

RESPERSMAN 1570-040

UNIT INACTIVE DUTY TRAINING (IDT) RECORD MAINTENANCE

Responsible Office	COMNAVRESFORCOM (N11)	Phone:	DSN COMM FAX	262-2651 (757) 322-2651 (757) 444-7598
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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
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1. **Purpose.** This article addresses the proper administration and execution of all IDT unit record maintenance per references (a) through (d).

2. Navy Reserve Activity Responsibilities. The NRA shall establish and maintain unit IDT accounting folders for each assigned unit. In accordance with references (d) and (e) all documentation that supports financial statement balances shall be retained in Total Records and Information Management (TRIM) system for 10 years.

a. Maintain unit IDT Participation Record Folders as follows:

(1) Unit designation letters and/or DD Form 577s, Appointment/Termination Record-Authorized Signature

(2) Completed NAVRES 1570/21, unit IDT Participation Record, for any past unit musters completed outside of Enhancement for Drill Management (EDM). Unit IDTs mustered in EDM are electronically recorded on a Unit Muster Status Report and stored indefinitely in EDM.

(3) Unit IDT unadjudicated report with corrective actions taken for unadjudicated IDTs occurring prior to October 2017. Unit IDTs mustered in EDM are electronically recorded on a Unit Muster Status Report and stored indefinitely in EDM and shall have corrective action annotated for unadjudicated IDTs after October 2017.

(4) Unit recall roster.

b. NSIPS IDT Verification Record Folder. This folder will maintain historical IDT Verification Reports approved, signed, and dated by NRA CO or designated representative. Unit

eMusters performed in EDM after January 2017 and Individual IDT eMusters performed in EDM after April 2017 do not require IDT Verification Reports.

c. Earnings Statements. This folder will maintain the earnings report with annotated corrective actions, signed, and dated by the verifying NRA staff member.