## RESPERSMAN 1570-030

### INDIVIDUAL INACTIVE DUTY TRAINING RECORD MAINTENANCE

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| References | (a) BUPERSINST 1001.39F |
| | (b) SECNAVINST 5211.5E |
| | (c) SECNAVINST 5210.8D |
| | (d) ASN Memo of 29 Jan 15 |
| | (e) COMNAVRESFORINST 5210.1 |

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

2. **Navy Reserve Activity (NRA) Responsibilities**.  The NRA shall establish and maintain individual IDT folders for Sailors assigned to the NRA.  In accordance with reference (d), all documentation that supports financial statement balances shall be retained by the NRA for 10 years.

   a.  Create and maintain individual IDT records in the individual's folder in Total Records Information Management (TRIM) Application in accordance with reference (e).  The individual IDT folder shall include:

      (1) Copies of IDT orders

      (2) Original NAVRES 1570/2, Satisfactory Participation Requirements/Record of Unexcused Absences

      (3) Copies of all NAVRES 1570/2, Satisfactory Participation Requirements/Record of Unexcused Absences notifying the member of their unexcused/unsatisfactory IDT periods.

      (4) Copies of correspondence (i.e., Unexcused Absences (UA)/Authorized Absences (AA)/Administrative Unsatisfactory (Admin U) removal letters) relating to IDT, Montgomery GI Bill-Selected Reserve (MGIB-SR) Statement of Understanding, MGIB-SR Notice of Basic Eligibility (NOBE), Funeral Honors Duty (FHD) and Casualty Assistance Calls Officer (CACO) Support participation, as well as pertinent NAVPERS 1070/613, Administrative Remarks. Memorandums for the Record (MFRs) that were submitted for audit purposes are to be maintained in the affected Sailor's Individual IDT Folder.

(a) Individual Participation Records (IPR) processed electronically via the Enhancement for Drill Management (EDM) system are maintained indefinitely and do not need to be maintained in the individual IDT record.

(5) Completed Annual Training (AT)/Active Duty for Training (ADT)/Active Duty for Special Work (ADSW)/mobilization/Inactive Duty Training Travel (IDTT) orders with reporting and detaching endorsements, including any documents reflecting payments made during execution of the orders and/or documentation for an AT waiver.   In the rare and exceptional circumstance where an IPR was generated for a set of IDTT orders, ensure IPR is filed with the corresponding IDTT orders.

(a) Completed AT, ADT, and IDTT orders, with proper reporting and detaching endorsements, which are stored electronically in the Defense Travel System (DTS), satisfy this requirement and do not need to be maintained in the individual IDT record.

(6) For all loss transactions refer to RESPERSMAN 1900-010 for key supporting documents that shall be retained.  The NRA shall maintain a copy in TRIM and mail the original individual IDT record to the Sailor within 5 days of completing the NSIPS strength loss transaction.

(7) For all gain transactions refer to RESPERSMAN 1100-050 for key supporting documents that shall be retained.

   c.  For members transferring to a new NRA, the current NRA shall:

(1) Generate a copy of the member's IDT history review and file a copy in the individual IDT folder in TRIM.

(2) Mail the individual IDT folder to the gaining NRA within 5 days of completing the NSIPS Check-out transaction.

(3) Coordinate the move of the electronic individual IDT folder in TRIM to the gaining NRA.  If the Reserve Sailor is transferring to another NRA within the same region, then the losing NRA shall contact the responsible Echelon IV to move the individual IDT folder in TRIM under the gaining NRA's hierarchy.  If the Reserve Sailor is transferring to a NRA in another region, then the losing NRA shall contact CNRFC (N11) at cnrfc_rpat@navy.mil to coordinate the individual IDT folder transfer in TRIM.

   c.  In accordance with reference (e), NRAs shall use TRIM, which is the Navy's official storage solution for electronic records.  NRAs shall establish and maintain electronic folders in TRIM for each Reserve Sailor assigned, using the naming convention promulgated in reference (e).  Paper copy individual IDT folders are authorized to be maintained and may contain pertinent pay and personnel documents that were produced prior to 1 October 2016.