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

N14 Program Office
Last Updated
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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

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

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

My EDM Dashboard

Name: ▮▮▮▮▮▮▮	Rank/Rate: LTJG

Click on "Create New IDT Request"

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

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: ▮▮▮▮▮▮▮	Rank/Rate: LTJG
	Pay Type: Non-Pay
RUIC: 2525M NR CP HENRY	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:

RUIC: 2525M   NR CP HENRY

Rank/Rate: LTJG

Pay Type: Non-Pay

DSC: 200

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

Type of Request Additional

Type of Support Mobilization Readiness

IDT Drill Periods

Find | View All | First ◄ 1 of 1 ► Last   Select Both Periods

Input the intended date of completion.

Additional IDT Date	Period	Compensation Type	Additional Type	Tasks and Accomplishments
				Tasks and Accomplishments [+] [−]

Point of Contact

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

POC Name _____ (Last,First M)

POC Email _____

Phone Type _____ POC Phone _____

IDT Location

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

IDT Location _____

IDT Location Comments _____

Comments
_____

Save and Exit   Submit

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.

Printing your approved IDT request

My EDM Dashboard

Name: ▮▮▮▮▮▮▮▮   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

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".

Completed IDT Request

Name: ▮▮▮▮▮▮▮▮   Rank/Rate: LTJG   View Current FY

Reserve Admin UIC 4001Y   Department 2525M   Fiscal Year 2020   View Previous FY

Find | 🗗   First ◀ 1-3 of 3 ▶ Last

Request Type	IDT Date	Status	Date Approved/Disapproved	View Details
Additional	01/17/2020	Approved	01/15/2020	View Details
Additional	02/04/2020	Approved	01/28/2020	View Details
Additional	02/03/2020	Approved	01/28/2020	View Details

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".

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

Member's Information

Name: ███████████

RUIC: 2525M   NR CP HENRY

Rank/Rate: LTJG

Pay Type: Non-Pay

DSC: 200

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

Type of Request Additional   Type of Support Mobilization Readiness

IDT Drill Periods

Find | View All | 🔁   First ◀ 1 of 1 ▶ Last

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

Point of Contact

POC Name ███████████████████████ (Last,First M)

POC Email ███████████████████████

Phone Type ███████████████████████

IDT Location

IDT Location Navy Reserve Activity

IDT Location Comments ███████████

Comments

Submitted by: ███████████   Submitted Date: 01/13/2020   Current Status: **Approved**

Unit Approver   Date

NRA Approver ███████████   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.