



STRATEGIC SEALIFT OFFICER (SSO)  
INDIVIDUAL READY RESERVE (IRR)  
NSIPS: IDT REQUESTS  
How to route an IDT Request

**N14 Program Office**

Last Updated

**3 AUG 2023**



STRATEGIC SEALIFT OFFICER (SSO) INDIVIDUAL READY RESERVE (IRR)  
How to route an IDT Request

NSIPS WEBLINK: [https://www.nsips.navy.mil/nsipsclo\\_landing/index.html](https://www.nsips.navy.mil/nsipsclo_landing/index.html)

LOGIN ACCESS REQUEST NEWS TRAINING USER INFO RESOURCES HELP DESK NOTICES

# NSIPS

NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

DOD CAC AUTHENTICATION

N1474098210S0001 - Member Self Service

Last login: 02-02-2021 02:50

**LOGON**

TUESDAY, FEBRUARY 2 SYSTEM STATUS: **ONLINE**

\*\*\*\* In accordance with NAVADMIN 200/18, NSIPS will no longer support authentication via the ID (non-email) certificate after 1 October 2019. After that date, users will only be able to access NSIPS by using the PIV\_Auth certificate. Additional details regarding the transition are available here: PIV-NAVADMIN 200/18\*\*\*\*

This system contains For Official Use Only (FOUO) information that is Privacy Act Sensitive and must be appropriately marked and protected per DoDM 5200.01-V4, February 24, 2012. Any application web page that is marked "FOUO Privacy Sensitive" at the top of the screen contains Sensitive Privacy Act Information and must be further marked if printed, electronically transmitted, or electronically stored outside the application.

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- Privacy Act of 1974 prohibits downloading data from this site for the purpose of uploading it into another application or database. Unauthorized use will result in immediate termination of the account and user will be subject to appropriate disciplinary action.

Logon to Member Self Service profile on the NSIPS website using your PIV CAC Authentication.



## STRATEGIC SEALIFT OFFICER (SSO) INDIVIDUAL READY RESERVE (IRR) How to route an IDT Request

On the home page, scroll down to the bottom of the page until you see EDM. Click on "EDM Home Page"

 EDM  
Create and view Individual IDT Request

[EDM Home Page](#)

Click on "Create New IDT Request"

[Create New IDT Request](#)

### My EDM Dashboard

Name: [REDACTED] Rank/Rate: LTJG

2021 FY Drill Totals			
	Reg NonPay	Reg Pay	AFTP
Authorized	99	0	0
Scheduled	0	0	0
Completed	0	0	0

### My IDT Request(s) Pending

You have no Pending IDT Request

### My Muster Report(s) Pending

You have no Muster Reports Pending

[View Completed IDT Request](#)      [Reschedule IDT Request](#)  
[View Completed/Canceled Drill Periods](#)

Under Type of request, select the most appropriate option. The majority of the time it will be additional.

If you're doing funeral honors click that. As IRR members, we do not typically use Flexible.

### Individual IDT Request

Date Created 02/02/2021

Member's Information	
Name: [REDACTED]	Rank/Rate: LTJG
RUIIC: 2525M    NR CP HENRY	Pay Type: Non-Pay
	DSC: 200

Type of Request

2021 FY Drill Totals					
	Reg NonPay	Reg Pay	AFTP	ATP	RMP
Authorized	99	0	0	0	0
Scheduled	0	0	0	0	0
Completed	0	0	0	0	0



## STRATEGIC SEALIFT OFFICER (SSO) INDIVIDUAL READY RESERVE (IRR) How to route an IDT Request

Select the correct Type of Support. Medical items are always Mobilization Readiness. Use your best judgement on if it falls under something else.

### Individual IDT Request

Date Created 02/02/2021

**Member's Information**

Name: [REDACTED] Rank/Rate: LTJG  
Pay Type: Non-Pay  
RUIC: 2525M NR CP HENRY DSC: 200

Type of Request: Additional  
Type of Support: Mobilization Readiness

2021 FY Drill Totals					
	Reg NonPay	Reg Pay	AFTP	ATP	RMP
Authorized	99	0	0	0	0
Scheduled	0	0	0	0	0
Completed	0	0	0	0	0

Input the intended date of completion.

Fill out the Point of contact's information. The POC cannot be yourself.

Select the appropriate IDT Location from the drop down. Add comments on the location. i.e. the NOSC name.

**IDT Drill Periods**

Find | View All | First 1 of 1 Last

Additional IDT Date	Period	Compensation Type	Additional Type	Tasks and Accomplishments
<input type="text"/>				

**Point of Contact**

POC Name (Last, First M)  
POC Email  
Phone Type POC Phone

**IDT Location**

IDT Location  
IDT Location Comments

Comments

Save and Exit Submit

Select Both Periods

Select the Period to be completed. Period 1 is morning, period 2 is afternoon, if both periods are to be used, then select both periods. Compensation type will always be "Without Pay". The additional type should auto-populate to say "Non-Pay Additional". Click on Tasks and Accomplishments and describe what you will be doing.

Click **SUBMIT** to submit the IDT request for review. Save and Exit **WILL NOT** Submit the IDT request.



## STRATEGIC SEALIFT OFFICER (SSO) INDIVIDUAL READY RESERVE (IRR) How to route an IDT Request

### Printing your approved IDT request

#### My EDM Dashboard

Name: [REDACTED]

Rank/Rate: LTJG

[Create New IDT Request](#)

2021 FY Drill Totals			
	Reg NonPay	Reg Pay	AFTP
Authorized	99	0	0
Scheduled	0	0	0
Completed	0	0	0

#### My IDT Request(s) Pending

You have no Pending IDT Request

#### My Muster Report(s) Pending

You have no Muster Reports Pending

#### Completed IDT Request

Name: [REDACTED]

Rank/Rate: LTJG

[View Current FY](#)

Reserve Admin UIC 4001Y

Department 2525M

Fiscal Year 2020

[View Previous FY](#)

Request Type	IDT Date	Status	Date Approved/Disapproved	View Details
Additional	01/17/2020	Approved	01/15/2020	<a href="#">View Details</a>
Additional	02/04/2020	Approved	01/28/2020	<a href="#">View Details</a>
Additional	02/03/2020	Approved	01/28/2020	<a href="#">View Details</a>

[Return](#)

The default completed IDT requests that populate are for the current Fiscal year (FY). Find the IDT request Date that you are looking for and make sure that it is in an approved status and then click "View Details".

[View Completed IDT Request](#)

[Reschedule IDT Request](#)

[View Completed/Canceled Drill Periods](#)

After clicking on the "EDM Homepage" under EDM at the bottom of the NSIPS home page, click on "View Completed IDT Request".



## STRATEGIC SEALIFT OFFICER (SSO) INDIVIDUAL READY RESERVE (IRR) How to route an IDT Request

After clicking "View Details" the IDT request will open showing you the details of the request inputted.

**Individual IDT Request** Date Created 01/13/2020

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**Member's Information**

Name: [REDACTED] Rank/Rate: LTJG  
RUC: 2525M NR CP HENRY Pay Type: Non-Pay  
DSC: 200

Type of Request: Additional Type of Support: Mobilization Readiness

2021 FY Drill Totals					
	Reg NonPay	Reg Pay	AFTP	ATP	RMP
Authorized	99	0	0	0	0
Scheduled	0	0	0	0	0
Completed	0	0	0	0	0

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**IDT Drill Periods**

Additional IDT Date	Period	Compensation Type	Additional Type	Tasks and Accomplishments
01/17/2020	Period 1	Without Pay	Non-Pay Additional	Tasks and Accomplishments

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**Point of Contact**

POC Name: [REDACTED] (Last,First M)  
POC Email: [REDACTED]  
Phone Type: [REDACTED]

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**IDT Location**

IDT Location: Navy Reserve Activity  
IDT Location Comments: [REDACTED]

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**Comments**

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Submitted by: [REDACTED]  
Unit Approver: [REDACTED]  
NRA Approver: [REDACTED]

Submitted Date: 01/13/2020  
Date

Current Status: **Approved**  
Date: 01/15/2020

Print Request

Click "Print request" to print out the IDT request to bring with you. The print screen will open in a new window and will allow you to download or Print.