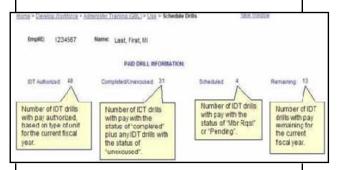
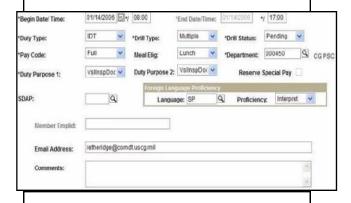
*Step 3.* The 'Schedule Drills' will display. This page shows your drills and their status.



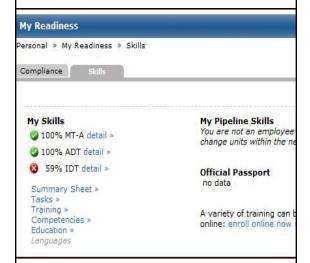
*Step 4*. Complete or update the Schedule Drills Detail page to schedule a drill.



*Step 5*. Once a drill is entered, you may edit the drill by clicking on the **Edit** button to the right of the scheduled drill.

- When SELRES schedules a drill the status will be 'Mbr Requested.'
- The SELRES, a Command User, or SPO may schedule or edit a drill up to the drill day.
- If a SELRES edits a drill after it's "authorized" (Pending), the status returns to "Mbr Requested."

## Coast Guard Business Intelligence (CGBI)



Under the 'Personal' section in CGBI the skills tab shows your percentage of completed IDT. You can check your status by visiting: http://cgbi.osc.uscg.mil/2.0/personal.cfm

#### **Benefits**

Servicemembers' Group Life Insurance (SGLI)

Members assigned to a unit or position in which IDT and active duty may be required may elect to enroll in SGLI. This coverage remains in effect at all times, regardless of duty status.

• Space Available Travel (Space-A)

A member of a Reserve component who performs inactive duty training (IDT) at a location outside the continental United States (OCONUS) is authorized to travel in a space-required status on aircraft of the Armed Forces between the member's home and the location of the training.

• Commissary/Exchange privileges

Unlimited shopping privileges are authorized for members of the Ready Reserve and members of the Retired Reserve who possess the appropriate Department of Defense Military ID card.

> Information compiled by: Force Readiness Command Reserve Readiness Divison—5/2011

# **Reserve Force Readiness System**



# Quick Reference Guide Reserve Inactive Duty for Training (IDT)

Types of Inactive Duty Training (IDT)
Meal Entitlements
Berthing
Schedule Drills (PeopleSoft)
Coast Guard Business Intelligence
(CGBI)
Benefits

#### Brochure available at:

http://uscg.mil/reserve/job\_aid.asp

**Notes:** 

All information contained in this brochure has been sourced from the following directives:

- Reserve Policy Manual (RPM), M1001.28 (series)
- **Personnel and Pay Procedures Manual** (PPPM), M1000 (series)
- Coast Guard Pay Manual, M7220.29B

For additional information or guidance, review the manual and/or General Message Board for the latest ALCOAST.

## **Types of Inactive Duty Training (IDT)**

Inactive Duty Training is authorized training or other duty performed by reservists not on active duty. The primary purpose of inactive duty is to provide individual and/or unit readiness training. SELRES are authorized 48 paid IDT drills, and deployable units are authorized up to 60 paid IDT drills per fiscal year.

Types of inactive duty are:

- Single IDT drill:
  - Must be four or more hours.
  - Completed in one calendar day.
  - Will earn one retirement point.
- Multiple IDT drill:
  - Must be eight or more hours.
  - Completed in one calendar day.
  - Will earn two retirement points.
- Readiness Management Period (RMP)
  - See RPM for details.
- Funeral Honors Duty (FHD)
  - Includes preparation for and the actual performance of funeral honors at the funeral of a veteran.



Reservists who are unable to perform scheduled IDT must inform their supervisors immediately. Failure to do so could result in an unexcused absence.

#### **Meal Entitlements**

Meal Eligibility:

Reserve Officers are not authorized payment for meals. See table below for enlisted reservist meal entitlements while on a typical weekend.

When an Enlisted Reservist	Meal Entitlements are				
Commutes, arriving night before drill	1 <sup>st</sup> day all meals 2 <sup>nd</sup> day breakfast and lunch				
Stays overnight between drills	1 <sup>st</sup> day lunch and supper 2 <sup>nd</sup> day breakfast and lunch				
Works past 1800	Supper				
Lives local or commutes but does not stay overnight	Lunch				

## **Berthing**

- At unit discretion berthing is authorized for SELRES who must travel more than 50 miles from their residence to perform IDT.
- SELRES are not entitled to per diem while on IDT.
- SELRES are not entitled to Basic Allowance for Housing (BAH) while on IDT.

Note: Check local policy for your unit's berthing process.



#### Scheduling Drills (PeopleSoft)

## When scheduling drills, remember:

- Consult with your supervisor about your prospective drill dates.
- Combining different types of drills is not authorized.
- Funeral Honors Duty (FHD) may not be performed as part of scheduled IDT.
- You must attend 90% of the 48-60 scheduled, authorized paid IDT drills per fiscal year.

## **To Schedule Drills in Direct Access, follow** these 5 steps:

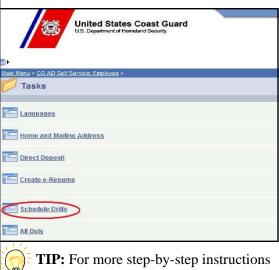
#### Step 1.

Start Internet Explorer, sign into Direct Access (DA):

https://ep.direct-access.us

## Step 2.

Select the Schedule Drills link from the tasks column in the Self Service group box. See below.



go to: http://www.uscg.mil/hr/psc/ps/