

**RESPERSMAN 1570-020**

**OTHER INACTIVE DUTY TRAINING AND INACTIVE DUTY**

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<b>References</b>	(a) DoD Instruction 1215.06 (b) COMNAVRESFORINST 4650.1 (c) COMNAVRESFORCOMNOTE 5400 (d) COMNAVRESFORINST 1000.9A (e) DoD Instruction 1300.15 (f) DoD Instruction Financial Management Regulation Volume 7A (g) OPNAVINST 1120.3A (h) BUPERSINST 1610.10D
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**1. Definitions**

a. All drills shall be approved and scheduled in NSIPS or Enhancement for Drill Management (EDM) prior to execution.

b. IDT includes: Additional IDTs, IDTT, Flexible (FLEX) IDTs, Incremental IDTs, Telework, and the Training in Medical Specialty (TMS)/Hospital Corpsman to Bachelor of Science in Nursing (HM to BSN)/Critical Shortage Specialties (CSS) FLEX IDT option. These IDTs shall be approved by the Unit CO or designated representative prior to execution.

c. Inactive Duty includes FHD. FHD shall be approved by the NRA CO.

**2. Additional IDT Periods**

a. Reference (a) establishes policy for authorizing and scheduling additional IDT periods. There are three types of additional IDT periods (i.e. Additional Training Periods (ATP), Additional Flying and Flight Training Periods (AFTP), Readiness Management Periods (RMP). Additional IDT periods provide individuals and units the opportunity to achieve and maintain required mobilization readiness levels when 48 regular IDT periods are insufficient to meet training objectives.

b. Sailors shall access EDM to create and submit requests for additional IDT periods no less than 3 days prior to the requested drill date. In emergency circumstances, Sailors may request additional IDT periods on the same day. Sailors are required to ensure they are properly mustered in EDM at the time of the IDT.

c. Additional IDT periods shall not be performed during a unit's regularly scheduled IDT weekend.

d. Duration of Additional IDT Periods: minimum duration of an additional IDT period is 4 hours.

e. Authorization, and funding additional IDT periods. Unit requirements stipulated by the supported command, along with Navy Reserve budget constraints, will dictate the actual number of additional IDT periods allocated to each unit. This includes all types of additional IDT periods. Supported command allocations will be determined based on the OSO input to COMNAVRESFORCOM (N31). Unit CO (working with OSO) determine distribution within their units, and OSO will manage drill accounts as necessary to complete their missions based on their additional IDT budget and the individual limits discussed below.

(1) Unit CO shall ensure a letter/memorandum identifying Sailor and drill allocation is retained in Unit IDT folder at the NRA. The letter shall specify the date(s) for which drill allocations are approved.

f. Individual limits of additional IDT periods:

(1) ATP provides units and individuals the ability to complete additional required training. Per reference (a), the number of these training periods shall not exceed 36 each fiscal year (FY) for any member. Two ATPs are authorized per day for a minimum of 8 hours training in formal or informal On the Job Training (OJT), which contributes to unit or individual mobilization readiness as follows:

(a) Any schools/classes that enhance the member's mobilization readiness.

(b) Informal OJT such as aircraft maintenance training, phased maintenance training, and administrative procedure training.

(c) Administrative requirements associated with the mobilization billet such as preparing enlisted evaluations, or fitness reports, or other general administrative duties are not authorized. The training must be specific to the mobilization billet or rate/designator training.

(2) AFTP provide aircrew members additional flight training to achieve and maintain aircrew proficiency and sustain mobilization readiness. The number of these training periods shall not exceed 72 each FY for any member per reference (a).

(a) 2 AFTPs shall be authorized per day only when an individual is scheduled for an actual flight or readiness training simulator event and completes a minimum of 8 hours of work.

(b) Only one AFTP shall be authorized per day for an individual performing flight-related ground training (Naval Air Training and Operating Procedures Standardization ground

training, annual flight physicals, aviation physiology and swim qualification, or other OPNAVINST 3710.7 flight training requirements).

(3) RMP are intended for use by drilling Reserve members to support the following functions in preparing their unit for training: the ongoing day-to-day operation of the unit; accomplishing unit administration; training preparation; support activities and maintenance functions. Per reference (a), the number of RMP performed in a FY by any member shall not exceed 36, and not more than one RMP shall be performed by an individual in 1 calendar day. However, a RMP may be executed in the same day as another drill type in the same calendar day.

(4) For those other than aircrew members, the combination of ATP, and RMP shall not exceed 72 per FY. For aircrew members, the combination of AFTP, ATP, and RMP shall not exceed 84 per FY or as determined by reference (a).

### 3. **Inactive Duty Training Travel (IDTT)**

a. Must be executed in accordance with reference (b).

b. IDTT orders delineate travel and per diem entitlements only. Pay and allowance are processed using regular or additional IDT.

c. All drills must be scheduled in EDM prior to routing IDTT orders. Performance of ATP, RMP or AFTP must follow existing rules for accounting.

(1) Compensation (pay/points) will not be authorized on a travel day unless the member provides documentation that work/class was conducted on the travel day. An example is a training certificate that lists course dates which include the day of travel.

(2) Sailors are required to ensure they are properly mustered in EDM at the time of the IDT.

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

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

4. **Telework.** Telework IDT will be administered per reference (d). Participants must meet all administrative and medical requirements to be eligible to perform Telework IDT.

5. **FLEX Drill Scheduling and Administration.** The FLEX IDT Drill option offers added flexibility for members to best meet the requirements of their supported command. Member participation in the FLEX IDT drill option is voluntary. FLEX Drills can be performed consecutively using regular IDT or additional IDT.

a. Units who operate with variable/flexible drill schedules, often referred to as “FLEX drill units” will schedule at least 12 regular IDT periods per quarter. These drills may be scheduled at the end of each quarter initially with the expectation they will be rescheduled as IDT periods require.

b. FLEX IDT may be performed separately or in conjunction with Annual Training (AT), Active Duty for Training or IDTT unless prohibited by reference (c).

c. Unit leaders (CO, executive officer, senior enlisted leader) participating in FLEX IDT remain fully responsible and accountable for their unit’s administration and readiness. Unit leaders may find it necessary to limit their FLEX IDT or perform additional non-pay IDT to accomplish unit management.

d. Unit CO shall:

(1) Approve/disapprove member’s request to participate in FLEX IDT.

(2) Ensure members submit RS IDT request via EDM per the advance IDT policy outlined in RESPERSMAN 1570-010.

(3) Counsel members on FLEX IDT requirements and have member sign the FLEX IDT Drill Option NAVPERS 1070/613, Administrative Remarks acknowledging understanding. Personnel authorized to Telework shall do so in accordance with reference (d). A copy of the NAVPERS 1070/613 shall be retained in TRIM in the individual IDT folder.

(4) Oversee and coordinate the scheduling of FLEX IDT with the supported command, supporting NRA and the unit member as far in advance as possible to prevent pay and billeting problems and to ensure IDT will best meet mission, and/or readiness training requirements. This is particularly important for FLEX IDT periods performed before the normal IDT periods.

(5) Ensure all administrative requirements (i.e. Urinalysis and PFA) are completed at either the NRA or the supported command using paid or non-paid IDT as appropriate.

(6) Forward unit members’ completed IPR in EDM to the NRA within 3 business days of IDT completion to ensure timely payment and proper recording of retirement points.

e. Members shall:

(1) Request the FLEX IDT Drill Option through their unit chain of command.

(2) Sign the FLEX IDT Drill Option NAVPERS 1070/613, Administrative Remarks acknowledging their drill requirements.

(3) Upon approval, ensure drills are scheduled in NSIPS prior to performing the IDT.

(4) Provide completed IPR to the Unit CO after IDT completion.

6. **Incremental Accrual of IDT Periods**. Incremental IDT (regular and additional IDT) periods provide an opportunity for unit personnel to receive Reserve IDT pay, training credit and/or retirement points. This program will be administered in the following manner:

a. Unit CO shall:

(1) Approve/disapprove member's request to perform Incremental IDT.

(2) Counsel members on Incremental IDT requirements and have member sign the Incremental IDT NAVPERS 1070/613, Administrative Remarks acknowledging understanding. Personnel authorized to telework shall do so in accordance with reference (d).

(3) Ensure the IDT is scheduled in EDM prior to performing initial Incremental IDT period.

(4) Track and ensure personnel approved to perform Incremental IDTs, do so in hourly increments, earning credit for each hour until 2 hours for a non-paid IDT or 4 hours for a paid IDT, which equates to one IDT period.

(5) Ensure proper muster in EDM and that the unit certifying official certifies the unit members' completed IDT period in EDM within 3 business days of IDT completion to ensure timely payment and proper recording of retirement points.

b. Members shall:

(1) Request the Incremental IDT option through their unit chain of command.

(2) Sign the Incremental IDT NAVPERS 1070/613, Administrative Remarks acknowledging their drill requirements.

(3) Upon approval, ensure drill is scheduled in EDM, to reflect the drill period in which the member will have accumulated the minimum hours for a paid on nonpaid IDT, prior to performing the initial Incremental IDT period.

(4) Perform Incremental IDT in hourly increments, earning credit for each hour until 2 hours for a nonpaid IDT or 4 hours for a paid IDT, which equates to one IDT period and matches the date scheduled in EDM.

(5) Inform the Unit CO upon completion of Incremental IDTs to facilitate the EDM muster and certification process.

7. **Military FHD**. Ready Reserve members and retirees may volunteer to perform FHD.

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

(1) A period of FHD must be at least 2 hours. Honors may be performed at more than one funeral on a given day. However, only one FHD payment and one retirement point (if applicable) will be authorized per calendar day.

(2) The processing of FHD payment and points (if applicable) is authorized to support up to two FHD training periods per Sailor, per year.

**b. Responsibilities**

(1) COMNAVRESFORCOM (N11) shall submit, and track all Funeral Honors Duty Allowance (FHDA) payments for IRR-ASP Sailors.

(2) NRA shall:

(a) Approve/disapprove Ready Reserve Sailors' request to participate in FHD. Retirees must receive authorization from the Regional FHD Coordinator.

(b) Counsel Sailors on FHD requirements and have member sign the FHD NAVPERS 1070/613, Administrative Remarks acknowledging their understanding of the program.

(c) Appoint FHD Coordinators in writing (i.e. designation letter with signature, or DD Form 577, Appointment/Termination Record-Authorized Signature) as mustering officials and training coordinators.

(d) Schedule FHD in EDM prior to execution for SELRES and VTU members.

(e) Muster Sailors visually or by phone prior to and after scheduled training and or funeral/memorial service. Complete muster in EDM.

(f) Process FHDA in EDM for SELRES and VTU members upon receipt of the Commander, Naval Installation Command (CNIC) FHD, after Action Report and within 3 days of completion.

1. FHDA shall be used as the primary means to fund and support regional CNIC requirements. Per reference (a), performance of funeral honors, or the preparation for such honors shall not be considered a period of IDT.

2. If an emergent Military Funeral Honors requirement occurs during a scheduled IDT period, and a member of the Ready Reserve volunteers to perform the funeral honor upon obtaining approval from their unit CO, the scheduled IDT period must be rescheduled in EDM to a later date. However, the rescheduled drill may be adjudicated as authorized absence if the Sailor is unable to make-up the drill. Refer to [RESPERSMAN 1570-010](#) for specific instructions

for processing rescheduled IDT periods. Once the IDT period has been rescheduled, the NRA shall schedule the FHD period in EDM and process accordingly.

(g) Track payments for SELRES and VTU members using the NRA Earnings Statement Report.

(h) 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 3 days of completion.

(i) Forward SF 1164, Claim for Reimbursement for Expenditures on Official Business signed by the NRA CO to CNIC Regional Funeral Honors Coordinator for retirees within three days of completion.

(j) Submit FHD after Action Report with 24 hours of completion to CNIC via the HONORS Tracker.

(k) Train Sailors in accordance with CNIC training requirement, and ensure no more than two FHD training periods per Sailor, per year are authorized.

(3) Sailors shall:

(a) Request to be a part of the NRA FHD detail via their unit chain of command.

(b) Sign the FHD NAVPERS 1070/613, Administrative Remarks acknowledging their understanding and acceptance of FHD program requirements.

(c) Muster visually or by phone with the NRA FHD Coordinator prior to and after scheduled funeral/memorial services.

## 8. Special Medical Drilling Categories

a. TMS and HM to BSN FLEX IDT Drill Options. 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 would enhance their reserve mobilization readiness. Members will normally be assigned to OHSU supporting medical treatment facility units, but may request assignment to billets outside Budget Submitting Office (BSO)-18 (i.e. Marine units, Reserve Force Squadrons, Seabees, etc.). Members shall be assigned PRD that coincide with the completion of their training, or schooling program and additional related obligated service. PRD will reflect on the member's orders and be entered into NSIPS. In addition to the FLEX IDT Drill Option, participants must sign the addendum NAVPERS 1070/613, administrative remarks acknowledging their additional drill responsibility, and obligation requirements for the TMS or HM to BSN drill options. NRA COs do not have authority to approve participation in the TMS program. This program may be cancelled at any time based upon the needs of the Navy.

b. Participation criteria:

(1) Officers requesting the TMS FLEX IDT Drill Option must comply with the following:

(a) Pursue a full-time residency or fellowship in a medical discipline that is defined as a Reserve Component Wartime Health Care CSS, which enhances the member's mobilization readiness. CSS are defined bi-annually by Assistant Secretary of Defense (ASD) (Health Affairs (HA)) as those areas where DoD will have difficulty in meeting the need for wartime health professionals. ASD (HA) is responsible for defining CSS in the Navy Reserve Medical Community.

(b) Request TMS status via the corps specific community manager (Reserve Affairs Officer (RAO)) at BUMED.

1. BUMED RAOs via Professional Review Boards are the final and only approval authority for entry and participation in the TMS Drill Option Program. BUMED endorsement will be made following a board held for formal professional review.

2. Approval by BUMED of a TMS FLEX IDT Drill Option will follow any initial service obligation.

(c) Those training for sub-specialties listed on the DoD CSS as promulgated by ASD (HA), are exempt from mobilization until the completion of their training program. All other personnel must apply for exemption in the event of a mobilization.

(d) Request authorization from the unit CO or designee, prior to executing any drills.

(e) Perform a minimum of four IDT per quarter (these drills do not have to be performed at the supporting NRA), in addition to the 4 required IDT periods (two IDT semi-annually) at their unit or supporting NRA to complete required Navy administration requirements (PFA, General Military Training (GMT), medical/dental/mobilization readiness).

(f) If requesting assignment to other than a BSO-18 unit, will be required to perform the normal allowance of drills required of these non-BSO-18 unit's members.

(g) Agree to provide an annual official letter from their educational institution that adequately identifies the applicant by name and social security number. The letter must certify member's full enrollment status (full enrollment is defined as year round attendance with applicable course load); the program the applicant is enrolled in, official start date and estimated completion (graduation) date.

(h) Personnel assessed with critical sub-specialty credentials cannot participate in the TMS drill option until they have completed all other drilling obligations.



(i) Training for critical sub-specialty and receiving a stipend (offered at the time of recruitment) will incur a SELRES obligation equal to 1 year for each 6 month period or portion thereof of stipend received, upon completion of training, per the Navy's stipend written agreement.

(j) All non-stipend TMS participants incur a 3 year service commitment (members become a mobilization asset in the final year of this 3 year commitment) following completion of training. Acknowledgement of this requirement shall be made by signing a NAVPERS 1070/613, Administrative Remarks.

(k) All direct commissioned officers shall use their first AT to attend Direct Commission Officer Indoctrination Course (DCOIC) in accordance with RESPERSMAN 1200-010. TMS participants enrolled in a full-time residency training program who are unable to perform the AT requirements set forth in [RESPERSMAN 1571-010](#), shall request an AT waiver in conjunction with the annual submission of written documentation of continued participation from the training program. AT waiver process is outlined in [RESPERSMAN 1571-010](#). TMS participant AT waivers supported with written documentation should be approved and recorded by the NRA. An approved AT waiver and supporting documentation of enrollment will defer the DCOIC required per reference (g) once submitted via the NRA to COMNAVRESFORCOM (N7).

(l) TMS participants will be assigned a training MAS code based on the below criteria. Only one MAS code can be assigned at one time. DCO MAS code has precedence. MAS code precedence can be located on [COMNAVRESFORCOM \(N35\)](#) SharePoint.

1. If the TMS participant is a DCO, a MAS code of "DCO" will be assigned upon commissioning. The DCO MAS code will be removed upon graduation from DCOIC. In the event DCOIC is completed before fulfilling the TMS program requirements, a MAS code of TMS will need to be assigned upon removal of the DCO MAS code and will require close coordination with COMNAVRESFORCOM (N7), BUMED, and the unit CO ,and/or NRA CO. Upon completion of full-time residency or subspecialty training program, TMS participants will provide proof of credentials in new sub-specialty to notify the unit CO, and/or NRA CO to ensure the TMS MAS code is removed in NSIPS and qualifying Navy Officer Billet Codes and Sub-specialty Codes are entered in NSIPS.

2. If the TMS participant is not a DCO, a MAS code of "TMS" will be assigned. Upon completion of full-time residency or subspecialty training program, TMS participants will provide proof of credentials in new sub-specialty to notify the unit CO and/or NRA CO to ensure the TMS MAS code is removed in NSIPS and qualifying Navy Officer Billet Codes and Sub-specialty Codes are entered in NSIPS.

(m) TMS participants dropping out of their training program will serve out their obligated 3 years in a General Medical Officer billet.

(n) TMS participants are considered SELRES upon affiliation in the Navy Reserve, and will not be considered for bonuses as they move into their new sub-specialty upon completion of their course of study.

(2) Minimal drill requirements are at least quarterly (4 drills, or 16 hours), these drills do not need to be accomplished at the NRA. These are in addition to the mandatory twice-annual 16 hours (4 drills, usually 2 in spring, and 2 in fall for Periodic Health Assessment/PFA) that must be performed at the NRA. Should emergent supported command needs arise, more drills may be required.

(3) Specialties that are dropped from the DoD CSS list are authorized to complete their billet/training tenure. Members switching sub-specialties or extending training beyond original PRD are required to obtain authorization from the BUMED RAO to remain in TMS. Members switching from a CSS to a non-CSS will require BUMED authorization for exemption. Members pursuing a CSS are exempt from mobilization during training.

(4) If the member already holds a critical specialty and is accessed with such credentials, the member CANNOT participate in the TMS drill option until any previously obligated drill requirement is completed.

(5) All TMS students are credentialed by Centralized Credentials and Privileging Department, Jacksonville at the lowest level for their corps (e.g., if Medical Corps, as a General Medical Officer/Primary Care Medical Officer; if Dental Corps, as a General Dentist etc.).

(6) Additionally, participants in the TMS FLEX IDT Drill Option must:

(a) Be enrolled in a full-time residency or fellowship training program necessary for member to attain full privileging and/or licensing in their area of expertise.

(b) Be enrolled in a full-time residency or fellowship training program to attain board certification in a medical specialty or sub-specialty required by the Navy (classified as a critical short wartime specialty).

(c) Maintain Navy standards for physical readiness.

c. Enlisted HM requesting the HM to BSN option shall:

(1) Be enrolled in a full-time program to attain a BSN degree.

(2) Complete four IDTs semi-annually (one full weekend semi-annually) at their supporting NRA to complete Navy required administration (i.e. PFA, GMT, medical readiness, etc.).

d. Drill Administration of TMS/HM to BSN Sailors. Unit CO shall:

(1) Maintain monthly contact with TMS/HM to BSN students.

(2) Ensure monthly IDTs are recorded as present on the IPR on behalf of all students authorized accession into the TMS program to facilitate timely IDT payment.

(3) Assign an appropriate Medical Community mentor to ensure the participant fully understands the flexibility and desirability of additional participation whenever feasible.

(4) On an as needed basis, ensure that updates from RAOs are properly recorded, TMS status is maintained and notify RAO on TMS participant status changes (completion, drops, additional training).

(5) Collect signed NAVPERS 1070/613, Administrative Remarks and matriculation letters from TMS participant and forward to the RAO of the respective corps.

(6) Ensure the MAS code TMS is removed immediately following the successful completion of the member's full-time training program.

e. Critical Skills Shortage FLEX IDT 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 for retirement without the obligation of completing 48 IDTs. Such members upon accession by definition are advanced practitioners ready for mobilization after initial Reserve training (usually, 84 drills or 21 months). CSS is a career neutral program with participants being considered for promotion based on their actual performance. Submit Fitness Reports per reference (h). Additional drill participation beyond basic drill requirements is highly encouraged and makes officers more competitive for promotion. This program may be cancelled upon the needs of the Navy. To participate in the CSS FLEX IDT Drill Option, members shall:

(1) Sign the FLEX IDT Drill Option NAVPERS 1070/613, Administrative Remarks as well as the addendum NAVPERS 1070/613, Administrative Remarks acknowledging their unique drill obligation/requirements for the CSS option.

(2) Be assigned to OHSUs with orders issued and a PRD assigned. Members whose sub-specialties are dropped from the DoD CSS list are authorized to complete their billet tenure. Senior officer (O5/O6) members must use the APPLY program to obtain a billet at the end of their tenure. Members who desire to drill with units other than the OHSU will be required to perform the normal allowance of drills required of unit members.

(3) Request authorization from their unit CO, or designee, prior to executing any drills.

(4) Perform a minimum of 4 IDTs per quarter at their supporting NRA to complete required Navy administration (i.e., PFA, GMT, medical readiness, etc.). All other drills are optional. Drill credit and pay are only earned for drills performed.

(5) Perform AT if member has a drilling obligation due to receiving a stipend, loan repayment incentive, or bonus. See [RESPERSMAN 1571-010](#) for AT waiver guidance. AT waivers are available for members who are not under a drilling obligation.

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

(7) Drill Administration. Unit COs shall:

(a) Assign an appropriate corps 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.

(b) Assign Authorized Absences for drills the member elects not to perform other than those required.