLANCE & EVAL PROG Olympic Games Support Operational Intelligence PHYSICAL HEALTH ASSESSMENT (PHA) POSITION BASED COMPETENCY TRAINING Personnel Support Port Safety & Sec Contingency Port Safety & Security Public & International Affairs RECRUITING RESERVE SERVICE WIDE EXAM Radio Navigation Research & Development STRUCTURED TRAINING - GENERAL Safety & Occupational Health Search & Rescue Search & Rescue Contingency Security, CMC, Publications Short Rnge Aids to Navigation Space Program Support Vessel Traffic Services WEIGHT PROGRAM/NUTRITION
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	Duty Purpose 2	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"> • Multiple IDT • Multiple ATP • Single IDT + Single ATP 		

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Member Initiated IDT Request, Continued

Procedures,
continued

Step	Action	
6	Field	Description
	Drill Type	<p>Select the Drill Type from the drop-down menu:</p> <div data-bbox="571 600 922 913" style="border: 1px solid blue; padding: 5px;"> <p>IDT - Multiple IDT - Single RMP Funeral Duty EBDL ATP - Multiple ATP - Single IDT Single + ATP Single IDT Single + Funeral</p> </div> <ul style="list-style-type: none"> • IDT Multiple or Single – Inactive Duty for Training • RMP – Readiness Management Period • Funeral Duty – Funeral Honors Duty • EBDL – Electronic Based Distance Learning • ATP Multiple or Single – Additional Training Period • IDT Single + ATP Single – Inactive Duty for Training Single Plus Additional Training Period Single • IDT Single + Funeral – Inactive Duty for Training Single Plus Funeral Honors Duty <p>NOTE: ATPs are reserved for select operational units and all IDTs (Single/Multiple) must be scheduled and completed prior to entering/requesting ATPs. Please refer to the current ALCOAST on RESERVE ADDITIONAL TRAINING PERIOD (ATP) ALLOCATIONS.</p>

Continued on next page

Member Initiated IDT Request, Continued

Procedures,
continued

Step	Action																
7	Field	Description															
	Meal Eligibility	<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 IDT Subsistence Allowance for more guidance):</p> <div data-bbox="576 707 922 992" style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <ul style="list-style-type: none"> Breakfast Breakfast & Lunch Breakfast, Lunch Supper Lunch Lunch & Supper Messing Available None Supper </div> <table border="1" data-bbox="576 1010 1353 1919"> <thead> <tr> <th data-bbox="576 1010 815 1048">If</th> <th data-bbox="815 1010 1091 1048">And</th> <th data-bbox="1091 1010 1353 1048">Then</th> </tr> </thead> <tbody> <tr> <td data-bbox="576 1048 815 1261" rowspan="2">Not Authorized Lodging</td> <td data-bbox="815 1048 1091 1178">Arrives same day, not remaining overnight</td> <td data-bbox="1091 1048 1353 1178">Authorized Lunch</td> </tr> <tr> <td data-bbox="815 1178 1091 1261">Works past 1800 hours</td> <td data-bbox="1091 1178 1353 1261">Authorized Lunch & Supper</td> </tr> <tr> <td data-bbox="576 1261 815 1462" rowspan="3">Authorized Lodging</td> <td data-bbox="815 1261 1091 1462">Arrive night before for 1 paid IDT Multiple drill for the next day</td> <td data-bbox="1091 1261 1353 1462">Authorized Breakfast and Lunch</td> </tr> <tr> <td data-bbox="815 1462 1091 1686">Arrives on day of 1st drill for 2 paid multiple IDT drills and remains overnight between drills</td> <td data-bbox="1091 1462 1353 1686">Authorized Lunch and Supper on 1st day & authorized Breakfast and Lunch on 2nd day</td> </tr> <tr> <td data-bbox="815 1686 1091 1919">Arrives night before for 2 paid IDT Multiple drills</td> <td data-bbox="1091 1686 1353 1919">Authorized Breakfast, Lunch, & Supper on 1st day & authorized Breakfast and Lunch on 2nd day</td> </tr> </tbody> </table>		If	And	Then	Not Authorized Lodging	Arrives same day, not remaining overnight	Authorized Lunch	Works past 1800 hours	Authorized Lunch & Supper	Authorized Lodging	Arrive night before for 1 paid IDT Multiple drill for the next day	Authorized Breakfast and Lunch	Arrives on day of 1 st drill for 2 paid multiple IDT drills and remains overnight between drills	Authorized Lunch and Supper on 1 st day & authorized Breakfast and Lunch on 2 nd day	Arrives night before for 2 paid IDT Multiple drills
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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 1369 562">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="316 562 560 927">Pay Code</td> <td data-bbox="560 562 1369 927"> <p>Click the drop-down and make a selection as appropriate:</p> <div data-bbox="576 600 979 714" style="border: 1px solid black; padding: 2px;"> Full Half No Pay </div> <ul style="list-style-type: none"> Full – Pay is authorized for both periods Half – Pay is only authorized for a single drill, or when pay is only authorized for one period of a multiple drill None – A single or multiple drill is being performed for POINTS ONLY </td> </tr> </tbody> </table>	Field	Description	Pay Code	<p>Click the drop-down and make a selection as appropriate:</p> <div data-bbox="576 600 979 714" style="border: 1px solid black; padding: 2px;"> Full Half No Pay </div> <ul style="list-style-type: none"> Full – Pay is authorized for both periods Half – Pay is only authorized for a single drill, or when pay is only authorized for one period of a multiple drill None – A single or multiple drill is being performed for POINTS ONLY 												
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9	<p>Click Get Details.</p> <div data-bbox="316 996 1358 1227" style="border: 1px solid black; padding: 5px;"> <p>Request Details</p> <table> <tr> <td>Drill Date:</td> <td>03/12/2021</td> <td>Department:</td> <td>042191</td> </tr> <tr> <td>Start/End Time:</td> <td>07:30/16:30</td> <td>Duty Purpose 1:</td> <td>Personnel Support</td> </tr> <tr> <td>Drill Type:</td> <td>IDT - Multiple</td> <td>Duty Purpose 2:</td> <td>Personnel Support</td> </tr> <tr> <td>Meal Eligibility:</td> <td>Lunch</td> <td>Pay Code:</td> <td>Full</td> </tr> </table> <p style="text-align: center;">Get Details</p> </div>	Drill Date:	03/12/2021	Department:	042191	Start/End Time:	07:30/16:30	Duty Purpose 1:	Personnel Support	Drill Type:	IDT - Multiple	Duty Purpose 2:	Personnel Support	Meal Eligibility:	Lunch	Pay Code:	Full
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Drill Type:	IDT - Multiple	Duty Purpose 2:	Personnel Support														
Meal Eligibility:	Lunch	Pay Code:	Full														
10	<p>The Request Information section will populate:</p> <ul style="list-style-type: none"> – Paid IDT Cap – Number of IDT drills authorized for pay for the current Fiscal Year – # of Paid Drills – Number of IDT drills paid thus far during the current Fiscal Year <div data-bbox="316 1444 1358 1579" style="border: 1px solid black; padding: 5px;"> <p>Request Information</p> <p>Paid IDT Cap: 48</p> <p># of Paid Drills: 12</p> </div>																
11	<p>Enter the Approver's Emplid and press the tab key (this will populate the name of the approver). Enter any Comments as appropriate.</p> <div data-bbox="316 1682 1366 1906" style="border: 1px solid black; padding: 5px;"> <p>Request Approvers</p> <p>Approver: 1234567 Vincent Van Ghoul</p> <p>Comment:</p> <p style="text-align: center;">Submit Resubmit Withdraw</p> </div>																

Continued on next page

Member Initiated IDT Request, Continued

Procedures,
continued

Step	Action																
12	<p>Click Submit to route for approval.</p> <div data-bbox="316 521 1366 1514" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p>Submit Schedule Drills</p> <p><u>Dinkley, Velma</u></p> <ol style="list-style-type: none"> Select the Drill Date. Enter Start/End Time for the drill in the format HH:MM/HH:MM (e.g. For a drill starting at 08:15am and ending at 04:45pm, Enter 08:15/16:45) Select the Drill Type from the drop down list. Select Meal Eligibility for IDT-Multiple, ATP-Multiple or IDT-Single + ATP-Single Drill Types only. Leave blank for all other drill types. Enter Department only if the drill is to be performed at another department. Select Duty Purpose 1 for all Drill Types. Select Duty Purpose 2 for IDT-Multiple, ATP-Multiple or IDT-Single + ATP-Single Drill Types only. Select Pay Code : "No-Pay" for Points only drills; "Half" for 1 days pay; "Full" for 2 days pay. Click "Get Details" button to request information on Paid IDT Cap and # of Completed Drills Look up and select Approver; Enter any Comments and click "Submit". <div data-bbox="339 952 1358 1115" style="border: 1px solid #ccc; padding: 5px;"> <p>Request Details</p> <table> <tr> <td>Drill Date:</td> <td><input type="text" value="03/12/2021"/></td> <td>Department:</td> <td><input type="text" value="042191"/></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="Personnel Support"/></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="Personnel Support"/></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> </div> <div data-bbox="339 1176 1358 1290" style="border: 1px solid #ccc; padding: 5px;"> <p>Request Information</p> <p>Paid IDT Cap: 48</p> <p># of Paid Drills: 12</p> </div> <div data-bbox="339 1305 1358 1391" style="border: 1px solid #ccc; padding: 5px;"> <p>Request Approvers</p> <p>Approver: <input type="text" value="1234567"/> Vincent Van Ghoul</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="03/12/2021"/>	Department:	<input type="text" value="042191"/>	Start/End Time:	<input type="text" value="07:30/16:30"/>	Duty Purpose 1:	<input type="text" value="Personnel Support"/>	Drill Type:	<input type="text" value="IDT - Multiple"/>	Duty Purpose 2:	<input type="text" value="Personnel Support"/>	Meal Eligibility:	<input type="text" value="Lunch"/>	Pay Code:	<input type="text" value="Full"/>
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Continued on next page

Member Initiated IDT Request, Continued

Procedures,
continued

Step	Action
13	<p>The Submit Schedule Drills page will now be in a pending status.</p> <p>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.</p> <div data-bbox="316 707 1184 1014" style="border: 1px solid blue; padding: 5px;"> <p>Reserve Drill Approval</p> <p>▼ Reserve Drill Request: Pending</p> <p>One Approval Level</p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p>Pending</p> <p>Vincent Van Ghoul Initial Approve Action Request</p> </div> </div>

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 (DA).

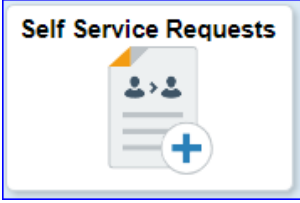
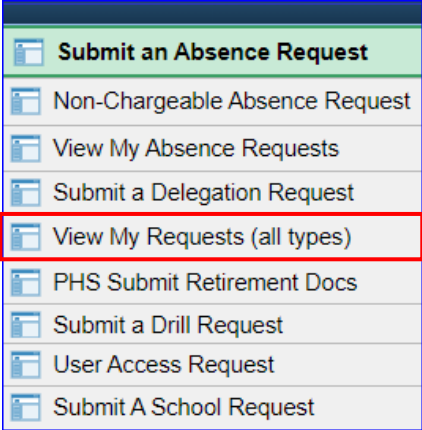
Important Information A member may edit or withdraw a previously submitted IDT request if it has not been previously authorized.

- **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, 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	<p>Click the Self Service Requests Tile. from the Direct Access home page.</p> 
2	<p>Select the View My Requests (all Types) option.</p> 

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="328 510 1367 1167" style="border: 1px solid blue; padding: 5px;"> <p>View My Action Requests</p> <hr/> <p><u>Velma Dinkley</u></p> <ol style="list-style-type: none"> 1. 'My Submitted Requests' allows member to bring up only their Action Requests. 2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them. 4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) 5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. 6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates. <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <input checked="" type="radio"/> My Submitted Requests <input type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </div> <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> <div style="display: flex; justify-content: flex-end; gap: 10px;"> <input type="button" value="Populate Grid"/> <input type="button" value="Refresh"/> </div> </div>

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Edit or Withdraw an IDT Request, Continued

Procedures,
continued

Step	Action																																								
4	<p>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.</p> <div data-bbox="327 595 1369 1245" style="border: 1px solid blue; padding: 5px;"> <p>View My Action Requests</p> <hr/> <p><u>Velma Dinkley</u></p> <ol style="list-style-type: none"> 'My Submitted Requests' allows member to bring up only their Action Requests. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates. <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p> <input checked="" type="radio"/> My Submitted Requests <input type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </p> <p>Transaction Name: Schedule Drills ▼</p> <p>Transaction Status: Pending ▼</p> <p>Submission From Date: <input type="text"/> <small>31</small></p> <p>Submission To Date: <input type="text"/> <small>31</small> Populate Grid Refresh </p></div> </div>																																								
5	<p>A list of all pending IDT Drill Requests will display. Click View Details for the appropriate Reserve Drill Request.</p> <div data-bbox="327 1361 1369 1473" style="border: 1px solid blue; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <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>9876543</td> <td>007519</td> <td>Velma Dinkley</td> <td>Vincent Van Ghoul</td> <td>03/08/2021</td> <td>3/12/2021</td> <td>View Details</td> </tr> <tr> <td>Reserve Drill Request</td> <td>Pending</td> <td>Velma Dinkley</td> <td>9876543</td> <td>007519</td> <td>Velma Dinkley</td> <td>Vincent Van Ghoul</td> <td>03/08/2021</td> <td>3/16/2021</td> <td>View Details</td> </tr> <tr> <td>Reserve Drill Request</td> <td>Pending</td> <td>Velma Dinkley</td> <td>9876543</td> <td>007519</td> <td>Velma Dinkley</td> <td>Vincent Van Ghoul</td> <td>03/08/2021</td> <td>3/11/2021</td> <td>View Details</td> </tr> </tbody> </table> </div>	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	9876543	007519	Velma Dinkley	Vincent Van Ghoul	03/08/2021	3/12/2021	View Details	Reserve Drill Request	Pending	Velma Dinkley	9876543	007519	Velma Dinkley	Vincent Van Ghoul	03/08/2021	3/16/2021	View Details	Reserve Drill Request	Pending	Velma Dinkley	9876543	007519	Velma Dinkley	Vincent Van Ghoul	03/08/2021	3/11/2021	View Details
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Edit or Withdraw an IDT Request, Continued

Procedures,
continued

Step	Action																
6	<p>The Schedule Drills page will display for the selected request.</p> <p>To withdraw a drill, continue with Step 7. To edit a drill, skip to Step 9.</p> <div data-bbox="327 593 1364 1736" style="border: 1px solid black; padding: 5px;"> <p>Schedule Drills</p> <p><u>Velma Dinkley</u></p> <ol style="list-style-type: none"> Select the Drill Date. Enter Start/End Time for the drill in the format HH24:MI/HH24:MI (e.g. For a drill starting at 08:15am and ending at 04:45pm, Enter 08:15/16:45) Select the Drill Type from the drop down list. Select Meal Eligibility for IDT-Multiple, ATP-Multiple or IDT-Single + ATP-Single Drill Types only. Leave blank for all other drill types. Enter Department only if the drill is to be performed at another department. Select Duty Purpose 1 for all Drill Types. Select Duty Purpose 2 for IDT-Multiple, ATP-Multiple or IDT-Single + ATP-Single Drill Types only. Select Pay Code : "No-Pay" for Points only drills; "Half" for 1 days pay; "Full" for 2 days pay. Click "Get Details" button to request information on Paid IDT Cap and # of Completed Drills Look up and select Approver; Enter any Comments and click "Submit". <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Request Details</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Drill Date:</td> <td style="width: 20%;"><input type="text" value="03/16/2021"/></td> <td style="width: 30%;">Department:</td> <td style="width: 20%;"><input type="text" value="007510"/></td> </tr> <tr> <td>Start/End Time:</td> <td><input type="text" value="07:30/16:00"/></td> <td>Duty Purpose 1:</td> <td><input type="text" value="Contingency Preparedness"/></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="Contingency Preparedness"/></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 style="text-align: center; margin-top: 5px;"><input type="button" value="Get Details"/></p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Request Information</p> <p>Paid IDT Cap: 48</p> <p># of Paid Drills: 12</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Request Approvers</p> <p>Approver: 1234567 Vincent Van Ghoul</p> <p>Comment: <input style="width: 100%;" type="text"/></p> <p style="text-align: center; margin-top: 5px;"> <input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/> </p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Reserve Drill Approval</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>▼ Reserve Drill Request: Pending</p> <p>One Approval Level</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Pending</p> <p>Vincent Van Ghoul</p> <p>Initial Approve Action Request</p> </div> </div> </div> </div>	Drill Date:	<input type="text" value="03/16/2021"/>	Department:	<input type="text" value="007510"/>	Start/End Time:	<input type="text" value="07:30/16:00"/>	Duty Purpose 1:	<input type="text" value="Contingency Preparedness"/>	Drill Type:	<input type="text" value="IDT - Multiple"/>	Duty Purpose 2:	<input type="text" value="Contingency Preparedness"/>	Meal Eligibility:	<input type="text" value="Lunch"/>	Pay Code:	<input type="text" value="Full"/>
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Edit or Withdraw an IDT Request, Continued

Procedures,
continued

Step	Action																														
7	<p>To withdraw the request, click the Withdraw button located at the bottom of the page.</p>  <p>The screenshot shows a 'Reserve Drill Approval' page. At the top, there are three buttons: 'Submit', 'Resubmit', and 'Withdraw'. The 'Withdraw' button is highlighted with a red box. Below the buttons, the page title is 'Reserve Drill Approval'. Underneath, there is a dropdown menu showing 'Reserve Drill Request: Pending'. Below that, it says 'One Approval Level' and 'Pending'. At the bottom of this section, there is a card for 'Vincent Van Ghoul' with the text 'Initial Approve Action Request' and a clock icon.</p>																														
8	<p>The Reserve Drill Request will remain in a Pending status, but the action buttons will gray out. From the Requests page, click Refresh and the withdrawn drill will no longer be listed.</p>  <p>The screenshot shows the same 'Reserve Drill Approval' page as in step 7. However, the 'Submit', 'Resubmit', and 'Withdraw' buttons are now grayed out and are highlighted with a red box. The 'Refresh' button in the filter section below is highlighted with a red box.</p>  <p>The screenshot shows the filter section for 'My Submitted Requests'. It includes radio buttons for 'My Submitted Requests' (selected), 'Requests I am Approver For', and 'All Requests'. There are dropdown menus for 'Transaction Name' (set to 'All Transactions') and 'Transaction Status' (set to 'Pending'). There are also input fields for 'Submission From Date' and 'Submission To Date'. A 'Populate Grid' button and a 'Refresh' button (highlighted with a red box) are present.</p> <table border="1" data-bbox="328 1682 1366 1771"> <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>9876543</td> <td>007519</td> <td>Velma Dinkley</td> <td>Vincent Van Ghoul</td> <td>03/08/2021</td> <td>3/12/2021</td> <td>View Details</td> </tr> <tr> <td>Reserve Drill Request</td> <td>Pending</td> <td>Velma Dinkley</td> <td>9876543</td> <td>007519</td> <td>Velma Dinkley</td> <td>Vincent Van Ghoul</td> <td>03/08/2021</td> <td>3/11/2021</td> <td>View Details</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	9876543	007519	Velma Dinkley	Vincent Van Ghoul	03/08/2021	3/12/2021	View Details	Reserve Drill Request	Pending	Velma Dinkley	9876543	007519	Velma Dinkley	Vincent Van Ghoul	03/08/2021	3/11/2021	View Details
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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 and enter comments as appropriate. Click the Resubmit button located at the bottom of the page.</p> <div style="border: 1px solid blue; padding: 5px;"> <p>Schedule Drills</p> <p><u>Velma Dinkley</u></p> <ol style="list-style-type: none"> Select the Drill Date. Enter Start/End Time for the drill in the format HH24:MI/HH24:MI (e.g. For a drill starting at 08:15am and ending at 04:45pm, Enter 08:15/16:45) Select the Drill Type from the drop down list. Select Meal Eligibility for IDT-Multiple, ATP-Multiple or IDT-Single + ATP-Single Drill Types only. Leave blank for all other drill types. Enter Department only if the drill is to be performed at another department. Select Duty Purpose 1 for all Drill Types. Select Duty Purpose 2 for IDT-Multiple or IDT-Single + ATP-Single Drill Types only. Select Pay Code : "No-Pay" for Points only drills; "Half" for 1 days pay; "Full" for 2 days pay. Click "Get Details" button to request information on Paid IDT Cap and # of Completed Drills Look up and select Approver; Enter any Comments and click "Submit". <div style="border: 2px solid red; padding: 5px; margin-top: 10px;"> <p>Request Details</p> <table border="0"> <tr> <td>Drill Date:</td> <td><input type="text" value="03/16/2021"/></td> <td>Department:</td> <td><input type="text" value="007510"/></td> </tr> <tr> <td>Start/End Time:</td> <td><input type="text" value="07:30/16:00"/></td> <td>Duty Purpose 1:</td> <td><input type="text" value="Contingency Preparedness"/></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="Contingency Preparedness"/></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> </div> <div style="margin-top: 10px;"> <p>Request Information</p> <p>Paid IDT Cap: 48</p> <p># of Paid Drills: 12</p> </div> <div style="margin-top: 10px;"> <p>Request Approvers</p> <p>Approver: 1234567 Vincent Van Ghoul</p> </div> <p>Comment: <input style="border: 2px solid red;" type="text"/></p> <p><input type="button" value="Submit"/> <input style="border: 2px solid red;" type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div> <p>Reserve Drill Approval</p> <div style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p>▼ Reserve Drill Request: Pending</p> <p>One Approval Level</p> <div style="border: 1px solid blue; padding: 5px;"> <p>Pending</p> <p>Vincent Van Ghoul</p> <p>Initial Approve Action Request</p> </div> </div>	Drill Date:	<input type="text" value="03/16/2021"/>	Department:	<input type="text" value="007510"/>	Start/End Time:	<input type="text" value="07:30/16:00"/>	Duty Purpose 1:	<input type="text" value="Contingency Preparedness"/>	Drill Type:	<input type="text" value="IDT - Multiple"/>	Duty Purpose 2:	<input type="text" value="Contingency Preparedness"/>	Meal Eligibility:	<input type="text" value="Lunch"/>	Pay Code:	<input type="text" value="Full"/>
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Edit or Withdraw an IDT Request, Continued

Procedures,
continued

Step	Action
10	<p>The Reserve Drill Request will indicate Pending and be re-routed for approval.</p> <div data-bbox="328 521 1369 1021"><p>Submit Resubmit Withdraw</p><h3>Reserve Drill Approval</h3><p>▼ Reserve Drill Request: Pending View/Hide Comments</p><p>One Approval Level</p><div data-bbox="405 757 791 864"><p>Pending</p><p>Vincent Van Ghaul Initial Approve Action Request</p></div><p>▼ Comments</p><p>Velma Dinkley at 03/08/21 - 12:27 PM Resubmitting with correct meal eligibility</p></div>
