Sector North Carolina IDT
Process Flowchart (rev. 20FEB19)

Reserve member/supervisor schedules IDT, per the IDT memo for the fiscal year.

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Supervisor approves the scheduled drills as they are entered.

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Is the member drilling in accordance with the yearly scheduled drill dates provided in the IDT memo?

YES / **NO**

YES:

Reserve member signs the IDT drill certification sheet, upon arriving to drill location.

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Reserve supervisor verifies the certification sheet and forwards to reserve admin.

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Reserve admin marks the members on the certification sheets as "Completed" in Direct Access and records the batch number(s).

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Reserve admin emails the certification sheets to the PAO, copying the active duty admin.

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PAO processes the members drills identified on the certification sheets for pay within three business days.

NO:

Reserve member requests an IDT amendment through their reserve supervisor via email, using the Individual Drill Request and Certification Sheet.

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Is the member's request approved by the supervisor (active duty AND reserve)?

YES / **NO**

YES:

Reserve supervisor schedules drill(s) in Direct Access (DA), in advance of the member reporting for duty. DA input is indicated on the Individual Drill Request and Certification Sheet and emailed back to the member.

NO:

Member must drill on originally scheduled date. If the member does not perform the drill, it will be considered unexcused and marked as such.

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Member conducts approved drill and submits the Individual Drill Request and Certification Sheet to assigned active duty admin. Active duty admin marks the drill complete and sends sheet to the PAO.