

National Guard Regulation 680-1

Personnel Information Systems

Personnel Assets Attendance and Accounting

**Departments of the Army and the Air Force
National Guard Bureau
Arlington, VA 22202-3231
8 July 2009**

UNCLASSIFIED

SUMMARY of CHANGE

NGR 680-1
Personnel Assets Attendance and Accounting
8 July 2009

This regulation has been extensively revised and listing changes would be inappropriate.

Personnel Information Systems

Personnel Assets Attendance and Accounting

By Order of the Secretaries of the Army and the Air

Force:

CRAIG R. MCKINLEY
General, USAF
Chief, National Guard Bureau

Official:

GEORGE R. BROCK
Chief, Strategy and Policy Division

History: This publication is a major revision.

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

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

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

Management Control Process: This regulation contains management control provisions in accordance with AR 11-2, but does not identify key management controls that must be evaluated.

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

Distribution. B

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Glossary

Chapter 1

General

1-1. Purpose

This regulation prescribes policies, procedures, and responsibilities for the attendance accounting and performance reporting of all military personnel in the Army National Guard (ARNG). It applies to the preparation, submission, and distribution of the automated DA Form 1379 (U.S. Army Reserve Components Unit Record of Reserve Training) for Inactive Duty Training (IDT) in the Automated Funds Control Orders System (AFCOS). The manual DA Form 1379 is used for emergency backup in the event the automated system is not operational.

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 terms used in this regulation are explained in the glossary.

1-4. Responsibilities

- a. SIB Chiefs will --
 - (1) Maintain up to date data in the SIDPERS-ARNG system which is used to produce the automated DA Form 1379.
 - (2) Schedule SIDPERS updates with DPI and resolve any discrepancies on a daily basis or after updates are processed.
- b. Unit commanders will --
 - (1) Account for all assigned and attached personnel as specified in paragraph 2-2b.
 - (2) Initiate follow-up action through the SIB when required documentation has been submitted that should have resulted in a change to data on the DA Form 1379.
 - (3) Pay particular attention to Soldiers not listed on the automated DA Form 1379, as these Soldiers have not been accessed into the SIDPERS and pay systems.
 - (4) Review Training and Retired Categories to ensure proper pay status.
- c. United States Property and Fiscal Officers (USPFO) will receipt and account for all federal funds as prescribed in NGR 130-6.

1-5. Policy

- a. The procedures prescribed in this regulation are considered the minimum required for the proper accounting of personnel and attendance for pay and retirement points purposes. Additional requirements imposed by State military authorities cannot be used to support additional staffing.
- b. Additional guidance, directions, and examples for specific reports is provided in the ARNG Unit Level Procedures Manual, Paying the Citizen Soldier, by the ARNG Financial Services Center (FSC).

1-6. 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. Personnel on AT, ADT, FTNGD for Training and for Operational Support, AGR (Title 10 and 32), or other tours of active service (AD or FTNGD) as an ARNG member, except extended active duty in the end strength of the Army and those called or ordered into active Federal service, are part of the accountable strength of the ARNG unit of assignment.
- c. Attached personnel are accountable in the strength of the ARNG unit 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. 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.

1-7. Privacy Act requirements

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

Chapter 2**Attendance Performance Accounting on DA Form 1379 (US Army Reserve Components Unit Record of Reserve Training)****2-1. Purpose**

The DA Form 1379 for IDT is used to record attendance and other related personnel and performance remarks. It is generated electronically through the USPFO Data Processing Installation (DPI). The report contains selected personnel data for unit personnel in a pay status (Selected Reserve) and those assigned to the ING of the unit. The DA Form 1379 is not a source document to add, change, or delete information on the SIDPERS-ARNG database. It is used--

- a. For personnel asset accounting purposes.
- b. To record training attendance for pay or retirement points or both.
- c. As a substantiating document to support DJMS-RC.
- d. To provide data as a basis for the Unit Commander's Pay Management Report (UCPMR) and the Master Military Pay Account (MMPA) History Report.

2-2. Preparation

- a. Units process IDT attendance by following procedures in the ARNG Unit Level Procedures Manual, chapter 3.
- b. Procedures include loading a unit, reporting monthly attendance, absence, performance, losses, changes in duty status, injury and illness, and other actions for all assigned and attached soldiers by using codes and remarks in appendices B through J of this regulation. Recently assigned and attached Soldiers who do not appear on the automated DA Form 1379 must be manually added to the form by the unit. The period covered will begin with the day after the last previously scheduled UTA and ends at 2400 of the day on which the last scheduled UTA of the current month is conducted.
- c. On the last day of the report, after the codes and remarks are all entered, enter the Administrative Remarks, print a copy, and have the commander sign the copy on the last page of the DA Form 1379 per appendix K of this regulation. This is Copy #1 of the report.
- d. Upload the completed DA Form 1379 and submit it to DPI.
- e. DPI updates and processes the DA Form 1379 to the Military Pay Section (MPS) for review. The system automatically forwards to DFAS for payment.
- f. Certification signature. Unit commanders are primary unit certifying officers. Complete a DD Form 577 (Appointment/Termination Record - Authorized Signature) for each primary certifying officer and submit it to the MPS.
 - (1) Unit commanders may designate an alternate certifying officer to perform these duties in the commander's absence. The alternate may be a commissioned or warrant officer, a Sergeant First Class or above, or a civilian technician in grade GS-7 or above. Complete a DD Form 577 (Appointment/Termination Record - Authorized Signature) for each alternate certifying officer and submit it to the MPS. The alternate certifying officer must have personal knowledge of the performance being certified and cannot not have prepared the DA Form 1379 being certified.
 - (2) Commanders who delegate signature authority are not delegating responsibility. Commanders are responsible for the certification of the attendance status of their command and cannot delegate this responsibility.

2-3. Disposition of DA Form 1379

After IDT attendance, absence and performance codes are added for the month, print a copy of the DA Form 1379, close it out in AFCOS, and electronically transmit it to USPFO, DPI. Reproduce three additional copies (copies #2 through #4) of the printed DA Form 1379 and distribute the copies as follows:

- a. Copy #1: Forward to arrive at the MPMO ATTN: RPAM by the sixth work day after the unit conducts the last scheduled UTA of the month. The MPMO retains this copy per AR 25-400-2.
- b. Copy #2: Retain in the unit, file, and dispose of it per AR 25-400-2.
- c. Copy #3: Retain in the unit, file with closed transmittal letters for one year, then forward to the USPFO, ATTN: MPS for the remainder of the retention period of 6 years and 3 months.

d. Copy #4: Forward to the unit's next higher headquarters unless directed otherwise by the State Adjutant General.

2-4. Initial DA Form 1379

- a. Units will prepare an initial automated DA Form 1379 when--
- (1) The unit is extended temporary Federal recognition.
 - (2) A change in status occurs, as defined in NGR 10-1, when a unit designation changes by conversion, reorganization, redesignation or consolidation, or their unit has a change of station of more than 50 miles where 50 percent or less of the assigned personnel move with the unit.
 - (3) The unit returns to State control after being relieved from active Federal military service.
- b. The period covered by the initial DA Form 1379 will be from 0001 of the day granted Federal recognition, or the effective date of conversion, reorganization, redesignation, consolidation, or change of station to 2400 on which the last scheduled UTA of the month is conducted.
- c. For disposition, see paragraph 2-3.

2-5. Final DA Form 1379

- a. Units will prepare a final automated DA Form 1379 when:
- (1) The unit's temporary or permanent Federal recognition is withdrawn.
 - (2) A change in status occurs, as defined in NGR 10-1, when the unit is converted, reorganized, redesignated or consolidated, or the unit has a change of station of more than 50 miles where 50 percent or less of the assigned personnel move with the unit.
 - (3) The unit is called or ordered into active Federal military service.
- b. The period covered by the final DA Form 1379 will be from the day after the last scheduled UTA and ending as of 2400 on the effective date of withdrawal of Federal recognition, or on the day prior to the effective date of conversion, redesignation or consolidation.
- c. The final DA Form 1379 normally will not support attendance reporting for IDT assemblies. Enter "FINAL REPORT" in the REMARKS section.
- d. For disposition of this form see paragraph 2-3.

2-6. Additional training period (ATP), equivalent training (ET), and rescheduled training (RST)

- a. See NGR 350-1 for rules governing these types of training. Training must be authorized in unit training schedules, written orders or memoranda in advance of such training. A training certificate as shown in appendix L, or a DA Form 1380 (Record of Individual Performance of Reserve Duty Training) is required to document each soldier's duty status for the type of training performed. States may modify the training certificate to show both the authorization and performance information. Only one type of training may be recorded per certificate; for example, ET or ATP or RST, etc.
- b. Additional training periods:
- (1) Report performance of an ATP on the automated DA Form 1379 for the period during which it was performed.
 - (2) Enter the remark from appendix G on the line directly under the soldier's name.
 - (3) Do not make an entry in the attendance column.
- c. Equivalent training and rescheduled training assemblies:
- (1) Enter attendance codes from appendix B in the attendance column, DA Form 1379, beside the type duty code for the regularly scheduled UTA.
 - (2) Report RST on the DA Form 1379 for the regularly scheduled drill if performed before the scheduled unit training assembly and attendance certification has been received. See example 3, appendix G for sample remark.
 - (3) Report ET and RST performed after the unit training assembly per ARNG Unit Level Finance procedures, paragraph 3-7 and enter remarks that duty was performed on the unit's next DA Form 1379.
 - (4) A soldier may perform no more than four equivalent training assemblies in lieu of regularly scheduled training assemblies per fiscal year. ET will be performed in uniform within 60 days after the scheduled assembly.
 - (5) Failure to perform authorized ET or RST requires a change to the authorizing DA Form 1379. Changes are reported by using RFO/IDT Module of AFCOS, per paragraph 2-19 of the ARNG Unit Level Procedures manual, figure 2-4.

(6) Rescheduled training may be performed before or after the regularly scheduled training assembly. Rescheduled training must, by law, be performed during a 90 day window which opens when the first soldier of the unit performs the first rescheduled training assembly for the regularly scheduled drill. If no one performs rescheduled training before the regularly scheduled assembly, the 90 day window will begin with the date of the UTA or first day of a MUTA.

d. After the designated unit representative has entered all duty performance into RFO/IDT pay module of AFCOS, close the TL, produce a performance certificate for the commander to sign the completed action. For disposition of DA Form 1379 with closed transmittal letters and certificates, see paragraph 2-3c of this regulation.

2-7. Annual training (AT)

a. DA Form 1379s will no longer be used for annual training attendance accountability and pay procedures.

b. If individual AT orders are issued, i.e., for units authorized year round annual training, unit representative forwards certified copies of the orders to the MPS on a T/L for payment.

c. If the entire unit is ordered to AT, States are authorized to utilize a mechanized payroll for their units or an appropriate payroll system to ensure soldier's are accounted for, per State SOP, and use DJMS-RC to pay soldiers through their USPFO.

2-8. Military Funeral Honors (MFH) Duty

a. Military Funeral Honors duty pay entitlement will not be processed through the RFO/IDT pay module of AFCOS. MFH, type duty code 44, is an inactive duty status. It is not considered Inactive Duty Training, type duty code 11, therefore not supported by the current pay system.

b. The State MFH Coordinator will use the automated NGB Form 105, Joint Military Funeral Honors Duty Record to record performance of duty for soldiers who perform MFH Duty, type duty code 44 and FTNGD status. That official will ensure certification of the NGB Form 105 and forward it to the MPS for payment.

c. After pay entitlement has been processed and paid by DFAS, retirement points will be updated in RPAM.

2-9. State Active Duty

State active duty performed for any purpose is neither posted on the DA Form 1379, nor are retirement points earned or creditable towards retirement.

**Appendix A
References**

**Section I
Required Publications**

AR 25-400-2

The Army Records Information Management System (ARIMS) (Cited in paras 2-3a 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 2-5a(2))

NGR 130-6

United States Property and Fiscal Officers Appointment, Duties and Responsibilities (Cited in para 1-4c)

NGR 350-1

Army National Guard Training (Cited in para 2-6a)

Unnumbered

Army National Guard Unit Level Procedures Manual, Paying the Citizen-Soldier (Cited in paras 1-5, 2-2a, and 2-6c)

Unnumbered

Automated Funds Control Orders System (AFCOS), End User's Manual (Cited in para 2-6d)

**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 135-91

Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures

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 614-1

Inactive Army National Guard

NGR 680-2

Automated Retirement Points Accounting System

NGB Pam 25-10

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

NGB Pam 600-8-1

Standard Installation/Division Personnel System (Unit Level)

Section III

Prescribed Forms

This section contains no entries.

Section IV

Related Forms

DD Form 577

Appointment/Termination Record - Authorized Signature

DA Form 1379

US Army Reserve Components Unit Record of Reserve Training

DA Form 1380

Record of Individual Performance of Reserve Duty Training

NGB Form 105

Authorization for Individual Inactive Duty Training

Appendix B

Attendance, Absence, and Performance Codes

Code	Status	Remark Required	Explanation (see notes at end)
A	Excused absence	No	Authorized absence of an assigned or attached soldier. Not authorized pay or retirement points credit. TRC must be A, P, Q, or X.
B	Attached to another unit	Yes -- Upon departure and return only	Soldier is attached to another ARNG unit. TRC must be A, P, Q, or X.
C	Constructive attendance authorized	Yes -- Upon departure and return; Upon gain of in-service enlistment or interstate transfer but the Soldier is enroute; Upon gain and the Soldier is waiting results of alcohol and drug test.	Authorized constructive attendance per NGR 600-100, NGR 600-101, or NGR 600-200, to include interstate transfers and in-service enlistments. TRC must be A, Y, L, or Z.
E	Performed RST prior to or on the day of the unit's scheduled assembly	Yes	Certificate of performance of a rescheduled assembly has been received before the DA Form 1379 is signed. TRC must be A, F, P, Q, U, X, or Y.

Code	Status	Remark Required	Explanation (see notes at end)
H	Hospitalized or incapacitated in line of duty	Yes -- only upon first entering status or upon a change in status	Absence is due to hospitalization or incapacitation in the line of duty and unable to perform normal military duties. (1) A soldier able to perform normal military duties is required to attend scheduled training assemblies and will be reported under the appropriate attendance or absence code. (2) If able to perform limited or restricted military duties and soldier attends assembly report under code "N", present for retirement points only. TRC must be A, P, Q, X, L, or Z.
K	Absent - authorized to perform rescheduled training assembly	No	A soldier authorized to: (1) Perform a rescheduled training assembly after the scheduled unit training assembly. (2) Performed rescheduled unit training on the same date or prior to the scheduled unit training assembly, but training certification has not been received. TRC must be A, P, Q, X, or Y.
M	Under arrest by civil authorities	No	A soldier under arrest or confined by civil authorities. TRC must be A, P, Q, or X.
N	Present for retirement points only	No	Present at a scheduled period of training, not entitled to inactive duty training pay, but entitled to retirement point credit. TRC must be A, P, Q, X, L, or Z.
P	Present	No	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.
S	Equivalent training (ET) authorized	No	Authorized to perform equivalent training within 60 days after the unit's scheduled period of training. A soldier will not be authorized more than four periods of equivalent training per fiscal year. TRC must be A, P, Q, or X.
T	On Initial Active Duty for Training	Yes -- only upon departure and return	Soldier is on IADT at the time of a scheduled unit training assembly. TRC must be F or U.
U	Unexcused absence or unsatisfactory performance	Yes -- only for unsatisfactory performance	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. TRC must be A, P, Q, or X.
X	1. Not assigned or attached to the unit	Yes	Soldier is not a member of the unit on the date 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 para 1-6d). TRC must be I.

Code	Status	Remark Required	Explanation (see notes at end)
		b. Yes -- upon original or return assignment 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 strength of the unit only for one day for the purpose of performing muster-type duties and return to the ING on the next day.	The Soldier is transferred into the paid drill strength (Selected Reserve) of the unit only for one day and ordered to participate in one UTA of at least 4 hours to perform muster-type duties. TRC will be A for this day. If the Soldier performs the muster-type duties satisfactorily, record attendance as P and process for reserve compensation and one IDT retirement point. If another UTA is scheduled on that day, enter code C (constructive attendance) for the other UTA and transfer the Soldier to the ING effective the next day. TRC will again be I.

NOTES: Relationship between Training and Retirement Category (TRC) Designators and Assembly Attendance Codes

1. TRC designator appears between blocks 2 and 3 of the Leave and Earnings Statement, DFAS Form 702. They identify a soldier as being authorized to receive or not receive IDT pay.

2. A "P" (present) in attendance code for a soldier whose TRC designator is one of the non-pay TRC designators will be rejected by the DJMS-RC pay system. This designator must be changed on the SIDPERS-ARNG database to pay the soldier.

3. The following TRC designators place a soldier in a pay status for IDT:

Designator Definitions

A Soldier authorized training assembly pay

Q Soldier on or awaiting IADT

P* A nonprior service enlistee authorized 36 paid assemblies during a period not to exceed 270 days after date of enlistment and before entry on IADT

X* A nonprior service enlistee authorized 12 paid assemblies during a period not to exceed 90 days after date of enlistment and before entry on IADT

* Ensure these Soldiers do not attend assemblies in a pay status past their authorized number of paid periods.

4. The following TRC designators place a soldier in a non-pay status for IDT:

Designator Definitions

F Enlisted Soldier on IADT (Basic and Advanced Individual Training; or Phase I of Split Training Option; or ARNG CASP enlistees in their required training)

U Enlisted Soldiers on IADT for Phase II of Split Training Option

L Enlisted Soldier awaiting IADT -- no IDT pay authorized, but has not used all authorized paid IDT assemblies authorized while awaiting IADT

Z Enlisted Soldier awaiting IADT -- no IDT pay authorized while awaiting IADT; or-- IDT pay authorization while awaiting IADT has lapsed

Y Soldier on active service (AGR, ADT, ADOS, FTNGD for Training or Operational Support (except extended active duty in the end strength of the Army)) for more than 29 days as an ARNG Soldier

I Soldier assigned to the Inactive National Guard

**Appendix C
Attendance Entry Requirements**

Example Number	Type of Attendance	Code
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Example Number	Type of Attendance	Code
1	Soldier present for pay and retirement points	P
2	Soldier present without pay, or without pay and allowances: credit for retirement points	N
3	Soldier present, but performance was unsatisfactory: Not wearing the prescribed uniform; not presenting a neat and soldierly appearance; or not performing assigned duties in a satisfactory manner. Enter the specific reason for unsat perf under the Soldier's name	U
4	Soldier present upon transfer from ING to unit status to attend one training assembly for muster-type duties; awarded constructive attendance for the second period; and, on the day after, will be transferred to the ING. Pay and an IDT retirement point may only be awarded for one UTA regardless of the unit training schedule. Note: change the Soldier's TRC from I to A for the day of the assembly, and to I on the next day upon transfer to the ING. See para 2-1.	P for Pd1 6Jan08 C for Pd2 6Jan08 X for 2 pds on 7Jan08
5	Soldier present for 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 A. See para 2-1.	P

Date: 01/07/08 Unit Record of Reserve Training Page:
 Time: 14:26:05
 File: K7001426.prt TL:K7001 Period Covered: 12/11/07 – 01/07/08

For Unit: HQ 322d Supply & Trans Bn
 Brown Drive
 Brown City, WX 07121-0022

SSN	Name	GRD	--Performance-- Date/Prd/Type/Atd	- ILO - Date-Prd
Example 1				
000-00-0000	Mayo, Dominic L.	O05	01/06/08 1 11 P 01/06/08 2 11 P 01/07/08 1 11 P 01/07/08 1 11 P	
Example 2				
000-00-0000	Monahan, John J.	E08	01/06/08 1 11 N 01/06/08 2 11 N 01/07/08 1 11 N 01/07/08 2 11 N	
Example 3				
000-00-0000	Percy, James P.	E03	01/06/08 1 11 U 01/06/08 2 11 P 01/07/08 1 11 P 01/07/08 2 11 P	
	Did not present a neat and soldierly appearance PD1 6 Jan 08			
Example 4				
000-00-0000	Spychala, Jefferies	E06	01/06/08 1 11 P 01/06/08 2 11 C 01/07/08 1 11 X 01/07/08 2 11 X	
	Trf fr ING to atnd PD1 6Jan08 for Muster-Type Duty; Auth CA PD2 6Jan08; Trf to ING eff 7Jan08			
Example 5				
000-00-0000	Falstrom, Ann M	E07	01/06/08 1 11 P 01/06/08 2 11 P 01/07/08 1 11 P 01/07/08 2 11 P	
	Trf fr ING eff 3 Jan 08			

DA Form 1379E

Figure C-1. Sample entries of attendance and credit symbols -- Continued

Appendix D
Absence Entry Requirements

Example Number	Type of Absence	Code
1	Excused absence	A
2	Attending Initial Active Duty for Training	T
3	Not a member of the unit on the date of the unit's reported training assembly	X
4	Equivalent training (ET) authorized	S
5	Confined by civil authority	M
6	Unexcused absence: Soldier failed to attend scheduled unit training; absence was not authorized by commander	U
7	Interstate transfer: The Soldier is a member of the gaining unit on the date the oath of Enlistment, NGB Form 22-5, is administered. Constructive attendance may be granted for up to 90 days. If the soldier is present at the unit's training assembly, enter code "P".	C
8	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 soldier is present at the unit's training assembly enter code "P".	C
9	Performed rescheduled unit training assembly prior to the unit's training and certification is received.	E
10	Authorized to perform rescheduled training prior to unit's training assembly; Performance certificate is not received as of the day of the unit's scheduled training assembly DA Form 1379 is signed. RST not performed within the 60 day window changed to "A".	K
11	Attached to another unit.	B
12	Injured or ill; line of duty determination is yes or undetermined.	H
13	Soldier granted a 90 day leave of absence to relocate as authorized by AR 135-91	C

Date: 01/07/08 Unit Record of Reserve Training Page:
 Time: 14:26:05
 File: K7001426.prt TL:K7001 Period Covered: 12/11/07 – 01/07/08

For Unit: HQ 322 Sup & Trans Bn
 Brown Drive
 Brown City, WX 07121-0022

SSN	Name	GRD	--Performance-- Date/Prd/Type/Atd	- ILO - Date Prd
Example 8 000-00-0000	Monahan, John J.	E08	01/06/08 1 11 C 01/06/08 2 11 C 01/07/08 1 11 C 01/07/08 2 11 C	
	In-service Enl eff 2 Jan 08			
Example 9 000-00-0000	Pancurak, Andrew J.	E09	01/06/08 1 11 E 01/06/08 2 11 E 01/07/08 1 11 P 01/07/08 2 11 P	Perf RST
	Perf RST 28 Dec 06 ILO 6 Jan 08			
Example 10 000-00-0000 AUTH	Rothbloom, Edwin M	E03	01/06/08 1 11 K 01/06/08 2 11 K 01/07/08 1 11 K 01/07/08 2 11 K	RST
Example 11 000-00-0000	Spychala, Jefferies	E05	01/06/08 1 11 B 01/06/08 2 11 B 01/07/08 1 11 B 01/07/08 2 11 B	
	Atch to Trp G 102 Cav eff 2 Jan 07			
Example 12 000-00-0000	Williams, Susan O	E05	01/06/08 1 11 P 01/06/08 2 11 H 01/07/08 1 11 H 01/07/08 2 11 H	
	Injured 6 Jan 08 LD undetermined to HOSP for treatment			
Example 13 000-00-0000	Pish, Frank	E08	01/06/08 1 11 C 01/06/08 2 11 C 01/07/08 1 11 C 01/07/08 2 11 C	
	To 90 day relocation leave of absence eff 1 Jan 08			

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Figure D-1. Sample entries of absence and credit symbols – Continued

**Appendix E
Loss Entry Requirements**

Example Number	If a Soldier	Enter remark under name
1	Is separated as an officer	Sep (reason) eff (date)
2	Is discharged as an enlisted Soldier	(Type) disch (reason) eff (date)
3	Is reassigned to another unit	Trf to (unit) eff (date)
4	Dies	Decd (date, place, cause of death, duty status at time of death, and line of duty status, if applicable)
5	Is transferred to the Inactive National Guard	Trf to ING eff (date)
6	Departs on an interstate transfer	Interstate transfer to (State) eff (date) See note

Note: Grant the Soldier constructive attendance credit for all training assemblies until one of the following occurs:(see example 7 at figure D-1

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

Date: 01/07/08 Unit Record of Reserve Training Page:
 Time: 14:26:05
 File: K7001426.prt TL:K7001 Period Covered: 12/11/07 – 01/07/08

For Unit: HQ 322 Sup & Trans Bn
 Brown Drive
 Brown City, WX 07121-0022

SSN	Name	GRD	--Performance-- Date/Prd/Type/Atd	- ILO - Date Prd
Example 1				
000-00-0000	BAGLEY, RICHARD S	W03	01/06/08 1 11 X 01/06/08 2 11 X 01/07/08 1 11 X 01/07/08 2 11 X	
	Sep Trf to Ret Res eff 2 Jan 08			
Example 2				
000-00-0000	FULLER, JUDSON H	E08	01/06/08 1 11 X 01/06/08 2 11 X 01/07/08 1 11 X 01/07/08 2 11 X	
	Hon Disch ETS eff 5 Jan 08			
Example 3				
000-00-0000	GRAFFEO, PATRICK J	E08	01/06/08 1 11 X 01/06/08 2 11 X 01/07/08 1 11 X 01/07/08 2 11 X	
	Trf to Btry B 30th Inf Div eff 2 Jan 08			

Figure E-1. Sample entries for recording losses and attendance credit symbols

Date: 01/07/08 Unit Record of Reserve Training Page:
 Time: 14:26:05
 File: K7001426.prt TL:K7001 Period Covered: 12/11/07 – 01/07/08

For Unit: HQ 322 Sup & Trans Bn
 Brown Drive
 Brown City, WX 07121-0022

SSN	Name	GRD	--Performance-- Date/Prd/Type/Atd	- ILO - Date Prd
Example 4				
000-00-0000	JOHNSON, MARIA J	E05	01/06/08 1 11 X 01/06/08 2 11 X 01/07/08 1 11 X 01/07/08 2 11 X	
Decd 15 Dec 07, Trenton, WX auto accident, not duty related, not LD				
Example 5				
000-00-0000	MONAHAN, JOHN J	E08	01/06/08 1 11 X 01/06/08 2 11 X 01/07/08 1 11 X 01/07/08 2 11 X	
Example 6				
000-00-0000	RALAT, RAPHAEL J	E06	01/06/08 1 11 X 01/06/08 2 11 X 01/07/08 1 11 X 01/07/08 2 11 X	
Interstate Trf to WZARNG eff 3 Jan 08				

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Figure E-1. Sample entries for recording losses and attendance credit symbols -- Continued

**Appendix F
 Change in Duty Status and Performance of Training Entry Requirements**

Example Number	If a Soldier	Enter remark under name
1	Enters on Initial Active Duty Training	To IADT (Phase I or II, if applicable) (date)
2	Returns from Initial Active Duty Training	To IADT (Phase I or II, if applicable) (date)
3	Enter on ADT, AGR, or FTNGD on or prior to the unit's scheduled training assembly	To (program) (date)
4	Return from ADT, AGR, or FTNGD which continued through the previous scheduled unit training assembly and ended prior to the current unit training assembly	From (program) (date)
5	Change in Active Status Program	Fr (active status program) to (active status program) (date)

Date: 01/07/08 Unit Record of Reserve Training Page:
 Time: 14:26:05
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For Unit: HQ 322 Sup & Trans Bn
 Brown Drive
 Brown City, WX 07121-0022

SSN	Name	GRD	--Performance-- Date/Prd/Type/Atd	- ILO - Date Prd
Example 1				
000-00-0000	ANODIDE, JOSEPH	E02	01/06/08 1 11 T 01/06/08 2 11 T 01/07/08 1 11 T 01/07/08 2 11 T	
	To IADT 15 Dec 07			
Example 2				
000-00-0000	COSKY, STEPHAINE	E03	01/06/08 1 11 P 01/06/08 2 11 P 01/07/08 1 11 P 01/07/08 2 11 P	
	From IADT (Phase II) 23 Dec 07			
Example 3				
000-00-0000	FALSTROM, ANN W	E07	01/06/08 1 11 C 01/06/08 2 11 C 01/07/08 1 11 C 01/07/08 2 11 C	
	To FTNGD 4 Jan 08			
Example 4				
000-00-0000	FIORE, ROCCO D	E06	01/06/08 1 11 P 01/06/08 2 11 P 01/07/08 1 11 P 01/07/08 2 11 P	
	From FTNGD 3 Jan 08			
Example 5				
000-00-0000	GRAFFEO, PATRICK J	E05	01/06/08 1 11 C 01/06/08 2 11 C 01/07/08 1 11 C 01/07/08 2 11 C	
	From FTNGD to AGR 22 Dec 07			

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Figure F-1. Sample entries for recording change of duty status remarks and attendance credit symbols

Appendix G**Additional, Equivalent, and Rescheduled Training Entry Requirements**

Example Number	If a Soldier	Enter remark under name
1	Performed additional training period	Perf ATP (code) <i>See note for ATP codes</i>
2	Performed equivalent training	Perf ET (date and number of periods)
3	Performed rescheduled training on or before the unit's scheduled assembly and the Certificate of Performance has been received	Perf RST (date and number of periods)
4a	Performed rescheduled training on or before the scheduled unit training assembly and the Certificate of Performance has not been received	RST Auth
4b	Will perform the training after the unit's scheduled period of training	RST Auth
5	Has RST certified as performed for a previous month's training assembly	Perf RST (date and number of periods) ILO (date and period(s))
6	Did not perform authorized RST or ET	Absence Code (code) for (period and date) changed to (corrected absence code)
1-6	Performs an AUTA	All of the required remarks are based on each Soldier's attendance

Note: Use the following codes to identify ATPs and AUTAs

Abbreviations and Titles of Individual Additional Training Assemblies		Code
AFTP	Additional Flying and Flight Training Period	31
ATP	Junior Leader Training for Civil Disturbance JLTC	51
ATP	Nuclear Weapons Surety Readiness Proficiency	61
RMP	Readiness Management Period (Training Support)	71
ATP	Additional Training Period	81
ATP	Additional Simulation Training Period (ASTP)	82
RMP	Readiness Management Period (Management Support)	91
Abbreviations and Titles of Additional Unit Training Assemblies		Code
AUTA	Additional Unit Training Assembly	41
AUTA	Jump Proficiency Additional Unit Training Assembly	42

Date: 01/07/08 Unit Record of Reserve Training Page:
 Time: 14:26:05
 File: K7001426.prt TL:K7001 Period Covered: 12/11/07 – 01/07/08

For Unit: HQ 322 Sup & Trans Bn
 Brown Drive
 Brown City, WX 07121-0022

SSN	Name	GRD	--Performance-- Date/Prd/Type/Atd	- ILO - Date Prd
Example 1				
000-00-0000	KLEIN, GARY C.	O05	01/06/08 1 11 P 01/06/08 2 11 P 01/07/08 1 11 P 01/07/08 2 11 P	
	Other Performance Reported for this period:			
	AUTA		01/05/08 1 41	
	ATP		12/15/07 1 81	
Example 2				
000-00-0000	COMERFORD, GENE	E03	01/06/08 1 11 P 01/06/08 2 11 P 01/07/08 1 11 P 01/07/08 2 11 P	
	Other Performance Reported for this period:			
	AUTA		01/05/08 1 41	
	Perf ET 5 Jan 08 Pd 1-2 ILO 13 Dec 07 Pd 1-2			
Example 3				
000-00-0000	FALSTROM, ANN	E07	01/06/08 1 11 E	12/18/06
1			01/06/08 2 11 E	12/18/06
2			01/07/08 1 11 E	12/19/06
1			01/07/08 2 11 E	12/19/06
2				
	Other Performance Reported for this period:			
	AUTA		01/05/08 1 41	
Example 4a				
000-00-0000	FULLER, JUDSON H	E09	01/06/08 1 11 K	RST
AUTH			01/06/08 2 11 K 01/07/08 1 11 K 01/07/08 2 11 K	
	Other Performance Reported for this period:			
	AUTA		01/05/08 1 41	
Example 4b				
000-00-0000	FULLER, JUDSON H	E09	01/06/08 1 11 K	RST
AUTH			01/06/08 2 11 K 01/06/08 1 11 K 01/06/08 2 11 K	
	Other Performance Reported for this period:			
	AUTA		01/05/08 1 41	

Figure G-1. Sample entries for recording additional, equivalent, and rescheduled training remarks and attendance credit symbols

Date: 01/07/08 Unit Record of Reserve Training Page:
 Time: 14:26:05
 File: K7001426.prt TL:K7001 Period Covered: 12/11/07 – 01/07/08

For Unit: HQ 322 Sup & Trans Bn
 Brown Drive
 Brown City, WX 07121-0022

SSN	Name	GRD	--Performance-- Date/Prd/Type/Atd	- ILO - Date Prd
Example 5				
000-00-0000	FIORE, ROCCO D	E06	01/06/08 1 11 P	01/04/08
1			01/06/08 2 11 P	01/04/08
2			01/07/08 1 11 P	01/05/08
1			01/07/08 2 11 P	01/05/08
2				
	Perf RST 4-5 Jan 08 ILO 12-13 Dec 07 Pd 1-4			
	Other Performance Reported for this period:			
	AUTA		01/05/08 1 41	
Example 6				
000-00-0000	GRAFFEO, PATRICK J	E03	01/06/08 1 11 P	
			01/06/08 2 11 P	
			01/07/08 1 11 P	
			01/07/08 2 11 P	
	RST AUTH CODE K for 12 Dec 07 PD 1-2 changed to CODE A AUTH ABSENCE			
	Other Performance Reported for this period:			
	AUTA		01/05/08 1 41	

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Figure G-1. Sample entries for recording additional, equivalent, and rescheduled training remarks and attendance credit symbols - Continued

**Appendix H
Injury and Illness Entry Requirements**

Example Number	If a Soldier	Enter remark under name
1	Is injured LD yes	Inj (time and date) LD yes to (treatment facility and location)
2	Is injured LD undetermined	Inj (time and date) LD undetermined to (treatment facility and location)
3	Has an illness during duty LD undetermined	Ill (time and date) LD undetermined to (treatment facility and location)
4	Is released from hospital or Incapacitation status	Rtn to dy fr (hospital and location or INCAP Dy) eff (date)
5	Is injured or ill but remains in a duty status	(Inj or ill) (time and date) LD (yes or undetermined)
6	Remains in hospital or incapacitation status following AT	(Inj or ill) (time and date) LD (yes or undetermined) to (treatment facility and location)
7	Is injured or ill and is approved for Active Duty Medical Extension (ADME) after receiving Incap Pay for over 30 days	Report to Warrior Transition Unit (date) for ADME (location)
8	Is injured or ill and remains in incapacitation status and attends unit training assemblies and performs normal military duties	INCAP status able to perform normal military duties.

Note: Enter appropriate attendance remarks from appendix B

Date: 01/07/08 Unit Record of Reserve Training Page:
 Time: 14:26:05
 File: K7001426.prt TL:K7001 Period Covered: 12/11/07 – 01/07/08

For Unit: HQ 322 Sup & Trans Bn
 Brown Drive
 Brown City, WX 07121-0022

SSN	Name	GRD	--Performance-- Date/Prd/Type/Atd	- ILO - Date Prd
Example 1 000-00-0000	Carthan, Lillian S	E02	01/06/08 1 11 P 01/06/08 2 11 P 01/07/08 1 11 H 01/07/08 2 11 H	
	Injured 1515 6 Jan 08 LD Yes taken to Walson Army Hospital Brown City, WX			
Example 2 000-00-0000	COMERFORD, SAM	E03	01/06/08 1 11 P 01/06/08 2 11 P 01/07/08 1 11 H 01/07/08 2 11 H	
	Injured 1515 6 Jan 08 LD to be determined taken to Walson Army Hospital Brown City, WX			

Figure H-1. Sample entries for recording injury and illness remarks and attendance credit symbols

Example 3

000-00-0000 FALSTROM, ANN W E07 01/06/08 1 11 P
 01/06/08 2 11 H
 01/07/08 1 11 H
 01/07/08 2 11 H
 Illness 0930 6 Jan 08 LD undetermined taken to Walson Army Hospital Brown City, WX

Example 4

000-00-0000 FIORE, ROCCO D E06 01/06/08 1 11 P
 01/06/08 2 11 P
 01/07/08 1 11 P
 01/07/08 2 11 P
 Rtn to Dy fr Walson Army Hospital Brown City, WX 15-FEB-2008

Example 5

000-00-0000 FULLER, JUDSON H E08 01/06/08 1 11 P
 01/06/08 2 11 P
 01/07/08 1 11 P
 01/07/08 2 11 P
 Illness 0815 LD Yes

Example 6

000-00-0000 GRAFFEO, PATRICK J E05 01/06/08 1 11 H
 01/06/08 2 11 H
 01/07/08 1 11 H
 01/07/08 2 11 H
 Injured 1515 12 Nov 07 LD Yes taken to Walson Army Hospital Brown City, WX

Example 7

000-00-0000 BROWN, ROBERT C E04 01/06/08 1 11 C
 01/06/08 2 11 C
 01/07/08 1 11 C
 01/07/08 2 11 C
 Approved for ADME, 3 Jan 08 (179 days), report to Warrior Transition Unit Ft Brown WC

Example 8

000-00-0000 MARTIN, KATHY M E05 01/06/08 1 11 P
 01/06/08 2 11 P
 01/07/08 1 11 P
 01/07/08 2 11 P
 INCAP status able to perf normal mil duties

DA Form 1379-E

Figure H-1. Sample entries for recording injury and illness remarks and attendance credit symbols – Continued

Appendix I
Attached Personnel Entry Requirements

Example Number	If a Soldier	Enter remark under name
1	Is attached to another unit	Atch to (unit) eff (date) (auth)
2	Is attached from another unit	Atch fr (unit) eff (date) (auth)

Date: 01/07/08 Unit Record of Reserve Training Page:
Time: 14:26:05
File: K7001426.prt TL:K7001 Period Covered: 12/11/07 – 01/07/08

For Unit: HQ 322 Sup & Trans Bn
Brown Drive
Brown City, WX 07121-0022

SSN	Name	GRD	--Performance-- Date/Prd/Type/Atd	- ILO - Date Prd
Example 1 000-00-0000	FALSTROM, ANN M	E07	01/06/08 1 11 B 01/06/08 2 11 B 01/07/08 1 11 B 01/07/08 2 11 B	
	Attached to ZKUTO			
Example 2 000-00-0000	FIORE, ROCOCO D	E06	01/06/08 1 11 P 01/06/08 2 11 P 01/07/08 1 11 P 01/07/08 2 11 P	
	Attached from ZKUBO eff 5 Jan 08			

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Figure I-1. Sample entries for recording attached personnel remarks and attendance credit symbols

Appendix J
Miscellaneous Changes Entry Requirements

Example Number	If a Soldier	Enter remark under name
1	Has a name change	Name Change (reason, e.g. married)
2	Receives a new SSN	SSN Change
3	Earns retirement points for a miscellaneous period in a pay or non-pay status	(Reason and Date)

Date: 01/07/08 Unit Record of Reserve Training Page:
 Time: 14:26:05
 File: K7001426.prt TL:K7001 Period Covered: 12/11/07 – 01/07/08

For Unit: HQ 322 Sup & Trans Bn
 Brown Drive
 Brown City, WX 07121-0022

SSN	Name	GRD	--Performance-- Date/Prd/Type/Atd	- ILO - Date Prd
Example 1				
000-00-0000	BROWN, LILLIAN S	E02	01/06/08 1 11 P 01/06/08 2 11 P 01/07/08 1 11 P 01/07/08 2 11 P	
	Name Change to CARTHEN reason MARRIED 29 Dec 07, marriage certificate resubmitted to SIDPERS			
Example 2				
000-00-0000	COMERFORD, LEW	E06	01/06/08 1 11 P 01/06/08 2 11 P 01/07/08 1 11 P 01/07/08 2 11 P	
	SSN input erroneously in SIDPERS, change submitted			
Example 3				
000-00-0000	FALSTROM, ANN W	E07	01/06/08 1 11 P 01/06/08 2 11 P 01/07/08 1 11 P 01/07/08 2 11 P	
	Perf FTNGD without pay 28-29 Dec 07			

DA Form 1379-E

Figure J-1. Sample entries for recording miscellaneous change remarks and attendance credit symbols

**Appendix K
 Unit Administrative Remarks and Commander Certification**

Item Number	Entry
1	Add unit remarks, i.e. performed APFT; Required Briefing, etc.
2	Commander or designee signature block for DA Form 1379 certification

DA Form 1379-E

Date: 01/07/08

Unit Record of Reserve Training

Page:

Time: 14:26:05

File: K7001426.prt

TL:K7001

Period Covered: 12/11/07 – 01/07/08

For Unit: HQ 322 Sup & Trans Bn
Brown Drive
Brown City, WX 07121-0022

SSN	Name	GRD	--Performance-- Date/Prd/Type/Atd	- ILO - Date Prd

UNIT Remarks

PERFORMED APFT
CONDUCTED THE FOLLOWING MANDATORY BRIEFINGS:
OPSEC & SAEDA; LEGAL, ANTI-TERRORISM & HOMELAND SECURITY

The above named soldier(s), IAW published training schedule, orders and/or other competent written authority, participated in the proper uniform for not less than 4 hours duration for each training period on the date(s) indicated above and in the status indicated:

(Typed/Printed Name of Commander
or Commander's Designee, and Signature)

DA Form 1379-E

Figure K-1. Sample entries for unit administrative remarks and commander certification

**Appendix L
Training Performance Certificate**

TRAINING PERFORMANCE CERTIFICATE

(Unit Designation)

(Date)

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

Rescheduled Training		Equivalent Training	Additional Training
NAME, ASSEMBLY RANK, SSN	DATE AND INCLUSIVE HOURS	NUMBER OF ATP (IF APPLICABLE)	SCHEDULED (IF APPLICABLE)

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

(Typed Name and Signature of Commander,
Commander's designee, or senior soldier
present at training)

NOTE: Only one type of training
will be recorded per certificate
(RST, ET, or ATP)

Figure L-1. Sample training performance certificate

Glossary

Section I
Abbreviations

ABS
Absence

AD
Active Duty

ADOS
Active Duty Operational Support

ADT
Active Duty for Training

ADV
Advance

AFCOS
Automated Fund Control Orders System

AFTP
Additional Flying and Flight Training Period

AGR
Active Guard Reserve

APPT
Appoint, Appointed, Appointment

AR
Army Regulation

ARNG
Army National Guard

ARNGUS
Army National Guard of the United States

ASGD
Assigned

ASSY
Assembly

AT
Annual Training

ATCH
Attached

ATP
Additional Training Period

AUTA

Additional Unit Training Assembly

AUTH

Authority

CA

Constructive Attendance

CASP

Civilian Acquired Skills Program

DA

Department of the Army

DAO

Departmental Accountable Official

DECD

Deceased

DET

Detachment

DISCH

Discharged

DJMS-RC

Defense Joint Military Pay System-Reserve Component

DPI

Data Processing Installation

DPRT

Depart, Departed

DY

Duty

EAD

Extended Active Duty

ENL

Enlist, Enlisted, Enlistment

EFF

Effective

ET

Equivalent Training

FR

From

FTNGD

Full-Time National Guard Duty

FTNGD-OS

Full-Time National Guard Duty-Operational Support

FTNGD-TNG

Full-Time National Guard Duty-Training

HN

Honorable

IADT

Initial Active Duty for Training

IDT

Inactive Duty Training

ILO

In lieu of

INCAP

Incapacitated, Incapacitation

ING

Inactive Army National Guard

INJ

Injury

LD

Line of Duty

MFH

Military Funeral Honors

MIL

Military

MMPA

Master Military Pay Account History Report

MPMO

Military Personnel Management Officer

MPS

Military Pay Section

MTOE

Modification Table of Organization and Equipment

MUTA

Multiple Unit Training Assembly

NGB

National Guard Bureau

NGR
National Guard Regulation

ORD
Order, Orders

PD
Period

PERF
Perform, Performed

RCS
Requirement Control Symbol

RFAT
Relieved from Attached

RMP
Readiness Management Period

RSN
Reason

RST
Rescheduled Training

RTD
Returned to duty

SEP
Separated

SIB
SIDPERS Interface Branch

SIDPERS
Standard Installation/Division Personnel System

SSN
Social Security Number

TL
Transmittal Letter

TRC
Training and Retired Category designator (Replaces TPC (Training/Pay/Retired Category))

TRF
Transfer

TTAD
Temporary Tour of Active Duty

UCPMR

Unit Commander's Pay Management Report

USC

United States Code

USPFO

United States Property and Fiscal Officer

UTA

Unit Training Assembly

Section II

Terms

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)