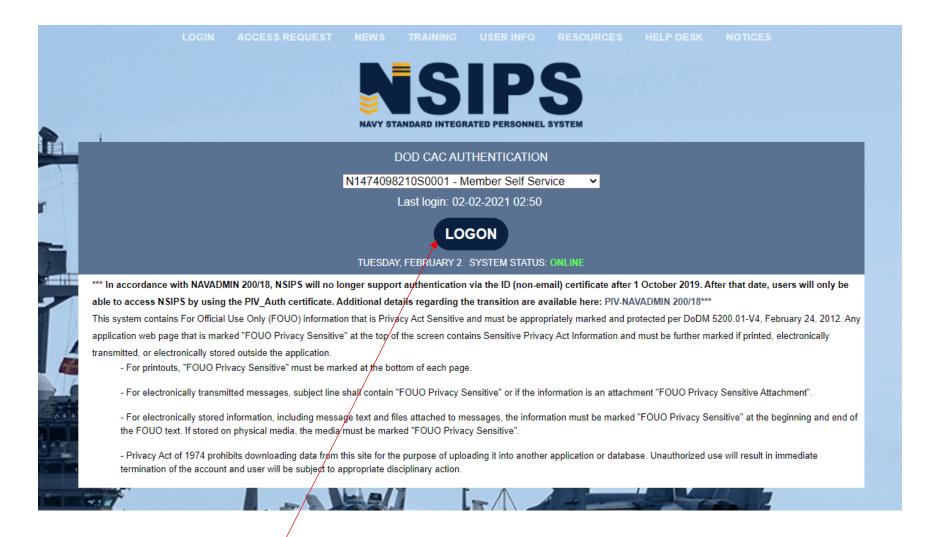
# **NSIPS: IDT REQUESTS**

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"



#### 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

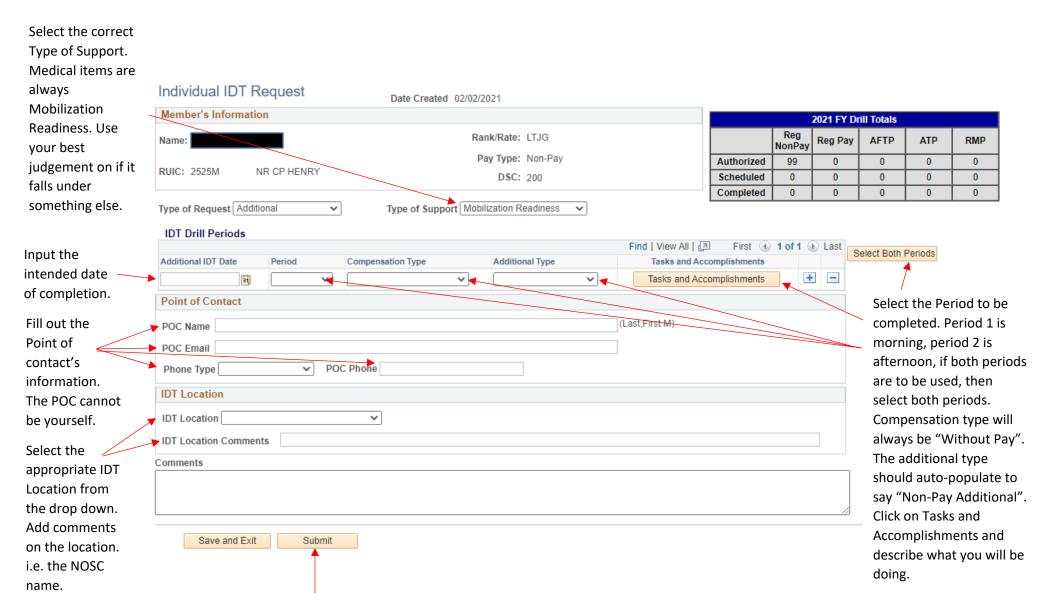
View Completed/Canceled Drill Periods

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.

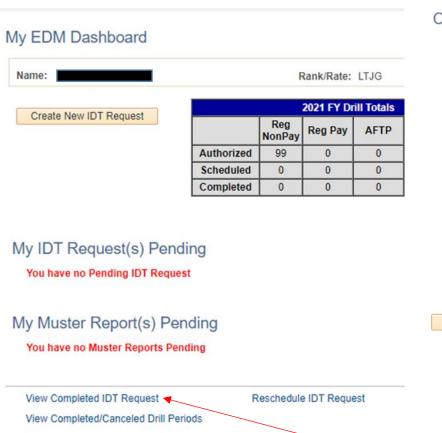


2021 FY Drill Totals						
	Reg NonPay	Reg Pay	AFTP	ATP	RMP	
Authorized	99	0	0	0	0	
Scheduled	0	0	0	0	0	
Completed	0	0	0	0	0	



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

## **Printing your approved IDT request**



Completed IDT Request

Name:

Return



Rank/Rate: LTJG

View Current FY

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

