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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.



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 Deputy

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>
1570-020	<b>OTHER INACTIVE DUTY (ID) TYPES AND INACTIVE DUTY TRAINING SPECIAL USES</b>
	<ul style="list-style-type: none"> <li>• Significant 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.</li> <li>• Removed Flex drill verbiage as reschedule policy and drill management systems accommodate flexibility in Unit and Sailor schedules.</li> <li>• Expanded Incremental IDT policy and responsibilities section.</li> <li>• Added Reserve Component Maternity Leave discussion/guidance.</li> <li>• Reduced TMS and HM to BSN Drill Option section to remove non-drill program policy already specified in BUMED policy.</li> </ul> <p>(COG: COMNAVRESFORCOM (N11))</p>

**RESPERSMAN 1570-020**

**OTHER INACTIVE DUTY TYPES AND INACTIVE DUTY TRAINING SPECIAL USES**

<b>Responsible Office</b>	COMNAVRESFORCOM (N11)	DSN COMM FAX	262-2651 (757) 322-2651 (757) 444-7598
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<b>References</b>	<p>(a) DoD Instruction 1215.06, Uniform Reserve, Training and Retirement Categories for the Reserve Components</p> <p>(b) BUPERSINST 1001.39F, Administrative Procedures for Navy Reservists</p> <p>(c) RESPERSMAN 1570-010, Inactive Duty Administration</p> <p>(d) COMNAVRESFORINST 4650.1, Order Processing and Transportation Arrangements for Navy Reserve Sailors</p> <p>(e) DoD Instruction 7000.14-R, Financial Management Regulation</p> <p>(f) COMNAVRESFORINST 1000.9A, Telework Policy for the Navy Reserve</p> <p>(g) DoD Instruction 1300.15, Military Funeral Support</p> <p>(h) BUMED ltr M1/12UM1119 dtd 9 Feb 2012</p> <p>(i) BUPERSINST 1610.10F, Navy Performance Evaluation System</p> <p>(j) RESPERSMAN 1570-030 Individual Inactive Duty Training Record</p>
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1. Purpose. To establish policy, in addition to RESPERSMAN 1570-010, on Inactive Duty (ID) types to include Funeral Honors, Additional Inactive Duty Training (IDT), and IDT special use cases to include Inactive Duty Travel Training (IDTT), Incremental, Telework, Maternity Leave, Training for Medical Specialties (TMS)/Hospital Corpsman (HM) to Bachelor of Science in Nursing (BSN), and Critical Skills Shortage drill options.

2. Definitions.

a. ID. Includes IDT, Funeral Honors Duty (FHD), and Muster Duty (MD). See figure 1.

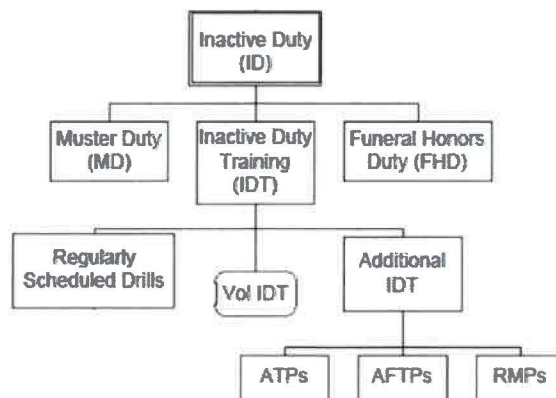


Figure 1.

b. Types of ID

(1) MD. Per reference (a), a Sailor of the Ready Reserve may be ordered without consent to MD once a year. Currently utilized by Individual Ready Reserve (IRR) – Active Status Pool (ASP).

(2) FHD. ID periods used to prepare and/or perform the rendering of military funeral honors.

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

(4) Regular IDT Period (Regularly Scheduled Drills). The 48 annual periods pre-scheduled by the NRA at the beginning of the FY and used primarily for individual or unit readiness by SELRES (paid) and VTU Sailors (non-paid).

(5) 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 the Sailor is assigned. Both SELRES and VTU Sailors may utilize these drills.

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

(7) ATP. Used by units or individuals for accomplishing additional required training.

(8) AFTP. Authorized for primary aircrew Sailors for conducting aircrew training and combat crew qualification training to attain and maintain aircrew flying proficiency and sustain readiness.

(9) RMP. Intended to support functions in preparing units for training: ongoing day-to-day operation of the unit, accomplishing unit administration, training preparation, support activities, and maintenance functions.

3. Additional IDT Period Procedures.

a. Policy

(1) The minimum duration of an additional paid IDT period is four hours.

(2) Funding for Additional IDTs is processed via the COMNAVRESFORCOM N3 Operational Support Executive Committee, which distributes discretionary funding via the pillar Reserve Program Directors (RPD), who then sub-distribute funds.

(3) Additional IDT periods may not be performed during a unit's regularly scheduled IDT drill weekend, unless all Unit IDT periods have been fully exhausted and funding is available.

(4) ATP

(a) Per reference (a), the number of these training periods will not exceed 36 each fiscal year (FY) for any Sailor.

(b) Two ATPs may be authorized per day for a minimum of eight hours of training.

(c) The training must be specific to the mobilization billet or rate/designator training.

(d) Administrative requirements associated with the mobilization billet such as preparing enlisted evaluations, fitness reports, or other general administrative duties are not authorized. See RMP policy in paragraph 3.a.(6).

(5) AFTP

(a) Per reference (a), the number of these training periods will not exceed 72 each fiscal year for any primary aircrew Sailor.

(b) Two AFTPs may be authorized per day when an individual is scheduled for an actual flight or readiness training simulator event, and completes a minimum of eight hours of work.

(c) Only one AFTP may be authorized per day for an individual performing flight-related ground training (Naval Air Training and Operating Procedures Standardization ground training, annual flight physical, aviation physiology and swim qualification, or other OPNAVINST 3710.7 flight training requirements).

(d) For aircrew Sailors, the combination of paid additional drills will not exceed 84 per FY or as determined by reference (a).

(6) RMP

(a) Per reference (a), the number of these training periods shall not exceed 36 each FY for any Sailor.

(b) An individual may not perform more than one RMP each calendar day.

(c) Per reference (b), an RMP will not be executed on the same day as another drill type.

b. Responsibilities

(1) Sailors, units, and NRAs will refer to reference (c) for scheduling, mustering, and adjudication requirements.

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

(a) Coordinate with RPD for proper management of funds to meet mission requirements without exceeding budget controls.

(b) Verify fund availability prior to approving additional IDT requests in the drill management system. Approval actions in the drill management system constitutes official confirmation to the NRA that verification was completed. False verification may result in administrative action.

4. IDTT

a. Policy

(1) Execute per reference (d).

(2) Travel and per diem entitlements are authorized and funded via IDTT orders.

(3) Pay and allowances are authorized and funded via the approval of regular or additional IDTs in the drill management system. ATP, RMP or AFTPs must be funded per paragraph 3.

(4) IDTs must be approved in the drill management system prior to routing IDTT orders in the order management system. At no time will a Sailor execute IDTT orders without approved IDT periods.

(5) Travel alone does not constitute authorized work or sufficient reason for IDT compensation (pay/points) on IDTT travel days. In order to schedule an IDT and receive IDT compensation on a travel day, Sailors must meet individual IDT requirements (assigned tasks and accomplishments and IDT duration time) as specified in reference (c).

(6) Failure of Unit COs (or designated representatives) to validate funding of additional IDTs prior to IDTT order execution may result in the Sailor only receiving retirement point credit if funding is not available after-the-fact.

(7) Failure of Sailors to validate IDT request approvals in the drill management system may result in administrative action against the Sailor and the Sailor may only receive retirement point credit if sufficient IDTs are not available after-the-fact.

(8) Per reference (a), IDT execution is prohibited in imminent danger areas and thus Imminent Danger Pay is not authorized for IDTT orders.

(9) Per reference (e), IDT pay is subject to federal income tax withholding and state income tax withholding in all situations.

b. Responsibilities

(1) Sailors will:

(a) Reschedule regular IDTs or schedule additional IDTs in the drill management system prior to submitting orders in the order management system.

(b) Verify approval of requested IDTs through the NRA prior to IDTT order execution.

(c) Ensure executed IDTs are mustered properly per reference (c).

(2) Unit CO (or designated representative) will verify approval of Additional IDT funding if utilizing Additional IDTs.

5. Telework IDT. Telework IDT is administered per reference (f). Participants must meet all administrative and medical requirements to be eligible to perform Telework IDT. The Office of Primary Responsibility (OPR) for telework IDT policy is COMNAVRESFORCOM N5. Sailors, units, and NRAs will refer to reference (c) for scheduling, mustering, and adjudication requirements.

6. Incremental Accrual of IDT Periods. Training performed incrementally to accrue 4 hours for a pay IDT period or two hours for a non-pay IDT period. Incremental IDT (regular and additional IDT) periods provide an opportunity for unit personnel to receive IDT pay, training credit, and/or retirement points.

a. Policy

(1) Sailors will be approved by Unit CO (no delegation allowed) to perform Incremental IDTs.

(2) Perform incremental IDTs in no less than hourly increments until two hours is completed for a non-paid Voluntary IDT or four hours for a paid regular or additional ID.

(3) An Individual Incremental IDT plan must be approved by the Unit CO (or designated representative) prior to drill execution.

b. Responsibilities

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

(a) Adjudicate a Sailor's request for Incremental IDT eligibility (Unit CO will not delegate authority). Only authorize this drill option for trusted Sailors who require this unique accommodation to meet unit requirements.

(b) Ensure Sailors meet telework requirements per paragraph 5, if applicable to execution of incremental IDTs.

(c) Counsel Sailors on Incremental IDT requirements and have Sailors sign the Incremental IDT NAVPERS 1070/613, Administrative Remarks acknowledging understanding; deliver signed copy to NRA N1 Manpower Department for NSIPS entry and maintained per reference (j)

(d) Adjudicate Individual Incremental IDT plans.

(e) Ensure the IDT is scheduled in the drill management system after approval of the Individual Incremental IDT plan and prior to performing the first Incremental IDT period.

(f) Track and ensure personnel approved to perform Incremental IDTs do so in no less than hourly increments – earning credit for each hour until two hours for a non-paid IDT or four hours for a paid IDT – which equates to one IDT period.

(g) Ensure timely IDT adjudication per reference (c).

(2) Sailors will:

(a) Submit a NAVPERS 1336/3, "Special Request Chit" to the Unit CO (no delegation allowed) requesting the Incremental IDT drill option. Unit CO approval is only required once during the Unit COs tenure, but a new request will be completed for any Unit CO changes.

(b) Sign the Incremental IDT NAVPERS 1070/613, Administrative Remarks acknowledging expectations and adherence to policy and review with Unit CO.

(c) Ensure adherence to telework requirements specified in paragraph 5, if applicable to execution of incremental IDTs.

(d) For each two-hour (non-paid Voluntary IDT) or four-hour Incremental IDT (paid regular or additional IDT), submit an Individual Incremental IDT execution plan (official email is sufficient) to the Unit CO (or designated representative) clearly delineating execution date and tasks and accomplishments for each separate drill increment that equals the total hours requested.

(e) Upon approval of the Individual Incremental IDT plan and prior to performing the first incremental IDT period specified in the plan, schedule the requested IDT in the drill management system for the last day of the planned incremental IDTs.

Example: The Individual Incremental IDT plan is approved for one four-hour incremental IDT (paid) to be performed in one-hour increments on Monday, Tuesday, Wednesday, and Thursday. The IDT will be scheduled in the drill management system for Thursday.

(f) Inform the Unit CO (or designated representative) upon completion of each increment of the Individual Incremental IDT plan.

7. FHD. Ready Reserve Sailors and retirees may volunteer to perform FHD.

a. Policy

(1) Per references (a) and (g), FHD includes the preparation or training for the actual performance of rendering military funeral honors.

(2) Per reference (b), a period of FHD must be at least 2 hours.

(3) More than one funeral may be performed on a given day.

(4) Only one FHD payment and one retirement point (if applicable) are authorized per calendar day.

(5) Two paid FHD training periods per Sailor are authorized each FY.

(6) Per reference (a), IDT periods may not be used to conduct FHD execution or preparation.

(7) Only Sailors assigned to the NRA FHD Team may utilize FHD drills.

b. Responsibilities

(1) COMNAVRESFORCOM N11 will assist with submission and tracking of Funeral Honors Duty Allowance (FHDA) payments for IRR-ASP Sailors.

(2) NRAs will:

(a) Designate FHD Coordinators with the appropriate drill management system user role per reference (c) paragraph 4.

(b) Approve FHD drill in the drill management system prior to funeral honors to ensure Sailors are in a duty status. In emergent situations, NRAs are authorized and encouraged to schedule FHD drills for Sailors.



(c) If an emergent military funeral honors requirement occurs prior to, or during, a scheduled IDT period, and a member of the Ready Reserve volunteers to perform the funeral honor upon obtaining approval from the member's Unit CO, the scheduled IDT period must be rescheduled in the drill management system to a later date. Once the IDT period is rescheduled, the NRA will schedule the FHD period in the drill management system and process accordingly.

(d) Muster and adjudicate completed FHD drills per Regional Commander, Navy Installations Command (CNIC) funeral honors guidance and reference (c).

(e) Forward NAVRES 1770/16, Funeral Honors Duty Participation Statement signed by the NRA CO with CNIC Funeral Honors Request to COMNAVRESFORCOM (N11) for IRR-ASP Sailors within three days of completion.

Please Note: For NRAs with consistent IRR-ASP funeral honors participation, contact Echelon 4 command and COMNAVRESFORCOM N11 to obtain Defense Finance Accounting Service (DFAS) Defense Workload Operations Web System (DWOWS) access to facilitate local processing.

(3) Sailors will:

(a) Ensure FHD drill approval is in the drill management system, per reference (c), prior to performing funeral honors.

(b) Ensure muster completion according to reference (c).

8. Reserve Component Maternity Leave (RCML). Due to evolving policy and developing pay system updates, current policy and procedures are available in the RCML folder on the COMNAVRESFORCOM N111 SharePoint site, [https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC\\_N11/SitePages/Home.aspx](https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_N11/SitePages/Home.aspx), under the "Tools for Success" section.

9. Special Medical Drilling Categories.

a. TMS and HM to BSN Drill Options. Per reference (h), the TMS and HM to BSN drill options allow medical healthcare professionals an opportunity to earn Reserve drill pay, training credit, and retirement points by completing civilian training programs that enhance their reserve mobilization readiness.

(1) Policy

(a) Reference (h) specifies Bureau of Medicine and Surgery (BUMED) program/personnel management guidance for BSO-18 reserve units.

(b) BUMED Reserve Affairs Officers (RAO), via Professional Review Boards, are the final and only approval authority for entry, and participation, in the TMS and HM to BSN Drill Options. BUMED will notify COMNAVRESFORCOM N11 of approvals with signed

NAVPERS 1070/613, Administrative Remarks, who will subsequently inform the Echelon 4 command for NRA CO notification and NAVPERS 1070/613, Administrative Remarks delivery.

(c) Sailors requesting billet assignment outside of BSO-18 reserve units forego the special drilling status and will be required to perform the normal allowance of drills required of all unit personnel.

(d) Sailors will not receive both civilian pay and IDT pay at the same time (i.e., “double-dipping”), and therefore will schedule IDTs outside of paid civilian work hours.

(e) Drill requirements: A minimum of 24 regular IDTs are required each FY.

1. Semi-annual Readiness Check (eight total IDT periods): In coordination with the Unit and NRA, perform a minimum of four consecutive regular IDT periods at the assigned NRA in order to meet annual Periodic Health Assessment, Physical Fitness Assessment, annual urinalysis, Manpower Availability Status (MAS) code verification, and other administrative or readiness requirements.

2. Quarterly participation (minimum 16 total IDT periods): Perform a minimum of four regular IDTs each FY quarter. Performance at the NRA is not required. Telework and Incremental IDTs are authorized, per this instruction and applicable references, with Unit CO (or designated representative) coordination.

3. Emergent requirements: Unit CO or NRA CO have authority to direct drill attendance above minimum requirements for emergent matters.

4. Sailors are responsible for ensuring that they accrue at least 50 points each anniversary year to obtain a qualifying year toward retirement. Sailors utilizing the TMS and HM to BSN Drill Options, who only perform minimum drill requirements for this drill option and wish to obtain a qualifying year (50 points), can achieve additional point credit. For additional options for achieving retirement credit and policy concerning qualifying years for retirement, refer to reference (a), Chapter 20.

(f) Personnel assessed with critical sub-specialty credentials cannot participate in the TMS or HM to BSN drill option until completion of all other drilling obligations.

(2) Responsibilities

(a) NRAs will:

1. Support the Unit CO and Sailor with execution of minimum requirements while recognizing the unique nature of the special drill option.

2. Communicate with Echelon 4 command on program inquiries.

3. Maintain TMS MAS code and verify annually with the unit and Sailor, as applicable.

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

1. Develop an FY drill execution plan with the Sailor and communicate the plan with the NRA.

2. Ensure scheduling, execution, and adjudication of IDTs per reference (c) and this instruction.

(c) Sailor will:

1. Coordinate closely with Unit CO (or designated representative) on FY drill execution plan.

2. Execute FY drill execution plan per reference (c) and paragraph five for telework and paragraph six for incremental IDTs.

3. Schedule IDTs outside of scheduled/paid civilian work hours.

Example: A Sailor has scheduled/paid civilian work hours on 14 November from 0800-2000 and desires to execute a reserve four hour IDT period on the same day. The four hour, paid IDT may be scheduled on 14 November outside of 0800-2000.

4. Ensure IDT work enhances mobilization readiness (study groups, lectures, symposiums, etc.).

b. Critical Skills Shortage (CSS) Drill Option. The CSS drill option is designed to allow healthcare professionals holding specialties, on the biannually sanctioned CSS list, the ability to earn a satisfactory year without the obligation of completing all 48 IDTs.

(1) Policy

(a) Eligible officers upon accession, by definition, are advanced practitioners ready for mobilization after an initial reserve service period (usually, 84 drills or 21 months).

(b) The CSS drill option is a career neutral program with participants being considered for promotion based on their actual performance. Fitness Reports are to be submitted per reference (i).

(c) Perform a minimum of four IDTs per quarter (16 per FY) at the supporting NRA to complete required readiness administration (i.e., PFA, GMT, annual urinalysis, medical readiness, etc.). Although optional, additional drill participation beyond basic drill requirements is highly encouraged to increase warfighting readiness and make officers more competitive for promotion. Drill pay and points are only earned for drills performed.

Please Note: In addition to the 15 automatic points awarded each anniversary year, the minimum drill requirements, and the 14 points awarded for AT participation, officers utilizing the CSS drill option can achieve a qualifying year (50 points) towards retirement by earning five additional points in their anniversary year.

(d) Officers will be assigned to a BSO-18 reserve unit with orders issued and a projected rotation date assigned. Officers whose sub-specialties are removed from the DoD CSS list are authorized to complete their billet tenure. Officers who desire to drill with units other than a BSO-18 reserve unit will be required to perform the normal allowance of drills of 48 IDT periods per fiscal year.

(e) This program may be cancelled upon the needs of the Navy.

## (2) Responsibilities

(a) NRAs will:

1. Support the Unit CO and Sailor with execution of minimum requirements while recognizing the unique nature of the special drill option.

2. Communicate with Echelon 4 command with program inquiries.

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

1. Counsel participants on CSS Drill Option NAVPERS 1070/613, Administrative Remarks and deliver the signed original to the NRA N1 Manpower Department for NSIPS entry.

2. Assign an appropriate Unit mentor to ensure the participant fully understands the flexibility and desirability of additional participation whenever feasible, which will help the member's career development and Navy indoctrination.

3. Assign Authorized Absences for drills the member elects not to perform other than those required, per RESPERSMAN 1570-010.

(c) Sailor will:

1. Sign the CSS Drill Option NAVPERS 1070/613, Administrative Remarks acknowledging their unique drill obligation/requirements for the CSS Drill option and discuss with Unit CO.

2. Be eligible to perform up to a maximum of 35 points of Continuing Medical Education per anniversary year for members in the SELRES and 20 points for members in the VTU.

3. Schedule IDTs per reference (c).

4. Perform AT if member has a drilling obligation due to receiving a stipend, loan repayment incentive, or bonus. AT waivers are available for members who are not under a drilling obligation and do not desire the points for a qualifying year towards retirement.

5. Utilize applicable assignment programs to obtain a billet at the end of their tenure. Junior Officers (O-4 and below) must use JO APPLY program and Senior officer (O5/O6) members must use the APPLY program.