

Headquarters
Departments of the Army
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Personnel Information System

PERSONNEL ASSETS ATTENDANCE AND ACCOUNTING

Summary. This regulation on the preparation and management of personnel attendance and accounting procedures has been revised. This regulation prescribes minimum requirements for personnel attendance and accounting in all categories of training, such as, inactive duty training assemblies, annual training, active duty training, active duty for special work, and Active Guard/Reserve. It prescribes the attendance reporting policies; gives the procedures for preparing, distributing, and filing of the various forms used in this process; and describes the codes required to support attendance and related reports.

Applicability. This regulation applies to the Army National Guard when not in active Federal service under a mobilization or a call to active duty.

Impact on the New Manning System. This regulation does not contain information that affects the New Manning System.

Internal Control Systems. 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 or use of forms other than those specified in this regulation for personnel attendance and accounting purposes is prohibited without the prior approval of NGB-ARP-CS. Send requests for exception, with justification, through command channels to NGB-ARP-CS, 4501 Ford Ave., Alexandria, VA 22302-1450.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by the Executive, NGB. Interim changes will be destroyed on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. The proponent agency of this regulation is the National Guard Bureau. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended changes to Publications and Blank Forms) directly to Chief, Personnel Data Management Branch, NGB-ARP-CS, 4501 Ford Ave, Alexandria, VA 22302-1450.

*This regulation supersedes NGR 680-1, 31 August 1983.

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Chapter 1 General

1-1. Purpose

This regulation prescribes policies, procedures, and responsibilities for the attendance accounting and performance reporting of all military personnel in the Army National Guard (ARNG). It applies to the preparation, submission, and distribution of the DA Form 1379 (U.S. Army Reserve Components Unit Record of Reserve Training).

1-2. References

Below is a list of related publications.

- a. AR 135-91 (Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures).
- b. NGR 10-1 (Organization and Federal Recognition of Army National Guard Units).
- c. NGR 350-1 (Army National Guard Training).
- d. NGR 600-5 (Management of Title 32 U.S.C. Full-Time National Guard Personnel).
- e. NGR 600-10 (ARNG Tour Program (NGB Controlled Title 10 U.S.C. Tours)).
- f. NGR 600-200 (Enlisted Personnel Management).
- g. NGR 614-1 (Inactive Army National Guard).
- h. NGR 680-2 (Automated Retirement Points Accounting System).
- i. NGB Pam 25-10 (Standard Installation/Division Personnel System Data Element Dictionary).
- j. NGB Pam 600-8-1 (Standard Installation/Division Personnel System (Unit Level)).

1-3. Explanation of abbreviations

Abbreviations used in this regulation are explained in the glossary.

1-4. Responsibilities

- a. **SIB Chief.** The SIB Chief will--

- (1) Coordinate with the DPA to produce the monthly unit sets of the DA Form 1379.

- (2) Ensure timely distribution of the DA Form 1379 to the units.

- (3) Maintain up to date data in the SIDPERS-ARNG system which is used to produce the DA Form 1379.

- b. **DPA.** The DPA will produce DA Forms 1379 as specified in paragraph 2-2a and b.

- c. **Unit commander.** The unit commander will--

- (1) Account for all assigned and attached personnel as specified in paragraph 2-2b(1)

- (2) Initiate follow-up action through the SIB when required documentation has been submitted which should have resulted in a change to the preprinted data on the DA Form 1379 and the change is not reflected on the next preprinted DA Form 1379.

- (3) Pay particular attention to soldiers not preprinted on the DA Form 1379, as these soldiers have not been accessed into the SIDPERS and pay systems.

- (4) Review Training/Pay Retirement Categories to ensure proper pay status.

1-5. Policy

- a. The procedures prescribed in this regulation are considered the minimum required for the proper accounting of personnel and attendance for pay or retirement point purposes. Additional requirements imposed by State military authorities cannot be used to support additional staffing.

- b. The forms prescribed by this regulation will be the only forms used to record and report attendance and the duty status of assigned or attached personnel. Authenticators of the prescribed forms will exercise sufficient care to ensure complete and accurate accounting of all personnel.

1-6. Accountability of personnel assets

For the purpose of accounting for all ARNG personnel assets:

- a. Accountable strength includes all soldiers assigned to units of the ARNG.
- b. Personnel on AT, ADT, ADSW, AGR (Title 10 and 32), or other tours of AD as an ARNG soldier, except EAD and TTAD, are part of the accountable strength of the ARNG unit of assignment.
- c. Attached personnel are accountable strength to the ARNG unit of assignment.
- d. Personnel transferred to the ING are a loss to the accountable strength of the ARNG, but will continue to appear on the DA Form 1379 for command and control purposes.

1-7. Privacy Act requirements

All managers and users of personnel assets attendance and accounting information will ensure all records are protected in accordance with AR 340-21, The Army Privacy Act.

Chapter 2 Attendance Performance Accounting

DA Form 1379 (US Army Reserve Components Unit Record of Reserve Training) (RCS ARNG B-4).

2-1. Purpose

The DA Form 1379 is an output product of SIDPERS-ARNG. It shows data in the automated system as of the date printed. The DA Form 1379 is not a source document to add, change, or delete information on the SIDPERS-ARNG data base. This report contains selected personnel data for all accountable personnel assets and soldiers assigned to the ING. It is used--

- a. For personnel asset accounting purposes.
- b. To record training attendance for pay and retirement points.
- c. As a substantiating document to support JUMPS-RC.
- d. To provide data as a basis for the Drill Attendance Monitoring Procedures and Reports (DAMPRE) System.

2-2. Preparation

a. **USPFO DPA.** The USPFO DPA will prepare the DA Form 1379 in five copies, using the most current SIDPERS-ARNG data, for each unit with a unique unit identification code. The SIB Chief will keep a record to ensure prompt dispatch of DA Forms 1379.

b. DA Form 1379.

(1) **Accountability.** Each DA Form 1379 will account for all assigned and attached soldiers by using codes and remarks in appendixes A through M. The period covered will begin with the day after the last previously scheduled UTA and ends 2400 of the day on which the last scheduled UTA of the current month is conducted.

(2) **No UTA scheduled.** Each DA Form 1379 will reflect in the **FOR MONTH OF** block on page number one, "NO UTA SCHEDULED," if there are no unit training assemblies scheduled for the current month. The period covered by this DA Form 1379 begins with the day after the last previously scheduled UTA and ends at 2400 on the 15th calendar day of the current month. Enter required comments from appendixes D through J.

(3) **Preprinted blocks.** The preprinted blocks on this form are--

- (a) Page number.

(b) Unit designation and location.

(c) For month of.

(4) **Preprinted column headings.** The preprinted column headings on this form are--

(a) Column e (TNG-PAY-RET-CAT).

(b) Column f (ETS DATE).

(5) **Columns "a" through "h".** Columns a through h list all accountable personnel assets and personnel assigned to the ING.

(6) **Final or trailing page.** Use this page to record remarks in accordance with appendix L and for certification as specified in paragraph 2-2d.

c. **Unit.** The unit will--

(1) Complete the header blocks, normally preprinted on DA Form 1379, if additional pages are required.

(2) Match all personnel listed against the previous unit DA Form 1379.

(3) Ensure all prior gains and losses are reflected on the current DA Form 1379.

(4) Review preprinted information.

(5) Initiate action, as directed by the SIDPERS Interface Branch, to update, correct, or add missing information to the SIDPERS-ARNG data base.

(6) Account for additions, deletions, and attendance performance by typing or block printing in pen and ink (*black*), codes and remarks as directed by appendixes A through M. If pen and ink are used, ensure all copies are legible. Enter in column "g" a code for each period of inactive duty training (IDT) other than for an ATA or AFTP. These actions must be substantiated by source documents on file at the unit or as established by the State Adjutant General.

d. **Certification.**

(1) The unit commander is the primary person authorized to perform the duties of unit certifying officer. Noncommissioned officers who are assigned as the commander of a unit/detachment when an officer is not on the unit table of organization and equipment may perform these duties. The commander will certify each copy of the DA Form 1379 by signing the last page of each set (original and each carbon) using black or blue-black ink. A carbon signature is not authorized. DD Form 577 (Signature Card), bearing the signature of the commander as the certifying officer will be forwarded to the USPFO, ATTN: MPS.

(2) In the absence of the commander, and there is no actual temporary assumption of command, the senior soldier present, regardless of grade, may certify the DA Form 1379 and related performance data. A remark will be included in section 3 or the DA Form 1379 authentication page: "The undersigned was

the senior command member actually present during the period (inclusive dates). This remark will serve as temporary authority to certify the performance data for that period of duty.

(3) The unit commander may designate an alternate certifying officer to perform these duties in the commander's absence (The alternate may be a commissioned or warrant officer, Sergeant First Class and above, or civilian technician in grade GS-7 and above.) A DD Form 577 (Signature Card), bearing the signature of the alternate certifying officer will be forwarded to the USPFO, ATTN: MPS. The alternate certifying officer must have personal knowledge of the performance being certified and must not have prepared the DA Form 1379 being certified.

(4) Commanders delegating signature authority are not delegating responsibility. Commanders of organizations are responsible for the certification of the attendance status of their command and cannot delegate this responsibility.

e. Correct, change, or delete entries. The use of adhesive correction tape, opaque liquid, or ink eradicator is prohibited for making these entries. To make these entries, follow the guidance as stated below:

(1) Prior to forwarding from the unit.

(a) Draw or type a single line through the incorrect entry. Enter the correct data immediately above the incorrect entry.

(b) Have the certifying official initial the correction.

(2) After forwarding from the unit.

(a) When data previously submitted is incorrect, enter on the DA Form 1379 for the current period the correct data immediately under the name as follows:

"(Incorrect data) for (pd(s) and date) changed to (correct data)."

(b) Post the change to the unit copy of the incorrect DA Form 1379. Draw a single red line through the incorrect data and enter the correct information in red immediately above or below the incorrect data. Enter the following remark, in red, to refer to the DA Form 1379 on which correction or change was made:

"See DA Form 1379 ending (date)."

(c) Document changes to a soldier's attendance status according to NG Pam (AR) 37-104-3.

(d) Change soldier attendance status when ET/SUTA is authorized (codes S or K) and subse-

quently performed in accordance with paragraph 2-7c(4).

f. Block 3, REMARKS, of trail page or a separate page set. Use this block when additional space for remarks is needed. Refer to the page number, last name, initials, and SSN of the soldier concerned.

g. Following the last preprinted entry. If applicable, following the last preprinted entry, enter the heading--

(1) "CURRENT ACCESSIONS/TRANSFERS" and list all new appointments, enlistments, transfers, and attachments into the unit. Enter all applicable personnel identification data, attendance codes, and remarks. Place additional page sets used for this purpose after the last preprinted page. Number these page sets in sequence to follow the last preprinted page.

(2) "UNLISTED SOLDIERS" for soldiers listed on a previous DA Form 1379 who are not on the current DA Form 1379. This includes soldiers listed under **"CURRENT ACCESSIONS/TRANSFERS"** on a previous DA Form 1379 and who are not on the current DA Form 1379. Enter all required personnel identification data, attendance codes, and remarks. Place these page sets after the last preprinted page set and number them in sequence to follow the last preprinted page.

h. Column "g". Complete column "g" as follows:

(1) Enter the day of the month a UTA, MUTA, or AUTA was performed in the column heading.

(2) Enter the letter "M" above the date to show a MUTA performance.

(3) Enter a "41" or "42", as applicable, above the date to show an AUTA performance.

NOTE: Use column "g" to show scheduled unit assemblies. Do not use this column to show ATA or AFTP performance.

(4) Enter appropriate attendance or absence codes (*app A*) to show the status of all assigned and attached personnel for the UTA, MUTA, or AUTA.

NOTE: Use a separate code for each period of training. Proper coding will provide pay detail, individual assembly attendance history for the unit, and consolidate attendance statistics for State and NGB through DAMPRE and JUMPS-RC.

(5) Absence codes and attendance remarks will be preprinted for the categories of personnel in appendix M.

i. Block 4. Modify block 4 on the reverse side of the DA Form 1379, as shown in figure L-1.

2-3. Assembling the completed DA Form 1379

a. Do not attach blank trailer pages to the sets being forwarded from the unit.

b. Number pages added by the unit in sequence to follow the last preprinted page.

c. To assemble sets, fasten the original, first, second, third, and fourth carbon pages, in order, for distribution.

2-4. Disposition of DA Form 1379

a. Original. Forward the original copy to arrive at the MPMO by the sixth working day after the last scheduled UTA of the month is conducted. This copy is retained according to AR 25-400-2.

b. First carbon copy. Retain the first carbon copy in the unit to be filed and disposed of according to MARKS.

c. Second carbon copy. Forward the second carbon copy according to NG Pam (AR) 37-104-3 to arrive at the USPFO, Military Pay Section, by the sixth working day after the last scheduled UTA of the month is conducted. This six day requirement may be reduced through MPMO coordination with the USPFO MPS.

d. Third carbon copy. Forward the third carbon copy to the unit's next higher headquarters unless directed otherwise by the State Adjutant General.

e. Fourth carbon copy. The fourth carbon copy is used by the unit as a work copy to record information pending receipt of the next form. Destroy when no longer needed.

2-5. Initial DA Form 1379

a. Units will prepare an initial DA Form 1379 upon--

(1) Extension of temporary Federal recognition.

(2) Inspection for permanent Federal recognition.

(3) A change in status occurs as defined in NGR 10-1 whereby a unit designation changes (*e.g., redesignation or consolidation*) or there is a change of station of over 50 miles where 50 percent or less of the assigned personnel move with the unit.

(4) Return of a unit to State control after being relieved from active Federal military service.

b. The period covered by the initial DA Form 1379 will be from 0001 of the day granted Federal recognition, or the effective date of conversion, reorganization, redesignation, consolidation, or change of station to 2400 of the day on which the last scheduled UTA of the month is conducted.

c. For disposition see paragraph 2-4.

2-6. Final DA Form 1379

a. Units will prepare a final DA Form 1379 upon:

(1) Withdrawal of temporary or permanent Federal recognition.

(2) A change in status occurs as defined in NGR 10-1, whereby a unit designation changes (*e.g., redesignation or consolidation*) or there is a change of station of over 50 miles where 50 percent or less of the assigned personnel move with the unit.

(3) The unit is called or ordered into active Federal military service.

b. The period covered by the final DA Form 1379 will be from the day after the last scheduled UTA and ending as of 2400 of the effective date of withdrawal of Federal recognition, or on the day prior to conversion, redesignation, or consolidation.

c. The final DA Form 1379 normally will not support attendance reporting of IDT assemblies. Enter "FINAL REPORT" above the inclusive dates in the FOR MONTH OF block, on page number one.

d. For disposition of this form see paragraph 2-4.

2-7. Additional training assembly (ATA), equivalent training (ET), and split unit training assembly (SUTA)

a. These types of training will be performed IAW NGR (AR) 350-1. Training must be authorized through the issuance of written orders, letters, or unit training schedule in advance of such training. A training certificate containing the information shown in figure 2-1 will be prepared to document each soldier's duty status for the type of training performed. The certificate may contain both the authorization and performance information. Only one type of training will be recorded per certificate (*i.e., ET and ATA will not be mixed on the same certificate*).

b. Additional training assemblies--

(1) Report performance of an ATA on the DA Form 1379 for the period during which it was performed.

(2) Enter the remark from appendix G on the line directly under the soldier's name.

(3) No entry will be made in column "g".

c. Equivalent and split unit training assemblies--

(1) Enter attendance codes from appendix A in column "g", DA Form 1379, under the dates of the regularly scheduled UTA.

(2) Report SUTA performed before the scheduled unit training assembly on the DA Form 1379 for the regularly scheduled drill if the attendance certification has been received. (See example 3, appendix G for sample remark.)

(3) Report SUTA or ET performed after the regularly scheduled drill on the unit's next DA Form 1379.

(4) Report ET and SUTA performance after the unit training assembly IAW appendix G on the current DA Form 1379. Changing the attendance code in column "g" of the DA Form 1379 which authorized the absence is not required. In order to provide commanders a method to manage ET and SUTA performance, the guidance in paragraph 2-2e may be used to annotate column "g" of the unit copy of the DA Form 1379 which reflects the authorized absence. Enter "**Perf (date), see DA Form 1379 ending (date)**".

(5) A soldier is limited to no more than four equivalent training assemblies per fiscal year. ET will be performed in uniform within 60 days after the scheduled assembly.

(6) Split training may be performed before or after the regularly scheduled training assembly. Split training must, by law, be performed during a 30 day window which opens when any one soldier of the unit performs the first split training assembly for the regularly scheduled drill. If no split training is performed prior to the regularly scheduled assembly, the 30 day window will begin with the date of the UTA or first day of a MUTA.

d. Upon receipt at the unit, forward the signed performance certificate by TL to the USPFO Military Pay Section. Attach copies of training certificates, if not previously forwarded, to the first and second carbon sets of the DA Form 1379 with the training performance remark.

e. Failure to perform authorized ET or SUTA requires a change to the authorizing DA Form 1379 codes using the procedures in paragraph 2-2e(2).

2-8. Annual training

a. The State DPA will produce a separate DA Form 1379 for each unit scheduled to attend AT. This form has the same preprinted information as the IDT DA Form 1379. The date will be the inclusive

dates of AT. This DA Form 1379 will be prepared in sufficient time to arrive at the unit at least five calendar days before the AT start date.

b. Units authorized to perform incremented periods of AT may be attached to another unit in AT status, or prepare a DA Form 1379 for each incremented period of attendance.

c. Complete the DA Form 1379 as of the last day of the AT period. Show present and absence codes in column "g". Enter the remark required by appendix K for all soldiers not present. Show the specific attendance status code and any required remarks for each soldier on the AT DA Form 1379.

d. List personnel attached only for the AT period on a separate DA Form 1379 page or enter as a group as specified in appendix K.

e. Disposition of DA Form 1379 is as follows:

(1) **Original.** Forward the original copy to arrive at the MPMO office by the sixth working day after the close of the AT period. Retain this copy according to AR 25-400-2.

(2) **First carbon copy.** Retain the first carbon copy in the unit and dispose of according to AR 25-400-2.

(3) **Second carbon copy.** Forward the second carbon copy according to NG Pam (AR) 37-104-3 to arrive at the USPFO Military Pay Section by the sixth working day after the close of the AT period. If not needed for this purpose, dispose of it as directed by the State Adjutant General.

(4) **Third carbon copy.** Forward the third carbon copy to the unit's next higher headquarters unless directed otherwise by the State Adjutant General.

(5) **Fourth carbon copy.** The fourth carbon copy is used by the unit as a work copy during the AT period. At the close of AT, the information recorded on this copy will be entered on the original and remaining copies. Destroy when no longer needed.

TRAINING PERFORMANCE CERTIFICATE*(Unit Designation)**(Date)*

The following named soldier(s), in accordance with published training schedule, orders, or other competent written authority, participated in proper uniform for not less than 4 hours for each training period on the dates indicated below, in the following status:

Split Unit Training	Equivalent Training	Additional Training	
<u>NAME,</u> <u>RANK, SSN</u>	<u>DATE AND</u> <u>INCLUSIVE HOURS</u>	<u>NUMBER OF ATA</u> <u>(IF APPLICABLE)</u>	<u>SCHEDULED ASSEMBLY</u> <u>(IF APPLICABLE)</u>

NATURE OF TRAINING:
*(Include unit trained with
if different than above)*

*(Signature of Commander, Commander's
designee, or senior soldier present
at training)*

NOTE: Only one type of training
will be recorded per certificate
(SUTA, ETA, or ATA)

Figure 2-1. Training Performance Certificate

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Appendix A

Attendance, Absence, and Performance Codes 1/

<u>CODE</u>	<u>STATUS</u>	<u>REMARK REQUIRED</u>	<u>EXPLANATION</u>
A	Excused Absence	No	Authorized absence of an assigned or attached soldier. Not authorized pay or retirement points credit. TPC must be A, P, Q, or X.
B	Attached to another unit	Upon departure and return only	Soldier is attached to another ARNG unit. TPC must be A, P, Q, or X.
C	Constructive attendance authorized	Upon departure and return only. Upon gain of in-service enlistment or interstate transfer. <u>Upon gain and waiting for results of alcohol/drug test.</u>	Authorized constructive attendance per NGR (AR) 350-1, NGR 600-100, NGR 600-101, or NGR 600-200, to include interstate transfers and in-service enlistments. TPC must be A, Y, L, or Z.
E	Performed split unit training prior to or on the day of the unit's scheduled assembly	Yes	Certificate of performance of a split unit training assembly has been received before the DA Form 1379 is signed. TPC must be A, F, P, Q, U, X, or Y.
H	Hospitalized/Incapacitated in line of duty	Upon first entering status or upon change in status	Absence is due to hospitalization or incapacitation in the line of duty and unable to perform normal military duties. <u>1/</u> A soldier able to perform normal military duties is required to attend scheduled training assemblies and will be reported under the appropriate attendance or absence code. <u>2/</u> If able to perform limited or restricted military duties and soldier attends assembly report under code "N", present for retirement points only. TPC must be A, P, Q, X, L, or Z.

<u>CODE</u>	<u>STATUS</u>	<u>REMARK REQUIRED</u>	<u>EXPLANATION</u>
K	Absent authorized to perform split unit training assembly	No	A soldier authorized to: (1) Perform a split unit training assembly after the scheduled unit training assembly. (2) Performed split unit training on the same date or prior to the scheduled unit training assembly, but training certification has not been received. TPC must be A, P, Q, X, or Y.
M	Under arrest by civil authorities	No	A soldier under arrest or confined by civil authorities. TPC must be A, P, Q, or X.
N	Present for retirement points only	No	Present at a scheduled period of training, not entitled to inactive duty training pay, but entitled to retirement point credit. TPC must be A, P, Q, X, L, or Z.
P	Present	No	Present at a scheduled period of training in the prescribed uniform, neat and soldierly in appearance, and performed assigned duties in a satisfactory manner. TPC must be A, P, Q, or X.
S	Equivalent training authorized	No	Authorized to perform equivalent training not more than 60 days after the unit's scheduled period of training. (A soldier will not be authorized more than four periods of equivalent training per fiscal year.) TPC must be A, P, Q, or X.
T	On initial active duty training	Upon departure and return only	Soldier is on IADT at the time of a scheduled unit training assembly. TPC must be F or U.

<u>CODE</u>	<u>STATUS</u>	<u>REMARK REQUIRED</u>	<u>EXPLANATION</u>
U	Unexcused absence or Unsatisfactory Performance	Yes (Unsat Perf Only)	Soldier is charged with: (1) Unexcused absence, or; (2) soldier did not wear the prescribed uniform, or; (3) did not present neat and soldierly appearance, or (4) did not perform assigned duties in a satisfactory manner. TPC must be A, P, Q, or X
X	Not assigned nor attached to the unit	Yes	Soldier is not a member of the unit on the date of the unit's scheduled period of training. TPC not applicable
X	Inactive National Guard	On departure and return only	Soldier is not a member of the unit's accountable strength (see para 1-6d) on the date of the scheduled period of training. NOTE: A soldier ordered to participate in the annual ING muster assembly is returned to an active status and attendance for the ordered UTA will be recorded appropriately. If a MUTA is scheduled for the unit on the day of the annual ING muster assembly, constructive attendance, code "C", is authorized for the second period of the MUTA. TPC must be I

NOTE 1. Relationship between Training Pay Retirement Category (TPC) codes and assembly attendance codes.

1. TPC codes are preprinted in column "e" of the DA Form 1379 and in the shaded section between blocks 2 and 3 of the Leave and Earnings Statement, DA Form 3686-1. They identify a soldier as being authorized to receive IDT pay or not. The current code in the SIDPERS-ARNG data base is printed on the DA Form 1379. Normally this is done on the 25th day of the month before the scheduled assembly.

2. A "P" (present) in column "g" for a soldier whose TPC code is one of the non-pay TPC codes will be rejected by the JUMPS-RC pay system. This code must be changed on the SIDPERS-ARNG data base to pay the soldier.

3. The following TPC codes place a soldier in an IDT pay status:

CODE	DEFINITION
A	Soldier authorized training assembly pay
Q	Soldier awaiting second phase of or IADT
*P	A nonprior service enlistee authorized 36 paid assemblies during a period not to exceed 270 days after date of enlistment.
*X	A nonprior service enlistee authorized 12 paid assemblies during a period not to exceed 90 days after date of enlistment.

4. The following TPC codes place a soldier in a non-pay status for IDT.

CODE	DEFINITION
F	Enlisted soldier on IADT (basic and advanced individual training or ARNG CASP enlistees in their required training).
U	Enlisted soldier on second phase (split training) of IADT.
L	Enlisted soldier awaiting IADT - no IDT pay authorized but has not used all paid assemblies authorized prior to IADT.
Z	Enlisted soldier awaiting IADT - no IDT pay authorized or IDT pay authorization has lapsed.
Y	Soldier on AGR, ADT, ADSW or other tour of AD (except EAD or TTAD) as an ARNG soldier for more than 29 days.
I	Soldier assigned to the Inactive ARNG

*JUMPS-RC will automatically change these codes in the pay system to "Z" when a soldier reaches the maximum assemblies or days. However, these changes will not always show on the DA Form 1379. Ensure that these soldiers do not attend assemblies in a pay status past their authorized periods.

Appendix B
Attendance Entry Requirements

<u>EXAMPLE NUMBER</u>	<u>TYPE ATTENDANCE</u>	<u>COLUMN "g" CODE</u>
1	Present for pay and retirement points	"P"
2	Present without pay; credit with retirement points	"N"
3	Present, but performance was unsatisfactory. (Not wearing the prescribed uniform, not presenting a neat and soldierly appearance, or not performing assigned duties in a satisfactory manner.) Enter specific unsatisfactory performance reason under soldier's name.	"U"
4	ING soldier present for muster day (Pay is limited to one UTA)	"P"
5	<u>Transferred from the Inactive National Guard and present for the assembly. Preprinted code in column "g" will be lined out and appropriate code will be entered. Separate documentation is required to be submitted to the SIB to accomplish TPC code change. (See para 2-1.)</u>	<u>"P"</u>

Appendix C
Absence Entry Requirements

<u>EXAMPLE NUMBER</u>	<u>TYPE ABSENCE</u>	<u>COLUMN "g" CODE</u>
1	Excused Absence (Includes absent sick or injured if not in line of duty)	"A"
2	Attending Initial Active Duty Training	"T"
3	Not a member of the unit on the date of the unit's reported training assembly	"X"
4	Equivalent training authorized	"S"
5	Confined by civil authority	"M"
6	Unexcused Absence (Soldier failed to attend scheduled unit training; absence was not authorized by commander.)	"U"
7	Interstate Transfer (The soldier is a member of the gaining unit on the date the Oath of Enlistment, NGB Form 22-5-R, is administered. Constructive attendance may be granted for up to 90 days. If soldier is present at the unit's training assembly, enter code "P".	"C"
8	Inservice Enlistment (The soldier is a member of the gaining unit on the date of the Oath of Enlistment, DD Form 4, is administered. Constructive attendance may be granted for up to 60 days. If soldier is present at the unit's training assembly enter code "P".	"C"
9	Performed split unit training assembly prior to the unit's training assembly and certification is received.	"E"
10	Authorized to perform split training assembly prior to or on the unit's training assembly; performance certificate is not received as of the day the unit's scheduled training assembly DA Form 1379 is signed.	"K"

<u>EXAMPLE NUMBER</u>	<u>TYPE ABSENCE</u>	<u>COLUMN "g" CODE</u>
11	Authorized to perform split training assembly after the unit's training assembly.	"K"
12	Attached to another unit.	"B"
13	Injured or Ill; line of duty determination is yes or undetermined.	"H"
14	Soldier granted a 90 day leave of absence to relocate as authorized by AR 135-91.	"C"

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 NUMBER OF PAGES						
UNIT DESIGNATION AND LOCATION						FOR MONTH OF							
Co C 50th Med Bn Montgomery St & Jordon Ave Jersey City, WX 07121-0022 WXXXXX 2XX						890109-890205							
NAME (Last, First and Middle Initial) a	GRADE b	SOCIAL SECURITY NUMBER c	MOS/SSI d	TNG-PAY RET-CAT e	ETS DATE f	SCHEDULED DRILL ATTENDANCE DATE g						APPROPRIATE DUTY OR EQUIVALENT INSTRUCTION OR DUTY h	
						M 4	M 5						
(1) Carthan, Lillian S	SGT	000-00-0000	91B20	A	940815	A	A						
(2) Commerford, George T	PFC	000-00-0000	91A10	F	950114	T	T	T	T	T	T	IADT	
(3) Falstrom, Ann M	SFC	000-00-0000	91C40	A	910612	X	X						
Hon Disch Enl USAR TPU eff 1 Feb 89 Order 7-1 HQ WXXXX						X	X						
(4) Fiore, Rocco D	SSG	000-00-0000	91B30	A	921203	S	S						
(5) Fuller, Judson H	PV2	000-00-0000	91A10	A	910909	M	M						
(6) Graffeo, Patrick J	PFC	000-00-0000	91A10	A	890307	U	U						
(7) (Note 1) Martin Kathy M	SGT	000-00-0000	91B20	A	921207	C	C						
Interstate trf fr WKARNG eff 22 Jan 89						C	C						
(8) (Note 1) Monahan John J	MSG	000-00-0000	63B50	A	910511	C	C						
Inservice enl eff 25Jan 89						C	C						

Figure C-1. Sample entries of absence and credit symbols

Appendix D
Gain Entry Requirements

EXAMPLE NUMBER	IF SOLDIER IS	ENTER REMARK UNDER NAME
1	Appointed	Apt eff (date)
2	Enlisted or immediately reenlisted	(Enl or Immed Reenl) eff (date). See <u>1/</u> and <u>2/</u> .
3	Transferred from another unit	Trf fr (unit) eff (date) (auth). See <u>3/</u> .
4	Omitted from pre- printed form	Under " UNLISTED SOLDIER " add all data which would have been preprinted and all other appropriate codes and remarks, to include the reason for omission, if known.

NOTES:

- 1/ If nonprior service enlistment, refer to chapter 2, NGR 600-200 to determine soldiers pay status before determining attendance code. Soldiers enlisted, but report of negative alcohol/drug test results have not been received, will be authorized constructive attendance.
- 2/ See example number eight, appendix C, for in-service enlistment remark and coding.
- 3/ See example number seven, appendix C, for interstate transfer remark and coding.

Appendix E

Loss Entry Requirements 2/

<u>EXAMPLE NUMBER</u>	<u>IF SOLDIER IS</u>	<u>ENTER REMARK UNDER NAME</u>
1	Officer Separation	Sep (reason) eff (date) (auth)
2	Enlisted Discharge	(Type) disch (reason) eff (date) (auth)
3	Transferred to another unit	Trf to (unit) eff (date) (auth).
4	Deceased	Decd (date, place, cause of death, duty status at time of death, and line of duty status, if applicable)
5	Transferred to the Inactive National Guard	Trf to ING eff (date) (auth).
6	Interstate Transfer	<u>I</u> nterstate transfer to (State), eff (date). <u>1/</u>

NOTES:

- 1/ Soldier will be granted constructive attendance credit (see example 7, app C) for all training assemblies until one of the following occurs:
- (a) Discharge (occurring no later than 90 days after the soldier's departure to the gaining State).
 - (b) Accession completed in the gaining State.
 - (c) Return to the losing State unit.
- 2/ Soldiers lost after a DA Form 1379 is forwarded to the unit and dropped from the SIDPERS active file may not appear on the next DA Form 1379. When this happens, enter data which would have been pre-printed and the appropriate loss remark under "**UNLISTED SOLDIERS**" at the end of the officer or enlisted record, as applicable. See appendix D, J, and K and paragraph 2-2g(2).

Appendix F

Change in Duty Status and Performance of Training Entry Requirements 1/

EXAMPLE NUMBER	<u>IF SOLDIER IS</u>	<u>ENTER REMARK UNDER NAME</u>
1	Entered on Initial Active Duty Training	To IADT (<i>Phase I or II, if applicable</i>) (<i>date</i>)
2	Returned from Initial Active Duty Training	From IADT (<i>Phase I or II, if applicable</i>) (<i>date</i>)
3	Entered on ADT, AGR, or ADSW program <u>on or prior to the unit's scheduled training assembly</u>	To (<i>program</i>) (<i>date</i>)
4	Returned from ADT, AGR, or ADSW program which continued through the previous scheduled unit training assembly and ended prior to the current unit training assembly	Fr (<i>program</i>) (<i>date</i>)
5	Change in Active Status Program	Fr (<i>active status program</i>) to (<i>active status program</i>) (<i>date</i>)

NOTE:

1/ No entry is required for ADT, ADSW, or other tours of AD (*except EAD or TTAD*) as an ARNG soldier if performed between unit assemblies.

Appendix G
Additional, Equivalent, and Split Unit Training Assembly Entry Requirements

<u>EXAMPLE NUMBER</u>	<u>IF SOLDIER IS/HAS</u>	<u>ENTER REMARK UNDER NAME</u>
1	Performed Additional Training Assembly.	Perf ATA (indicate code) (date) See Note 1 for ATA codes
2	Performed Equivalent Training.	Perf ET (date & number of periods) ILO (dates and number of periods)
3	Performed Split Unit Training Assembly on or before the Unit's Scheduled Assembly and certificate of performance has been received.	SUTA perf (date and number of periods)
4a	Performed Split Unit Training Assembly on or before the scheduled unit training assembly and the certificate of performance has not been received.	No remark required
4b	The split unit training assembly is to be performed after the unit's scheduled period of training	No remark required
5	SUTA certified as perf for a previous month's tng assy	SUTA perf (date & number of pd) ILO (date & pd)
6	Did not perform authorized SUTA or ET.	Absence Code (code) for (pd and date) changed to (corrected absence code)
1-6	AUTA is performed	All of the required remarks based on each soldier's attendance status

Note 1. The following codes will be used to identify an ATA/AUTA

<u>INDIVIDUAL ADDITIONAL TRAINING ASSEMBLY</u>	<u>CODE</u>
Additional Flight Training Period	31
Junior Leader/Civil Disturbance Leadership Training	51
Nuclear Weapons Surety Readiness Proficiency	61
RMA Training Preparation Assembly	71
ATA - Individual Use Other	81
RMA Management/Support Assembly	91
<u>ADDITIONAL UNIT TRAINING ASSEMBLY</u>	<u>CODE</u>
Additional Unit Training Assembly	41
Jump Proficiency Additional Unit Training Assembly	42

Appendix H

Injury and Illness Entry Requirements

EXAMPLE NUMBER	IF SOLDIER IS/HAS	ENTER REMARK UNDER NAME
1	Injured LD yes.	Inj (<i>time and date</i>) LD yes to (<i>treatment facility and location</i>)
2	Injured LD undetermined.	Inj (<i>time and date</i>) LD undetermined to (<i>Treatment facility and location</i>)
3	Ill during duty LD undetermined.	Ill (<i>time and date</i>) LD undetermined to (<i>Treatment facility and location</i>)
4	Released from hospital or incapacitation status.	Rtn to dy fr (<i>hospital and location or incap dy eff (date)</i>)
5	Injured or ill but remains in a duty status.	(<i>Inj or ill (time and date) LD (yes or undetermined)</i>)
6	Remains in hospital or incapacitation status following AT.	(<i>Inj or ill (time and date) LD (yes or undetermined) to (treatment facility and location)</i>)
7	Injured or ill and remains in incapacitation status and attends unit assemblies and performs normal military duties.	Incap status able to perform normal military duties <u>1/</u>

NOTE:

1/ Enter appropriate attendance remark from appendix A.

Appendix I
Attached Personnel Entry Requirements

<u>EXAMPLE NUMBER</u>	<u>IF SOLDIER IS/HAS</u>	<u>ENTER REMARK UNDER NAME</u>
1	Attached to another unit.	Atch to (unit) eff (date) (auth)
2	Attached from another unit.	Atch fr (unit) eff (date) (auth)
3	Relieved from unit of attachment.	RFAT dpnt to (unit) eff (date) (auth)
4	Relieved to unit of assignment.	RFAT rtn fr (unit) eff (date) (auth)

Appendix J

Miscellaneous Changes Entry Requirements

EXAMPLE NUMBER	<u>IF SOLDIER IS/HAS</u>	<u>ENTER REMARK UNDER NAME</u>
1	Name Changed	Name Change (<i>Reason, e.g., married</i>)
2	SSN Changed	SSN Change (<i>Reason, e.g., erroneous original entry</i>)
3	Retirement points earned due to performance of miscellaneous training.	<i>(Reason and date) See 1/ below</i>
4	Omitted from pre- printed data page	Omitted. Add data normally preprinted under " UNLISTED SOLDIERS. " See appendix D, E, and K, and paragraph 2-2g(1). Enter attendance codes and remarks, as appropriate.

NOTE:

1/ See column A, appendix H, NGR 680-2 for reasons for award of retirement points. In addition to the remark under the name, enter in column h "**(Number of points earned) RET PTS**". Record points earned for non-pay attendance at a scheduled unit training assembly in accordance with appendix A and B.

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 NUMBER OF PAGES		
UNIT DESIGNATION AND LOCATION Co C 50th Med Bn Montgomery St & Jordon Ave Jersey City, WX 07121-0022 WXXXXX 2XX						FOR MONTH OF 890109-890205				
NAME <i>(Last, First and Middle Initial)</i> a	GRADE b	SOCIAL SECURITY NUMBER c	MOS/SSI d	TNG-PAY RET-CAT e	ETS DATE f	SCHEDULED DRILL ATTENDANCE DATE g				APPROPRIATE DUTY OR EQUIVALENT INSTRUCTION OR DUTY h
						M 4	M 5			
JAMES (1)										
Carther , Lillian S	PV2	000-00-0000	91B20	A	930416	P	P			
Name Changed Rsn married 22 Dec 88						P	P			
(2)		000-00-0000								
Commerford, George T	PFC	000-00-0000	91A10	A	900907	P	P			
SSN Changed erroneous original entry						P	P			
(3)										
Falstrom, Ann M	SFC	000-00-0000	91C40	A	950614	P	P			
Perf ADSW w/o pay 22-25 Jan 89						P	P			4 RET PTS
(4)										
UNLISTED SOLDIERS (See Note 1)										
Malave, Stephen J	SSG	000-00-0000	91B30	A	940207	P	P			
Omitted						P	P			
NOTE 1 - Enter this data on the last preprinted page or on a blank page added behind the preprinted sets as applicable.										

Figure J-1. Recording miscellaneous change remarks and attendance credit symbols

Appendix K
Annual Training Entry Requirements (See Notes 4 & 5)

<u>EXAMPLE NUMBER</u>	<u>IF SOLDIER IS/HAS</u>	<u>ENTER REMARK UNDER NAME</u>
1	Present for entire AT period	No remark required.
2	Present for at least one day of AT but authorized absence for the rest of the AT period	Excused absence (inclusive dates) NOTE 1
3	Unexcused absence	Unexcused absence (hour and date) to (hour and date). NOTE 1
4	Injured or ill	See appendix H
5	Authorized absence for the entire annual training period	Excused absence NOTE 1
6	Authorized constructive attendance for the entire annual training period	Abs CA auth (reason if not preprinted, e.g. attached to [unit] for AT) NOTE 1
7	Attended a longer annual training period than that prescribed for the unit	AT (inclusive dates) (reason, e.g., Adv Det, Rear Det)
8	Performed year-round annual training	Perf AT (inclusive dates) NOTE 3
9	Attached personnel group remark NOTE 2	(Number) soldiers atch per encl (number) (inclusive dates) from (unit of asg)
	Significant events/incidents/accidents	Enter appropriate remark in item 3, REMARKS, on the reverse side of the DA Form 1379

- NOTE 1. For soldiers absent from the entire AT period see appendix A for the appropriate absence codes. A soldier present for one or more days annual training in a pay status enter a code P in column g.
- NOTE 2. Enter attachment remark in Item 3, REMARKS, on the reverse side of the last page of the DA Form 1379. Orders are the preferred document for use as the enclosure. If a roster is used in place of the orders it must include the name, SSN, rank, unit of assignment, and period attached.
- NOTE 3. Enter this remark under the soldier's name on the unit's annual training DA Form 1379, if applicable, and the inactive duty training assembly DA Form 1379 covering the year-round annual training period attended by the soldier.
- NOTE 4. Draw a single line through the preprinted data of soldiers no longer members of the unit on the first day of annual training. Enter a remark directly under the soldier's name IAW appendix E.
- NOTE 5. List soldiers assigned to the unit whose names are not preprinted on the DA Form 1379. Enter the data normally preprinted under "UNLISTED SOLDIERS" (see paragraph 2-2g(2)) to include reason for omission if known.

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 1 NUMBER OF PAGES
UNIT DESIGNATION AND LOCATION Co C 50th Med Bn Montgomery St & Jordon Ave Jersey City, WX 07121-0022 WXXXXX 2XX						FOR MONTH OF 890611-890625	
NAME (Last, First and Middle Initial) a	GRADE b	SOCIAL SECURITY NUMBER c	MOS/SSI d	TNG-PAY RET-CAT e	ETS DATE f	SCHEDULED DRILL ATTENDANCE DATE g	APPROPRIATE DUTY OR EQUIVALENT INSTRUCTION OR DUTY h
(1) Carthan, Lillian S	SGT	000-00-0000	91B20	A	910217	P	
(2) DeMauro, Michael III	PFC	000-00-0000	91A10	A	911204	P	
Excused abs 19-25 Jun 88							
(3) Falstrom, Ann M	SFC	000-00-0000	91C40	A	930719	U	
Unexcused absence 0600 11Jun88 to 1700 25Jun88							
(4) Fiore, Rocco D	SSG	000-00-0000	91B30	A	920317	P	
Ini 1445 24 Jun 88 LD yes to Ireland Army Hospital, Ft Knox WX							
(5) Fuller, Judson H	1SG	000-00-0000	91B5M	A	910907	A	
Excused absence 11Jun-25Jun99							
(6) Graffeo, Patrick J	PFC	000-00-0000	91A10	A	941109	C	
Abs CA auth atch to 475th MASH for AT eff 6 Jun 88 Ord 12-12 HQ WXXXX							
(7) Martin, Kathy M	SGT	000-00-0000	91B20	A	930211	P	
AT 9-10Jun88 Adv Det							
(8) Ralat, Raphael J	SSG	000-00-0000	91B30	A	940707	C	
Perf AT 15-31 May 88							
(9) (See Note 1.) 27 soldiers atch per encl 1 22 Jun 88 - 7 Jul 88 from 475th MASH WXARNG							
Note 1. Enter this remark in Item 3, "REMARKS" on the reverse side of the DA Form 1379.							

Figure K-1. Recording annual training remarks and attendance credit symbols

Appendix L

DA Form 1379 Reverse Side Entry Requirements 1/

<u>ITEM NUMBER</u>	<u>ENTRY</u>
1	None
2	None
3	<p><i>(Type of inspection, audit, visit, etc.) conducted (date) by (Grade, Name and Org)</i></p> <p>Redesignated to <i>(new designation)</i> eff <i>(date)</i> <i>(auth)</i> Final DA Form 1379 for old designation</p> <p>Redesignated from <i>(old designation)</i> eff <i>(date)</i> <i>(auth)</i> Initial DA Form 1379 for new designation</p> <p>Reorganized under MTOE <i>(number)</i> eff <i>(date)</i> <i>(auth)</i> <i>(Grade and Name)</i> assumed command eff <i>(date)</i> from <i>(Grade and Name)</i></p> <p>Additional remarks may be entered using the preceding remark formats as guides</p> <p>Reference roster page number, last name, initial(s), and SSN of soldier whose remarks exceed the preprinted change to roster page.</p>
4	Modify statement IAW paragraph <u>2-2i</u>

NOTE:

1/ These remarks may be entered on the front of the last page along with the section 4 remarks (*para 2-2i*) and the authenticating officer's certification if the DA Form 1379 is completed through automated means.

Appendix M

Preprinted Attendance Codes and Remarks

<u>COLUMN "G"</u>	<u>COLUMN "H"</u>	<u>GENERATED FROM ACTIVE STATUS PROG</u>
CCCCCC	FTM	A
CCCCCC	RCTG TITLE 32	E
CCCCCC	ADSW TITLE 32	6
		M
		G
	*ADSW TITLE 10	9
		X
		B
CCCCCC	READI-SPT TITLE 32	N
CCCCCC	REten TITLE 32	R
CCCCCC	SIDPERS TITLE 32	S
CCCCCC	AMEDD TITLE 32	T
<u>CCCCCC</u>	<u>DRUG INT TITLE 32</u>	<u>8</u>
CCCCCC	*NGB ARMY GEN STF	H
CCCCCC	*GEN SPT TITLE 10	D
CCCCCC	*SIDPERS TITLE 10	1
CCCCCC	*RCTG TITLE 10	2
CCCCCC	*REten TITLE 10	3
CCCCCC	*AMEDD TITLE 10	4
CCCCCC	*USP&FO	L
CCCCCC	*OFF ADV/LIAISON	C
<u>CCCCCC</u>	<u>*DRUG INT TITLE 10</u>	<u>F</u>

*NGB controlled tours. The asterisk will not preprint in column "H".

		<u>TNG PAY RET CAT</u>
TTTTTT	IADT	F
TTTTTT	IADT/PART 2	U
		<u>POS NR EXCESS INDIV</u>
BLANK	GAIN NT JOIN	999D
		<u>RECORD STATUS</u>
XXXXXX	ATCH ING	M
CCCCCC	CONDL REL	H
		<u>ATTACHMENT CODE</u>
BBBBBB	ATCH TO (PRN)	A
BLANK	ATCH FR (PRN)	A

Glossary**Abbreviations****ABS**

Absence

AD

Active Duty

ADSW

Active Duty for Special Work

ADT

Active Duty for Training

ADV

Advance

AFTP

Additional Flight Training Period

AGR

Active Guard/Reserve

APT

Appointed

AR

Army Regulation

ARNG

Army National Guard

ASSY

Assembly

AT

Annual Training

ATA

Additional Training Assembly

ATCH

Attached

AUTA

Additional Unit Training Assembly

AUTH

Authority

CA

Constructive Attendance

CASP

Civilian Acquired Skills Program

DA

Department of the Army

DAMPRE

Drill Attendance Monitoring Procedures and Report System

DECD

Deceased

DET

Detachment

DISCH

Discharged

DPA

Data Processing Administrator

DPRT

Departed

DY

Duty

EAD

Extended Active Duty

EFF

Effective

ENL

Enlisted

ET

Equivalent Training

FR

From

HON

Honorable

IADT

Initial Active Duty for Training

IAW

In Accordance With

IDT

Inactive Duty Training

ILO

In Lieu Of

INCAP

Incapacitation

ING

Inactive National Guard

INJ

Injured

JUMPS-RC

Joint Uniform Military Pay System - Reserve Components

LD

Line of Duty

MIL

Military

MPMO

Military Personnel Management Office

MPS

Military Pay Section

MTOE

Modification Table of Organization and Equipment

MUTA

Multiple Unit Training Assembly

NGB

National Guard Bureau

NGR

National Guard Regulation

ORD

Orders

PD

Period

PERF

Performed

RCS

Requirement Control Symbol

RFAT

Relieved from Attached

RMA

Readiness Management Assembly

RSN

Reason

RTN

Returned

SEP

Separated

SIB

SIDPERS Interface Branch

SIDPERS

Standard Installation/Division Personnel System

SSN

Social Security Number

SUTA

Split Unit Training Assembly

TL

Transmittal Letter

TPC

Training/Pay/Retired Category

TPU

Troop Program Unit (USAR, USMC, USNR, etc.)

TRF

Transfer

TTAD

Temporary Tour of Active Duty

U.S.C.

United States Code

USPFO

United States Property and Fiscal Office

UTA

Unit Training Assembly

By Order of the Secretary of the Army:

HERBERT R. TEMPLE, JR.
Lieutenant General, USA
Chief, National Guard Bureau

Official:

TOMMY L. DANIELS
Colonel, USAF
Executive, National Guard Bureau

Distribution: A