

**Army Regulation 140–185**

**Army Reserve**

**Training and  
Retirement  
Point Credits  
and Unit  
Level  
Strength  
Accounting  
Records**

**Headquarters  
Department of the Army  
Washington, DC  
3 August 2018**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 140–185

Training and Retirement Point Credits and Unit Level Strength Accounting Records

This mandated revision, dated 3 August 2018—

- o Incorporates Army Directive 2010–06, Compensation of Reserve Component Personnel for Army Electronic-Based Distributed Learning, dated 2 June 2010 (paras 1–4, 3–4, app A, and glossary).

Effective 3 August 2018

**Army Reserve**

**Training and Retirement Point Credits and Unit Level Strength Accounting Records**

By Order of the Secretary of the Army:

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**History.** This publication is a mandated revision.

**Summary.** This regulation sets responsibilities and procedures to establish and maintain retirement records prescribing the types of training and activities for which retirement points are authorized. It discusses the procedures for recording retirement point credits and training. It provides guidance for the use of completing the DA Form 1379 (U.S. Army Reserve Components Unit Record of Reserve Training) and DA Form 1380 (Army Reserve Record of Individual Performance of Reserve Duty Training). This directive ensures compliance

with the National Defense Authorization Act (NOAA) for Fiscal Year 2002, as well as other applicable statutory and DOD issuances.

**Applicability.** This regulation applies to the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated.

**Proponent and exception authority.** The proponent of this regulation is the Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief with the proponent agency or its direct reporting unit or field operating agency in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to

the policy proponent. Refer to AR 25–30 for specific guidance.

**Army internal control process.** This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see appendix B).

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Deputy Chief of Staff, G–1 (DAPE–MPE–IP), 300 Army Pentagon, Washington, DC 20310–0300.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Headquarters, Department of the Army (DAPE–MPE–IP), 300 Army Pentagon, Washington, DC 20310–0300.

**Distribution.** This publication is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

**Contents** (Listed by paragraph and page number)

**Chapter 1**

**General, page 1**

Purpose • 1–1, page 1

References • 1–2, page 1

Explanation of abbreviations and terms • 1–3, page 1

Responsibilities • 1–4, page 1

Privacy Act • 1–5, page 3

Eligibility • 1–6, page 3

Service requirement for a satisfactory year of service for non-regular retirement • 1–7, page 4

Establishment of anniversary year • 1–8, page 4

Strength accounting • 1–9, page 4

**Chapter 2**

**Crediting and Awarding of Retirement Points, page 5**

Criteria for crediting retirement points • 2–1, page 5

Criteria for earning retirement points • 2–2, page 6

\*This regulation supersedes AR 140–185, dated 15 March 2016, and AD 2010-06, dated 2 June 2010.

## Contents—Continued

Qualification and eligibility for earning retirement points • 2–3, *page 7*

Criteria for awarding retirement points • 2–4, *page 7*

Criteria for former participant of the Armed Force Health Professional Scholarship Program or Financial Assistance Program • 2–5, *page 9*

### Chapter 3

#### Records Source Documents, *page 9*

General • 3–1, *page 9*

DA Form 1379 (RCS AG 534) and DA Form 1379–SG (U.S. Army Reserve Components Unit Record of Reserve Training) • 3–2, *page 10*

DA Form 1380 • 3–3, *page 10*

Electronic-based distance learning • 3–4, *page 13*

DA Form 5016 • 3–5, *page 14*

DD Form 214 (Certificate of Release or Discharge from Active Duty) • 3–6, *page 14*

DFAS Form 702/master military pay account • 3–7, *page 14*

### Appendixes

A. References, *page 15*

B. Internal Control Evaluation, *page 18*

### Table List

Table 2–1: Retirement point credits—minimum required for a portion of a year of qualifying service for retirement, *page 5*

Table 2–2: Pro-rating membership points, *page 6*

Table 2–3: Award of inactive duty training retirement points, *page 8*

Table 3–1: Codes for Recording appropriate or equivalent instruction or duty on DA Form 1379 or DA Form 1380, *page 11*

Table 3–2: Duty qualification codes and definitions, *page 11*

Table 3–3: Attendance and credit for inactive duty training for individual mobilization augmentee detachment Soldiers training for retirement points only, *page 12*

### Glossary

## **Chapter 1**

### **General**

#### **1–1. Purpose**

This regulation contains Army policy for U.S. Army Reserve (USAR) training and retirement point credit. It also prescribes guidance for USAR unit level strength accounting.

#### **1–2. References**

See appendix A.

#### **1–3. Explanation of abbreviations and terms**

See the glossary.

#### **1–4. Responsibilities**

- a.* The Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA M&RA) will—
  - (1) Oversee policies for electronic-based distributed learning to ensure compliance with statutory responsibilities and Department of Defense requirements.
  - (2) Provide oversight for the development of Army policies for Reserve compensation and related matters for electronic-based distributed learning courses available to members of the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.
- b.* The Deputy Chief of Staff, G–1 (DCS, G–1) will ensure that the Commanding General (CG), U.S. Army Human Resources Command (HRC) will—
  - (1) Certify and verify all retirement points accounting applications.
  - (2) Prescribe policies and procedures to record and verify retirement points awarded to all USAR Soldiers.
  - (3) Provide a monthly Regional Level Application Software (RLAS) status report listing accepted and rejected retirement update/correction transactions to the U.S. Army Reserve Command (USARC). The report should include the name of Soldier, unit identification code, rejection code, if applicable, transaction date, anniversary year beginning and ending dates, and amount of retirement points.
  - (4) Provide DA Form 5016 (Chronological Statement of Retirement Points) to current and former USAR Soldiers utilizing HRC’s self-service portal at <https://www.hrc.army.mil>.
  - (5) Provide Army personnel policy and entitlement guidance based on priorities set by the DCS, G–3/5/7 for Electronic based distributed learning.
  - (6) Oversee the Army Training Requirements and Resources System as the system of record for all institutional training and electronic-based distributed learning courses.
  - (7) Identify personnel readiness requirements supported by electronic-based distributed learning and coordinate the prioritization of efforts with the DCS, G–3/5/7.
  - (8) Provide Soldiers direct access for enrollment through the Army Training Requirements and Resources System electronic-based distributed learning website.
  - (9) Participate in reviews of electronic-based distributed learning courses to validate their effect on personnel readiness.
  - (10) Identify, through the DCS, G–1 to Army commands, Army service component commands, and direct reporting units, additional or alternative electronic-based distributed learning courses required to meet personnel readiness requirements.
  - (11) Coordinate, through the DCS, G–1, the building of necessary system interfaces between the Army Learning Management System and existing and future human resources systems for qualification, verification, and credit through the Army Training Requirements and Resources System.
- c.* The Deputy Chief of Staff, G–3/5/7 (DCS, G–3/5/7) will—
  - (1) Establish priorities for electronic-based distributed learning training, which are in priority order as follows:
    - a.* Training required for pre-deployment readiness and mobilization.
    - b.* Duty military occupational specialty qualification.
    - c.* Critical functional courses.
    - d.* Professional development courses.
    - e.* Functional courses.
  - (2) Serve as the proponent for the Army Distributed Learning Program, including policies and procedures required to support implementation and sustainment of electronic-based distributed learning.

- (3) Exercise responsibility for Soldier training education courses using electronic-based distributed learning.
- (4) Coordinate with the DCS, G-1 in developing policies, procedures, and programs for electronic-based distributed learning.
- (5) Provide guidance on operating an electronic-based distributed learning training environment and ensures that training development policies are standardized.
- d.* The Chief, National Guard Bureau (CNGB) will—
  - (1) Publish policies and procedures for the ARNG/ARNGUS.
  - (2) Coordinate with U.S. Army Training and Doctrine Command (TRADOC) to develop and implement automated training, education design capability, electronic-based distributed learning reach back and lifelong learning capabilities.
  - (3) Serve as the office of primary responsibility for the training and technology components of electronic-based distributed learning for the ARNG.
  - (4) Ensure the interoperability of ARNG electronic-based distributed learning technologies with the Army Distributed Learning Program.
  - (5) Synchronize the prioritization of electronic-based distributed learning courseware development with TRADOC's Capabilities Manager for the Army Distributed Learning Program.
  - (6) Provide projected mission requirements for electronic-based distributed learning during the Structured Manning Decision Review process.
- e.* The Chief, Army Reserve (CAR) will—
  - (1) Retain special staff responsibility for USAR Soldiers and will monitor training and retirement point credits requirements.
  - (2) As commander, U.S. Army Reserve Command (USARC) will—
    - (a) Establish and maintain an RLAS record on each Soldier for submission to the retirement points correction system to verify and/or certify for automation to Retirement Points Accounting System (RPAS).
    - (b) Verify retirement points recorded. USARC is responsible for quality assurance and quality control for all records of the Soldiers in troop program unit (TPU)/Active Guard Reserve (AGR) status.
    - (c) Ensure in-processing and annual audits of TPU/AGR Soldiers' retirement points are implemented and conducted to assure quality control to detect errors and initiate corrective action.
    - (d) Ensure unit's interactive Personnel Electronic Records Management System (iPERMS), Army Military Human Resource Record (AMHRR)/official military personnel file (OMPF) composition documents listed in AR 600-8-104 are utilized as source documents in certifying retirement points.
    - (e) Provide reports and assistance as prescribed in this regulation.
    - (f) Publish policies and procedures for the USAR.
    - (g) Coordinate with TRADOC to develop and implement automated training, education design capability, electronic-based distributed learning reach back and lifelong learning capabilities.
    - (h) Serve as the office of primary responsibility for the training and technology components of electronic-based distributed learning for the USAR.
    - (i) Ensure the interoperability of Army Reserve electronic-based distributed learning technologies with the Army Distributed Learning Program.
    - (j) Synchronize the prioritization of electronic-based distributed learning courseware development with TRADOC's Capabilities Manager for the Army Distributed Learning Program.
    - (k) Provide projected mission requirements for electronic-based distributed learning during the Structured Manning Decision Review process.
  - f.* The Commanders of Army commands, Army service component commands, and direct reporting units (ACOMs/ASCCs/DRUs) will—
    - (1) Coordinate training development and initiatives for electronic-based distributed learning with TRADOC for the Army Distributed Learning Program.
    - (2) Coordinate training requirements for electronic-based distributed learning with TRADOC and the DCS, G-1 to ensure accurate entries in the Army Training Requirements and Resources System.
    - (3) Coordinate resource requirements for electronic-based distributed learning course delivery, such as training aids, personnel and equipment, with the appropriate lead agency.
    - (4) Coordinate with TRADOC to develop and implement automated training, education design capability, electronic-based distributed learning reach back and lifelong learning capabilities.
  - g.* The Commanding General, US. Army Training and Doctrine Command (TRADOC) will—
    - (1) Implement the Army Distributed Learning Program and provides oversight for the implementation and integration of electronic-based distributed learning throughout the life of the program.

(2) Provide guidance and processes for the prioritization, design, development, and implementation of electronic-based distributed learning courseware and delivery methods.

(3) Ensure that proponents of electronic-based distributed learning courses set the number of hours allowed to complete each course.

(4) Coordinate training requirements for electronic-based distributed learning with Headquarters, Department of the Army (DCS, G-1 and DCS, G-3/5/7); DARNG and CAR.

*h.* The Surgeon General (TSG) retains exclusive authority to—

(1) Publish policies and procedures to support training requirements for the ARNG/ARNGUS and the USAR.

(2) Serve as the office of primary responsibility for the training and technical components of electronic-based distributed learning in support of the ARNG/ARNGUS and USAR.

(3) Coordinate with TRADOC and non-TRADOC schools to develop, implement and manage training, education design capability, electronic-based distributed learning reach back and lifelong learning capabilities.

*i.* The Judge Advocate General (TJAG) retains exclusive authority to—

(1) Publish policies and procedures to support training requirements for the ARNG/ARNGUS and the USAR.

(2) Serve as the office of primary responsibility for the training and technical components of electronic-based distributed learning in support of the ARNG/ARNGUS and the USAR.

(3) Coordinate with TRADOC and non-TRADOC schools to develop, implement and manage training, education design capability, electronic-based distributed learning reach back and lifelong learning capabilities.

*j.* The Chief of Chaplains (CCH) retains exclusive authority to—

(1) Publish policies and procedures to support training requirements for the Army National Guard/Army National Guard of the United States and the Army Reserve.

(2) Serve as the office of primary responsibility for the training and technical components of electronic-based distributed learning in support of the ARNG/ARNGUS and the USAR.

(3) Coordinate with TRADOC and non-TRADOC schools to develop, implement and manage training, education design capability, electronic-based distributed learning reach back, and lifelong learning capabilities.

*k.* Unit and organizational commanders will—

(1) Electronically forward prior-service records of Soldiers transferred to the USAR to HRC for establishment or correction of the anniversary year.

(2) Ensure source documents utilized in verifying retirement points listed as composition document of the AMHRR/OMPF per AR 600-8-104 are stored in the Soldier's iPERMS.

(3) Ensure Soldiers' DA Forms 5016 are reviewed and corrected during in-processing, annual audits, reassignments, mobilizations, and demobilizations to ensure quality control, detect errors, and initiate corrective action.

(4) Report duty participation and retirement point credit for Soldiers.

(5) Provide reports, counseling, and assistance as prescribed in this regulation.

(6) Ensure appropriate administrative, technical, and physical safeguards to ensure that the records are protected from unauthorized access and disclosure.

### **1-5. Privacy Act**

Information and records contained in the automated retirement points correction system, RPAS, and RLAS applications are governed by DODD 5400.11.

*a.* Authorized users, officials, or anyone granted access to the automated retirement points correction system, RPAS, or RLAS will adhere to the Department of Defense (DOD) Privacy Program and the Army Privacy Program to safeguard the privacy of current and former Soldiers.

*b.* Records contained in the retirement points correction system, RPAS and RLAS are designated "FOR OFFICIAL USE ONLY" and will be protected to prevent unauthorized access or disclosure.

### **1-6. Eligibility**

*a.* Retirement point credit is authorized for—

(1) Reserve Component (RC) in active Service Ready Reserve (RR).

(2) RC in an active status as defined in 10 USC 10141. This includes Servicemembers in a Delayed Entry Program (DEP) established by 10 USC 513. This service is credited toward non-regular retirement since it is service in an active status as a member of the RR.

(3) Reserve Officer Training Corps (ROTC)/Simultaneous Membership Program (SMP), DEP Soldiers, RR Soldiers in an active status and active Standby Reserve Soldiers.

(4) Voluntary and involuntary IDT.

(5) Members of the RC in a retired status, other than members who have retired from active service, or members transferred to the Retired Reserve under the conditions described in Title 10 USC section 12734 (10 USC 12734), who are ordered to perform active duty in accordance with 10 USC 12741.

*b.* Retirement point credit is not authorized for—

(1) Members of the RC in an inactive status under 10 USC 10152 pursuant to 10 USC 12734(a).

(2) Members who have completed the service requirement for retired pay and are not 60 years old who are transferred to an inactive status (Retired Reserve).

### **1–7. Service requirement for a satisfactory year of service for non-regular retirement**

A qualifying year of service for non-regular retired pay is a full year during which a RC member is credited with a minimum of 50 retirement points. Except as otherwise provided by law, an accumulation of 20 such years is one requirement necessary to qualify for non-regular retired pay.

### **1–8. Establishment of anniversary year**

The criteria for establishing the service requirement for a satisfactory year of service for non-regular retirement per DODI 1215.07 and changing the anniversary year ending date are as follows:

*a.* The full-year periods used for the crediting of qualifying years for non-regular retirement must be based on the anniversary years. Anniversary year periods are calculated from an anniversary date. The anniversary date is the date the Servicemember entered into active service or active status in a RC. Exceptions to calculating anniversary years are—

(1) An officer with service as a cadet at a Service academy per 10 USC 403, or in a Senior ROTC Program in accordance with 10 USC 2104 and 10 USC 2107, will have, as an anniversary date, the date the Soldier entered into active service or active status minus any service as a cadet.

(2) An enlisted member of a military Service who served as a cadet at a Service academy in accordance with 10 USC 403, but who did not receive or who does not hold a commission as an officer, will have the service as a cadet at a Service academy included and counted as active duty.

*b.* The month and day for each successive anniversary year will not be adjusted unless the Servicemember has a break in service. A break in service occurs only when a member transfers to an inactive status list, the inactive National Guard, a temporary disability retired list, the Retired Reserve, or is discharged for longer than 24 hours. There will not be a break in service if the Servicemember transfers directly to another active component or RC. When a Servicemember with a break in service returns to an active Reserve status or to active service, the revised anniversary year start date will be the date of return or reentry.

*c.* When the anniversary date shown on any authorized DA Form 5016 is incorrect the Soldier's unit of assignment should submit a request for action to HRC via encrypted email for processing. The email address is located on the HRC website at <https://www.hrc.army.mil/tagd/establishing%20the%20retirement%20year%20ending%20date>.

### **1–9. Strength accounting**

Regional Level Application Software (RLAS) provides the USAR with a web-enabled application for management of personnel and resources. It will report organization, authorization, and personnel data through the following functions to commanders:

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

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

*c.* The position management function, which provides support for managing and controlling the authorized positions within each unit.

*d.* The unit manning report, which provides support with a management tool for reviewing and maintaining personnel authorization data, and for monitoring and controlling the assignment of unit personnel to authorized positions by position number, paragraph number, and line number.

*e.* The mobilization support function, which provides organization and personnel data on a recurring basis to automated systems which directly support mobilization.

*f.* The personnel actions function, which provides information to manage and control personnel actions. The personnel suspense roster identifies personnel eligible to reenlist and data related to the incentive status of individual Soldiers.

*g.* RLAS generates Total Army Personnel Data Base-Reserve (TAPDB–R). TAPDB–R sends data weekly to the Defense Manpower Data Center. It provides the official assigned strengths used by the Federal Government (planning, programming and budgeting). The guidelines below must be followed to update the TAPDB–R:

(1) Units—



(a) Gaining unit will submit a DA Form 4651 (Request for Reserve Component Assignment or Attachment) to the unit of assignment.

(b) Unit of assignment, upon approval of the DA Form 4651 request, will forward through chain of command for publishing assignment or attachment order.

(c) Submit DA Form 4651 requests for discharge orders 30 days prior to the Soldier's expiration term of service when it is apparent the Soldier will not reenlist.

(d) Immediately forward all request for orders when it is evident the Soldier will be a loss.

(e) Initiate follow-up action immediately after submitting required documentation to input a gain, loss, or personal data, if the second unit does not update the history report to reflect that change.

(2) Area commanders—

(a) Approve and return orders to units within 10 working days after receipt of request for orders.

(b) Process personnel changes, gains, and losses.

(c) Make inquiries, as needed, to units to determine the status of request for orders.

(3) HRC—

(a) Process Soldier requests as quickly as possible.

(b) Produce orders and return to requesting unit within 30 working days after receipt for assignment if the Soldier is in the Individual Ready Reserve (IRR) strength.

(c) Provide TAPDB-R data processing support.

## Chapter 2 Crediting and Awarding of Retirement Points

### 2-1. Criteria for crediting retirement points

The limitations on the number of points that may be credited to a Soldier during an anniversary year are—

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

b. No more than one retirement point may be awarded for any day in which the Soldier is on active duty. A Soldier in active service may not receive retirement points for other activities performed concurrently.

c. Retirement points credited for activities other than active service or funeral honors duty may not exceed—

(1) For any anniversary years closing before 23 September 1996: 60 retirement points.

(2) For anniversary years closing on or after 23 September 1996 but before 30 October 2000: 75 retirement points.

(3) For anniversary years closing on or after 30 October 2000 but before 30 October 2007: 90 retirement points.

(4) For anniversary years closing on or after 30 October 2007: 130 retirement points.

d. A maximum of two retirement points may be awarded in 1 calendar day for any activity or combination of activities.

e. Inactive duty training (IDT) will be either 4 hours in length for one retirement point or 8 hours in length for two retirement points, with the exception of the 2-hour IDT funeral honors duty.

f. Funeral honors is authorized one retirement point per day in which funeral honors duty is performed for at least 2 hours.

g. Partial year—If a Soldier is separated or removed from an active status during a retirement year, the Soldier may be credited with a proportionate maximum number of IDT points for that year per DODI 1215.07. Table 2-1 shows the minimum number of points required for a partial year for qualifying service. Table 2-2 shows the number of membership points authorized for a partial year.

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

**Table 2-1**  
**Retirement point credits—minimum required for a portion of a year of qualifying service for retirement**

Number of days in an active status		Minimum points required	Number of days in an active status		Minimum points required
From	Through		From	Through	
0	8	1	183	189	26
98	14	2	190	197	27
15	21	3	198	204	28
22	29	4	205	211	29

**Table 2-1****Retirement point credits—minimum required for a portion of a year of qualifying service for retirement—Continued**

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

**Table 2-2****Pro-rating membership points**

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

**2-2. Criteria for earning retirement points**

Retirement points may be earned by USAR Soldiers for active duty or duty in an active status for active duty for training (ADT), initial active duty for training (IADT), involuntary active duty for training (involuntary ADT), voluntary IDT,

annual training (AT), IDT, membership points, and for other activities specified in this regulation. The following types of IDT are in accordance with AR 140–1:

- a. Regularly scheduled unit training assembly include battle assemblies (BA) formally known as unit training assemblies.
- b. Re-scheduled training (RST).
- c. Make-up assemblies for missed BA due to AT.
- d. Equivalent training (ET) in lieu of scheduled BA or RST.
- e. Additional training assemblies (ATA).
- f. Two-hour funeral honor IDT.
- g. Training of individual Soldiers in nonpay status.

### **2–3. Qualification and eligibility for earning retirement points**

a. Authority and specific individual qualifications required for earning retirement points are in DODI 1215.07, DODI 1215.21, AR 140–1, and other regulations governing the type of Reserve duty training to be performed. All active duty and IDT must be preapproved by the unit of assignment/attachment prior to the duty performance. Soldiers attending training or distance learning/distributed learning training in a DOD Civilian capacity are not entitled to retirement point credit per DODD 5500.07. (See AR 140–1 for organizations responsible for organizing, maintaining, and awarding retirement points for USAR assignment status and administrative jurisdiction.)

b. All USAR Soldiers are classified into alphabetic training/pay categories (T/PC) for determination of individual requirements for paid IDT and AT (see AR 140–1). These categories determine individual status in the RR (Selected Reserve (SELRES), IRR, and the Standby Reserve (active and inactive)).

### **2–4. Criteria for awarding retirement points**

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

b. Table 2–3 provides criteria for award of retirement points for IDT performed in accordance with DODI 1215.07 and AR 140–1 (unless another reference is cited). Most types of IDT are covered by one of the following rules on required duration of IDT and calendar day limitations on points. A maximum of two retirement points may be credited for attendance at unit BA or IDT in any 1 calendar day.

(1) *Inactive duty services types are—*.

(a) *Readiness management assembly*. Soldiers may not perform more than one readiness management assembly (RMA) per calendar day, or more than 24 RMAs per fiscal year.

(b) *Additional flight training period*. See AR 140–1 for eligibility.

(c) *Additional training assemblies*. Soldiers may not perform more than 12 ATAs per fiscal year.

(d) *Battle assemblies/rescheduled training*. Soldiers may not perform more than 48 BAs per fiscal year. Soldiers must perform RST within 60 days of the missed BA.

(e) *Equivalent training*. Soldiers may not make up more than four ETs per fiscal year.

(f) *Funeral honors duty*. One retirement point will be credited for each day in which funeral honors duty is performed.

(g) *Additional assemblies for nuclear training*. Soldiers are authorized a maximum of one medical and one dental physical health assessment for 4 hour periods per fiscal year unless follow-ups are authorized at the need of the Army due to further medical screening per AR 40–501.

(h) *Additional Airborne battle assemblies*. Minimum of one jump (one IDT period) per quarter to maintain qualification for hazardous duty pay.

(2) *Four-hour rule*. Soldiers earn one point for each scheduled 4 hour period of IDT at BA, RST, ET, or ATA.

(3) *Two-hour rule*. Soldiers earn one point for each IDT period per day for funeral honors duty with a maximum of one point per calendar day.

(4) *Four/eight-hour rule*. Soldiers earn one point for each 4 hour or greater period. Award of a second point in the same day requires additional hours to bring the day's total to a minimum of 8 hours. Maximum of two points in 1 calendar day.

(5) *Eight-hour rule*. Approved electronic-based distributed learning (EBDL) courses will be awarded to members of the SELRES (TPU). Subject to available funding, and as pre-approved, Soldiers may earn one retirement point and be paid for one IDT for every 8 hours of distance learning completed.

c. Points may not be awarded under more than one of the rules in paragraph 2–4b during any single calendar day.

**Table 2–3  
Award of inactive duty training retirement points**

	Column A	Column B	Column C
Rule	When the individual—	and—	Then the individual will be awarded—
1	Attends BA or RST for pay points	Is a SELRES Soldier T/PC, A, B, C, M, P, or Q	Points under the 4-hour rule (maximum of 8 hours for two per day).
2	Attends BA RST, in a non-pay status	Is in the same category as rule 1, column B to include IRR Soldiers attached	Points under the 4-hour/8-hour rule.
3	Attends 4-hour BA	Is an IRR or active SELRES with an IMA detachment in a nonpay status	Points under 4-hour rule Soldier attached (category H, D, G, or N).
4	Performs ET in lieu of BA or RST for pay	Is a SELRES Soldier in T/PC A, B, C, M, P, or Q	Points under the 4-hour rule up to the number authorized for the BA or RST missed per AR 140–1. No more than 4 BAs may be made up in a fiscal year.
5	Performs electronic-based distance learning (EDBL) utilizing ATAs	Is a SELRES Soldier in T/PC, A, B, C, M, P, or Q (see USARC interim guidance for EBDL utilizing ATAs) BA or RST missed per AR 140–1	Points under the 4-hour/8-hour rule. Only 12 ATAs authorized per anniversary year.
6	Attends make-up BA for pay	Is a trained SELRES Soldier in T/PC, A, B, C, or M	Points under 4-hour/8-hour rule up to the number authorized for the training period.
7	Performs ATA(s)	Is a key officer or noncommissioned officer in the unit T/PC A, B, C, or M	Points under 4-/8-hour rule.
8	Attends authorized conventions, professional conferences, or appropriate trade association meetings in a nonpay status	Is authorized under DODI 1215.07	Points under 8-hour rule.
9	Prepares or gives instruction for a training assembly	Is a TPU, IRR (attached), or Standby Reserve (attached) Soldier and has been approved as an instructor	Points under 4-hour and 8-hour rule.
10	Performs staff and administrative duties to include staff meetings as additional training for points only in support of TPU activities	Is an assigned/attached Soldier, is not a commander receiving administrative function pay; and is not a Federal Government employee performing in civilian status in violation of the joint ethics regulation	Points under the 4-hour/8-hour rule except for BA, RST, ET, make-up assemblies, or ATA.
11	Performs funeral honors paid or nonpaid	Is a Soldier assigned/attached	Points under the 2-hour rule (only one retirement point per day is authorized for funeral honors).
12	Performs military medical duties without pay or professional fees	Is an assigned/attached RR Soldier authorized under AR 140–1	Points under the 4-hour/8-hour rule.
13	Performs physical health assessment	SELRES is authorized annually under paid and nonpaid duty	One retirement point per day per anniversary year for medical and dental each.
14	Performs military pastoral duties - counseling, ceremony, or worship service	Is an assigned/attached chaplain or chaplain assistant	Points under the 4-hour/8-hour rule.
15	Performs certain legal duties	Is an assigned/attached Judge Advocate General officer/legal specialist	Points under the 4-hour/8-hour rule.

**Table 2–3  
Award of inactive duty training retirement points—Continued**

	Column A	Column B	Column C
16	Performs additional flight training periods (flight and support) in a paid or non-paid status	Is a SELRES Soldier and authorized under AR 140–1. Nonmedically suspended aircrew members cannot perform additional flight training periods	Points as follows: Actual flight, one point for 4 hours. Flight preparation, one point for 4 hours.
17	Performs service as a member of a duly authorized board	Is authorized under AR 140–1	Points under the 4-hour/8-hour rule.
18	Performs duties in an attached status with Army National Guard (ARNG) or other Armed Forces component	Is authorized under AR 140–10 or AR 140–1	Points under the 4-hour/8-hour rule.
19	Performs duties under the jurisdiction and certified by the director, selective service system, or a designated military representative	Is attached and authorized under AR 140–1	Points under the 4-hour/8-hour rule.
20	Assigned/attached Soldier performs other individual IDT duty in a nonpay training status	Is authorized under AR 140–1	Points under the 4-hour/8-hour rule.
21	Performs liaison duties for the U.S. Military Academy	Is an officer assigned to the IRR and attached to the U.S. Military Academy (category D, E, or H)	Points under the 4-hour/8-hour rule.

## **2–5. Criteria for former participant of the Armed Force Health Professional Scholarship Program or Financial Assistance Program**

Members of the SELRES who satisfy the requirements of the health professions scholarship/financial assistance program for active service will be credited with 50 retirement points for each year of participation in a course of study toward a commission. The points will be credited to the member at the end of each year after the completion of the course of study. The points are recorded in the year of participation in the course of study. The award of service credit is limited to 4 years of participation in a course of study under the health professions scholarship/financial assistance program under 10 USC 12732(a)(2). The anniversary year will not be adjusted based on any of the addition of any of these added years and will be established upon attaining an active or active Reserve status.

## **Chapter 3 Records Source Documents**

### **3–1. General**

The Army Training Requirements and Resources System (ATRRS) training transcript, DD Form 214 (Certificate of Release or Discharge from Active Duty), DD Form 215 (Correction to DD Form 214, Certificate of Release or Discharge from Active Duty), DD Form 220 (Active Duty Report), master military pay account, DFAS Form 702 (Defense Finance and Accounting Service Military Leave and Earnings Statement), DA Form 1379 (U.S. Army Reserve Components Unit Record of Reserve Training), DA Form 1380 (Army Reserve Record of Individual Performance of Reserve Duty Training), DA Form 5016, and the Reserve retirement repository are used to maintain and record the award and entitlement of retirement points described in paragraphs 3–2 through 3–7. Units of assignment are responsible to ensure source documents are uploaded into iPERMS prior to submission of action to adjust a Soldier’s retirement points. (See AR 600–8–104 for a sample list of appropriate documentation.) This will ensure proper validation of retirement points throughout a Soldier’s career.

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

*a. Use.* This is either a Standard Installation/Division Personnel System-USAR output roster (utilized prior to automation), an automated unit commander's pay management report or TAPDB–R output roster (utilized by nonpaid individual mobilization augmentation (IMA) detachments) listing Soldiers attached to IMA detachments. It contains personnel data on each Soldier and is used as follows:

- (1) To record IDT paid and nonpaid drill attendance/status for assigned and attached personnel.
- (2) As a source document to verify accuracy of monthly unit payrolls under the defense joint uniform military pay system by authorized inspecting and verifying personnel (as a source document for reporting specific data items which are input to the personnel information systems).
- (3) As a permanent record of retirement points earned.
- (4) As a basic report for reflecting unit performance and constructive attendance.
- (5) As a historical record of unit training.
- (6) For AT attendance.
- (7) By IMA detachments to record authorized training of attached nonunit Soldiers.
- (8) To determine eligibility for benefits if injury or death is incurred while in training.

*b. Preparation for nonpaid units.*

(1) DA Forms 1379 will be prepared monthly by HRC from updated data and forwarded to IMA detachment unit commanders. The DA Form 1379 report contains—

- (a) *Heading.* Contains unit identification information and column headings for personal data sections.
- (b) *Attached strength section.* Lists all personnel in the unit official strength and basic personal data items.
- (2) The unit will update the DA Form 1379 to include—
  - (a) Any corrections to the heading, and, attached strength, and recap sections.
  - (b) Annotation of losses from the actual attached strength of the unit.
  - (c) An anticipated gains section, listing personnel for whom attachment authority has been requested.
  - (d) Training, attendance, and unit events information.

*c. Disposition.*

(1) *Troop program unit Soldiers.*

(a) Units will follow the directives of AR 25–400–2 for procedures for filing of active duty and IADT generated documents from the Automated Drill Attendance Reporting Software (ADARS) and the Reserve ADARS, to include the unit commander's pay management report.

(b) After conversion to automation drill reporting, units will no longer receive a copy of the DA Form 1379. Additionally, units will no longer need to submit the DA Form 1379 within 3 days after the last BA of each month. Instead, the unit commanders pay management report will become an end-of-month report which will be filed with the ADARS IDT attendance roster, and Reserve ADARS. All active duty and IDT completed within each calendar month will be posted, filed, and included in the unit commander's pay management report utilizing Army records information management system.

(2) *Nonunit Soldiers (attached to individual mobilization augmentation detachments).* Forward original to Commander, U.S. Army Human Resources Command (AHRC–PDR–TR), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5402 within 30 days after reporting month.

*d. Codes.* Codes for recording appropriate or equivalent instruction or duty are described in table 3–1.

*e.* IMA detachment codes for yearly scheduled IDT are described in table 3–3.

### **3–3. DA Form 1380**

*a.* The purpose of this form is to record IDT by—

(1) TPU Soldiers performing IDT assemblies when pay is authorized, and the Soldier is not present to sign the IDT attendance roster.

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

(3) Nonunit Soldiers under the jurisdiction of HRC who are attached for retirement points only to USAR TPUs, ARNG units, or to another Service or component for training per AR 140–10. Only attached Soldiers are authorized to perform IDT with the exception of one annual physical health assessment each for medical and dental readiness when authorized by the command prior to the event. *Note:* Nonunit Soldiers attached for retirement point credit to IMA detachments are reported on DA Form 1379 for those units.

(4) Nonunit Soldiers performing other inactive duty training for retirement point credit as outlined in table 2–3.

*b.* DA Form 1380 will be prepared for a unit Soldier who performs ET or additional training with their unit subsequent to the scheduled BA. TPU units will retain one copy of the DA Form 1380 to post the appropriate entry into ADARS for

the month's report and then place in the appropriate Army records information management system file. Nonpaid DA Forms 1380 will not be entered into ADARS and will be forwarded to HRC for award of retirement points no later than the end of each duty month. DA Form 1380 will be scanned into the Soldier's iPERMS by the unit of assignment per AR 600-8-104.

c. Codes for duty qualification codes and definitions are described in table 3-2.

**Table 3-1**  
**Codes for Recording appropriate or equivalent instruction or duty on DA Form 1379 or DA Form 1380**

Code	Explanation of duty or training performed
A	Presentation of instruction to any component of the Armed Forces or civilians when authorized by competent authority. (If other than USAR, specify audience in item 9d of DA Form 1380.)
B	Preparation of instruction.
C	Performing duties in an attached status with ARNG or other RC of the Armed Forces.
D	IDT with active duty units.
E	Performance of legal assistance.
F	Command, staff, or administrative duties (includes RMA).
G	Aerial flights by personnel on flying status, to include additional flight training periods.
H	Performance of pastoral duties.
I	Member of a board (specify board type in item 9d, DA Form 1380).
J	Selective Service duties.
K	Conducting medical examinations (additional assembly nuclear training).
L	Review of medical examination reports.
M	Attendance or participation at appropriate professional and/or trade association convention and Armed Forces seminars.
N	Performance of RST.
O	Training projects (specify in item 9d, DA Form 1380).
P	Attendance at BA in an attached status with another USAR unit for 89 days or less.
Q	Performance of ATA.
R	Equivalent training with unit of assignment (must be of same type, quality, and duration of duty for which it is substituted) (see AR 140-1).
S	Any other services or duties not described above (briefly identify the type of duty, for example, "Training Inspection" or "Tng Insp").

**Note.**

When one of the above codes is used for training for which IDT pay is authorized, USAR published guidance for fiscal year drill limits. DA Form 1380 must be submitted to the individual Soldiers iPERMS per AR 600-8-104 and the IDT performance package per AR 25-400-2.

**Table 3-2**  
**Duty qualification codes and definitions**

Soldier's status	Code
OFF/WO/ENL: Soldier is qualified in all nine characters of position requirement code (PRC) and has been awarded a primary military occupational specialty ((PMOS)/primary specialty skill identifier), secondary military occupational specialty (SMOS)/additional specialty skill identifier, or additional military occupational specialty (AMOS), and special qualifications identifier (SQI)/additional skill identifier (ASI), or language identification code (LIC) that matches all characters of the duty position. This code is also used to identify overqualified personnel (for example a sergeant first class, 42 assigned to an E-6, 42 duty position).	Q

**Table 3–2  
Duty qualification codes and definitions—Continued**

Soldier's status	Code
<p>ENL: Soldier has completed IADT (basic combat training/advanced individual training (AIT)) and has been awarded a PMOS/SMOS/AMOS which is a feeder military occupational specialty code (MOS) for the duty military occupational specialty (DMOS), and Soldier has also been awarded the SQI/ASI, and LIC required for the position. This code is used to identify personnel carried against higher grade positions, but who are otherwise qualified. For example, an E–6 91P3PU8 assigned to an E–7, 91P4PU8 position and an E–6 31B3O assigned to an E–7, 31Z4O position would be reported with this code. A Soldier who is qualified but does not have an award of the required SQI/ASI, or LIC will be reported as code N, L, S, or X as appropriate.</p>	P
<p>OFF/WO/ENL: Soldier is not qualified, and the commander requires assistance in training the Soldier (through an USAR school, Service school, AT, or ADT).</p>	N
<p>OFF/WO/ENL: Soldier is not qualified, but the commander is training and qualifying the Soldier through supervised L on-the-job training, unit school, and/or correspondence courses; no training assistance is required. Use also for reporting E–8 and E–9 Soldiers in command sergeant major duty positions that have not been promoted to command sergeant major.</p>	L
<p>OFF/WO/ENL: Soldier is not qualified, but is scheduled (quota obtained) for, or is currently attending formal S MOS training at a service school, AT, or ADT.</p>	S
<p>OFF/WO/ENL: Soldier is not qualified, but is awaiting IADT, currently on IADT, or awaiting the final phase of AIT A (split training option). This code applies to officers awaiting/attending the initial branch/specialty course.</p>	A
<p>OFF/WO/ENL: Soldier is not qualified and cannot be programmed for any position required in the unit authorization X document. Examples would be a Soldier whose physical profile prohibits them from qualifying for any MOS authorized in the unit. Soldiers reported under this code should be reported to the USARC as excess and appropriate action taken (for example, transfer to another geographical TPU, transfer to IRR or discharge). Do not use this code to report over-strength Soldiers who would otherwise qualify for another code.</p>	X

Legend  
ENL = enlisted  
OFF = officer  
WO = warrant officer

Note.

<sup>1</sup> Officers assigned to a duty position declared "branch immaterial" on the modification table of organization and equipment/table of distribution and allowances will be considered qualified once they have qualified in their basic branch.

<sup>2</sup> SQI precedence will be maintained in reporting PMOS. For example: A Soldier with a PMOS of 11B4P occupying a vacancy with a DMOS of 11B4H would be considered qualified, provided Soldier was also awarded the SQI "H" (instructor). As an exception to SQI "X" (drill sergeant) will always be assigned to the PMOS for all qualified Soldier assigned to a drill sergeant duty position.

<sup>3</sup> DMOS for ROTC/SMP participants will be 09R2O. DMOS for ROTC/SMP potential participants will be 09R1O. DMOS for Officer Candidate School (OCS) candidates while enrolled in either an RA or RC OCS will be 09W00. DMOS for warrant OCS candidates will be 09T00. All of these Soldiers will be considered DMOS qualified and reported with code "Q" while in candidate, participant, or potential participant status.

**Table 3–3  
Attendance and credit for inactive duty training for individual mobilization augmentee detachment Soldiers training for retirement points only**

	A	B	C	D	E
Rule	If a Soldier is attached for retirement points only and is	By reason of	Then is awarded retirement points	Record in column f, DA Form 1379	Record in column g, DA Form 1379



**Table 3–3  
Attendance and credit for inactive duty training for individual mobilization augmentee detachment Soldiers training for retirement points only—Continued**

	A	B	C	D	E
1	Present IMA detachment assembly	Attendance	One for each 4 hours of assembly (maximum two points per day)	N	Not on Reserve Component Mater Pay File (RCMPF) <sup>1</sup>
2	Absent	Soldier own violation	None	M	Not on RCMPF <sup>1</sup>

Note.

<sup>1</sup> Except for member in T/PC L.

### 3–4. Electronic-based distance learning

The National Defense Authorization Act for Fiscal Year 2002 (Public Law 107–107, section 603), authorized compensation to certain members of the Selected Reserve. Pursuant to 37 USC 206(d), a member of the Selected Reserve of the Ready Reserve may be paid compensation at a rate and under terms determined by the Secretary of Defense upon the member’s successful completion of a course of instruction undertaken by the member using electronic-based distributed learning methodologies to accomplish training requirements related to unit readiness or mobilization, as directed for the member by the Secretary concerned. This regulation provides discretionary payments only for members of the Selected Reserve not in active service or on active duty who are directed by their commanders to complete training requirements related to unit readiness or mobilization, by means of electronic-based distributed learning.

a. All electronic-based distributed learning courses approved either for payment with Reserve compensation or for completion by Soldiers for Reserve retirement points only, will be listed in the Army Training Requirements and Resources System. Courses designated as eligible for Reserve compensation under the electronic-based distributed learning policy will be appropriately annotated within the ATRRS.

b. Additional training periods for distributed learning for Reserve compensation are authorized only for Soldiers in the paid drill strength of the ARNG and USAR, including drilling individual mobilization augmentees.

c. Commanders may direct Soldiers to enroll in and complete electronic-based distributed learning courses that are eligible for Reserve compensation. Commanders will provide this direction in writing, citing the availability of funds in advance of a Soldier’s enrollment.

d. When scheduling lengthy electronic-based distributed learning courses of instruction, commanders should avoid crossing fiscal years whenever possible.

e. Commanders will ensure that coursework authorized for additional training periods for distributed learning is not completed during any other type of training or duty periods.

f. Per AR 135–180, the maximum number of inactive duty training periods performed by type (except for equivalent training) and retirement points that may be awarded in one day, do not apply to additional training periods for distributed learning, nor do they prevent the performance of other types of inactive duty training periods on the same date. However, retirement points shall not be credited in excess of the maximum number creditable in an anniversary year for inactive duty training.

g. Initiate payment only when a Soldier satisfactorily completes directed electronic-based distributed learning phases or courses. Commanders must validate the required training was completed and is updated in a formal Army record of training, for example, ATRRS, Learning Management System within 365 days of course completion. Each 4 hours of successfully completed qualifying electronics-based distributed learning coursework will earn a Soldier credit for completion of one additional training period, whether paid or unpaid, and one Reserve retirement point. These are categorized as inactive duty training points and are subject to the annual limit on Reserve retirement points that may be credited in an anniversary year toward retired pay by 10 USC 12733(3).

h. For phases or courses that total fewer than 4 hours, aggregate the time for directed courses in multiples of 4 hours to establish inactive duty periods and determine eligibility for Reserve compensation and Reserve retirement points, or Reserve retirement points only.

i. To qualify for Reserve compensation, the electronic-based distributed learning work must have been directed and completed on or after 2 June 2010.

j. Members of the SELRES who completed electronic-based distributed learning coursework between 28 December 2001 and 2 June 2010 may be awarded Reserve retirement points at the rate of one point per each 4 hours of distributed learning coursework, unless previously awarded retirement points.

k. The ARNG/ARNGUS and the USAR are responsible for presenting the requirements for distributed learning training days for inclusion in the program objective memorandum or the program budget review.

### **3–5. DA Form 5016**

a. *Purpose.* These statements—

- (1) Provide a permanent record of the total retirement points Soldiers earn during an anniversary year.
- (2) Inform Soldiers whether they earned sufficient points for a qualifying year for retirement or retention in an active status.
- (3) Provide Soldiers an opportunity to review their retirement points to request corrections.

b. *Initiation and preparation.*

- (1) Prepared by HRC from the processing of data furnished manually and utilizing automation.
- (2) Prepared for Soldiers under HRC command to include obligated enlisted Soldiers who have earned at least one retirement point.
- (3) Prepared to cover a full anniversary year of ADT or active duty.
- (4) Prepared for all Soldiers regardless of the number of points awarded.
- (5) Issued annually and upon correction to a record.

c. *Missing DA Form 5016.* Soldiers and units are required to review and update the DA Form 5016 annually. Soldiers and units may request missing DA Forms 5016 from the CG, HRC. The request should include a complete organizational designation and geographical location to include each period for which credit is requested, to include the anniversary year end date (for example, 21 Oct 2005 through 20 Oct 2006). Correspondence must be addressed as follows: THRU: CDR (appropriate area command), (appropriate human resources office), TO: Commander, U.S. Army Human Resources Command, 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5402. Soldiers and units may forward incorrect DA Form 5016 via encrypted email with supporting documentation to the HRC appropriate human resources offices located at <https://www.hrc.army.mil/>.

### **3–6. DD Form 214 (Certificate of Release or Discharge from Active Duty)**

This form is issued to all individuals at time of release from the RA to include other Services or from AGR status. It is also issued to USAR Soldiers who complete 90 or more consecutive days of ADT or IADT. Retirement points at the rate of one per day are granted for the period from date of entry through the date of release from active duty. Only items listed in item 12a and 12b on the DD Form 214 listing the current active duty, may be used for award of retirement points.

### **3–7. DFAS Form 702/master military pay account**

When an automation issue occurs between DFAS and RPAS that causes a USAR Soldier not to receive retirement points for IDT or active duty, the Soldier or unit may use DFAS Form 702 or the master military pay account. Units will forward to HRC for input for award of retirement points. Soldiers assigned to the IRR or IMA will forward directly to HRC for processing.

## **Appendix A**

### **References**

#### **Section I**

##### **Required Publications**

**AR 135–180**

Retirement for Non-Regular Service (Cited in para 3–4*f*.)

**AR 140–1**

Mission, Organization, and Training (Cited in para 2–2.)

**DODI 1215.07**

Service Credit for Non-Regular Retirement (Cited in para 1–8.) (Available at <http://www.dtic.mil/whs/directives>.)

**DODI 1215.21**

Reserve Component (RC) Use of Electronic-based Distributed Learning Methods for Training (Cited in para 2–3*a*.) (Available at <http://www.dtic.mil/whs/directives>.)

**10 USC 2104**

Advanced training; eligibility for (Cited in para 1–8*a*(1).) (Available at <http://uscode.house.gov/>.)

**10 USC 2107**

Financial assistance program for specially selected members (Cited in para 1–8*a*(1).) (Available at <http://uscode.house.gov/>.)

#### **Section II**

##### **Related Publications**

A related publication is merely a source of additional information. The user does not have to read it to understand this regulation. Army publications are available on the Army Publishing Directorate website at <http://www.armypubs.army.mil>. Department of Defense (DOD) publications are available at <http://www.esd.whs.mil/dd>. United States Codes (USC) are available at <http://uscode.house.gov>.

**AR 25–400–2**

The Army Records Information Management System (ARIMS)

**AR 40–501**

Standards of Medical Fitness

**AR 135–91**

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

**AR 140–10**

Assignments, Attachments, Details, and Transfers

**AR 140–145**

Individual Mobilization Augmentation Program

**AR 350–1**

Army Training and Leader Development

**AR 351–3**

Professional Education and Training Programs of the Army Medical Department

**AR 600–8–104**

Army Military Human Resource Records Management

**DODD 5400.11**

Department of Defense Privacy Program

**DODD 5500.07**

Standards of Conduct

**PL 107–107, Sec 603**

National Defense Authorization Act for Fiscal Year 2002: Reserve Component Compensation for Distributed Learning Activities Performed as Inactive-Duty Training

**10 USC**

Armed Forces

**10 USC 115(d)**

Personnel strengths: requirement for annual authorization

**10 USC 513**

Enlistments: Delayed Entry Program

**10 USC 641(d)(1)**

Applicability of chapter

**10 USC 671**

Members not to be assigned outside United States before completing training

**10 USC 1005**

Elements of Reserve Components

**10 USC 1223**

Retired pay for Non-Regular Service

**10 USC 10141**

Ready Reserve; Standby Reserve; Retired Reserve: placement and status of members; training categories

**10 USC 10152**

Standby Reserve: inactive status list

**10 USC 12301**

Reserve components generally

**10 USC 12302**

Ready Reserve

**10 USC 12304**

Selected Reserve and certain Individual Ready Reserve members; order to active duty other than during war or national emergency

**10 USC 12732**

Entitlement to retired pay: computation of years of service

**10 USC 12733**

Computation of retired pay: Computation of years of service

**10 USC 12734**

Time not creditable toward years of service

**10 USC 12741**

Retirement for service in active status performed in the Selected Reserve of the Ready Reserve after eligibility for regular retirement

**10 USC 16201**

Financial assistance: health-care professionals in reserve components

**32 USC**

National Guard

**32 USC 708**

Property and fiscal officers

**37 USC 206**

Reserves; members of National Guard: inactive-duty training

**50 USC**

War and National Defense

### **Section III**

#### **Prescribed Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate website (<https://armypubs.army.mil>).

#### **DA Form 1379**

U.S. Army Reserve Components Unit Record of Reserve Training (Prescribed in para 3–1.)

#### **DA Form 1379–SG**

U.S. Army Reserve Components Unit Record of Reserve Training (Prescribed in para 3–2.)

#### **DA Form 1380**

Army Reserve Record of Individual Performance of Reserve Duty Training (Prescribed in para 3–1.)

### **Section IV**

#### **Referenced Forms**

Unless otherwise indicated DA forms are available on the Army Publishing Directorate website (<https://armypubs.army.mil>), DD forms are available at <http://www.esd.whs.mil/dd/>.

#### **DA Form 11–2**

Internal Control Evaluation Certification

#### **DA Form 87**

Certificate of Training

#### **DA Form 2028**

Recommended Changes to Publications and Blank Forms

#### **DA Form 4651**

Request for Reserve Component Assignment or Attachment

#### **DA Form 5016**

Chronological Statement of Retirement Points (Available through <https://www.hrcapps.army.mil/>.)

#### **DD Form 4**

Enlistment/Reenlistment Document Armed Forces of the United States

#### **DD Form 214**

Certificate of Release or Discharge from Active Duty (Available through normal forms supply channels.)

#### **DD Form 215**

Correction to DD Form 214, Certificate of Release or Discharge from Active Duty (Available through normal forms supply channels.)

#### **DD Form 220**

Active Duty Report

#### **DFAS Form 702**

Defense Finance and Accounting Service Military Leave and Earnings Statement (Completed forms available through <https://mypay.dfas.mil/mypay.aspx>.)

## **Appendix B**

### **Internal Control Evaluation**

#### **B–1. Function**

The functions covered by this evaluation include conducting annual record reviews of retirement points, proper utilization of DA Form 1380, and proper awarding of retirement points.

#### **B–2. Purpose**

The purpose of this checklist is to assist commanders in evaluating the key internal controls listed below. It is not intended to cover all controls.

#### **B–3. Instructions**

Answers must be based on the actual testing of key internal controls (for example, document analysis direct observation, random sampling, and simulation). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These internal controls must be evaluated at least once every 2 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11–2 (Internal Control Evaluation Certification).

#### **B–4. Test questions**

- a.* Are human resource personnel reviewing and correcting retirement points recorded on DA Form 5016 during in-processing, annual audits, mobilization, and demobilization?
- b.* Has HRC provided USARC with a monthly status report listing accepted and rejected retirement update/correction transactions?
- c.* Did USARC conduct quality assurance checks for Soldiers in TPU status?
- d.* Did unit request orders for reassignment as soon as concurrence/acceptance from gaining unit is received?
- e.* Is DA Form 1380 for nonpay completed and submitted for Soldiers performing IDT assemblies at the end of each month when duty was performed?
- f.* Are Soldiers receiving one point for each 4 hour or greater period?
- g.* Are record managers assuring DA Forms 1380 are scanned and submitted to iPERMS.

#### **B–5. Comments**

Help to make this a better tool for evaluating internal controls. Submit comments to Deputy Chief of Staff, G–1 (DAPE–MPE–IP), 300 Army Pentagon, Washington, DC 20310–0300.

## **Glossary**

### **Section I**

#### **Abbreviations**

**ACOM**

Army command

**ADARS**

automated drill attendance reporting software

**ADT**

active duty for training

**AGR**

Active Guard Reserve

**AIT**

advanced individual training

**AMHRR**

Army Military Human Resource Record

**AMOS**

additional military occupational specialty

**AR**

Army Regulation

**ARNG**

Army National Guard

**ARNGUS**

Army National Guard of the United States

**ASA M&RA**

Assistant Secretary of the Army (Manpower and Reserve Affairs)

**ASCC**

Army service component command

**ASI**

additional skill identifier

**AT**

annual training

**ATA**

additional training assembly

**ATRRS**

Army Training Requirements and Resources System

**BA**

battle assembly

**CCH**

Chief of Chaplains

**CG**

commanding general

**CNGB**

Chief, National Guard Bureau

**DA**

Department of the Army

**DARNG**

Director, Army National Guard (DARNG)

**DCS, G –1**

Deputy Chief of Staff, G –1

**DCS, G–3/5/7**

Deputy Chief of Staff, G–3/5/7

**DD**

Department of Defense (form)

**DEP**

delayed entry program

**DFAS**

Defense Finance and Accounting Service

**DMOS**

duty military occupational specialty

**DOD**

Department of Defense

**DODI**

Department of Defense instruction

**DRU**

direct reporting unit

**E–6**

staff sergeant

**E–7**

sergeant first class

**E–8**

master sergeant

**E–9**

sergeant major

**EBDL**

electronic-based distance learning

**ET**

equivalent training

**HRC**

Human Resources Command

**IADT**

initial active duty for training

**IDT**

inactive duty training

**IMA**

individual mobilization augmentee

**iPERMS**

integrated Personnel Electronic Records Management System

**IRR**

Individual Ready Reserve

**LIC**

language identification code



**MOS**  
military occupational specialty

**OCS**  
Officer Candidate School

**OMPF**  
official military personnel files

**PL**  
public law

**PMOS**  
primary military occupational specialty

**PRC**  
position requirement code

**RC**  
Reserve Component

**RCMPF**  
Reserve Component Master Pay File

**RLAS**  
Regional Level Application Software

**RMA**  
readiness management assembly

**ROTC**  
Reserve Officers' Training Corps

**RPAS**  
Retirement Points Accounting System

**RR**  
Ready Reserve

**RST**  
rescheduled training

**SELRES**  
Selected Reserve

**SMOS**  
secondary military occupational specialty

**SMP**  
Simultaneous Membership Program

**SQI**  
special qualifications identifier

**TAPDB-R**  
total Army personnel data base - reserve

**TJAG**  
The Judge Advocate General

**TPC**  
training/pay category

**TPU**  
troop program unit

**TRADOC**  
U.S. Army Training and Doctrine Command

**TSG**

The Surgeon General

**USAR**

U.S. Army Reserve

**USARC**

U.S. Army Reserve Command

**USC**

United States Code

**Section II****Terms****Area commanders**

Commanders of area commands.

**Army National Guard**

That part of the organized militia of the several States and Territories, Puerto Rico, and the District of Columbia, active and inactive, that—

- a. Is a land force.
- b. Is trained, and has its officers appointed under the 16th clause of Article I, Section 8 of the United States Constitution.
- c. Is organized, armed, and equipped wholly or partly at Federal expense.
- d. Is federally recognized.
- e. Performs duty pursuant to 32 USC, in a non-Federal status.

**Army National Guard of the United States**

A RC of the Army whose members are members of the ARNG. The ARNGUS consists of—

- a. Federally recognized units and organizations of the ARNG.
- b. Members of the ARNG who are also Reserves of the Army.

**Authorized training**

Individual coursework that members of the SELRES may be allowed, upon their request, to complete through EBDL outside of a military environment and military control without regard to time or location and without Reserve compensation. Upon successful completion, the members are awarded constructive credit for one or more inactive duty training periods as ATA for distributed learning without pay and allowances and are awarded Reserve retirement points for IDT.

**Battle assembly**

An authorized and scheduled training assembly of at least 4 hours. This assembly is mandatory for all TPU members.

**Directed Training**

Individual coursework that members of the Selected Reserve may be directed to complete through electronic-based distributed learning outside of a military environment and military control without regard to time or location. Upon successful completion, the members are awarded constructive credit for one or more inactive duty training periods as an additional training period for distributed learning and paid Reserve compensation. The electronic-based distributed learning courses may be a series of subjects or individual subjects. Reserve compensation is paid at the rate of 1/30<sup>th</sup> of the basic pay authorized for the member's grade (often referred to as the 1/30<sup>th</sup> rule), as provided in DOD 7000.14–R (Department of Defense Financial Management Regulation), Volume 7A, Chapter 58, Paragraph 580101.A.6.

**Electronic-based distributed learning**

A training medium for use collectively or individually, with or without the control of an instructor or leader. Soldiers in an inactive duty training status directed or authorized to take EBDL coursework outside of duty or training periods are not required to be present at a government facility, to be in a duty or training status, to report time or attendance or to wear a uniform. EBDL does not include traditional correspondence courses.

**Enlistment**

*a. Army National Guard.* An original or first voluntary term of military Service in the ARNGUS consummated by subscription to the oath of enlistment (DD Form 4 (Enlistment/Reenlistment Document Armed Forces of the United States)). Where eligible per applicable laws and regulations, persons authorized an enlistment are personnel without prior service or personnel with prior service in any of the other United States Armed Forces except the Air National Guard.

*b. U.S. Army Reserve.* A voluntary enrollment in the USAR as an enlisted Soldier. An enlistment is consummated by subscription to the prescribed oath of enlistment (DD Form 4). The term “enlistment” includes enlistment of both non-prior service and prior service personnel with the latter category also including prior USAR personnel and personnel with prior service in any of the other United States Armed Forces.

**Equivalent training**

Can be defined as either—

- a. Training, instructions, or appropriate duty for individual members of a unit which is in lieu of regular scheduled unit training or regularly scheduled unit training assemblies, and for which pay and/or retirement point credit is authorized; or
- b. Training in lieu of regular scheduled unit training or regularly scheduled unit training assemblies (see AR 140–1).

**Expiration term of service**

The scheduled date on which an individual’s statutory or contractual (whichever is later) term of military Service will end.

**Individual mobilization augmentation detachment**

A functional non-TPU that consists of at least five Army mobilization designees, providing IDT for Soldiers in a nonpay status.

**Initial active duty for training**

A sub-category of ADT used to provide basic military training and technical skill training required for all accessions. For non-prior service persons who are qualified for induction for active duty in an Armed Force (generally male citizens and resident aliens between the ages of 18 and a half and 26 years of age) and who are not under orders to report for induction under the Military Selective Service Act (50 USC App 451 (reference (1))), IADT will be for a period of not less than 12 weeks, to commence, as practical, within 270 days after the date of enlistment in accordance with 10 USC 12103. For all other enlistees and inductees, the period of IADT will be prescribed by the Secretary concerned to commence, as practical, within 360 days after entry into Service, except that in time of war or national emergency declared by Congress or the President, basic training (or its equivalent) will be for a period of no less than 12 weeks in accordance with 10 USC. Periods of basic training or ET shorter than 12 weeks may also be established by the Secretary concerned for members who have been credentialed in a medical profession or occupation and are serving in a health care occupational specialty in accordance with 10 USC 671(c). Enlisted Servicemembers receiving stipends under the Armed Forces Health Professions Stipend Program for Reserve Service are not required to participate in RR training until they have completed their educational training in accordance with 10 USC 671(b), 12103, and 16201.

**Officer**

Includes commissioned officers, warrant officers (warrant officer one), and commissioned warrant officers (chief warrant officer two through chief warrant officer five), unless otherwise specified.

**Regional Level Application Software**

A software application developed to provide the USAR with a client-server Web-enabled application for management of personnel and resources. It is designed to assist the commander in accomplishing day-to-day administrative tasks.

**Regular Army**

Consists of Regular Component Soldiers on active duty; ARNGUS and AR Soldiers on active duty (except as excluded below); ARNG Soldiers in the service of the United States pursuant to a call; and all persons appointed, enlisted, or inducted into the Army without component. Excluded are Soldiers serving on ADT; AGR status; active duty for special work (which includes temporary tours of active duty for 180 days or less; and active duty pursuant to the call of the President (10 USC 12304)).

**Release from active duty**

Termination of active duty status and transfer or reversion to inactive duty status, including transfer to the IRR. Unit members of ARNGUS and USAR revert to their respective Reserve Component to complete unexpired enlistments and/or statutory obligations.

**Rescheduled training**

Training placed on the unit training schedule for subsections of the unit or for individuals at a time, date, and location other than the regularly scheduled training assembly. Pay and retirement point credit are authorized.

**Reserve Components of the Army**

The ARNGUS and the USAR.

**Reserve of the Army**

A member of the ARNGUS or the USAR.

**Reserve Officers' Training Corps Program**

The Senior ROTC of the Army.

**Retired pay**

Pay granted members and former members of the RC after completion of 20 or more years of qualifying service and on attaining age 60. This pay is based on the highest grade satisfactorily held at any time during an individual's entire period of service, other than in an inactive section of a RC.

**Total Army Personnel Data Base – Reserve**

An automated personnel management information system that provides data for unit strength accounting. This system will report organization, authorization and personnel data.

**Troop program unit**

A table of organization and equipment or table of distribution and allowances unit of the USAR organization which serves as a unit on mobilization or one that is assigned a mobilization mission. The "unit" in this case is the largest separate unit prescribed by the table of organization and equipment or table of distribution and allowances.

**U.S. Army Reserve**

Includes all Reserves of the Army who are not members of the ARNGUS and who are in a Ready, Standby, or Retired Reserve category. It is a Federal force, consisting of individual reinforcements and combat, combat support, and training type units organized and maintained to provide military training in peacetime, and a reservoir of trained units and individual reservists to be ordered to active duty in the event of a national emergency.

**U.S. Army Human Resources Command**

A field operating agency of Headquarters, Department of the Army DCS, G-1 that manages the professional career development of individual USAR Soldiers to provide trained individual USAR Soldiers for mobilization. This agency commands the IRR and Standby Individual Ready, Standby, and Retired Reserve, and administers the USAR, AGR, and IMA programs.

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