



UNITED STATES MARINE CORPS

MARINE FORCES RESERVE

4400 DAUPHINE STREET

NEW ORLEANS, LOUISIANA 70146-5400

IN REPLY TO

ForO 1080R.1A

MPR

JUN 7 2004

FORCE ORDER 1080R.1A

From: Deputy Commander
To: Distribution List

Subj: MARINE CORPS RESERVE INACTIVE DUTY TRAINING (IDT)
ATTENDANCE ACCOUNTING

Ref: (a) MCO P1080.40C
(b) MCO P1001R.1J

- Encl:
- (1) Definitions
 - (2) Administrative Procedures for Completion of the Unit Muster Sheet (UMS)
 - (3) Administrative Procedures for Rescheduled Inactive Duty Training (RIDT)
 - (4) Administrative Procedures for Additional Training Period (ATP)
 - (5) Administrative Procedures for Additional Flying Training Period (AFTP)
 - (6) Administrative Procedures for Readiness Management Period (RMP)
 - (7) Administrative Procedures for Funeral Honors Duty (FHD)
 - (8) Automated Drill Attendance Accounting System (ADAAS)

1. Purpose. To promulgate guidance and instructions for IDT attendance accounting and reporting for Selected Marine Corps Reserve (SMCR) personnel of this command.

2. Cancellation. ForO 1080R.1

3. Background. This order is intended for use in unit administrative turnover files/desk top procedures and may be reproduced and utilized for that purpose. Definitions utilized in this order are included in enclosure (1). Enclosures (2) through (7) provide amplifying instructions for IDT accounting and reporting procedures contained in references (a) and (b). Enclosure (8) contains an explanation of ADAAS.

~~4. Action. Commanding Officer's/Inspector Instructor's/Site Commander's will:~~

a. Ensure the mustering of Reservists is conducted in accordance with the procedures outlined below:

(1) For any day on which only one IDT period will be performed, muster will be taken at the beginning and end of the IDT period.

(2) For any day on which two IDT periods will be performed, muster will be taken at the beginning of the first and second IDT period and at the termination of the second IDT period.

(3) Musters will be coordinated by the Reserve unit Commander and may be taken at the unit level or at the sub-unit/department level, whichever method is most efficient and effective. Muster may be taken by the Reserve unit Commander's designated representative.

(4) For off-site IDT periods, a minimum of three musters will be taken, one upon the commencement of the IDT period, one at the completion of training, and a final muster upon release from IDT.

(5) Muster will be an accurate, complete accounting of Reserves scheduled to perform IDT at the time of the muster. Accordingly, musters will be signed by the individual taking the musters, authenticated and verified for accuracy by the Reserve unit Commander, and presented to the Inspector-Instructor/Site Commander prior to securing from the IDT period.

b. Ensure compliance with references (a) and (b) and this Order.


J. J. KINNERUP

DISTRIBUTION: B

Copy to: OIC, MCAAT-East
OIC, MCAAT-West
PerAdmin School

DEFINITIONS

1. Inactive Duty Training (IDT) Period. An authorized and scheduled inactive duty training period of at least 4 hours duration performed per MCO P1001R.1J. An IDT period may be performed with pay, or with out pay, by members of the SMCR. One inactive duty reserve retirement credit point is authorized for each IDT period satisfactorily completed. Refer to the definitions below for the types of IDT periods that may be performed.

a. Regularly Scheduled IDT. An IDT period performed to satisfy participation requirements prescribed for each training group. These IDT periods are scheduled in advance per current guidance published by the Major Subordinate Commands. No more than two per day are authorized. Each Reservist is authorized to perform 48 paid regularly scheduled IDT periods during each fiscal year. Unit Commanders are responsible to ensure that appropriate internal control procedures are established to preclude Reservists under their command from exceeding 48 IDT periods each fiscal year. Requests for approval to exceed 48 paid regularly scheduled IDT periods will be forwarded to CMC (RA) via MARFORRES (Code 7AA).

b. Rescheduled Inactive Duty Training (RIDT). An IDT period performed in place of a regularly scheduled IDT period. RIDT's are scheduled and performed per enclosure (3) of this Order. No more than two per day are authorized.

c. Additional Training Period (ATP). An IDT period authorized in addition to the 48 regularly scheduled IDT periods per year, to enable units to perform additional training as outlined in MCO P1001R.1H and enclosure (4). No more than two per day are authorized.

d. Additional Flying Training Period (AFTP). An IDT period authorized on an individual basis to Naval Aviators, crew and non-crew members, in order to accomplish flight training requirements are prescribed by the Commanding General, 4th Marine Aircraft Wing and enclosure (5). No more than two per day are authorized.

e. Readiness Management Period (RMP). An IDT period used to support the ongoing day to day operations of the unit as outlined in MCO P1001R.1J and enclosure (6). No more than one per day is authorized.

f. Funeral Honor Duty (FHD). An IDT period used as military funeral support with a minimum two-hour duty performance. Enclosure (7).

g. Equivalent Instruction or Duty (EIOD). IDT authorized by the Reserve unit Commander for Reserve enlisted to make up both excused and unexcused absences from regularly scheduled IDT periods. There is no limit to the number of EIOD's that may be performed. Paid EIOD's, however, will be limited to two per day and a maximum of four per fiscal year per individual. Paid EIOD periods must be performed within 60 days of the absence being made up and in the same fiscal year as the absence. EIOD's will be credited toward the oldest unresolved absence within the last 12 months. Paid EIOD's count toward the 48 IDT period limit, per fiscal year.

h. Associate Duty. Associate duty is non-paid IDT periods performed by Individual Ready Reservists and Standby Reservists on the Active Status List (ASL) in association with SMCR units. Refer to paragraph 4403 of reference (b) for further information.

i. Mobilization Training Unit (MTU). Non-paid IDT periods performed by a MTU member on a regularly recurring basis. A Reservist is authorized to perform no more than two four-hour IDT periods per day and will not exceed 48 IDT periods per year.

2. Reserve Commander. The Commanding Officer or Officer in Charge of a Reserve unit with an assigned T/O billet or as assigned by the appropriate Commanding General.

3. Inspector-Instructor/Site Commander. The active duty Commander responsible for Reserve Manpower Management and Pay System (REMMPS) reporting of assigned Reserve units.

4. Satisfactory Participant. A Reservist who attends and participates in the required number of scheduled IDT periods and not less than 14 days of active duty for training (exclusive of travel) each year.

ENCLOSURE (1)

5. Unit Muster Sheet (UMS). The document substantiating IDT period attendance accounting and reporting for all paid and non-paid IDT periods.

6. Automated Drill Attendance Accounting System (ADAAS). The ADAAS is designed to provide complete, accurate, and current information on monthly IDT attendance conducted by Reserve unit personnel.

ENCLOSURE (1)

~~ADMINISTRATIVE PROCEDURES FOR COMPLETION OF~~
THE UNIT MUSTER SHEET (UMS)

1. Unit Muster Sheet. The UMS is the source document to report IDT period attendance and absence on the unit diary. Once signed and certified by the Reserve Commander, it authorizes a Reservist to be paid, and/or receive reserve retirement points for IDT period performed.

2. Preparation
 - a. Paragraph 3201 of reference (b) provides specific guidance on IDT accountability and will be strictly adhered to. Figure 3-5 of reference (b) and Appendix A to this enclosure provides a sample UMS that can be used for mustering. The UMS may be prepared and modified locally to accommodate individual unit needs. Additionally, a UMS may be produced utilizing the natural reports system available through the KCT CICS production menu. In no instance will a single UMS be used for more than one type of IDT.

 - b. For consecutive IDT periods (Saturday and Sunday), a single UMS will be prepared. If additional regular IDT periods are performed immediately prior to or after the weekend, (i.e., Friday evening, or Monday morning), they should be included on that UMS.

 - c. Prior to the commencement of IDT periods, the UMS will be partially completed, indicating the required unit identification, name, grade, and social security number of all Reservists in the unit scheduled to perform IDT. Prior preparation will simplify the task of the individual responsible for the muster and will ensure accurate reporting.

 - d. There will be a minimum of six musters per a four-IDT period weekend.

 - e. A separate UMS may be prepared for the purpose of section musters within a unit.

3. Required Information. The following items are required and will be included when completing the UMS.

- ~~a. Name of the unit and the Reporting Unit Code.~~
- b. Type of IDT period to be performed as previously defined in enclosure (1). (Note: A separate UMS will be prepared for each type of IDT period.)
- c. Date and number of IDT periods to be performed each day.
- d. A roster of all Reservists scheduled to participate, listing the officers first in alphabetical order, followed by enlisted personnel in alphabetical order. At the unit's option, the UMS may be alphabetical by name without regard to grade.
- e. The page number of the muster sheet and the total number of pages for each muster, (i.e., "Page ____ of ____ pages").

4. Detailed Instructions for the Completion of the Unit Muster Sheet. Strict adherence to the guidelines provided below and paragraph 3201 of MCO P1001R.1J will be utilized when preparing UMS's for any type of IDT performed.

- a. All entries will be completed in black ink.
- b. The Reservist's presence or absence will be annotated utilizing the following guidance:
 - (1) Place an "X" in the appropriate block next to the individual's name, if the Reservist is present for the scheduled muster.
 - (2) Place an "A" in the appropriate block next to the individual's name, if the Reservist is absent from the scheduled muster. The CO/OIC or his designated representative must make an immediate attempt to contact the absent Reservist and determine if the absence will be an Excused Absence (EA) or an Unexcused Absence (UA). Determination as to whether or not the missed IDT period will be EA or UA will be made per MCO P1001R.1J. This determination will be annotated in the COMMENTS column of the UMS. Additionally, the comments column will be annotated as to whether or not the Reservist will be allowed to resolve this absence with or without pay. Reservists arriving late (i.e., tardy) will be annotated as "A" and the time of

ENCLOSURE (2)

arrival will be annotated in the COMMENTS column of the UMS. Tardy Marines may only be paid if they attend a minimum of 2 hours of the scheduled drill.

(3) Mark "NS" (not scheduled) for personnel who have made arrangements for a RIDT prior to the scheduled IDT period or are performing some type of active duty on the same dates as the scheduled IDT period. Arrangements for a RIDT will be made per paragraph 3200.3e of MCO P1001R.1J. Following the "NS", annotate in the COMMENTS column of the UMS the reason, (i.e., RIDT) and include dates of RIDT to be performed or On Active Duty. A Reservist who arranges to miss a unit IDT and does not schedule the RIDT prior to the IDT is considered to be absent from the scheduled IDT.

c. Names of personnel no longer in the unit will be lined out (single line) with a reason recorded in the COMMENTS column (i.e., TR IRR (DATE), Inter-unit TR (unit title/RUC and date), or Discharge (Date)). The comments column will also indicate the unit diary number where appropriate action was taken.

d. Annotate new personnel joined to the command and not listed on the prepared UMS on the last page of the UMS, with the appropriate identifying information.

e. Make all corrections to the UMS by lining out the incorrect information and inserting the correct information. The Reserve Commander must initial corrections.

f. Every page, will be signed by the individual taking muster for each specific IDT period.

g. Signature of the Reserve Commander on each page of the unit muster sheet to certify attendance/absence of Reservists, after the muster has been taken. Prior certification of the UMS by the Reserve Commander is not authorized. The Reserve Commander must certify IDT periods performed between regular scheduled unit IDT periods at the next regularly scheduled unit IDT period. IDT periods performed between regular scheduled units IDT periods may be certified by the Inspector-Instructor/Site Commander as "By direction".

ENCLOSURE (2)

5. Inactive Duty Training Exclusion Authority Reporting. The IDT exclusion authority is delegated to Inspector-Instructor/Site Commanders. All personnel not present at the scheduled IDT period will be reported as absent, with the appropriate absence reason code, per paragraph 8098 of MCO P1080R.40C.

a. Not Physically Qualified (NPQ). A Reservist who is NPQ (with or without a Notice of Eligibility (NOE)) will be annotated on the UMS as "A" (excused absence) and a reason code of "22" (not scheduled). The COMMENTS column will reflect "NPQ". Report the appropriate Strength Category Code, per paragraph 8098 of MCO P1080R.40C.

b. Pending Discharge. A Reservist, determined to be an unsatisfactory participant and pending discharge authority from MARFORRES for unsatisfactory participation or any other disciplinary action will be reported as "A" (unexcused absence) and a Strength Category Code of "E", per paragraph 8098 of MCO P1080R.40C.

ENCLOSURE (2)

~~ADMINISTRATIVE PROCEDURES FOR RESCHEDULED
INACTIVE DUTY TRAINING (RIDT)~~

1. General

a. A Rescheduled Inactive Duty Training (RIDT) period is an alternative method that allows a Reservist to perform an IDT period on dates other than the regularly scheduled unit IDT period. With proper authorization, the RIDT can be performed prior to or after the regularly scheduled drill that will be missed.

b. RIDT periods are designed to complement the use of Equivalent Instruction Or Duty (EIOD). RIDT periods should not be confused with the Reserve Commander's authority to schedule regular IDT periods by section, units, etc., on alternate weekends. Paid EIOD's are limited to four per fiscal year per enlisted Reservist. Officers are not authorized EIOD's. This limitation does not apply to RIDT periods, which are paid as regular IDT periods.

2. Administrative Instructions

a. Reservists will be instructed to advise their unit Commander, utilizing Appendix A to this enclosure or a similar form, in advance of the unit's regularly scheduled IDT period, of the circumstances surrounding their inability to attend the regularly scheduled IDT period.

b. Reserve Commanders, utilizing the criteria contained in paragraph 3202 of MCO P1001R.1H, will determine whether the Reservist will be required to attend the regularly scheduled IDT period or be excused and authorized to perform an EIOD or RIDT period on another date. This determination must be made prior to the time of muster for the regularly scheduled IDT period(s), which the RIDT period(s) will replace.

c. To ensure that unit training is not degraded, no more than 10 percent of the unit's on board strength should perform RIDT periods for any given month.

d. RIDT periods should normally be performed within 30 days of the missed regularly scheduled IDT period and must be in the

same fiscal year. A separate UMS will be utilized to record RIDT periods.

e. RIDT periods may be scheduled on a weekend provided the unit will have adequate supervision of the Reservist performing the RIDT, or on a weekday.

f. RIDT periods are regular IDT periods and the reporting procedures contained in Chapter 15 of MCO 1080R.40C apply. Timely unit diary reporting is essential to provide prompt pay support. To preclude erroneous data from being recorded in REMMPS, the following additional guidance is provided:

(1) A Reservist properly granted a RIDT period prior to the time of muster, will be annotated as "NS" (not scheduled) on the UMS for the regular scheduled IDT period. The RIDT dates will be annotated in the COMMENTS column of the UMS and will match the RIDT request completed by the Reservist.

(2) All markings of NS reflected on the Muster sheet for a RIDT will be reported on the unit diary as a (excused absence) and a reason code of "22" (not scheduled), regardless of the type of unit diary entries being used to report the IDT period; (i.e., event, group, or individual).

g. RIDT periods will be scheduled for a specific date when requested.

h. Missed RIDT periods will not be further rescheduled. A Reservist absent from a RIDT will be reported as an excused or unexcused absence, as appropriate.

ENCLOSURE (3)

~~ADMINISTRATIVE PROCEDURES FOR ADDITIONAL TRAINING PERIOD~~
(ATP)

1. General. Additional Training Periods (ATP's) are sub-allocated by the appropriate Major Subordinate command to subordinate units to improve readiness during other than a regularly scheduled IDT period.
2. Restrictions. ATP's may not be utilized to prepare for inspections, perform general administrative functions, to prepare for AT to perform vehicle maintenance or other duties, which are not directly related to training programs.
3. Eligibility and Limitations. The following eligibility and limitations apply:
 - a. Only Reservists in a satisfactory IDT status may perform ATP's.
 - b. An ATP will be a minimum of 4 hours duration. A Reservist is authorized to perform a maximum of two ATP's per day.
 - c. A Reservist may not perform in excess of 30 ATP's per fiscal year.
4. When considering the number of ATP's and AFTP's allowed per MarAdmin 353/01 aircrew member, ensure that the aggregate total does not exceed the maximum of 72 per fiscal year. Any combination of ATP's and AFTP's will not exceed 72. In addition if approved to exceed 48 AFTPS any combination of AFTP'S and ATP's will not exceed 72.

~~ADMINISTRATIVE PROCEDURES FOR ADDITIONAL
FLYING TRAINING PERIOD (AFTP)~~

1. General. Additional Flying Training Periods (AFTP's) are allocated by the Commanding General, 4th Marine Aircraft Wing (G-3), to subordinate 4th MAW units that have Naval Aviator, crew and non-crew members assigned to duty involving flying in the SMCR. AFTP periods are utilized to accomplish flight training required to sustain mobilization readiness and maintain flying proficiency. Site Commanders will administer the AFTP program to ensure that maximum utilization and training benefits are achieved.
2. Eligibility and Limitations. Individual eligibility to perform AFTP's is the same as that outlined for ATP's.
 - a. The Reservist must be a Naval Aviator, crew or noncrew member assigned to duty involving flying, in writing with Flight Orders.
 - b. The Reservist is authorized to perform a maximum of two AFTP's per day.
 - c. A maximum of 48 AFTP's per fiscal year is authorized for each individual. Additional AFTP's, up to a limit of 72 per reservist per fiscal year maybe authorized by CG, 4th MAW (G-3).
 - d. No per diem or travel money is authorized for the performance of an AFTP.
 - e. AFTP's are not authorized when the reservist is in an active duty status.
3. Additional AFTP's, up to a limit of 72 per Reservist, per fiscal year, may be authorized at the discretion of the Commanding General, 4th Marine Aircraft Wing (G-3), based on a unit's assignment to a contingency mission or unit training requirements.
4. When considering the number of ATP's and AFTP's allowed per aircrew member, ensure that the aggregate total does not exceed the maximum of 72 per fiscal year.

~~ADMINISTRATIVE PROCEDURES FOR READINESS MANAGEMENT~~
PERIOD (RMP)

1. General. Readiness Management Periods (RMP's) are sub-allocated by the Major Subordinate Command to subordinate units, in support of ongoing day-to-day operations of the unit.
2. Eligibility and Limitations. The following eligibility and limitations apply:
 - a. Only Reservists in a satisfactory IDT status may perform RMP's.
 - b. A RMP is not to be considered as a regular IDT period or as an EIOD.
 - c. A RMP will be a minimum of 4 hours duration. Performance of a RMP beyond the 4-hour minimum is up to the discretion of each individual Marine and may not be mandated by the unit Commander.
 - d. A Reservist may perform a maximum of 24 RMP's in a fiscal year.
 - e. No per diem or travel money is authorized for the performance of RMP without approval from the appropriate Major Subordinate Command.
 - f. A RMP may not be performed on the same day of any other inactive duty period or active duty.
 - g. Not more than one RMP may be authorized per individual day.

~~ADMINISTRATIVE PROCEDURES FOR FUNERAL HONORS DUTY (FHD)~~

1. General. A FHD is a minimum two-hour inactive duty period for the preparation, training, or performance of Military Funeral Honors (MFR). A FHD is limited to one per member per calendar day and may not be performed in conjunction with any IDT period (including ATP, RMP, AFTP). RC members performing FHD will be compensated with one funeral honors duty allowance (FHDA) of either \$50.00 or one basic drill pay whichever is greater. Travel expenses, incurred in the performance of FHD, may be reimbursed if the duty is performed at a location to which the member has been directed to report (i.e. funeral site, reserve activity, or location where government transportation is provided) and is 50 miles or more from the RC members domicile or outside the corporate city limits of the training center and no government transportation is provided. FHD service credits are not limited by any existing inactive duty point caps.
2. Eligibility and Limitations. The following eligibility and limitations apply:
 - a. Only Reservists in a satisfactory IDT status may perform RMP's.
 - b. A FHD is not to be considered as a regular IDT period or as an EIOD.
 - c. A FHD will be a minimum of 2 hours duration. Performance of a FHD beyond the 2-hour minimum is up to the discretion of each individual Marine and may not be mandated by the unit Commander.
 - d. A Reservist may perform an unspecified amount of FHD's in a fiscal year.
 - e. Travel expenses may be authorized for the performance of FHD with approval from the Marines Command.
 - f. A FHD may not be performed on the same day as any other inactive duty period or active duty.
 - g. Not more than one FHD may be authorized per individual per day.

AUTOMATED DRILL ATTENDANCE
ACCOUNTING SYSTEM (ADAAS)

1. General. The Automated Drill Attendance Accounting System will be utilized by this MARFORRES to monitor unit inactive duty training attendance. The ADAAS will be responsible for calculating IDT attendance percentages. Although there is no requirement to manually calculate IDT periods performed for specific months, the calculation will be affected by the timely reporting of unit diary entries. The automation of this report reduces the potential for errors resulting from manual calculation of IDT period percentages.

2. Processing. Each month, following the last REMMPS cycle of the month, IDT data will be extracted and an IDT attendance report will be produced and mailed to each unit, approximately 60 days after the end of that month's cycle. A 60-day window will give each unit additional time, approximately a 30-day grace period, to correct erroneous unit diary reporting.

NOTE: The onboard chargeable unit strength (for calculation purposes) will be determined from the last cycle of the associated month's REMMPS Headquarters-Albany Extract.

3. Automated Calculation. The calculation for IDT attendance percentages is determined from the following ratio:

a. Numerator

(1) For IDT attendance calculation at the unit level, Reservists attending any type of IDT period during the subject month will be counted. A Reservist is counted only once during the month regardless of the number of type of IDT periods performed.

(2) For IDT attendance calculation above the unit level, the procedure will be the same as the unit level, except that individuals in units considered not to have held a regularly scheduled IDT period are deleted from the calculation. Units considered not to have performed IDT are currently determined in ADAAS by a 30 percent threshold. That is to say, if less than 30 percent of the unit performed IDT, then the unit is considered not to have held a scheduled IDT period.

b. Denominator

(1) For IDT attendance calculation at the unit level, this calculation will consist of Reservists with Training Pay Category "A", Record Status "O", and chargeable Strength Category Codes (not "A" through "E"), as indicated on the end of the month's Headquarters-Albany Extract. A Reservist who is reported on the unit diary with an excused absence, (with no IDT periods performed during the month), is deleted from the denominator.

(2) For IDT attendance calculation at the site level, the same procedure as above applies with the exception that individuals in the unit considered not to have held a regularly scheduled IDT are deleted from the calculation.

4. IDT Attendance Report. The IDT attendance report will contain the following information:

- a. Reporting Unit Code (RUC).
- b. Unit Title.
- c. Actual attendance at IDT.
- d. All Reservists with a Training Pay Category "A", with the exception of those Reservists reported as excused absence with a reason code "22".
- e. The attendance percentage, as determined from the ratio of 4c and 4d above.