

DEPARTMENT OF HOMELAND SECURITY
U.S. Coast Guard
DRILL COMPLETION SHEET

Purpose:

This sheet serves as a permanent record for a member to document the performance of Inactive Duty for Training (IDT). A properly filled out sheet must be submitted to the SPO for processing of pay/point(s).

1. Name (<i>Last, First, MI</i>)	2. EMPLID	3. Rank/Rate	4. Permanent Unit and Dept ID.
5. Drilling Unit and Dept. ID.		6. Is the drilling location outside the member's RCD:	
7. Was berthing required or provided:		7A. Berthing dates required: _____ to _____	

SECTION I

DAY 1	1. Arrival Date		2. Arrival Time		3. Pay Code		4. Drill Type	
	5. Drill Date		6. Meal Eligibility		7. Authorized Meal Break Taken			
	Start Time	Finish Time	Duty Purpose		SDAP	Language Pay		Proficiency
8. Drill Period 1:								
9. Drill Period 2:								
10. Member's Signature:							11. Date:	
12. Supervisors Printed/Typed Name			Signature		13. Rank		14. Date	

SECTION II

DAY 2	1. Arrival Date		2. Arrival Time		3. Pay Code		4. Drill Type	
	5. Drill Date		6. Meal Eligibility		7. Authorized Meal Break Taken			
	Start Time	Finish Time	Duty Purpose		SDAP	Language Pay		Proficiency
8. Drill Period 1:								
9. Drill Period 2:								
10. Member's Signature:							11. Date:	
12. Supervisors Printed/Typed Name			Signature		13. Rank		14. Date	

SECTION III

DAY 3	1. Arrival Date		2. Arrival Time		3. Pay Code		4. Drill Type	
	5. Drill Date		6. Meal Eligibility		7. Authorized Meal Break Taken			
	Start Time	Finish Time	Duty Purpose		SDAP	Language Pay		Proficiency
8. Drill Period 1:								
9. Drill Period 2:								
10. Member's Signature:							11. Date:	
12. Supervisors Printed/Typed Name			Signature		13. Rank		14. Date	

SPO USE ONLY

1. SPO PAO Printed/Typed Name and Signature:	2. Date:
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PRIVACY ACT STATEMENT

Authority: 10 U.S.C. §10204 authorizes the collection of this information.
Purpose: Each member of the Coast Guard Reserve, when properly authorized, is entitled to compensation for each Inactive Duty for Training (IDT) period performed. The U. S. Coast Guard will use this information to record IDT periods in its military pay and personnel systems.
Routine Uses: The information will be used by and disclosed to U.S. Coast Guard personnel and contractors or other agents who need the information to assist in activities related to recording Inactive Duty for Training (IDT) periods in pay and personnel systems.
Disclosure: Furnishing this information is voluntary; however, failure to furnish the requested information may delay or prevent recording your IDT completions.

Instructions

All fields must be completed as described in the following item-by-item instructions. Once, the completed sheet is completed and signed it must be submitted to the SPO for processing of pay and point(s).

Block 1: Enter full last name, first name and middle initial

Block 2: Enter the member's employee ID number

Block 3: Enter the member's rank and rate

Block 4: Enter the member's permanent unit and department ID

Block 5: If member's permanent unit and department is different than Item 4, enter the member's approved drilling unit and department ID. If same as Item 4, leave blank.

Block 6: Enter either Yes or No

Block 7: Enter either Yes, No or N/A

Block 7A: Enter the dates berthing required. Leave blank if berthing was not required.

SECTION I/II/III

Block 1: Enter the member's actual arrival date for drill

Block 2: Enter the member's actual arrival time

Block 3: Enter the member's pay code, either: Full, Half, No Pay

Block 4: Enter the member's drill type*:

Block 5: Enter the member's actual drill date.

Block 6: IAW ALCOAST 070/15 and Reserve Policy Manual COMDTINST M1001.28b, enter the member's appropriate meal eligibility*

Block 7: Enter either: Yes, No, N/A

Block 8: Drill Period 1:

Start Time: Actual start time of 1st drill period

Finish Time: Actual finish time of 1st period

Duty Purpose*: Enter the member's actual duty purpose code

SDAP*: If applicable, enter the member's appropriate SDAP code

Language Pay*: If applicable, enter the member's appropriate language pay entitlement

Proficiency*: If entitled to language pay, enter the member's proficiency rating

Block 9: Drill Period 2:

Start Time: Actual start time of 2nd drill period

Finish Time: Actual finish time of 2nd period

Duty Purpose*: Enter the member's actual duty purpose code

SDAP*: If applicable, enter the member's appropriate SDAP code

Language Pay*: If applicable, enter the member's appropriate language pay entitlement

Proficiency*: If entitled to language pay, enter the member's proficiency rating

Block 10: Member can either use a digital signature or wet signature

Block 11: Enter the date the member signs in block 10

Block 12: Supervisor can either use a digital signature or wet signature

Block 13: Enter the supervisor's rank

Block 14: Enter the date the supervisor signs in block 12

DRILL TYPE

IDT - Single	ATP - Single	Funeral Duty	IDT - Single & ATP-Single
IDT - Multiple	ATP - Multiple	RMP	IDT - Single & Funeral

MEAL ELIGIBILITY

None	Lunch	Breakfast & Lunch	All Meals
Breakfast	Supper	Lunch & Supper	Messing Available

DUTY PURPOSE

AB - Pub Affair	AK - Health Svc	BA - BoatSafety	IO - Ice Ops	NC - ATONContin	SC - SAR Contig
AC - ContinPrep	AL - Legal Gen	BC - BoatContin	ITP - ITP	NR - Radio Nav	SP - Space Pgm
AD - R&D	AN - ATON Ops	DC - Def Contin	LC - Le Contin	NUT - Weight/Nut	SR - SAR Ops
ADM - Admin	AP - Personnel	DN - Dental	LE - LE Ops	OC - Olympics	SUP
AE - Eng & Log	AQ - Acquisition	DO - DefenseOps	MC - MEP Contin	OMP - OMPSEP	SWE - RSWE
AF - F&S Inven	AS - SafOccHlth	DR - DisasResp	ME - MEP Ops	PBC - Pos. Comp	VT - VTS
AG - Op Intel	AT - Trng Gen	GL - SummerStoc	MED - Medical	PC - PS Conting	
AH - Civ Rights	AUG - Augment	GMT - GMT	MI - VslInspDoc	PHA - PHA	
AI - Security	AW - C3			PS - PS Ops	

SDAP

APMARK	CANINE	CINTLA	CMC - MC	CMCLV1	CMCLV2
CMCLV3	CMCLV4	CMCRES	COXCUT	COXHWC	COXNCV
COXTAC	D17	DETACH	DOGBO	DOGDTL	DOGDTL
DSFAGN	EGRESS	EQOADV	FLCDIV	HELORS	HONNON
HONOR	IDFSO	ITDLDR	ITDMBR	METTLR	METTMR
MLEAIN	MSRTBO	MSRTTL	NCVCUT	NCVPST	NSF - RM
NSF - RS	NSF - RT	OCSCC	OCSCHF	OICAFL	OICASH
OPMFSF	PREEOC	REC - CC	RECBAT	RECPOR	RECSEC
SMTCCIN	SMTCRI	SPECAG	SURFCT	WHOCM4	WHOCMM

LANGUAGE PAY

AL - Arabic Levantine	FR - French	KO - Korean	TA - Tagalog (Philippines)
AR - Arabic	GE - German	NO - Norwegian	TH - Thai
BH - Bahasa (Indonesian)	HC - Haitian Creole	PO - Portuguese	UK - Ukranian
CC - Chinese (Cantonese)	HE - Hebrew	RU - Russian	VI - Vietnamese
CM - Chinese (Mandarin)	IT - Italian	SI - Swahili	
FA - Farsi (Persian)	JA - Japanese	SP - Spanish	

PROFICIENCY

Interpreter 1	Interpreter 2	Interpreter 3	Interpreter 4	Linguist 1	Linguist 2
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