

RESPERSMAN 1570-050

INACTIVE DUTY TRAINING (IDT) REPORTS

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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 Inactive Duty Training (IDT) reports per references (a) through (d).

2. **Background/Financial Improvement and Audit Readiness (FIAR)**

a. Background. The IDT process, from scheduling to final payment, has many detailed steps. The 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 KSD for FIAR efforts.

b. FIAR Reports

(1) The Department of the Navy FIAR Program's goal is to produce financial information with greater accuracy, reliability, and accessibility. This article discusses reports and processes necessary, but not all-inclusive, for Navy Reserve commands to be in compliance with FIAR objectives.

(2) In accordance with references (d) and (e), retain all IDT documents that support financial statement balances for 10 years in the TRIM system. Unless specifically addressed in a subparagraph, if a report is produced, printed out, and includes annotated corrections or notes, then the NRA is responsible for retaining a copy of this document in TRIM for 10 years. If a report is blank when produced, a copy is not required to be maintained.

3. **IDT Pay Processing Reports.** These reports are part of the Navy Reserve Activity (NRA) IDT pay process.

a. Prior to release of pay transactions

(1) Pending Transactions Report

(a) Purpose: Lists all work saved but not yet released; sorted by operator and supervisor.

(b) Action: Generated in NSIPS, it shall be run daily to identify all transactions requiring release or recycling back to the clerk for corrective action. Once corrective action has been taken, the clerk shall annotate the report and file in the NRA's Manpower Folder in TRIM.

b. After release of pay transactions

(1) Unit Muster Status Report

(a) Purpose: Replaced the IDT verification report and NAVRES 1570/21, unit/partial unit inactive duty training participation record for EDM unit eMusters, the unit muster status report displays the record of a unit muster to include drills' adjudication and the routing/approval chain for each drill. This report is a KSD for unit musters performed in EDM.

(b) Action: NRA shall weekly review the unit muster status report in EDM to identify any un-adjudicated drills. This report is maintained indefinitely in EDM and may be required to be retrieved if audited or inspected.

(2) Electronic Muster Status Report

(a) Purpose: Replaced the IDT verification report and NAVRES 1570/22, individual inactive duty training participation record, for all rescheduled regular drills, additional drills, and funeral honors duty periods. It captures the electronic muster report for Individual IDT periods that have been scheduled or rescheduled in EDM and certified by the unit and NRA.

(b) Action: NRA shall weekly review the electronic muster status report in EDM to identify any un-adjudicated drills. This report is maintained indefinitely in EDM and may be required to be retrieved if audited or inspected.

(3) Retained Transmittal Log

(a) Purpose: Provides a list of all messages and transactions released for processing. They are grouped by:

1. Section 1. Social Security Number (SSN);
2. Section 2. Reserve Unit Identification Codes (RUICs); and
3. Section 3. Local database updates and actions that do not generate transactions to other systems.

(b) Action:

1. Generated in NSIPS, it shall be run daily. Review, sign, date, and annotate corrective actions taken for failed transactions. These transactions will be reflected on the “error record” in the log.

2. File cover sheets chronologically by date of transmission to unit IDT folder in TRIM.

(4) Feedback Report

(a) Purpose: Used to verify submitted transactions have been processed. The report reflects feedback of all transactions that have been acknowledged, accepted, or rejected.

(b) Action: Generated in NSIPS, this shall be run daily. Annotate corrective actions taken for all rejected items and file in the unit IDT folder in TRIM.

(5) Pending Feedback Report

(a) Purpose: List of all transactions released for pay and/or processing for which feedback has not yet been received. This report shall be produced in conjunction with the feedback report.

(b) Action: Generated in NSIPS, this shall be run daily. Transactions pending feedback over 7 days shall be researched to determine the cause. Annotate corrective actions taken for all pending items and file in the unit IDT folder in TRIM.

(6) Rejected Drills Report

(a) Purpose: Identifies IDT periods that have been rejected by NSIPS. This report can be generated by RUIC or by SSN.

(b) Action: Generated in NSIPS, this report shall be run weekly or as warranted with listed items to be researched and corrected. Annotate corrective actions taken for all rejected drills and file in the Unit IDT folder in TRIM.

(7) Funeral Honors Duty Transaction Report

(a) Purpose: Replaced the IDT verification report and NAVRES 1570/22, individual inactive duty training participation record, for funeral honors duty (FHD) periods.

(b) Action: NRA shall weekly review the funeral honors duty transaction report in EDM to identify any un-adjudicated FHD periods. This report is maintained indefinitely in EDM and may be required to be retrieved if audited or inspected.

4. **IDT Pay Program Controls.** These reports support the command's IDT pay program's integrity and control effectiveness.

a. IDT Unadjudicated Report

(1) Purpose: Generated from NSIPS, it identifies members whose IDT periods reflect as scheduled but have not been completely processed and released. This report will not be utilized for IDTs occurring after October 2017. Electronic muster status report shall be utilized for IDTs occurring after October 2017.

(2) Action: This report shall be produced weekly and used to ensure proper disposition of each unadjudicated drill. All IDTs listed shall be reviewed for determination of status. Annotate corrective actions taken for all pending items and file in the unit IDT folder in TRIM.

b. Electronic Muster Use Report

(1) Purpose: Similar to the IDT unadjudicated report but specific to EDM 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.

(2) Action: This report shall be produced weekly and used to ensure proper disposition of each unadjudicated drill. All IDTs listed shall be reviewed for determination of status. This report is maintained indefinitely in EDM.

c. Earnings Statement Report

(1) Purpose: E-mailed weekly to the NRA. The report contains information from Defense Joint Military Pay System – Reserve Component (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, 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).

(2) Action:

(a) Verify this report against supporting documentation (i.e. IDT verification report, incentive/SDAP certification/recertification letters, and SGLI/FSGLI forms) within 5 working days of receipt, annotating all corrective action taken. This report shall be signed, dated and filed in the unit IDT folder in TRIM.

(b) NRAs shall notify their echelon 4 with difficulties with receiving the earnings statement. Echelon 4s are responsible for updating POC information. Use Courier New font, 8-pitch, and print in landscape format to avoid "wrapped around" information.

(c) Provide a copy of the earnings statement report to the NRA N3 department for AT/ADT pay and allowance auditing and corrective action. This report will be verified against supporting documentation (i.e. fully endorsed AT/ADT orders and NAVPERS 1070/602, Record of Emergency Data/Dependency Application) and filed in TRIM, annotated with any discrepancies and corrective action taken.

5. **Reports provided to the Unit CO.** These reports provide the unit CO visibility on all members' drill status and history from which the CO can then best manage the overall IDT program. These reports are for management purposes and are only required to be maintained in the unit IDT folder in TRIM if corrective action was taken.

a. Inactive Duty Training Additional Report

(1) Purpose: Lists additional IDTs scheduled/performed within the current FY. IDTs are separated by type of additional drills (Additional Flight Training Period (AFTP), Additional Training Period (ATP) or Reserve Management Period (RMP)).

(2) Action: Sort report by Reserve Unit Identification Code (RUIC) and forward to unit COs prior to each drill weekend. Unit COs can use this to coordinate drill management with OSOs.

b. Inactive Duty Training Authorized Absences (AA) Report

(1) Purpose: 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, ADSW, and mobilization periods per [RESPERSMAN 1570-010](#).

(2) Action: If Sailor received more than 24 AA drill periods, the NRA shall coordinate with the unit CO to immediately transfer Sailor to Individual Ready Reserve (IRR)-Active Status Pool (ASP) per [RESPERSMAN 1570-010](#).

6. **Reports provided directly to members.** These reports are provided annually to the individual member providing them visibility on their own drill history. These reports are informational and are only required to be maintained in the Individual IDT folder in TRIM if corrective action was taken.

a. IDT History Review Report

(1) Purpose: Lists all pay and non-pay IDTs by the type of IDT over a progressive year and on a FY basis, covering 14 months for a unit. Generated from NSIPS within 30 days prior to the member's anniversary, transfer, or separation date.

(2) Action: Members review for accuracy. For members who are transferring or separating, NRAs shall file this report in the Individual IDT folder in TRIM when complete.

There is no retention requirement for the IDT History Review Report for anniversary reports, since this report is maintained in NSIPS indefinitely.

b. IDT Detail Review

(1) Purpose: Lists all IDT periods stored on the database and the status of each in date order for an individual for up to the last 10 years. Generate from NSIPS within 30 days prior to the member's anniversary date, transfer, or separation.

(2) Action: Members review for accuracy. For members who are transferring or separating, NRAs shall file this report in the Individual IDT folder in TRIM when complete. There is no retention requirement for the IDT detail review for anniversary reports, since this report is maintained in NSIPS indefinitely.

c. Individual Unit Drill Schedule

(1) Purpose: Lists all IDT periods (unit and individual) for which a member is scheduled.

(2) Action: Members review for IDTs that have been scheduled via their NSIPS self-service account.

7. **EDM Management Reports**. The following EDM reports are for management purposes only and can be generated by the NRAs and unit leadership:

a. IDT Scheduling Timeliness Report

(1) Purpose: Provides the timeliness for individual IDT request(s) that are placed into workflow and timeline for the approval or disapproval process.

(2) Action: NRA shall review monthly to identify workflow trouble-points for corrective action.

b. Workflow Status Report

(1) Purpose: Provides the current status and number of days in workflow of a submitted individual IDT request(s).

(2) Action: Identify and address pending requests associated with respective stakeholders.