

National Guard Regulation 680-1

Personnel Information Systems

**Personnel
Assets
Attendance and
Accounting**

**National Guard Bureau
Arlington, VA 22204-1382
3 May 2012**

UNCLASSIFIED

SUMMARY of CHANGE

NGR 680-1
Personnel Assets Attendance and Accounting
3 May 2012

o 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:

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

Official:

MR. FRIEDRICH L. MARTIN
GS-15, DAF
Supervisory, Plans and Policy Office

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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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://ngrcc2-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.

Table 2-1	
Inactive duty type codes	
Code	Meaning
Inactive duty for unit training	
11	UTP - Unit Training Period (includes also Multiple Unit Training Period (MUTP), Rescheduled Training Period (RSTP)for UTP/MUTP (pay status only)
21	ETP - Equivalent Training Period
Inactive duty for additional unit training	
41	AUTP - Additional Unit Training Period
42	AUTP - Jump Proficiency Additional Unit Training Period
Inactive duty for additional individual training	
31	AFTP - Additional Flying and Flight Training Period
51	ATP - Junior Leader Training for Civil Disturbance (JLTCD)
61	ATP - Nuclear Weapons Surety Readiness Proficiency Period
71	RMP - Readiness Management Period (Training Support)
81	ATP - Additional Training Period
82	ATP - Additional Simulation Training Period (ASTP)
91	RMP - Readiness Management Period (Management Support)
Inactive duty for funeral honors	
44	IDFH – Inactive Duty Funeral Honors

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 USPFMO 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 USPFMO 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

Record of Individual Performance of Reserve Duty Training available at
<http://www.apd.army.mil/pub/eforms/pdf/a1380.pdf>

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)		
Test questions (Reference paragraph B-4)		
Negative answers indicate an internal control deficiency	YES	NO
1. Are commanders ensuring that the designated users of MyUnitPay are properly accounting for all Soldiers for their units?		
2. Are units properly reporting all non-paid duty activities on the DA Form 1379 and supported remarks with Performance Certificates?		
3. Are commanders using reports generated in MyUnitPay to assist them with personnel accountability?		
4. Have commanders taken action to resolve any issues dealing with Soldiers who were not properly accounted for on the DA Form 1379?		
5. Are commanders ensuring completed DA Forms 1379 with required supporting documents are being retained IAW AR 25-400-2?		
6. Are commanders or designated representatives signing both the J- and K-transmittal letters after they are closed out?		
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?		
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?		
9. Are commanders or designated representatives monitoring RPAM to ensure non-paid retirement points are being recorded for their Soldiers?		
10. Have commanders ensured that historical entries as required in appendixes F through L have been made?		

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 C-1	
Training and retirement category (TRC) designators	
Designator	Description
Part I - Paid status	
A	Soldiers are authorized 48 paid unit training periods.
Q	Non-prior service Soldiers awaiting the second part of their IADT are authorized to participate in unit training.
P	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.
X	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).
Part II - Non-paid status	
F	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).
U	Non-prior service Soldiers serving on the second part of their IADT for Phase II of Split Training Option
L	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.
Z	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.
Y	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.
I	Soldiers assigned to the Inactive National Guard. They may not attend training or perform duty unless transferred to an active status.

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 C-2			
Attendance, absence, and performance codes			
Code	Status	Remark required	Explanation
A	Excused absence approved by the commander or designated representative	No--see appendix E.	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 -- see appendix E.	Soldier is attached to another ARNG unit. TRC must be A, P, Q, or X.
C	Constructive attendance authorized	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.	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.

Table C-2 Attendance, absence, and performance codes -- continued			
Code	Status	Remark required	Explanation
E	Authorized to perform rescheduled training period (RSTP) prior to or on the day of the unit's regularly scheduled training period(s)	Yes--see appendixes E and H.	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.
H	Hospitalized or incapacitated in line of duty	Yes -- only upon first entering status or upon a change in status--see appendixes E and I.	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 and will be reported under the appropriate attendance or absence code. (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.
K	Absent and authorized to perform RSTP on or after the date of unit training	Yes-- after duty is performed--see appendixes E and H.	A Soldier authorized to: (1) Perform a rescheduled training period after the scheduled unit training. (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.
M	Under arrest by civil authorities	No--see appendix E.	A Soldier under arrest or confined by civil authorities. TRC must be A, P, Q, or X.
N	Present for retirement points only	No--see appendix D.	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--see appendix D.	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 period (ETP) authorized	No--see appendix E.	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.
T	On Initial Active Duty for Training	Yes -- only upon departure and return --see appendix E.	Soldier is on IADT at the time of a scheduled unit training period. TRC must be F or U.

Table C-2			
Attendance, absence, and performance codes -- continued			
Code	Status	Remark required	Explanation
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 on the date of the unit's scheduled period of training. TRC not applicable.
	2. Inactive National Guard (ING)	<i>a.</i> 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.
		<i>b.</i> 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.
		<i>c.</i> 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 D-1 Types of attendance codes and descriptions		
Example number	Type of attendance -- description	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 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.	U
4	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.	P for Pd1 22 Jan 11 C for Pd2 22 Jan 11 X for 2 Pds on 23 Jan11
5	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.	P

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			FOR MONTH OF		
812 Brown Drive					13-DEC-2010 TO 23-JAN-2011		
Brown City, WX 07121-0025							
TL	SSN	NAME	GRADE	ETS	TYPE	Unit Assembly Date/Prd/ATD	Performance Date/Prd
Example (1)							
K7001	500001201	MAYO, DOMINIC	005		11	22-JAN-2011 1 P	
	500001201	MAYO, DOMINIC	005		11	22-JAN-2011 2 P	
	500001201	MAYO, DOMINIC	005		11	23-JAN-2011 1 P	
	500001201	MAYO, DOMINIC	005		11	23-JAN-2011 2 P	
Example (2)							
	500001202	MONAH, JOHN	E08	25-DEC-2011	11	22-JAN-2011 1 N	
	500001202	MONAH, JOHN	E08	25-DEC-2011	11	22-JAN-2011 2 N	
	500001202	MONAH, JOHN	E08	25-DEC-2011	11	23-JAN-2011 1 N	
	500001202	MONAH, JOHN	E08	25-DEC-2011	11	23-JAN-2011 2 N	
Example (3)							
	500001203	PERCY, JAMES	E03	03-NOV-2013	11	22-JAN-2011 1 U	
	500001203	PERCY, JAMES	E03	03-NOV-2013	11	22-JAN-2011 2 P	
	500001203	PERCY, JAMES	E03	03-NOV-2013	11	23-JAN-2011 1 P	
	500001203	PERCY, JAMES	E03	03-NOV-2013	11	23-JAN-2011 2 P	
Did not present a neat and soldierly appearance, Pd 1, 25 SEP 2010							
Example (4)							
	500001204	SPYCH, JOSEPH	E06	18-JAN-2013	11	22-JAN-2011 1 P	ATCH ING
	500001204	SPYCH, JOSEPH	E06	18-JAN-2013	11	22-JAN-2011 2 C	
	500001204	SPYCH, JOSEPH	E06	18-JAN-2013	11	23-JAN-2011 1 X	
	500001204	SPYCH, JOSEPH	E06	18-JAN-2013	11	23-JAN-2011 2 X	
Perf Annual Muster-Type duties							
Example (5)							
	500001205	FALSTEM, JILL	E07	09-SEP-2015	11	22-JAN-2011 1 P	ATCH ING
	500001205	FALSTEM, JILL	E07	09-SEP-2015	11	22-JAN-2011 2 P	
	500001205	FALSTEM, JILL	E07	09-SEP-2015	11	23-JAN-2011 1 P	
	500001205	FALSTEM, JILL	E07	09-SEP-2015	11	23-JAN-2011 2 P	
Transfer from ING effective 18 JAN 2011							

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 E-1		
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 period.	X
4	Equivalent training period (ETP) 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
	Unsatisfactory Performance. Soldier is charged with: (1) Not wearing the prescribed uniform, or; (2) Not presenting a neat and soldierly appearance, or; (3) Not performing assigned duties in a satisfactory manner.	U
7	Performing a period of active service (AD (other than IADT) or FTNGD) and rescheduled training (RSTP) (code E or K) is not authorized.	C
8	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.	C
9	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.	C
10	Performed rescheduled unit training period prior to the unit's training and certification is received.	E
11	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.	K
12	Attached to another unit.	B
13	Injured or ill and line of duty determination is yes or undetermined.	H
14	Soldier granted a 90 day leave of absence to relocate as authorized by AR 135-91.	C

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

8CWAA		For UIC 8CWAA			FOR MONTH OF		
812 Brown Drive					13-DEC-2010 TO 23-JAN-2011		
Brown City, WX 07121-0025							
TL	SSN	NAME	GRADE	ETS	TYPE	Unit Assembly Date/Prd/ATD	Performance 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	FIGLIO, ROCCO	E06	16-JUL-2011	11	22-JAN-2011 1	S ETP AUTH
	500001209	FIGLIO, ROCCO	E06	16-JUL-2011	11	22-JAN-2011 2	S
	500001209	FIGLIO, ROCCO	E06	16-JUL-2011	11	23-JAN-2011 1	S
	500001209	FIGLIO, 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

8CWAA		For UIC 8CWAA			FOR MONTH OF		
812 Brown Drive					13-DEC-2010 TO 23-JAN-2011		
Brown City, WX 07121-0025					Unit Assembly		Performance
TL	SSN	NAME	GRADE	ETS	TYPE	Date/Prd/ATD	Date/Prd
Example (8)							
K7001	500001212	MARTIN, KATHY	E06	11-APR-2014	11	22-JAN-2011 1	C
	500001212	MARTIN, KATHY	E06	11-APR-2014	11	22-JAN-2011 2	C
	500001212	MARTIN, KATHY	E06	11-APR-2014	11	23-JAN-2011 1	C
	500001212	MARTIN, KATHY	E06	11-APR-2014	11	23-JAN-2011 2	C
Interstate Transfer from WXAR effective 15 DEC 2010							
Example (9)							
	500001213	MONAHAN, JOHN	E08	13-JUN-2015	11	22-JAN-2011 1	C
	500001213	MONAHAN, JOHN	E08	13-JUN-2015	11	22-JAN-2011 2	C
	500001213	MONAHAN, JOHN	E08	13-JUN-2015	11	23-JAN-2011 1	C
	500001213	MONAHAN, JOHN	E08	13-JUN-2015	11	23-JAN-2011 2	C
In-service Enlistment effective 16 DEC 2010							
Example (10)							
	500001214	PANCURAK, ANDREW	E09	14-SEP-2014	11	22-JAN-2011 1	E 18-JAN-2011 1 P
	500001214	PANCURAK, ANDREW	E09	14-SEP-2014	11	22-JAN-2011 2	E 18-JAN-2011 2 P
	500001214	PANCURAK, ANDREW	E09	14-SEP-2014	11	23-JAN-2011 1	P
	500001214	PANCURAK, ANDREW	E09	14-SEP-2014	11	23-JAN-2011 2	P
Perf RSTP Pd 1 and 2 18 JAN 2011 ILO Pd 1 and 2 22 Jan 2011							
Example (11)							
	500001215	ROTHBLOOM, EDWIN	E03	21-JUL-2013	11	22-JAN-2011 1	K RSTP AUTH
	500001215	ROTHBLOOM, EDWIN	E03	21-JUL-2013	11	22-JAN-2011 2	K RSTP AUTH
	500001215	ROTHBLOOM, EDWIN	E03	21-JUL-2013	11	23-JAN-2011 1	K RSTP AUTH
	500001215	ROTHBLOOM, EDWIN	E03	21-JUL-2013	11	23-JAN-2011 2	K RSTP AUTH
Example (12)							
	500001216	SPYCHALA, JEFFERIES	E05	18-SEP-2014	11	22-JAN-2011 1	B
	500001216	SPYCHALA, JEFFERIES	E05	18-SEP-2014	11	22-JAN-2011 2	B
	500001216	SPYCHALA, JEFFERIES	E05	18-SEP-2014	11	23-JAN-2011 1	B
	500001216	SPYCHALA, JEFFERIES	E05	18-SEP-2014	11	23-JAN-2011 2	B
Attached to Troop G 102d Cavalry effective 18 DEC 2010							
Example (13)							
K7001	500001217	WILLIAMS, SUSAN	E05	15-APR-2013	11	22-JAN-2011 1	P
	500001217	WILLIAMS, SUSAN	E05	15-APR-2013	11	22-JAN-2011 2	H
	500001217	WILLIAMS, SUSAN	E05	15-APR-2013	11	23-JAN-2011 1	H
	500001217	WILLIAMS, SUSAN	E05	15-APR-2013	11	23-JAN-2011 2	H
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
812 Brown Drive
Brown City, WX 07121-0025

For UIC 8CWAA

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 (14)							
	500001218	PISH, FRANK	E08	21-SEP-2014	11	22-JAN-2011 1	C
	500001218	PISH, FRANK	E08	21-SEP-2014	11	22-JAN-2011 2	C
	500001218	PISH, FRANK	E08	21-SEP-2014	11	23-JAN-2011 1	C
	500001218	PISH, FRANK	E08	21-SEP-2014	11	23-JAN-2011 2	C

To 90 day relocation leave of absence effective 9 JAN 2011

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 F-1 Loss entry requirements		
Example number	If a Soldier	Enter remark under name
1	Is separated as an officer	Separated (reason) effective (date)
2	Is discharged as an enlisted Soldier	(Type) discharge (reason) effective (date)
3	Is reassigned to another unit	Transfer to (unit) effective (date)
4	Dies	Deceased (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	Transfer to ING effective (date)
6	Departs on an interstate transfer	Interstate transfer to (State) effective (date). See note

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

8CWAA		For UIC 8CWAA			FOR MONTH OF 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	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 30 th 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	22-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 G-1		
Change in status, performance of training, and active service 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	Enters on ADT, AGR, or FTNGD on or prior to the unit's scheduled training	To (program) (date)
4	Returns from ADT, AGR, or FTNGD which continued through the previous scheduled unit training and ended prior to the current unit training	From (program) (date)
5	Has a change in Active Status Program	From (active status program) to (active status program) (date)
6	Performed FTNGD for Operational Support or FTNGD for Training without pay	Performed FTNGD-OS (-TNG) without pay(date)

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

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

8CWAA		For UIC 8CWAA			FOR MONTH OF		
812 Brown Drive					13-DEC-2010 TO 23-JAN-2011		
Brown City, WX 07121-0022							
TL	SSN	NAME	GRADE	ETS	TYPE	Unit Assembly Date/Prd/ATD	Performance Date/Prd
Example (1)							
K7001	500001231	KLEIN, GARY	005		11	22-JAN-2011 1 P	
	500001231	KLEIN, GARY	005		11	22-JAN-2011 2 P	
	500001231	KLEIN, GARY	005		11	23-JAN-2011 1 P	
	500001231	KLEIN, GARY	005		11	23-JAN-2011 2 P	
	Other performance reported for this period				AUTP 41	20-DEC-2010 1 P	
					RMP 71	21-DEC-2010 1 P	
Example (2)							
	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	
Example (3)							
	500001233	JONES, LARRY	E07	19-NOV-2015	11	22-JAN-2011 1 E	15-JAN-2011 1 P
	500001233	JONES, LARRY	E07	19-NOV-2015	11	22-JAN-2011 2 E	15-JAN-2011 2 P
	500001233	JONES, LARRY	E07	19-NOV-2015	11	23-JAN-2011 1 E	16-JAN-2011 1 P
	500001233	JONES, LARRY	E07	19-NOV-2015	11	23-JAN-2011 2 E	16-JAN-2011 2 P
	Other performance reported for this period				AUTP 41	20-DEC-2010 1 P	
Example (4a)							
	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	
Example (4b)							
	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	

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

Unit Record of Reserve Training

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

TL	SSN	NAME	GRADE	ETS	TYPE	Unit Assembly Date/Prd/ATD	Performance Date/Prd
Example (5)							
K7001	500001236	FRY, JONATHAN	E06	18-APR-2014	11	22-JAN-2011	1 P
	500001236	FRY, JONATHAN	E06	18-APR-2014	11	22-JAN-2011	2 P
	500001236	FRY, JONATHAN	E06	18-APR-2014	11	23-JAN-2011	1 P
	500001236	FRY, JONATHAN	E06	18-APR-2014	11	23-JAN-2011	2 P
		Other performance reported for this period	AUTP	41		20-DEC-2010	1 P
			RSTP	11		4-JAN-2011	1 W
			RSTP	11		4-JAN-2011	2 W
			RSTP	11		5-JAN-2011	1 W
			RSTP	11		5-JAN-2011	2 W
Example (6)							
	500001237	LEBO, LARRY	E03	16-JUN-2015	11	22-JAN-2011	1 P
	500001237	LEBO, LARRY	E03	16-JUN-2015	11	22-JAN-2011	2 P
	500001237	LEBO, LARRY	E03	16-JUN-2015	11	23-JAN-2011	1 P
	500001237	LEBO, LARRY	E03	16-JUN-2015	11	23-JAN-2011	2 P
		RSTP AUTH CODE K for 13-NOV-2010 1 changed to A AUTH ABSENCE					
		RSTP AUTH CODE K for 13-NOV-2010 2 changed to A AUTH ABSENCE					
		Other performance reported for this period	AUTP	41		20-DEC-2010	1 P
Example (7)							
	500001238	WETZEL, JOHN	E03	16-JUN-2015	11	22-JAN-2011	1 P
	500001238	WETZEL, JOHN	E03	16-JUN-2015	11	22-JAN-2011	2 P
	500001238	WETZEL, JOHN	E03	16-JUN-2015	11	23-JAN-2011	1 P
	500001238	WETZEL, JOHN	E03	16-JUN-2015	11	23-JAN-2011	2 P
		Performed IDFH 18-DEC-2010..1..P					
		Other performance reported for this period	AUTP	41		20-DEC-2010	1 P

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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 I-1 Injury and illness entry requirements		
Example number	If a Soldier	Enter remark under name
1	Is injured Line of Duty (LD) yes	Injury (time and date) LD yes to (treatment facility and location)
2	Is injured Line of Duty (LD) undetermined	Injury (time and date) LD undetermined to (treatment facility and location)
3	Has an illness during duty Line of Duty (LD) undetermined	Illness (time and date) LD undetermined to (treatment facility and location)
4	Is released from hospital or Incapacitation status	Return to duty from (hospital and location or Incapacitated Duty) effective (date)
5	Is injured or ill but remains in a duty status	(Injury or illness) (time and date) LD (yes or undetermined)
6	Remains in hospital or incapacitation status following Annual Training (AT)	(Injury or illness) (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 Incapacitation Pay for over 30 days	Report to Warrior Transition Unit (date) for ADME (location)
8	Is injured or ill, remains in incapacitation status, attends unit training periods, and performs normal military duties	Incapacitated status; able to perform normal military duties

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

8CWAA		For UIC 8CWAA			FOR MONTH OF 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	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	FIGLIO, ROCCO	E06	19-NOV-2014	11	22-JAN-2011	1 P
	500001242	FIGLIO, ROCCO	E06	19-NOV-2014	11	22-JAN-2011	2 P
	500001242	FIGLIO, ROCCO	E06	19-NOV-2014	11	23-JAN-2011	1 P
	500001242	FIGLIO, 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

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

For UIC 8CWAA

**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

(7)

500001245	BROWN, ROBERT	E04	17-FEB-2017	11	22-JAN-2011	1 C
500001245	BROWN, ROBERT	E04	17-FEB-2017	11	22-JAN-2011	2 C
500001245	BROWN, ROBERT	E04	17-FEB-2017	11	23-JAN-2011	1 C
500001245	BROWN, ROBERT	E04	17-FEB-2017	11	23-JAN-2011	2 C

Approved for ADME, 15 NOV 2010 (179days), report to Warrior Transition Unit Ft Brown, WC

Example

(8)

500001246	MARTIN, KATHY	E05	12-DEC-2016	11	22-JAN-2011	1 P
500001246	MARTIN, KATHY	E05	12-DEC-2016	11	22-JAN-2011	2 P
500001246	MARTIN, KATHY	E05	12-DEC-2016	11	23-JAN-2011	1 P
500001246	MARTIN, KATHY	E05	12-DEC-2016	11	23-JAN-2011	2 P

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 MyUnitPay IAW table J-1.

Table J-1 Attached personnel entry requirements		
Example number	If a Soldier	Enter remark under name
1	Is attached to another unit	Attached to (unit) effective (date) (auth)
2	Is attached from another unit	Attached from (unit) effective (date) (auth)

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
Brown City, WX 07121-0022**

For UIC 8CWAA

**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	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 K-1 Miscellaneous changes entry requirements		
Example number	If a Soldier	Enter remark under name
1	Has a name change	Name Change (reason, i.e. married)
2	Receives a new or corrects an SSN	SSN Change (from - to)

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

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

For UIC 8CWAA

**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	500001249	CARTHEN, LILLIAN	E02	19-MAR-2016	11	22-JAN-2011 1 P	
	500001249	CARTHEN, LILLIAN	E02	19-MAR-2016	11	22-JAN-2011 2 P	
	500001249	CARTHEN, LILLIAN	E02	19-MAR-2016	11	23-JAN-2011 1 P	
	500001249	CARTHEN, LILLIAN	E02	19-MAR-2016	11	23-JAN-2011 2 P	
Name changed to CARTHEN reason MARRIED 20 DEC 2010							
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 L-1 Unit administrative remarks and certification of participation	
Item number	Entry
1	Add unit remarks, i.e. significant training and events; performed APFT; Required Briefings, etc.
2	Signature block of commander or senior Soldier present for DA Form 1379 certification
3	Unit performed State Active Duty for operational snow removal.

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

FOR MONTH OF

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
----	-----	------	-------	-----	------	-------------------------------	-------------------------

UNIT Remarks
 PERFORMED APFT
 CONDUCTED THE FOLLOWING MANDATORY BRIEFINGS:
 OPSEC & SAEDA; LEGAL, ANTI-TERRORISM and HOMELAND SECURITY. Unit ordered to State Active Duty for operational snow removal from 25-29 AUG 2010.

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:

RECORD OF ATTENDANCE

- A. EACH SOLDIER WHOSE NAME APPEARS ON THIS RECORD
 - (1) WAS AUTHORIZED TO TRAIN AS PRESCRIBED BY UNIT TRAINING SCHEDULE THROUGH ASSIGNMENT OR ATTACHMENT TO THE UNIT SPECIFIED ON OPPOSITE SIDE AS OF THE DATES SHOWN.
 - (2) ACTUALLY ATTENDED THE PERIODS OF INACTIVE DUTY TRAINING SPECIFIED IN ITEM 1 ABOVE IF SO INDICATED BY THE LETTER P.
- B. THE NAME OF EACH SOLDIER WHO WAS ABSENT OR WHO WAS NOT PRESENT FOR FOUR HOURS HAS BEEN IDENTIFIED IN APPROPRIATE COLUMNS BY THE LETTER A OR OTHER APPROPRIATE CODE.
- C. ENTITLEMENT TO PAY AND ALLOWANCE ARE SUPPORTED BY REQUIRED DOCUMENTATION ON FILE IN THIS UNIT.

NAME, GRADE AND BRANCH OF OFFICER-IN-CHARGE (typed or printed) JOHN A. JONES MAJ, AR COMMANDING	Signature
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DA FORM 1379

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

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)
X	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

IDFH

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

U.S.C., USC, and U.S. Code

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).