

Inactive Duty for Training (IDT)

Overview

Introduction This guide provides the procedures for Reserve members to schedule, edit, or withdraw IDT requests in Direct Access.

Process The following process initiates creditable service and payment for Reserve Inactive Duty for Training (IDT) drills.

Types of Inactive Duty which can be scheduled in Direct Access:

- Inactive Duty for Training (IDT)
- Additional Training Period (ATP)
- Readiness Management Period (RMP)
- Funeral Honors Duty (FHD)

Stage	Who Does It	What Happens
1	Member	Enters desired drill types using Submit a Drill Request under DA Self Service Requests.
2	Supervisor/Command	Reviews the member's request and authorizes (approves) drills using View My Requests under DA Self Service Requests.
3	Member	Performs drills as scheduled or edits/withdraws previously submitted requests.
4	Supervisor/Command	Marks drills completed after verifying the member has performed drills as scheduled. Or denies the drill as submitted, returning the request to the submitter. Note: Supervisor/Command must hold Reserve Self Service Command (CGRSVCMD) or Reserve Drills (CGRSVDRL) to view/enter/approve IDT drills.
5	Servicing Personnel Office (SPO)	Upon notification from the command that the member performed IDT, they will approve drills for pay.

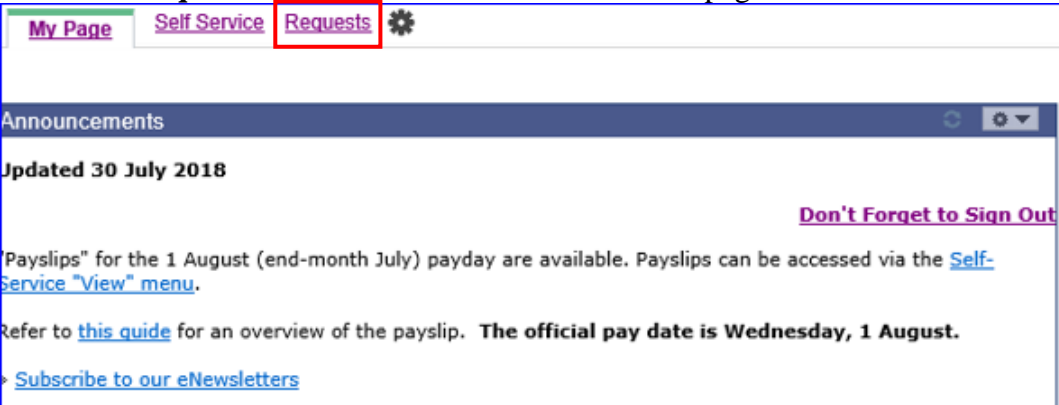
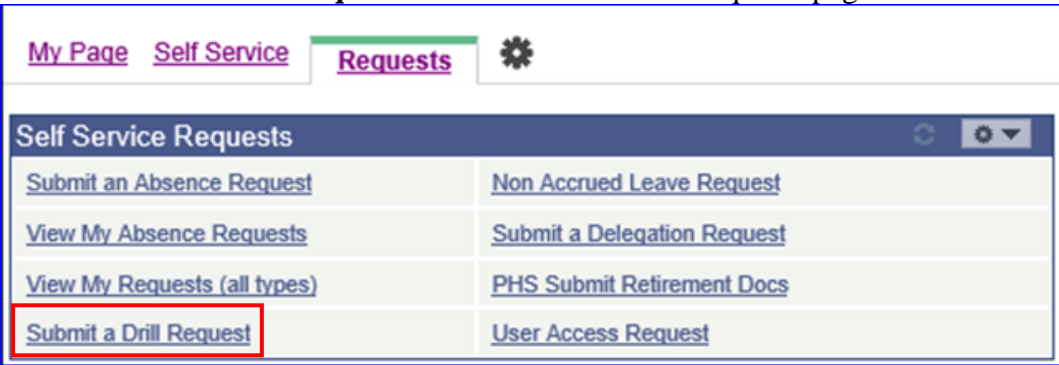
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Member Initiated IDT Request

Introduction This section provides the procedures for Reserve members to schedule IDT drills in Direct Access.

Procedures See below.

Step	Action
1	<p>Select the Requests link from the Direct Access home page.</p>  <p>The screenshot shows a navigation bar with three tabs: 'My Page', 'Self Service', and 'Requests'. The 'Requests' tab is highlighted with a red box. Below the navigation bar is an 'Announcements' section with a blue header. The announcement text includes: 'Updated 30 July 2018', 'Don't Forget to Sign Out', 'Payslips" for the 1 August (end-month July) payday are available. Payslips can be accessed via the Self-Service "View" menu. Refer to this guide for an overview of the payslip. The official pay date is Wednesday, 1 August. > Subscribe to our eNewsletters</p>
2	<p>Select Submit a Drill Request from the Self Service Requests pagelet.</p>  <p>The screenshot shows a 'Self Service Requests' pagelet with a blue header. Below the header is a grid of links. The 'Submit a Drill Request' link is highlighted with a red box. Other links include: 'Submit an Absence Request', 'View My Absence Requests', 'View My Requests (all types)', 'Non Accrued Leave Request', 'Submit a Delegation Request', 'PHS Submit Retirement Docs', and 'User Access Request'.</p>

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Member Initiated IDT Request, Continued

Procedures,
continued

Step	Action																
3	<p>The Submit Schedule Drills page will display.</p> <div data-bbox="320 526 1385 1485" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p><u>Submit Schedule Drills</u></p> <p><u>Dinkley, Velma</u></p> <ol style="list-style-type: none"> Select the Drill Date. Enter Start/End Time for the drill in the format HH24:MM/HH24:MM (e.g. For a drill starting at 08:15am and ending at 04:45pm, Enter 08:15/16:45) Select the Drill Type from the drop down list. Select Meal Eligibility for IDT-Multiple, ATP-Multiple or IDT-Single + ATP-Single Drill Types only. Leave blank for all other drill types. Enter Department only if the drill is to be performed at another department. Select Duty Purpose 1 for all Drill Types. Select Duty Purpose 2 for IDT-Multiple, ATP-Multiple or IDT-Single + ATP-Single Drill Types only. Select Pay Code : "No-Pay" for Points only drills; "Half" for 1 days pay; "Full" for 2 days pay. Click "Get Details" button to request information on Paid IDT Cap and # of Completed Drills Look up and select Approver; Enter any Comments and click "Submit". <div data-bbox="360 936 1369 1093" style="border: 1px solid gray; padding: 5px;"> <p>Request Details</p> <table> <tr> <td>Drill Date:</td> <td><input type="text" value="31"/></td> <td>Department:</td> <td><input type="text"/></td> </tr> <tr> <td>Start/End Time:</td> <td><input type="text"/></td> <td>Duty Purpose 1:</td> <td><input type="text"/></td> </tr> <tr> <td>Drill Type:</td> <td><input type="text"/></td> <td>Duty Purpose 2:</td> <td><input type="text"/></td> </tr> <tr> <td>Meal Eligibility:</td> <td><input type="text"/></td> <td>Pay Code:</td> <td><input type="text"/></td> </tr> </table> </div> <p><input type="button" value="Get Details"/></p> <div data-bbox="360 1155 1369 1263" style="border: 1px solid gray; padding: 5px;"> <p>Request Information</p> <p>Paid IDT Cap:</p> <p># of Paid Drills:</p> </div> <div data-bbox="360 1285 1369 1361" style="border: 1px solid gray; padding: 5px;"> <p>Request Approvers</p> <p>Approver: <input type="text"/></p> </div> <p>Comment: <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div>	Drill Date:	<input type="text" value="31"/>	Department:	<input type="text"/>	Start/End Time:	<input type="text"/>	Duty Purpose 1:	<input type="text"/>	Drill Type:	<input type="text"/>	Duty Purpose 2:	<input type="text"/>	Meal Eligibility:	<input type="text"/>	Pay Code:	<input type="text"/>
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4	<p>Complete the Requests Details section: (see Steps 5-7 for a description of each of the fields).</p> <div data-bbox="320 1601 1385 1776" style="border: 1px solid blue; padding: 5px;"> <div data-bbox="320 1601 1385 1776" style="border: 2px solid red; padding: 5px;"> <p>Request Details</p> <table> <tr> <td>Drill Date:</td> <td><input type="text" value="31"/></td> <td>Department:</td> <td><input type="text"/></td> </tr> <tr> <td>Start/End Time:</td> <td><input type="text"/></td> <td>Duty Purpose 1:</td> <td><input type="text"/></td> </tr> <tr> <td>Drill Type:</td> <td><input type="text"/></td> <td>Duty Purpose 2:</td> <td><input type="text"/></td> </tr> <tr> <td>Meal Eligibility:</td> <td><input type="text"/></td> <td>Pay Code:</td> <td><input type="text"/></td> </tr> </table> </div> </div>	Drill Date:	<input type="text" value="31"/>	Department:	<input type="text"/>	Start/End Time:	<input type="text"/>	Duty Purpose 1:	<input type="text"/>	Drill Type:	<input type="text"/>	Duty Purpose 2:	<input type="text"/>	Meal Eligibility:	<input type="text"/>	Pay Code:	<input type="text"/>
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Step	Action																	
7	Field	Description																
	Meal Eligibility	<p>Meal eligibility is authorized for Enlisted personnel only. Officers leave this field blank. Select the Meal Type from the drop-down menu (ALCOAST 136/16 provides policy regarding the payment of Subsistence Allowance to members on IDT):</p> <div style="border: 1px solid black; padding: 2px; margin: 5px 0;"> <p>Breakfast Breakfast & Lunch Breakfast, Lunch Supper Lunch Lunch & Supper Messing Available None Supper</p> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="580 981 842 1016" style="text-align: center;">If</th> <th data-bbox="842 981 1104 1016" style="text-align: center;">And</th> <th data-bbox="1104 981 1366 1016" style="text-align: center;">Then</th> </tr> </thead> <tbody> <tr> <td data-bbox="580 1016 842 1146" rowspan="2" style="vertical-align: top;">Not Authorized Lodging</td> <td data-bbox="842 1016 1104 1146">Arrives same day, not remaining overnight</td> <td data-bbox="1104 1016 1366 1146">Authorized Lunch</td> </tr> <tr> <td data-bbox="842 1146 1104 1227">Works past 1800 hours</td> <td data-bbox="1104 1146 1366 1227">Authorized Lunch & Supper</td> </tr> <tr> <td data-bbox="580 1227 842 1890" rowspan="3" style="vertical-align: top;">Authorized Lodging</td> <td data-bbox="842 1227 1104 1433">Arrive night before for 1 paid IDT Multiple drill for the next day</td> <td data-bbox="1104 1227 1366 1433">Authorized Breakfast and Lunch</td> </tr> <tr> <td data-bbox="842 1433 1104 1657">Arrives on day of 1st drill for 2 paid multiple IDT drills and remains overnight between drills</td> <td data-bbox="1104 1433 1366 1657">Authorized Lunch and Supper on 1st day & authorized Breakfast and Lunch on 2nd day</td> </tr> <tr> <td data-bbox="842 1657 1104 1890">Arrives night before for 2 paid IDT Multiple drills</td> <td data-bbox="1104 1657 1366 1890">Authorized Breakfast, Lunch, & Supper on 1st day & authorized Breakfast and Lunch on 2nd day</td> </tr> </tbody> </table>		If	And	Then	Not Authorized Lodging	Arrives same day, not remaining overnight	Authorized Lunch	Works past 1800 hours	Authorized Lunch & Supper	Authorized Lodging	Arrive night before for 1 paid IDT Multiple drill for the next day	Authorized Breakfast and Lunch	Arrives on day of 1 st drill for 2 paid multiple IDT drills and remains overnight between drills	Authorized Lunch and Supper on 1 st day & authorized Breakfast and Lunch on 2 nd day	Arrives night before for 2 paid IDT Multiple drills	Authorized Breakfast, Lunch, & Supper on 1 st day & authorized Breakfast and Lunch on 2 nd day
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Continued on next page

Member Initiated IDT Request, Continued

Procedures,
continued

Step	Action																
8	<table border="1"> <thead> <tr> <th data-bbox="320 528 564 560">Field</th> <th data-bbox="564 528 1382 560">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="320 560 564 931">Pay Code</td> <td data-bbox="564 560 1382 931"> <p>Click the drop-down and make a selection as appropriate:</p> <div data-bbox="584 600 992 719" style="border: 1px solid black; padding: 2px;"> Full Half No Pay </div> <ul style="list-style-type: none"> • Full – Pay is authorized for both periods • Half – Pay is only authorized for a single drill, or when pay is only authorized for one period of a multiple drill • None – A single or multiple drill is being performed for POINTS ONLY </td> </tr> </tbody> </table>	Field	Description	Pay Code	<p>Click the drop-down and make a selection as appropriate:</p> <div data-bbox="584 600 992 719" style="border: 1px solid black; padding: 2px;"> Full Half No Pay </div> <ul style="list-style-type: none"> • Full – Pay is authorized for both periods • Half – Pay is only authorized for a single drill, or when pay is only authorized for one period of a multiple drill • None – A single or multiple drill is being performed for POINTS ONLY 												
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10	<p>The Request Information section will populate:</p> <ul style="list-style-type: none"> – Paid IDT Cap – Number of IDT drills authorized for pay for the current Fiscal Year – # of Paid Drills – Number of IDT drills paid thus far during the current Fiscal Year <div data-bbox="320 1503 1382 1664" style="border: 1px solid black; padding: 5px;"> <p>Request Information</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Paid IDT Cap: 48</td> <td style="width: 50%;"></td> </tr> <tr> <td># of Paid Drills: 42</td> <td></td> </tr> </table> </div>	Paid IDT Cap: 48		# of Paid Drills: 42													
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Member Initiated IDT Request, Continued

Procedures,
continued

Step	Action																
11	<p>Enter the Approver's Emplid and press the tab key (this will populate the name of the approver). Enter any Comments as appropriate.</p> <div data-bbox="320 566 1385 831" style="border: 1px solid blue; padding: 5px;"> <p>Request Approvers</p> <p>Approver: <input style="border: 1px solid red;" type="text" value="7654321"/> x <input type="button" value="Q"/> Vincent Van Ghoul</p> <p>Comment: <input style="border: 1px solid red;" type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div>																
12	<p>Click Submit to route for approval.</p> <div data-bbox="320 904 1385 1865" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p>Submit Schedule Drills</p> <p><u>Dinkley, Velma</u></p> <ol style="list-style-type: none"> Select the Drill Date. Enter Start/End Time for the drill in the format HH24:MI/HH24:MI (e.g. For a drill starting at 08:15am and ending at 04:45pm, Enter 08:15/16:45) Select the Drill Type from the drop down list. Select Meal Eligibility for IDT-Multiple, ATP-Multiple or IDT-Single + ATP-Single Drill Types only. Leave blank for all other drill types. Enter Department only if the drill is to be performed at another department. Select Duty Purpose 1 for all Drill Types. Select Duty Purpose 2 for IDT-Multiple, ATP-Multiple or IDT-Single + ATP-Single Drill Types only. Select Pay Code : "No-Pay" for Points only drills; "Half" for 1 days pay; "Full" for 2 days pay. Click "Get Details" button to request information on Paid IDT Cap and # of Completed Drills Look up and select Approver; Enter any Comments and click "Submit". <div data-bbox="357 1312 1378 1469" style="border: 1px solid gray; padding: 5px;"> <p>Request Details</p> <table> <tr> <td>Drill Date:</td> <td><input type="text" value="08/18/2018"/> <input type="button" value="BT"/></td> <td>Department:</td> <td><input type="text" value="045399"/> <input type="button" value="Q"/></td> </tr> <tr> <td>Start/End Time:</td> <td><input type="text" value="06:30/15:00"/></td> <td>Duty Purpose 1:</td> <td><input type="text" value="Engineering & Logistics"/></td> </tr> <tr> <td>Drill Type:</td> <td><input type="text" value="IDT - Multiple"/></td> <td>Duty Purpose 2:</td> <td><input type="text" value="Engineering & Logistics"/></td> </tr> <tr> <td>Meal Eligibility:</td> <td><input type="text"/></td> <td>Pay Code:</td> <td><input type="text" value="Full"/></td> </tr> </table> <p><input type="button" value="Get Details"/></p> </div> <div data-bbox="357 1532 1378 1644" style="border: 1px solid gray; padding: 5px;"> <p>Request Information</p> <p>Paid IDT Cap: 48</p> <p># of Paid Drills: 42</p> </div> <div data-bbox="357 1662 1378 1865" style="border: 1px solid gray; padding: 5px;"> <p>Request Approvers</p> <p>Approver: <input style="border: 1px solid gray;" type="text" value="7654321"/> x <input type="button" value="Q"/> Vincent Van Ghoul</p> <p>Comment: <input type="text"/></p> <p><input style="border: 1px solid red;" type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div> </div>	Drill Date:	<input type="text" value="08/18/2018"/> <input type="button" value="BT"/>	Department:	<input type="text" value="045399"/> <input type="button" value="Q"/>	Start/End Time:	<input type="text" value="06:30/15:00"/>	Duty Purpose 1:	<input type="text" value="Engineering & Logistics"/>	Drill Type:	<input type="text" value="IDT - Multiple"/>	Duty Purpose 2:	<input type="text" value="Engineering & Logistics"/>	Meal Eligibility:	<input type="text"/>	Pay Code:	<input type="text" value="Full"/>
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Member Initiated IDT Request, Continued

Procedures,
continued

Step	Action																														
13	<p>The Submit Schedule Drills page will now be in a pending status.</p> <div data-bbox="316 524 1382 1720" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p>Submit Schedule Drills</p> <p><u>Dinkley, Velma</u></p> <ol style="list-style-type: none"> Select the Drill Date. Enter Start/End Time for the drill in the format HH24:MI/HH24:MI (e.g. For a drill starting at 08:15am and ending at 04:45pm, Enter 08:15/16:45) Select the Drill Type from the drop down list. Select Meal Eligibility for IDT-Multiple, ATP-Multiple or IDT-Single + ATP-Single Drill Types only. Leave blank for all other drill types. Enter Department only if the drill is to be performed at another department. Select Duty Purpose 1 for all Drill Types. Select Duty Purpose 2 for IDT-Multiple, ATP-Multiple or IDT-Single + ATP-Single Drill Types only. Select Pay Code : "No-Pay" for Points only drills; "Half" for 1 days pay; "Full" for 2 days pay. Click "Get Details" button to request information on Paid IDT Cap and # of Completed Drills Look up and select Approver; Enter any Comments and click "Submit". <table border="1" data-bbox="352 949 1377 1111"> <thead> <tr> <th colspan="4">Request Details</th> </tr> </thead> <tbody> <tr> <td>Drill Date:</td> <td>08/18/2018</td> <td>Department:</td> <td>045399</td> </tr> <tr> <td>Start/End Time:</td> <td>06:30/15:00</td> <td>Duty Purpose 1:</td> <td>Engineering & Logistics</td> </tr> <tr> <td>Drill Type:</td> <td>IDT - Multiple</td> <td>Duty Purpose 2:</td> <td>Engineering & Logistics</td> </tr> <tr> <td>Meal Eligibility:</td> <td></td> <td>Pay Code:</td> <td>Full</td> </tr> </tbody> </table> <p><input type="button" value="Get Details"/></p> <table border="1" data-bbox="352 1173 1377 1285"> <thead> <tr> <th colspan="2">Request Information</th> </tr> </thead> <tbody> <tr> <td>Paid IDT Cap:</td> <td>48</td> </tr> <tr> <td># of Paid Drills:</td> <td>42</td> </tr> </tbody> </table> <table border="1" data-bbox="352 1303 1377 1391"> <thead> <tr> <th colspan="2">Request Approvers</th> </tr> </thead> <tbody> <tr> <td>Approver:</td> <td><input type="text" value="7654321"/> x <input type="button" value="Q"/> Vincent Van Ghoul</td> </tr> </tbody> </table> <p>Comment: <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> <div data-bbox="316 1514 1075 1720" style="border: 2px solid red; padding: 5px;"> <p>Reserve Drill Approval</p> <p>Reserve Drill Request: Pending</p> <p>One Approval Level</p> <p>Pending</p> <p><input type="button" value="Vincent Van Ghoul"/> Initial Approve Action Request</p> </div> </div>	Request Details				Drill Date:	08/18/2018	Department:	045399	Start/End Time:	06:30/15:00	Duty Purpose 1:	Engineering & Logistics	Drill Type:	IDT - Multiple	Duty Purpose 2:	Engineering & Logistics	Meal Eligibility:		Pay Code:	Full	Request Information		Paid IDT Cap:	48	# of Paid Drills:	42	Request Approvers		Approver:	<input type="text" value="7654321"/> x <input type="button" value="Q"/> Vincent Van Ghoul
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Edit or Withdraw an IDT Request

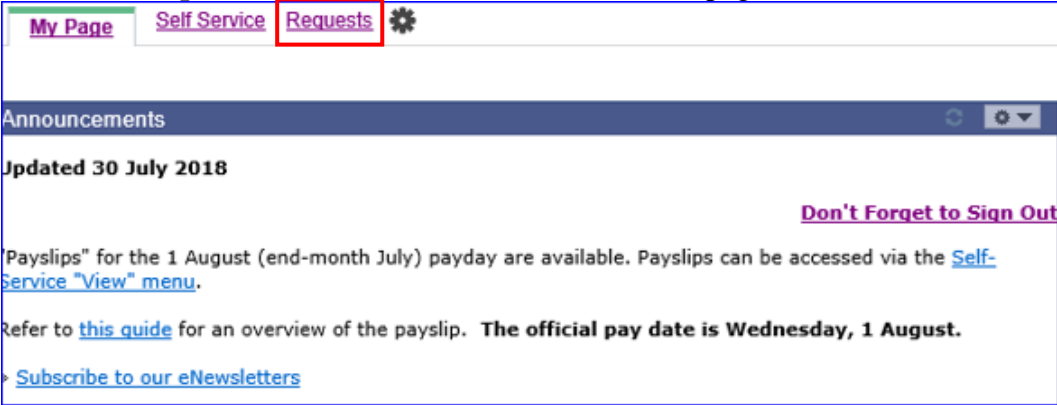
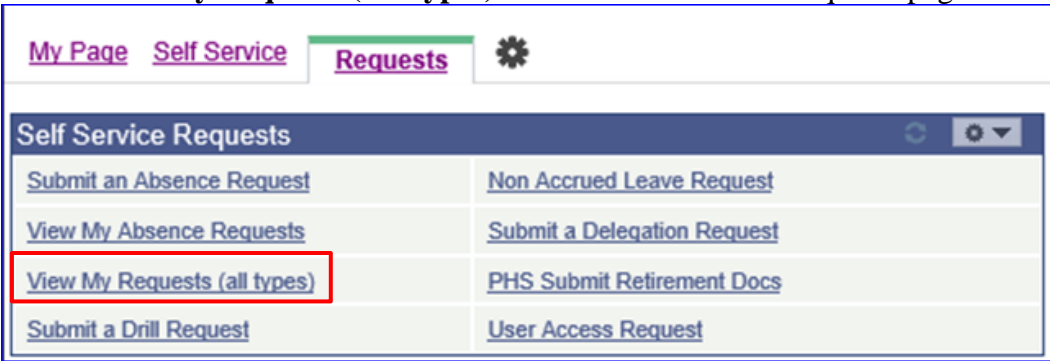
Introduction This section provides the procedures for Reserve members to edit or withdraw an IDT request in Direct Access.

Important Information A member may edit or withdraw a previously submitted IDT request if it has not been previous authorized.

- **Edit** – If a member discovers a previously submitted IDT request has incorrect information.
- **Withdraw** – A member wishes to withdraw a previously submitted IDT request.

Once an IDT request has been authorized, only the command or SPO may Approve or Deny the request.

Procedures See below.

Step	Action
1	<p>Select the Requests link from the Direct Access home page.</p>  <p>The screenshot shows a navigation bar with three tabs: 'My Page', 'Self Service', and 'Requests'. The 'Requests' tab is highlighted with a red box. Below the navigation bar is an 'Announcements' section with a date 'Updated 30 July 2018' and a 'Don't Forget to Sign Out' link. There is also a link to 'View My Requests' in the 'Self-Service' menu.</p>
2	<p>Select View My Requests (all Types) from the Self Service Requests pagelet.</p>  <p>The screenshot shows a 'Self Service Requests' pagelet with a grid of links. The link 'View My Requests (all types)' is highlighted with a red box. Other links include 'Submit an Absence Request', 'View My Absence Requests', 'Submit a Drill Request', 'Non Accrued Leave Request', 'Submit a Delegation Request', 'PHS Submit Retirement Docs', and 'User Access Request'.</p>

Continued on next page

Edit or Withdraw an IDT Request, Continued

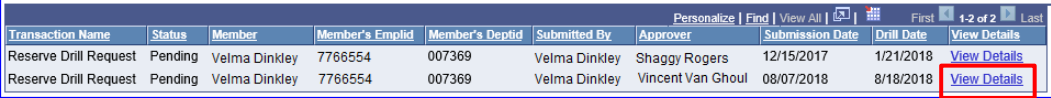

Procedures,
continued

Step	Action
<p>3</p>	<p>The View My Action Requests page will display.</p> <div data-bbox="331 528 1385 1093" style="border: 1px solid black; padding: 5px;"> <p>View My Action Requests</p> <hr/> <p>Velma Dinkley</p> <ol style="list-style-type: none"> 'My Submitted Requests' allows member to bring up only their Action Requests. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates. <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <input checked="" type="radio"/> My Submitted Requests <input type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </div> <p>Transaction Name: <input type="text" value="All Transactions"/></p> <p>Transaction Status: <input type="text" value="Pending"/></p> <p>Submission From Date: <input type="text" value=""/> </p> <p>Submission To Date: <input type="text" value=""/> </p> <p style="text-align: right;"> <input type="button" value="Populate Grid"/> <input type="button" value="Refresh"/> </p> </div>
<p>4</p>	<p>Leave the My Submitted Requests radio button checked. Using the lookup icon, change the Transaction Name to Schedule Drills. Leave the Transaction Status at Pending. Click Populate Grid.</p> <div data-bbox="331 1238 1385 1803" style="border: 1px solid black; padding: 5px;"> <p>View My Action Requests</p> <hr/> <p>Velma Dinkley</p> <ol style="list-style-type: none"> 'My Submitted Requests' allows member to bring up only their Action Requests. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates. <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <input checked="" type="radio"/> My Submitted Requests <input type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </div> <p>Transaction Name: <input type="text" value="Schedule Drills"/></p> <p>Transaction Status: <input type="text" value="Pending"/></p> <p>Submission From Date: <input type="text" value=""/> </p> <p>Submission To Date: <input type="text" value=""/> </p> <p style="text-align: right;"> <input type="button" value="Populate Grid"/> <input type="button" value="Refresh"/> </p> </div>

Continued on next page

Edit or Withdraw an IDT Request, Continued

Procedures,
continued

Step	Action																														
5	<p>A list of all pending IDT Drill Requests will display. Click View Details for the appropriate Reserve Drill Request.</p>  <table border="1" data-bbox="331 566 1385 663"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Emplid</th> <th>Member's Deptid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Drill Date</th> <th>View Details</th> </tr> </thead> <tbody> <tr> <td>Reserve Drill Request</td> <td>Pending</td> <td>Velma Dinkley</td> <td>7766554</td> <td>007369</td> <td>Velma Dinkley</td> <td>Shaggy Rogers</td> <td>12/15/2017</td> <td>1/21/2018</td> <td>View Details</td> </tr> <tr> <td>Reserve Drill Request</td> <td>Pending</td> <td>Velma Dinkley</td> <td>7766554</td> <td>007369</td> <td>Velma Dinkley</td> <td>Vincent Van Ghoul</td> <td>08/07/2018</td> <td>8/18/2018</td> <td>View Details</td> </tr> </tbody> </table>	Transaction Name	Status	Member	Member's Emplid	Member's Deptid	Submitted By	Approver	Submission Date	Drill Date	View Details	Reserve Drill Request	Pending	Velma Dinkley	7766554	007369	Velma Dinkley	Shaggy Rogers	12/15/2017	1/21/2018	View Details	Reserve Drill Request	Pending	Velma Dinkley	7766554	007369	Velma Dinkley	Vincent Van Ghoul	08/07/2018	8/18/2018	View Details
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6	<p>The Schedule Drills page will display for the selected request.</p>  <p>Action Request</p> <p>Schedule Drills</p> <p><u>Dinkley, Velma</u></p> <ol style="list-style-type: none"> 1. Select the Drill Date. 2. Enter Start/End Time for the drill in the format HH24:MI/HH24:MI (e.g. For a drill starting at 08:15am and ending at 04:45pm, Enter 08:15/16:45) 3. Select the Drill Type from the drop down list. 4. Select Meal Eligibility for IDT-Multiple, ATP-Multiple or IDT-Single + ATP-Single Drill Types only. Leave blank for all other drill types. 5. Enter Department only if the drill is to be performed at another department. 6. Select Duty Purpose 1 for all Drill Types. 7. Select Duty Purpose 2 for IDT-Multiple, ATP-Multiple or IDT-Single + ATP-Single Drill Types only. 8. Select Pay Code : "No-Pay" for Points only drills; "Half" for 1 days pay; "Full" for 2 days pay. 9. Click "Get Details" button to request information on Paid IDT Cap and # of Completed Drills 10. Look up and select Approver; Enter any Comments and click "Submit". <p>Request Details</p> <p>Drill Date: 08/18/2018 Start/End Time: 06:30/15:00 Drill Type: IDT - Multiple Meal Eligibility: Department: 045399 Duty Purpose 1: Engineering & Logistics Duty Purpose 2: Engineering & Logistics Pay Code: Full</p> <p>Get Details</p> <p>Request Information</p> <p>Paid IDT Cap: 48 # of Paid Drills: 42</p> <p>Request Approvers</p> <p>Approver: 7654321 Vincent Van Ghoul</p> <p>Comment: <input type="text"/></p> <p>Submit Resubmit Withdraw</p> <p>Reserve Drill Approval</p> <p>Reserve Drill Request: Pending</p> <p>One Approval Level</p> <p>Pending</p> <p> Vincent Van Ghoul Initial Approve Action Request</p>																														

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Edit or Withdraw an IDT Request, Continued

Procedures,
continued

Step	Action																
7	<p>To withdraw the request, click the Withdraw button located at the bottom of the page.</p> <div data-bbox="327 562 1385 1733" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p><u>Schedule Drills</u></p> <p><u>Dinkley, Velma</u></p> <ol style="list-style-type: none"> Select the Drill Date. Enter Start/End Time for the drill in the format HH24:MI/HH24:MI (e.g. For a drill starting at 08:15am and ending at 04:45pm, Enter 08:15/16:45) Select the Drill Type from the drop down list. Select Meal Eligibility for IDT-Multiple, ATP-Multiple or IDT-Single + ATP-Single Drill Types only. Leave blank for all other drill types. Enter Department only if the drill is to be performed at another department. Select Duty Purpose 1 for all Drill Types. Select Duty Purpose 2 for IDT-Multiple, ATP-Multiple or IDT-Single + ATP-Single Drill Types only. Select Pay Code : "No-Pay" for Points only drills; "Half" for 1 days pay; "Full" for 2 days pay. Click "Get Details" button to request information on Paid IDT Cap and # of Completed Drills Look up and select Approver; Enter any Comments and click "Submit". <div data-bbox="363 981 1374 1137" style="border: 1px solid gray; padding: 5px;"> <p>Request Details</p> <table border="0"> <tr> <td>Drill Date:</td> <td><input type="text" value="08/18/2018"/></td> <td>Department:</td> <td><input type="text" value="045399"/></td> </tr> <tr> <td>Start/End Time:</td> <td><input type="text" value="06:30/15:00"/></td> <td>Duty Purpose 1:</td> <td><input type="text" value="Engineering & Logistics"/></td> </tr> <tr> <td>Drill Type:</td> <td><input type="text" value="IDT - Multiple"/></td> <td>Duty Purpose 2:</td> <td><input type="text" value="Engineering & Logistics"/></td> </tr> <tr> <td>Meal Eligibility:</td> <td><input type="text"/></td> <td>Pay Code:</td> <td><input type="text" value="Full"/></td> </tr> </table> </div> <p><input type="button" value="Get Details"/></p> <div data-bbox="363 1200 1374 1308" style="border: 1px solid gray; padding: 5px;"> <p>Request Information</p> <p>Paid IDT Cap: 48</p> <p># of Paid Drills: 42</p> </div> <div data-bbox="363 1328 1374 1485" style="border: 1px solid gray; padding: 5px;"> <p>Request Approvers</p> <p>Approver: <input type="text" value="7654321"/> Vincent Van Ghoul</p> <p>Comment: <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input style="border: 2px solid red;" type="button" value="Withdraw"/></p> </div> <p>Reserve Drill Approval</p> <div data-bbox="379 1574 1046 1727" style="border: 1px solid gray; padding: 5px;"> <p>Reserve Drill Request: Pending</p> <p>One Approval Level</p> <div style="border: 1px solid gray; padding: 5px;"> <p>Pending</p> <p> Vincent Van Ghoul Initial Approve Action Request</p> </div> </div> </div>	Drill Date:	<input type="text" value="08/18/2018"/>	Department:	<input type="text" value="045399"/>	Start/End Time:	<input type="text" value="06:30/15:00"/>	Duty Purpose 1:	<input type="text" value="Engineering & Logistics"/>	Drill Type:	<input type="text" value="IDT - Multiple"/>	Duty Purpose 2:	<input type="text" value="Engineering & Logistics"/>	Meal Eligibility:	<input type="text"/>	Pay Code:	<input type="text" value="Full"/>
Drill Date:	<input type="text" value="08/18/2018"/>	Department:	<input type="text" value="045399"/>														
Start/End Time:	<input type="text" value="06:30/15:00"/>	Duty Purpose 1:	<input type="text" value="Engineering & Logistics"/>														
Drill Type:	<input type="text" value="IDT - Multiple"/>	Duty Purpose 2:	<input type="text" value="Engineering & Logistics"/>														
Meal Eligibility:	<input type="text"/>	Pay Code:	<input type="text" value="Full"/>														

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Edit or Withdraw an IDT Request, Continued

Procedures,
continued

Step	Action
8	<p>This will update the Reserve Drill Request to Terminated.</p> <div data-bbox="328 528 1385 837" style="border: 1px solid blue; padding: 5px;"> <p>Reserve Drill Approval</p> <div style="border: 1px solid gray; padding: 5px; background-color: #e6f2ff;"> <p>▼ Reserve Drill Request: Terminated</p> <p>One Approval Level</p> <div style="border: 1px solid gray; padding: 5px; background-color: #fff9e6;"> <p>Terminated</p> <p> Vincent Van Ghoul Initial Approve Action Request 08/07/18 - 11:44 AM</p> </div> </div> </div>

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Edit or Withdraw an IDT Request, Continued

Procedures,
continued

Step	Action																
9	<p>To edit and resubmit, make changes to the Request Details section as needed. Click the Resubmit button located at the bottom of the page.</p> <div style="border: 1px solid blue; padding: 10px;"> <p>Action Request</p> <p><u>Schedule Drills</u></p> <p><u>Dinkley, Velma</u></p> <ol style="list-style-type: none"> Select the Drill Date. Enter Start/End Time for the drill in the format HH24:MI/HH24:MI (e.g. For a drill starting at 08:15am and ending at 04:45pm, Enter 08:15/16:45) Select the Drill Type from the drop down list. Select Meal Eligibility for IDT-Multiple, ATP-Multiple or IDT-Single + ATP-Single Drill Types only. Leave blank for all other drill types. Enter Department only if the drill is to be performed at another department. Select Duty Purpose 1 for all Drill Types. Select Duty Purpose 2 for IDT-Multiple, ATP-Multiple or IDT-Single + ATP-Single Drill Types only. Select Pay Code : "No-Pay" for Points only drills; "Half" for 1 days pay; "Full" for 2 days pay. Click "Get Details" button to request information on Paid IDT Cap and # of Completed Drills Look up and select Approver; Enter any Comments and click "Submit". <div style="border: 2px solid red; padding: 5px; margin: 10px 0;"> <p>Request Details</p> <table border="0"> <tr> <td>Drill Date:</td> <td><input type="text" value="08/25/2018"/></td> <td>Department:</td> <td><input type="text" value="045399"/></td> </tr> <tr> <td>Start/End Time:</td> <td><input type="text" value="07:30/16:00"/></td> <td>Duty Purpose 1:</td> <td><input type="text" value="Environmental Contingency"/></td> </tr> <tr> <td>Drill Type:</td> <td><input type="text" value="IDT - Multiple"/></td> <td>Duty Purpose 2:</td> <td><input type="text" value="Environmental Contingency"/></td> </tr> <tr> <td>Meal Eligibility:</td> <td><input type="text"/></td> <td>Pay Code:</td> <td><input type="text" value="Full"/></td> </tr> </table> <p><input type="button" value="Get Details"/></p> </div> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>Request Information</p> <p>Paid IDT Cap: 48</p> <p># of Paid Drills: 42</p> </div> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>Request Approvers</p> <p>Approver: <input type="text" value="7654321"/> Vincent Van Ghoul</p> <p>Comment: <input type="text"/></p> <p><input type="button" value="Submit"/> <input style="border: 2px solid red;" type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div> <p>Reserve Drill Approval</p> <div style="border: 1px solid gray; padding: 5px;"> <p>Reserve Drill Request: Pending</p> <p>One Approval Level</p> <div style="border: 1px solid gray; padding: 5px;"> <p>Pending</p> <p> Vincent Van Ghoul Initial Approve Action Request</p> </div> </div> </div>	Drill Date:	<input type="text" value="08/25/2018"/>	Department:	<input type="text" value="045399"/>	Start/End Time:	<input type="text" value="07:30/16:00"/>	Duty Purpose 1:	<input type="text" value="Environmental Contingency"/>	Drill Type:	<input type="text" value="IDT - Multiple"/>	Duty Purpose 2:	<input type="text" value="Environmental Contingency"/>	Meal Eligibility:	<input type="text"/>	Pay Code:	<input type="text" value="Full"/>
Drill Date:	<input type="text" value="08/25/2018"/>	Department:	<input type="text" value="045399"/>														
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Drill Type:	<input type="text" value="IDT - Multiple"/>	Duty Purpose 2:	<input type="text" value="Environmental Contingency"/>														
Meal Eligibility:	<input type="text"/>	Pay Code:	<input type="text" value="Full"/>														

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Edit or Withdraw an IDT Request, Continued

Procedures,
continued

Step	Action
10	<p>The Reserve Drill Request will update to Pending and be re-routed for approval.</p> <div data-bbox="328 524 1383 965" style="border: 1px solid blue; padding: 5px;"> <h3 style="margin: 0;">Reserve Drill Approval</h3> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> ▼ Reserve Drill Request: Pending  View/Hide Comments </div> <p style="margin: 0;">One Approval Level</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p style="margin: 0;">Pending</p> <div style="display: flex; align-items: center; margin-top: 5px;">  <div> <p style="margin: 0;">Vincent Van Ghoul</p> <p style="margin: 0; font-size: small;">Initial Approve Action Request</p> </div> </div> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p style="margin: 0;">▼ Comment History</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p style="margin: 0;">Velma Dinkley at 08/07/18 - 11:40 AM</p> <p style="margin: 0;">View History</p> </div> </div> </div> </div>