SUBJ: INCREMENTAL IDT PERIODS

Ref: (a) COMNAVRESFOR 091000Z JUN 98
(b) COMNAVRESFOR 161300Z JUN 00
(c) COMNAVRESFORINST 1001.5C

Encl: (1) Authorization Letter for Member to Perform Alternative Drilling
(2) Individual Monthly Drill Performance (COMNAVFESFOR 1570-16 (Front/Back)

1. **Purpose**. To publish policy, definition and procedures for the administration of incremental drilling options for the personnel assigned to EFA Atlantic.

2. **Background**. References (a) and (b) provides policy guidance for the establishment of incremental drilling/alternative drilling procedures for Naval reservists. Reference (c) provides policy on the administration of the Flexible Drill program.

3. **Discussion**. The incremental drilling program is intended to improve the delivery of contributory support to gaining commands through non-traditional means. Through the implementation of this program, members are offered the opportunity to meet regular IDT requirements by taking on direct contributory support assignments or professional development activities outside of normally scheduled drills. Typical assignments may be the meetings with clients and gaining commands, coordination of contributory support projects, conference and exercise planning, and professional education that is directly related to meeting the needs of the member's individual training plan.

4. **Guidance**.

   a. Members will be allowed to accumulate incremental IDT credit until four hours are accrued, which equates to one IDT period. Up to 40 IDT periods per fiscal year may be performed in this manner. Rescheduled and additional IDT periods are included in this authority. At least two IDT periods per quarter will be performed at the supporting Naval Reserve Activity for PRT and other administrative functions.

   b. Members must complete the administrative requirements for enrollment in Flexible-drill as described in reference (c). For EFA LANT members the procedures will be implemented as follows:

      1) Unit Commanding Officers will provide a list of those personnel authorized to perform Incremental Drills to the DCOS Administration & Manpower.

      2) DCOS Administration & Manpower will send a letter from EFA LANT to the authorized members Reserve Center, with a copy to the member.

   c. The following are examples of activities which <u>may be approved</u> for Incremental Drill credit:

      1) Partial drills with parent unit.

      2) Rescheduled drills at supporting Naval Reserve Activity.

      3) Coordination with EFDLANT or PWC for the planning and execution of the contributory support projects.

      4) Execution of IPT Leader approved contributory support projects.

5) Professional development activities such as self-study or seminar attendance that is directly related to the requirements of the member's individual training plan or NOBC attainment.

6) Unit administrative activities such as POM development, AT/IDTT program administration, and FITREP/EVAL production.

d. The following are examples of activities which are not approved for drill credit:

1) Any activities related to a member's civilian employment that may or may not have applicability to the mobilization mission

2) Professional society meetings/conferences that are not directly related to meeting mobilization requirements

3) Drafting feeder input for your personnel evaluation or fitness report

4) Work on Naval correspondence courses where inactive points are accumulated though course completion.

5. Procedures.

a. Members desiring to be authorized incremental IDT shall request via the chain of command.

b. Members shall coordinate with their chain-of-command the type of work to be performed as incremental drills.

c. Members will log incremental IDT activities on the Individual Monthly Drill Performance Record provided as enclosure (2).

1) Enclosure (2) – Front Side

(a) The Front side would contain the summary for each individual IDT period. IDT periods may only be recorded in 3 hours (for Non-Pay IDT) or 4 hours (for Paid IDT) periods.

2) Enclosure (2) – Back Side

(a) Contains the detailed summary of activities used to make the IDT period summarized on the front of this form.

(b) Time will be recorded in increments of one-half hour. Further one-half hour is the smallest amount of time that may be recorded for drill credit.

d. Upon a member accumulating enough time to qualify for at least one full IDT period, the completed form shall be transmitted by mail or fax to the member's unit commanding officer. Forms will not be submitted more frequently than once a month, however at the member's discretion they may span up to three months.

e. The commanding officer will verify the claimed credit, record the creditable time, endorse the form, and transmit the form to the member's NRA for drill accounting/processing.

6. **Action**. Unit commanding officers are directed to implement this program for all members within their commands. As there may be variations between various NRAs, it is essential the individual member coordinate and notify the Chain-of-Command if the NRA requires

changes in this process. Where possible the COC should attempt to have the local NRA allow our standard policy to supercede their local criteria to ensure that the program operates at maximum effectiveness.

7. **Reports**. Units will report direct contributory support and indirect man-days through the monthly Time Keeping Report.

From: Commanding Officer, NR EFA Atlantic
To: N&MCRC xxxxxx
(RUIC-xxxxx)

Subj: AUTHORIZATION FOR INCREMENTAL DRILLING

Ref: (a) COMNAVRESFOR 091000Z JUN 98
(b) COMNAVRESFOR 161300Z JUN 00
(c) COMNAVRESFORINST 1001.5C

Encl: (1) EFA LANT ltr xxxx dtd XXXXXXX

1. IAW with references (a) to (c). The following personnel are been authorized to perform Incremental Duty for the FY XX.
   (a) Name, Rank, SSN, RUIC/(OICCLANT/EEU/CEU)
   (b) …
2. The personnel listed in Enclosure (1) have been authorized to provide the First Endorsement of COMNAVRESFOR 1570.16, Individual Monthly Drill Performance.
3. In keeping with the policy to reduce administrative burden in maintaining the records, I have authorized the personnel listed in Enclosure (1) to accept electronic forms with out an inked signature from the member.

INDIVIDUAL MONTHLY DRILL PERFORMANCE

COMNAVRESFOR 1570

INSTRUCTIONS: 1. The worksheet on the reverse side of this form will be used to itemize drill activity performed in increments of less than four hours. 2. The front page will include documentation of all drill activity claimed for the month. including a summary of those activities on the worksheet (see reverse side). 3. Verification of each claimed activity will be by signature. endorsement. or written statement from a representative of the activity /site sponsoring the CHEER/CME or mutual support.

ATTENTION. Medical IMA/PRIMUS Reports will be submitted to COMMANDER NAVAL RESERVE READINESS CENTER (specify)) via C 0 MTF/OIC DET/OIC Unit. Other IMA Reports will be submitted to the NAVAL RESERVE READINESS COMMAND.

FROM NAME/RANK(print or type)	UNIT ASSIGNED

To: Commander. Naval Reserve Readiness Center/Command _____ Code _____

Via: (MTF/PRIMUS OIC/UNIT CO) _____

1. I report the following activity creditable for drill.

NO. OF DRILLS		DATE OF DRILL(S)	NO. OF HOURS*	LOCATION OF DRILL(S)	DUTY PERFORMED	VERIFICATION (e g signature. endorsement)
DP	NP					

• 4 hours (excluding meals) required for each pay drill.
3 hours required if only one non pay (NP) drill performed in one day.
4 hours (excluding meals) required for each nonpay (NP) drill if TWO drills performed in the same day.

SIGNATURE OF MEMBER.	DATE SIGNED:

FIRST ENDORSEMENT

From: (MTF/PRIMUS OIC/UNIT C.O.) _____

To: Commander. Naval Reserve Readiness Center/Command _____ Code _____

I The following drills are authorized: Drill Pay _____ Non Pay _____

NAME:	SIGNATURE:	DATE

Copy to RETAIN
MEMBER

COMNAVSURFRESFORINST 1570.2
COMNAVRESFORINST 1570.9B
COMNAVRESFOR 1570-16

INDIVIDUAL MONTHLY DRILL PERFORMANCE

WORKSHEET OF ACTIVITY CREDITABLE FOR DRILL (Read instructions on reverse before completion)

MEMBER'S NAME.

DATE	NUMBER HOURS	LOCATION	ACTIVITY (e.g.. clinics, conferences. sessions)	SUBJECT	VERIFICATION (e.g., signature, endorsement)