



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

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COMNAVRESFORNOTE 1570

N1

1 Oct 2024

COMNAVRESFOR NOTICE 1570

From: Commander, Navy Reserve Force

Subj: FISCAL YEAR 2025 INACTIVE DUTY TRAINING TRAVEL REIMBURSEMENT
POLICY AND PROCEDURES

Ref: (a) Joint Travel Regulations
(b) COMNAVRESFORNOTE 4650
(c) COMNAVRESFORINST 4650.1C
(d) COMNAVRESFORINST 4000.1G

Encl: (1) IDT-R Eligible Units and Billets Listing

1. Purpose. To establish standardized policy and procedures, per references (a) through (d), for the implementation of Navy Reserve Inactive Duty Training Travel Reimbursement (IDT-R) for Fiscal Year (FY) 2025.

2. Background. This program is designed to reimburse travel for select members of the Navy Reserve to address critical manning and training shortfalls and improve unit readiness for undermanned units and critical skill communities.

3. Eligibility

a. Billets structured with "R" as the fourth digit of the Reserve Functional Area and Sex (RFAS) code.

b. Sailor is assigned to an "R" coded billet on the unit Reserve Unit Assignment Document (RUAD).

c. Sailor is locally assigned to "R" coded billet, meaning Training Reserve Unit Identification Code (TRUIC) and Unit Mobilization Unit Identification Code (UMUIC) are the same. Members who are non-locally assigned MUST submit a TRUIC change to become locally assigned before submitting an IDT-R application.

d. Sailor's primary drilling location is located 150 miles or greater from their primary residence as calculated by the Defense Table of Official Distances using permanent change of station and temporary duty route type.

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e. The IDT-R application portal for eligible Sailors is available via the Navy Reserve Homeport located at: https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_N1C2/SitePages/IDT-R_signup2.aspx.

4. Reimbursement

a. Per reference (a), approved IDT-R program participants can be reimbursed up to the limit specified for authorized travel expenses.

b. Sailors are limited to 12 reimbursable round trips to their drill site in FY 2025.

c. Policy and procedures concerning reimbursement, entitlements, and lines of accounting are addressed in references (a) through (c).

d. Reimbursement for this program may be restricted due to budget constraints throughout the FY.

5. Responsibilities

a. Eligible Sailors who would like to participate in the IDT-R program will apply via the Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) N1C2 SharePoint website listed in paragraph 3e.

b. COMNAVRESFORCOM N12 will vet applications to ensure eligibility.

c. COMNAVRESFORCOM N33 will publish policies and procedures for travel reimbursement and issuance of line of accounting in reference (b).

6. Records Management. Records created as a result of this notice, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.



M. J. STEFFEN
Deputy Commander

Releasability and distribution:

This notice is cleared for public release and is available electronically only via COMNAVRESFORCOM Web site, <https://www.navyreserve.navy.mil/Resources/Official-RESFOR-Guidance/Notices/>.

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IDT-R ELIGIBLE UNITS AND BILLETS LISTING

1. Commander, Naval Air Force Reserve Units: All billets
2. Commander, Naval Information Force Reserve (CNIFR) Units
 - a. Commanding officer (CO), executive officer (XO), officer in charge (OIC), command master chief (CMC), command senior chief (CSC), and senior enlisted leadership (SEL) coded billets.
 - b. Billets with a rating of IS, CT, IT, or AG
 - c. Billets with a designator of 18XX (O1 - O4) and 7810 all ranks
 - d. CNIFR region deputy billets
 - e. CNIFR headquarters chief of staff billet
3. Maritime Expeditionary Security Force Units: All billets
4. Naval Special Warfare Units: All billets
5. United States Marine Corps Units
 - a. CO, XO, OIC, and milestone leadership coded billets.
 - b. Marine Forces Reserve level senior officer and deputy billets (O3-O6)
 - c. Regimental level senior officer and deputy billets (O4-O5)
 - d. Direct report battalion senior officer and deputy billets (O2-O6)
 - e. Religious support senior officer and deputy billets (O4-O5)
 - d. All enlisted billets
6. Naval Sea Systems Command Units
 - a. CO, XO, OIC, CMC, CSC, and SEL leadership coded billets.
 - b. All billets in Navy Reserve (NR) Expeditionary Exploitation Unit 1, 87230
7. Operational Level of War Units: All billets
8. Bureau of Medicine and Surgery Units
 - a. CO, XO, OIC, CMC, CSC, SEL, and executive leadership coded billets.
 - b. Billets with a rating of HM or LS (E7-E9)
 - c. All billets in Expeditionary Medical units: 89855, 89641, 83974, 83602, 83673, 87069, 83993, 83859, 83842

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d. All billets in Adaptive Mobilization Medical Units (AMMU): 86100, 89783, 89745, 83953, 83952, 83950

9. Navy Diver Units: Billets with a rating of ND or HM assigned to NR Undersea Rescue, 85788

10. Outside The Continental United States Units Specified in RESPERSMAN 1300-020: All billets in RUICs 84229, 55484, 84257, 84187, 86912, 85136, and 88820.

11. Joint Staff Units

a. All billets in Joint Staff North, 86822

b. All billets in Joint Staff South, 86925

12. Littoral Combat Ship Squadron 1 Units: CO, XO, OIC, CMC, CSC, and SEL leadership coded billets.

13. Unmanned Undersea Vehicles Units: All billets

14. Submarine Force (SUBFOR) Expeditionary Maintenance Units

a. CO, XO, and SEL leadership coded billets

b. Senior enlisted billets (E7-E9)

15. SUBFOR Strategic Security Forces Units

a. CO and XO leadership coded billets

b. All enlisted billets in NR Commander, Submarine Group (COMSUBGRU) 9 FP KIT, 83176

c. All enlisted billets in NR COMSUBGRU 9 FP ALA, 83599

d. All enlisted billets in NR COMSUBGRU10 FP BAL, 83144

e. All enlisted billets in NR COMSUBGRU10 FP LIN, 83145

16. Amphibious Forces Units

a. All officer billets in Naval Beach Group 1, 8544

b. All officer billets in Amphibious Construction Battalion 1, 8281

c. All officer billets in Assault Craft Unit 1, 85453

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- d. All officer billets in Beachmaster Unit 1, 85440
- 17. Carrier Strike Group 4 (CSG-4) Units: All CSG-4 units located at Navy Reserve Center, Norfolk.
- 18. Naval Construction Group Units
 - a. CO, XO, OIC, CMC, CSC, and SEL leadership coded billets.
 - b. Senior operations officer billets.
- 19. Navy Expeditionary Logistics Support Group Units: All billets
- 20. Naval Installations Units
 - a. Billets with a rating of MA
 - b. Billets with designator of 649X
 - c. All billets in NR Commander, Navy Region Japan headquarters, 84133
- 21. Commander, Navy Installations Command Fire and Emergency Service Units: All billets
- 22. Naval Reserve Officers Training Corps Newport Unit: All officer billets in NR OTC, 84033
- 23. Naval Supply Systems Command Fleet Logistics Center Units: All billets
- 24. COMNAVRESFORCOM CAG: Officer billets (O3-O6)