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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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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>
1570-050	Inactive Duty Training Reports Maintenance
	<ul style="list-style-type: none"> • Substantial changes have been made to this article and it should be read in its entirety. • Simplifies and updates existing Inactive Duty Training (IDT) Reports Maintenance procedures, and responsibilities. • Changes the requirement for Navy Standard Integrated Personnel System (NSIPS) generated IDT Reports and Logs to be maintained via mass command records vice in the Individual or Unit IDT Records. • Updates the title of the article to include the maintenance of these NSIPS generated IDT reports. • Updates report generation and verification frequency requirements. <p>(COG: COMNAVRESFORCOM (N11))</p>

RESPERSMAN 1570-050

INACTIVE DUTY TRAINING (IDT) REPORTS 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. This article addresses the proper administration and execution of all Inactive Duty Training (IDT) reports maintenance in accordance with references (a) through (e). These reports are generated in Navy Standard Integrated Personnel System (NSIPS), are part of the Navy Reserve Activity (NRA) IDT pay process, and support the command's IDT pay program's integrity and effectiveness of internal controls.

2. Definitions.

- a. Annotate. To sign, initial or make marks on a report to show report was reviewed.
- b. Defense Joint Military Pay System – Reserve Component (DJMS-RC). The database application Defense Finance and Accounting Service (DFAS) uses to administer IDT payments for Reserve Sailors. It consists of pay records, known as master military pay accounts (MMPA), for each Sailor in DJMS-RC.
- c. Enhancement for Drill Management (EDM). An automated Navy Reserve drill management functionality in the NSIPS. Provides the Navy Reserve with automated 24/7 self-service drill management capability for managing drill periods.
- d. Financial Improvement and Audit Readiness (FIAR). Department of Defense program designed to achieve full financial statement audit readiness in the operations of financial management.
- e. Key Supporting Documents (KSD). Documentation retained to support individual financial transactions and accounting events.

f. NSIPS. The Navy's single, field-entry, electronic pay and personnel system for all Active Duty and Reserve Sailors.

3. Background.

a. The IDT process, from scheduling to final payment, has many detailed steps. NSIPS generated IDT reports facilitate this process providing workflow status and current information for the individual steps, as well as, providing historical summaries. Additionally, and equally important, many of these reports are KSDs for FIAR efforts.

b. The Department of the Navy FIAR Program's goal is to produce and maintain financial information with greater accuracy, reliability, and accessibility. This article discusses a non-exhaustive subset of reports and processes necessary for Navy Reserve command compliance with FIAR objectives.

4. Navy Reserve Activity (NRA) Responsibilities. The NRA will run, establish, and maintain accounting records for IDT reports per the following guidance. 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. Daily Report - Pending Transactions Report. Lists all work saved but not yet released, sorted by operator and supervisor. Will be used to identify all transactions requiring release or recycling back to the clerk for corrective action. Once corrective action has been taken, the clerk will annotate the report and file accordingly.

b. Twice-weekly Reports (not consecutive days). The following set of three reports must be run twice each week on non-consecutive days. The intent of these reports is to quickly identify failed transactions for immediate action, as required.

(1) Retained Transmittal Log. All failed transactions reflected on the "error record" in this log will be reviewed, and corrective actions taken will be annotated, signed, and dated. Cover sheets will be filed chronologically by date of transmission. Lists all messages and transactions released for processing, grouped by:

(a) Section 1. Social Security Number (SSN);

(b) Section 2. Reserve Unit Identification Codes (RUICs); and

(c) Section 3. Local database updates and actions that do not generate transactions to other systems.

(2) Feedback Report. Displays feedback of all transactions which have been acknowledged, accepted, or rejected. Will be used to verify submitted transactions which have been processed. Annotate corrective actions taken for all rejected items and filed accordingly.

(3) Pending Feedback Report. List of all transactions released for pay and/or processing for which feedback has not yet been received. This report will be produced in conjunction with the feedback report. Transactions pending feedback over seven days will be researched to determine the cause and corrective actions will be annotated.

c. Weekly Reports

(1) Unit Muster Status Report. Displays the record of a unit muster to include drill adjudication and the routing/approval chain for each drill. This report is a KSD for unit musters performed in EDM. Will be used to identify any un-adjudicated drills and maintained indefinitely in EDM.

(2) IDT Unadjudicated Report. Identifies members whose IDT periods (to include funeral honors duty (FHD)) reflect as scheduled but have not been completely processed and released. This report reflects live data and does not contain historical summaries. Will be used to ensure proper disposition of each unadjudicated drill. All IDTs listed will be reviewed for determination of status and appropriate action taken within EDM.

(3) Funeral Honors Duty Transaction Report. Displays the record of FHD periods to include drill adjudication and the routing/approval chain for each drill. Will be used to identify any unadjudicated FHD periods and maintained indefinitely in EDM.

d. Investigative Reports (as needed)

(1) Electronic Muster Status Report. Displays individual IDT periods (to include FHD) that have been scheduled or rescheduled in EDM and certified by the unit and NRA. Will be used to identify any unadjudicated drills and maintained indefinitely in EDM.

(2) Electronic Muster Use Report. Similar to the IDT unadjudicated report but specific to individual scheduled drills. This report provides the status of pending electronic muster reports for Individual IDT request(s) that have been approved by the NRA. Will be used to identify and ensure proper disposition of each unadjudicated drill and maintained indefinitely in EDM.

(3) Rejected Drills Report. Identifies IDT periods that have been rejected by NSIPS. This report can be generated by RUIC or by SSN and provides details about the reason for rejection. Will be used to research and correct listed items. Annotate corrective actions taken for all rejected drills and file accordingly.

e. Earnings Statement Report

(1) Contents. Contains information from DJMS-RC on the final status of transactions previously submitted for the upcoming pay period. Information includes all reserve pay related transactions to include but not limited to Electronic Funds Transfer (EFT) enrollment (not to include bank account), drill pay, Annual Training (AT)/Active Duty for Training (ADT) pay, Special Duty Assignment Pay (SDAP), Incentive Pay, Servicemembers' Group Life Insurance

(SGLI) and Family Servicemembers' Group Life Insurance (FSGLI) deduction. This report does not contain remarks as found on the DFAS MyPay Leave and Earnings Statement (LES).

(2) Action. Will be verified within five working days of pay related initiated transactions, updates or changes, for correct recording of pay transactions. Supporting documentation (e.g, incentive/SDAP certification/recertification letters, advancement letters, SGLI/FSGLI forms, etc.) will be used to verify correct payments and amounts. All corrective action taken will be annotated, signed, dated and filed accordingly.

NOTE: Recommended best practice for Earnings Statement Reports to be reviewed frequently to assist Sailors in quickly identifying erroneous debts and incorrect pays/allowances.

f. Reports provided to the Unit Commanding Officer (CO). Allows for visibility of all unit Sailors' drill status and history from which the unit CO can best manage the overall IDT program. These reports are for management purposes and will be ran monthly or sooner if requested by the unit CO.

(1) IDT Additional Report. Lists additional IDTs scheduled and/or performed within the current fiscal year (FY), separated by type of additional drills (Additional Flight Training Period (AFTP), Additional Training Period (ATP) or Reserve Management Period (RMP)). Will be used to coordinate drill management with Reserve Program Directors (RPD)

(2) IDT Unit Summary Report. Similar to the IDT Additional Report but also includes adjudicated AA, and UA periods. Will be used to coordinate drill management with RPDs.

(3) IDT Authorized Absences (AA) Report. Lists personnel who have had AAs within a running 12 month period. Unit COs will track to ensure that a member has received no more than 24 AA drill periods with the exception of ADT, AT, Active Duty for Operation Support (ADOS), and mobilization periods per RESPERSMAN 1570-010. If a Sailor received more than 24 AA drill periods, the NRA will coordinate with the unit CO to immediately transfer Sailor to Individual Ready Reserve (IRR)-Active Status Pool (ASP) per RESPERSMAN 1570-010.

(4) IDT Unauthorized Absences (UA) Report. Lists personnel who have had UAs within a running 12 month period. Unit COs will track to ensure that a member has received no more than 9 UA drill periods per RESPERSMAN 1570-010. If a Sailor received more than 9 UA drill periods, the NRA will coordinate with the unit CO to begin administrative proceedings per RESPERSMAN 1570-010.

g. EDM Management Reports. For NRA management purposes only and will be ran quarterly or sooner if requested by NRA leadership.

(1) IDT Scheduling Timeliness Report. Provides the timeliness for individual IDT request(s) that are placed into workflow and timeline for the approval or disapproval process. Will be used to identify workflow trouble-points for corrective action.

(2) Workflow Status Report. Provides the current status and number of days in workflow of a submitted individual IDT request(s). Will be used to identify and address pending requests associated with respective stakeholders.

h. 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 report, 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.