

NATIONAL AMEDD AUGMENTATION DETACHMENT
STANDARD OPERATING PROCEDURE
PERFORMANCE AND PROCESSING OF INACTIVE DUTY TRAINING (IDT)
13 JANUARY 2004

Applicability. This SOP applies to all TPU soldiers attached to the NAAD.

1. Effective Date. This SOP is effective 13 January 2004 and shall remain in effect until otherwise revised or rescinded. This SOP will be reviewed annually and may be updated as appropriate.
2. Purpose. This SOP establishes procedures, guidance, and responsibilities for attached soldiers in the performance of inactive duty training (IDT).
3. References:
 - a. AR 140-1
 - b. NAAD Policy Memorandum 1
 - c. Memorandum, Training Guidance for Officers in the STRAP Stipend Phase Attached to the NAAD
4. All NAAD soldiers are required to perform 48 Inactive Duty Training (IDT) periods (drills) each fiscal year (1 October to 30 September) unless otherwise excused (see paragraph 21 below for excusal policy).
5. Drill dates and times are coordinated by the soldier with the organization that will be conducting the training (training facility). Drills can be performed any day of the week at any time of the day.
6. Certain guidelines are imposed by regulation and must be adhered to in order to grant proper IDT credit.
 - a. No duty for less than two hours will be granted credit for pay or for retirement points.
 - b. Duty lasting 2-3 hours will be granted one retirement point without pay.
 - c. Each four hour block of appropriate training done will be credited one retirement point and pay equivalent to one drill (drill = unit training assembly (UTA) = IDT). There can be only one certifying official per drill/UTA.
 - d. A maximum of 2 drills may be performed per calendar day. Any duties performed in excess of 8 hours in a calendar day will not result in additional drills being credited.
 - e. A maximum of 9 drills may be performed in one calendar month.
 - f. A maximum of 16 drills may be performed in three calendar months. (Note: this is a "rolling" three-month period, not a quarter).
 - g. A maximum of 48 drills may be performed in a fiscal year.
7. Credit for attendance will be granted when the following conditions are met.
 - a. The soldier is present for the full duration of the training period.
 - b. All assigned duties are completed in a satisfactory manner.
 - c. The duty is performed in uniform, to include duty performed in a non-military environment.
 - 1) The uniform is typically the Class B, battle dress uniform (BDU), or hospital white uniform, as prescribed by the training facility.
 - 2) Hospital scrubs are an acceptable substitute when wearing of the uniform is impractical (e.g. in a hospital operating room or emergency room) or is forbidden by the training facility.
 - 3) Exceptions to this guideline must be obtained on an individual basis before the duty is performed.
8. Duty performed in an IDT status can be divided into two categories.
 - a. Administrative drills are those where no patient care activities are involved.
 - b. Clinical drills are those where patient care activities are involved. Performing routine physical examinations is considered a clinical drill.
9. Soldiers that are in the STRAP Stipend program should refer to the reference noted in paragraph 3.c noted above.

PERFORMANCE AND PROCESSING OF INACTIVE DUTY TRAINING (IDT)

10. The following activities are allowable as administrative drills.
 - a. Participation in a regularly scheduled drill conducted by any of the uniformed military services. Drilling with Reserve or National Guard units is permissible. A copy of the unit's training schedule or a full description of duties performed must be submitted with the DA Form 1380.
 - b. Continuing medical education (CME) courses (includes continuing education for any medical specialty).
 - 1) The course must be attended "in-person" and must last a minimum of 4 hours.
 - 2) Unless otherwise specified in this policy, only one UTA will be granted per calendar day for a CME even if it lasts longer than 4 hours.
 - 3) The soldier may be an attendee or an instructor.
 - 4) The course must be applicable to the soldier's clinical specialty.
 - 5) A copy of a course completion certificate or a copy of the course brochure with proof of attendance must be submitted with the DA Form 1380.
 - 6) No registration fees will be reimbursed by the NAAD for these courses.
 - c. Completion of a BLS and/or ACLS course. One UTA for each 4 hours of training may be granted. A copy of the completion card must accompany the DA Form 1380.
 - d. Completion of PALS, ATLS, NRP, or NALS. Only one UTA per calendar day will be granted for these activities. A copy of the completion card must accompany the DA Form 1380.
 - e. Recruiting activities performed with an Army recruiter. The recruiter must certify the DA Form 1380.
 - f. Instructing students in military or clinically related subjects where direct patient care or supervision in a clinical setting is not required.
 - g. Completing the physical examination that is required every 5 years. A maximum of two UTA's will be granted every 5 years for a physical examination and one UTA for a dental exam. If the appointments are on the same day then only two UTA's will be granted. A completed FED HEALS voucher will be submitted in place of a DA Form 1380 to the finance manager to receive pay.
 - h. Inprocessing into a military unit or attending an orientation if directed by the unit or facility.
 - i. Conferences presented by a military organization where CME's are not offered. A copy of the course brochure should accompany the DA Form 1380.
 - j. Completion of the APFT is now required twice a year, April and October. Two UTA's per fiscal year is allowed for this purpose. The height and weight must be recorded on the DA 705 and a copy of the DA 705 must accompany the DA 1380.
 - k. Mandatory briefings sent by the NAAD. In order to receive credit, guidelines and suspense dates must be adhered to.
11. The following activities are not allowable as administrative drills.
 - a. Non-military activities or activities in the civilian community that are not related to military training and are not supported by a military organization.
 - b. Civilian-sponsored conferences that do not offer CME credit.
 - c. Continuing education activities that are presented on-line (Internet) or as a correspondence course.
12. The following activities are allowable as clinical drills (with a valid CTA in place).
 - a. Training conducted within the guidelines outlined in an established, approved, current Clinical Training Agreement (CTA). This includes providing direct patient care, providing clinical support activities, and performing physical examinations.
 - b. Instructing students in military or clinically related subjects where direct patient care or supervision in a clinical setting is required.
 - c. Functioning in an "on-call" basis when that duty is performed in the facility ("in-house"). It is expected that other duties to support that facility will be performed if not actively engaged in patient care.
13. The following activities are not allowable as clinical drills
 - a. Activities that involve direct patient care when an established, approved, current CTA is not in place.

PERFORMANCE AND PROCESSING OF INACTIVE DUTY TRAINING (IDT)

- b. Instructing students in a clinical setting where an established, approved, current CTA is not in place.
 - c. Functioning in an “on-call” basis from home or otherwise out of the facility.
14. Other factors to be considered include the following.
- a. Duty performed outside of the continental United States (OCONUS) must be approved by the Chief, Training and Resource Management prior to the soldier starting the duty.
 - b. Travel time to and from the duty location cannot be included in the number of duty hours performed.
 - c. No travel costs will be paid or reimbursed for IDT duty.
 - d. Physical fitness training cannot be included in any drill unless it is conducted as a part of a unit’s normal training schedule.
15. Upon completion of an approved duty, the soldier will complete a DA Form 1380 and have it signed by an appropriate certifying official (reference Item 16.q). For administrative drills, a plain DA Form 1380 (“white”) will be utilized. For clinical drills, the soldier will use only the DA Form 1380 provided by the NAAD that has been preprinted on green paper. Typically, all duty performed in one location within a calendar month will be reported on one Form 1380. If the duty was performed in multiple locations and/or requires certification by more than one person, a corresponding number of 1380’s will be used.
16. Instructions for completing the form are as follows.
- a. Item 1. The date the form was completed.
 - b. Item 2. The location where the duty was performed, to include full address and zip code.
 - c. Item 3. The soldier’s RYE date.
 - d. Item 4. NAAD’s name and address.
 - e. Item 5. Soldier’s full name.
 - f. Item 6. Soldier’s rank and/or grade.
 - g. Item 7. Soldier’s full social security number.
 - h. Item 8. Soldier’s branch (e.g. MC, AN, DE, MS, SP, VC).
 - i. Item 9. Soldier’s unit of assignment.
 - j. Item 10. Generally marked as “other”.
 - k. Item 10a. The date(s) the duty was performed.
 - l. Item 10b. The number of hours actual duty was performed.
 - m. Item 10c. Not completed by the soldier. The soldier’s Finance Manager will enter this code.
 - n. Item 10d. A full and clear description of the duty performed. The description should be concise enough that a non-medical, non-military person can have a good understanding of the duties performed. Brief, 3-5 word descriptions are discouraged and may result in the form being returned to the soldier for further clarification.
 - o. Item 10d. The soldier will sign the following statement that has been printed on the form – “I certify that this training was performed in uniform and involved activities for which I was not otherwise compensated”.
 - p. Item 10d. The soldier's height and weight will be entered on the DA 705 when completing the APFT in the months of April and October. If the soldier is injured/sick and/or has a valid profile during these months, the soldier will have his/her height and weight entered on a DA 1380. If it is not annotated on the DA 705 or DA 1380, the forms will be returned without processing .
 - q. Item 11 and 12. The person certifying that the duty was performed as stated on the form will enter their full name, rank, and title in block 11 and will sign their full name in block 12.
 - (1). Only those individuals whose name appears on the preprinted “green” 1380’s or who has been granted permission from the NAAD to certify duty performed under a Clinical Training Agreement may sign “green” 1380’s.
 - (2). For duty performed at a military organization, the Commander or their designated representative will sign the form.
 - (3). For duty performed at a civilian organization, the senior staff person or their designated representative will sign the form.

PERFORMANCE AND PROCESSING OF INACTIVE DUTY TRAINING (IDT)

- (4). For duty performed at an educational activity, the person in charge of the function or their designated representative will sign the form.
 - (5). If no one is available to sign the form (a rare occurrence), the soldier will submit an unsigned form along with adequate documentation to demonstrate his or her completion of the duty. The NAAD Commander or their designated representative will sign the form.
 - (6). The form may not be signed by another NAAD soldier, by an employee of the NAAD soldier submitting the form, or by a family member.
17. DA Form 1380's can be submitted by mail (must have original signatures, both the soldier and certifying official signatures), e-mail or faxed.
 18. The DA Form 1380 will be sent to the NAAD to the attention of the soldier's Finance manager and must arrive no later than 60 days after the last day of the month from when the duty was performed. If the DA 1380 is mailed, the above mentioned date will be determined by the postmark. Failure to submit this form in the allotted amount of time will result in the soldier not being paid for this duty. The DA Form 1380 will be processed for retirement points only.
 19. If upon initial assignment/attachment to the NAAD, an officer's orders were delayed through no fault of their own, the 60-day suspense for submitting DA 1380's can be extended. This will be reviewed on a case by case basis and must be approved by the NAAD Commander.
 20. The soldier should receive a LES within 30 days after the DA Form 1380 has been mailed by the soldier to the NAAD. The LES will specify all pay, allowances, and withholdings, as well as duty dates credited for retirement purposes. If after 30 days payment has not been received, the soldier should contact their Finance Manager for resolution.
 21. Soldiers unable to complete 48 IDT periods in a fiscal year are to request an excusal by submitting a completed NAAD Form 8-R (dated August 2000) to their Training Manager. The NAAD Commander can excuse up to 24 drills in a fiscal year. Requests for excusal should be made as soon as the soldier becomes aware that they will not be able to complete 48 drills. Upon receipt of the NAAD Form 8-R, the request will be reviewed and a letter sent to the soldier approving or disapproving the request.
 22. Soldiers who are currently receiving a STRAP stipend should refer to their policy memorandum for details regarding their STRAP participation. The provisions given above become applicable as soon as the soldier leaves the stipend phase and enters the obligation phase of their contract.
 23. The proponent for this policy is the Chief, Training and Resource Management.


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Commanding