



DEPARTMENT OF THE NAVY
COMMANDER NAVY RESERVE FORCE
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5215
COMNAVRESFOR N1C2
13 Dec 2022

Changes to the identified Navy Reserve Personnel Manual articles are effective the date written at the top of each article and the date on this change summary.


M. J. STEFFEN
Deputy Commander

Changes in articles titled and summarized below are incorporated in the electronic copy via Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) Website:
<https://www.navyreserve.navy.mil>.

Table of Contents – Revised to reflect all current changes.

Article No.	<u>Article Title</u>
1570-010	Inactive Duty Training Administration
	<ul style="list-style-type: none">Substantial changes have been made to this article and it should be read in its entirety. This policy aligns to high-level policy contained in DoD Instruction 1215.06 Uniform Reserve, Training, and Retirement Categories for the Reserve Components. (COG: COMNAVRESFORCOM (N11))

RESPERSMAN 1570-010

INACTIVE DUTY TRAINING ADMINISTRATION

Responsible Office	COMNAVRESFORCOM (N11)	DSN: COMM FAX	262-2653 (757) 322-2653 (757) 444-7598
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References	(a) BUPERS Instruction 1001.39F, Administrative Procedures for Navy Reservists (b) COMNAVRESFORINST 3060.7D (c) COMNAVRESFORINST 4650.1B (d) DoD Instruction 1215.06, Uniform Reserve, Training and Retirement Categories for the Reserve Components (e) DoD Instruction Financial Management Regulation Volume 5, Disbursing Policy (f) DoD Instruction Financial Management Regulation Volume 7A (g) Joint Travel Regulations (h) MILPERSMAN 1910-158, Separation by Reason of Unsatisfactory Participation in the Ready Reserve (i) RESPERMAN 6000-010 (j) Title 10 U.S. Code § 802 Military Pay Policy - Active Duty and Reserve Pay (k) COMNAVRESFRONOTE 1150
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1. Purpose. Establish policy on Inactive Duty Training (IDT) execution which consists of regular IDT periods, additional IDT periods, and voluntary IDT periods.

2. Definitions.

a. Navy Reserve Drill Terms

(1) IDT Period. Provides individual or unit readiness training to Selected Reservists and Voluntary Training Unit (VTU) Sailors, and consists of both regularly scheduled IDT periods, additional IDT periods, and voluntary IDT periods.

(2) Paid Regular IDT period. The 48 annual periods pre-scheduled by the Navy Reserve Activity (NRA) at the beginning of the fiscal year (FY) and used primarily for individual or unit readiness by Selected Reserve Sailors.

(3) Non-Paid Regular IDT period. The 48 annual periods pre-scheduled by the NRA at the beginning of the FY and used primarily for individual or unit readiness by VTU Sailors (retirement points only).

(4) Rescheduled Regular IDT Periods. A Paid or Non-Paid Regular IDT period that was rescheduled from the original scheduled IDT period date.

(5) Advanced IDT Periods. Rescheduled Paid or Non-Paid Regular IDT periods performed in advance of the originally scheduled drill date, which may only be performed if the Sailor is expected to remain in a drilling status through the end of the month for which the drills were originally scheduled.

(6) Additional IDT Periods. IDT periods that improve readiness by providing individuals and units the required and necessary training to attain and maintain designated levels. Additional IDT types include Additional Training Periods (ATP), Additional Flying and Flight Training Periods (AFTP), and Readiness Management Periods (RMP).

(7) Voluntary IDT period. Non-pay additional IDT periods performed in excess of the 48 regular IDT periods. These drill periods are for retirement points only and will be performed in connection with prescribed training or maintenance activities of the units to which they are assigned. Both Selected Reserve and VTU Sailors may utilize these drills.

(8) Funeral Honors Duty period. Inactive Duty (ID) periods to be used to prepare and perform the rendering of military funeral honors at the funeral of a veteran in accordance with federal statute.

b. Navy Reserve Adjudication terms

(1) Favorable IDT adjudication. A completed IDT period adjudicated as Present-Satisfactory or Authorized Absence (AA).

(a) Present-Satisfactory. Assigned when a Sailor is present for duty and completes all assigned tasks and accomplishments for a scheduled IDT period.

(b) Authorized Absence. Assigned when there is not a requirement to make up IDT periods and no valid mission or training opportunity is available per reference (a).

1. Service-related AA. A planned period of absence from scheduled drill periods due to active duty service or medical/dental non-drilling status.

2. Personal AA. A planned period of absence from scheduled drill periods due to demobilization or temporary work conflicts/personal hardships.

(2) Unfavorable adjudication. A completed IDT period adjudicated as Unexcused Absence (UA) or Administrative Unsatisfactory Period (Admin U).

(a) Unexcused Absence. Absence from scheduled drill periods with no valid reason for absence as determined by Unit Commanding Officer (CO) (or designated representative).

(b) Administrative Unsatisfactory Periods. Admin Us are IDT periods whereby the Unit CO or the NRA CO determine that the Sailor's performance does not meet the minimum standards required to maintain the proficiency/readiness of the unit and the skill of the individual, or when disciplinary action has been taken under the Uniform Code of Military Justice (UCMJ) for violations committed during the IDT period in question per reference (j).

3. Policy

a. Satisfactory Participation Acknowledgement. Reserve Sailors in a drill status acknowledge the Navy's IDT participation policy by signing a NAVRES 1570/2, "Satisfactory Participation Requirements/Record of Unexcused Absences". This form outlines attendance, communication requirements, and procedures for missed IDT periods. Additional satisfactory participation requirements are outlined in RESPERSMAN 1001-010 and Fiscal Year Force Execution Guidance.

(1) The NAVRES 1570/2 is signed by the Sailor prior to affiliation and submitted as a part of the affiliation package. If not completed prior to the effective date of affiliation, the form must be signed and witnessed, during the Sailor's first drill weekend.

(2) The NAVRES 1570/2 is the only official means to notify and make the Sailor aware of justification for issuing UAs or Admin Us.

(3) The signed NAVRES 1570/2 is maintained per current records management policy.

b. IDT Pay/Retirement Point Credit. Per reference (d), a Sailor who is present for the prescribed paid regular or additional IDT period is authorized drill pay and retirement point credit if in a pay assignment, or the Sailor may receive retirement point credit only if in a non-pay assignment. Payment for each paid IDT period, if authorized, is at the rate of one-thirtieth of the basic pay prescribed for the Sailor's grade and years of service, per reference (f).

c. UCMJ Authority. All Sailors reporting for their IDT period at the scheduled time and place are mustered for the purposes of drill accounting and establishing amenability to UCMJ jurisdiction for an offense committed while performing the IDT period. Per reference (j), UCMJ jurisdictional authority includes travel to and from the Sailor's IDT training site, intervals between consecutive periods of IDT on the same day and intervals between IDT on consecutive days.

d. IDT Period Duration.

(1) Per reference (d), the minimum duration of a Paid Regular IDT period is four hours.

(2) Per reference (d), the minimum duration of a single Non-Paid Regular IDT or Voluntary IDT period is two hours. However, if two Non-Paid Regular or Voluntary IDT periods are performed in the same day, the minimum drill time is four hours each.

(3) Per reference (a), the maximum duration of any IDT period is 24 hours.

e. IDT Period Limitations

(1) IDT will not be conducted in designated imminent danger areas per reference (d).

(2) A maximum of two IDT periods may be performed in one calendar day.

(a) Only one Funeral Honors ID period may be earned and paid in one calendar day per reference (d). A Funeral Honors ID period may be performed on the same day as another type of IDT.

(b) Only one RMP may be performed in one calendar day. RMPs may not be performed on the same day as another type of IDT per reference (a).

(3) Per reference (a), Sailors who affiliate during the FY are limited to performing a pro-rated number of regular IDT periods based on the number of months remaining in the FY. For example: A Sailor who affiliated prior to the drill weekend in March (with seven months remaining in the FY) is authorized to execute 28 regular IDT periods during that FY. IDT period credit is not authorized prior to the affiliation date.

(4) Sailors who discontinue drilling (separation/transfer to non-drilling status) prior to the end of the FY are only eligible to be scheduled and paid, and/or receive points for the same pro-rated number of IDT periods for the time they are affiliated (i.e., four IDT periods each month the Sailor is in a drilling status).

(5) Sailors accepting a definite recall to active duty are only eligible to be scheduled and paid, and receive points for the same pro-rated number of IDT periods, for the time they are not in a recall status (i.e., four IDT periods each month the Sailor is in a drilling status).

(6) IDTs cannot be used for volunteering or other activities (e.g., fun runs, unaffiliated Navy museum support, etc.) that do not support individual/unit mobilization readiness. NRA COs may authorize one regular IDT period for an annual Family Day event during drill weekend with a focus on Family Readiness.

(7) Rescheduled drills must be performed during the same FY in which the drill was originally scheduled.

f. Audit compliance. The electronic approval workflow in the drill management system is authoritative, auditable, and justifies pay release.

4. Designation Requirements. Establishing role responsibility, via appropriate designations, is imperative to successful IDT execution, proper expenditure of government funds, and audit readiness.

a. Policy

(1) There are no minimum rank requirements for drill management system user roles specified in this paragraph. Designation authorities will ensure selected Sailors are trustworthy and competent, sufficiently trained on drill management policies, procedures, and systems used to manage, execute and record IDT periods.

Note: Mustering for individual rescheduled regular, additional, or voluntary IDTs remains limited to E-6 and above or civilian employee GS-5 or above due to drill management system programming.

(2) Certifying IDTs for pay release in the drill management system without proper designation and training completion will result in audit failure due to unauthorized expenditure of government funds which may result in administrative action against the offending Sailor and NRA CO.

b. Responsibilities. Designation letter samples can be found in the Template folder on the CNRFC N111 SharePoint site, https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_N11/SitePages/Home.aspx, under the Tools for Success section, and a DD Form 577 N111 guide, mandatory DD Form 577 template, and required Certifying Officers Legislation (COL) training requirements can be found in the DD 577 folder.

(1) NRA COs will:

(a) Designate NRA Command Administrators, First NRA Approver, and Unit COs via NRA command letterhead.

(b) Designate Second NRA Approver/Final Certifier via DD Form 577, Appointment/Termination Record-Authorized Signature prior to certifying drills for final pay release.

1. Ensure completion of required COL training prior to performance of duties.

2. Verify COL training is completed annually.

3. Maintain appointing and terminating DD Form 577s and required initial and annual COL training certificates, per current records management policy.

Note: Echelon 4 Commanders will serve as designation authority for NRA COs if the NRA CO serves as a Second NRA Approver/Final Certifier.

(2) NRA Command Administrators will maintain all NRA and Unit designation documents locally and in accordance with current records management policy.

(3) Unit COs will:

(a) Designate Unit Mustering Official and Unit Approver user roles for personnel in writing via unit letterhead (if authorized) or memorandum.

(b) Ensure multiple personnel have designated drill management system user roles for segregation of duty compliance and user role coverage.

(c) Maintain letters on file at the Unit level. Provide a copy to the NRA for uploading to the current records management system.

5. Unit IDT Procedures

a. Initial Fiscal Year Scheduling

(1) NRA will:

(a) Publish upcoming FY NRA drill weekend schedule no later than 1 August of the current FY.

(b) Adjudicate FY Unit Schedule requests that deviate from the upcoming FY NRA drill weekend schedule by 30 September, of the current FY.

(c) The NRA will establish – in the drill management system – the FY Unit Schedule (using Regular IDTs) for each reserve unit assigned to the NRA prior to the commencement of the upcoming FY. NRA COs will match the FY Unit schedule to the FY NRA drill weekend Schedule unless a different schedule is requested by the Unit CO.

(d) Refer to the next FY COMNAVRESFOR NOTICE 1001, Force Execution Guidance, for supplemental IDT scheduling policy.

(2) Unit CO will provide NRA CO with a requested unit schedule for the upcoming FY if the unit drill dates do not align with the published upcoming FY NRA drill weekend schedule.

(a) Units that have a FY unit schedule directed by their active supported command, that deviates from the FY NRA drill weekend schedule and requires use of the NRA building and/or direct NRA staff support, must route the training plan with requested IDT dates to the NRA CO for approval. The echelon 4 Commander will serve as final adjudication authority if the NRA CO and Unit CO cannot arrive at a mutual agreement.

(b) Deviation from the FY NRA drill weekend schedule does not absolve the unit or Sailors from completing their NRA-directed requirements to include, but not limited to, annual urinalysis requirements, Physical Fitness Assessment, Physical Health Assessment and General Military Trainings.

b. Unit IDT Rescheduling. After the NRA sets the FY unit schedule in the drill management system, the Unit CO may identify a set of circumstances or respond to a requirement which

requires the rescheduling of a Unit's drill period(s). For instance, rescheduling may be warranted to support a specific tasking from active duty supported commands or to accommodate cancelled drill weekends due to adverse weather conditions, civil disturbances, increased health protection condition (HPCON), increased threat condition (THREATCON) levels or a lapse in appropriations. The flexibility provided by the drill management system accommodates and maximizes Unit rescheduling capabilities.

(1) Unit CO will:

(a) Inform NRA and unit Sailors of intentions in writing no less than 30 days before requested drill dates when feasible under the circumstances.

(b) Refer to the FY COMNAVRESFOR NOTICE 1001, Force Execution Guidance, for supplemental IDT scheduling policy.

(c) Coordinate with assigned RPD if the rescheduled Unit IDT is away from the permanent drill site (or approved alternate drill site specified in IDT orders) to determine if IDT and Travel orders are required and authorized in accordance with reference (c).

Note: Refer to COMNAVRESFORINST 4001.1F for berthing and messing allowances away from permanent drill site.

(2) NRA CO will ensure requests comply with FY COMNAVRESFOR NOTICE 1001, Force Execution Guidance supplemental IDT scheduling policy.

c. Unit IDT preparation

(1) Sailors will:

(a) Submit drill weekend reschedule requests in the drill management system no later than three calendar working days prior to drill weekend starting if the Sailor knows they will not attend drill weekend. Notify unit leadership or designated representatives of the reschedule request to ensure timely processing in the drill management system.

Note: A reschedule request is required if a regular IDT will be performed off-site (away from permanent or alternate drill site specified on IDT orders) on the same day as the originally scheduled IDT.

(b) Immediately contact, via e-mail and follow-up telephone call, unit leadership or designated representatives for any emergent requests within three calendar working days of drill weekend starting and ensure NRA is notified in order to track completion of the drill management system request.

Note: Drill weekend reschedule requests submitted less than three calendar working days prior to the scheduled IDT periods may be denied by the Unit or NRA if not of an emergent nature.

(2) Unit CO will process all drill weekend reschedule requests within the drill management system no later than 24 hours before drill weekend start to allow NRA processing time.

(3) NRA will:

(a) Adjudicate all drill weekend reschedule requests prior to the start of drill weekend.

(b) Provide the Unit CO with IDT reports listed in RESPERSMAN 1570-050.

d. Muster and Adjudication Process

(1) Sailors will ensure positive reporting with unit mustering official at the start and end of each drill weekend period.

(2) Unit CO will:

(a) Submit the final Unit IDT muster and adjudication report to the NRA, via the drill management system, by the end of the last drill weekend IDT period. Review paragraph 7 for additional adjudication guidance.

Note: If the Unit CO (or designated representative in the case of the Unit CO's absence) fails to submit the Unit IDT muster as specified, the NRA CO is authorized to issue an Admin U to the Unit CO (or designated representative in the case of the Unit CO's absence) for failure to comply.

Note: If the NRA determines that the drill management system is not functioning properly, during the last drill weekend IDT period, then the submission timeframe will be extended 48 hours following system restoration. Ensure close communication with the NRA.

(b) Include comments for all AA, UA, and Admin U adjudications.

(3) NRA will:

(a) Complete drill management system workflow for final drill pay release within three calendar days after the completion of drill weekend (i.e., if drill weekend ends on Sunday at 1600 then the NRA must complete final pay release by end of business on Wednesday).

Note: If the NRA determines that the drill management system is not functioning properly, during the last drill weekend IDT period, then the submission timeframe will be extended 48 hours following system restoration. Ensure close communication with the Units.

(b) Execute muster and adjudication for units that are not sufficiently manned to complete the drill management system workflow. No additional designations are required.

(c) Adjudicate Unit IDTs with a blank muster as UA. Include a comment to specify NRA action.

(d) Engage Unit COs who habitually fail to manage the drill management system IDT workflow. If detrimental behavior persists, refer the Unit CO to the echelon 4 Regional Deputy Commander for counseling.

6. Individual Drills Guidance: Rescheduled Regular, Additional, and Voluntary IDT

a. Policy

(1) Rescheduled Regular, Additional, and Voluntary IDTs cannot cross fiscal years and must be performed during the same FY in which they are originally scheduled and funded.

(2) The flexibility provided by the drill management system accommodates and maximizes individual rescheduling capabilities.

(3) Sailors must be in an approved drill status prior to commencing a drill. Approved drill status is achieved when the NRA approves the request in the drill management system prior to the Sailor performing the individual IDT.

(4) Personal convenience is not an authorized reason for rescheduling regular IDTs. A valid Navy mission must be assigned by the Unit CO (or designated representative). If the Unit CO does not have tasks and accomplishments to cover the entire duration of the IDT period, as specified in paragraph 3(d), then the Unit CO (or designated representative) will deny the request.

(5) Refer to the FY COMNAVRESFOR NOTICE 1001, Force Execution Guidance, for supplemental IDT scheduling policy.

(6) Muster must be completed within 24-hours of individual IDT completion to meet audit requirements.

b. Scheduling responsibilities

(1) Sailors will:

(a) Submit Rescheduled Regular, Additional, and Voluntary IDT requests within the drill management system no less than three calendar days prior to requested drill date to allow time for Unit and NRA processing.

Note: Unit COs (or designated representative) and NRAs may deny late submissions.

(b) Ensure request for each IDT period includes projected tasks and accomplishments

that fulfills paid or non-paid IDT time requirements per paragraph 3(d).

(c) Notify Unit CO (or designated representative) of request in drill management system if submitted outside of drill weekend or emergent requests submitted within 3 calendar days of requested drill date.

(d) Verify in the drill management system if the request was approved by the NRA prior to executing the IDT period.

(2) Unit CO (or designated representative) will:

(a) Access drill management system to adjudicate individual IDT requests.

(b) Verify request meets a valid mission or training opportunity in accordance with reference (d).

(c) Verify or assign tasks and accomplishments for each drill period that meets paid and non-paid IDT time requirements per paragraph 3(d).

(d) Coordinate directly with NRAs on approved exceptions to the three-day scheduling requirement specified in paragraph 6(b)(1)(a). Exceptions for personal convenience, negligence, or non-emergent situations are at the discretion of the Unit and NRA CO.

(3) NRA will:

(a) Monitor the drill management system daily and adjudicate Rescheduled Regular, Additional, and Voluntary IDT drill requests.

(b) Communicate with unit leadership and Sailors regarding special circumstances.

c. Muster and Adjudication Process

(1) Sailors will:

(a) Communicate with the responsible Mustering Official/Unit CO (designated representative) at the start and end of each drill period to ensure 24-hour mustering audit timeline standard is met.

(b) Report progress and completion of tasks and accomplishments to Unit CO (or designated representative) via methods established by Unit policy.

(2) Mustering Official (any Sailor E-6 and above or civilian employee GS-5 or above) will:

(a) Verify that Sailor met IDT duration requirements for paid and non-paid IDT periods.

(b) Complete muster in the drill management system within 24-hours of IDT period completion.

(3) Unit CO (or designated representative) will:

(a) Adjudicate all scheduled individual IDTs no later than 7 calendar days after the actual drill date.

(b) Review paragraph 7 for additional adjudication guidance.

(4) NRA will:

(a) Certify (final release for payment) all Rescheduled Regular, Additional, and Voluntary IDTs no later than ten calendar days after the actual drill date.

1. If a Sailor is not mustered for an approved rescheduled regular IDT period within 24 hours of the IDT drill date by the responsible mustering official, then the NRA will complete the muster as “UA” to ensure mustering audit timeline standards are met. If the NRA has direct knowledge that the member was in fact present for the IDT period, then the NRA is authorized to adjudicate the muster appropriately.

2. If a Rescheduled Regular, Additional, or Voluntary IDT is mustered Present, but the Unit CO (or designated representative) fails to complete their unit workflow responsibilities in the drill management system within 7 calendar days of drill completion, the NRA will assume Satisfactory IDT execution in order to process the drill for payment.

(b) Engage Unit COs who habitually fail to manage the drill management system IDT workflow. If detrimental behavior persists, refer the Unit CO to the Echelon 4 Regional Deputy Commander for counseling.

7. Adjudication Guidance

a. Present IDT musters

(1) A Present-Satisfactory IDT adjudication is a favorable adjudication awarded when a Sailor is present for duty and completes all assigned tasks and accomplishments for a scheduled IDT period in accordance with IDT duration requirements specified in paragraph 3.(d).

Note: Presence alone is not sufficient reason to justify satisfactory completion of an IDT period.

(2) A Present-Unsatisfactory IDT adjudication (ADMIN U) is an unfavorable adjudication awarded when a Sailor is present for duty for a scheduled IDT and the Unit CO (or designated representative), or NRA CO, determine that the Sailor's performance did not meet the minimum standards required to maintain the proficiency/ readiness of the unit and/or Sailor, or when disciplinary action has been taken under the Uniform Code of Military Justice (UCMJ) for violations committed during the IDT period in question per reference (j).

(a) NRA CO has final determination authority on awarding of an Admin U.

(b) Awarding an Admin U does not affect an individual's pay for the IDT period.

(c) Unit CO and NRA CO will carefully follow current echelon 4 Staff Judge Advocate Admin U guidance to ensure the issuance of the ADMIN U is legally sufficient. Supervisors must ensure prior notification of requirements and that adequate drill time is provided to complete the requirements.

(d) A Sailor may not be assessed an ADMIN U for failure of another Sailor to meet proficiency/readiness requirements.

(e) Up to the eighth unfavorable adjudication in a 12-month rolling window, the NRA must send a NAVRES 1570/2, "Satisfactory Participation Requirement/Record of Unexcused Absences," to the Sailor and the Unit CO within seven calendar days of an unfavorable adjudication via official e-mail with read receipt or via Certified mail (to Sailor only) if e-mail is unavailable. For the ninth or greater unfavorable adjudication in a 12-month rolling window, use of Certified mail for notification is required.

(f) File the original NAVRES 1570/2, "Satisfactory Participation Requirement/Record" of Unexcused Absences and a copy of relevant e-mails/documents per current record management policy.

(g) Require drilling SELRES members with five or more unfavorable adjudications in a 12-month rolling window to sign a NAVPERS 1070/613, "Administrative Remarks," for counseling regarding transfer to the VTU after the ninth unfavorably adjudicated drill in a 12-month rolling window.

Note: If a Sailor is unavailable for in-person counseling the NRA CO will authorize the use of a "Certified Copy Provided" annotation and delivery via certified mail. The NRA will maintain original per current records management policy.

Note: If a Sailor is available for in-person counseling, but refuses to sign the document, the NRA CO will authorize the use of a "Member refuses to sign" annotation. The original copy will be provided to the member, and the NRA will maintain a copy per current records management policy.

b. Absent IDT musters. Sailors are responsible for contacting their Unit CO (or designated representative) if an unplanned event causes them to miss a scheduled IDT period. The Unit will make every attempt to contact or locate the Sailor if they are not physically at drill to ensure health and wellness.

(1) An Absent-Authorized IDT adjudication (AA) is a favorable adjudication awarded when the Sailor notifies the adjudication authority of their absence from a scheduled IDT period and when the adjudication authority determines that the Sailor's reason for missing the scheduled IDT is sufficient and a reschedule is not warranted.

(a) AAs reduce the Sailor's total number of authorized regular IDT periods available for pay during the FY, and do not count for retirement credit.

(b) Sailors are still required to obtain 50 retirement points for a qualifying anniversary year towards a non-regular (Reserve) retirement.

(c) If elected, Service Members' Group Life Insurance (SGLI) and Family Service Members' Group Life Insurance (FSGLI) premiums are deducted monthly regardless of whether or not a Selected Reservist executes a paid IDT(s) to cover the premium. For periods of AAs, unpaid SGLI and FSGLI monthly premiums will accrue a debt that will be automatically deducted from future earnings once the Selected Reservist completes paid IDTs.

(d) Sailors may not accrue more than 24 Personal AAs in a rolling 12-month period (i.e., personal hardship and demobilization AAs may not be combined to exceed 24 AAs in a rolling 12-month period). Service Related AAs earned while on Active Duty (e.g., AT, ADT, ADOS, MOB, Recall) do not count towards the 24 AA total.

1. Sailors with more than 24 Personal AAs in a 12-month rolling period will be immediately transferred to the Individual Ready Reserve (IRR) - Active Status Pool (ASP).

2. Refer to RESPERSMAN 1900-010 for further guidance for involuntary IRR-ASP transfers.

(e) Refer to paragraph 10. for Service Related and Personal AA guidance.

(2) Reschedule IDT adjudication.

(a) Per paragraph 5.(c)(1) and 6.(b)(1), the normal process for rescheduling IDT periods requires three calendar working days advanced notice. In emergent situations on the day of the drill (or during a series of drills), a reschedule may be authorized if the Sailor and Unit CO (or designated representative) agree that a reschedule is warranted. Missed IDT periods, even those resulting from unanticipated or emerging circumstances, may not be rescheduled after the IDT period has ended and must be adjudicated as AA or UA.

(b) The Sailor is responsible to ensure the reschedule is fully processed for approval in the drill management system, per paragraph 6, prior to performing the rescheduled drill.

(c) Unit CO (or designated representative) may authorize the rescheduled IDT when there is a valid Navy mission, or when valid training opportunities are available. The Unit CO (or designated representative) bears the responsibility of determining the validity of such work.

(3) An Absent-Unexcused adjudication (UA) is an unfavorable adjudication awarded when the Sailor fails to notify the adjudication authority of their absence from a scheduled IDT period or when the adjudication authority determines that the Sailor's reason for missing the scheduled IDT is insufficient.

(a) Unit CO will:

1. Carefully review the assignment of UAs for recent strength gains to ensure the UA is not a result of inadequate mentorship or poor communication.

2. Provide a comment in the drill management system as to why UA was issued.

3. Assist the NRA in having the Sailor sign a NAVPERS 1070/613, "Administrative Remarks," for VTU transfer after five or more UAs or Admin Us, or a combination of five UAs and Admin Us in a 12-month rolling window.

(b) NRA will:

1. Carefully review the assignment of UAs for recent strength gains to ensure the UAs are not incorrectly assigned due to gain processing delays in accordance with reference (k).

2. Up to the eighth unfavorable adjudication in a 12-month rolling window, the NRA will send a NAVRES 1570/2, "Satisfactory Participation Requirement/Record of Unexcused Absences," to the Sailor and the Unit CO within seven calendar days of an unfavorable adjudication via official email with read receipt or via Certified mail (to Sailor only) if email is unavailable. For the ninth or greater unfavorable adjudication in a 12-month rolling window, use of Certified mail for notification is required.

3. File the original NAVRES 1570/2, "Satisfactory Participation Requirement/Record of Unexcused Absences," and a copy of relevant emails/documents per current record management policy.

4. Require drilling SELRES members with five or more unfavorable adjudications in a 12-month rolling window to sign a NAVPERS 1070/613, Administrative Remarks, for counseling regarding transfer to the VTU after the ninth unfavorably adjudicated drill in a 12-month rolling window.

Note: If a Sailor is unavailable for in-person counseling, the NRA CO will authorize the use of a “Certified Copy Provided” annotation and delivery via certified mail. The NRA will maintain original per current records management policy.

Note: If a Sailor is available for in-person counseling, but refuses to sign the document, the NRA CO will authorize the use of a “Member refuses to sign” annotation. The original copy will be provided to the member, and the NRA will maintain a copy per current records management policy.

8. Removal of Unexcused Absence, Authorized Absence, and Admin U

a. Policy

(1) IDT periods mistakenly adjudicated as UA, AA, or Admin U by the Unit cannot be removed without a written request from the Unit CO (or designated representative) explaining the circumstances and steps taken to prevent further inaccurate drill adjudication.

(2) The NRA CO has authority to determine the local request routing process (i.e., paper letter, electronic e-mail, etc.), and can adjudicate removals without a Unit CO letter if the NRA is responsible for the improper adjudication or if the case does not warrant Unit involvement. NRA must still produce an auditable document reflecting NRA CO adjudication.

(3) Adjudication authority.

(a) COMNAVRESFORCOM (or designated representative) is the final adjudication authority for removal requests that may result in a VTU transfer rescind (i.e., Sailors previously transferred to the VTU due to IDT-related unsatisfactory participation). Refer to paragraph 8.c. for process.

(b) Except as specified in paragraph 8.a.(3)(a), the NRA CO has authority to adjudicate all requests and retains adjudication authority for those scenarios regardless of when the request is submitted.

(4) If requested by the Sailor within 30 days of NRA adjudication, echelon 4 Commanders (or a duly authorized designated representative) will serve as the appeal authority for NRA CO adjudications of UA, AA, or Admin U removals.

(5) If requested by the Sailor within 30 days of echelon 4 Commander adjudication, COMNAVRESFORCOM (or designated representative) is the final appeal authority for echelon 4 Commander adjudications.

b. NRA adjudication process

(1) Unit CO (or designated representative) will submit a removal request to the NRA CO no later than the end of the first day of the next NRA FY scheduled drill weekend after the subject drill execution date, regardless of unit or personnel attendance.

Note: If Sailor desires to remove AA, AA Removal Requests after periods of active duty orders must be submitted within 30 days upon Sailor's return to reserve drilling status and prior to any extended AA periods.

(2) NRA CO will:

(a) Adjudicate UA, AA, or Admin U removals within 3 working days of receipt.

(b) Maintain a copy of all key supporting documents per current records management policy.

c. Adjudication process. COMNAVRESFORCOM (or designated representative) will adjudicate UA or ADMIN U removal requests that may result in a VTU transfer rescission (i.e., for Sailors previously transferred to the VTU due to IDT-related unsatisfactory participation). Due to the negative impact on pay, advancement, and benefits, a strict timeline must be followed.

(1) Unit CO (or designated representative) must submit a removal request that may result in a VTU transfer rescission to the NRA CO as soon as possible after alleged erroneous transfer, but not later than 30 days from the effective date of the VTU transfer.

(2) NRA COs must route the removal request and VTU transfer rescind request to their echelon 4 command, via the N1 Process Management SharePoint application, within 15 days of receipt (total 45 days from the effective date of transfer).

Note: NRA COs must provide detailed explanation regarding the reasoning for erroneous transfer and steps to mitigate future occurrences at their command.

(3) Echelon 4 Commands must route the removal request and VTU transfer rescind request to CNRFC N1C2, via the N1 Process Management SharePoint application, within 15 days of receipt (total 60 days of the effective date of transfer).

(4) Requests received later than 60 days from the effective date of the VTU transfer cannot be adjudicated by COMNAVRESFORCOM, and must be submitted to the Board of Corrections Navy Records (BCNR) by the Sailor.

9. Unsatisfactory IDT Participation

a. Policy

(1) Drilling reservists are considered unsatisfactory participants when they accumulate nine UAs, or nine Admin Us, or a combination of 9 UAs and Admin Us (i.e., nine unfavorable adjudications) in a running 12-month period and the unit submission timeframe for a UA/Admin U Removal Request has lapsed. Refer to paragraph (8) for UA, AA, and Admin U removal guidance.

(2) Sailors within 12-months of reserve strength gain must receive special consideration and review by unit and NRA leadership to ensure UAs were not issued in error due to gain delays or other issues related to inadequate mentorship, poor communication, etc., in accordance with reference (k).

(3) NRA will counsel Sailors via VTU Transfer NAVPERS 1070/613, Administrative Remarks, regarding their affected benefits and incentives upon transferring them from a SELRES status.

(4) Prior to initiating IRR/VTU Transfer or administrative separation proceedings, NRA COs will verify there are no other bases for separation that would supersede separation for nine unfavorable adjudications (e.g. urinalysis failure). Coordination with echelon 4 Staff Judge Advocate is recommended.

b. Procedures. Once a Sailor is awarded the ninth unfavorable adjudication in a 12-month rolling window and the unit submission timeframe for a UA/Admin U Removal Request has lapsed, the Unit CO will recommend one of the following actions for NRA CO adjudication by the end of the same drill weekend that the Unit UA/Admin U Removal Request was due per paragraph 8:

(1) Enlisted Sailors

(a) Determine if the Sailor has potential for future mobilization. If so, place Sailor on six months of probation, per reference (a), and assign appropriate MAS code per RESPERSMAN 3060-010. A NAVPERS 1070/613, Administrative Remarks detailing the Sailor's probationary status must be completed by the NRA per reference (a).

(b) If probation is not warranted, then the NRA will initiate transfer of the Sailor to the VTU via RFMT no later than five calendar days after the Unit submission timeframe for a UA/Admin U Removal Request. Assign the appropriate MAS code per RESPERSMAN 3060-010, and begin administrative separation (ADSEP) processing per references (a) and (h).

(2) Officers

(a) Transfer to the IRR-Active Status Pool (ASP) or USNR-S2 status no later than five calendar days after the unit submission timeframe for a UA/Admin U Removal Request. NRAs use RFMT to submit transfer orders to Commander, Navy Reserve Forces Command N12 and assign appropriate MAS code per RESPERSMAN 3060-010. Recommendation for transfer to USNR-S2 should be included in the CO's letter of transmittal to NAVPERSCOM (PERS-913). Final approval authority for transfer of officers to USNR-S2 status is PERS-91.

10. Unique Circumstances

a. Service-related AAs

(1) Active Duty Status. Reserve Sailors on active duty orders (e.g., AT, ADT, mobilization, ADOS, etc.) who did not reschedule conflicting regular IDT periods will be assigned AAs in the drill management system during the period of active duty. Refer to paragraph 6.b. and the FY Force Execution Guidance for IDT scheduling guidance.

(2) Medical/Dental Non-Drilling. Per reference (i), Sailors in Temporary Not Physically Qualified, Temporary Not Dentally Qualified, or Medical Retention Review who are not authorized to perform IDTs will have scheduled IDTs periods adjudicated as AA until a final determination is made on their case.

(a) Unit CO will ensure Sailor does not perform IDTs and that all scheduled IDT periods are adjudicated as AA.

(b) NRA will ensure proper Manpower Availability (MAS) status code is assigned in accordance with RESPERSMAN 3060-010.

Note: Medical/Dental non-drill status is not Privacy Act information, but the medical/dental reasons for the non-drill status are considered Privacy Act information.

b. Personal AAs

(1) Demobilization. Per reference (b), demobilized Sailors are authorized a four-month AA period upon return to reserve status, if desired. An additional two months may be granted by the UMUIC Unit CO. Members are still required to complete satisfactory participation requirements and post mobilization requirements during any period of authorized absences.

(a) Sailors will:

1. Submit a NAVPERS 1336/3, "Special Request Authorization," via the UMUIC CO to the TRUIC Unit CO for routing and approval.

2. Sign the Demobilization AA NAVPERS 1070/613, "Administrative Remarks."

3. Agree to complete the PDHRA when directed by the NRA.

4. Provide completed NAVPERS 1336/3, "Special Request Authorization," and Demobilization AA NAVPERS 1070/613, "Administrative Remarks," to NRA Reserve Pay Department.

(b) TRUIC Unit CO will establish monthly contact with Sailors during the AA period to communicate any outstanding critical readiness requirements (e.g., Medical, Dental, GTCC, Security Clearance, annual urinalysis, PFA).

(c) NRA CO may cancel approved periods of authorized absence if the Sailor is failing to complete critical readiness requirements (e.g., Medical, Dental, GTCC, Security Clearance, annual urinalysis, PFA). Every effort will be made, in coordination with the TRUIC Unit CO, to secure compliance with requirements prior to NRA CO cancellation. Official notification will be made via certified mail.

Note: The NRA may not cancel the entire period of planned, demobilization AAs because a Sailor performs IDT period(s) to complete readiness requirements.

(2) Temporary work conflicts/personal hardships. Situations may arise when a Sailor needs to take an extended absence from IDT execution due to work conflicts/personal hardships.

(a) Sailors will:

1. Route the AA NAVPERS 1070/613, "Administrative Remarks," through applicable NRA Departments for awareness and to ensure there are no current or upcoming outstanding readiness requirements.

Note: The AA NAVPERS 1070/613 template can be found in the Template folder on the CNRFC N111 SharePoint site https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_N11/SitePages/Home.aspx under the Tools for Success section.

2. Sign the completed AA NAVPERS 1070/613, "Administrative Remarks," acknowledging understanding of responsibilities while in an AA status and understanding that exceeding 24 Personal AAs in a 12-month rolling period may result in transfer to IRR-ASP status, per reference (a).

3. Submit the signed AA NAVPERS 1070/613, "Administrative Remarks," and a NAVPERS 1336/3, "Special Request Authorization," via the UMUIC Unit CO to the TRUIC Unit CO requesting periods of authorized absences that will not exceed 24 total Personal AAs in a 12-month rolling period.

Note: The combination of an approved NAVPERS 1336/3 and completed NAVPERS 1070/613 constitute final approval.

(b) TRUIC Unit CO (or designated representative) will:

1. Counsel the Sailor on impact of extended absence.
2. Review Sailor's current total of AA's in a 12-month rolling period to ensure request will not exceed a total of 24 AAs (does not include AAs awarded for periods on active duty orders).
3. Review AA NAVPERS 1070/613, "Administrative Remarks," to ensure there are no outstanding readiness requirements prior to approving the request.
4. If the request is approved, provide the NRA Reserve Pay Department with a copy of the request package.
5. If the request is disapproved, discuss IRR-ASP transfer with the Sailor and NRA.

(c) NRA CO will:

1. Cancel approved periods of authorized absence if the Sailor is failing to complete lapsed readiness requirements. Every effort will be made, in coordination with the Unit CO, to secure compliance with requirements prior to NRA CO cancellation. Official notification will be made via certified mail.

Note: The NRA may not cancel the entire period of planned AAs because a Sailor performs IDT period(s) to complete emergent critical requirements.

2. Until their prospective rotation date, retain Sailors in their present TRUIC and UMUIC billet in an AA status up to 24 IDT periods.

c. Reporting of IDT Periods Over 12 Months Old. Reporting of completed IDT periods exceeding 12 months which require pay must be processed via Defense Finance and Accounting System (DFAS) Defense Workload Operations Web System (DWOWS). Discuss the situation with and seek support from the Echelon 4 N1.

d. IDT and Veteran Affairs (VA) Disability conflicts. Sailors receiving both IDT pay and VA Disability compensation will meet VA Department annual requirements by submitting VA Form 21-8951-2, "Notice of Waiver of VA Compensation or Pension to Receive Military Pay and Allowances" at the end of each FY.

e. Drilling Status Changes – Pay. Personnel in a pay status who have performed IDT in good faith before being notified that their assignment has been terminated will be paid for those IDT periods upon COMNAVRESFORCOM (N11) approval. This will be resolved by the NRA preparing and forwarding a written request to DFAS Cleveland via COMNAVRESFORCOM (N11) with explanation and supporting documents.