



DEPARTMENT OF THE NAVY  
COMMANDER NAVY RESERVE FORCE  
1915 FORRESTAL DRIVE  
NORFOLK VIRGINIA 23551-4615

5215  
COMNAVRESFOR N1C2  
14 Jun 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.

J. A. SCHOMMER  
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>  |
|-------------|---|
| 1570-030    | <b>Individual Inactive Duty Training Record Maintenance</b> <ul style="list-style-type: none"><li>• Simplifies and updates existing Individual Inactive Duty (IDT) Training Record Maintenance procedures and responsibilities.</li><li>• Removed the requirement for non-IDT orders to be maintained in the Individual IDT Record.</li><li>• Changed requirement for the Individual IDT Records to be transferred to the new NRAs within 14-days of completing the NSIPS check-out transaction vice 5-days.</li><li>• Added the requirement to maintain individual Sailor's drill management system unit designation letters as specified in RESPERSMAN 1570-010 paragraph 4. These designation letters are no longer required to be maintained in the Unit IDT Record.</li></ul> (COG: COMNAVRESFORCOM (N11)) |

RESPERSMAN 1570-030

INDIVIDUAL INACTIVE DUTY TRAINING RECORD MAINTENANCE

|                           |                       |                          |  |
|---------------------------|-----------------------|--------------------------|--|
| <b>Responsible Office</b> | COMNAVRESFORCOM (N11) | Phone: DSN<br>COM<br>FAX | 262-2002<br>(757) 322-2002<br>(757) 444-7598 |
|---------------------------|-----------------------|--------------------------|--|

|                   |   |
|-------------------|---|
| <b>References</b> | (a) ASN Memo of 29 Jan 15, Revised Document Retention Requirements to Support Department of the Navy Financial Statement Audits<br>(b) BUPERSINST 1001.39F, Administrative Procedures for Navy Reservists<br>(c) COMNAVRESFORINST 5210.1, Records Management Program<br>(d) SECNAVINST 5210.8F, Department of the Navy Records Management Program<br>(e) SECNAVINST 5211.5F, Department of the Navy Privacy Program |
|-------------------|---|

1. Purpose. This article addresses the proper administration of individual Inactive Duty Training (IDT) record maintenance in accordance with references (a) through (e).

2. Definitions

a. Administrative Unsatisfactory Periods (Admin U). Admin Us are IDT periods where the Unit Commanding Officer (CO), or Navy Reserve Activity (NRA) CO determine that the Sailor's performance does not meet the minimum standards required to maintain the proficiency/readiness of the unit and/or 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 (b).

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

c. NAVRES 1570/2, Satisfactory Participation Requirements/Record of Unexcused Absences. Official form used for SELRES in a drill status to acknowledge the Navy's IDT participation policy. 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.

d. Unexcused Absences (UA). Absence from scheduled drill periods with no valid reason for absence as determined by Unit CO (or designated representative).

e. Unfavorable adjudication. A completed IDT period adjudicated as Unexcused Absence (UA) or Admin U.

3. Navy Reserve Activity (NRA) Responsibilities. The NRA will establish and maintain individual IDT records for each Sailor assigned to the NRA. In accordance with references (a) and (c), all documentation that supports financial statement balances must be retained in the current records management system for 10 years.

a. Individual IDT Participation Record. NRAs will maintain the following documentation, as applicable:

(1) Copies of strength gain affiliation or accession IDT orders, and any IDT orders created outside of Reserve Force Management Tool (RFMT). Orders created in RFMT are stored indefinitely within RFMT and do not need to be duplicated.

(2) NAVRES 1570/2, Satisfactory Participation Requirements/Record of Unexcused Absences. The NRA will generate a new form which is signed by the Sailor upon transfer to a new NRA to ensure the NRA contact information is current.

(a) The Original signed NAVRES 1570/2, Satisfactory Participation Requirements/Record of Unexcused Absences. This form should remain blank outside of the Sailors signature. NRA Commanding Officer (CO) will never sign the original.

(b) Master working copy of the NAVRES 1570/2 will be used to annotate current and historical unfavorably adjudicated IDTs. NRA CO will not sign this copy to facilitate future use.

(c) Notification copies of all NRA CO signed NAVRES 1570/2 used to inform the Sailors of their unfavorable IDT adjudication.

(3) Copies of IDT-related correspondence (i.e., UAs/Authorized Absences (AA)/Admin U removal letters).

(4) Montgomery GI Bill-Selected Reserve (MGIB-SR) Statement of Understanding, and MGIB-SR Notice of Basic Eligibility (NOBE).

(5) Standard Form 1199A, Direct Deposit Sign-Up Form, and Employee's Withholding Certificate, IRS Form W-4, for new accessions/affiliations only.

(6) Pay related NAVPERS 1070/613, Administrative Remarks (e.g., Funeral Honors Duty (FHD), Direct Deposit, Medical/Dental Non-Drillers).

(7) Memorandums for the Record (MFRs) submitted for audit or other pay related matters.

(8) Drill management system unit designation letters as specified in RESPERSMAN 1570-010.

b. For members transferring to a new NRA, the current NRA will:

- (1) Generate a copy of the member's IDT history review.
- (2) Duplicate the IDT file for 10-year local retain.

(3) In accordance with references (a) and (c), the current NRA will coordinate the move of the electronic or hardcopy individual IDT record to the gaining NRA within 14 days of completing the NSIPS check-out transaction.

c. Loss transactions. Refer to RESPERSMAN 1900-010 for key supporting documents and retention requirements. The NRA will maintain a copy in the authorized records management system and mail the original individual IDT record to the Sailor within 14 days of completing the NSIPS strength loss transaction.

d. Gain transactions. Refer to RESPERSMAN 1100-050 for key supporting documents and retention requirements.

e. Records Maintenance. Per reference (c), NRAs will use the Navy's authorized records management system for storage of electronic records. NRAs will establish and maintain electronic records in the records management system for each assigned Reserve Sailor, using the naming convention promulgated in reference (c). Local records are authorized and encouraged when the Navy is transitioning records management systems or the systems are inoperable for an extended duration.