This regulation has been extensively revised to incorporate procedures for MyUnitPay.
Personnel Information Systems

Personnel Assets Attendance and Accounting

By Order of the Secretary of Army:

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History. This publication is a complete revision of NGR 680-1 that introduces the new application entitled MyUnitPay.

Summary. This regulation prescribes the preparation and management of personnel attendance and accounting procedures using the MyUnitPay application. This regulation prescribes the requirements for personnel attendance and accounting in both active and inactive status, and in all categories of training such as inactive duty training periods, annual training, active duty for training, full-time National Guard duty for training, as well as active duty operational support, full-time National Guard duty for operational support, Active Guard/Reserve, and inactive duty for funeral honors. It prescribes the attendance reporting policies; the procedures for preparing, distributing, and filing of the various forms used in this process; and the codes required to support attendance and related reports.

Applicability. This regulation applies to Army National Guard (ARNG)/Army National Guard of the United States (ARNGUS) and personnel who are not in the end strength of the Regular Army.

Proponent and exception Authority. The proponent of this regulation is the Chief, Personnel Division (ARNG-HRP). The proponent has the authority to approve exceptions to this regulation which are consistent with controlling law and regulations.

Managers’ Internal Control Program. This regulation contains internal control procedures and identifies key controls that must be evaluated in accordance with (IAW) AR 11-2. A checklist is in appendix B.

Supplementation. Supplementation of this regulation requires approval from Chief, National Guard Bureau, ATTN: ARNG-HRP, 111 South George Mason Drive, Arlington, VA 22204-1382.

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Chief, National Guard Bureau, ATTN: ARNG-HRP, 111 South George Mason Drive, Arlington, VA 22204-1382.

Distribution. A

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*This publication supersedes NGR 680-1, 8 July 2009.
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Glossary
Chapter 1
General

1-1. Purpose
This regulation prescribes policies, procedures, and responsibilities for attendance accounting and performance reporting of all military personnel in the Army National Guard (ARNG). 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 Federal staffing.

1-2. References
Required and related publications and prescribed and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms
Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Responsibilities
a. SIDPERS-ARNG Interface Branch Chief (SIB Chief) will--
   (1) Maintain data in SIDPERS on all members of the Army National Guard of the State.
   (2) Schedule SIDPERS updates with the United States Property and Fiscal Officer (USPFO) Data Processing Installation (DPI) and resolve any discrepancies on a daily basis or after updates are processed.
   (3) Initiate the DA Form 1379 (US Army Reserve Components Unit Record of Reserve Training) as the tool for use in accountability and other actions for all members of the ARNG as prescribed in this regulation.
   b. Unit commanders will--
      (1) Account for all assigned and attached personnel including members assigned to the Inactive Army National Guard (ING).
      (2) Initiate follow-up action through the SIB when required documentation was submitted but did not result in a change to data on the DA Form 1379.
      (3) Monitor Soldiers not listed on the DA Form 1379 and add them to the DA Form 1379 to ensure payment for authorized training periods.
      (4) Review Reserve Component, Training, Pay, and Retirement Categories to ensure proper pay status.
      (5) Ensure all historical entries listed in appendixes F through L are annotated on the DA Form 1379.
   c. USPFO’s will ensure federal funds are available and release Inactive Duty Training (IDT) transactions for payment.

1-5. Accountability of personnel assets
For the purposes of accounting for all ARNG personnel assets:
   a. Accountable strength includes all Soldiers assigned to ARNG units except those assigned to the ING of their units.
   b. Members of the ARNG on AT, ADT, FTNGD for Training and for Operational Support, AGR or other tours of active service, all of which are either AD under Title 10 or FTNGD under Title 32, are part of the accountable strength of the ARNG unit of assignment. This does not include those on extended active duty in the strength of the Army and those called or ordered into active Federal service all of which is under Title 10, U.S. Code.
   c. Attached personnel are accountable in the strength of the ARNG units to which they are assigned.
   d. Personnel transferred to the ING of their units remain in the ARNG but are lost to the accountable strength IAW NGR 614-1. They will continue to appear on the DA Form 1379 for command and control purposes while they are assigned to the ING of their units.
   e. Soldiers on active duty or full-time National Guard duty who exceed 1,095 days in the previous 1,460 days will count against the active duty or full-time National Guard duty strength of the ARNG for operational support as stated in 10 USC 115(a).

1-6. Procedures for accessing MyUnitPay
Personnel approved to access MyUnitPay, as explained in paragraph 2-2a below, can access the National Guard Bureau (NGB) web site at https://ngcc2-unitpay.ngb.ng.ds.army.mil using a government computer with a Common Access Card (CAC). They will have access to data on all Soldiers assigned to their units. Authorized
users may electronically generate the form, record attendance and absence codes, enter unit remarks, and electronically submit DA Form 1379 through the USPFO to Defense Finance and Accounting Services (DFAS). Reporting will include paid and nonpaid IDT, Inactive Duty Funeral Honors (IDFH), Active Duty (AD) and full-time National Guard duty (FTNGD), plus additional tasks pertaining to Soldier pay.

1-7. Privacy Act requirements
Managers and users of personnel assets attendance and accounting information and will comply with DoD 5400.7-R DoD Freedom of Information Act Program and AR 340-21, The Army Privacy Program and ensure all records are protected. Specifically, this pertains to the personally identifiable information (PII) such as full name, SSN, dates of birth, home addresses and personal telephone numbers, family member information, and any other protected information used in documents prescribed or mentioned in this regulation.

Chapter 2
Attendance Performance and Accounting

2-1. Purpose
The DA Form 1379 is the electronic means to record a unit’s IDT attendance, absences, and other related personnel, pay, and performance remarks, plus certain unit actions. The DA Form 1379 is not a source document to add, change, or delete information on the SIDPERS database. The report contains selected personnel data for all accountable personnel assets and Soldiers separated from the ARNG. The DA Form 1379 is used--

a. For personnel accounting purposes.

b. To record training and duty attendance and absence codes for paid and non-paid duties and training.

c. As a substantiating document to support pay actions in DJMS-RC and non-paid retirement points in RPAM.

d. As a historic reference to unit activities as prescribed by appendixes F through L.

2-2. Establish an account

a. To request access to MyUnitPay, commanders and their designated users will submit DD Form 2875 (System Authorization Access Request (SAAR)) through the State DCSIM and USPFO Military Pay Section to CNGB (ARNG-RMC-F), ATTN: MyUnitPay Team for approval to access MyUnitPay. The MyUnitPay Team will assign each user a login ID and temporary password and instruct users to change their passwords before using MyUnitPay.

b. MyUnitPay users should download the User Manual, slides, help feature, and other maintenance screens from the site to familiarize themselves with the system and for ease of use as references.

2-3. Create a drill calendar
Create a drill calendar in MyUnitPay for each unit by entering the drill date(s) for the fiscal year (FY) from the approved yearly training calendar. Changes to the drill calendar may then be posted in MyUnitPay when approved. After creating the drill calendar, the user can select and query a scheduled Multiple Unit Training Period (MUTP) to verify dates are accurate before creating the DA Form 1379. Detailed guidance on how to create the drill calendar is in the User Manual.

2-4. Create the DA Form 1379
The SIDPERS Interface Branch (SIB) will create, change, or delete a unit file in SIDPERS based on unit organization actions by the JFHQ-State G-3 to establish, change, or disestablish a unit, and notify the USPFO Military Pay Section of the action. The SIDPERS Organization File enables the SIB to assign each member of the unit to an authorized position by paragraph and line number. This will enable authorized users of MyUnitPay to create DA Forms 1379 for their units on demand as follows.

a. Create an Initial DA Form 1379:

   (1) When a new UPC is added based on --

      a) Extension of Temporary Federal Recognition, or;

      b) The unit is redesignated, consolidated, or there is a change of station of more than 50 miles where 50 percent or a lesser percentage of the assigned personnel relocate with the unit, as defined in NGR 10-1, or;

      c) The unit returns to State control after being relieved from active service.
(2) To cover the period from 0001 hours of the day granted Federal recognition, or the effective date of conversion, reorganization, redesignation, consolidation, or change of station, to 2400 hours on the day of the last scheduled UTP of that month.

(3) And maintain records IAW paragraph 2-12.

b. Periodically create DA Form 1379 to report training listed in the drill calendar plus other activities. The system will pre-populate the DA Form 1379 with all members assigned and attached to the units selected. Use the New Accession feature in MyUnitPay to enter the names of assigned and attached Soldiers whose information was not pre-populated because they have not yet been entered into SIDPERS.

c. Create a Final DA Form 1379:

(1) When a UPC is to be changed or deleted based on --

(a) Withdrawal of temporary or permanent Federal recognition, or;

(b) The unit is redesignated or consolidated, or there is a change of station of over 50 miles where 50 percent or a lesser percentage of the assigned personnel move with the unit has a change in status as defined in NGR 10-1, or;

(c) The entire unit is ordered into active Federal service.

(2) To cover the period from the day after the last scheduled UTP and ending at 2400 hours on the effective date of withdrawal of Federal recognition, or the day prior to conversion, redesignation or consolidation.

(3) By entering FINAL REPORT in the Remarks Section. (Note: The final DA Form 1379 will not be blank.

(4) And maintain records IAW paragraph 2-12.

2-5. Record unit training period participation

a. Record inactive duty attendance and absence codes with required remarks for Soldiers listed on the DA Form 1379. Attendance and absence codes for inactive duty are in appendix C. Instructions for processing additional individual training periods are in paragraph 2-6 and Inactive Duty Funeral Honors (IDFH) are in paragraph 2-7.

b. Enter, update, and delete remarks for a specific UIC or period in the Unit Remarks Section for significant training performed by the unit, such as section training or Weapons Qualification on the reported date(s). When the user closes the DA Form 1379, in MyUnitPay, the system will produce the K Transmittal Letter (K-TL), which is the DA Form 1379. The DA Form 1379 at this point is referred to in MyUnitPay as the Certificate of Performance.

c. The commander or senior Soldier present will sign the Certificate of Performance (DA Form 1379) when all supporting documents are attached.

d. All training must be authorized through the issuance of written orders, memoranda, unit training schedules, or other document prescribed by the State in advance of the start of training IAW NGR 350-1 or other directive. Prepare an Inactive Duty Performance Certificate as shown in appendix M to document each Soldier’s training or duty status for the type of training or duty performed when the Soldier is not at their primary unit training site for the scheduled unit training. States are authorized to modify the Inactive Duty Performance Certificate. Record only one type of training or duty on each certificate. Abbreviations, titles, and codes for Inactive Duty are shown in table 2-1.

e. Equivalent Training Periods (ETPs), Rescheduled Training Periods (RSTPs), and Additional Unit Training Periods (AUTPs) are recorded on the DA Form 1379 as follows:

(1) Enter attendance codes in the Performance Date and Period column beside the attendance code for the regularly scheduled UTA.

(2) For RSTPs and AUTPs that were performed, entered into MyUnitPay, and processed and paid by NGB before the scheduled training, the information will appear on the DA Form 1379 beside the attendance code for the regularly scheduled training period.

(3) For ETPs, RSTPs, and AUTPs performed after the unit training period(s), the unit representative will enter a remark that the training was performed. That information will appear on the unit’s next DA Form 1379.

(4) Example remarks for RSTPs, ETPs, and AUTPs are in appendix H.

(5) RSTPs may be performed before or after the regularly scheduled training. RSTPs must, IAW 32 USC 502(b), be performed during a window of 90 consecutive days which opens when the first Soldier of the unit performs the first UTP or RSTP for the regularly scheduled training period(s).

(6) A Soldier may not perform more than four Equivalent Training Periods in a fiscal year as stated in 37 USC 206(e). ETPs will be performed in uniform within 60 days after the scheduled training periods.

f. Enter appropriate remarks on the DA Form 1379 for both paid and non-paid active duty and FTNGD performed IAW appendixes G and H.

g. Example remarks for inactive duty training, active duty and FTNGD are in appendixes G and H.
h. The commander or senior Soldier present will sign the Inactive Duty Performance Certificate and direct that the information be entered into MyUnitPay using the J Transmittal Letter (J-TL) once the training or duty is completed. The unit will forward a copy of the Inactive Duty Performance Certificate to the RPAM administrator when it has remarks of training or duty that was performed in a non-paid status.

i. The system will produce the Certificate of Performance when the user closes the J-TL in MyUnitPay. The commander or senior Soldier present will sign the Certificate of Performance and file it with the supporting documents for the DA Form 1379.

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2-6. Record additional training period participation

a. All training must be authorized through the issuance of written orders, memoranda, unit training schedules, or other document prescribed by the State in advance of the start of training IAW NGR 350-1 or other directive. Prepare an Inactive Duty Performance Certificate as shown in appendix M to document each Soldier’s training or duty status for the type of training or duty performed when the Soldier is not at their primary unit training site for the scheduled unit training. States are authorized to modify the Inactive Duty Performance Certificate. Only one type of training or duty will be recorded on each certificate. Abbreviations, titles, and codes for Inactive Duty are shown in table 2-1.

b. ATPs performed before the scheduled training that were entered into MyUnitPay, processed, and paid by DJMS-RC before the scheduled unit training periods will appear on the DA Form 1379.

c. For ATPs performed after the unit training period, the unit representative will enter a remark that duty was performed. That information will appear on the unit’s next DA Form 1379.

d. Enter appropriate remarks on the DA Form 1379 for both paid and non-paid ATPs performed.

e. Example remarks for ATPs are in appendix H.

f. The commander or senior Soldier present will sign the Certificate of Performance and direct that the information be entered into MyUnitPay using the J Transmittal Letter (J-TL) as soon as is practicable after the training or duty is completed. The unit will forward a copy of the Inactive Duty Performance Certificate to the RPAM administrator, when it has remarks that duty was performed in a non-paid status.

g. The system will produce the Certificate of Performance when the user closes the J Transmittal Letter J-TL in MyUnitPay. The commander or senior Soldier present will sign the Certificate of Performance and file it with all supporting documents with the DA Form 1379.
2-7. Record inactive duty funeral honors participation
   a. Use MyUnitPay to process payment for Inactive Duty Funeral Honors Duty (IDFH).
   b. The FHD Coordinator will maintain a list of Soldier(s) available to perform IDFH duty, consisting of
      Soldiers’ names, rank, and SSN provided by commanders within their States. The coordinator will determine when
      there is a requirement for their assistance with a burial mission. When Soldiers are needed, the coordinator will
      assign them to a funeral detail to perform IDFH and notify the Soldiers and their units of the mission. After the
      IDFH is performed, the coordinator will complete and sign the Inactive Duty Performance Certificate, appendix M,
      indicating that duty was performed. If performed in a paid status, the coordinator will enter the pay action in
      MyUnitPay or forward the Inactive Duty Performance Certificate to the Soldier’s unit for processing, depending
      upon State policy and procedures.
   c. Example remarks for IDFH are in appendix H.
   d. The system will produce the Certificate of Performance when the user closes the J-TL in MyUnitPay. The
      coordinator will sign the Certificate of Performance, if the coordinator entered the information into MyUnitPay, and
      forward a copy to the commander of the Soldier performing the duty to be filed with unit records. If forwarded to
      the unit for pay action or entry into MyUnitPay the commander or senior Soldier present will sign the Certificate of
      Performance and file with supporting documents with the DA Form 1379.
   e. After payment by DFAS, retirement points earned generated by a pay action will be imported into RPAM
      through an interface from DFAS using the d02 file. If duty was performed in a non-paid status, forward the Inactive
      Duty Performance Certificate with a Transmittal Record to the RPAM administrator to manually enter retirement
      points in RPAM.

2-8. Record annual training participation
   a. Do not use DA Form 1379 for Annual Training (AT) attendance, accountability, or pay procedures using
      MyUnitPay.
   b. Process AT payrolls through MyUnitPay for Soldiers issued individual AT orders.
   c. Use the mechanized payroll in MyUnitPay to account for all members of the unit and process it through the
      USPFO Military Pay Section to DJMS-RC for payment to Soldiers.

2-9. Record active service for operational support and training
   a. Soldiers ordered to perform active service (ADT, FTNGD-TNG, ADOS-AC, ADOS-RC, or FTNGD-OS)
      for fewer than 30 days in duration will be paid through MyUnitPay. To certify active service performance of duty,
      users of MyUnitPay will:
      (1) Ensure all Soldiers entitled to Foreign Language Proficiency Bonus (FLPB) or paying child support have
          been entered in the FLPB and/or Child Support forms.
      (2) Create a J-TL in the document control module.
      (3) Complete all applicable fields on the transaction, such as BAS, BAH, Incentives/Special Pay
          verification, and Travel information, prior to certifying active service performance.
      (4) Close the TL and MyUnitPay will automatically send the complete action to USPFO Military Pay
          Section.
   b. Upon receipt of the TL, USPFO Military Pay Section personnel will review for accuracy, certify, and
      electronically forward the action to DFAS for payment.
   c. Upon publication of an amendment of an original order to active service in a. above to a total period of more
      than 29 days, the unit will be sent a copy of the original order and the amendment by TL to the Military Pay Section.
      Submit revocations and rescissions of active service orders by TL to Military Pay Section for processing and, in
      some cases, collection action.

2-10. Rescheduled training in concert with active service periods
Soldiers may be ordered to perform active service (ADT, FTNGD-TNG, ADOS-AC, ADOS-RC, or FTNGD-OS) at
the same time as their units’ regularly scheduled training. These Soldiers may be authorized to perform rescheduled
training prior to or after the regularly scheduled IDT periods. The rescheduled training must be requested and
approved prior to the regularly scheduled training date. This applies to periods of active service for training or
operational support of 29 or fewer days, using the guidance in NGR 350-1, paragraph 3-10b(1). For periods of more
than 29 days, the personnel and pay systems enter a code that will not allow performance of RSTPs for IDT periods
scheduled during the period of active service.
   a. A Soldier authorized to perform rescheduled training prior to scheduled IDT training dates will be reported
      with code E on the DA Form 1379 to show the RSTP was performed.
b. If the RSTP was requested and approved to be performed after the unit’s regularly scheduled IDT training period, report the Soldier with code K on the DA Form 1379 to show the RSTP was approved and will be performed on dates authorized.

c. If the Soldier requested and was approved to perform an RSTP after scheduled IDT training dates and is reported with code C – constructive attendance on the DA Form 1379, the unit can override the system and change to code K, provided the code C is not shaded in gray when opening MyUnitPay on the DA Form 1379. If gray, the application will not allow a change.

d. If the unit reports the Soldier with code C on the DA Form 1379 on the dates of the originally scheduled IDT periods, and certifies the DA Form 1379 in MyUnitPay, the application will not let the unit change the code C to a code K, to allow the Soldier to perform rescheduled training.

2-11. Inactive duty performance certificate

a. The designated unit representative, upon receipt of the Inactive Duty Performance Certificate from unit member(s), as indicated above, will enter the transaction using the MyUnitPay J-TL to process the pay action. After the transaction is processed, the system will automatically generate the Certificate of Performance when the user closes the transaction. A certificate of performance will not be generated for duty performed in a non-paid status. If a MyUnitPay J- or K- TL is not displayed, or there is a problem with entering pay actions and receiving the Certificate of Performance, refer to the user manual for guidance. Both the J- and K- TLs or Certificate of Performance and the Inactive Duty Performance Certificate must be signed by the commander or senior Soldier present, and filed as supporting documents with the DA Form 1379.

b. Complete a DD Form 577, Appointment/Termination Record – Authorized Signature:
   (1) When a new commander is appointed. The unit will initiate a DD Form 577 for an acting commander and forward it with a copy of the assumption of command document to the Military Pay Section.
   (2) When the unit commander designates an alternate certifying officer. The alternate may be a commissioned officer or warrant officer, an NCO in the grade of Sergeant First Class or above, or military technician in grade GS-7 or above. Send the DD Form 577, bearing the signature of the alternate certifying officer, to the USPFO Military Pay Section. The alternate certifying officer must have personal knowledge of the performance being certified and must not have prepared the DA Form 1379 being certified.

c. 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.

d. Where there is no actual temporary assumption of command, the senior Soldier present (regardless of grade) will authenticate the DA Form 1379 and related Certificates of Performance for pay in the commander’s or acting commander’s absence.

e. Include a remark in the Remarks section of the DA Form 1379 authentication page: “The undersigned was the senior command Soldier actually present during the period (inclusive dates).” This remark will serve as temporary authority to certify the performance data for that period of duty.

2-12. Disposition of DA Form 1379

After all IDT attendance codes and required comments are entered on the DA Form 1379 using MyUnitPay K-TL, the user will close out and electronically transmit the TL to the USPFO Military Pay Section for review and forwarding to DFAS. The user will print three copies of the DA Form 1379, K-TL certificate of performance, and distribute as follows:

a. Copy 1. Forward to the MPMO/G1 RPAM to record manual retirement point entries and for retention of this copy IAW AR 25-400-2.

b. Copy 2. Retain, with supporting documents, at unit and dispose IAW AR 25-400-2.

c. Copy 3. Forward to the unit’s next higher headquarters unless directed otherwise by the State Adjutant General.

2-13. Reports

The following reports are prescribed in the MyUnitPay User Manual for the use of commanders and their staffs:

a. Unit Work Report. Lists all Soldiers on the unit’s DA Form 1379. The report allows users to record attendance codes on the printed form prior to updating in MyUnitPay.

b. Drill Count Report. Lists all Soldiers in the unit who have completed 40 UTPs and ETPs combined.

c. RSTP Report. Lists all Soldiers coded on the DA Form 1379 with attendance code K (Rescheduled Training (RSTP)) or S (Equivalent Training Period).
d. DA Form 1379 Report. Final report with the signature block of the commander or highest ranking Soldier present.

e. AWOL Report. Lists all Soldiers in the DJMS AWOL table with an absence code U (Unexcused Absence or Unsatisfactory Performance).

f. DA Form 1379 Attendance Report. DA Form 1379 attendance percentages for the units selected.

g. RSTP 90-Day Window. The window during which unit members must perform their scheduled IDT for a scheduled unit training period (UTP) or multiple unit training period (MUTP), and which opens on the date the first Soldier assigned or attached to the unit performs a RSTP prior to the unit’s regularly scheduled UTP or MUTP.

h. Missing UIC Drill Calendar. Units that have not completed their drill calendars for the current year.

i. DJMS Export Report. All records for units that will be processed in the next export run and will be removed once the file is submitted, therefore there is no history file. It includes DA Form 1379 transactions, referral bonus transactions, inactive duty funeral honors, additional flying and flight training periods (AFTP), suspended transactions, closed TL records, non-paid attendance codes, active duty certifications processed, and other transactions.

j. Open TL Report. All records currently associated with open TL Numbers.

k. DJMS Export Suspense Transactions. All records for a selected UICs and indicates if Soldiers transactions are in suspense.

2-14. State active duty
State active duty is employment in a State status and is not creditable for any form of retirement points or compensation for service as a Reserve of the Army. State active duty performed by one or more Members of the unit is entered in the remarks section of the DA Form 1379 for unit historical purposes.
Appendix A
References

Section I
Required Publications

DoD 5400.7-R
DoD Freedom of Information Act Program (Cited in para 1-7)

AR 25-400-2
The Army Records Information Management System (ARIMS) (Cited in paras 2-10a and b)

AR 340-21
The Army Privacy Program (Cited in para 1-7)

NGR 10-1
Organization and Federal Recognition of Army National Guard Units (Cited in paras 2-4a (2) and 2-13a (2))

NGR 350-1
Army National Guard Training (Cited in paras 2-5d and 2-6a)

NGR 614-1
Inactive Army National Guard (Cited in app C, Code C, and app D, example 4)

MyUnitPay User Manual (Cited in paras 2-2, 2-9, 2-11)
Army National Guard MyUnitPay User Manual

Section II
Related Publications
A related publication is a source of additional information. The user does not have to read a related reference to understand this publication

AR 11-2
Managers’ Internal Control Program

AR 25-30
The Army Publishing Program

AR 25-50
Preparing and Managing Correspondence

AR 135-91
Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures

AR 135-381
Incapacitation of Reserve Component Soldiers

NGR 10-1
Organization and Federal Recognition of Army National Guard Units

NGR 37-104-3
Military Pay and Allowances Policy and Procedures — Army National Guard

NGR 130-6
United States Property and Fiscal Officers Appointment, Duties and Responsibilities
NGR 350-1
Army National Guard Training

NGR 600-5
The Active Guard/Reserve (AGR) Program Title 32, Full-Time National Guard Duty (FTNGD)

NGR 600-10
ARNG Tour Program NGB Controlled Title 10 USC Tours

NGR 600-200
Enlisted Personnel Management

NGR 680-2
Automated Retirement Points Accounting System

NG Pam 25-10
Standard Installation/Division Personnel System - Army National Guard (SIDPERS/ARNG) Data Element Dictionary

NG Pam 600-8-1
Standard Installation/Division Personnel System (Unit Level)

10 USC 115
Personnel strengths: required for annual authorization

10 USC 12503
Ready Reserve: funeral honors duty

32 USC 114
Funeral honors function at funerals for veterans

32 USC 115
Funeral honors duty performed as a Federal function

32 USC 502
Required drill and field exercises

32 USC 708
Property and Fiscal Officers

37 USC 204
Entitlement

37 USC 206
Reserves; members of National Guard: inactive-duty training

Section III
Prescribed Forms

DA Form 1379
US Army Reserve Components Unit Record of Reserve Training (Prescribed in para 1-4a (3))
Section IV
Referenced Forms

**DA Form 1380**

**DD Form 577**
Appointment/Termination Record – Authorized Signature

**DD Form 2875**
System Authorization Access Request

**DFAS Form 702**
Leave and Earnings Statement
Appendix B
Internal Control Evaluation Checklist

B-1. Function
The functions covered by the checklist at figure B-1 include accountability of personnel assets and accuracy of reporting Inactive Duty attendance, absences, and other related personnel, pay and non-paid transactions, performance remarks, and certain unit actions.

B-2. Purpose
The purpose of this checklist is to help assessable unit managers enable commanders or designated representatives to access MyUnitPay and properly annotate the DA Form 1379 for personnel accounting purposes; to record training and duty attendance and absence codes for paid and non-paid duties and training; and to ensure the preparation and maintenance of substantiating document to support pay actions in DJMS-RC and that non-paid retirement points are reported for entry into Retirement Points Accounting Management (RPAM) records.

B-3. Internal control procedures
The State Assessable Unit Manager (AUM) and Internal Control Administrator (ICA) will ensure that internal control evaluations are conducted using this checklist. Internal controls include the rules, procedures, techniques and devices employed by commanders to ensure they are applied on a daily basis. Unit commanders will use the checklist to evaluate their units at least annually and provide a copy of the DA Form 11-2 (Internal Control Evaluation Certification) to the ICA. The USPFO or ICA may provide assistance to commanders who submit negative responses.

B-4. Test questions
The checklist is provided at figure B-1 below. The State Assessable Unit Managers or Internal Control Administrator may alter the checklist by adding additional steps to help commanders effectively manage their programs.

B-5. Comments
Make this a better tool for evaluating internal control. Submit comments to Chief, National Guard Bureau, ATTN: ARNG-HRP, 111 South George Mason Drive, Arlington, VA 22204-1382.
**Internal Control Evaluation Checklist**

(See NGR 680-1, appendix B)

<table>
<thead>
<tr>
<th>Test questions (Reference paragraph B-4)</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Negative answers indicate an internal control deficiency</strong></td>
<td>-----</td>
<td>----</td>
</tr>
<tr>
<td>1. Are commanders ensuring that the designated users of MyUnitPay are properly accounting for all Soldiers for their units?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Are units properly reporting all non-paid duty activities on the DA Form 1379 and supported remarks with Performance Certificates?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Are commanders using reports generated in MyUnitPay to assist them with personnel accountability?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Have commanders taken action to resolve any issues dealing with Soldiers who were not properly accounted for on the DA Form 1379?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Are commanders ensuring completed DA Forms 1379 with required supporting documents are being retained IAW AR 25-400-2?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Are commanders or designated representatives signing both the J- and K-transmittal letters after they are closed out?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Are commanders ensuring that Soldiers who performed IDFH for either reserve compensation or Funeral Honors Duty Allowance are being processed in MyUnitPay by the unit or the Funeral Honors Duty Coordinator?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Did the Funeral Honors Duty Coordinator enter the IDFH or was the Inactive Duty Performance Certificate forwarded to the unit for entry into the pay system?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Are commanders or designated representatives monitoring RPAM to ensure non-paid retirement points are being recorded for their Soldiers?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Have commanders ensured that historical entries as required in appendixes F through L have been made?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Figure B-1. Internal control evaluation checklist**
Appendix C
Training and Retirement Category Designators, and Attendance, Absence, and Performance Codes

C-1. Training and retirement category (TRC) designators
The TRC designator appears between blocks 2 and 3 on the Leave and Earnings Statement, DFAS Form 702. The TRC identifies a Soldier as being eligible or ineligible to receive IDT pay. Table C-1 shows the designators for paid and non-paid status. Unit leaders must monitor Soldiers’ TRCs to ensure that non-prior service enlistees and others not eligible for pay are neither scheduled nor ordered to perform duties or training for which they may not be paid without their consent according to law. Soldiers in the ING may not perform training or duty unless they transfer into an active status in their units. See NGR 614-1. Soldiers in TRCs P and X who have not started their initial entry training will not attend IDT in a paid status past their authorized number of paid periods. DJMS-RC will automatically change these Soldiers in the pay system to TRC Z when they reach the maximum number of paid IDT periods, but they may, with their consent, attend unit training in a non-paid status.

<table>
<thead>
<tr>
<th>Designator</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Part I - Paid status</strong></td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>Soldiers are authorized 48 paid training periods.</td>
</tr>
<tr>
<td>Q</td>
<td>Non-prior service enlistees awaiting IADT with pay (High School graduates and bona fide high school seniors) are authorized up to 36 paid training periods, not to exceed 270 days after date of enlistment and before entry on IADT.</td>
</tr>
<tr>
<td>P</td>
<td>Non-prior service enlistees assigned to an ARNG unit in a pay status are authorized not more than 12 paid training periods, not to exceed 90 days after date of enlistment and before entry on IADT (Non-High School graduates, GED holders and equivalents, or High School Juniors).</td>
</tr>
<tr>
<td><strong>Part II - Non-paid status</strong></td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Non-prior service enlisted Soldiers currently on IADT (Basic and Advanced Individual Training; or Phase I of Split Training Option; or ARNG Civilian Acquired Skills Program (CASP) indicating that enlistees are in their required training).</td>
</tr>
<tr>
<td>U</td>
<td>Non-prior service Soldiers serving on the second part of their IADT for Phase II of Split Training Option</td>
</tr>
<tr>
<td>L</td>
<td>Non-prior service Soldiers awaiting IADT -- no IDT pay authorized, but has not used all authorized paid IDT periods authorized while awaiting IADT. The Soldier may perform IDT in a non-paid status.</td>
</tr>
<tr>
<td>Z</td>
<td>Soldier is awaiting IADT – in a pay status but has reached the authorized number of training periods/pay status days for IDT. Soldier is not authorized to be paid any further IDT pay until completion of Basic Training, but may perform IDT in a non-paid status.</td>
</tr>
<tr>
<td>Y</td>
<td>Soldier on active service (AGR, ADT, ADOS, and FTNGD for Training or Operational Support (except extended active duty in the end strength of the Army)) for more than 30 days as an ARNG Soldier. The Soldier may not perform IDT, although may attend training with units when required by law or regulation in their AD or FTNGD status.</td>
</tr>
<tr>
<td>I</td>
<td>Soldiers assigned to the Inactive National Guard. They may not attend training or perform duty unless transferred to an active status.</td>
</tr>
</tbody>
</table>

C-2. Attendance, absence, and performance codes
Table C-2 lists the codes, includes the status for each code, states whether a remark is required in the DA Form 1379 to support that code, explains the situation, and states the TRC(s) affected by each code.

a. Generally, TRCs will block pay when it is not authorized as stated in paragraph C-1 above. For example, attendance code P for a Soldier who has completed all authorized paid periods, will be rejected for pay, and the unit must then complete an Inactive Duty Performance Certificate in appendix M to document the non-paid training or duty.

b. For other codes, the system will change an attendance code to an absence code if the Soldier does not perform required training within a stated period. For example, the system will change attendance code K,
authorizing an RSTP, to absence code A if the Soldier does not perform the rescheduled training in the authorized 90 day period. It will also change attendance code S, authorizing an ETP, to absence code A if the Soldier does not perform equivalent training within 60 days after the unit training date. The unit commander should ensure that all Soldiers are properly coded before the end of the authorized period.

<table>
<thead>
<tr>
<th>Code</th>
<th>Status</th>
<th>Remark required</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excused absence approved by the commander or designated representative</td>
<td>No--see appendix E.</td>
<td>Authorized absence of an assigned or attached Soldier not authorized pay or retirement points credit. TRC must be A, P, Q, or X.</td>
</tr>
<tr>
<td>B</td>
<td>Attached to another unit</td>
<td>Yes -- Upon departure and return only -- see appendix E.</td>
<td>Soldier is attached to another ARNG unit. TRC must be A, P, Q, or X.</td>
</tr>
<tr>
<td>C</td>
<td>Constructive attendance authorized</td>
<td>Yes: 1. Upon departure and return for a period during which a Soldier was authorized constructive attendance; or 2. Upon gain of a Soldier through in-service enlistment or interstate transfer, but the Soldier is enroute; or 3. Upon gain and the Soldier is awaiting results of a drug and alcohol test; or 4. For AD and FTNGD when performed on days on which regularly scheduled Unit Training Periods are conducted and for which an RSTP is not scheduled or has not been performed; or 5. Upon issuance of Conditional Release (DD Form 368) (AR 135-91) to relocate. Note: The Soldier is required to attend training while on conditional release unless outside the reasonable commuting distance; or 6. For the second UTP in a day for a Soldier in the ING ordered to perform one UTP for muster-type duties and who will be reassigned on the next day to the ING.--see appendix E.</td>
<td>Authorized constructive attendance per NGR 600-100, NGR 600-101, NGR 600-200, NGR 614-1, and AR 135-91. TRC must be A, Y, L, or Z.</td>
</tr>
<tr>
<td>Code</td>
<td>Status</td>
<td>Remark required</td>
<td>Explanation</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
<td>-----------------</td>
<td>-------------</td>
</tr>
<tr>
<td>E</td>
<td>Authorized to perform rescheduled training period (RSTP) prior to or on the day of the unit's regularly scheduled training period(s)</td>
<td>Yes--see appendices E and H.</td>
<td>Inactive duty performance certificate for a rescheduled period has been received before the DA Form 1379 is signed. TRC must be A, F, P, Q, U, X, or Y.</td>
</tr>
<tr>
<td>H</td>
<td>Hospitalized or incapacitated in line of duty</td>
<td>Yes -- only upon first entering status or upon a change in status--see appendices E and I.</td>
<td>Absence is due to hospitalization or incapacitation in the line of duty and unable to perform normal military duties.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(1) A Soldier able to perform normal military duties is required to attend scheduled training and will be reported under the appropriate attendance or absence code.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(2) If receiving incapacitation pay, but able to perform limited or restricted military duties, and the Soldier attends unit training for retirement points only, see attendance code N below. TRC must be A, P, Q, X, L, or Z.</td>
</tr>
<tr>
<td>K</td>
<td>Absent and authorized to perform RSTP on or after the date of unit training</td>
<td>Yes-- after duty is performed--see appendices E and H.</td>
<td>A Soldier authorized to:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(1) Perform a rescheduled training period after the scheduled unit training.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(2) Perform rescheduled unit training on the same date or prior to the scheduled unit training, but training certification has not been received. TRC must be A, P, Q, X, or Y.</td>
</tr>
<tr>
<td>M</td>
<td>Under arrest by civil authorities</td>
<td>No--see appendix E.</td>
<td>A Soldier under arrest or confined by civil authorities. TRC must be A, P, Q, or X.</td>
</tr>
<tr>
<td>N</td>
<td>Present for retirement points only</td>
<td>No--see appendix D.</td>
<td>Present at a scheduled period of training, not entitled to inactive duty training pay, but entitled to retirement point credit. TRC must be A, P, Q, X, L, or Z.</td>
</tr>
<tr>
<td>P</td>
<td>Present</td>
<td>No--see appendix D.</td>
<td>Present at a scheduled period of training in a prescribed uniform, neat and soldierly appearance, and performed assigned duties in a satisfactory manner. TRC must be A, P, Q, or X.</td>
</tr>
<tr>
<td>S</td>
<td>Equivalent training period (ETP) authorized</td>
<td>No--see appendix E.</td>
<td>Authorized to perform equivalent training period within 60 days after the unit’s regularly scheduled training period(s). A Soldier will not be authorized more than four periods of equivalent training per fiscal year. TRC must be A, P, Q, or X.</td>
</tr>
<tr>
<td>T</td>
<td>On Initial Active Duty for Training</td>
<td>Yes -- only upon departure and return --see appendix E.</td>
<td>Soldier is on IADT at the time of a scheduled unit training period. TRC must be F or U.</td>
</tr>
<tr>
<td>Code</td>
<td>Status</td>
<td>Remark required</td>
<td>Explanation</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
<td>-----------------</td>
<td>-------------</td>
</tr>
</tbody>
</table>
| U    | Unexcused absence or unsatisfactory performance | Yes -- only for unsatisfactory performance -- see appendixes D and E. | Soldier is charged with:  
1. Unexcused absence, or;  
2. Soldier did not wear the prescribed uniform, or;  
3. Did not present a neat and soldierly appearance, or  
4. Did not perform assigned duties in a satisfactory manner.  
TPC must be A, P, Q, or X. |
| W    | Soldier previously coded as an attendance code K for duty performance | Yes -- see appendix H. | Inactive duty performance certificate for a rescheduled training period, after the unit's regularly scheduled training period(s), has been received before the DA Form 1379 is signed.  
TRC must be A, F, P, Q, U, X, or Y. |
| X    | 1. Not assigned or attached to the unit | Yes -- see appendix E. | Soldier is not a member of the unit's scheduled period of training.  
TRC not applicable. |
|      | 2. Inactive National Guard (ING) | a. Yes -- upon each assignment to the ING. | Soldier is not a member of the unit's accountable strength (see paragraph 1-6d).  
TRC must be I. |
|      |        | b. Yes -- upon return to the paid drill strength of the unit. | On the day of the assignment, the Soldier is transferred into paid drill strength (Selected Reserve) of the unit.  
TRC must be A, P, Q, or X. |
|      |        | c. Yes -- upon return to the paid drill strength of the unit only for one day for the purpose of performing muster-type duties, will return to the ING on the next day -- see appendix D. | The Soldier is transferred into the paid drill strength (Selected Reserve) of the unit only for one day and ordered to participate in one UTP of at least 4 hours to perform muster-type duties.  
The Soldier will be in TRC A for this day.  If the Soldier performs the muster-type duties satisfactorily, record with attendance code P and process for reserve compensation.  
If another UTP is scheduled on that day, enter attendance code C for constructive attendance for the second UTP, then transfer the Soldier to the ING effective the next day.  TRC will again be I. |
| Y    | Soldier previously coded as an attendance code S | Yes -- see appendix E. | Equivalent training period previously authorized and the Soldier performed the ETP within the 60 day period. |
Appendix D
Attendance Entry Requirements

D-1. Types of attendance codes
Record attendance codes on DA Form 1379 in MyUnitPay IAW table D-1.

<table>
<thead>
<tr>
<th>Example number</th>
<th>Type of attendance -- description</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Soldier present for pay and retirement points.</td>
<td>P</td>
</tr>
<tr>
<td>2</td>
<td>Soldier present without pay, or without pay and allowances: credit for retirement points.</td>
<td>N</td>
</tr>
<tr>
<td>3</td>
<td>Soldier absent without authorization from the commander; or-- Soldier present, but performance was unsatisfactory for not wearing the prescribed uniform; not presenting a neat and soldierly appearance; or not performing assigned duties in a satisfactory manner, as prescribed in AR 135-91. Enter the specific reason for unauthorized absence or unsatisfactory performance under the Soldier's name.</td>
<td>U</td>
</tr>
<tr>
<td>4</td>
<td>For a Soldier transferred from ING to active status to attend one unit training period for muster-type duties and return on the next day to the ING enter attendance code P for one UTP. Enter attendance code C for the second UTP. On the day after training, transfer the Soldier to the ING and enter attendance code X when there is a second training period scheduled on that day. IDT pay and retirement point credit may only be awarded for one UTP regardless of the unit training schedule. Policy and guidance pertaining to the ING is prescribed in NGR 614-1. Note: change the Soldier's TRC I to TRC A for the day of training. On the day after training, transfer the Soldier to the ING and change the TRC A to TRC I. See paragraph 2-1.</td>
<td>P for Pd1 22 Jan 11 C for Pd2 22 Jan 11 X for 2 Pds on 23 Jan 11</td>
</tr>
<tr>
<td>5</td>
<td>Soldier is present for duty pay and retirement points upon transfer to an active status in the unit and does not intend to return to the ING the next day. Change the Soldier's TRC from I to TRC A. See paragraph 2-1.</td>
<td>P</td>
</tr>
</tbody>
</table>

D-2. Sample entries on DA Form 1379
The sample entries in figure D-1 are made in the format provided in MyUnitPay and as they are described in table D-1.
Unit Record of Reserve Training

8CWAA For UIC 8CWAA
812 Brown Drive
Brown City, WX 07121-0025

FOR MONTH OF
13-DEC-2010 TO 23-JAN-2011

<table>
<thead>
<tr>
<th>TL</th>
<th>SSN</th>
<th>NAME</th>
<th>GRADE</th>
<th>ETS</th>
<th>TYPE</th>
<th>Date/Prd/ATD</th>
<th>Performance Date/Prd</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example (1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50001201</td>
<td>K7001</td>
<td>MAYO, DOMINIC</td>
<td>005</td>
<td>11</td>
<td>22-JAN-2011</td>
<td>1 P</td>
<td></td>
</tr>
<tr>
<td>50001201</td>
<td>MAYO, DOMINIC</td>
<td>005</td>
<td>11</td>
<td>22-JAN-2011</td>
<td>2 P</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50001201</td>
<td>MAYO, DOMINIC</td>
<td>005</td>
<td>11</td>
<td>23-JAN-2011</td>
<td>1 P</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50001201</td>
<td>MAYO, DOMINIC</td>
<td>005</td>
<td>11</td>
<td>23-JAN-2011</td>
<td>2 P</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Example (2)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50001202</td>
<td>MONAH, JOHN</td>
<td>E08</td>
<td>25-DEC-2011</td>
<td>11</td>
<td>22-JAN-2011</td>
<td>1 N</td>
<td></td>
</tr>
<tr>
<td>50001202</td>
<td>MONAH, JOHN</td>
<td>E08</td>
<td>25-DEC-2011</td>
<td>11</td>
<td>22-JAN-2011</td>
<td>2 N</td>
<td></td>
</tr>
<tr>
<td>50001202</td>
<td>MONAH, JOHN</td>
<td>E08</td>
<td>25-DEC-2011</td>
<td>11</td>
<td>23-JAN-2011</td>
<td>1 N</td>
<td></td>
</tr>
<tr>
<td>50001202</td>
<td>MONAH, JOHN</td>
<td>E08</td>
<td>25-DEC-2011</td>
<td>11</td>
<td>23-JAN-2011</td>
<td>2 N</td>
<td></td>
</tr>
<tr>
<td>Example (3)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50001203</td>
<td>PERCY, JAMES</td>
<td>E03</td>
<td>03-NOV-2013</td>
<td>11</td>
<td>22-JAN-2011</td>
<td>1 U</td>
<td></td>
</tr>
<tr>
<td>50001203</td>
<td>PERCY, JAMES</td>
<td>E03</td>
<td>03-NOV-2013</td>
<td>11</td>
<td>22-JAN-2011</td>
<td>2 P</td>
<td></td>
</tr>
<tr>
<td>50001203</td>
<td>PERCY, JAMES</td>
<td>E03</td>
<td>03-NOV-2013</td>
<td>11</td>
<td>23-JAN-2011</td>
<td>1 P</td>
<td></td>
</tr>
<tr>
<td>50001203</td>
<td>PERCY, JAMES</td>
<td>E03</td>
<td>03-NOV-2013</td>
<td>11</td>
<td>23-JAN-2011</td>
<td>2 P</td>
<td></td>
</tr>
<tr>
<td>Did not present a neat and soldierly appearance, Pd 1, 25 SEP 2010</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Example (4)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50001204</td>
<td>SPYCH, JOSEPH</td>
<td>E06</td>
<td>18-JAN-2013</td>
<td>11</td>
<td>22-JAN-2011</td>
<td>1 P</td>
<td>ATCH ING</td>
</tr>
<tr>
<td>50001204</td>
<td>SPYCH, JOSEPH</td>
<td>E06</td>
<td>18-JAN-2013</td>
<td>11</td>
<td>22-JAN-2011</td>
<td>2 C</td>
<td></td>
</tr>
<tr>
<td>50001204</td>
<td>SPYCH, JOSEPH</td>
<td>E06</td>
<td>18-JAN-2013</td>
<td>11</td>
<td>23-JAN-2011</td>
<td>1 X</td>
<td></td>
</tr>
<tr>
<td>50001204</td>
<td>SPYCH, JOSEPH</td>
<td>E06</td>
<td>18-JAN-2013</td>
<td>11</td>
<td>23-JAN-2011</td>
<td>2 X</td>
<td></td>
</tr>
<tr>
<td>Perf Annual Muster-Type duties</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Example (5)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50001205</td>
<td>FALSTEM, JILL</td>
<td>E07</td>
<td>09-SEP-2015</td>
<td>11</td>
<td>22-JAN-2011</td>
<td>1 P</td>
<td>ATCH ING</td>
</tr>
<tr>
<td>50001205</td>
<td>FALSTEM, JILL</td>
<td>E07</td>
<td>09-SEP-2015</td>
<td>11</td>
<td>22-JAN-2011</td>
<td>2 P</td>
<td></td>
</tr>
<tr>
<td>50001205</td>
<td>FALSTEM, JILL</td>
<td>E07</td>
<td>09-SEP-2015</td>
<td>11</td>
<td>23-JAN-2011</td>
<td>1 P</td>
<td></td>
</tr>
<tr>
<td>50001205</td>
<td>FALSTEM, JILL</td>
<td>E07</td>
<td>09-SEP-2015</td>
<td>11</td>
<td>23-JAN-2011</td>
<td>2 P</td>
<td></td>
</tr>
<tr>
<td>Transfer from ING effective 18 JAN 2011</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DA FORM 1379

Figure D-1. Sample entries of attendance codes and supporting remarks
Appendix E
Absence Entry Requirements

E-1. Types of absence codes
Record absence codes on DA Form 1379 in MyUnitPay IAW table E-1.

<table>
<thead>
<tr>
<th>Example number</th>
<th>Type of absence</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Excused absence.</td>
<td>A</td>
</tr>
<tr>
<td>2</td>
<td>Attending Initial Active Duty for Training.</td>
<td>T</td>
</tr>
<tr>
<td>3</td>
<td>Not a member of the unit on the date of the unit's reported training period.</td>
<td>X</td>
</tr>
<tr>
<td>4</td>
<td>Equivalent training period (ETP) authorized.</td>
<td>S</td>
</tr>
<tr>
<td>5</td>
<td>Confined by civil authority.</td>
<td>M</td>
</tr>
<tr>
<td>6</td>
<td>Unexcused Absence: Soldier failed to attend scheduled unit training; absence was not authorized by commander.</td>
<td>U</td>
</tr>
<tr>
<td></td>
<td>Unsatisfactory Performance. Soldier is charged with:</td>
<td>U</td>
</tr>
<tr>
<td></td>
<td>(1) Not wearing the prescribed uniform, or;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(2) Not presenting a neat and soldierly appearance, or;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(3) Not performing assigned duties in a satisfactory manner.</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Performing a period of active service (AD (other than IADT) or FTNGD) and rescheduled training (RSTP) (code E or K) is not authorized.</td>
<td>C</td>
</tr>
<tr>
<td>8</td>
<td>Interstate transfer: The Soldier is a member of the gaining unit on the date the oath of Enlistment, NGB Form 25-5, is administered. Constructive attendance may be granted for up to 90 days. If the Soldier is present at the unit’s training period, enter attendance code P.</td>
<td>C</td>
</tr>
<tr>
<td>9</td>
<td>In-service enlistment: The Soldier is a member of the gaining unit on the date the Oath of Enlistment, DD Form 4, is administered. Constructive attendance may be granted for up to 60 days. If the Soldier is present at the unit’s training enter attendance code P.</td>
<td>C</td>
</tr>
<tr>
<td>10</td>
<td>Performed rescheduled unit training period prior to the unit’s training and certification is received.</td>
<td>E</td>
</tr>
<tr>
<td>11</td>
<td>Authorized prior to the unit’s regularly scheduled training to perform rescheduled training period or inactive duty performance certificate is not received as of the day of the unit’s scheduled training DA Form 1379 is signed. If an RSTP is not performed within the 60 day window, change attendance code K to code A.</td>
<td>K</td>
</tr>
<tr>
<td>12</td>
<td>Attached to another unit.</td>
<td>B</td>
</tr>
<tr>
<td>13</td>
<td>Injured or ill and line of duty determination is yes or undetermined.</td>
<td>H</td>
</tr>
<tr>
<td>14</td>
<td>Soldier granted a 90 day leave of absence to relocate as authorized by AR 135-91.</td>
<td>C</td>
</tr>
</tbody>
</table>

E-2. Sample entries on DA Form 1379
The sample entries in figure E-1 are made in the format provided in MyUnitPay and as they are described in table E-1.
Unit Record of Reserve Training

FOR MONTH OF
13-DEC-2010 TO 23-JAN-2011

8CWAA
812 Brown Drive
Brown City, WX 07121-0025

TL SSN NAME GRADE ETS TYPE Unit Assembly Performance
Date/Prd/ATD Date/Prd

Example (1)
K7001 500001206 CARTHAN, LILLIAN E05 11-JAN-2012 11 22-JAN-2011 1 A
500001206 CARTHAN, LILLIAN E05 11-JAN-2012 11 22-JAN-2011 2 A
500001206 CARTHAN, LILLIAN E05 11-JAN-2012 11 23-JAN-2011 1 A
500001206 CARTHAN, LILLIAN E05 11-JAN-2012 11 23-JAN-2011 2 A

Excused Absence

Example (2)
500001207 COMER, GEORGE E03 18-MAR-2016 11 22-JAN-2011 1 T
500001207 COMER, GEORGE E03 18-MAR-2016 11 22-JAN-2011 2 T
500001207 COMER, GEORGE E03 18-MAR-2016 11 23-JAN-2011 1 T
500001207 COMER, GEORGE E03 18-MAR-2016 11 23-JAN-2011 2 T

IADT

Example (3)
500001208 FALSTROM, ANN E07 29-SEP-2011 11 22-JAN-2011 1 X
500001208 FALSTROM, ANN E07 29-SEP-2011 11 22-JAN-2011 2 X
500001208 FALSTROM, ANN E07 29-SEP-2011 11 23-JAN-2011 1 X
500001208 FALSTROM, ANN E07 29-SEP-2011 11 23-JAN-2011 2 X

Transfer to Troop N 102d Cavalry Effective 9 SEP 2010

Example (4)
500001209 FIORE, ROCCO E06 16-JUL-2011 11 22-JAN-2011 1 S ETP AUTH
500001209 FIORE, ROCCO E06 16-JUL-2011 11 22-JAN-2011 2 S
500001209 FIORE, ROCCO E06 16-JUL-2011 11 23-JAN-2011 1 S
500001209 FIORE, ROCCO E06 16-JUL-2011 11 23-JAN-2011 2 S

Example (5)
500001210 FULLER, JUDSON E02 02-JAN-2012 11 22-JAN-2011 1 M
500001210 FULLER, JUDSON E02 02-JAN-2012 11 22-JAN-2011 2 M
500001210 FULLER, JUDSON E02 02-JAN-2012 11 23-JAN-2011 1 M
500001210 FULLER, JUDSON E02 02-JAN-2012 11 23-JAN-2011 2 M

Example (6)
500001211 GRAFFEO, PATRICK E03 26-APR-2014 11 22-JAN-2011 1 U
500001211 GRAFFEO, PATRICK E03 26-APR-2014 11 22-JAN-2011 2 U
500001211 GRAFFEO, PATRICK E03 26-APR-2014 11 23-SEP-2010 1 U
500001211 GRAFFEO, PATRICK E03 26-APR-2014 11 23-SEP-2010 2 U

Unexcused Abs Pd 1 and 2 22 JAN 2011 Unsat Perf Pd 1 and 2 23 JAN 2011

Example (7)
500001212 PARKER, RENEE E06 11-APR-2014 11 22-JAN-2011 1 C
500001212 PARKER, RENEE E06 11-APR-2014 11 22-JAN-2011 2 C
500001212 PARKER, RENEE E06 11-APR-2014 11 23-JAN-2011 1 C
500001212 PARKER, RENEE E06 11-APR-2014 11 23-JAN-2011 2 C

Ordered to 32 days FTNGD-TNG 3 JAN 2011-3 FEB 2011

DA Form 1379

Figure E-1. Sample entries of absence codes and supporting remarks
## Unit Record of Reserve Training

### FOR MONTH OF 13-DEC-2010 TO 23-JAN-2011

#### 8CWAA

812 Brown Drive
Brown City, WIX 07121-0025

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### TL SSN NAME GRADE ETS TYPE Unit Assembly Date/Prd/ATD Performance Date/Prd

<table>
<thead>
<tr>
<th>Example (8)</th>
</tr>
</thead>
<tbody>
<tr>
<td>K7001 500001212 MARTIN, KATHY E06 11-APR-2014 11 22-JAN-2011 1 C</td>
</tr>
<tr>
<td>500001212 MARTIN, KATHY E06 11-APR-2014 11 22-JAN-2011 2 C</td>
</tr>
<tr>
<td>500001212 MARTIN, KATHY E06 11-APR-2014 11 23-JAN-2011 1 C</td>
</tr>
<tr>
<td>500001212 MARTIN, KATHY E06 11-APR-2014 11 23-JAN-2011 2 C</td>
</tr>
</tbody>
</table>

Interstate Transfer from WXAR effective 15 DEC 2010

<table>
<thead>
<tr>
<th>Example (9)</th>
</tr>
</thead>
<tbody>
<tr>
<td>500001213 MONAHAN, JOHN E08 13-JUN-2015 11 22-JAN-2011 1 C</td>
</tr>
<tr>
<td>500001213 MONAHAN, JOHN E08 13-JUN-2015 11 22-JAN-2011 2 C</td>
</tr>
<tr>
<td>500001213 MONAHAN, JOHN E08 13-JUN-2015 11 23-JAN-2011 1 C</td>
</tr>
<tr>
<td>500001213 MONAHAN, JOHN E08 13-JUN-2015 11 23-JAN-2011 2 C</td>
</tr>
</tbody>
</table>

In-service Enlistment effective 16 DEC 2010

<table>
<thead>
<tr>
<th>Example (10)</th>
</tr>
</thead>
<tbody>
<tr>
<td>500001214 PANCURAK, ANDREW E09 14-SEP-2014 11 22-JAN-2011 1 E 18-JAN-2011 1 P</td>
</tr>
<tr>
<td>500001214 PANCURAK, ANDREW E09 14-SEP-2014 11 22-JAN-2011 2 E 18-JAN-2011 2 P</td>
</tr>
<tr>
<td>500001214 PANCURAK, ANDREW E09 14-SEP-2014 11 23-JAN-2011 1 P</td>
</tr>
<tr>
<td>500001214 PANCURAK, ANDREW E09 14-SEP-2014 11 23-JAN-2011 2 P</td>
</tr>
</tbody>
</table>

Perf RSTP Pd 1 and 2 18 JAN 2011 ILO Pd 1 and 2 22 Jan 2011

<table>
<thead>
<tr>
<th>Example (11)</th>
</tr>
</thead>
<tbody>
<tr>
<td>500001215 ROTHBLOOM, EDWIN E03 21-JUL-2013 11 22-JAN-2011 1 K RSTP AUTH</td>
</tr>
<tr>
<td>500001215 ROTHBLOOM, EDWIN E03 21-JUL-2013 11 22-JAN-2011 2 K RSTP AUTH</td>
</tr>
<tr>
<td>500001215 ROTHBLOOM, EDWIN E03 21-JUL-2013 11 23-JAN-2011 1 K RSTP AUTH</td>
</tr>
<tr>
<td>500001215 ROTHBLOOM, EDWIN E03 21-JUL-2013 11 23-JAN-2011 2 K RSTP AUTH</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Example (12)</th>
</tr>
</thead>
<tbody>
<tr>
<td>500001216 SPYCHALA, JEFFERIES E05 18-SEP-2014 11 22-JAN-2011 1 B</td>
</tr>
<tr>
<td>500001216 SPYCHALA, JEFFERIES E05 18-SEP-2014 11 22-JAN-2011 2 B</td>
</tr>
<tr>
<td>500001216 SPYCHALA, JEFFERIES E05 18-SEP-2014 11 23-JAN-2011 1 B</td>
</tr>
<tr>
<td>500001216 SPYCHALA, JEFFERIES E05 18-SEP-2014 11 23-JAN-2011 2 B</td>
</tr>
</tbody>
</table>

Attached to Troop G 102d Cavalry effective 18 DEC 2010

<table>
<thead>
<tr>
<th>Example (13)</th>
</tr>
</thead>
<tbody>
<tr>
<td>K7001 500001217 WILLIAMS, SUSAN E05 15-APR-2013 11 22-JAN-2011 1 P</td>
</tr>
<tr>
<td>500001217 WILLIAMS, SUSAN E05 15-APR-2013 11 22-JAN-2011 2 H</td>
</tr>
<tr>
<td>500001217 WILLIAMS, SUSAN E05 15-APR-2013 11 23-JAN-2011 1 H</td>
</tr>
<tr>
<td>500001217 WILLIAMS, SUSAN E05 15-APR-2013 11 23-JAN-2011 2 H</td>
</tr>
</tbody>
</table>

Injured 22 JAN 2011 LD undetermined to Hospital for treatment

---

DA FORM 1379

---

**Figure E-1. Sample entries of absence code and supporting remarks (continued)**
**Unit Record of Reserve Training**

8CWAA  
For UIC 8CWAA  
13-DEC-2010 TO 23-JAN-2011

812 Brown Drive  
Brown City, WX  07121-0025

<table>
<thead>
<tr>
<th>TL</th>
<th>SSN</th>
<th>NAME</th>
<th>GRADE</th>
<th>ETS</th>
<th>TYPE</th>
<th>Date/Prd/ATD</th>
<th>Unit Assembly Date/Prd/ATD</th>
<th>Performance Date/Prd</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>500001218</td>
<td>PISH, FRANK</td>
<td>E08</td>
<td>21-SEP-2014</td>
<td>11</td>
<td>22-JAN-2011</td>
<td>1 C</td>
<td></td>
</tr>
<tr>
<td></td>
<td>500001218</td>
<td>PISH, FRANK</td>
<td>E08</td>
<td>21-SEP-2014</td>
<td>11</td>
<td>22-JAN-2011</td>
<td>2 C</td>
<td></td>
</tr>
<tr>
<td></td>
<td>500001218</td>
<td>PISH, FRANK</td>
<td>E08</td>
<td>21-SEP-2014</td>
<td>11</td>
<td>23-JAN-2011</td>
<td>1 C</td>
<td></td>
</tr>
<tr>
<td></td>
<td>500001218</td>
<td>PISH, FRANK</td>
<td>E08</td>
<td>21-SEP-2014</td>
<td>11</td>
<td>23-JAN-2011</td>
<td>2 C</td>
<td></td>
</tr>
</tbody>
</table>

To 90 day relocation leave of absence effective 9 JAN 2011

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DA FORM 1379

**Figure E-1. Sample entries of absence code and supporting remarks (continued)**
Appendix F
Loss Entry Requirements

F-1. Loss entry requirements
For each member who is lost to the strength of the unit, enter a loss remark on DA Form 1379 in MyUnitPay IAW table F-1.

<table>
<thead>
<tr>
<th>Table F-1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loss entry requirements</td>
</tr>
<tr>
<td>Example number</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
<tr>
<td>5</td>
</tr>
<tr>
<td>6</td>
</tr>
</tbody>
</table>

F-2. Sample entries on DA Form 1379
Grant the Soldier constructive attendance credit, type attendance code X, for all training periods unless one of the following events occur (see example 7) at figure F-1.

a. Accessed into the gaining State.
b. Returned to the losing State unit.
c. Discharged. This will not be more than 90 days after the date of the Soldier's release from the losing State.
Unit Record of Reserve Training

FOR MONTH OF
13-DEC-2010 TO 23-JAN-2011

8CWAA
For UIC 8CWAA
812 Brown Drive
Brown City, WX 07121-0022

TL  SSN  NAME      GRADE  ETS  TYPE  Unit Assembly  Performance
     |     |          |       |    |     Date/Prd/ATD Date/Prd
Example (1)
K7001 500001219  BAGLEY, RICHARD  W03  11  22-JAN-2011  1 X
  500001219  BAGLEY, RICHARD  W03  11  22-JAN-2011  2 X
  500001219  BAGLEY, RICHARD  W03  11  23-JAN-2011  1 X
  500001219  BAGLEY, RICHARD  W03  11  23-JAN-2011  2 X

Separation Transfer to Retired Reserve effective 28 DEC 2010

Example (2)
500001220  FULLEM, JAMES  E08  28-DEC-2010  11  22-JAN-2011  1 X
500001220  FULLEM, JAMES  E08  28-DEC-2010  11  22-JAN-2011  2 X
500001220  FULLEM, JAMES  E08  28-DEC-2010  11  23-JAN-2011  1 X
500001220  FULLEM, JAMES  E08  28-DEC-2010  11  23-JAN-2011  2 X

Honorable Discharge ETS effective 28 DEC 2010

Example (3)
500001221  GRAFF, PATRICK  E07  13-MAR-2014  11  22-JAN-2011  1 X
500001221  GRAFF, PATRICK  E07  13-MAR-2014  11  22-JAN-2011  2 X
500001221  GRAFF, PATRICK  E07  13-MAR-2014  11  23-JAN-2011  1 X
500001221  GRAFF, PATRICK  E07  13-MAR-2014  11  23-JAN-2011  2 X

Transfer to Btry B 30th Inf Div effective 18 DEC 2010

Example (4)
500001222  JOHNSON, MARIA  E05  14-JAN-2014  11  22-JAN-2011  1 X
500001222  JOHNSON, MARIA  E05  14-JAN-2014  11  22-JAN-2011  2 X
500001222  JOHNSON, MARIA  E05  14-JAN-2014  11  23-JAN-2011  1 X
500001222  JOHNSON, MARIA  E05  14-JAN-2014  11  23-JAN-2011  2 X

Deceased 15 DEC 2010, Trenton, WX auto accident, not duty related, not LD

Example (5)
500001223  MONAHTY, JOHN  E08  19-FEB-2014  11  22-JAN-2011  1 X
500001223  MONAHTY, JOHN  E08  19-FEB-2014  11  22-JAN-2011  2 X
500001223  MONAHTY, JOHN  E08  19-FEB-2014  11  23-JAN-2011  1 X
500001223  MONAHTY, JOHN  E08  19-FEB-2014  11  23-JAN-2011  2 X

Transfer to ING effective 22 DEC 2010

Example (6)
K7001 500001224  RALAT, RACHEL  E06  29-FEB-2014  11  22-JAN-2011  1 X
500001224  RALAT, RACHEL  E06  29-FEB-2014  11  22-JAN-2011  2 X
500001224  RALAT, RACHEL  E06  29-FEB-2014  11  23-JAN-2011  1 X
500001224  RALAT, RACHEL  E06  29-FEB-2014  11  23-JAN-2011  2 X

Interstate Transfer to WZARNG effective 15 DEC 2010

DA FORM 1379

Figure F-1. Sample entries for recording losses and attendance entry requirements
Appendix G
Change in Status, Performance of Training, and Active Service Entry Requirements

G-1. Change in status, performance of training, and active service entry requirements
For each member who enters or returns from a period of active service, has a change in Active Status Program, or who performs one or more days of active service without pay or without pay and allowances, enter a remark on DA Form 1379 in MyUnitPay IAW table G-1.

<table>
<thead>
<tr>
<th>Example number</th>
<th>If a Soldier</th>
<th>Enter remark under name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Enters on Initial Active Duty Training</td>
<td>To IADT (Phase I or II, if applicable) (date)</td>
</tr>
<tr>
<td>2</td>
<td>Returns from Initial Active Duty Training</td>
<td>To IADT (Phase I or II, if applicable) (date)</td>
</tr>
<tr>
<td>3</td>
<td>Enters on ADT, AGR, or FTNGD on or prior to the unit’s scheduled training</td>
<td>To (program) (date)</td>
</tr>
<tr>
<td>4</td>
<td>Returns from ADT, AGR, or FTNGD which continued through the previous scheduled unit training and ended prior to the current unit training</td>
<td>From (program) (date)</td>
</tr>
<tr>
<td>5</td>
<td>Has a change in Active Status Program</td>
<td>From (active status program) to (active status program) (date)</td>
</tr>
<tr>
<td>6</td>
<td>Performed FTNGD for Operational Support or FTNGD for Training without pay</td>
<td>Performed FTNGD-OS (-TNG) without pay(date)</td>
</tr>
</tbody>
</table>

G-2. Sample entries on DA Form 1379
The sample entries in figure G-1 are made in the format provided in MyUnitPay and as they are described in table G-1.
Unit Record of Reserve Training

8CWAA
For UIC 8CWAA
13-DEC-2010 TO 23-JAN-2011

812 Brown Drive
Brown City, WX 07121-0022

TL SSN NAME GRADE ETS TYPE Unit Assembly Date/Prd/ATD Performance Date/Prd

Example (1)
K7001 500001225 ANODIDE, JOSEPH E02 12-NOV-2017 11 22-JAN-2011 1 T
500001225 ANODIDE, JOSEPH E02 12-NOV-2017 11 22-JAN-2011 2 T
500001225 ANODIDE, JOSEPH E02 12-NOV-2017 11 23-JAN-2011 1 T
500001225 ANODIDE, JOSEPH E02 12-NOV-2017 11 23-JAN-2011 2 T
To IADT 15 JAN 2011

Example (2)
500001226 COSKY, STEPHANIE E03 19-JAN-2016 11 22-JAN-2011 1 P
500001226 COSKY, STEPHANIE E03 19-JAN-2016 11 22-JAN-2011 2 P
500001226 COSKY, STEPHANIE E03 19-JAN-2016 11 23-JAN-2011 1 P
500001226 COSKY, STEPHANIE E03 19-JAN-2016 11 23-JAN-2011 2 P
From IADT (Phase II) 18 DEC 2010

Example (3)
500001227 BROWN, JAMES E07 16-DEC-2015 11 22-JAN-2011 1 C
500001227 BROWN, JAMES E07 16-DEC-2015 11 22-JAN-2011 2 C
500001227 BROWN, JAMES E07 16-DEC-2015 11 23-JAN-2011 1 C
500001227 BROWN, JAMES E07 16-DEC-2015 11 23-JAN-2011 2 C
To FTNGD 4 DEC 2010

Example (4)
500001228 FIORE, ROCCO E06 21-FEB-2014 11 22-JAN-2011 1 P
500001228 FIORE, ROCCO E06 21-FEB-2014 11 22-JAN-2011 2 P
500001228 FIORE, ROCCO E06 21-FEB-2014 11 23-JAN-2011 1 P
500001228 FIORE, ROCCO E06 21-FEB-2014 11 23-JAN-2011 2 P
From FTNGD 17 DEC 2010

Example (5)
500001229 GRAFFEO, DONALD E05 08-APR-2015 11 22-JAN-2011 1 C
500001229 GRAFFEO, DONALD E05 08-APR-2015 11 22-JAN-2011 2 C
500001229 GRAFFEO, DONALD E05 08-APR-2015 11 23-JAN-2011 1 C
500001229 GRAFFEO, DONALD E05 08-APR-2015 11 23-JAN-2011 2 C
From FTNGD to AGR 20 DEC 2010

Example (6)
500001230 JAMES, ROBERT E04 08-APR-2015 11 22-JAN-2011 1 P
500001230 JAMES, ROBERT E04 08-APR-2015 11 22-JAN-2011 2 P
500001230 JAMES, ROBERT E04 08-APR-2015 11 23-JAN-2011 1 P
500001230 JAMES, ROBERT E04 08-APR-2015 11 23-JAN-2011 2 P
Performed FTNGD without pay 20-22 Dec 2010

DA FORM 1379

Figure G-1. Sample entries for recording change of status, performance of training, and active service entry requirements
Appendix H
Additional, Equivalent, and Rescheduled Training, and Funeral Honors Duty Entry Requirements

H-1. Additional, equivalent, and rescheduled training, and funeral honors duty entry requirements
For each member who is authorized to perform, who performs, or who fails to perform a training period other than a UTP, or who performs an IDFH period without pay or without pay and allowances, enter a remark on DA Form 1379 in MyUnitPay IAW table H-1.

<table>
<thead>
<tr>
<th>Example number</th>
<th>If a Soldier</th>
<th>Enter remark under name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Performed readiness management period</td>
<td>Performed RMP (code) See inactive duty type duty codes in table 2-1.</td>
</tr>
<tr>
<td>2</td>
<td>Performed equivalent training period</td>
<td>Performed ETP (date and number of periods)</td>
</tr>
<tr>
<td>3</td>
<td>Performed rescheduled training period on or before the unit’s scheduled training and the inactive duty performance certificate has been received</td>
<td>Performed RSTP (date and number of periods)</td>
</tr>
<tr>
<td>4a</td>
<td>Performed rescheduled training period on or before the scheduled unit training period and the inactive duty performance certificate has not been received</td>
<td>RSTP Auth</td>
</tr>
<tr>
<td>4b</td>
<td>Will perform the training after the unit’s scheduled period of training</td>
<td>RSTP Auth</td>
</tr>
<tr>
<td>5</td>
<td>Has rescheduled training period certified as performed for a previous month’s training</td>
<td>Performed RSTP (date and number of periods) ILO (date and period(s))</td>
</tr>
<tr>
<td>6</td>
<td>Did not perform authorized rescheduled training period or equivalent training period</td>
<td>Absence Code (code) for (period and date) changed to (corrected absence code)</td>
</tr>
<tr>
<td>7</td>
<td>Performed Inactive Duty Funeral Honors (IDFH)</td>
<td>Performed Inactive Duty Funeral Honors (IDFH) (date and number of periods)</td>
</tr>
<tr>
<td>1-7</td>
<td>Performed an additional unit training period</td>
<td>Other performance reported for this period AUTP 41 (date and number of periods). This is required for every Soldier who attends the AUTP.</td>
</tr>
</tbody>
</table>

H-2. Sample entries on DA Form 1379
a. The sample entries in figure H-1 are made in the format provided in MyUnitPay and as they are described in table H-1.

b. An absence code is required only for Soldiers who fail to perform authorized rescheduled training or equivalent training periods per example 7 above.
**Unit Record of Reserve Training**

**FOR MONTH OF 13-DEC-2010 TO 23-JAN-2011**

**8CWAA**

For UIC 8CWAA

**812 Brown Drive**

Brown City, WX 07121-0022

<table>
<thead>
<tr>
<th>TL</th>
<th>SSN</th>
<th>NAME</th>
<th>GRADE</th>
<th>ETS</th>
<th>TYPE</th>
<th>Unit Assembly Date/Prd/ATD</th>
<th>Performance Date/Prd</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>500001231</td>
<td>KLEIN, GARY</td>
<td>005</td>
<td>11</td>
<td>22-JAN-2011 1 P</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>500001231</td>
<td>KLEIN, GARY</td>
<td>005</td>
<td>11</td>
<td>22-JAN-2011 2 P</td>
<td></td>
<td></td>
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<tr>
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<td>500001231</td>
<td>KLEIN, GARY</td>
<td>005</td>
<td>11</td>
<td>23-JAN-2011 1 P</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>500001231</td>
<td>KLEIN, GARY</td>
<td>005</td>
<td>11</td>
<td>23-JAN-2011 2 P</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other performance reported for this period</td>
<td>AUTP 41 20-DEC-2010 1 P</td>
<td>RMP 71 21-DEC-2010 1 P</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

|     | 500001232 | COMERFORD, GENE | E03   | 13-FEB-2014 | 11    | 22-JAN-2011 1 P            |                      |
|     | 500001232 | COMERFORD, GENE | E03   | 13-FEB-2014 | 11    | 22-JAN-2011 2 P            |                      |
|     | 500001232 | COMERFORD, GENE | E03   | 13-FEB-2014 | 11    | 23-JAN-2011 1 P            |                      |
|     | 500001232 | COMERFORD, GENE | E03   | 13-FEB-2014 | 11    | 23-JAN-2011 2 P            |                      |
|     |           | Other performance reported for this period | AUTP 41 20-DEC-2010 1 P | ETP 15-DEC-2010 1 Y |
|     |           |                 |       |           |                  | ETP 15-DEC-2010 2 Y |

|     |           | Other performance reported for this period | AUTP 41 20-DEC-2010 1 P |                   |

|     | 500001234 | FULLER, JUDSON  | E09   | 21-DEC-2014 | 11    | 22-JAN-2011 1 K RSTP AUTH |                      |
|     | 500001234 | FULLER, JUDSON  | E09   | 21-DEC-2014 | 11    | 22-JAN-2011 2 K RSTP AUTH |                      |
|     | 500001234 | FULLER, JUDSON  | E09   | 21-DEC-2014 | 11    | 23-JAN-2011 1 K RSTP AUTH |                      |
|     | 500001234 | FULLER, JUDSON  | E09   | 21-DEC-2014 | 11    | 23-JAN-2011 2 K RSTP AUTH |                      |
|     |           | Other performance reported for this period | AUTP 41 20-DEC-2010 1 P |                   |

|     | 500001235 | GRAFF, ROGER    | E03   | 12-JUL-2015 | 11    | 22-JAN-2011 1 K RSTP AUTH |                      |
|     | 500001235 | GRAFF, ROGER    | E03   | 12-JUL-2015 | 11    | 22-JAN-2011 2 K RSTP AUTH |                      |
|     | 500001235 | GRAFF, ROGER    | E03   | 12-JUL-2015 | 11    | 23-JAN-2011 1 K RSTP AUTH |                      |
|     | 500001235 | GRAFF, ROGER    | E03   | 12-JUL-2015 | 11    | 23-JAN-2011 2 K RSTP AUTH |                      |
|     |           | Other performance reported for this period | AUTP 41 20-DEC-2010 1 P |                   |

**DA FORM 1379**

Figure H-1. Sample entries for recording additional, equivalent, and rescheduled training, and funeral honors duty entry requirements
Unit Record of Reserve Training

FOR MONTH OF
13-DEC-2010 TO 23-JAN-2011

FOR UIC 8CWAA

8CWAA
812 Brown Drive
Brown City, WX 07121-0022

<table>
<thead>
<tr>
<th>TL</th>
<th>SSN</th>
<th>NAME</th>
<th>GRADE</th>
<th>ETS</th>
<th>TYPE</th>
<th>Date/Prd/ATD</th>
<th>Date/Prd</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example (5)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>K7001 500001236</td>
<td>FRY, JONATHAN</td>
<td>E06</td>
<td>18-APR-2014</td>
<td>11</td>
<td>22-JAN-2011</td>
<td>1 P</td>
<td></td>
</tr>
<tr>
<td>500001236</td>
<td>FRY, JONATHAN</td>
<td>E06</td>
<td>18-APR-2014</td>
<td>11</td>
<td>22-JAN-2011</td>
<td>2 P</td>
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</tr>
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<td>500001236</td>
<td>FRY, JONATHAN</td>
<td>E06</td>
<td>18-APR-2014</td>
<td>11</td>
<td>23-JAN-2011</td>
<td>1 P</td>
<td></td>
</tr>
<tr>
<td>500001236</td>
<td>FRY, JONATHAN</td>
<td>E06</td>
<td>18-APR-2014</td>
<td>11</td>
<td>23-JAN-2011</td>
<td>2 P</td>
<td></td>
</tr>
<tr>
<td>Other performance reported for this period</td>
<td>AUTP</td>
<td>41</td>
<td>20-DEC-2010</td>
<td>1 P</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>RSTP</td>
<td>11</td>
<td>4-JAN-2011</td>
<td>1 W</td>
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<td></td>
<td></td>
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<tr>
<td></td>
<td>RSTP</td>
<td>11</td>
<td>4-JAN-2011</td>
<td>2 W</td>
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<td></td>
<td></td>
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<td>RSTP</td>
<td>11</td>
<td>5-JAN-2011</td>
<td>1 W</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>RSTP</td>
<td>11</td>
<td>5-JAN-2011</td>
<td>2 W</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Example (6)

<table>
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<tr>
<th>TL</th>
<th>SSN</th>
<th>NAME</th>
<th>GRADE</th>
<th>ETS</th>
<th>TYPE</th>
<th>Date/Prd/ATD</th>
<th>Date/Prd</th>
</tr>
</thead>
<tbody>
<tr>
<td>500001237</td>
<td>LEBO, LARRY</td>
<td>E03</td>
<td>16-JUN-2015</td>
<td>11</td>
<td>22-JAN-2011</td>
<td>1 P</td>
<td></td>
</tr>
<tr>
<td>500001237</td>
<td>LEBO, LARRY</td>
<td>E03</td>
<td>16-JUN-2015</td>
<td>11</td>
<td>22-JAN-2011</td>
<td>2 P</td>
<td></td>
</tr>
<tr>
<td>500001237</td>
<td>LEBO, LARRY</td>
<td>E03</td>
<td>16-JUN-2015</td>
<td>11</td>
<td>23-JAN-2011</td>
<td>1 P</td>
<td></td>
</tr>
<tr>
<td>500001237</td>
<td>LEBO, LARRY</td>
<td>E03</td>
<td>16-JUN-2015</td>
<td>11</td>
<td>23-JAN-2011</td>
<td>2 P</td>
<td></td>
</tr>
<tr>
<td>RSTP AUTH CODE K for 13-NOV-2010</td>
<td>1 changed to A AUTH ABSENCE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RSTP AUTH CODE K for 13-NOV-2010</td>
<td>2 changed to A AUTH ABSENCE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other performance reported for this period</td>
<td>AUTP</td>
<td>41</td>
<td>20-DEC-2010</td>
<td>1 P</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Example (7)

<table>
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<tr>
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<th>NAME</th>
<th>GRADE</th>
<th>ETS</th>
<th>TYPE</th>
<th>Date/Prd/ATD</th>
<th>Date/Prd</th>
</tr>
</thead>
<tbody>
<tr>
<td>500001238</td>
<td>WETZEL, JOHN</td>
<td>E03</td>
<td>16-JUN-2015</td>
<td>11</td>
<td>22-JAN-2011</td>
<td>1 P</td>
<td></td>
</tr>
<tr>
<td>500001238</td>
<td>WETZEL, JOHN</td>
<td>E03</td>
<td>16-JUN-2015</td>
<td>11</td>
<td>22-JAN-2011</td>
<td>2 P</td>
<td></td>
</tr>
<tr>
<td>500001238</td>
<td>WETZEL, JOHN</td>
<td>E03</td>
<td>16-JUN-2015</td>
<td>11</td>
<td>23-JAN-2011</td>
<td>1 P</td>
<td></td>
</tr>
<tr>
<td>500001238</td>
<td>WETZEL, JOHN</td>
<td>E03</td>
<td>16-JUN-2015</td>
<td>11</td>
<td>23-JAN-2011</td>
<td>2 P</td>
<td></td>
</tr>
<tr>
<td>Performed IDFH 18-DEC-2010, 1_P</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other performance reported for this period</td>
<td>AUTP</td>
<td>41</td>
<td>20-DEC-2010</td>
<td>1 P</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DA FORM 1379

Figure H-1. Sample entries for recording additional, equivalent, and rescheduled training, and funeral honors duty entry requirements -- continued
Appendix I
Injury and Illness Entry Requirements

I-1. Injury and illness entry requirements
For each member who is injured or becomes ill or diseased, enters or returns completes incapacitation status, enters or is released from a hospital, or performs any type of training or duty while incapacitated, enter a remark on DA Form 1379 in MyUnitPay IAW table I-1.

<table>
<thead>
<tr>
<th>Example number</th>
<th>If a Soldier</th>
<th>Enter remark under name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Is injured Line of Duty (LD) yes</td>
<td>Injury (time and date) LD yes to (treatment facility and location)</td>
</tr>
<tr>
<td>2</td>
<td>Is injured Line of Duty (LD) undetermined</td>
<td>Injury (time and date) LD undetermined to (treatment facility and location)</td>
</tr>
<tr>
<td>3</td>
<td>Has an illness during duty Line of Duty (LD) undetermined</td>
<td>Illness (time and date) LD undetermined to (treatment facility and location)</td>
</tr>
<tr>
<td>4</td>
<td>Is released from hospital or Incapacitation status</td>
<td>Return to duty from (hospital and location or Incapacitated Duty) effective (date)</td>
</tr>
<tr>
<td>5</td>
<td>Is injured or ill but remains in a duty status</td>
<td>(Injury or illness) (time and date) LD (yes or undetermined)</td>
</tr>
<tr>
<td>6</td>
<td>Remains in hospital or incapacitation status following Annual Training (AT)</td>
<td>(Injury or illness) (time and date) LD (yes or undetermined) to (treatment facility and location)</td>
</tr>
<tr>
<td>7</td>
<td>Is injured or ill and is approved for Active Duty Medical Extension (ADME) after receiving Incapacitation Pay for over 30 days</td>
<td>Report to Warrior Transition Unit (date) for ADME (location)</td>
</tr>
<tr>
<td>8</td>
<td>Is injured or ill, remains in incapacitation status, attends unit training periods, and performs normal military duties</td>
<td>Incapacitated status; able to perform normal military duties</td>
</tr>
</tbody>
</table>

I-2. Sample entries on DA Form 1379
The sample entries in figure I-1 are made in the format provided in MyUnitPay and as they are described in table I-1. Enter attendance and absence codes from table C-2 as required.
Unit Record of Reserve Training

FOR MONTH OF
13-DEC-2010 TO 23-JAN-2011

TL  SSN  NAME          GRADE  ETS  TYPE  Unit Assembly Date/Prd/ATD  Performance Date/Prd

Example (1)
K7001 500001239  CARTHAN, LILLIAN  E02  12-MAR-2016  11  22-JAN-2011  1 P
500001239  CARTHAN, LILLIAN  E02  12-MAR-2016  11  22-JAN-2011  2 P
500001239  CARTHAN, LILLIAN  E02  12-MAR-2016  11  23-JAN-2011  1 H
500001239  CARTHAN, LILLIAN  E02  12-MAR-2016  11  23-JAN-2011  2 H

Injured 1515 23 JAN 2011 LD Yes taken to Walson Army Hospital Brown City, WX

Example (2)
500001240  COMER, SAM  E03  18-FEB-2015  11  22-JAN-2011  1 P
500001240  COMER, SAM  E03  18-FEB-2015  11  22-JAN-2011  2 P
500001240  COMER, SAM  E03  18-FEB-2015  11  23-JAN-2011  1 H
500001240  COMER, SAM  E03  18-FEB-2015  11  23-JAN-2011  2 H

Injured 1515 23 JAN 2011 LD to be determined taken to Walson Army Hospital Brown City, WX

Example (3)
500001241  FALSTROM, ANN  E07  29-SEP-2011  11  22-JAN-2011  1 P
500001241  FALSTROM, ANN  E07  29-SEP-2011  11  22-JAN-2011  2 H
500001241  FALSTROM, ANN  E07  29-SEP-2011  11  23-JAN-2011  1 H
500001241  FALSTROM, ANN  E07  29-SEP-2011  11  23-JAN-2011  2 H

Illness 0930 22 JAN 2011 undetermined taken to Walson Army Hospital Brown City, WX

Example (4)
500001242  FIORE, ROCCO  E06  19-NOV-2014  11  22-JAN-2011  1 P
500001242  FIORE, ROCCO  E06  19-NOV-2014  11  22-JAN-2011  2 P
500001242  FIORE, ROCCO  E06  19-NOV-2014  11  23-JAN-2011  1 P
500001242  FIORE, ROCCO  E06  19-NOV-2014  11  23-JAN-2011  2 P

Return to Duty from Walson Army Hospital Brown City, WX 15 JAN-2011

Example (5)
500001243  FULLER, JUDSON  E08  18-JUL-2015  11  22-JAN-2011  1 P
500001243  FULLER, JUDSON  E08  18-JUL-2015  11  22-JAN-2011  2 P
500001243  FULLER, JUDSON  E08  18-JUL-2015  11  23-JAN-2011  1 P
500001243  FULLER, JUDSON  E08  18-JUL-2015  11  23-JAN-2011  2 P

Illness 0815 LD Yes

Example (6)
K7001 500001244  GRAFFEO, PATRICK  E05  29-APR-2016  11  22-JAN-2011  1 H
500001244  GRAFFEO, PATRICK  E05  29-APR-2016  11  22-JAN-2011  2 H
500001244  GRAFFEO, PATRICK  E05  29-APR-2016  11  23-JAN-2011  1 H
500001244  GRAFFEO, PATRICK  E05  29-APR-2016  11  23-JAN-2011  2 H

Injured 1515 12-JUL-2010 LD Yes taken to Walson Army Hospital Brown City, WX

DA FORM 1379

Figure I-1. Sample entries for recording injury and illness remarks, and attendance credit codes
Unit Record of Reserve Training

FOR MONTH OF 13-DEC-2010 TO 23-JAN-2011

8CWAA
For UIC 8CWAA
812 Brown Drive
Brown City, WX 07121-0022

<table>
<thead>
<tr>
<th>TL</th>
<th>SSN</th>
<th>NAME</th>
<th>GRADE</th>
<th>ETS</th>
<th>TYPE</th>
<th>Unit Assembly Date/Prd/ATD</th>
<th>Performance Date/Prd</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Example</td>
<td>(7)</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
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<td>500001245</td>
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<td>17-FEB-2017</td>
<td>11</td>
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<td>1 C</td>
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<tr>
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<td>500001245</td>
<td>BROWN, ROBERT</td>
<td>E04</td>
<td>17-FEB-2017</td>
<td>11</td>
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<td>2 C</td>
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<tr>
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<td>BROWN, ROBERT</td>
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<td>17-FEB-2017</td>
<td>11</td>
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<td>1 C</td>
</tr>
<tr>
<td></td>
<td>500001245</td>
<td>BROWN, ROBERT</td>
<td>E04</td>
<td>17-FEB-2017</td>
<td>11</td>
<td>23-JAN-2011</td>
<td>2 C</td>
</tr>
<tr>
<td></td>
<td>Approved for ADME, 15 NOV 2010 (179days), report to Warrior Transition Unit Ft Brown, WC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Example (8)

<table>
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<th>GRADE</th>
<th>ETS</th>
<th>TYPE</th>
<th>Unit Assembly Date/Prd/ATD</th>
<th>Performance Date/Prd</th>
</tr>
</thead>
<tbody>
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<td>MARTIN, KATHY</td>
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<td>11</td>
<td>22-JAN-2011</td>
<td>1 P</td>
</tr>
<tr>
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<td>500001246</td>
<td>MARTIN, KATHY</td>
<td>E05</td>
<td>12-DEC-2016</td>
<td>11</td>
<td>22-JAN-2011</td>
<td>2 P</td>
</tr>
<tr>
<td></td>
<td>500001246</td>
<td>MARTIN, KATHY</td>
<td>E05</td>
<td>12-DEC-2016</td>
<td>11</td>
<td>23-JAN-2011</td>
<td>1 P</td>
</tr>
<tr>
<td></td>
<td>500001246</td>
<td>MARTIN, KATHY</td>
<td>E05</td>
<td>12-DEC-2016</td>
<td>11</td>
<td>23-JAN-2011</td>
<td>2 P</td>
</tr>
</tbody>
</table>

Incapacitated status able to perform normal mil duties

DA FORM 1379

Figure I-1. Sample entries for recording injury and illness remarks, and attendance credit codes -- continued
Appendix J
Attached Personnel Entry Requirements

J-1. Attached personnel entry requirements
For each member who is attached or released from attachment, on orders, enter a remark on DA Form 1379 in MyUnitIAW table J-1.

<table>
<thead>
<tr>
<th>Example number</th>
<th>If a Soldier</th>
<th>Enter remark under name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Is attached to another unit</td>
<td>Attached to (unit) effective (date) (auth)</td>
</tr>
<tr>
<td>2</td>
<td>Is attached from another unit</td>
<td>Attached from (unit) effective (date) (auth)</td>
</tr>
</tbody>
</table>

J-2. Sample entries on DA Form 1379
The sample entries in figure J-1 are made in the format provided in MyUnitPay and as they are described in table J-1. Enter attendance and absence codes from table C-2 as required during the period of attachment.

Unit Record of Reserve Training

8CWAA 812 Brown Drive
FOR MONTH OF 13-DEC-2010 TO 23-JAN-2011
For UIC 8CWAA Brown City, WX 07121-0022

TL SSN NAME GRADE ETS TYPE Date/Prd/ATD Performance Date/Prd

Example (1) K7001 500001247 FALSTROM, ANN E07 29-SEP-2011 11 22-JAN-2011 1 B
500001247 FALSTROM, ANN E07 29-SEP-2011 11 22-JAN-2011 2 B
500001247 FALSTROM, ANN E07 29-SEP-2011 11 23-JAN-2011 1 B
500001247 FALSTROM, ANN E07 29-SEP-2011 11 23-JAN-2011 2 B
Attached to ZKUTO

Example (2) 500001248 FIORE, ROCOCO E06 17-OCT-2015 11 22-JAN-2011 1 P
500001248 FIORE, ROCOCO E06 17-OCT-2015 11 22-JAN-2011 2 P
500001248 FIORE, ROCOCO E06 17-OCT-2015 11 23-JAN-2011 1 P
500001248 FIORE, ROCOCO E06 17-OCT-2015 11 23-JAN-2011 2 P
Attached from ZKUBO eff 20 JAN 2011

DA FORM 1379

Figure J-1. Sample entries for recording attached personnel remarks and attendance codes
Appendix K
Miscellaneous Changes Entry Requirements

K-1. Miscellaneous changes entry requirements
For each member who has a name change or is issued a new, or corrects the Social Security Number, enter a remark
on DA Form 1379 in MyUnitPay IAW table K-1.

<table>
<thead>
<tr>
<th>Example number</th>
<th>If a Soldier</th>
<th>Enter remark under name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Has a name change</td>
<td>Name Change (reason, i.e. married)</td>
</tr>
<tr>
<td>2</td>
<td>Receives a new or corrects an SSN</td>
<td>SSN Change (from - to)</td>
</tr>
</tbody>
</table>

K-2. Sample entries on DA Form 1379
The sample entries in figure K-1 are made in the format provided in MyUnitPay and as they are described in
table K-1. Enter attendance and absence codes from table C-2 as required during the period of attachment.

Unit Record of Reserve Training

FOR MONTH OF 13-DEC-2010 TO 23-JAN-2011

8CWAA 812 Brown Drive
For UIC 8CWAA Brown City, WX 07121-0022

<table>
<thead>
<tr>
<th>TL</th>
<th>SSN</th>
<th>NAME</th>
<th>GRADE</th>
<th>ETS</th>
<th>TYPE</th>
<th>Unit Assembly Date/Prd/ATD</th>
<th>Performance Date/Prd</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example (1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>K7001</td>
<td>500001249</td>
<td>CARTHEN, LILLIAN</td>
<td>E02</td>
<td>19-MAR-2016</td>
<td>11</td>
<td>22-JAN-2011 1 P</td>
<td></td>
</tr>
<tr>
<td>500001249</td>
<td>CARTHEN, LILLIAN</td>
<td>E02</td>
<td>19-MAR-2016</td>
<td>11</td>
<td>22-JAN-2011 2 P</td>
<td></td>
<td></td>
</tr>
<tr>
<td>500001249</td>
<td>CARTHEN, LILLIAN</td>
<td>E02</td>
<td>19-MAR-2016</td>
<td>11</td>
<td>23-JAN-2011 1 P</td>
<td></td>
<td></td>
</tr>
<tr>
<td>500001249</td>
<td>CARTHEN, LILLIAN</td>
<td>E02</td>
<td>19-MAR-2016</td>
<td>11</td>
<td>23-JAN-2011 2 P</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name changed to CARTHEN reason MARRIED 20 DEC 2010</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Example (2) |
| 500001250 | COMERFORD, LEW | E06   | 15-DEC-2014 | 11   | 22-JAN-2011 1 P             |                       |
| 500001250 | COMERFORD, LEW | E06   | 15-DEC-2014 | 11   | 22-JAN-2011 2 P             |                       |
| 500001250 | COMERFORD, LEW | E06   | 15-DEC-2014 | 11   | 23-JAN-2011 1 P             |                       |
| 500001250 | COMERFORD, LEW | E06   | 15-DEC-2014 | 11   | 23-JAN-2011 2 P             |                       |
| SSN entered erroneously in SIDPERS, change submitted |

DA FORM 1379

Figure K-1. Sample entries for recording miscellaneous change remarks and attendance credit codes
Appendix L
Unit Administrative Remarks and Certification of Participation

L-1. Unit administrative remarks and certification of participation
Enter the mandatory remarks on significant training and events and other required remarks on this portion of the DA Form 1379 in MyUnitPay IAW table L-1.

<table>
<thead>
<tr>
<th>Item number</th>
<th>Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Add unit remarks, i.e. significant training and events; performed APFT; Required Briefings, etc.</td>
</tr>
<tr>
<td>2</td>
<td>Signature block of commander or senior Soldier present for DA Form 1379 certification</td>
</tr>
<tr>
<td>3</td>
<td>Unit performed State Active Duty for operational snow removal.</td>
</tr>
</tbody>
</table>

L-2. Sample entries on DA Form 1379
The sample entries in figure L-1 are made in the format provided in MyUnitPay and as they are described in table L-1.

![Unit Record of Reserve Training](image)

**Figure L-1. Sample entries for unit administrative remarks and certification of participation**
Appendix M
Inactive Duty Performance Certificate

COMMANDER
209TH PERSONNEL SERVICE DETACHMENT
JACKSON BARRACKS
NEW ORLEANS, LOUISIANA 70146-0330

12 May 2011

The following named Soldier(s) performed training or duty IAW published training schedule, orders, or other competent written authority. Each period was not less than 4 hours for IDT or 2 hours for Inactive Duty Funeral Honors on the date(s) indicated below. Note: Record only one type of training or duty on a performance certificate.

<table>
<thead>
<tr>
<th>Name and rank</th>
<th>Last 5 of SSN</th>
<th>Date and hours performed</th>
<th>Scheduled training period(s) (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brown, Roger A., SGT</td>
<td>5-1234</td>
<td>20 Jan 11, 0800-1200</td>
<td></td>
</tr>
<tr>
<td>Green, Brian C., SPC</td>
<td>4-5678</td>
<td>20 Jan 11, 0800-1200</td>
<td></td>
</tr>
<tr>
<td>Joseph, John G., SGT</td>
<td>2-2345</td>
<td>20 Jan 11, 0800-1200</td>
<td></td>
</tr>
<tr>
<td>Alton, Bruce F., SPC</td>
<td>1-3456</td>
<td>20 Jan 11, 0800-1200</td>
<td></td>
</tr>
<tr>
<td>Smith, Jenifer B., SPC</td>
<td>9-6789</td>
<td>20 Jan 11, 0800-1200</td>
<td></td>
</tr>
</tbody>
</table>

Check One

Inactive Duty Reporting Codes

- Code 11 Unit Training Period (UTP), Multiple Unit Training Period (MUTP), or Rescheduled Training Period (RSTP) for UTP/MUTP (Pay Status Only)
- Code 21 Equivalent Training Period (ETP) (Pay Status Only)
- Code 31 Additional Flying and Flight Training Period (AFTP)
- Code 41 Additional Unit Training Period (AUTP)
- Code 42 Jump Proficiency Additional Unit Training Period (AUTP)
- Code 44 Inactive Duty Funeral Honors (IDFH)
- Code 51 Junior Leader/Civil Disturbance Leadership Training Period
- Code 61 Nuclear Weapons Surety Readiness Proficiency Period
- Code 71 Readiness Management Period (RMP) (Training Support)
- Code 91 Readiness Management Period (RMP) (Management Support)
- Other Professional or trade conventions, Armed Forces seminars, symposia, or professional meetings, or training conferences

Remarks: N/A

Paid X non-paid

I certify that I have personal knowledge of, or I have personally verified that, the training or duty stated has been performed by Soldier(s) in proper uniform on the date and times indicated above.

Signature: Date:

Typed name, grade, and title of Commander or senior Soldier present or Funeral Honors Coordinator: JOHN A. BROWN, MSG, Funeral Honors Coordinator, LAARNG

Figure M-1. Example, Inactive Duty Performance Certificate
Glossary

Section I
Abbreviations

AD
Active Duty

ADOS
Active Duty for Operational Support

ADT
Active Duty for Training

AFTP
Additional Flying and Flight Training Period

AGR
Active Guard/Reserve (Title 10 or 32)

AR
Army Regulation

ARNG
Army National Guard

ARNGUS
Army National Guard of the United States

AT
Annual Training

ATP
Additional Training Period

ATCH
Attached

AUTP
Additional Unit Training Period

AUTH
Authority or authorized

CASP
Civilian Acquired Skills Program

DA
Department of the Army

DFAS
Defense Finance and Accounting Services
DJMS-RC
Defense Joint Military Pay System-Reserve Components

DPI
Data Processing Installation

EFF
Effective

FLPB
Foreign Language Proficiency Bonus

ETP
Equivalent Training Period

IDF
Inactive Duty Funeral Honors

FTNGD
Full-Time National Guard Duty

FTNGD-OSpd
Full-Time National Guard Duty-Operational Support

FTNGD-TNG
Full-Time National Guard Duty-Training

IADT
Initial Active Duty for Training. A category of ADT for Service-specific entry-level training that includes basic military training and technical skill training (Basic Training and Advanced Individual Training, or One Station Unit Training)

IAW
In accordance with

IDT
Inactive Duty Training

ILO
In lieu of

INCAP
Incapacitation or incapacitated

ING
Inactive National Guard

INJ
Injury or injured

J-TL
J Transmittal Letter

K-TL
K Transmittal
LD
Line of duty

MPMO
Military Personnel Management Officer/G-1

MUTP
Multiple Unit Training Period

NGB
National Guard Bureau

NGR
National Guard Regulation

PD
Period

PERF
Performed

RMP
Readiness Management Period

RSTP
Rescheduled Training Period

SIB
SIDPERS Interface Branch

SIDPERS-ARNG
Standard Installation/Division Personnel System - ARNG

SSN
Social Security Number

State (or States)
As used in the regulation, either of these terms includes the States, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, and the District of Columbia in regard to their Army National Guard.

TL
Transmittal Letter

TRC
Training and Retirement Category. Also referred to as Training Pay Category Code (TPCC) in some DFAS DJMS-RC uses.

TRF
Transfer

United States Code

USPFO
United States Property and Fiscal Officer
UTP
Unit Training Period

Section II
Terms

Active service
Active duty under Title 10 or Title 14, U.S. Code or full-time National Guard duty under Title 32, U.S. Code.

Active Federal Military Service
Active duty in federal service under either Title 10, Title 14, Title 33 of the U. S Code.

Initial Active Duty for Training
A category of ADT for Service-specific entry level training, which includes basic military training and technical skill training (BT and AIT or OSUT).

Reserve Component Category (ies)
Categories identifying an individual’s status in a RC. There are three RCCs: The Ready Reserve, the Standby Reserve, and the Retired Reserve. Each member of the National Guard and Reserve is assigned within one of those categories. (All National Guard members, including those in the ING, are in the Ready Reserve.)

State Active Duty
A status for members of the National Guard employed in State roles as directed by the Governor, and for which there is no federal credit for pay or service including retirement point credit or benefits unless specifically provided in federal law.

Training periods
Units of training measured in hours as standardized by DoD Instruction and expressed as Unit Training Periods and Additional Unit or Individual Training Periods of several types described in this regulation. These periods are commonly called “drills,” “drill period,” “assemblies,” and “periods of instruction”.

Training and Retirement Category(ies) (TRC)
Category(ies) identifying (by specific TRC designator) and Reserve Component (RC) member’s training or retirement status in a Ready Reserve Category (RCC).