



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

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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.

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>
1570-040	Unit Inactive Duty Training Record Maintenance <ul style="list-style-type: none">• Substantial changes have been made to this article and it should be read in its entirety.• Transitioning the Unit IDT Record to a historical paper record for pre-Enhancement for Drill Management (EDM) IDT transactions.• There is no requirement to maintain a Unit IDT Record for current drill operations.• Removed the requirement for DD Form 577s, Unit Recall Rosters, and earnings statements to be maintained within the Unit IDT Folder. (COG: COMNAVRESFORCOM (N11))

RESPERSMAN 1570-040

UNIT INACTIVE DUTY TRAINING (IDT) RECORD MAINTENANCE

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References	(a) ASN Memo of 29 Jan 15, Revised Document Retention Requirements to Support Department of the Navy Financial Statement Audits (b) BUPERSINST 1001.39F, Administrative Procedures for Navy Reservists (c) COMNAVRESFORINST 5210.1, Records Management Program (d) SECNAVINST 5210.8F, Department of the Navy Records Management Program (e) SECNAVINST 5211.5F, Department of the Navy Privacy Program
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1. Purpose. In accordance with references (a) through (e), this article addresses the proper maintenance of historical unit inactive duty training (IDT) records occurring prior to the full establishment of Enhancement for Drill Management (EDM) in October 2017

2. Definitions:

a. EDM. An automated Navy Reserve drill management functionality in the Navy Standard Integrated Personnel System (NSIPS). Provides the Navy Reserve with automated 24/7 self-service drill management capability for managing drill periods.

b. IDT Participation Record, NAVRES 1570/21. Historical form used to manually muster unit drill period participation outside of EDM.

3. Navy Reserve Activity (NRA) Responsibilities. In accordance with references (a) and (c), all documentation that supports financial statement balances shall be retained in the current records management system for 10 years. The Navy Reserve Activity (NRA) will maintain individual unit IDT accounting records for documents prior to the full establishment of EDM in October 2017. Unit IDTs mustered in EDM, and corrective actions taken, are electronically recorded on and stored indefinitely in EDM.

a. Unit IDT Participation Record. Historical records prior to October 2017 will contain:

(1) Completed NAVRES 1570/21, Unit IDT Participation Records.

(2) Unit IDT unadjudicated report with corrective actions taken for unadjudicated IDTs.

(3) NSIPS IDT verification records that were approved, signed, and dated by NRA Commanding Officer or designated representative.

(4) Any additional historical or relevant key supporting documents, already in the current Unit IDT record, such as past earnings statements, designation letters, and unit recall lists.

b. Records Maintenance. In accordance with 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.