SATISFACTORY PARTICIPATION REQUIREMENTS/ RECORD OF UNEXCUSED ABSENCES

COMNAVRESFORINST 1001.5C

1. Requirements for Satisfactory Participation for Naval Reservists:
   a. Must attend 40 of 48 scheduled Inactive Duty Training (IDT) periods including IDT travel away from your permanent IDT site. Percentage of attendance is based on a progressive 12 month period.
   b. Perform a minimum of 12 days Annual Training (AT) within each fiscal year.
   c. Must report for scheduled physical examination.
   d. Responsible for the receipt/response to all official correspondence.
   e. You must keep your unit Commanding Officer informed of the following:
      (1) Current address and work/home telephone number
      (2) Changes in physical status
      (3) Dependency changes
      (4) Current employment status
      (5) Other factors which could jeopardize mobilization potential

2. Requirements for Excuse of Missed IDT periods:
   a. Request must be made to the unit Commanding Officer **prior to the end of the missed scheduled IDT period/IDT weekend.**
   b. IDT periods excused will be scheduled as Equivalent Training (ET) IDTs and will be performed the month before, the month of, or the month after the originally scheduled IDT date. (A maximum of four ET IDTs will be credited for pay each fiscal year.)

3. IDT periods are considered Unexcused when:
   a. No request for excuse to miss the IDT period was made prior to the end of the missed scheduled IDT period/ IDT weekend.
   b. Insufficient reasons of request for excuse of missed IDT period(s) as determined by unit Commanding Officer.

4. Nine Unexcused IDT periods in any 12 month period or failure to comply with requirements outlined in paragraph 1 above is considered Unsatisfactory Participation.

5. Failure to maintain Satisfactory Participation may result in the following actions:
   a. **Officers:** Termination from assigned unit.
   b. **Non-obligor:** Termination from the Selected Reserve or be placed in a 6 month probationary status.
   c. **Advanced Pay Grade:** Reversion to your permanent rate and termination from the Selected Reserve.
   d. **Sea and Air Mariner:** Involuntary orders up to 45 days, be placed in a probation status for 6 months, or processed for administrative separation.

6. Failure to receipt for or respond to OFFICIAL MAIL and failure to keep your Commanding Officer advised of your current address will not prevent the actions described in paragraph 5 above.

7. Termination of IDT Status:
   a. All Reservists may request termination of IDT status due to extreme personal hardships.
   b. You may be terminated from IDT status due to mobilization requirement change, changes in laws or regulations, or as the needs of the service dictate.

8. It is your responsibility to contact your Commanding Officer or the Naval Reserve activity where you participate concerning missed IDT(s). The activity telephone number is _____.

I will conform to the above requirements.

TYPED NAME AND SIGNATURE OF MEMBER:	DATE:	TYPED NAME AND SIGNATURE OF WITNESS:	DATE:

The following IDT period(s) has/have been declared unexcused. By receipt of this form, you are again reminded of your obligation and possible consequences for unsatisfactory participation as outlined in paragraph 5 above.

DATES: (List chronologically left to right)

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SIGNATURE OF COMMANDING OFFICER or BY DIRECTION:	DATE SIGNED: