Army Regulation 140–185

Army Reserve

Training and Retirement Point Credits and Unit Level Strength Accounting Records

Headquarters
Department of the Army
Washington, DC
15 May 1987

UNCLASSIFIED

SUMMARY of CHANGE

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Effective 15 November 1987

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Training and Retirement Point Credits and Unit Level Strength Accounting Records

By Order of the Secretary of the Army:

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General, United States Army
Chief of Staff

Official:

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The Adjutant General

History. The original form of this regulation was first published on 15 September 1979. Since that time, changes have been issued to amend the original. As of 15 May 1987, permanent Changes 1 through 12 remain in effect. This UPDATE printing incorporates those changes directly into the body of the text. To make this publication compatible with the Army electronic publishing database, figure 3–4 has been changed to table 3–1.

Summary. This regulation prescribes the types of training and activities for which retirement points are authorized. It discusses the procedures for recording retirement point credits and training for U.S. Army Reserve soldiers. It provides instructions for completing the DA Form 1379 (U.S. Army Reserve Components Unit Record of Reserve Training) and DA Form 1380 (Record of Individual Performance of Reserve Duty Training). This regulation also covers the basic guidance for strength accountability.

Applicability. This regulation applies only to United States Army Reserve soldiers. It does not apply to the Active Army or the Army National Guard.

Proponent and exception authority. Not applicable

Army management control process. This regulation is not subject to the requirements of AR 11–2. It does not contain internal control provisions.

Supplementation. Supplementation of this regulation and the establishment of forms other than DA Forms are prohibited without prior approval from Commander, U.S. Army Reserve Personnel Center, ATTN: DARP–ZAP–P, 9700 Page Boulevard, St. Louis, MO 63132–5200.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. The proponent agency of this regulation is the Office of the Deputy Chief of Staff for Personnel. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander,U.S. Army Reserve Personnel Center, ATTN: DARP–ZAP–P, 9700 Page Boulevard, St. Louis, MO 63132–5200.

Distribution. Active Army, B; USAR, A; ARNG, D.

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Chapter 1
General

1–1. Purpose

This regulation—

a. Prescribes the types of training and activities for which retirement points are authorized and the procedures for recording retirement point credits and training for U.S. Army Reserve (USAR) soldiers. See AR 135–180 for retired pay eligibility for soldiers and former soldiers of the Army Reserve Components.

b. Prescribes basic guidance for strength accountability on DA Form 1379 (U.S. Army Reserve Components Unit Record of Reserve Training) (RCS AG 534).

1–2. Applicability

[See title page.]

1–3. Eligibility

Only Ready Reserve soldiers (other than Reserve Officers Training Corps (ROTC) and Delayed Entry Control Group soldiers) and Active Standby Reserve are authorized retirement point credit. As an exception to the above exclusion of ROTC service, potential participants in the Reserve Officers Training Corps/Simultaneous Membership Program (ROTC/SMP) (those not enrolled in the Advanced ROTC Course) are authorized retirement points creditand to be paid for drills in the grade and years of service attained. Participants in the ROTC/SMP enrolled in the Advanced ROTC Course areauthorized retirement points and pay for drills until commissioned. Points and service time while in the advanced course are then removed. See AR 601- 210, chapter 10. Participants in the ROTC/SMP Advanced Course who are not commissioned or withdraw from the program are authorized retirement points for the time served as a participant.

1–4. Establishment of retirement year

The criteria for establishing or changing the retirement year (RY) are as follows:

a. Soldiers in an active Reserve status (Ready or active standby) on 1 July 1949 will have a retirement year from 1 July through 30 June annually unless *c* below applies.

b. After 1 July 1949, the retirement year beginning date will be as follows and will be changed only if *c* below applies:

(1) Date of initial entry or reentry (after a break in service) into a Reserve Component. Example 1: If a soldier accepted a USAR commission 30 August 1965 and had no break in active status after the initial enlistment in the Reserve on 20 August 1962, soldier's RY would be 20 August–19 August. Example 2: If a soldierinitially entered active reserve status in 1968 and was discharged 21 October 1974, and subsequently reenlists in a USAR Unit on 15 March 1978, RY for his current enlistment would be 15 Mar–14 Mar.

(2) Date of entry into Army of the United States (AUS) without component when soldier later enters (without a service break) an active Reserve status on or after 1 January 1969. Example: If soldier was inducted into Army of the United States 21 July 1971 and had no break in active status, soldier's RY would be 21 July–20 July.

(3) Date of transfer to the Reserve Component upon release from active duty in a regular component. Example: If soldier initially enlisted in Regular Army (RA) on 1 April 1970 and was transferred to an active Reserve Component on 31 July 1973, soldier's RY would be 31 July–30 July.

(4) Date of transfer from an inactive Reserve status to an active Reserve status. Example: If soldier initially entered active Reserve Component on 10 June 1968, was transferred to inactive status (standby inactive, Retired Reserve, or inactive National Guard) on 9 July 1970, returned to active status on 30 March 1971, soldier's RY would be 30 March–29 March.

c. The retirement year once established will not change as long as the soldier has continuous service in an active status in a Reserve and/or regular component. It will change when there is a break in active status. Example: If soldier initially entered active status in Reserve Component 15 May 1968, entered the Regular Army 15 July 1970 without a break, transferred to an active status in Reserve Component 15 July 1973, soldier's RY would be 15 May–14 May.

d. When it is determined that the retirement year ending (RYE) date shown on DA Form 1383 or on any other authorized retirement point credit form is incorrect, a letter requesting correction will be submitted with the Military Personnel Records Jacket, U.S. Army (MPRJ) to the appropriate area commander (as defined in AR 140–1). This does not apply to soldiers assigned under the jurisdiction of the Commanding General, U.S. Army Reserve Personnel Center (ARPERCEN).

e. Effective 1 January 1985, enlistment in the DEP does not establish a RY. Time spent in the DEP is not creditable for longevity.

1–5. Strength accounting

DA Form 1379 is the basic form for reporting the monthly status of USAR personnel assigned to or attached to troop

program units (TPU). The Standard Installation/ Division Personnel System (SIDPERS–USAR) is an automated personnel management information system that provides data for unit strength accounting. This system will report organization, authorization and personnel data through the following functions:

a. The organization management function provides support to commanders in maintaining and updating unit identification and related force structure data to support the personnel distribution processes.

b. The personnel management function provides support to commanders for managing and controlling officer and enlisted assignments, reassignments, and transfers; and for identifying personnel requirements by grade and skill.

c. The position management function provides support to commanders for managing and controlling the authorized positions within each unit.

d. The Unit Manning Report provides each unit commander with a management tool for reviewing/maintaining personnel authorization data, and for monitoring and controlling the assignment of unit personnel to authorized positions by position number, paragraph number, and line number.

e. The mobilization support function supports commanders and mobilization planners by providing organization and personnel data on a recurring basis to automated systems which directly support mobilization.

f. The personnel actions function supports commanders and personnel staff officers in providing information to manage and control personnel actions. The Personnel Suspense Roster identifies personnel eligible to reenlist and data related to the incentive status of individual reservists.

g. Since SIDPERS–USAR feeds DOD Reserve Components Common Personnel Data System (RCCPDS) which provides the official assigned strengths used by the Federal Government (planning, programing and budgeting), personnel data accessions and losses must be processed quickly. The guidelines below must be followed to update DA Form 1379 and SIDPERS–USAR.

(1) Units will—

(a) Submit requests for assignment orders to ARPERCEN same day individual requests assignment to unit.

(b) Request orders for reassignment as soon as concurrence/acceptance from gaining unit is received.

(c) Submit requests for discharge orders 30 days prior to the individual's expiration term of service (ETS) when it is apparent individual will not reenlist.

(d) Not hold at the unit, under any circumstances, a request for orders when it is evident the individual will be a loss.

(e) Initiate immediate follow-up action when required documentation has been submitted to the SIDPERS Interface Branch to input a change to DA Form 1379; i.e. gain, loss, or personal data, and the change has not occurred on the second preprinted DA Form 1379 received after the submission of request.

(2) Area commanders will—

(a) Cut and return orders to units within 10 working days after request for orders has been received and approved.

(b) Process personnel changes, gains, and losses to the SIDPERS–USAR.

(c) Make inquiries to units, when possible, if a remark has been made on DA Form 1379 such as" Pending Orders" or" Pending Transfer," to determine the status of request for orders.

(3) ARPERCEN will produce orders and return to requesting unit within 30 working days after receipt for assignment—if the individual is in the Individual Ready Reserve (IRR) strength.

(4) ARPERCEN will—

(a) Submit records to the appropriate Continental United States Army (CONUSA) within 60 working days after receipt of request for assignment—again if the individual is in the IRR strength.

(b) Process other individual requests as quickly as possible.

(c) Provide SIDPERS–USAR data processing support.

1–6. Duty Qualification Codes for SIDPERS-USAR Data Base

The Duty Qualification Code indicates the ability of a person to perform the duties of the authorized position to which assigned or the duties to which assigned as excess. Follow the procedures in the SIDPERS-USAR Users Manual for accessioning and updating the Duty Qualification Codes. The qualification and training status of each person assigned will be indicated by a one-letter code. (See Table 1–1 for the Duty Qualification Codes and definitions.

Chapter 2
Crediting and Awarding of Retirement Points

2–1. Criteria for crediting retirement points

The limitations on the number of points which may be credited to a soldier during a retirement year are—

a. Maximum—365 (366 during leap year) points.

b. Maximum for inactive duty training (IDT)—60 points for IDT and membership points. However, Annual or Terminal Statement of Retirement Points will report all points earned.

c. Partial year—If a soldier is separated or removed from an active status during a retirement year, the soldier may be credited with a proportionate maximum number of IDT points for that year as shown in appendix A. Appendix B shows the minimum number of points required for a partial year for qualifying service. Appendix C shows the number of membership points authorized for a partial year.

d. Membership—15 points for each year in an active status. If the soldier is on active duty for more than 350 days (351) in leap year), membership points will be reduced so that maximum 365 (366) points are not exceeded.

2–2. Criteria for earning retirement points

Retirement points may be earned by USAR soldiers for active duty (AD), or while in an active Reserve status, for active duty for training (ADT), initial active duty for training (IADT), involuntary active duty for training (involuntary ADT), annual training (AT), inactive duty training (IDT), Reserve membership, and for other activities specified in this regulation.

a. For purposes of this regulation, AD, ADT, IADT, involuntary ADT, and AT are treated as separate, mutually exclusive categories (in contrast to definitions found in AR 310–25). Their treatment of such conforms with their usage in AR 140–1 and AR 135–91.

b. Types of IDT are as follows (See AR 140–1):

(1) Regularly scheduled unit training includes unit training assemblies (UTA), and multiple unit training assemblies (MUTA).

(2) Regularly scheduled training (RST) other than UTA/MUTA.

(3) Make up assemblies for missed UTA/MUTA due to AT.

(4) Equivalent training (ET) in lieu of scheduled UTA/MUTA or RST.

(5) Additional training assemblies (ATA).

(6) Two-hour unit training assemblies.

(7) Training of individual soldiers in nonpay status.

2–3. Qualification and eligibility for earning retirement points

a. Authority and specific individual qualifications required for earning retirement points are in AR 140–1 and other regulations governing the type of Reserve duty training to be performed.

b. All USAR soldiers are classified into alphabetic training/pay categories (T/PC) for determination of individual requirements for paid IDT and AT (see AR 140–1, fig 3–1). These categories determine individual status in the Ready Reserve (Selected Reserve and Individual Ready Reserve and the Standby Reserve (Active and Inactive).

2–4. Criteria for awarding retirement points

a. Personnel on AD, ADT, IADT, involuntary ADT, or AT are awarded 1 point for each calendar day they serve in one of these categories and may not be awarded additional points for other activities while in such status.

b. Table 2–1 provides criteria for award of retirement points for IDT performed in accordance with AR 140–1 (unless another reference is cited). Most types of IDT are covered by one of the following rules on required duration of IDT and calendar day limitations on points.

(1) *Four-hour rule.* One point for each scheduled 4-hour period of IDT at UTA, RST, ET, ATA, or make up assembly. Maximum of 2 points in 1 calendar day.

(2) *Two-hour rule.* One point for each 2 hour or greater period. Two-hour aggregates of shorter periods may be used, except in the case of 2-hour unit training assemblies. Maximum of 1 point in 1 calendar day.

(3) *Two/eight-hour rule.* One point for each 2 hour or greater period. Two-hour aggregates of shorter periods may be used except in the case of 2-hour unit training assemblies. Award of a second point in the same day requires additional hours to bring the day's total to a minimum of 8. Maximum of 2 points in 1 calendar day.

c. Points may not be awarded under more than one of the rules in *b* above during any single calendar day.

d. No individual may be awarded a total of more than 2 points for IDT in 1 calendar day, with the following exceptions:

(1) TPU soldier who recruits a new member as specified under rule 17 in Table 2-1.

(2) Correspondence courses completed as specified under rule 4 in table 2-1.

Chapter 3
Records

3–1. General

The various forms used to maintain and record the award and entitlement of retirement points are described below. In

addition, DD Form 214 (Certificate of Release or Discharge from Active Duty) is used to determine retirement points (see para 3–7).

3–2. DA Form 1379 (U.S. Army Reserve Components Unit Record of Reserve Training) (RCS AG 534)

a. Purpose—use. This is a SIDPERS–USAR output roster listing soldiers assigned or attached to Reserve units (to include subunits established for payroll reporting), Individual Mobilization Augmentee (IMA) detachments, and reinforcement training units or USAR school student detachments. It contains personnel data on each soldier and is used—

(1) To record IDT drill attendance/status for assigned and attached personnel.

(2) As a source document to verify accuracy of unit payrolls under Joint Uniform Military Pay System (JUMPS-RC) by authorized inspecting and verifying personnel.

(a) As a source document for reporting specific data items which are input to the personnel information systems.

(b) Not used.

(3) As a permanent record of retirement points earned.

(4) As a basic report for reflecting unit performance and constructive attendance.

(5) As historical record of unit training.

(6) For annual training attendance.

(7) ***(Rescinded.)***

(8) By reinforcement training units (RTU), IMA detachments, and USAR school student detachments to record authorized training of attached nonunit soldiers.

(9) To determine eligibility for benefits if injury or death is incurred while in training.

b. Preparation.

(1) DA Form 1379 will be prepared monthly by ARPERCEN from updated data and forwarded to units in quintuplicate. A DA Form 1379 Control Ledger will be sent to each SUBMACOM. The DA Form 1379 report contains the following:

(a) Heading. Contains unit identification information and column headings for personal data sections.

(b) Assigned strength section. Lists all personnel in the unit official assigned strength and basic personal data items, and also lists personnel on JUMPS–RC and SIDPERS data base.

(c) ***(Rescinded.)***

(2) After updating at the unit level, DA Form 1379 will contain the following additional information:

(a) Any corrections to the heading, and, assigned strength, and recap sections.

(b) Annotation of losses from the actual assigned strength of the unit.

(c) An additionally assigned section, listing any assigned personnel that should be added to the official unit strength.

(d) An attached section, listing all personnel attached for administration.

(e) An anticipated gains section, listing personnel for whom assignment or attachment authority has been requested.

(f) Training, attendance, and unit events information.

(3) Instructions for completion and correction of DA Form 1379 are contained in appendix D.

c. Disposition. Distribute as follows:

(1) *Troop Program Unit soldiers.*

(a) Original retain in the unit. (See app A, AR 340–2.) At the end of the calendar year transfer to an organization designated by the area commander. Hold for 1 year, then retire to Commander, ARPERCEN, ATTN: DARP–PAR, 9700 Page Boulevard, St. Louis, MO 63132–5200.

(b) First copy. Forward to the area commander by the quickest means possible but not later than 3 days following the last regularly scheduled training assembly or period of annual training, whichever comes later during the reporting month. If no assemblies are scheduled and AT is not completed during the month, submit DA Form 1379 not later than the 15th of the reporting month.

(c) Second copy. Forward to the designated JUMPS–RC Input Station in accordance with AR 37–104–10 by the quickest means possible but not later than 3 days following the last regularly scheduled training assembly or period of annual training, whichever comes later during the month. If no drills are scheduled and AT is not completed during the month, submit DA Form 1379 not later than the 15th of the reporting month.

(d) Third copy. Forward to appropriate Major United States Army Reserve Command (MUSARC).

(e) Fourth copy. Retain this copy for unit commander's use to record information pending receipt of the next month's form. (See AR 340–2, app A.)

(f) Distribution under Positive Drill Reporting System. As units convert to positive drill reporting under AR 37–104–10, input stations will no longer receive a copy of the DA Form 1379. There will no longer be a requirement to submit the DA Form 1379 within 3 days after the last UTA or MUTA of each month. On the month the unit converts to positive drill reporting, the form will become an end–of–month report. All duty taking place since the last DA Form 1379 to the end of the calendar month for which the form is prepared will be included on that month's DA Form 1379. The first copy will be sent to the area commander by the quickest means following the end of the reporting

period so that it arrives NLT the 10th of the following month. The second and fourth copies will be kept at the unit. The third copy will be sent to the MUSARC to arrive NLT the 10th of the following month. Units preparing payroll under the O/9 card method will continue to submit the DA Form 1379 per paragraph 3–2c(1) (a through e) above.

(2) *Nonunit soldiers (attached to RTUs, IMA detachments, or USAR school student detachments).*

(a) Original and first and second copies. Forward to Commander, ARPERCEN, ATTN: DARP–AIP–DR, 9700 Page Boulevard, St. Louis, MO 63132–5200, within 30 days after reporting month.

(b) Third copy. Forward to appropriate MUSARC.

(c) Fourth copy. Retain this copy for unit commander's use to record information pending receipt of the next month's forms. (See AR 340–2, app A.)

3–3. DA Form 1380 (Record of Individual Performance of Reserve Duty Training)

See Figure 3–1.

a. Purpose. This form is used to record inactive duty training by—

(1) Unit soldiers performing IDT assemblies when pay is authorized and soldier is not present to sign his or her DA Form 5350, a data recorder or drill reporting forms are not available, or proper counter signature authority does not exist.

(2) Unit soldiers attached to another USAR unit for 89 or fewer days. In such cases the unit of attachment will prepare DA Form 1380 and forward to unit of assignment for recording attendance on DA Form 1379.

(3) Nonunit soldiers under the jurisdiction of ARPERCEN who are attached for retirement points only to USAR Troop Program Units, ARNG units, or to another service or component for training. *Note:* Nonunit soldiers attached for retirement pointcredit to RTUs, USAR school student detachment, and IMA detachments arereported on DA Forms 1379 for those units.

(4) Nonunit soldiers performing other inactive duty training for retirement point credit as outlined in table 2–1.

(5) Instructors in USAR schools performing appropriate schedules training in accordance with approved individual instructor yearly training schedule when IDT pay is authorized. *Note:* DA Form 1380 is not required when individual performance of USAR school instruction is documented with a sign-in roster.

b. Initiation and preparation. The instructions on the back of the form designate the officials responsible for its preparation. The instructions also provide data on the form's completion. In addition, the following applies:

(1) A single form may be used to report a soldier attached to a unit who performs two or more training assemblies in the same month. A single form may be used to report two or more soldiers attached from the same unit of assignment. These single forms may be used as long as they are prepared and submitted within 3 days after performance of training.

(2) DA Form 1380 will be prepared for a unit soldier who performs equivalent training or additional training with his or her unit subsequent to the submission of DA Form 1379. One copy of the DA Form 1380 will be retained bythe unit to post the appropriate entry on the following month's DA Form 1379. A copy of the DA Form 1380 will be sent to the designated input station and a copy filed in the Personal Financial Record (PFR) in accordance with AR 37–104–10.

(3) The code" P" or" N" will be entered in item 10c before the retirement point credit. The code" P" indicates the soldier is entitled to inactive duty pay for the duties performed; the code" N" indicates the soldier is entitled to retirement point credit only.

(4) Enter in item 10d a brief description of the duties performed. Appendix E lists the main type of training duties *with training codes to be used.* (The term" Administrative Duties" will not be entered unless soldier is authorized on orders to perform such duties.)

(5) The authorization for the training reported on DA Form 1380 must be entered in item 10 to include approving headquarters and date of approval.

c. Disposition. Distribute completed form as follows:

(1) For unit soldiers, the organization preparing the form will forward the original and duplicate to the soldier's unit of assignment within 3 days after performance of the duty. Retain one copy for file. The unit of assignment will ensure that the duty performed is recorded on DA Form 1379 as shown in Figure D–5.

(a) One copy will be filed in the Personal Finance Record according to AR 37–104–10.

(b) One copy will be given to the soldier.

(c) A reproduced copy will be posted to the 30-day plan and filed according to AR 340–2.

(2) For nonunit soldiers, forward original and duplicate to Commander, ARPERCEN, ATTN: DARP–AIP–DR, 9700 Page Boulevard, St. Louis, MO 63132–5200 within 3 days after the last day of the month. Retain one copy for file.

3–4. DA Form 2328 (Record of Army Extension Courses Completed)

Machine prepared letters may be used in lieu of DA Form 2328 by commands having data processing capability. *Note:* Similar extension courses completed through another component (during retirement year) will also accrue points as indicated on completion certificates.

a. Use. This form is used to report the number of course credit hours creditable to unit and nonunit soldiers for satisfactory course completion during a retirement year.

b. Initiation and preparation. When a soldier has earned 1 or more retirement points, service schools will prepare one copy of the form or letter for letter or the soldier's retirement year ending date, upon entry on active duty, or upon termination or completion of course enrollment. These reports will show the total number of hours completed as of that date regardless of whether a full course or subcourse has been completed. Soldiers are responsible for advising service schools of current retirement year dates on enrollment application. The custodian of the soldier's file is responsible for informing schools when soldier enters on active duty and for requesting a terminal report.

c. Disposition. Service schools will forward the form within 15 days after the due date as follows:

(1) For unit soldiers, to their unit of assignment.

(2) For nonunit soldiers, send to CG, ARPERCEN, at the address noted in paragraph 3–3 *c*(1)(*b*) above.

(3) After posting of points, the form may be given to the soldier or destroyed.

3–5. DA Form 3593 (Army Reserve Retirement Credit Card)

a. Purpose/use. This form, which is prepared along with a Retirement to maintain a record of the soldier's accumulated retirement points. The Retirement Credit Card Roster provides unit commanders with a means of controlling the closing out and disposition of DA Form 3593 for the previous retirement year. The roster lists the unit soldiers for whom a new DA Form 3593 was produced. An" action" column on the roster contains a messageconcerning disposition of the closed out DA Form 3593. When the message is" 3593 Due," see g(1) below; when message is" Obligated EM/EW," see g(2) below; when message is" New Member," transfer data from the temporary DA Form 3593 prepared at the unit to the computer produced DA Form 3593. Keep the new form updated until receipt of the next DA Form 3593 and/or make proper disposition as in *g* below.

b. Initiation and preparation.

(1) The form along with a Retirement Credit Card Control Roster is prepared by ARPERCEN during the SIDPERS–USAR EOM processing cycle upon a soldier's initial entry into USAR unit and for those assigned unit soldiers whose retirement year ending month is 2 months subsequent to the processing month. Unit Commanders will prepare a temporary DA Form 3593 pending receipt of the computer produced form from ARPERCEN. The unit commander will return the completed prepunched DA Form 3593 to Cdr, ARPERCEN, ATTN: DARP–AIP–DT, for preparation of a Statement of Retirement Points when the soldier—

(a) Has a retirement year anniversary date.

(b) Enters on active duty, other than ADT.

(c) Enters active status of the Army National Guard or other service.

(d) Transfers to inactive status.

(e) Is discharged.

(f) Is deceased. *Note:* Non-CONUS units will submit DA Form 3593 to their local data processing unit for preparation of the Annual or Terminal Statement of Retirement Points.

(2) The prepunched data on DA Form 3593 by ARPERCEN includes the name, military personnel code (MPC) (O—commissioned officer, W—warrant officer, and E—enlisted personnel), social security number (SSN), month and day of beginning and ending retirement date, and unit identification code (UIC) (consisting of parent unit code; subunit code; and morning report indicator). All other data, including changes to prepunched data, will be entered in pencil by the soldier's unit commander. (See figs 3–2 and 3–3.) If the soldier has changed units during the retirement year period, the gaining unit will see that the UIC on front of the card is corrected.

c. Computation. The number of points to be awarded annually is totaled as of the month and day in which the retirement year ends. Record only those points creditable during the reporting periods in the appropriate month column on DA Form 3593.

d. Maintenance. DA Form 3593 will be maintained in accordance with this paragraph. A description of data and instructions for completion of retirement point total and calendar months columnar headings follows:

(1) *Retirement year begins.* Enter year, month, and day when current retirement year begins. Enter the last two digits of the year, a three-position alphabetical abbreviation for the month, and precede calendar dates of 1 through 9 by a zero (0) Example: 7 August 1974 will be shown as 74 Aug 07.

(2) *Retirement year ends.* Enter year, month, day of retirement year ending date in the same format as (1) above.

(3) *DA Forms 1379 and 1380.* Combine retirement points from these two forms and enter under both the retirement point total and calendar month columns.

(a) Retirement point total column. Enter cumulative total of all creditable retirement points for inactive duty training. Examples: unit training assemblies, appropriate training duty, equivalent training,recruiting, or other duties which entitle the soldier to retirement points.

(b) Calendar months column. Enter the number of creditable IDT retirement points for each calendar month.

(4) *Membership.* Complete when report is for entire retirement year, otherwise leave blank.

(a) Retirement point total column. Enter 15 retirement points.

(b) Calendar month column. Enter 15 retirement points under the month of the RYE date.

(5) *Extension courses.* Report only Army extension courses (AEC) credited by service schools on courses completed for the entire retirement year. In addition, when a soldier enrolls in an AEC, make a notation of the enrollment as indicated in (b) below.

(a) Retirement point column. Enter the number of retirement points for completion of AECs. One point is authorized for each 3 hours of courses completed.

(b) Calendar month columns. Enter under the RYE month the number of creditable points. Example: RYE date occurs in December; therefore, list total points under the corresponding month of December. Use the remaining blank line to enter the name of the service school in which enrolled, total hours completed, and date of enrollment or date of terminal statement, as appropriate.

(6) *Extended Active duty.*

(a) Calendar month column. Based on AD date only, enter under each applicable month the number of creditable retirement points for AD performed within the retirement year in which soldier was relieved for AD.

(b) Retirement point total column. No entry will be made in total point field for AD.

(7) *Active duty training.*

(a) Calendar months column. Enter under each applicable month the number of creditable retirement points for ADT and AT only.

(b) Retirement point total column. Enter the combined total of creditable retirement points for all tours AD, ADT, and AT.

(8) *Total retirement points.* Leave blank if for a partial retirement year. Otherwise, enter in retirement point total column the sum of all creditable retirement points for the RYE date entered. The retirement points total (vertical entries, top to bottom) must equal the calendar month column (horizontal, right to left).

(9) *Reason.* Under the retirement point total column (left block), enter the applicable codes to show the reason and qualification for submission or completion of DA Form 3593.

(a) Code 1, annual statement due, assigned to the USAR during the entire reporting period.

(b) Code 2, terminal statement due, by reason of discharge or transfer to the National Guard or other branch of service.

(c) Code 3, terminal statement due, soldier ordered to or entered on active duty.

(d) Code 4, soldier is deceased.

(e) Code 5, Annual statement due, currently assigned to USAR but was previously assigned to Army National Guard or Reserve Components of other than Army during the reporting period.

(f) Code C, corrected DA Form 1383 being issued.

(10) *Qualification.* Under the retirement point total column (right block), enter the applicable codes to show the reason and qualification for submission or completion of DA Form 3593.

(a) Code 1, qualification for retention only: total points earned (27–49 officers) (20–49 enlisted personnel).

(b) Code 2, qualified retention and retirement: total points earned is 50 or more for officers and enlisted soldiers.

(c) Code 3, not qualified for retention: officers and enlisted soldiers with 20 or more qualifying years of service, less than 50 points earned; officers and enlisted soldiers with less than 20 qualifying years of service, total points earned less than 27 for officers or 20 for enlisted soldiers.

(11) *Bottom margin.* Leave the blocks titled“ first” and“ second” blank.

(12) *Reverse side of form.*

(a) Entries correct for all unit assignments or attachment during retirement year. These items will be completed when a soldier is lost from his/her unit of assignment for any reason or DA Form 3593 is submittedfor preparation of the annual or terminal statement of retirement points. Inaddition, all periods of AD, ADT, and AT will be shown in this section.

(b) Total certified correct. The purpose of this item is to certify that all entries are complete, correct, and that the form reflects the total points the soldier earned during the period. DA Form 3593 must be signed by both the soldier and certifying officer.

e. Consolidation. The DA Form 3593 must reflect all retirement points earned by a soldier during the period for which a corresponding Statement of Retirement Points will be prepared. Accordingly, the partial retirement point records issued for the period reported must be incorporated in the pertinent DA Form 3593. This includes partial year retirement point records issued by ARPERCEN, ARNG or Reserve Components of any of the Armed Services.

f. Submission. Update and forward the DA Form 3593 to —

(1) Cdr, ARPERCEN, ATTN: DARP–AIP–DT, annually, not later than the last day of the month following the month when RYE occurs. DA Form 3593 for all soldiers whose RYE occurs during a specific month will be grouped together and forwarded at one time to CG, ARPERCEN. Exceptions to the suspense date may be made by the CG, ARPERCEN for valid reasons. Example, a soldier is enrolled in Army extension courses and additional time is required for the receipt of records from the school.

(2) Send the DA Form 3593

(a) With the soldier's MPRJ upon request for transfer to a USAR control group or discharge.

(b) With the soldier's MPRJ upon request for transfer to a USAR unit in another area command or the Army National Guard (officers only).

(c) With a copy of transfer orders issued by the area commander if soldier was transferred to the Army National Guard (nonobligated enlisted soldiers only).

(d) With a copy of orders placing a soldier on active duty (other than ADT) as an individual.

(e) With a copy of discharge orders issued by the commander of training installation if soldier was discharged while on initial active duty training.

(f) With a copy of report in the format required by AR 600–10 if soldier dies.

(g) Exceptions to *(a)* and *(b)* above may be made by the area commander when a request for discharge/transfer is submitted and DA Form 3593 must be retained to post the last unit training assembly which soldier will attend or if DA Form 3593 is incomplete and required information is being obtained for its completion. When this occurs, a letter addressed to the area commander, ATTN: (designated control branch) will be placed in the soldier's MPRJ stating the reason for the missing DA Form 3593. The MPRJ with a copy of transfer/discharge orders will be sent through the area command headquarters to the gaining command. Further, this paragraph will be cited as authority for the delay.

(3) The commander of the gaining USAR unit with the soldier's MPRJ when a soldier (officer or enlisted) is reassigned or attached for a period of 90 days or more to another USAR unit within the same area command.

g. Disposition. The unit commander will distribute the completed form as follows:

(1) For other than obligated enlisted soldiers, send DA Form 3593 to Cdr, ARPERCEN, ATTN: DARP–AIP–DT, for preparation of annual terminal Statement of Retired Points.

(2) When a soldier is assigned to another USAR unit in another area command, is transferred to a control group, is discharged, or is transferred to the ARNG, forward the completed form with the soldier's MPRJ to the losing area commander for disposition. (Also see *h*(1) below).

(3) When a soldier is assigned to another USAR unit within the same area command, forward the completed form with the soldier's MPRJ to the commander of the gaining USAR unit.

(4) When a soldier requests a correction to the Statement of Retired Points, attach supporting documentation, along with the incorrect statement, to an unpunched DA Form 3593 properly completed to reflect the correct retirement points credit and forward to the unit command for verification.

h. Special disposition. DA Form 3593 received or completed after the soldier and his or her MPRJ are lost from the unit will be disposed of as follows:

(1) Update and furnish to the area commander, ATTN: (designated control branch), when the soldier is lost for any reason other than transfer to another USAR Troop Program Unit. Letter of transmittal will cite the transfer/discharge orders (para, orders no., HQ, date of orders, and effective date). If possible, a copy of the pertinent orders will accompany correspondence. Area commanders will forward the completed forms for soldiers transferred to ARPERCEN to Cdr, ARPERCEN, ATTN: DARP–AIP.

(2) Update and furnish to soldier's unit of assignment when he/she has been transferred to a USAR unit under the jurisdiction of another area command. Forward DA form 3593 with MPRJ if available through the command to the new USAR unit of assignment.

3–6. Annual or terminal statements of retirement points

a. Purpose. These statements—

(1) Give a permanent record of the total retirement points a soldier earns during a retirement year.

(2) Tell the soldier whether he/she earned sufficient points to be credited with a qualifying period for retired pay or for retention in an active status.

(3) Give the soldier an opportunity to request correction of errors in the statement.

b. Initiation and preparation.

(1) The Statement of Retired Points will be prepared by ARPERCEN from the processing of data furnished on DA Form 3593.

(2) ARPERCEN will prepare the appropriate retirement point statement for soldiers under their command to include obligated enlisted soldiers who have earned at least 1 retirement point.

(3) The forms will be prepared to cover a full retirement year of active duty for training or active duty.

(4) The Statement of Retired Points will be prepared for all soldiers regardless of the number of points awarded.

(5) The form will be issued as prescribed in paragraph 3–5 *b*.

c. Disposition. Distribute completed forms as follows except that the forms will not be sent to soldiers awarded only membership points or whose service is terminated by death.

(1) Entry on active duty list:

(a) Copy—to soldier.

(b) MPRJ Copy— to custodian of that file.

(c) Official Military Personnel File (OMPF) copy. Officer — HQDA (DAPC–PAR). Enlisted — to U.S. Army Enlisted Records and Evaluation Center, Fort Benjamin Harrison, IN 46249–5301.

(2) Annual or terminal statements:

(a) Copy—to soldier.

(b) MPRJ—to custodian of that file.

(c) OMPF copy—to Commander, ARPERCEN, ATTN: DARP–PAR–PM, 9700 Page Boulevard, St. Louis, MO 63132–5200. For officers entering active status in ARNG—to the Chief, National Guard Bureau, ATTN: NGB–ARP–C, WASH DC 20310–2500.

d. Missing Statements of Retirement Points. When requesting missing Statements of Retirement Points from the CG, ARPERCEN, the complete organizational designation and geographical location must be forwarded for each period indicated. Enter RYE date for period in question. Example: 21 Oct 75–20 Oct 76. Correspondence must be addressed as follows:

THRU: Cdr (appropriate area command),
ATTN:
TO: Cdr, U.S. Army Reserve
Personnel
Center
ATTN: DARP–PAR–R
9700 Page Boulevard
St. Louis, MO 63132–5200

3–7. DD Form 214 (Certificate of Release or Discharge from Active Duty)

This form is issued to all individuals at time of release from the Active Army or from Active Duty Guard Reserve status. It is also issued to USAR soldiers who complete 90 or more consecutive days of ADT or IADT. Retirement points at the rate of 1 per day are granted for the period from date of entry through the date of release from active duty.

Table 1–1
Duty Qualification Codes and Definitions

Soldier's status	Code
OFF/WO/ENL: Soldier is qualified in all nine characters of Position Requirement Code (PRC), and has been awarded a PMOS/PSSI, SMOS/ASSI, or AMOS, and special qualification identifiers (SQI)/ASI, or LIC that matches all characters of the duty position. This code is also used to identify overqualified personnel (e.g. an SFC, 71L40 assigned to an E6, 71L30 duty position).	Q
OFF/WO: Not applicable.	
ENL: Soldier has completed IADT (BCT/AIT) and has been awarded a PMOS/SMOS/AMOS which is a feeder MOSC for the DMOS, and soldier has also been awarded the SQI/ASI, and LIC required for the position. This code is used to identify personnel carried against higher grade positions, but who are otherwise qualified. For example, an SSG 76P3PU8 assigned to an E7, 76P4PU8 position and an SSG 75B30 assigned to an E7, 75Z40 position would be reported with this code. A soldier who is qualified but does not have an award of the required SQI/ASI, or LIC will be reported as code N, L, S, or X as appropriate.	P
OFF/WO/ENL: Soldier is not qualified, and the commander requires assistance in training the soldier (through a USAR school, service school, AT, or ADT).	N
OFF/WO/ENL: Soldier is not qualified, but the commander is training and qualifying the soldier through supervised on-the-job training (SOJT), unit school, and/or correspondence courses; no training assistance is required. Use also for reporting E8 and E9 soldiers in Command Sergeant Major duty positions who have not yet been promoted to CSM.	L
OFF/WO/ENL: Soldier is not qualified, but is scheduled (quota obtained) for, or is currently attending formal MOS training at a service school, USARF school, AT, or ADT.	S
OFF/WO/ENL: Soldier is not qualified, but is awaiting IADT, currently on IADT, or awaiting the final phase of AIT (split training option). This code applies to officers awaiting/attending the intial branch/specialty course.	A

Table 1–1
Duty Qualification Codes and Definitions—Continued

Soldier's status	Code
OFF/WO/ENL: Soldier is not qualified and cannot be programmed for any position required in the unit authorization document. Examples would be a soldier whose physical profile prohibits him/her from qualifying for any MOS authorized in the unit, or a female soldier in a unit authorized male soldiers only. Soldiers reported under this code should be reported to the MUSARC as excess and appropriate action taken (e.g. transfer to another geographical TPU, transfer to IRR or discharge). Do not use this code to report overstrength soldiers who would otherwise qualify for another code.	X

Notes:

[1] Officers assigned to a duty position declared ''Branch Immaterial" on the MTOE/TDA will be considered qualified once they have qualified in their basic branch.

[2] Females occupying a position vacancy which is listed on the MTOE/TDA as a combat arms DMOS or PRC but which may be occupied by females will be considered qualified if remaining characters of MOS/SSI match PRC/DMOS. Example: A female soldier with PMOS of 71L3X occupying a vacancy with DMOS of 11B3X in a training division authorized a female for that position would be qualified (i.e. coded ''Q'').

[3] SQI precedence will be maintained in reporting PMOS. Example: A soldier with a PMOS of 11B4P occupying a vacancy with a DMOS of 11B4H would be considered qualified, provided soldier was also awarded the SQI ''H'' (instructor). As an exception to SQT ''X'' (Drill Sergeant) will always be assigned to the PMOS for all qualified soldier assigned to a drill sergeant duty position. (See AR 600-200, para 2-33a.)

[4] DMOS for ROTC/SMP participants will be 09R20. DMOS for ROTC/SMP potential participants will be 09R10. DMOS for OCS candidates while enrolled in either an Active Army or Reserve Component Officer Candidate School will be 09W00. DMOS for Warrant Officer Candidate School candidates will be 09T00. All of these soldiers will be considered DMOS qualified and reported with code ''Q'' while in candidate, participant, or potential participant status.

Table 2–1
Award of IDT retirement points

RULE	A	B	C
	when the individual	and	the individual will be awarded
1	attends UTA/MUTA or RST for pay	is a Selected Reserve soldier in T/PC, A, B, C, M, P, or Q	points under four-hour rule.
2	attends UTA/MUTA, RST, or USARF school instruction in a nonpay status	is in the same category as rule 1, column B above, to include IRR soldiers (cat H or D)	points under four-hour rule. (See note 1.)
3	attends two-hour unit training assembly(ies) with an RTU or IMA detachment in a nonpay status	is an IRR or active Standby Reserve soldier (cat H, D, G, or N)	points under two-hour rule.
4	completed Army correspondence course nonresident instruction	is a Selected Reserve soldier in T/PC, A, B, C, M, P, or Q or IRR or Standby Reserve soldier (H, D, G, or N)	1 point for each 3 credit hours satisfactorily completed.
5	performs ET in lieu of UTA/MUTA or RST for pay	is a Selected Reserve soldier in T/PC A, B, C, M, P, or Q	points under the four-hour rule up to the number authorized for the UTA/MUTA or RST missed.
6	performs ET as part of UTA/MUTA or RST for pay	is a selected Reserve soldier in T/PC, A, B, C, M, P, or Q	points under the four-hour rule for the UTA/MUTA or RST. No points for ET.
7	attends make-up assemblies for pay	is a trained Selected Reserve soldier in T/PC, A, B, C, or M	points under four-hour rule up to the number authorized for the training missed.
8	performs ATA(s)	is a key officer or NCO in the unit T/PC A, B, C, or M	points under four-hour rule.
9	attends authorized conventions, professional conferences, or appropriate trade association meetings in a nonpay status	is authorized under AR 140–1, paragraph 3–31e	points under two-hour rule.
10	prepares or gives instruction for a training assembly	is a TPU, IRR, or Standby Reserve soldier and has been approved as an instructor	points under two-hour rule for presentation and under two/eight-hour rule for preparation.

Table 2–1
Award of IDT retirement points—Continued

RULE	A when the individual	B and	C the individual will be awarded
11	performs staff and administrative duties as additional training for points only in support of TPU activities	is a trained Selected Reserve soldier (T/PC A, B, C, or M); is not a commander receiving administrative function pay; and is not a USAR technician performing in civilian status	points under the two-hour rule-except for UTA/MUTA, RST, ET, make up assemblies, or ATA. Four-hour rule applies for these periods.
12	performs Civil Defense duties (AR 500–70) at a scheduled work formation in an officially designated location under active supervision of a designated Civil Defense officer	is an IRR or active Standby Reserve soldier and meets the training requirements of ''CD MOBDES Program'' booklet dated 1 Jul 72	1 point for a minimum of 2 consecutive hours of training. Two points per day based on 8 hours training. A maximum of 3 points per week, 6 points per month, and 13 points per quarter.
13	performs military medical duties without pay or professional fees	is authorized under AR 140–1, paragraph 3–28	points under two/eight-hour rule.
14	performs Army Medical Department (AMEDD) liaison officer duties	is authorized under AR 140–1, paragraph 3–28	points under two/eight-hour rule.
15	performs military pastoral duties—counseling, ceremony, or worship service	is a chaplain or attached divinity student under personal supervision of an assigned chaplain	points under two/eight-hour rule.
16	performs certain legal duties	is a JAG officer	points under the two/eight-hour rule.
17	recruits new soldier for enlistment in TPU and the new enlistee verifies the individual is responsible for his/her enlistment	is a TPU, or IRR, or active Standby Reserve soldier	1 point for recruiting each new enlistee (TPU soldiers assigned to recruiting duties are not authorized points).
18	performs aerial flights or aerial preparation or trains in ground flight simulator	is authorized under chapters 3 and 4, AR 140–1	points as follows: Actual flight: 1 point for 1 1/2 hours rotary wing (RW) or 1 1/2 hours fixed wing (FW). Flight preparation: one point for 4 hours. Ground flight simulator: one point for 2 hours.
19	performs service as a member of a duly authorized board	is authorized under AR 140–1, paragraph 3–28	points under the two/eight-hour rule.
20	administers tests required in the Enlisted Evaluation System	is authorized under AR 140–1, paragraph 3–28	points under the two/eight-hour rule.
21	performs duties in an attached status with ARNG or other Armed Forces components	is authorized under AR 140–1, paragraph 3–28	points under the four-hour rule.
22	performs duties under the jurisdiction and certified by the Director, Selective Service System or a designated military representative	is authorized under AR 140–1, paragraph 3–28	points under the two/eight-hour rule.
23	performs duties as a member of the Military Affiliated Radio System (MARS)	is assigned to Signal Corps Branch or pursues individual training which will qualify soldier for transfer to the Signal Corps	points under the two/eight-hour rule. For unit soldiers, only periods of operation in the official network will be authorized duty for points.
24	performs duties of auditioning prospective bandsmen/women enlistees upon authorization of the Recreation Directorate, United States Army Adjutant General Center (TAGCEN) which are authenticated by the area command Staff Bands officer for the area in which the service is performed	is an officer with SSI 42C (Staff Band Officer) assigned to the IRR or Standby Reserve	points under the two/eight-hour rule.
25	performs other individual IDT in a nonpay training status	is authorized under AR 140–1, paragraph 3–28	points under the two-hour rule.

Table 2–1
Award of IDT retirement points—Continued

RULE	A	B	C
	when the individual	and	the individual will be awarded
26	performs liaison duties for the U.S. Military Academy (USMA) (note 2.)	is an officer assigned to the Individual Ready Reserve (category D, E, or H)	points under the two/eight-hour rule.

Legend for Table 2-1:

Application for attachment to the USMA must be made by the officer directly to the Superintendent, United States Military Academy, ATTN: Reserve Affairs Advisor, West Point, NY 10996–1797.

Notes:

[1] For instruction received in self-paced and/or programmed text lessons, a student will be awarded one retirement point for each successfully completed 3 academic hours, or portions thereof. Academic credit hours for each lesson, subcourse, etc., will be as stated in Army Service School publications or as determined by the USARF School in direct coordination with the respective Army Service School.

ARMY RESERVE

RECORD OF INDIVIDUAL PERFORMANCE OF RESERVE DUTY TRAINING

For use of this form, see AR 140-185; the proponent agency is RCPAC.

1. DATE: 15 June 1985

2. FROM: (Reporting Agency) (Include ZIP Code): HHC, 2d Bde, 200th Div (Inf)(Lt) Greencastle, IN 46135

3. RETIREMENT YEAR ENDING DATE: 23 Aug

4. TO: (Custodian of reservists' field 201 file.) (Include ZIP Code)

HHC, 200th Div (Inf)(Lt)
1919 Jack Wilson Road
Crawfordsville, IN 49133-3865

5. LAST NAME - FIRST NAME - MIDDLE INITIAL	6. GRADE	7. SOCIAL SECURITY NO.	8. BRANCH
CRAWFORD, JOHN P.[1]	MAJ	334-90-1291	IN

9. INDIVIDUAL'S ASSIGNED ORGANIZATION (If different from office of addressee)

10. THE ABOVE NAMED RESERVIST PERFORMED ☒ EQUIVALENT ☐ APPROPRIATE ☐ SUITABLE ☐ OTHER (Check applicable box) DUTIES, TRAINING OR INSTRUCTION ON THE DATES AND FOR THE HOURS INDICATED AS AUTHORIZED BY (Cite authorization): ET request (DA 4187) approved 19 May 85

a. DATE DAY	MONTH	YEAR	HOURS b	RETIREMENT POINTS c	NATURE OF DUTIES, TRAINING OR INSTRUCTION
15	Jun	85	8	P2[2] or N2	W[3] ILO 2 drills 18 May 85[4] Reviewed Training Plans[5]
					----------NOTHING FOLLOWS----------

NOTES:

1. If DA Form 1380 is prepared for two or more members who perform same duty, enter "SEE ATTACHED ROSTER" in Block 5. Attach sign in roster or roster of names and highlight name of each member concerned.

2. Enter "P" if performance was for pay. Enter "N" if duty was for retirement points only. Enter "1" or "2" to indicate total retirement points earned for the assembly.

3. See Appendix E for codes.

4. The In Lieu Of (ILO) date must be shown for all performances of Equivalent Training (ET).

5. Briefly describe the nature of duty performed.

11. TYPED NAME, GRADE AND POSITION OF OFFICER HAVING KNOWLEDGE OF DUTIES PERFORMED	12. SIGNATURE OF OFFICER (Item 11)
MARY J. WILSON, CPT, AG, USAR	/s/ MARY J. WILSON

13. FOR CUSTODIAN OF INDIVIDUAL RESERVIST'S RECORDS

☐ REPORTED TO SERVICING DATA PROCESSING UNIT. | PAY DATA ☐ EXTRACTED ☐ NOT APPLICABLE

DA FORM 1 FEB 79 1380 PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.

Figure 3–1. DA Form 1380-Instructions

INSTRUCTIONS

1 WHEN PREPARED. Prepare DA Form 1380 by the last day of each month, to cover the following:

a. Nonunit Reserve training, other than Army Extension Courses

b. Equivalent duty or other appropriate duty performed by reservists assigned to USAR units, other than such training performed with the unit of assignment.

2 BY WHOM PREPARED.

a. For training projects - by the chief of the proponent agency for the project.

b. For attendance at professional or trade convention meetings - by the designated military representative at the meeting.

c For training in an attached status - by the commanding officer of the unit of attachment.

d. For training attachments with another service - the reservist will complete all items except the signature and then obtain the signature of the duly authorized official of the unit of attachment.

e. For all other Reserve training - as directed by the area commander

3. INSTRUCTIONS FOR COMPLETION

a. Items 1 through 3, 5 through 9, and 11 through 13, self-explanatory.

b. Item 4 (TO:). Enter the complete designation and address of the office maintaining the reservist's records.

c. Item 10. Check the appropriate block to indicate type of duty performed. Cite the documentary authority for the training reported. When the form covers more than one period of duty or training of variable types, leave blank the entry pertaining to type of duties and enter the information in Column "d" following the description of the duties, training or instruction performed.

(1) Column a. Enter day, month, and year on which duty, training, or instruction was performed. Omit when work on an assigned training project covers more than one month.

(2) Column b. Enter the total number of hours covered by the form. For assigned training projects, see AR 140-1.

(3) Column c. Enter the number of retirement point credits earned. One point will be credited for each period of at least 2 hours of authorized training or instruction performed during one day. For assigned training projects, see AR 140-1.

(4) Column d. Enter a brief description of the duties, training, or instruction performed. If duty involved work on an assigned project over an extended period, also enter the inclusive dates of the period.

d. Item 12. The responsible officer will sign copies forwarded to the custodian of the reservist's field 201 file.

4. DISPOSITION. For nonunit members forward original and duplicate to CDR, RCPAC, ATTN: AGUZ-TAD. Retain one copy for file For unit members forward original and duplicate to unit of assignment. Retain one copy for file

Figure 3–1. DA Form 1380-Instructions

JONES HENRY | 0 | 123456789 | E | 8Z6AA0 | 77 Dec 30 | 78 Dec 29

ARMY RESERVE RETIREMENT CREDIT CARD

DESCRIPTION OF DATA	RETIREMENT POINT TOTAL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
RETIREMENT YEAR BEGINS	77 DEC 30												
RETIREMENT YEAR ENDS	78 DEC 29												
DA FORM 1379		4	4	4	Ø	Ø	4	4	Ø	4	4	4	4
DA FORM 1380	44		2			2			4				
MEMBERSHIP	15												15
EXTENSION COURSES	Ø3		9	CR	HRS	ARM	OR	SC	HOOL				3
EXTENDED ACTIVE DUTY				15	3Ø	15							
ACTIVE DUTY TRAINING	Ø78						15			3			
TOTAL RETIREMENT POINTS	14Ø	4	6	19	3Ø	17	19	4	4	7	4	4	22

REASON & QUALIFICATION: 1 2

SUBUNIT & PROCESSING CODE

AT | FIRST FROM TO | SECOND FROM TO | PREPARING DPU

NAME | SSN | DIC

DA FORM 3593, 1 AUG 72 — SUPERSEDES DA FORM 3593, 1 APR 72, WHICH IS OBSOLETE

Figure 3–2. Example of a completed DA Form 3593 (front side)

Entries Correct for all Unit Assignments or Attachment during Retirement Year.

Inclusive Dates Day	Mo	Year	Day	Mo	Year	Unit Assignment and Location Print	Record Custodian Print	Init
3Ø	12	77	29	12	78	32Ø MP BN ST PTRSBG FL	JOHN DOE	Ø
	EAD		17 MAR - 15 MAY 78					
	AT		Ø1-15 JUN 78					
	ADT		2Ø-22 SEP 78					

Total Certified Correct

A. Full Name of Reservist	Grade	Signature	Date
HENRY JONES	CPT	Henry Jones	3ØDec78
B. Name of Certifying Officer	**Grade**	**Signature**	**Date**
WILLIAM BLACK	MAJ	William Black	3ØDec78

Figure 3–3. Example of a completed DA Form 3593 (reverse side)

Table 3–1
Grade codes for use on DA Form 3593

Alphabetical code	*Abbreviation*	*Designation*
A	MG	Major General.
A	BG	Brigadier General.
B	COL	Colonel.
C	LTC	Lieutenant Colonel.
D	MAJ	Major.
E	CPT	Captain.
F	1LT	First Lieutenant.
G	2LT	Second Lieutenant.
U	CW4	Chief Warrant Officer, W4.
V	CW3	Chief Warrant Officer, W3.
W	CW2	Chief Warrant Officer,W2.
X	WO1	Warrant Officer, W1.
9	CSM	Command Sergeant Major.
R	SGM	Sergeant Major.
8	MSG	Master Sergeant.
Y	1SG	First Sergeant.
7	SFC	Sergeant First Class.
X	PSG	Platoon Sergeant.
6	SSG	Staff Sergeant.
5	SGT	Sergeant.
4	CPL	Corporal.
M	SP4	Specialist 4.
3	PFC	Private First CLass.
2	PV2	Private First Class.
1	PV1	Private.

Appendix A
Retirement Point Credits—Maximum Creditable for Inactive Duty Training for Less Than a Full Retirement Year

Table A–1
Retirement Point Credits—Maximum Creditable for Inactive Duty Training for Less Than a Full Retirement Year

Number of days in an active status		Maximum points allowable	Number of days in an active status		Maximum points allowable
From	Through		From	Through	
1	6	1	183	188	31
7	12	2	189	194	32
13	18	3	195	200	33
19	24	4	201	206	34
25	30	5	207	212	35
31	36	6	213	219	36
37	42	7	220	225	37
43	48	8	226	231	38
49	54	9	232	237	39
55	60	10	238	243	40
61	66	11	244	249	41
67	73	12	250	255	42
74	79	13	256	261	43
80	85	14	262	267	44
86	91	15	268	273	45
92	97	16	274	279	46
98	103	17	280	285	47
104	109	18	286	292	48
110	115	19	293	298	49
116	121	20	299	304	50
122	127	21	305	310	51
128	133	22	311	316	52
134	139	23	317	322	53
140	146	24	323	328	54
147	152	25	329	334	55
153	158	26	335	340	56
159	164	27	341	346	57
165	170	28	347	352	58
171	176	29	353	358	59
177	182	30	359	366	60

Appendix B
Retirement Point Credits—Minimum Required for a Portion of a Year of Qualifying Service for Retirement

Table B–1
Retirement Point Credits—Minimum Required for a Portion of a Year of Qualifying Service for Retirement

Number of days in an active status		Minimum points required	Number of days in an active status		Minimum points required
From	Through		From	Through	
0	7	1	183	189	26
8	14	2	190	197	27
15	21	3	198	204	28
22	29	4	205	211	29
30	36	5	212	219	30
37	43	6	220	226	31
44	51	7	227	233	32
52	58	8	234	240	33
59	65	9	241	248	34
66	73	10	249	255	35
74	80	11	256	262	36
81	87	12	263	270	37
88	94	13	271	277	38
95	102	14	278	284	39
103	109	15	285	292	40
110	116	16	293	299	41
117	124	17	300	306	42
125	131	18	307	313	43
132	138	19	314	321	44
139	146	20	322	328	45
147	153	21	329	335	46
154	160	22	336	343	47
161	168	23	344	350	48
169	175	24	351	357	49
176	182	25	358	365	50

Appendix C
Retirement Point Credits for Membership in an Active Status in the Army Reserve for Less Than a Full Retirement Year

Table C–1
Retirement Point Credits for Membership in an Active Status in the Army Reserve for Less Than a Full Retirement Year

Number of days inan active status		Membership points to be credited	Number of days in an active status		Membership points to be credited
From	Through		From	Through	
1	12	0	183	206	8
13	36	1	207	231	9
37	60	2	232	255	10
61	85	3	256	279	11
86	109	4	280	304	12
110	133	5	305	328	13
134	158	6	329	352	14
159	182	7	353	365	15

Appendix D
Instructions For Completing or Correcting DA Form 1379

Appendix Key This key list instructions that appear in this appendix. The instructions are listed in the order in which they appear, with instructions on one page and corresponding figure numbers on the other. Where applicable, figures are cross-referenced.

Table D–1
Instructions For Completing or Correcting DA Form 1379

Figure Number	Title	Contains Instructions For
D–1	The Pre-Printed DA Form 1379	Entering page numbers Training Center Code Finance Processing Code Changing Name Changing grade Changing SSN
D–2	Sample Entries of Attendance and Credit Symbols, Column G	Entering UTA/MUTA dates Documenting incapacitation pay Documenting“ Assigned, but not yet joined” Documenting points only assemblies for TPC L members Showing attachment to USARF School Showing attachment to ARNG Showing attachment to TPU for training only Showing attachment for pay and administration Showing entry onto IADT Showing return from IADT Documenting 90-day leave of absence Documenting transfer to IRR following 90-day leave of absence Documenting pending transfer or reassignment Documenting AC or IRR“ No Show”
D–3	Reporting Unsatisfactory Performance and Participation	Documenting unsatisfactory performance for MUTA–5 or MUTA–6 Documenting ninth“ U” within a MUTA Documenting“ U” for out of prescribed uniform Documenting“ U” for failure to complete entire assembly Documenting“ U” for failure to perform prescribed duties. Prohibiting charging unsatisfactory performance for being on Army Weight Control program
D–4	Recording Performance and Non-Performance of RST	Documenting performance of RST Documenting non-performance of RST Documenting unsatisfactory performance of RST Documenting performance of RST due to Annual Training
D–5	Reporting IDT Performance (col h)	Documenting performance of ET Documenting non-performance of ET Documenting performance of ATA Documenting performance of AFTP Documenting performance of AAUTA Documenting performance of AANT Documenting performance while in an attached status when pay and administration remain with assigned unit Documenting performance for retirement points only of TPU soldiers in a paid status
D–6	Recording ADT/AT Performance (col h)	Documenting performance of Annual Training Documenting performance of ADT Documenting performance of AT advance party or rear detachment Documenting scheduling of alternate AT Documenting excusal from Annual Training Documenting AWOL from Annual Training
D–7	Additional Entries (col h)	Documenting entitlement to incentive pay Documenting attachment to another unit for pay and administration Documenting“ See Remarks” Documenting soldier not on RCMPF

Table D–1
Instructions For Completing or Correcting DA Form 1379—Continued

Figure Number	Title	Contains Instructions For
D–8	Documenting Medical Entitlements and Survivor Benefits	Documenting injury during AT Documenting contraction of debilitating disease during AT Documenting hospitalization during AT Documenting injury during IDT Documenting disease during IDT Documenting injury while in a travel status Documenting final Line of Duty determination Documenting death of soldier Documenting incapacitation pay (cross-reference D–2)
D–9	Training Specifications and Authorization, Remarks, and Signature	Completing training specifications Completing training authorization Documenting prior training omitted or erroneous entries Documenting historical events during IDT Documenting authority and usage of ATAs Documenting name and phone number of unit technician Posting signature block and signature
D–10	Recording Annual Training (AT) Soldiers with Unit	Reporting attached personnel for AT Documenting historical events during AT
D–11	Attached Personnel, Additionally Assigned, Additionally Attached, Anticipated Gains, and Constructive Attendance	Documenting IDT performance of soldiers attached for pay and administration Entering additionally assigned personnel Entering members erroneously dropped from DA Form 1379 Entering additionally attached personnel Documenting attendance of soldiers attached for retirement points only Documenting Anticipated Gains Documenting constructive attendance
D–12	Special Completion Instructions for USARF Schools	Documenting performance of faculty members performing according to individual training schedule Documenting non-performance of faculty members performing according to individual training schedule Documenting unsatisfactory performance of faculty members performing according to individual training schedule Documenting performance of soldier who transfers from faculty to staff Documenting constructive attendance for staff Documenting constructive attendance for faculty
D–13	Training Specifications and Authorization, Remarks, and Signature (USARF School-Unique Instructions)	Posting staff training to Training Specifications Documenting schools and classes offered during reporting month Documenting incremental AT Documenting individual AT of historical significance Documenting individual remarks when neither columns g or h are sufficient to document individual performance
D–14	Completing Student Detachment Roster, USARF School	Documenting performance for retirement points only of soldiers attached to USARF School for Training Documenting completion of course Documenting withdrawal from course Distribution of DA Form 1379
Table **D–1**	Drill Attendance and Credit Symbols	Codes for Column g, DA Form 1379
D–2	Attendance and Credit for IDT for Soldiers Training for Retirement Points only	Codes for Column g, DA Form 1379 for soldiers attached for retirement points only.
		Additional entries, column h, DA Form 1379 for soldiers attached for retirement points only.

FORM DA 1 DEC 77 1379 REPLACES PREVIOUS EDITION OF THIS FORM, WHICH ARE OBSOLETE	U S ARMY RESERVE COMPONENTS UNIT RECORD OF RESERVE TRAINING For use of this form, see AR 140-185. the proponent agency is RCPAC	REPORTS CONTROL SYMBOL AG534	PAGE NUMBER 1 (1) NUMBER OF PAGES 10 (2)

UNIT DESIGNATION AND LOCATION

200 DIV IN LT HHC (3)
MG JACK L WILSON USAR CENTER
1919 JACK WILSON ROAD
CRAWFORDSVILLE IN 49133-3865

TCC: 1379 (4)
UIC: WJ9Y AAO (5)
FPC: 0 (6)

FOR MONTH OF JANUARY 1985 (7)

NAME (Last, First and Middle Initial) a	GRADE b	SOCIAL SECURITY NUMBER c	MOS/SSI d	e	f	SCHEDULED DRILL ATTENDANCE DATE g						APPROPRIATE DUTY OR EQUIVALENT INSTRUCTION OR DUTY h
(8) APPLEMAN JAMES J	(9) CPT	(10) 234-57-8201										
CONSUELAGARCIA THO	SSG	349-87-6655										
MCCORMICK ANDREA E	CT5	398-00-8254										
		ATTACHED		(11)								** UIC / FPC ** ASSIGNED (12)
STTHOMAS PHILLIP M	1LT	288-73-2123										WPMOP4
VICTOR DONALD E	PV1	608-38-8213										WPMAPO

Legend for Figure D–1;
Completion Instructions

Figure D–1. The pre-printed DA Form 1379

(1) Page number – Entered on each page by ARPERCEN.

(2) Number of Pages – Completed by the unit when the total number of pages is determined.

(3) Unit designation and location – Entered by ARPERCEN. The complete unit name, street address, city, state, and ZIP code are entered.

(4) Training Center Code – The training center code for the unit.

(5) Unit Identification Code – The Unit Identification Code of the unit.

(6) Finance Processing Code – The Finance Processing Code of the unit.

(7) For month of – The month and year for which DA Form 1379 was printed.

(8) Name (col a) – ARPERCEN will print in alphabetical sequence soldier's name (Last, First, and Middle Initial) up to 18 characters.

(9) Grade (col b) – ARPERCEN will enter soldier's rank. ROTC/SMP cadets will be entered as CT5, CT6, or CT7 as appropriate. Officer Candidates will be entered as OC5, OC6, or OC7 as appropriate. Warrant Officer Candidates will be entered as WC5, WC6, or WC7 as ppropriate.

(10) Social Security Number (Col c) – ARPERCEN will enter soldier's social security number with hyphens as shown.

(11) Attached Personnel – A subdivision of the form listing the individuals who are attached to the unit for pay and administration.

(12) UIC/FPC Assigned – The Unit Processing Code and Finance Processing Code of the unit to which the attached personnel are assigned.

Correction Instructions

(1) To correct name, line out old name and enter correct name. Prepare SIDPERS–USAR transaction. Correcting name on DA Form 1379 will not cause the name to be changed on subsequent printings of the form.

(2) To correct rank, line out old rank and enter new rank. Prepare SIDPERS–USAR transaction. Correcting rank on DA Form 1379 will not cause the name to be changed on subsequent printings of the form.

(3) To correct Social Security Number, line out old SSN and enter new or correct SSN. Prepare SIDPERS–USAR transaction. Correcting SSN on DA Form 1379 will not cause the SSN to be changed on subsequent printings of the form.

(4) For instructions on entering additionally assigned, attached, anticipated gains, and constructive attendance data, see Figure D–11.

(5) For instructions on entering IDT performance data, see Figures D–2 through D–5. For instructions on entering AT/ADT performance data, see Figure D–6. For instructions on entering USARF School-unique performance data, see Figures D–12 through D–14. For instructions on computing constructive attendance, see Figures D–11 and D–13.

Figure D–1. The pre-printed DA Form 1379

FORM DA 1 DEC 77 1379 REPLACES PREVIOUS EDITION OF THIS FORM, WHICH ARE OBSOLETE	U S ARMY RESERVE COMPONENTS UNIT RECORD OF RESERVE TRAINING For use of this form, see AR 140-185, the proponent agency is RCPAC	REPORTS CONTROL SYMBOL AG534	PAGE NUMBER / NUMBER OF PAGES

UNIT DESIGNATION AND LOCATION

200 DIV IN LT HHC
MG JACK L WILSON USAR CENTER
1919 JACK WILSON ROAD
CRAWFORDSVILLE IN 49133-3865

TCC: 1379
UIC: WJ9Y AAO
FPC: 0

FOR MONTH OF: JANUARY 1985

NAME (Last, First and Middle Initial) a	GRADE b	SOCIAL SECURITY NUMBER c	MOS/SSI d	e	f	SCHEDULED DRILL ATTENDANCE DATE 11	M 12	M 13	g (1)			APPROPRIATE DUTY OR EQUIVALENT INSTRUCTION OR DUTY h
DONOVAL RAYMOND S	SP5	398-21-4507				P	P	P	(3)			
							P	P				
FOXBORO MAXWELL M	MSG	900-23-4516				A	A	A	(4a)			
							A	A				
HENDERSON MARTIN F	SP4	914-23-6285				A	A	A	(4b)			N 11 Jan 85 F1 N 12 Jan 85 F2
Member on incapacitation pay status, current profile expires 1 Mar 85							A	A				N 13 Jan 85 F2
JOHANNSEN PETER H	SGT	398-56-1092				A	A	A	(4c)			
Assigned 12 Dec 84 but not yet joined							A	A				
MULHOLLAND ANDREW	PV1	793-51-0926				N	N	N	(5)			
Member in TPC L per AR 37-104-10							N	N				
PORTER MARILYN A	PV1	477-61-8243				M	M	M	(6)			
Member in TPC L per AR 37-104-10							M	M				
WILSON RACHEL A	MAJ	426-98-7666				A	W	W	(7)			
							W	W				
WINCHELL JOSEPHINE	SP5	516-70-6354				H	H	H	(9a)			P 19 Jan 85 T2 P 20 Jan 85 T2
Attached to 420 Gen Hosp 1 Jan 85							H	H				
YACH CECELIA A	SP4	912-45-2309				H	H	H	(9b)			P 12 Jan 85 S2 P 13 Jan 85 S2
Attached to 8490th USAR School (Student)							H	H				
YOUNG KRISTIN A	SSG	998-23-4512				H	H	H	(9c)			P 26 Jan 85 C2 P 27 Jan 85 C2
Attached to HHC, 38th Div (ARNG)(1 Oct 84)							H	H				
ZALE RONALD P	SFC	294-35-6812				H	H	H	(9d)			P 19 Jan 85 T2 P 20 Jan 85 T2
Attached to 70th Div Lead Acad (TNG ONLY)(1 Jan 85)							H	H				
ZABRINSKI REGINALD	SGT	701-23-0094				H	H	P	(9b)			
Attachment to 8490th USAR School terminated 12 Jan 85							H	P				

Figure D–2. Sample entries of attendance and credit symbols, column G-continued

FORM
DA 1 DEC 77 1379
REPLACES PREVIOUS EDITION OF THIS FORM, WHICH ARE OBSOLETE

U S ARMY RESERVE COMPONENTS
UNIT RECORD OF RESERVE TRAINING
For use of this form, see AR 140-185, the proponent agency is RCPAC

REPORTS CONTROL SYMBOL
AG534

PAGE NUMBER
NUMBER OF PAGES

UNIT DESIGNATION AND LOCATION
200 DIV IN LT HHC
MG JACK L WILSON USAR CENTER
1919 JACK WILSON ROAD
CRAWFORDSVILLE IN 49133-3865

TCC: 1379
UIC: WJ9Y AAO
FPC: 0

FOR MONTH OF
JANUARY 1985

NAME (Last, First and Middle Initial) a	GRADE b	SOCIAL SECURITY NUMBER c	MOS/SSI d	e	f	SCHEDULED DRILL ATTENDANCE DATE g 11	M 12	M 13				APPROPRIATE DUTY OR EQUIVALENT INSTRUCTION OR DUTY h
ALEXANDER DAVID J	SP4	346-00-8907				B	B	B	(10)			WPMAAO
Attached to WPMAAO 1 Jan 85							B	B				
BENSON CHARLES A	PV1	412-00-9462				T	T	T	(11a)			
Entered on IADT 4 Jan 85							T	T				
BUTLER SIDNEY A	PV2	362-09-1420				T	T	T	(11a)			
Entered Phase 2 Split IADT 7 Jan 85							T	T				
CHAPLIN DENNIS J	PV2	124-09-2340				P	P	P	(11b)			
Completed IADT 23 Dec 84							P	P				
CURTIS MARY L	PV2	326-00-1079				P	P	P	(11b)			
Completed Phase 1 IADT 23 Dec 84							P	P				
DAVIS BRIAN J	LTC	235-00-8919				C	C	C	(14)			ADT 1-31JAN85 (31)
							C	C				
EDWARDS QUENTIN S	PFC	426-00-7209				G	G	G	(15)			
90 day letter issued 7 Nov 84 expires 4 Feb 85. Change of residence							G	G				
FARMER JOSEPH	SP4	380-00-1122				G	Z	Z	(15)			
90 day letter issued 9 Oct 84 expires 6 Jan 85. Change of residence Pending trf to IRR. Unable to locate new unit.							Z	Z				
GREY OPHELIA L	CPT	462-00-7723				Z	Z	Z	(17b)			
DA 4651-R submitted 18 Dec 84							Z	Z				
HARMEL JAMES F	SFC	246-00-7713				Z	Z	Z	(17c)			
Pending discharge, request submitted 11 Jan 85							Z	Z				
HOOVER TOBY J	SGT	461-00-9024				Z	Z	Z	(17d)			
NO SHOW 8 Jan 85							Z	Z				
JENSEN MARIA A	SSG	413-00-7408							(18)			
Trf 7 Jan 85												

Legend for Figure D–2;
Sample Entries of Attendance and Credit Symbols, Column G

Figure D–2. Sample entries of attendance and credit symbols, column G—Continued

(1) Scheduled drill attendance (col g) In the block at the top of column g, enter dates (by calendar day) of all unit training assemblies for the calendar month. If the unit has scheduled one assembly for the calendar day concerned (i.e., UTA, Unit Training Assembly), enter only the date. If the unit has scheduled two assemblies for the calendar day concerned (i.e., MUTA, Multiple Unit Training Assembly), enter the date and the letter "M" over the date. Do not record dates of RST, ATA, or ET in this block. In the sample shown, the unit scheduled a UTA on 11 January, a MUTA on 12 January, and a MUTA on 13 January. Note: If the unit has scheduled no assemblies for the calendar month, leave these blocks blank.

(2) Enter attendance and credit symbols for each soldier in proper drill assembly date columns. Record an attendance and credit symbol for each UTA. For a list of attendance and credit symbols for assigned soldier and soldiers attached in a pay status, see Table D–4. For a list of attendance and credit symbols for soldiers attached for retirement points only, see table D–5.

a. For assemblies in a garrison environment, divide the total training time for the MUTA, excluding meals, by two to determine the length of each UTA. For example, if a unit schedules a MUTA from 0730 to 1630 with 1 hour for the noon meal, the first UTA would run from 0730–1130 (4 hours) and the second UTA would run from 1230 to 1630 (4 hours) *regardless* of when the noon meal was scheduled.

b. For assemblies in a field environment, divide the total training time, including meals served in the field, by two. For example, if a unit schedules a MUTA from 0001 to 2400 hours in a field environment, the first UTA would run from 0001 to 1200 (12 hours) and the second UTA would run from 1201 to 2400 (12 hours).

c. Divide RST and ET performance in the same manner whenever two such assemblies are scheduled to be performed in one day. A minimum of 4 hours of actual training time, including formations, roll call, and scheduled breaks, is required in order to have a valid paid assembly (AR 140–1).

(3) CODE P—This code is used to report the UTA/MUTA status of soldiers who are physically present for the entire assembly, in prescribed uniform, and who perform all duties to the satisfaction of the commander.

(4) CODE A—This code is used to report the UTA/MUTA status of a soldier who was granted an authorized absence by the commander when Equivalent Training is not authorized.

a. The soldier was granted an authorized absence from the first assembly on 12 January and the second assembly on 13 January.

b. The soldier was granted an authorized absence because he is receiving incapacitation pay due to injuries or disease incurred in line of duty. Enter "Member on incapacitation pay status, current profile expires (date)" under the name line. This entry is required for subsequent DA Form 1379s during which the soldier is in an incapacitation pay status. Note entry of performance of duties in column h for retirement points only. A soldier on incapacitation pay status may drill for retirement points only provided he or she performs other than normal military duties. See figure D–8 for other entries relating to incapacitation pay. NOTE: An "A" given to a soldier on incapacitation pay status WILL be credited as constructive attendance. (See Figure D–11, item 8.)

c. The soldier has been assigned from the Regular Army, but has not yet joined the unit. Enter "Assigned (date) but not yet joined" under the name line. This entry is required on each subsequent DA Form 1379 until soldier either joins or is declared a "no show" by the commander. NOTE: An "A" given to a soldier in transit status WILL be credited as constructive attendance.

(5) CODE N—This code is used to report the attendance for retirement points only at a UTA/MUTA of soldiers ineligible to drill in a pay status. Do **NOT** use this code to report the UTA/MUTA status of a soldier eligible to drill in a pay status. If the soldier has reached the limit of drills or calendar days which he/she can perform while in Training Pay Category P (i.e., 36 drills or 270 days) prior to reporting to IADT due to either debilitating injury or disease, pregnancy, or other cogent reason, see AR 135–7, paragraph 1–7. A remark further explaining the reasons for delay in reporting to IADT may be posted beneath the name line at the option of the preparer or unit commander.

(6) CODE M—This code is used to report the non-attendance at a UTA/MUTA of a soldier ineligible to drill in a pay status. Do**NOT** use this code to report the UTA/MUTA status of a soldier eligible to drill in a pay status. NOTE: The attendance and non-attendance of unit soldiers ineligible to drill for pay will **NOT** be included in computation of constructive attendance. When soldiers who were initially entered in TPC "L" transfer to TPC P, enter "Vol trf to TPC P, DA Fm 4447–R eff (date)."

(7) CODE W—This code is used to report the UTA/MUTA status of a soldier who was granted an authorized absence by the commander and Equivalent Training is authorized. In the sample shown, the soldier missed the entire MUTA–5 due to unforeseen personal reasons. ET is authorized. Note that since only four assemblies may be made up with ET in any fiscal year, only four assemblies for which training of the same type, quality, and minimum duration can be scheduled are coded"W". For entries showing PERFORMANCE of ET, see Figure D–5, item 1A.

(8) CODE U—For instructions on posting code "U", see Figure D–3.

(9) CODE H—This code is used to show the UTA/MUTA status of a soldier who is attached to another unit for training purposes only. Payroll responsibility remains with the unit of assignment for all soldiers reported with this code.

a. If the soldier is attached to another TPU for a period of 89 days or less, enter "Attached to (UIC or name of unit) (date)." Include a copy of the attachment orders in the 30-day plan. For instructions on how to post PERFORMANCE of duty while so attached, see Figure D–5, item 1G. NOTE: To show termination of attachment, enter "Attachment to (UIC or name of unit) terminated (date)."

b. If the soldier is attached to a USARF School as a student in an IDT status, enter "Attached to (name of USARF School) (student)" as shown. Include a copy of the FORSCOM Form 232–R attaching the soldier in the 30-day plan. For instructions on how to post PERFORMANCE of duty while so attached, see Figure D–5, item 1E. NOTE: To show termination of attachment to a USARF School, enter "Attachment to (name of USARF School) terminated (date)". Sample entry: "Attachment to 5042d USARF School terminated 14 Jan 85".

c. If the soldier is attached to the Army National Guard or other branch of service in an IDT status, enter "Attached to (UIC or name of unit) (ARNG or branch of service to which attached) (date)" as shown. Include a copy of the orders attaching the soldier in the 30-day plan. For instructions on how to post PERFORMANCE of duty while so attached, see Figure D–5, item 1F. NOTE: To show termination of attachment, enter"Attachment to (UIC or name of unit) (ARNG) terminated (date)" beneath the name line. Sample entry: "Attachment to WI Mil Acad (ARNG) terminated 1 Jan 85".

Figure D–2. Sample entries of attendance and credit symbols, column G—Continued

d. When a TPU unit other than a USARF School is authorized to conduct a TRADOC-approved course of instruction (examples: Methods of Learning Course and Drill Sergeant School), non-assigned soldiers may be attached to the unit conducting the training in an attached status for training purposes only, **regardless** of the length of attachment. Enter "Attached to (UIC or name of unit) (TNG ONLY) (date)" beneath the name line as shown. Include a copy of the orders attaching the soldier in the 30-day plan. For instructions on how to post PERFORMANCE of duty while so attached, see Figure D–5. NOTE: To show termination of attachment, enter "Attachment to (UIC or name of unit) terminated (date)." Sample entry: "Attachment to 84th Div Leadership Acad terminated 8 Jan 85".

(10) CODE B—This code is used to show the UTA/MUTA status of a soldier who is attached to another unit for pay and administration (normally from 90 to 179 days). For initial posting only, enter beneath the name line "Attached to (UIC) (date)." Prepare SIDPERS–USAR transaction and include copy of attachment order in the 30-day plan. For subsequent posting, enter only UIC of unit of attachment in column h. NOTE: To show termination of attachment, enter "Attachment to (UIC) terminated (date)".

(11) CODE T—This code is used to show the UTA/MUTA status of a non-prior service enlisted soldier who is performing Initial Active Duty for Training.

a. To indicate entry of soldier on Basic Training, enter "Entered on IADT (date)". To indicate entry of Split-Option soldier onto AIT, enter "Entered Phase 2 Split IADT (date)". Prepare SIDPERS–USAR transaction and include copy of IADT orders in the 30-day plan. No entries other than Code T in column g is required for subsequent postings.

b. To indicate completion of Basic Training, enter "Completed IADT (date)" beneath the name line. To indicate completion of Basic Training for soldiers on split option, enter "Completed Phase 1 IADT (date)" beneath the name line.

(12) For instructions on posting Code "S", see Figure D–4.

(13) CODE R—For instructions on posting code "R", see Figure D–4.

(14) CODE C—This code is used to show the UTA/MUTA status of a soldier who performs ADT rather than IDT for a UTA or MUTA, and the RST option is not elected or possible according to AR 140–1. For entries showing PERFORMANCE of ADT, see Figure D–6.

(15) CODE G—This code is used to show the UTA/MUTA status of a soldier who is authorized a 90-day leave of absence due to relocation (see AR 135–91, para 4–16*a*). Enter "90-day letter issued (date) expires (date) change of residence" as shown. Post this entry for each subsequent DA Form 1379. For soldiers unable to locate a unit within 95 days, enter code "Z" in column g and enter beneath the name line "Pending trf to IRR. Unable to locate new unit. " as shown.

(16) CODE F—This code is only to be used for faculty members of USARF Schools. For instructions, see Figure D–12.

(17) CODE Z—This code is used to show the UTA/MUTA status of a soldier who is pending transfer or reassignment. Except as indicated in Figure D–3, enter code "Z" in column g only when a request for orders has been submitted.

a. To indicate soldiers being transferred to the IRR due to being declared unsatisfactory participants, see Figure D–3.

b. To indicate soldiers requesting transfer or reassignment when such requests have been approved, enter "DA 4651–R submitted (date)" beneath the name line as shown. Prepare SIDPERS–USAR transaction and include copy of DA Form 4651–R in the 30-day plan.

c. If soldier is pending discharge, enter "Pending discharge, request submitted (date)" beneath the name line as shown. Prepare SIDPERS–USAR transaction and place copy of request in 30-day plan.

d. If soldier is declared "No show" by the commander, enter NO SHOW (date).

(18) To indicate soldiers who have been reassigned or discharged, but who have not been deleted from DA Form 1379, draw or type a fine line through the name and enter beneath the name line "Trf (or Disch) (date)." Post NO entries in columns g and h for unit assemblies scheduled after effective date of transfer or discharge.

Figure D–2. Sample entries of attendance and credit symbols, column G—Continued

FORM DA 1 DEC 77 1379 REPLACES PREVIOUS EDITION OF THIS FORM, WHICH ARE OBSOLETE	U S ARMY RESERVE COMPONENTS UNIT RECORD OF RESERVE TRAINING For use of this form, see AR 140-185, the proponent agency is RCPAC	REPORTS CONTROL SYMBOL AG534	PAGE NUMBER / NUMBER OF PAGES

UNIT DESIGNATION AND LOCATION
200 DIV IN LT HHC
MG JACK L WILSON USAR CENTER
1919 JACK WILSON ROAD
CRAWFORDSVILLE IN 49133-3865

TCC: 1379
UIC: WJ9Y AAO
FPC: 0

FOR MONTH OF
JANUARY 1985

NAME (Last, First and Middle Initial) a	GRADE b	SOCIAL SECURITY NUMBER c	MOS/SSI d	e	f	SCHEDULED DRILL ATTENDANCE DATE g 11	M 12	M 13				APPROPRIATE DUTY OR EQUIVALENT INSTRUCTION OR DUTY h
OLIVER ELGIN J	PV2	336-42-1874				U	U	U	(3a)			
							U	A				
PAXTON HAROLD S	SP4	433-94-8277				U	U	Z	(3b)			
Pending trf to IRR for unsatisfactory participation							Z	Z				
PULLMAN JASON K	CW3	537-44-2209				U	U	P	(3c)			
Reported 1st asmbly 12 Jan out of prescribed uniform (4a)							P	P				
QUINNONES JOSE A	2LT	400-21-3347				P	S	P	S R	(3d)		
Present only from 1230-1400 second period RST 5 Jan 85 (4b)							S	P	S U			
RADCLIFF WENDELL J	CT5	274-67-2291				P	U	P	(3e)			
Failed to perform duty prescribed by training schedule, both periods, asmbly 12 Jan 85 (4c)							U	P				

Legend for Figure D–3;
Completion Instructions

Figure D–3. Reporting unsatisfactory performance and participation

(1) Only the commander may authorize the code "U." A "U" may be authorized for a UTA, a period of RST, or a period of ET. When two assemblies are scheduled, each UTA within the MUTA (or each period of RST or ET) must be treated separately.

(2) The code "U" may be authorized for any officer, warrant officer, ROTC/SMP cadet, or enlisted soldier, assigned or attached in a paid status, who either misses an assembly, RST, or ET without proper authority; or, who fails to complete an entire assembly without proper authorization; or, who fails to perform those duties in a manner prescribed by the commander; or, who fails to report to an assembly in the prescribed uniform, to include presenting a proper military appearance. A "U" will not be charged to a soldier who is on the Army weight control program solely on the grounds that he or she is overweight and therefore does not "present a proper military appearance."

(3) Following are examples of properly entering and documenting "U's" on DA Form 1379.

a. The soldier missed the entire assembly without proper authority. Note that a maximum of four "U's" can be issued for either a MUTA-5 or MUTA-6 (AR 135–91, para 4–11*b*).

b. The soldier missed the entire assembly without proper authority. Prior to the MUTA–5, the soldier has a total of 7 "U's" within a 1 year period. Note the immediate change to Code "Z" following the ninth "U" and the annotation beneath the name line, even though the soldier is still within the 15-day "response period." This change will be made only if the commander elects to declare the soldier an "Unsatisfactory Participant" after the ninth "U".

1. If the commander elects NOT to declare the soldier an unsatisfactory participant after the ninth "U", continue entering code "U" for the entire MUTA.

2. Should the soldier be granted an exception to unauthorized absence under paragraph 4–10, AR 135–91, the "U's" for that MUTA will be changed to the appropriate code ("A" or "W") and all "Zs" for that MUTA will be changed to "A".

3. If ET required by para 4–10*d* AR 135–91 is not possible per paragraph 3–11, AR 140–1, the code " U" will be changed to "A". Use of RST to make up training is not authorized (see paragraph 3–12*a*, AR 140–1).

c. The soldier failed to report to the UTA on 11 January and was charged with an unauthorized absence. This "U" requires no further documentation on the DA Form 1379. On 12 January, the soldier reported to the first assembly out of prescribed uniform (improper haircut). The commander sent him home and charged him with a "U" for the morning assembly. He was directed to report to the second assembly with an authorized haircut. He complied and was authorized "P's" for the remainder of the scheduled assemblies. The "U" for 12 January will require a substantiating remark. (See item 4A, this fig.)

Note: A "U" may be charged *only by the commander when,* in his or her professional judgment, the soldier fails to report in the proper uniform, fails to present a military appearance in uniform, or fails to demonstrate proper personal hygiene. The soldier must be so notified of the commander's action and released from duty at the beginning of the assembly *prior* to beginning normal military duties and informed of his or her right and obligation to report to the second assembly of the MUTA, RST, or ET in proper uniform. This paragraph will not be used to justify a "U" to a member of the Army weight control program in accordance with AR 600–9 solely on the grounds that the soldier failed to present a "proper military appearance" because he or she is overweight. Neither will this paragraph be used as authority to deny the soldier the right to attend scheduled IDT assemblies while he or she is on the Army weight control program.

d. The soldier was scheduled for RST on 5 January rather than the MUTA on 12 January. On the second period of RST, the soldier left early without proper prior authorization and was charged with a "U" for the entire period. This "U" will require a substantiating remark. (See item 4B, this fig.)

e. The soldier failed to perform assigned duties as prescribed by the commander for both periods of the MUTA on 12 January. Although two periods were judged unsatisfactory, each UTA was so determined individually within the respective time frames. Nevertheless, both periods can be justified with a single substantiating remark *provided* both "U's" were charged for the same reason. (See item 4C, this fig.)

(4) When a soldier is given a "U" for reasons other than being absent without the commander's authorization, a separate remark will be entered beneath the name line. Each period of RST, ET or UTA for which a "U"is given for reasons listed below, must be justified.

a. The soldier received a "U" for being out of prescribed uniform.

b. The soldier received a "U" for leaving an assembly before dismissal without authorization.

Note: This remark would be entered if an "A" or "W" were authorized for a soldier who left the assembly early with authorization. The remark would document the soldier's attendance for the portion indicated for medical entitlement purposes. If ET were granted, the soldier would be required to make up the entire UTA, not just the portion that was missed.

c. The soldier received a "U" for failing to perform duties prescribed by the commander or authorized training schedule. Details of the alleged misconduct will *not* be entered, such as "drunk on duty," "was disrespectful to an officer," "engaged in sexual harassment," or "was belligerent and disorderly." Great care must be taken to ensure that adverse or potentially adverse personal information not be entered on the DA Form 1379. (See AR 600–37.)

Figure D–3. Reporting unsatisfactory performance and participation

FORM
DA 1 DEC 77 1379
REPLACES PREVIOUS EDITION OF THIS FORM, WHICH ARE OBSOLETE.

U S ARMY RESERVE COMPONENTS
UNIT RECORD OF RESERVE TRAINING
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REPORTS CONTROL SYMBOL
AG534

PAGE NUMBER
NUMBER OF PAGES

UNIT DESIGNATION AND LOCATION
200 DIV IN LT HHC
MG JACK L WILSON USAR CENTER
1919 JACK WILSON ROAD
CRAWFORDSVILLE IN 49133-3865

TCC: 1379
UIC: WJ9Y AAO
FPC: 0

FOR MONTH OF
JANUARY 1985

NAME (Last, First and Middle Initial) a	GRADE b	SOCIAL SECURITY NUMBER c	MOS/SSI d	e	f	SCHEDULED DRILL ATTENDANCE DATE g 11	M 12	M 13				APPROPRIATE DUTY OR EQUIVALENT INSTRUCTION OR DUTY h
ARVANON RICHARD A	CPT	398-09-2100				P	S	P	5 R	(2a)		
							S	P	5 R			
BARR PHYLLIS A	2LT	280-82-0512				P	S	P	5 W	(2b)		P 12 Jan 85 W2 ILO 5 Jan 85
							S	P	5 W			
BAXTER ROGER T	PFC	204-33-5527				P	S	S	26 U	27 U	(2c)	
							S	S	26 U	27 U		
CARLSON KAREN L	SP4	332-54-9807				P	P	S	19 R	(2d)		
							P	S	20 R			
CARTER JULIE A	SGT	143-67-8891				P	P	P	5 R	6 R	(2e)	
Attached to HHC 2d Bde 200th Div 5-6 Jan 85							P	P	5 R	6 R		
CROSS PHILLIP M	SGT	331-72-8989				S	S	S	25 R	26 R	27 R	(2f) AT 5-19JAN85 (15)
							S	S	26 R	27 R		
DOUGLAS RAYMOND A	CT5	432-18-9763				P	S	P	5 U	(2g)		
Reported 1st period RST 5 Jan 85 out of prescribed uniform. Failed to perform duty prescribed by training schedule 2d period RST 5 Jan (2g)							S	P	5 U			

Legend for Figure D–4;
Completion Instructions

Figure D–4. Recording performance and non-performance of RST

(1) Both performance and non-performance of Rescheduled Training (RST) will be recorded on the DA Form 1379. For each period of RST scheduled, the UTA for which the RST is scheduled will be coded "S". The total number of scheduled RSTs and UTAs for any soldier will not exceed 48 in a fiscal year while the soldier is assigned to the same organization (see para 3–12, AR 140–1).

(2) For each scheduled period of RST, enter the appropriate attendance symbol (R, A, U, or W) beginning with the first column to the right of the last entry for unit training and enter the calendar day the duty was performed on top of the letter entry. On the opposite page are sample entries indicating RST performance and nonperformance.

a. Soldier performed 2 periods of RST on 5 January rather than the MUTA on 12 January.

b. Soldier was scheduled to perform 2 periods of RST on 5 January rather than the MUTA on 12 January. He missed the RST due to an unforeseen personal emergency (illness) and was authorized to perform ET on 12 January. He performed ET on 12 January as scheduled. See the entry in column *h*.

c. Soldier was scheduled for 2 periods of RST on 26 January and 2 periods of RST on 27 January rather than the MUTAs on 12 and 13 January. Soldier was given an unauthorized absence for all periods due to non-attendance without prior authorization from the commander.

d. Soldier performed one period of RST on 19 January and one period of RST on 20 January rather than the MUTA on 13 January.

e. Soldier performed two periods of RST on 5 January and two periods of RST on 6 January rather than the MUTA on 15 December and MUTA on 16 December.

f. Soldier was unable to attend MUTA–5 for January due to Annual Training (see entry, column h). Member performed required RST by performing 1 period on 25 January, 2 periods on 26 January, and 2 periods on 27 January.

g. Document unsatisfactory performance of RST for reasons other than non-attendance beneath the name line. In the example shown, the soldier reported to the first scheduled period of RST on 5 January out of prescribed uniform. Soldier reported to the second RST on 5 January in prescribed uniform. However, he failed to perform assigned duties as directed by the commander.

(3) For units preparing payroll using the "pay by exception" methods (i.e., "9-card", DA Form 4244), report RSTs performed after submission of the performance package in column h of the following month's DA Form 1379. Enter "P (date of performance) Z (1 or 2)" and the entry "RST" directly underneath. Sample entry: "P 26 Jan 85 Z2" "RST."

Note: When units convert to Positive Drill Reporting under AR 37–104–10, all RSTs for the calendar month will be reported as prescribed in paragraphs 1 and 2 above.

(4) If soldier performed RST with other than the unit of assignment, enter under the name line "Attached to (name of unit) (inclusive dates) " as shown. Include attachment order in unit 30-day plan.

Figure D–4. Recording performance and non-performance of RST

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DA 1 DEC 77 1379
REPLACES PREVIOUS EDITION OF THIS FORM, WHICH ARE OBSOLETE.

U S ARMY RESERVE COMPONENTS
UNIT RECORD OF RESERVE TRAINING
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REPORTS CONTROL SYMBOL
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PAGE NUMBER
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MG JACK L WILSON USAR CENTER
1919 JACK WILSON ROAD
CRAWFORDSVILLE IN 49133-3865

TCC: 1379
UIC: WJ9Y AAO
FPC: 0

FOR MONTH OF
JANUARY 1985

NAME (Last, First and Middle Initial) a	GRADE b	SOCIAL SECURITY NUMBER c	MOS/SSI d	e	f	SCHEDULED DRILL ATTENDANCE DATE 11	12	13				APPROPRIATE DUTY OR EQUIVALENT INSTRUCTION OR DUTY h
JAMISON STEVEN A	SFC	492-77-9180				P	P	W				P 26 Jan 85 W1 (1a) ILO 13 Jan 85
Attached to HHC 91st Regt 200th Div 26 Jan - 27 Jan 85 (1a-1)							P	W				P 27 Jan 85 W1 ILO 13 Jan 85
JENSEN RAYMOND D	CPT	586-04-3315				P	P	W				FLY P 5 Jan 85 G1 (1b)
Failed to perform ET 19 Jan 85 as scheduled. Authorized 1 "A". (1a-2) Present only 0800-1000 scheduled ET 26 Jan 85. Charged with 1 "U"							P	W				
JETHRO HOMER N	SFC	194-69-2214				P	P	P				P 19 Jan 85 Y2 (1c)
							P	P				
JOHNS LINDA M	SSG	462-74-9190				P	P	P				(1d) P 5,11 Jan 85 Y1
							P	P				
JONES WILLIAM R	CSM	337-62-5944				H	H	H				P 12 Jan 85 C2 (1f) P 13 Jan 85 C2
Attached to HHC 38th Div (ARNG) 1 Jan 85							H	H				
KING KELVIN J	SP4	369-42-7715				P	H	H				P 12 Jan 85 S2 (1e) P 13 Jan 85 S2
Attached to 8490th USAR School (student) 12 Jan 85							H	H				
KNIGHT MICHAEL E	SFC	588-23-7491				H	H	H				P 19 Jan 85 T2 (1g) P 20 Jan 85 T2
Attached Co A 91st Regt 200th Div 5 Jan 85							H	H				
LAMM RICHARD P	SGT	473-92-1166				P	P	P				JUMP (1h) P 26 Jan 85 U1
							P	P				
LEDERER RICHARD J	MAJ	577-99-8843				P	P	P				P 5 Jan 85 X1 (1i)
							P	P				P 19 Jan 85 P1 (1j)
LINDQUIST KAREN S	SP5	503-24-9146				P	P	P				N 12 Jan 85 L1 (2a)
							P	P				
LORBER GEORGE M	SFC	536-42-9190				P	P	P				N 19 Jan 85 S2 (2b) N 20 Jan 85 S2
							P	P				
MARTIN DAVID W	MG	462-74-3390				P	P	P				(2a) N 11 Jan 85 F1
							P	P				

Legend for Figure D–5;
Completion Instructions

Figure D–5. Reporting IDT performance (col h)

(1) Enter paid IDT assemblies other than UTAs, MUTAs, and RSTs in column h. Enter a “P” to show that the assembly was performed in a paid status, the date duty was performed, the applicable code from appendix E, and the total number of retirement points earned for the assembly (1 or 2).

a. For performance of equivalent training (ET), enter “P”, (date of duty performance), code “W,” and total retirement points earned (1 or 2). Directly underneath, enter “ILO” (for “in lieu of”) and date for which the make-up training was authorized for each period of ET performed.

1. If soldier performed ET with other than the unit of assignment, enter under the name line “Attached to (name of unit) (inclusive dates) ” as shown. Include attachment order in unit 30-day plan.

2. To indicate NON-PERFORMANCE of ET when properly scheduled, enter “Failed to perform (one/two) period(s) of ET on (date) as scheduled. Authorized/charged with one/two (A or U).” Include appropriate remark as prescribed in Figure D–3 if the “U” is for reasons other than non-attendance. In the sample entry for JENSEN on the opposite page, the soldier left the second period of ET on 5 January without proper authorization and was charged with a “U”.

b. For performance of additional flight training period (AFTP), enter “P,” (date of duty performance), code “G,” and total retirement points earned (1 or 2). In order to perform such duty, the soldier must be on current competent flight orders as either a crew member or non-crew member. Either the code “FLY” or “FLYNC” must be entered in column *h*. (See fig D–7, item 1A.)

c. For performance of a complete ATA in a calendar day, enter “P,” (date of duty performance), code “Y,” and total retirement points earned (1 or 2).

d. For performance of an additional training assembly (ATA) on 2 separate days (i.e., one ATA performed in two 2-hour segments on 2 different days), enter a “ P,” BOTH dates of training, code “Y,” and “1” for total retirement points earned. Enter only after second 2-hour period is performed.

e. For performance of duty while attached to a USARF School, enter “P,” date of duty performance, code “S,” and total retirement points earned (1 or 2).

f. For performance of duty while attached to the National Guard, enter “P,” date of duty performance, code “C,” and total retirement points earned (1 or 2).

g. For performance of duty while attached to another USAR unit (not a USARF School) for training only, enter “P,” date of duty performance, code “T,” and total retirement points earned (1 or 2).

h. For performance of an additional airborne unit training assembly (AAUTA), enter “P,” date of duty performance, code “U,” and total retirement points earned (1 or 2). Enter the code “ JUMP” for each soldier on current competent parachute duty orders. (See fig D–7, item 1B.)

i. For performance of an additional assembly for nuclear training (AANT), enter “P,” date of duty performance, code “X,” and total retirement points earned (1 or 2).

(2) When an assigned TPU soldier, or an attached soldier who is authorized to drill in a paid status, attends an assembly or performs military duties for retirement points only, record performance in column h. Enter a “N” to show that the assembly or duty was performed in a non-pay status for retirement points only, the date the duty was performed, the applicable code from appendix E, and the total number of retirement points earned (1 or 2). Do NOT record “M” or “N” in column g for these soldiers. Below are given sample entries of TPU soldiers performing for retirement points only.

a. The soldier performed staff and administrative duties at an administrative drill before the monthly paid assemblies. Back-up documentation would be a sign-in roster showing that the soldier performed a minimum of 2 hours duty for each retirement point earned (maximum of 2 per day). (See table 2–1, rule 11.)

b. The soldier attended a USARF School course for retirement points only. A sign-in roster or DA Form 1380 will be used as back-up documentation. (See table 2–1, rule 2.)

c. The soldier referred a friend who subsequently enlisted in the USAR. The commander authorized a retirement point. (See table 2–1, rule 17.)

Note: Only under this criteria and for performing correspondence courses can a soldier earn more than two retirement points in 1 calendar day.

Figure D–5. Reporting IDT performance (col h)

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UNIT DESIGNATION AND LOCATION
200 DIV IN LT HHC
MG JACK L WILSON USAR CENTER
1919 JACK WILSON ROAD
CRAWFORDSVILLE IN 49133-3865

TCC: 1379
UIC: WJ9Y AA0
FPC: 0

FOR MONTH OF
JUNE 1985

NAME (Last, First and Middle Initial) a	GRADE b	SOCIAL SECURITY NUMBER c	MOS/SSI d	e	f	SCHEDULED DRILL ATTENDANCE DATE g M 29	M 30					APPROPRIATE DUTY OR EQUIVALENT INSTRUCTION OR DUTY h
BEECHAM HAROLD B	SP5	924-36-9108				P	P					(1a) ADT 9-13JUN85 (5)
						P	P					AT
CARAVELLO ADAM J	2LT	209-45-0183				C	C					(1b) ADT 1-30JUN85 (30)
						C	C					NO AT
DUBROSKI WILLIAM S	SSG	308-12-7623				P	P					(2a) AT
						P	P					
EDWARDS ALEXANDER	1SG	821-34-5623				P	P					(2b) AT 16MAY-1JUN85(17
						P	P					
FRANCONO ANTHONY X	PFC	340-12-4682				P	P					AT 18MAY-1JUN85(10) LWOP 23-27MAY85 (2a)
						P	P					
GARBER DAVID M	CT5	614-29-0323				P	P					NO AT (2d)
						P	P					
HAMMER VICTOR J	SP4	209-80-0010				P	P					ALT AT 13-27JUL85 (2e)
						P	P					See Remarks
JACKSON OLIVER M	PFC	310-98-2387				Z	Z					NO AT - AWOL (2f) from 0600 18MAY85
Pending trf to IRR for unsatisfactory participation.						Z	Z					to 2400 1JUN85
LEICHMANN WILLIAM	SP5 ~~SSG~~	230-98-0091				P	P					AT 18MAY-1JUN85(12) AWOL (2g)
						P	P					from 1800 20MAY85 to 1700 23MAY85

Legend for Figure D–6;
Completion Instructions

Figure D–6. Recording ADT/AT performance (col h)

(1) Record performance of active duty for training (ADT) in column h. Enter “ADT”, the inclusive dates of the ADT (to include paid travel days), and in parentheses, the total number of retirement points earned (one point per day, to include paid travel days).

a. In the example shown, the soldier performed ADT from 9 to 13 June. The first day of ADT was a paid travel day. Note that the member was authorized RST for that period of ADT which conflicted with the unit assembly dates.

b. For extended periods of ADT that cover more than one calendar month, continue the inclusive dates in the following month’s DA Form 1379. In the example shown, an officer is attending an initial branch qualification course in an active duty status.

(2) Record performance of annual training (AT) in column h. For purposes of this figure, unit annual training was performed 18 May to 1 June 1985.

a. If a soldier performs annual training with the main body of the unit, enter the term “AT.”

b. If a soldier performs annual training at a time other than the main body, performs as soldier of advanced party or rear detachment, or performs fragmented annual training, enter “AT”, inclusive dates (to include paid travel days), and total retirement points earned.

c. If a soldier is authorized leave without pay during annual training, enter “AT”, inclusive dates, and total retirement points authorized. On the next line, enter “LWOP” and inclusive dates for which pay was not authorized. Additional remarks justifying the leave without pay may be made on the back of the DA Form 1379 at the discretion of the commander in the remarks section.

d. If a soldier was excused from AT, and no other AT dates are substituted, enter the term “NO AT.”

e. If a soldier was excused from AT, and an alternate AT is scheduled or has already been performed, enter“ALT AT” and inclusive dates.

f. If a soldier is AWOL from annual training because he or she failed to report, enter "NO AT-AWOL", hour and date of reporting time, to hour and date of final release.

g. If a soldier is AWOL from annual training, but satisfactorily serves at least 1 day, enter“AT”, inclusive date(s) of days satisfactorily performed, and retirement points earned. Directly beneath, enter “AWOL”, hour and date soldier was first reported AWOL to hour and date soldier returned from AWOL status, or hour and date of final release, whichever applies.

(3) (See fig D–10 for instructions on entering additional annual training remarks on the back of DA Form 1379.)

(4) For instructions on posting injuries, illness, and death of soldiers which occur during Annual Training, refer to Figure D–8.

(5) Post Annual Training on the DA Form 1379 for the month that the training is completed. For incremental AT, post performance to the DA Form 1379 as the duty is completed. Remarks such as “Incr 1” and “Incr 2” in column h are at the option of the preparer, except to report injury or disease during Annual Training (see Figure D–8). For increments of less than 6 soldiers, post Annual Training performance as for individual AT.

Figure D–6. Recording ADT/AT performance (col h)

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FOR MONTH OF
JANUARY 1985

NAME (Last, First and Middle Initial) a	GRADE b	SOCIAL SECURITY NUMBER c	MOS/SSI d	e	f	SCHEDULED DRILL ATTENDANCE DATE g 11	M 12	M 13				APPROPRIATE DUTY OR EQUIVALENT INSTRUCTION OR DUTY h
MILLER AUDREY M	CPT	010-20-9823				P	P	P				FLY (1a) P 5 Jan 85 G1
							P	P				
NETHERTON THOMAS P	1LT	134-09-9023				P	P	P				JUMP (1b) P 26 Jan 85 U1
							P	P				
NICHOLS WAYNE S	SFC	309-12-8734				B	B	B				WGPAAO (2)
							B	B				
NUTTLEMAN ANDREW J	PFC	209-81-7362				P	P	P				See Remarks (3)
							P	P				
			ADDITIONALLY ATTACHED									
BAKER RONALD E	MAJ	298-14-2384				N	N	M				Not on RCMPF (4) ASGD RCPAC
							N	M				

Legend for Figure D–7;
Completion Instructions

Figure D–7. Additional entries (col h)

(1) Incentive pay. If the soldier is entitled to incentive pay for hazardous duty, enter proper code; DEMO—demolition duty pay; ESD—experimental stress duty pay; FLY—flying pay (crew member); FLYNC—flying pay (non-crew member); JUMPS—parachute duty pay; LEPER—leprosarium duty pay.

a. In the example shown, soldier is on current flight orders as a crew member. Note also performance of AFTP.

b. In the example shown, soldier is on current jump orders. Note also performance of AAUTA.

(2) If a soldier is attached to another unit for 90 days or longer, enter UIC of attached unit in column h.

(3) See remarks. Enter "See Remarks" whenever an entry is made on the back of the form which pertains to that soldier.

(4) If a soldier is not on the Reserve Components Master Pay File (i.e., performs assemblies for retirement points only), enter "Not on RCMPF".

Note: This entry does *not* apply to soldiers in TPC L, even though they do not drill in a pay status.

Figure D–7. Additional entries (col h)

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FOR MONTH OF: JUNE 1985

NAME (Last, First and Middle Initial) a	GRADE b	SOCIAL SECURITY NUMBER c	MOS/SSI d	e	f	SCHEDULED DRILL ATTENDANCE DATE g M 29	M 30					APPROPRIATE DUTY OR EQUIVALENT INSTRUCTION OR DUTY h
COUTURIER COLEEN A	SFC	041-46-9068				P	P					AT
(1) Injured, AT, 1430 24MAY85, broken right wrist when another member dropped IBM PC computer on her hand. LOD-YES						P	P					
DELGARZA ENRIQUE S	MAJ	443-90-2314				A	A					See Remarks
(2) Injured, AT, 1500 25MAY85, broken right leg, fractured pelvis, fell off rappeling tower, hosp 25MAY85 to 11JUN85. LOD-YES. Incap pay						A	A					AT
EDGAR JAMES M	SP4	321-56-9213				P	P					AT
(3) Ill, AT, appendicitis, hosp 29MAY85 to 4JUN85. LOD Yes. Incapacitation pay auth from 2JUN85 to 17JUN85.						P	P					
FREEMAN MICHAEL J	PFC	156-09-3614				P	A					AT
(4) Injured, 1400 29JUN85, broken right arm and left leg when FAV overturned during FTX. DA Form 2173 forwarded 30JUN85						P	A					
GARDNER LYLE P	SP4	561-32-9078				A	A					AT
(5) Injured while enroute to IDT 0645 29JUN85, head & internal injuries, struck by auto. DA Form 2173 forwarded 30JUN85						A	A					
HITEMAN RICHARD F	SGT	543-90-8712				P	A					AT
(6) Ill, IDT, 0900 30JUN85, heart attack while prticipating in FTX. Hosp, in stable condition. DA Form 2173 forwarded 1JUL85						P	A					
JACOBO DONALD E	SP4	334-56-7147				A	A					AT
(7) LOD-YES 14JUN85. Req for incap pay submitted 15JUN85.						A	A					
KATT MORRIS T	SP4	824-35-7709										AT
(8) Deceased 17JUN85 due to asphyxiation while attempting to rescue neighbor children in house fire, Terre Haute, IN. LOD N/A												
KELLY ANDREW F	SSG	324-51-9823				P						AT
(8) Deceased, 29JUN85, due to massive internal injuries when FAV overturned during FTX. Mbr in duty status. DA 2173 fwd 30JUN85						P						
SPENCER GAIL M	SP5	543-89-7764				A	A					N 29 Jun 85 F2 N 30 Jun 85 F2
(9) Member on incapacitation pay status, current profile expires 1 Aug 85						A	A					

Legend for Figure D–8;
Documenting Medical Entitlements and Survivor Benefits

Figure D–8. Documenting medical entitlements and survivor benefits

(1) To indicate a soldier who is injured during annual training, but who remains in a duty status, enter "Injured, AT, (time and date), (description of injury and circumstances)." Enter Line of Duty determination only if a final determination has been made. Post entry as shown.

(2) To indicate a soldier who is injured during annual training and is hospitalized, enter "Injured, AT, (time and date), (description of injury and circumstances), hosp (date entered). " If soldier is released from hospital prior to reporting injury on DA Form 1379, include release date (i.e., "hosp 6MAY83 to 20MAY83"). Post entry as shown.

(3) To indicate a soldier who becomes ill during annual training and is hospitalized, enter "III, AT, description of illness and circumstances (if applicable), hosp (date entered)." If soldier is released from hospital prior to reporting illness on DA Form 1379, include release date. Enter line of duty determination only if a final determination has been made. Post entry as shown.

(4) To indicate a soldier who is injured during IDT, and the injury may result in a claim against the government, enter "Injured, (time and date) (description of injury and circumstances)." When the commander has completed his or her informal line of duty investigation, enter "DA Form 2173 forwarded (date)".

(5) To indicate a soldier who is injured while enroute to IDT, ADT, or AT, enter "Injured while enroute to (IDT/ADT/AT as appropriate) (description of injury)". When the commander has completed his or her informal line of duty investigation, enter "DA Form 2173 forwarded (date)".

(6) To indicate a soldier who contracts a debilitating disease during IDT, enter " Ill, IDT, (date) (description of disease and circumstances, if appropriate)". When the commander has completed his or her informal line of duty investigation, enter "DA Form 2173 forwarded (date)".

(7) When a final line of duty determination has been received, enter LOD-YES or LOD-NO (date received). If request for incapacitation pay has been submitted to MEDDAC, enter " Req for incap pay submitted (date)".

(8) To indicate a deceased soldier, enter " Deceased, (date, place, cause of death (if known), duty status, and Line of Duty determination (if known and if applicable, see AR 600–33)). "Post entry as shown.

(9) For instructions on posting information for soldiers receiving incapacitation pay, see Figure D–2, para 4b. A sample entry is shown also on the opposite page.

Note: If a soldier is injured or becomes ill and is hospitalized as a direct result of the injury or disease and is unable to return to duty on the day the injury or disease was incurred, **and** the soldier has successfully completed one assembly and was performing the second assembly on the same calendar day, enter "P" for **both** assemblies, provided the first assembly was satisfactorily performed.

Incapacitation pay, if authorized, will begin the following day. Amend the training schedule to reflect that the soldier was hospitalized as a direct result of injury or disease incurred while in a duty status. If the injury or disease was incurred and the soldier was hospitalized **prior to** completion of the first assembly when two were scheduled, enter "A" for **both** assemblies. Incapacitation pay, if authorized, will begin on the day the injury or disease was incurred. The same reporting formula will be used when death occurs while the soldier is in an IDT duty status in order to document entitlement to unpaid allowances to survivors.

Figure D–8. Documenting medical entitlements and survivor benefits

1. TRAINING SPECIFICATIONS

TYPE OF TRAINING *a* (1)	PLACE OF ASSEMBLY *b*	PAY GROUP *c*	DRILL NUMBER *d*	DATES *e*	HOURS *f*
Staff and Administrative Duties	Crawfordsville, IN	A	33 & 34	29 Jun 85	0730-1800
FTX - Anti-armor tng with FAV (demonstration) Special Training Committee	Crawfordsville, IN & Camp Atterbury, IN	A	33 & 34	29 Jun 85	0615-2400
Staff and Administrative Duties	Crawfordsville, IN	A	35 & 36	30 Jun 85	0730-1900
FTX - Anti-Armor tng & eval, & movement to center Special Training Committee	Camp Atterbury, IN & Crawfordsville, IN	A	35 & 36	30 Jun 85	0001-1600

2. TRAINING AUTHORIZATION

Training Schedule JUNE 1985 HHC 200th Div (Inf)(Lt) (2)

3. REMARKS *(Present for less than prescribed period)*

Hammer, Victor J, SP4, 209-80-0010, erroneously reported "A" both assemblies 19 May 85. Corrected to read "W". (3a)

(3b) The Special Training Committee conducted training for the 1st, 2d, and 3d Brigades at Camp Atterbury on use TOW anti-tank missles when mounted on Emerson Fast Attack Vehicles (FAV) at Camp Atterbury from 0900 hours 29 June to 1200 hours 30 June. One FAV overturned during a high speed demonstration, killing the gunner, SSG Andrew F. Kelly, and injuring the driver, PFC Michael J. Freeman. MG John P. Eckhart presented the Soldier's Medal posthumously to the wife of SP4 Morris T. Katt. SP4 Katt successfully rescued four small children from the burning house of a neighbor. He himself, was overcome by smoke. Attempts by EMT personnel to revive him were unsuccessful and he died at Culver Hospital at 2300, 17 June 1985. On 19 June, HHC received authorization to form a Long Range Reconnaissance Patrol (LRRP) Company, to be under operational control of HHC.

(3c) 440 officer and 1,600 enlisted ATAs authorized per letter, HQ, 12th Army, SUBJECT: Additional Training Assemblies FY 85 dtd 22 Sep 84. 36 officer and 227 enlisted used during period 1 Jun 85 to 30 Jun 85.

(3d) Unit Technician: SSG Sharon L. Houser (commercial 317-290-4079) (AV 880-4079)

(3e) Record annual training entries here in the month annual training is completed. (See Figure D-10.)

(3f) Hammer, Victor J, SP4, 209-80-0010, P 15 Jun 85 W2 ILO 19 May 85. Attached to Co A, 91st Regt, 1st Bde, 200th Div 11 May 85 (1 day) while ET was performed.

4. RECORD OF ATTENDANCE

A. EACH PERSON WHOSE NAME APPEARS ON THIS RECORD

(1) WAS AUTHORIZED TO TRAIN AS PRESCRIBED BY TRAINING AUTHORIZATION CITED IN ITEM 2, ABOVE, THROUGH ASSIGNMENT OR ATTACHMENT TO THE UNIT SPECIFIED ON OPPOSITE SIDE, AS OF THE DATES SHOWN IN ITEM 1e.

(2) ACTUALLY ATTENDED THE PERIODS OF INACTIVE DUTY TRAINING SPECIFIED IN ITEM 1, ABOVE, IF SO INDICATED BY THE LETTER "P".

B. THE NAME OF EACH PERSON WHO WAS ABSENT OR WHO WAS NOT PRESENT FOR TWO HOURS HAS BEEN IDENTIFIED IN APPROPRIATE COLUMN(S) BY THE LETTER "A"

C. THE NAMES OF THOSE WHO WERE PRESENT FOR LESS THAN TWO HOURS HAVE BEEN ENTERED IN ITEM 3, ABOVE

NAME, GRADE, AND BRANCH OF OFFICER-IN-CHARGE *(Typed or printed)*	SIGNATURE
JAMES P. MARTIN (4a) MAJ, IN, USAR Commanding	James P Martin (4b)

Legend for Figure D–9;
Completion Instructions

Figure D–9. Training specifications and authorization, remarks, and signature

(1) Training specifications (Block 1) Enter under this block type of training being given to soldiers, place of assembly, pay group, drill numbers, dates of training, and hours training was given. Ensure that the training and fiscal year coincide. Number drills consecutively with number 1 for first fiscal year drill and number 48 for last fiscal year drill. If a subsection drills at a different time, place, or location than the unit on the assembly date, enter all required information in this block same as unit assemblies. Ensure that drill numbers and dates coincide exactly.

(2) Training authorization (Block 2) Enter monthly training schedule, training period, and issuing headquarters (name of unit or school completing this form).

(3) Remarks (Block 3) Remarks are entered on the back of the last page of this form. If there is insufficient space on the back of the form, continue remarks on the following page. (See instructions below for method and sequence of entering remarks.)

a. Prior training omitted or erroneous entries. For training omitted or erroneously reported on a previous DA Form 1379, cite erroneous entries, and then enter correct entry. Do NOT enter corrected entry on the DA Form 1379 for the month in which the erroneous entry was made. Use this space for additional entries when there is insufficient room in column h to report all required entries.

b. Unusual or historical events. Report unusual events, items of historical interest, and significant unit accomplishments occurring during the reporting period. Record all accidents resulting in loss of training time or incapacitation pay when space does not permit entry on front of form.

c. Authority for additional training assemblies (ATA) When reporting authority for additional training assemblies, indicate:

1. Total number of ATAs authorized (showing separately officers and enlisted) and authority.

2. Total number of ATAs used during fiscal year (showing separately officers and enlisted). Example“14 officer and 68 enlisted used during the period 1 Oct 82 to 14 May 83.”

d. Name and phone number of unit technician. Enter name and telephone number (both commercial and AUTOVON) of unit technician. If a full-time soldier other than the technician prepared the form, enter the name of the preparer rather than the name of the technician.

e. Recording annual training (AT)— soldiers with unit. (See fig D–10 for complete instructions.)

f. Whenever space does not permit reporting total performance for an individual, continue entry on the back by listing soldier’s name, rank, and SSN, and then continuing entry as though posting on the front. Example: JONES, EDWARD A., SGT, 429-89-9021, P 10 Jan 85 W2 ILO 5 Jan 85.

(4) Signature (Block 4) The signature block found on the last page of DA Form 1379 will be signed in permanent ink, ballpoint pen by unit commander having payroll responsibility or designated representative. All copies of this form must be signed.

a. Type or print the signature block of the commander or representative signing the DA Form 1379 as shown.

b. Soldiers with delegated signature authority must *not* be involved in the preparation of DA Form 1379 or pay documents. DD Form 577 (signature card) as provided in AR 37–104–10 must be on file at the unit’s servicing input station. Delegation of authority to these soldiers will be in writing.

c. In units where commissioned officers and warrant officers are not authorized by TDA or TOE, senior noncommissioned officers may authenticate DA Form 1379.

d. MUSARC commander may authorize in writing on a case by case basis alternate signature authority to noncommissioned officers (NCOs) when officers do not reside near the location of the unit.

Figure D–9. Training specifications and authorization, remarks, and signature

1. TRAINING SPECIFICATIONS					
TYPE OF TRAINING *a*	PLACE OF ASSEMBLY *b*	PAY GROUP *c*	DRILL NUMBER *d*	DATES *e*	HOURS *f*

2. TRAINING AUTHORIZATION

3. REMARKS *(Present for less than prescribed period)*

Unit performed AT at Fort Irwin, CA from 18 May 85 to 1 Jun 85 (Incr 1) (4a)
11 Off, 4 WO, and 72 EM attached (3)
Special Training Company performed AT at Fort Lewis, WA from 25 May 85 to 8 Jun 85 (Incr 2)
2 Off and 7 EM attached

(4a)
Special Training Company performed manuevers with 9th Division with special attention given to anti-armor operations using TOW missles from Emerson Fast Attack Vehicles (FAV). HHC coordinated training and logistical support for Division exercise at National Training Center. G3 planned and operated rappelling training for Division personnel with tower training 25 May and UH-60 training 26 May. Division monitored FTX conducted 27-30 May against "opposing forces". Army Chief of Staff, GEN John Wickham, reviewed training on 30 May and was present for outbriefing. At outbriefing, Division was told that they had successfully repulsed opposing forces "incursion", but that they suffered 55% "casualties". GEN Wickham stated that the results were "encouraging" considering that the Division had been recently reorganized into the Light Division configuration and that this was their first training exercise at the National Training Center. MAJ James P. Martin succeeded MAJ Robert Retzer as commander of HHC during a formal change of command ceremony 1 June. SP4 Jennifer Abrams, a medic with HHC, received the Soldier's Medal on 30 May for successfully rescuing all ground personnel in the area when a UH-1 burned and exploded during a fueling accident on 21 May at Fort Irwin. At the exit briefing, HHC was highly commended for its professionalism and staff coordination during Annual Training by the evaluator. At a separate exit briefing for Special Training Company, STC was highly commended for its professionalism and dedication to the training mission by their evaluator.

4. RECORD OF ATTENDANCE

A. EACH PERSON WHOSE NAME APPEARS ON THIS RECORD

(1) WAS AUTHORIZED TO TRAIN AS PRESCRIBED BY TRAINING AUTHORIZATION CITED IN ITEM 2, ABOVE, THROUGH ASSIGNMENT OR ATTACHMENT TO THE UNIT SPECIFIED ON OPPOSITE SIDE, AS OF THE DATES SHOWN IN ITEM 1e

(2) ACTUALLY ATTENDED THE PERIODS OF INACTIVE DUTY TRAINING SPECIFIED IN ITEM 1, ABOVE, IF SO INDICATED BY THE LETTER "P".

B. THE NAME OF EACH PERSON WHO WAS ABSENT OR WHO WAS NOT PRESENT FOR TWO HOURS HAS BEEN IDENTIFIED IN APPROPRIATE COLUMN(S) BY THE LETTER "A".

C. THE NAMES OF THOSE WHO WERE PRESENT FOR LESS THAN TWO HOURS HAVE BEEN ENTERED IN ITEM 3, ABOVE.

NAME, GRADE, AND BRANCH OF OFFICER-IN-CHARGE *(Typed or printed)*	SIGNATURE

Legend for Figure D–10;
Completion Instructions
(1) For soldiers performing AT other than with the unit, post entries to column h of DA Form 1379 as shown in figure D–6, item 2B.

Figure D–10. Recording annual training (AT)—soldiers with unit

(2) Record annual training data on DA Form 1379 only in the month AT is completed. Attach a copy of the USAR organization/unit AT order with proper annexes to original record copy of DA Form 1379. AT entries are used to verify that IDT pay is not paid during the period unit is on AT.

(3) Report personnel attached for AT as a group entry. Make entry under the heading "Additionally attached". Example "3 Off, 1 WO, and 32 EM attached for AT 5–19 Dec 84." Attach copy of attachment orders to original copy of DA Form 1379.

(4) When a unit performs AT, record entries in Remarks block as follows:

a. Indicate AT and inclusive dates. Example: " Unit performed AT at, from, to." (If unit ordered to AT in increments and soldiers complete more than one during the reporting month, enter each increment completed. Example: "Incr 1," "Incr 2" etc., with the site(s), if different, and the inclusive dates of each.) Support incremented AT by attaching the proper orders and annexes to original copy of DA Form 1379.

b. Support fragmented AT by attaching the proper orders and annexes to original copies of DA Form 1379.

c. Give description of training performed. Indicate by increment if applicable. Show items of historical interest occurring during AT such as training tests, visiting dignitaries, special accomplishments, and unusual events.

d. If the "Remarks" block on the last page does not provide sufficient space, use the reverse side of the preceding page.

(5) Units performing fragmented or "year-around" Annual Training are not required to post remarks. However, significant events may be recorded at the option of the commander or preparer.

Figure D–10. Recording annual training (AT)—soldiers with unit

FORM
DA 1 DEC 77 1379
REPLACES PREVIOUS EDITION OF THIS FORM, WHICH ARE OBSOLETE.

U S ARMY RESERVE COMPONENTS
UNIT RECORD OF RESERVE TRAINING
For use of this form, see AR 140-185, the proponent agency is RCPAC

REPORTS CONTROL SYMBOL
AG334

PAGE NUMBER
NUMBER OF PAGES

UNIT DESIGNATION AND LOCATION
200 DIV IN LT HHC
MG JACK L WILSON USAR CENTER
1919 JACK WILSON ROAD
CRAWFORDSVILLE IN 49133-3865

TCC: I379
UIC: WJ9Y AAO
FPC: 0

FOR MONTH OF
JANUARY 1985

NAME (Last, First and Middle Initial) a	GRADE b	SOCIAL SECURITY NUMBER c	MOS/SSI d	e	f	SCHEDULED DRILL ATTENDANCE DATE g 11	M 12	N 13				APPROPRIATE DUTY OR EQUIVALENT INSTRUCTION OR DUTY h
ZIMMERMAN-ANGELA-A	SSG	801-92-0094										
Discharged 4 Jan 85 (7)												
		ATTACHED (1a)										** UIC / FPC ** ASSIGNED
VONHADEN ERIC J	MAJ	903-00-4591	(3)			P	P	S	5 R			WPMOP3
Present only from 1230-1500 second period RST 5 Jan 85							P	S	5 U			
		ADDITIONALLY ASSIGNED (4)										
STTHOMAS MAXIMILLI	SSG	890-12-7823	(5)				P	P				
Assigned 12 Jan 85							P	P				
VANDYKE DELBERT M	PV1	880-10-3491	(5)			U	P	P				
Enlisted 5 Jan 85 TPC P							P	P				
WILSON KRISTINE E	1LT	981-09-8821				P	P	P				
Erroneously dropped from DA Form 1379 dtd Dec 84 (6)							P	P				
ZIMMERMAN ANGELA A	2LT	801-92-0094				P	P	P				
Assigned as officer 5 Jan 85 (7)							P	P				
		ADDITIONALLY ATTACHED (8)										
CARAVELLO MARIANNE	CW2	821-04-7812	(9)			P	P	P				WPMOP4 (9)
Attached 9 Jan 85							P	P				
HUGHES NORWOOD C	COL	209-34-7815	(10)			N	N	N				ASGD RCPAC Not on RCMPF (14)
Attached 1 Jan 85							N	N				
		ANTICIPATED GAINS (11)										
WILSON BERNADETTE	LTC	543-99-8821 (12)										
Accepted for Assignment 27 Jan 85												
		CONSTRUCTIVE ATTENDANCE (13)										
COMPLETED 30-DAY PLANS		UTA/MUTA DATES		TOTAL ASSY	TOTAL PER			PERCENTAGE				
7 Dec 84 - 5 Jan 85		15-16 Dec 84		1644	1588				96.6			

Legend for Figure D–11;

Completion Instructions

(1) The phrase “ATTACHED” will be entered centered on the name line.

(2) Soldiers attached for pay in excess of 90 days will be entered under “Attached”. Enter all appropriate attendance symbols in column g and column h. In column h, indicate the UIC of unit of assignment by dropping the “W” and adding a zero as for JUMPS–RC.

Figure D–11. Attached personnel, additionally assigned, additionally attached, anticipated gains, and constructive attendance

(3) Soldiers assigned to a control group but who are attached for retirement points only will be entered under “Attached”. Report attendance as shown in Figure D–2, paragraphs 5 and 6. Report additional assemblies as shown in Figure D–5, paragraph 2. In column h, enter “Not on RCMPF” and ASGD “ARPERCEN”.

(4) Enter phrase “ADDITIONALLY ASSIGNED” manually centered on the name line beneath “Attached Personnel” as shown.

(5) To indicate soldiers who are properly assigned and eligible to drill for pay, or are non-prior service soldiers initially enlisted in TPC L, and who have not been machine entered through SIDPERS–USAR, enter name (last, first, MI up to 18 spaces), rank, and SSN as shown. Beneath name line, enter “Assigned (date)”. If applicable, prepare accession input under SIDPERS–USAR. Entering a name on DA Form 1379 will NOT cause future entries to be machine entered. Post duty performance to columns g and h as appropriate.

(6) To indicate soldiers erroneously dropped from DA Form 1379, re-enter name line as shown on previous DA Form 1379. Enter “Erroneously dropped from DA Form 1379 dtd (month and year member last appeared on)”. Post entry as shown. Reaccess soldiers through SIDPERS–USAR.

(7) To indicate a soldier who was discharged as an enlisted soldier and reassigned as an officer, delete soldier from assigned section by drawing or typing a fine line through member’s name and entering “Discharge (date)” beneath the name line. Re-enter soldier with new grade under “Additionally Assigned” and post “Assigned as officer (date)” under the name line. Prepare input data as required by SIDPERS–USAR. Post duty performance to columns g and h as appropriate.

(8) Enter “ ADDITIONALLY ATTACHED” centered on the name line as shown.

(9) To indicate a soldier initially attached from a USAR unit for pay in excess of 90 days, and who have not been machine entered through SIDPERS–USAR, enter name (last, first, MI up to 18 spaces), rank, and SSN as shown. Beneath name line, enter “Attached (date)”. Post duty performance to columns g and h as appropriate.

(10) To indicate a soldier initially attached for retirement points only, enter “Atch fr USAR Control Gp (indicate proper group) ARPERCEN Orders (number) dtd (date of orders) eff (effective date of orders).” In column h, enter “ASGD ARPERCEN” and “Not on RCMPF”. Post all entries as shown.

(11) Enter “ANTICIPATED GAINS” centered on the name line as shown.

(12) To indicate soldiers accepted for assignment from either enter name (last, first, MI up to 18 spaces), rank, and SSN as shown. Beneath name line, enter “Accepted for assignment (date).”

(13) Compute constructive attendance for each 30-day plan completed since submission of the previous DA Form 1379 as shown (see Chapter 3, AR 140–1). For each completed 30-day plan, compute the total number of UTAs, RSTs, and ETs scheduled within that 30 consecutive day window. From that figure, subtract all UTAs coded “S” (for scheduled RST) and “W” (for scheduled ET). This figure will be used as the denominator when computing constructive attendance. From this figure, subtract **all** codes “U” and “A”, WITH THE EXCEPTION OF “As” entered for soldiers on incapacitation pay, or assigned but not joined (see Figure D–2). This smaller figure will be used as the numerator when computing constructive attendance. To arrive at the final percentage, divide the denominator (i.e., larger figure) into the numerator (i.e., smaller figure). Post figure as shown.

Figure D–11. Attached personnel, additionally assigned, additionally attached, anticipated gains, and constructive attendance

FORM DA 1 DEC 77 1379 REPLACES PREVIOUS EDITION OF THIS FORM, WHICH ARE OBSOLETE	U S ARMY RESERVE COMPONENTS UNIT RECORD OF RESERVE TRAINING For use of this form, see AR 140-185, the proponent agency is RCPAC	REPORTS CONTROL SYMBOL AG334	PAGE NUMBER / NUMBER OF PAGES

UNIT DESIGNATION AND LOCATION
8490 USAR SCHOOL
646 E SEMINARY DRIVE
GREENCASTLE IN 46135-2958

TCC: 5042
UIC: WT8CH2
FPC: 2

FOR MONTH OF
JANUARY 1985

NAME (Last, First and Middle Initial) a	GRADE b	SOCIAL SECURITY NUMBER c	MOS/SSI d	e	f	SCHEDULED DRILL ATTENDANCE DATE 7	14	N 26	(9)			APPROPRIATE DUTY OR EQUIVALENT INSTRUCTION OR DUTY h
ALEXANDER DAVID J	SGM	346-00-9907				S	S	P	19 R	(1)		
								P	19 R			
BENSON CHARLES A	MSG	412-00-9062				F	F	(6) P	P 27			
								P	P 27			
BUTLER SIDNEY A	MAJ	362-00-1420				F	F	F	P 19	P 20	(7)	
						(5)		F	P 19	P 20		
CHAPLIN DENNIS J	SFC	124-00-2340				F	F	F	P 12	P 13	P 19	ADT 5JAN85 (1) ADT 7JAN85 (1)
								F	P 12	P 13	P 19	P 20 Jan 85 A2 (9) See Remarks
CURTIS MARY L	CPT	326-00-1078				F	F	F	W 19	P 20		P 26 Jan 85 W2 ILO 19 Jan 85
								F	W 19	P 20		
EDWARDS QUENTIN S	LTC	426-00-7209				F	F	Z	P 5	P 6		
DA 4651-R submitted 15 Jan 85							(8b)	Z	P 5	P 6		
FARMER JOSEPH	MSG	380-00-1122				F	F	F	U 12	P 13		P 5,7 Jan 85 A1 (10) P 19,28 Jan 85 B1
Reported 1st indiv assembly 12 Jan out of prescribed uniform. (8c) Present only 1230-1500 2nd indiv assembly 12 Jan auth absence.								F	A 12	P 13		
GREY OPHELIA L	CPT	462-00-7723				S	S	S	5 R	6 R		AT 12-26JAN85 (15)
								S	5 R	6 R		
HOOVER TOBY J	MSG	461-00-9024				F	F	Z	U 11	U 12	A 13	
Pending trf to IRR for unsatisfactory participation								Z	U 12	U 13	U 19 (8)	

COMPLETED 30-DAY PLANS	CONSTRUCTIVE ATTENDANCE (STAFF) (11) UTA/MUTA DATES	TOTAL ASBY	TOTAL	PER	PERCENTAGE
3 Dec 84 - 1 Jan 85	3 Dec 84	200	188		94
10 Dec 84 - 8 Jan 85	10 Dec 84	200	173		86.5
8 Dec - 6 Jan 85	15 Dec 84	400	377		94.3

INCLUSIVE DATES	CONSTRUCTIVE ATTENDANCE (FACULTY (12) TOTAL ASBY	TOTAL	PER	PERCENTAGE
1-31 Jan 85	438	421		93.8

Legend for Figure D–12;
Correction Instructions

Figure D–12. Special completion instructions for USARF Schools

(1) Report IDT training for staff as shown in figures D–2 through D–5. Record ADT and AT entries for both staff and faculty as shown in figures D–6 and D–10. Record applicable additional entries in column h as shown in figure D–7 for both staff and faculty.

(2) Record training specifications and authorization, remarks, and signature as shown in figure D–13.

(3) SCHEDULED DRILL ATTENDANCE DATE (col g) In the block at the top of column g, enter dates (by calendar day) of all staff unit training assemblies for the calendar month. Do not record dates of staff RST, ET, or individual instructor assembly dates in this block.

(4) A faculty member's IDT training is accounted for by individual training schedules. These schedules are prepared independently of the unit's 30-day plan and are adapted to meet the school's IDT training requirements. Each paid assembly must meet the requirements for a UTA as defined by AR 140–1. Once scheduled, both *performance and nonperformance* of these assemblies must be recorded on DA Form 1379.

(5) For faculty members whose IDT training is accounted for by individual training schedule, enter code "F" in column g for all staff assemblies the soldier did not attend. Code "F" is an authorized absence code, and will NOT be counted against constructive attendance.

(6) When a faculty member's individual schedule coincides with the staff assembly schedule, enter the appropriate symbol (P, A, U, or W) under the applicable assembly date.

(7) When a faculty member performs an individual assembly enter the appropriate attendance symbol beginning with the first unused column to the right of the last staff unit assembly opposite the soldier's name (P, A, U, or W) in the upper portion of the block. In the lower portion, enter the calendar date for which the duty was performed. Post one entry for each assembly performed on the date involved (maximum of two per day).

(8) If five or more individual assemblies are scheduled consecutively and the soldier fails to perform satisfactorily for all assemblies, a maximum of four "U's" can be assigned (apply AR 135– 91, para 4–11 *b*, to this situation).

a. Once a faculty member has accumulated his or her ninth "U" within a 12-month period, immediately transfer the soldier to a staff status. Assign code "Z" to remaining staff assembly dates until assignment orders to ARPERCEN are received, unless commander elects not to transfer soldier as an unsatisfactory participant.

b. Should a faculty member voluntarily request transfer to another unit or ARPERCEN, or request discharge, immediately transfer the soldier to a staff status following approval of DA Form 4651– R. Assign code "Z" to remaining staff assembly dates until assignment, transfer, or discharge orders are received.

c. If a faculty member is given a "U" for an individual assembly for either being out of prescribed uniform, failure to perform an entire individual assembly, or failure to perform prescribed duties, post appropriate remark from Figure D–3 beneath the name line as shown.

(9) When the requirement to post a faculty member's individual assembly exceeds the blocks available in column g, enter duty performance in column h. Enter "P", the calendar date involved, the applicable code from appendix E ("A" for presenting instruction, "B" for preparation of instruction, "Q" for performance of training unrelated to instruction, or "Z" for other, such as inspection of training, or receiving instruction) and 1 or 2 for total retirement points earned for the assembly.

(10) When a soldier performs two 2-hour training assemblies on separate days to make one 4-hour instructional period (AR 140–1, para 5–5 *c*), post duty performance to column h. Enter "P", *both* calendar dates involved, the applicable code from appendix E, and "1" for total retirement points earned for the assembly.

(11) To record constructive attendance for staff, compute and enter as shown in Figure D–11. Staff constructive attendance will be computed based upon all 30-day plans completed since the last DA Form 1379.

(12) To record constructive attendance for faculty, compute and enter as described below. Faculty constructive attendance will be computed based upon the reporting calendar month. Compute total faculty assemblies for the entire month, then subtract all code "Ws" entered for scheduled ET. This figure will be the denominator. From this figure, subtract **all** codes "A" and "U". This smaller figure will be the numerator. Divide the denominator (i.e., larger figure) into the numerator (i.e., smaller figure). Post figure as shown.

Note: A faculty member injured in line of duty who is eligible for incapacitation pay will be transferred to a staff status until able to perform instructor duties for pay.

Figure D–12. Special completion instructions for USARF Schools

1. TRAINING SPECIFICATIONS

TYPE OF TRAINING a	PLACE OF ASSEMBLY b	PAY GROUP c	DRILL NUMBER d	DATES e	HOURS f
Staff and Administrative Duty	Greencastle, IN	A	13	7 Jan 85	1900-2300
Staff and Administrative Duty	Greencastle, IN (2)	A	14	14 Jan 85	1900-2300
Reviewof Tng Requirements & Rehearsals	Greencastle, IN	A	15 & 16	26 Jan 85	0700-1830

2. TRAINING AUTHORIZATION
Training Schedule, Jan 85, 8490 USAR School (3)

3. REMARKS *(Present for less than prescribed period)*

Unit conducted training as follows: NCOES (BNCOC, ANCOC & SNCOC), Bloomington, IN 12 & 13 Jan 85
(4a) MOS Tng (63B, 45N, and 63H), Crawfordsville, IN 26 & 27 Jan 85
NCOES (BNCOC, ANCOC, & SNCOC) Greencastle, IN 5 & 6 Jan 85
NCOES (BNCOC, ANCOC, & SNCOC) Lafayette, IN 19 & 20 Jan 85
OAC, Crawfordsville, IN 5 & 6 Jan 85 and 26 & 27 Jan 85
C&GS, Greencastle, IN 12 & 13 Jan 85

Unit Technician: Patricia A. Wilson (AUTOVON 843-7790) (Commercial 317-653-7790)

(4b)
CPT Ophelia Gray performed AT 12-26 Jan 85 at the School for Leadership and Ethics, Fort Leavenworth, KS as part of a committee to review and develop new leadership training packages for USAR Schools. The Command and General Staff College faculty performed Annual Training at Fort Leavenworth, KS from 5 Jan 85 to 19 Jan 85. Total of 21 officers performed training. Members received training in updated POI and were critiqued by members of the Command and General Staff college for MOI and subject matter knowledge. All officers were rated either "Superior" or "Outstanding". Members briefed by CG, TRADOC on 11 Jan and by Chief of Staff, Army on 15 Jan.

(4c)
Chaplin, Dennis J., SFC, 124-00-2340 P 26 Jan 85 A2, P 27 Jan 85 A1. Failed to perform individual assembly second period as scheduled. Authorized one "A".

4. RECORD OF ATTENDANCE

A EACH PERSON WHOSE NAME APPEARS ON THIS RECORD

(1) WAS AUTHORIZED TO TRAIN AS PRESCRIBED BY TRAINING AUTHORIZATION CITED IN ITEM 2, ABOVE, THROUGH ASSIGNMENT OR ATTACHMENT TO THE UNIT SPECIFIED ON OPPOSITE SIDE, AS OF THE DATES SHOWN IN ITEM 1e

(2) ACTUALLY ATTENDED THE PERIODS OF INACTIVE DUTY TRAINING SPECIFIED IN ITEM 1, ABOVE, IF SO INDICATED BY THE LETTER "P"

B THE NAME OF EACH PERSON WHO WAS ABSENT OR WHO WAS NOT PRESENT FOR TWO HOURS HAS BEEN IDENTIFIED IN APPROPRIATE COLUMN(S) BY THE LETTER "A"

C THE NAMES OF THOSE WHO WERE PRESENT FOR LESS THAN TWO HOURS HAVE BEEN ENTERED IN ITEM 3, ABOVE.

NAME, GRADE, AND BRANCH OF OFFICER-IN-CHARGE *(Typed or printed)*	SIGNATURE
BRIAN J. DAVIS COL, IN, USAR Commandant	Brian J. Davis (5)

Legend for Figure D–13;
Completion instructions
(1) These instructions supplement instructions given in figure D–9 for USARF Schools.

Figure D–13. Training specifications and authorization, remarks, and signature (USARF school-unique instructions)

(2) Training specifications (Block 1) Enter specifications for staff only, as shown in figure D–9, item 1. Faculty assemblies will be shown in Block 3 (Remarks) as shown below.

(3) Training authorization (Block 2) As shown in figure D–9, item 2.

(4) Remarks (Block 3) Additional entries are as follows:

a. Faculty training will be shown in this block. For IDT Training, enter all training sessions performed since submission of previous month's DA Form 1379. Indicate type of class (i.e., NCOES, C&GS, OAC, etc.), locations, and training dates.

b. Enter all incremental annual training as shown in figure D–10. For reporting purposes, define"increment" as six or more soldiers performing annual training at the same dates and location for at least 12 consecutive days. Additional remarks are optional. A sample entry is shown on opposite page.

c. When neither space in column g or column h permit recording all individual assemblies, enter in Remarks "Name, rank, SSN, 'Performed indiv assembly', 'P', (date), appropriate code from appendix E ('A', 'B', 'Q', or 'Z') and total retirement points earned (1 or 2)."

(5) Signature (Block 4) Refer to figure D–9, item 4, for instructions on completing this section.

Figure D–13. Training specifications and authorization, remarks, and signature (USARF school-unique instructions)

FORM DA 1 DEC 77 1379 REPLACES PREVIOUS EDITION OF THIS FORM, WHICH ARE OBSOLETE	U S ARMY RESERVE COMPONENTS UNIT RECORD OF RESERVE TRAINING For use of this form, see AR 140-185; the proponent agency is RCPAC	REPORTS CONTROL SYMBOL AG534	PAGE NUMBER / NUMBER OF PAGES

UNIT DESIGNATION AND LOCATION
8490 USAR SCHOOL
646 E SEMINARY DRIVE
GREENCASTLE IN 46135-2958

TCC: 5042
UIC: WT8CH2
FPC: 2

FOR MONTH OF
JANUARY 1985

NAME (Last, First and Middle Initial) a	GRADE b	SOCIAL SECURITY NUMBER c	MOS/SSI d	e	f	SCHEDULED DRILL ATTENDANCE DATE g (9) ON	DATES		INDICATED			APPROPRIATE DUTY OR EQUIVALENT INSTRUCTION OR DUTY h
			STUDENT DETACHMENT			(4)						
APPLEGATE LORENZO	CPT	455-90-8821				5 N	6 N					
						5 N	6 N					
CARTER LYLE B	MAJ	123-00-2288				12 N	13 N					
						12 N	13 N					
DAVIDSON BRUCE D	CPT	119-98-7211				26 N	27 N					
						26 N	27 N					
FILBERT ARNOLD D	CPT	333-45-5561										
Withdrew from Officer Advance Course (IN) DA 1059 forwarded to ARPERCEN 17 Jan 85 (5b)												
GARDNER RAYMOND H	MAJ	894-21-0001				12 N	13 N					
						12 N	13 N					
KENTON BUFORD R	LTC	221-90-3328				5 N	6 N	26 N	27 N			
						5 N	6 N	26 N	27 N			
MILLER LUISA A	CPT	241-90-8821				26 N	27 N					
						26 N	27 N					
PETERS RICHARD V	MAJ	319-00-2234				12 N	13 N					
						12 N	13 N					
SMITH ELLIOT R	CW2	243-98-7766										
Completed Warrant Officer Senior Course, DA 1059 forwarded to ARPERCEN 17 Jan 85 (5a)												

Figure D–14. Completing student detachment roster, USARF school

Table D–1
Drill attendance and credit symbols

Soldier's status	IDT pay and retirement point credit	Symbol	Additional remarks
Assigned or attached soldier is present at UTA/MUTA or individual assembly to perform scheduled training.	Authorized pay and retirement points.	P	
Assigned soldier is authorized absence from UTA/MUTA, RST, or individual assembly.	Not authorized pay or retirement points.	A	Use this symbol for scheduled soldiers who are excused by their commander for sickness, injury, or other circumstances beyond the soldier's control (AR 135–91, chap 4, sec II) and for a soldier on incapacitation pay status.
Soldier who is on unauthorized absence from UTA/MUTA, ET, or individual assembly or who is present but shows unsatisfactory performance or appearance (out of uniform).	Not authorized pay or retirement points.	U	If soldier reports for a UTA but who is out of prescribed uniform, leaves assembly without prior authorization, or fails to perform assigned duties in a satisfactory manner, enter explanatory remark in the Remarks section. See Figure D–3, item 4.
Soldier is authorized absence from UTA/MUTA. Member is attached to another USAR unit for a period of 89 days or less, or to another armed force component unit (including ARNG), or to a USARF School in a Student Status for any period of time.	Authorized pay and points upon receipt of DA Form 1380 or authorized sign-in roster.	H	Soldier performs according to the attached unit's training schedule. Unit of attachment must complete DA Form 1380 or appropriate sign-in roster and forward it to unit of assignment. Unit of assignment maintains payroll responsibility.
Soldier is absent from UTA/MUTA while attached to another USAR unit for a period of 90 days or more (up to 179 days).	Authorized pay and retirement points by unit of attachment.	B	Soldier must have a satisfactory performance in attached unit's assemblies in order to receive IDT pay and retirement point credit unit of attachment assumes payroll responsibility.
Soldier is absent from UTA/MUTA while participating in IADT. This includes soldiers performing the Split-Option Program.	Not authorized pay or retirement points.	T	
Soldier is authorized absence from UTA/MUTA and is scheduled to perform RST.	(Not Applicable)	S	
Soldier is present at regularly scheduled training (RST).	Authorized pay and retirement points.	R	a. When soldier performs RST within the reporting month of DA Form 1379, enter an"S" under that UTA/MUTA date to indicate that the soldier is absent and instead is performing RST. Then, in the first unused block to the right of the soldier's last UTA/MUTA date, enter an"R." Above the"R," enter the date of RST.
			(Rescinded.)
Soldier is absent from UTA/MUTA in order to perform ADT (other than IADT) and RST is not applicable.	(Not Applicable)	C	Soldiers who are performing AT or ADT who are authorized to perform RST will be reported as symbol"S."
Assigned soldier is authorized absence from UTA/MUTA because of change of address.	Not authorized pay or retirement points.	G	

Table D–1
Drill attendance and credit symbols—Continued

Soldier's status	IDT pay and retirement point credit	Symbol	Additional remarks
Faculty member is authorized absence from UTA/MUTA. Faculty member's IDT training must also be accounted for by individual training schedule.	Not authorized pay or retirement points.	F	When a soldier performs according to the individual training schedule within the reporting month, enter a"P" in the upper portion of the first unused block to the right of the soldier's last UTA/MUTA entry. Then enter the date the duty was performed in the lower portion of the same block. Document nonperformance of individual assembly with the letter A, W, or U as appropriate. When a soldier's individual training schedule assembly coincides with the UTA/MUTA, enter performance under UTA/MUTA column.
Assigned soldier is authorized absence from UTA/MUTA by reason of pending reassignment, discharge, or transfer orders to include transfer orders after accumulation of a ninth"U" and initiation of action to remove soldier for unsatisfactory participation.	Not authorized pay or retirement points.	Z	

Table D–2
Attendance and credit for IDT for soldiers training for retirement points only

RULE	A	B	C	D	E
	If a soldier is attached for retirement points only and is	by reason of	then is awarded retirement points	record in col g, DA Form 1379	record in col h, DA Form 1379
1	present	attendance at troop program unit or USARF school assembly	1 for each 4 hours of assembly (maximum 2 points per day)	N	Not on RCMPF(See note.)
2	present	attendance at RTU TPU or IMA Det assembly	1 for each 2 hours of assembly (maximum 1 point per day)	N	Not on RCMPF(See note.)
3	absent	own volition	none	M	Not on RCMPF(See note.)

Notes:
Except for member in TPC L.

Table D–3
Annual training attendance

RULE	A	B
	If a soldier's status is	enter in column h (see note 2).
1	present during prescribed period at AT	AT—(increment number, if applicable).
2	auth leave during AT—Constr attnd not auth	AT—(inclusive dates)—(ret pts auth) abs (type) (LWOP) (inclusive dates) (auth) during unit AT.
3	AWOL during AT	NOAT—Abs AWOL (hour &date) to (hour & date) during unit AT (see note 1).

Table D–3
Annual training attendance—Continued

RULE	A If a soldier's status is	B enter in column h (see note 2).
4	auth constr attnd for any reason for AT	NOAT—Abs TDY (reason) auth constr attnd during unit AT (see note 3).
5	attnd AT for longer than prescribed period	AT (ADT, if applicable) (inclusive period) (ret pts auth) (reason—see note 2).

Notes:

[1] For a soldier who fails to report for AT, use the time scheduled for the initial formation on the first day of AT as the hour entered AWOL status. If continued in an AWOL status through the end of AT, enter the time of the final formation on the last day of AT as the ending hour of AWOL status.

[2] For persons who did not attend the prescribed period of AT and those who attended more days than prescribed for the unit as shown under"Remarks," DA Form 1379, enter a remark opposite their names in column h only if reason is not shown on attached AT orders annexes.

[3] Show reasons for TDY as:"attnd svc sch; REP–63 ADT; atch to another unit; 60 da lv of abs AR 135–91; awaiting entry for invol order to AD; attended (or will attend) AT with another unit; etc." Omit from column h if reason is shown in AT order annexes.

Table D–4
Recording and Documenting Injury, illness, or death on DA Form 1379

RULE	A If a soldier's status is	B enter beneath the name line (columns a thru f)
1	injured during IDT, ADT, or AT and hospitalization is not required.	Injured, (AT/ADT/IDT as applicable), date and time of accident which caused injury, brief description of the injury, circumstances of accident.
2	injured during IDT, ADT, or AT and soldier is hospitalized	Injured, (AT/ADT/IDT as applicable, date and time of accident which caused injury, brief description of the injury, circumstances of accident, hosp (date entered hospital) to (date released from hospital).
3	contracts a disease or becomes ill during IDT, ADT, or AT (to include heart attacks or strokes) and is hospitalized.	Ill, (AT/ADT/IDT as applicable), brief description of illness or disease, if known, hosp (date entered hospital) to (date released from hospital).
4	injured or contracts a disease while enroute to IDT, ADT, or AT.	Injured (or ill) while enroute to (IDT/ADT/AT as applicable) time and date of accident or incident, brief description of injuries or illness, description of circumstances of accident or incident. If hospitalized, enter hosp (date entered hospital) to (date released from hospital).
5	deceased.	Deceased (date of death) brief description of circumstances of death. If soldier was performing IDT, ADT, or AT, or was enroute to IDT, ADT, or AT at time of death, or was injured or contracted the disease while so performing which led to death, enter" Mbr" in duty status.
6	pending Line of Duty determination.	DA 2173 fwd (date mailed by Commander to MUSARC or Area Casualty Commander).
7	Has received final Line of Duty determination.	LOD—YES, LOD—NO, or LOD—NO—DOM as applicable.
8	receiving incapacitation pay.	Soldier on incapacitation pay status, current profile expires (date of expiration).

Appendix E
Codes for Recording Duty/ Training in Column h, DA Form 1379 or in Item 10, DA Form 1380

Table E–1
Codes for Recording Duty/Training in Column h, DA Form 1379 or in Item 10, DA Form 1380

Code	*Explanation of duty or training performed*
A	Presentation of instruction to any component of the Armed Forces or civilians when authorized by competent authority. (If other than USAR or ARNG, specify audience in item 10d, DA Form 1380.)
B	Preparation of instruction.
C	Performing duties in an attached status with ARNG or other Reserve Components of the Armed Forces.
D	Inactive duty training (IDT) with active duty units.
E	Performance of duties as special legal assistant officer.
F	Command, staff, or administrative duties (includes Readiness Management Assemblies (RMA)).
G	Aerial flights by personnel on flying status, to include AFTP.
H	Performance of pastoral duties.
I	Member of a board. (Specify board type in item 10d, DA Form 1380.)
J	Selective Service duties.
K	Participation as a MARS member.
L	Recruiting duty/recruited enlistee.
M	Conducting medical examinations.
N	Review of medical examination reports.
O	Attendance or participation at appropriate professional and/or trade association convention and Armed Forces seminars.
P	Performance of RST.
Q	Training projects. (Specify in item 10d, DA Form 1380.)
R	Civil Defense duties.
S	Attachment to USARF school.
T	Attendance at unit training assembly (UTA) or MUTA in an attached status with another USAR unit for 89 days or less.
U	Performance of AAUTA.
V	Administering tests required in the enlisted evaluation system.
W	Equivalent training with unit of assignment (must be of same type, quality, and duration of duty for which it is substituted. See AR 140–1, para 3–11.).
X	Performance of AANT.
Y	Performance of ATA.
Z	Any other services or duties not described above (briefly identify the type of duty). Example: Training Inspection or“Tng Insp.”

Notes:

When one of the above codes is used for training for which IDT pay is authorized, see that DA Form 4244 (JUMPS–RC Drill Attendance/Unit Assembly Data) is submitted with DA Form 1379 or that DA Form 1380 is sent to the designated JUMPS–RC input station to substantiate payment (see AR 37–104–10).

Appendix F
(Rescinded.)