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***Army Regulation 140–185**

Effective 26 August 2024


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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General, United States Army
Chief of Staff

Official:


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History. This regulation is a major revision. The portions affected by this major revision are listed in the summary of change.

Authorities. This regulation implements Public Law 107–107.

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 the Director, Military Personnel Management and may be further delegated 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 requirements.

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 (appendix C).

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Deputy Chief of Staff, G–1 (DAPE–MPE–IP) via email to usarmy.pentagon.hqda-dcs-g-1.mbx.publishing-team@army.mil.

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.

*This regulation supersedes AR 140–185, dated 3 August 2018.

SUMMARY of CHANGE

AR 140–185

Training and Retirement Point Credits and Unit Level Strength Accounting Records

This major revision, dated 26 July 2024—

- Revises DA Form 1380 (Record of Individual Performance of Reserve Duty Training) (prescribed in para 1–1).
- Updates responsibilities (para 1–4).
- Incorporates Army Directive 2019–02, Voluntary Inactive Duty Training (paras 2–1e, 2–2h, and 2–4b(1)(i)).
- Adds retirement points credited for activities other than active service or funeral honors duty (table 2–3).
- Updates award of inactive duty training retirement points (table 2–4).
- Incorporates Army Directive 2022–06, Parenthood, Pregnancy, and Postpartum (para 2–6a and table 2–4).
- Updates policy for nonpaid DA Form 1380 (Record of Individual Performance of Reserve Duty Training) (para 3–3b).
- Updates electronic-based distributed learning funding (para 3–4).
- Updates process to correct DA Form 5016 (Chronological Statement of Retirement Points). (para 3–5c).
- Updates form names (throughout).

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Chapter 1

General

1–1. Purpose

This regulation prescribes Army policy for U.S. Army Reserve (USAR) training and retirement point credit. It also prescribes requirements for USAR unit level strength accounting. 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 prescribes the use of DA Form 1379 (U.S. Army Reserve Components Unit Record of Reserve Training) and DA Form 1380 (Record of Individual Performance of Reserve Duty Training). This regulation ensures compliance with Public Law 107–107 as well as other applicable statutory and DoD issuances.

1–2. References, forms, and explanation of abbreviations

See appendix A. The abbreviations, brevity codes, and acronyms (ABCAs) used in this electronic publication are defined when you hover over them. All ABCAs are listed in the ABCA directory located at <https://armypubs.army.mil/>.

1–3. Associated publications

This section contains no entries.

1–4. Responsibilities

- a. *Assistant Secretary of the Army (Manpower and Reserve Affairs)*. The ASA (M&RA) will—
 - (1) Oversee policies for electronic-based distributed learning (EBDL) to ensure compliance with statutory responsibilities and DoD requirements.
 - (2) Provide oversight for the development of Army policies for compensation and related matters for EBDL courses available to members of the Army National Guard (ARNG)/Army National Guard of the United States (ARNGUS) and the USAR.
 - (3) Ensure unit personnel points of contact and USAR administrators contact U.S. Army Human Resources Command (HRC), Personnel Actions Branch, Retirement Points Team to solidify retirement reporting requirements in the Integrated Personnel Pay System–Army (IPPS–A).
- b. *The Deputy Chief of Staff, G–1*. The DCS, G–1, through the Commanding General (CG), HRC, will—
 - (1) Certify and verify all retirement points accounting applications.
 - (2) Provide advice and assistance to the ASA (M&RA) in developing policies and procedures to record and verify retirement points awarded to all USAR Soldiers.
 - (3) 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>.
 - (4) Provide Army personnel policy and entitlement guidance based on priorities set by the DCS, G–3/5/7 for EBDL.
 - (5) Oversee the Army Training Requirements and Resources System (ATRRS) as the system of record for all institutional training and EBDL courses.
 - (6) Identify personnel readiness requirements supported by EBDL and coordinate the prioritization of efforts with the DCS, G–3/5/7.
 - (7) Provide Soldiers direct access for enrollment through the ATRRS EBDL website.
 - (8) Participate in reviews of EBDL courses to validate their effect on personnel readiness.
 - (9) Identify to Army commands (ACOMs), Army service component commands (ASCCs), and direct reporting units (DRUs) additional or alternative EBDL courses required to meet personnel readiness requirements.
 - (10) Coordinate the building of necessary system interfaces between the Army Learning Management System (ALMS) and existing and future human resources systems for qualification, verification, and credit through ATRRS.
- c. *The Deputy Chief of Staff, G–3/5/7*. The DCS, G–3/5/7 will—
 - (1) Develop priorities for EBDL training, which are in precedent order as follows:

- (a) Training required for predeployment readiness and mobilization.
- (b) Duty military occupational specialty (DMOS) qualification.
- (c) Critical functional courses.
- (d) Professional development courses.
- (e) Functional courses.
- (2) Execute, manage, and supervise the Army Distributed Learning Program (ADLP), including policies and procedures required to support implementation and sustainment of EBDL.
- (3) Exercise responsibility for Soldier training education courses using EBDL.
- (4) Coordinate with the DCS, G-1 in advising the ASA (M&RA) on developing policies, procedures, and programs for EBDL.
- (5) Provide guidance on operating an EBDL training environment and ensure that training development policies are standardized.
- d. Chief, National Guard Bureau.* The CNGB will—
 - (1) Publish policies and procedures for the ARNG/ARNGUS.
 - (2) Coordinate with CG, U.S. Army Training and Doctrine Command (TRADOC) to develop and implement automated training, education design capability, EBDL reach back, and lifelong learning capabilities.
 - (3) Hold primary responsibility for the training and technology components of EBDL for the ARNG.
 - (4) Ensure the interoperability of ARNG EBDL technologies with the ADLP.
 - (5) Synchronize the prioritization of EBDL courseware development with TRADOC's capabilities manager for the ADLP.
 - (6) Provide projected mission requirements for EBDL during the Structured Manning Decision Review process.
- e. Chief of Army Reserve.* The CAR will—
 - (1) Retain special staff responsibility for USAR Soldiers and monitor training and retirement point credits requirements.
 - (2) As CG, U.S. Army Reserve Command (USARC)—
 - (a) Establish and maintain a Regional Level Application Software (RLAS) record on each Soldier for submission to the retirement points correction system to verify and/or certify for automation to the Retirement Points Accounting System (RPAS).
 - (b) Verify retirement points recorded. The CG, 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 for submission to HRC.
 - (d) Ensure units' interactive Personnel Electronic Records Management System (iPERMS) and 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 the CG, TRADOC to develop and implement automated training, education design capability, EBDL reach back, and lifelong learning capabilities.
 - (h) Hold primary responsibility for the training and technology components of EBDL for the USAR.
 - (i) Ensure the interoperability of USAR EBDL technologies with the ADLP.
 - (j) Synchronize the prioritization of EBDL courseware development with TRADOC's capabilities manager for the ADLP.
 - (k) Provide projected mission requirements for EBDL during the Structured Manning Decision Review process.
 - f. Commanders of Army commands, Army service component commands, and direct reporting units.* Commanders of ACOMs, ASCCs, and DRUs will—
 - (1) Coordinate training development and initiatives for EBDL with TRADOC for the ADLP.
 - (2) Coordinate training requirements for EBDL with TRADOC and the DCS, G-1 to ensure accurate entries in ATRRS.
 - (3) Coordinate resource requirements for EBDL 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, EBDL reach back, and lifelong learning capabilities.

g. Commanding General, U.S. Army Training and Doctrine Command. The CG, TRADOC will—

(1) Implement the ADLP and provide oversight for the implementation and integration of EBDL throughout the life of the program.

(2) Provide guidance and processes for the prioritization, design, development, and implementation of EBDL courseware and delivery methods.

(3) Ensure that proponents of EBDL courses set the number of hours allowed to complete each course.

(4) Coordinate training requirements for EBDL with Headquarters, Department of the Army (DCS, G-1 and DCS, G-3/5/7); Director, ARNG; and CAR.

h. The Surgeon General. TSG will retain authority to—

(1) Publish policies and procedures for the U.S. Army Medical Corps to support training requirements for the ARNG/ARNGUS and the USAR.

(2) Hold primary responsibility for the training and technical components of EBDL in support of Army health personnel in the ARNG/ARNGUS and USAR.

(3) Coordinate with TRADOC and non-TRADOC schools to develop, implement, and manage training, education design capability, EBDL reach back, and lifelong learning capabilities in support of Army health personnel.

i. The Judge Advocate General. TJAG will retain authority to—

(1) Publish policies and procedures for the Judge Advocate General's Corps to support training requirements for the ARNG/ARNGUS and the USAR.

(2) Hold primary responsibility for the training and technical components of EBDL in support of Army legal personnel in the ARNG/ARNGUS and the USAR.

(3) Coordinate with TRADOC and non-TRADOC schools to develop, implement, and manage training, education design capability, EBDL reach back, and lifelong learning capabilities in support of Army legal personnel.

j. Chief of Chaplains. The CCH will retain authority to—

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

(2) Hold primary responsibility for the training and technical components of EBDL in support of Army chaplain personnel in the ARNG/ARNGUS and the USAR.

(3) Coordinate with TRADOC and non-TRADOC schools to develop, implement, and manage training, education design capability, EBDL reach back, and lifelong learning capabilities in support of Army chaplain personnel.

k. Unit and organizational commanders. 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 documents of the AMHRR/OMPF per AR 600-8-104 are stored in the Soldier's iPERMS.

(3) Ensure Soldiers' DA Form 5016s 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. Records management (recordkeeping) requirements

The records management requirement for all record numbers, associated forms, and reports required by this publication are addressed in the Records Retention Schedule—Army (RRS-A). Detailed information for all related record numbers, forms, and reports are located in Army Records Information Management System (ARIMS)/RRS-A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS-A, see DA Pam 25-403 for guidance.

1-6. Privacy Act

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

a. Authorized users, officials, or anyone granted access to the automated retirement points correction system, RPAS, or RLAS will adhere to the 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 IPPS–A are designated “Controlled Unclassified Information” and will be protected to prevent unauthorized access or disclosure.

1–7. Eligibility

a. Retirement point credit is authorized for:

(1) Reserve Component (RC) in active service in the Ready Reserve (RR).

(2) RC in an active status as defined in Section 10141, Title 10, United States Code (10 USC 10141). This includes Servicemembers in a Delayed Entry Program (DEP) established by 10 USC 513. This service is credited toward nonregular retirement since it is service in an active status as a member of the RR.

(3) Reserve Officers’ Training Corps (ROTC) Simultaneous Membership Program (SMP), DEP Soldiers, and active Standby Reserve Soldiers.

(4) Voluntary and involuntary inactive duty training (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 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).

1–8. Service requirement for a satisfactory year of service for nonregular retirement

A qualifying year of service for nonregular retired pay is a full anniversary year during which an 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 nonregular retired pay.

1–9. Establishment of anniversary year

The criteria for establishing the service requirement for a satisfactory year of service for nonregular 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 nonregular 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 an RC. Exceptions to calculating anniversary years are:

(1) An officer with service as a cadet at a Service academy per 10 USC Chapters 753, 853, or 953, or in a Senior ROTC Program, in education delay status for advanced training 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 Chapters 753, 853, or 953, but who did not receive or who does not hold a commission as an officer, must 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 submits 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>.

1–10. Strength accounting

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, which provides support for managing and controlling officer and enlisted assignments, reassignments, and transfers as well as 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 that 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 the Total Army Personnel Database–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 requirements below must be followed to update the TAPDB–R:

(1) Units.

(a) Gaining unit will submit 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 the 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 of term of service when it is apparent the Soldier will not reenlist.

(d) Immediately forward the 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 a request for orders.

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

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

(3) U.S. Army Human Resources Command.

(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. A maximum of 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. IDT will be either 4 hours in length for one retirement point or 8 hours in length for two retirement points. Voluntary IDT for points only will be a minimum of 2 hours in length (excluding roll call and rest periods) and maximum of two retirement points each day.

f. Funeral honors duty is authorized one retirement point per day in which funeral honors duty is performed for at least 2 hours and is excluded from all limitations set forth for inactive duty maximum authorized retirement points as listed in paragraph 2–1c.

g. 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. 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
9	14	2	190	197	27
15	21	3	198	204	28
22	29	4	205	211	29
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

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 required	Number of days in an active status		Minimum points required
From	Through		From	Through	
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 status		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

Table 2–3
Maximum retirement points credited for activities other than active service or funeral honors duty

For anniversary year:	Max Retirement Points
Closing before 23 September 1996	60
Closing on or after 23 September 1996 but before 30 October 2000	75
Closing on or after 30 October 2000 but before 30 October 2007	90
Closing on or after 30 October 2007	130

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 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 (UTA) including battle assemblies (BAs) formally known as UTAs.
- b. Rescheduled 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 (ATAs).
- f. Two-hour funeral honors IDT.
- g. Training of individual Soldiers in nonpay status (see table 2–4).
- h. Two-hour voluntary IDT nonpay.

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/PCs) 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 2–4 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 service types.*

(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 perform ATAs as distributed pursuant to AR 140–1.

(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.

(i) *Voluntary inactive duty.* Soldiers may voluntarily perform special additional duties the CAR has authorized for USAR members pursuant to 37 USC 101(22)(B). Voluntary IDT will be performed in connection with prescribed training or maintenance activities of the units to which they are assigned. These periods are performed for retirement points only (without pay) and will not be less than 2 hours (excluding roll call and rest periods), with a maximum of two points authorized on any 1 calendar day.

(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 voluntary IDT period each day for training conducted in accordance with paragraph 2–4b(1)(i).

(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 EBDL courses will be awarded to members of the SELRES. Subject to available funding, and as preapproved, Soldiers may earn one retirement point and be paid for one IDT for every 8 hours of distance learning completed. The 8-hour rule applies for the attendance of authorized conventions, professional conferences, or appropriate trade association meetings in a nonpay status.

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

Table 2–4
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 nonpay 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 individual mobilization augmentee (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 EBDL 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. Soldiers perform ATAs as distributed pursuant to AR 140–1.
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-hour/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 voluntary IDT in a nonpay status	Is a USAR Soldier assigned/attached	Points under the 2-hour rule (only one retirement point each day is authorized for each voluntary IDT period with a maximum of two points each day)
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

Table 2–4
Award of inactive duty training retirement points—Continued

	Column A	Column B	Column C
Rule	When the individual—	and—	Then the individual will be awarded—
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
16	Performs additional flight training periods (flight and support) in a pay or nonpay 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 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
22	Performs funeral honors	Is a USAR Soldier assigned/attached	Points under the 2-hour rule (only one retirement point each day is authorized)
23	Maternity absence	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). Max of 12 retirement points of 48 within 12 months of qualifying birth

2–5. Criteria for former participant of the Armed Forces Health Professions 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 calendar year of participation in a course of study toward a commission. The points will be credited to the member after attaining 50 reserve retirement points while serving in a Reserve Status during one anniversary year. 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.

2-6. Criteria for Reserve Component parental leave

The period of parental leave taken by a member of the RCs of the Armed Forces in connection with the birth of a child will count towards the member's entitlement to retired pay, and in connection with the years of service used in computing retired pay, under 10 USC Chapter 1223 as 12 points.

a. In an effort to provide comparable parental leave across all components, ARNG/ARNGUS and USAR birthparents, non-birth parents, and single Soldiers who adopt a child will be granted 12 paid UTAs/IDTs within the 12 months following a qualifying birth. In addition to the 12 paid UTAs/IDTs, birthparents, non-birth parents, and single Soldiers who adopt a child are authorized an additional 4 unpaid UTA/IDT absences that can be rescheduled in accordance with AR 140-1 or NGR 350-1, as appropriate.

b. Should the Army Military Parental Leave Program be updated, the Army's policy for the RC will be reviewed and updated in conjunction.

c. Commanders will place eligible Soldiers in a parental leave status, excusing them from attending UTA/IDT. Soldiers will receive compensation and retirement points only for regularly scheduled UTAs that fall within the authorized parental leave period.

d. For each paid UTA/IDT of parental leave used, the Soldier will accumulate one retirement point. A maximum of 12 retirement points can be accumulated for the entire paid parental leave period.

e. Any unused parental leave will be forfeited at separation from the Army.

f. If a Soldier transfers from one component to another, all remaining parental leave for which the Soldier is eligible will transfer to the gaining component. If a Soldier transfers from Compo 1 (Regular Army) to either Compos 2 (ARNG) or 3 (USAR), the remaining leave will be calculated as a proportion of 12 inactive duty drill periods.

g. This parental leave benefit terminates on the death of the child. Applicable convalescent leave for perinatal loss or bereavement will then apply.

Chapter 3

Records Source Documents

3-1. General

The following 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.

- a. The ATRRS training transcript.
- b. DD Form 214 (Certificate of Uniformed Service).
- c. DD Form 215 (Correction to DD Form 214/214-1 Certificate of Uniformed Service).
- d. DD Form 4 (Enlistment/Reenlistment Document-Armed Forces of the United States).
- e. DA Form 71 (Oath of Office-Military Personnel).
- f. Service academy transcripts.
- g. DD Form 220 (Active Duty Report).
- h. Master military pay account.
- i. Defense Finance and Accounting Service (DFAS) Form 702 (Defense Finance and Accounting Service Military Leave and Earnings Statement).
- j. DA Form 1379.
- k. DA Form 1380.
- l. DA Form 5016.
- m. The Reserve retirement repository.

3-2. DA Form 1379

a. *Use.* This is either an IPPS-A output roster (utilized prior to automation), an automated unit commander's pay management report, or TAPDB-R output roster (utilized by nonpaid 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 MilPay Office/Defense MilPay Repository (DRM/DMO) 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 Form 1379 (U.S. Army Reserve Components Unit Record of Reserve Training) 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 ARIMS.

(2) *Nonunit Soldiers (attached to individual mobilization augmentation detachments).* Forward original to Commander, U.S. Army Human Resources Command (AHRC–ROR–PAB–PTS), 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. IMA detachment codes for yearly scheduled IDT are described in table 3–3.

3–3. DA Form 1380

a. The purpose of DA Form 1380 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 IDT for retirement point credit as outlined in table 2–4.

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 ARIMS file. Nonpaid DA Form 1380s will not be entered into ADARS. Nonpaid DA Form 1380s must be digitally signed with time-date stamp and submitted to HRC for IMA/IRR and to the Readiness Division (RD) for TPU for

award of retirement points no later than 90 days from date the duty was performed. For example, duty performed on 21 January 2022, DA Form 1380 must be signed and submitted to the appropriate organization no later than 20 April 2022. DA Form 1380 will be digitally signed with time/date stamp.

c. 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	ET 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:

¹ When one of the codes in table 3–1 is used for training for which IDT pay is authorized, USAR publishes 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
<p>OFF/WO/ENL:</p> <p>Soldier is qualified in all nine characters of position requirement code 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).</p>	Q

Table 3–2
Duty qualification codes and definitions—Continued

Soldier's status	Code
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 (MOS) code for the 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
OFF/WO/ENL: Soldier is not qualified and the commander requires assistance in training the Soldier (through a USAR school, Service school, AT, or ADT).	N
OFF/WO/ENL: Soldier is not qualified, but the commander is training and qualifying the Soldier through supervised 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.	L
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.	S
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.	A
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 him or her 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.	X

Legend
ENL = enlisted
OFF = officer
WO = warrant officer

Note:

¹ 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.

² 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, SQI X (drill sergeant) will always be assigned to the PMOS for all qualified Soldiers assigned to a drill sergeant duty position.

³ 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 a Regular Army 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
1	Present IMA detachment assembly	Attendance	One for each 2 hours of assembly (maximum two points each day)	S	Not on Reserve Component Master Pay File (RCMPF) ¹

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
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
2	Absent	Soldier's own violation	None	M	Not on RCMPF ¹

Note:

¹ Except for member in T/PC L.

3–4. Electronic-based distributed learning

Public Law 107–107, section 603, authorized compensation to certain members of the SELRES. Pursuant to 37 USC 206(d), a member of the SELRES of the RR 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 EBDL 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 SELRES 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 EBDL.

a. All EBDL courses approved for payment with Reserve compensation or upon depletion of funds for completion by Soldiers for Reserve retirement points will be listed in ATRRS. Courses designated as eligible for Reserve compensation under the EBDL policy will be appropriately annotated within 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 IMAs based off HRC funding guidance.

c. Commanders may direct Soldiers to enroll in and complete EBDL courses that are eligible for Reserve compensation. Commanders will provide this direction in writing, citing the availability of funds or, upon depletion of funds, completion in a points only status in advance of a Soldier's enrollment.

d. When scheduling lengthy EBDL 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 IDT periods performed by type (except for ET) and retirement points that may be awarded in 1 day do not apply to additional training periods for distributed learning, nor do they prevent the performance of other types of IDT periods on the same date. However, retirement points will not be credited in excess of the maximum number creditable in an anniversary year for IDT.

g. Initiate payment only when a Soldier satisfactorily completes directed EBDL phases or courses. Commanders must validate the required training was completed and is updated in a formal Army record of training (for example, ATRRS) within 365 days of course completion. Each 8 hours of successfully completed qualifying EBDL coursework will earn a Soldier credit for completion of one additional training period, whether paid or unpaid upon depletion of funds, and one Reserve retirement point. These are categorized as IDT 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.

i. To qualify for Reserve compensation, the EBDL work must have been directed and completed on or after 2 June 2010.

j. Members of the SELRES who completed EBDL 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. *Correcting DA Form 5016.* Units may request corrections of the DA Form 5016 from the CG, HRC. The request should include a summary of the requested correction with supporting documents. Correspondence must be addressed as follows:

(1) THRU: Commander, [appropriate area command], [appropriate human resources office].

(2) TO: Commander, U.S. Army Human Resources Command, 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5402 or via email to usarmy.knox.hrc.mbx.rpmd-ord-retirement-points@army.mil.

d. *Updates.* When a retirement points update is requested, HRC will not complete a partial update, a full audit of retirement points will be administered.

e. *Annual review.* Soldiers and units are required to review and update DA Form 5016 annually as part of the Personnel Record Review.

3–6. DD Form 214

DD Form 214 is issued to all individuals at time of release from the Regular Army 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 items 13a and 13b on the DD Form 214 listing the current active duty may be used for award of retirement points.

3–7. Defense Finance and Accounting Service Form 702

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

Unless otherwise stated, Department of the Army publications are available on the Army Publishing Directorate website at <https://armypubs.army.mil/>. DoD issuances are available at <https://www.esd.whs.mil/dd/>. The CFR is available at <https://www.ecfr.gov/>. USC material is available at <https://uscode.house.gov/>.

AR 11–2

Managers' Internal Control Program (Cited in title page.)

AR 25–400–2

Army Records Management Program (Cited in para 3–2c(1)(a).)

AR 40–501

Standards of Medical Fitness (Cited in para 2–4b(1)(g).)

AR 135–180

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

AR 140–1

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

AR 140–10

Assignments, Attachments, Details, and Transfers (Cited in table 2–4.)

AR 351–3

Professional Education and Training Programs of the Army Medical Department (Cited in para B–2f.)

AR 600–8–104

Army Military Human Resource Records Management (Cited in para 1–4e(2)(d).)

DoDD 5500.07

Ethics and Standards of Conduct (Cited in para 2–3a.)

DoDI 1215.07

Service Credit for Non-Regular Retirement (Cited in para 1–9.)

DoDI 1215.21

Reserve Component (RC) Use of Electronic-Based Distributed Learning Methods for Training (Cited in para 2–3a.)

DoDI 5400.11

DoD Privacy and Civil Liberties Programs (Cited in para 1–6.)

NGR 350–1

Army National Guard Training (Available at <https://www.ngbpmc.ng.mil/>.) (Cited in para 2–6a.)

Public Law 107–107

National Defense Authorization Act for Fiscal Year 2002 (Cited in title page.) (Available at <https://www.congress.gov/public-laws/>.)

10 USC

Armed Forces (Cited in para 1–7a(2).)

10 USC Chapter 1223

Retired pay for Non-Regular Service (Cited in para 2–6.)

10 USC 513

Enlistments: Delayed Entry Program (Cited in para 1–7a(2).)

10 USC 2104

Advanced training; eligibility for (Cited in para 1–9a(1).)

10 USC 2107

Financial assistance program for specially selected members (Cited in para 1–9a(1).)

10 USC 10141

Ready Reserve; Standby Reserve; Retired Reserve: placement and status of members; training categories (Cited in para 1–7a(2).)

10 USC 10152

Standby Reserve: inactive status list (Cited in para 1–7b(1).)

10 USC 12732

Entitlement to retired pay: computation of years of service (Cited in para 2–5.)

10 USC 12733

Computation of retired pay: Computation of years of service (Cited in para 3–4g.)

10 USC 12734

Time not creditable toward years of service (Cited in para 1–7a(5).)

10 USC 12741

Retirement for service in active status performed in the Selected Reserve of the Ready Reserve after eligibility for regular retirement (Cited in para 1–7a(5).)

37 USC 101

Definitions (Cited in para 2–4b(1)(i).)

37 USC 206

Reserves; members of National Guard: inactive-duty training (Cited in para 3–4.)

Section II**Prescribed Forms**

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

DA Form 1379

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

DA Form 1380

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

Appendix B

Preparation of DA Form 1380

B-1. When prepared

Prepare DA Form 1380 by the last day of each duty month, to submit to either the appropriate pay channel or to HRC for nonpaid duty training utilizing table 2-4 to cover the following:

- a. Reserve training outside the normal IDT BA.
- b. Equivalent or appropriate duties performed by Soldiers assigned/attached to USAR units, Regular Army units, or another service per AR 140-10.

B-2. Authorized approver of additional training

- a. For training projects with prior approval from HRC per AR 140-1, by the chief of the proponent agency for the project.
- b. For attendance at professional or trade convention meetings, by the designated military representative at the meeting or unit commanding officer authorizing the meeting. Must include itinerary.
- c. For training in an attached status, by the commanding officer of the unit of attachment.
- d. For training attachments with another Service, the Soldier will complete all items except the signature and then obtain the signature of the duly authorized official of the unit attachment.
- e. For all other Reserve training, as directed by the commanding officer.
- f. For continuing medical education per AR 351-3 in a paid or nonpaid status, by the commanding officer of the unit with prior approval.

B-3. Instructions for completion

- a. *Items 1 through 3, 5 through 8, and 10 through 12.* Self-explanatory.
- b. *Item 4.* Enter the complete designation and address of the record manager of the Soldier's records.
- c. *Item 9.* Check the appropriate block to indicate type of duty performed. Cite the documentary authority listed in table 2-4 for the training reported. When the form covers more than one period of duty or training of variable types, list the location, nature of duties, and training or instruction per duty day.
 - (1) *Column a.* Enter day, month, and year per duty day per month for which duty, training, or instruction was performed.
 - (2) *Column b.* Enter the total number of hours per duty day in accordance with table 2-4.
 - (3) *Column c.* Enter the paid (P) or nonpaid (N) code followed by the correlating retirement point credits earned per table 2-4 (for example, P-1 equals a 4-hour period paid; P-2 equals an 8-hour period paid; N-1 equals a 4-hour period nonpaid; and N-2 equals an 8-hour period nonpaid). Voluntary inactive duty N-1 equals a 2-hour nonpaid period and N-2 equals aggregated 8-hour nonpaid period.
 - (a) Exception to the rule for funeral honors is one retirement point per day.
 - (b) Exception to the rule for preauthorized conferences is one retirement point per day.
 - (4) *Column d.* Enter specific location, description of the duties, training, or instruction performed.
- d. *Item 11.* The responsible officer verifying the duty will provide the signed DA Form 1380 to the unit commander or unit representative validating approved additional training.
 - (1) Units will ensure DA Form 1380s are processed for pay no later than 90 days from the date the duty was performed (for example, duty performed on 21 January 2022, a DA Form 1380 must be prepared and submitted to the appropriate organization no later than 20 April 2022).
 - (2) Nonpaid DA Form 1380s must be prepared and submitted to HRC for IMA/IRR and to the RD for TPU to award retirement points no later than 90 days from the date the duty was performed. Units will process TPU nonpaid DA Form 1380s in the electronic Personnel Actions Tracking System (ePAT). Process DA Form 1380 for retirement points only. HRC points of contact for submission of nonpaid IDT actions can be located at <https://www.hrc.army.mil/content/rpmd%20retirement%20points%20team>.

B-4. Disposition

- a. Units will ensure DA Form 1380s are submitted to the Soldier's AMHRR (iPERMS) in accordance with AR 600-8-104 once validated and paid by DFAS or validated and nonpaid retirement points are awarded.

b. HRC will ensure DA Form 1380s are submitted to the Soldier's AMHRR (iPERMS) in accordance with AR 600–8–104 once validated and nonpaid retirement points are awarded for Soldiers assigned to the IRR/IMA.

c. The IMA coordinator will ensure DA Form 1380s are submitted to the Soldier's AMHRR (iPERMS) in accordance with AR 600–8–104 once validated and paid by DFAS.

Appendix C

Internal Control Evaluation

C–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.

C–2. Purpose

The purpose of this evaluation is to assist commanders in evaluating the key internal controls listed in paragraph C–4. It is not intended to cover all controls.

C–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).

C–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. Is HRC providing USARC with a monthly status report listing accepted and rejected retirement update/correction transactions?
- c. Is USARC conducting quality assurance checks for Soldiers in TPU status?
- d. Are units requesting 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 Form 1380s are scanned and submitted to iPERMS?

C–5. Supersession

This evaluation replaces the evaluation previously published in AR 140–185, dated 3 August 2018.

C–6. Comments

Help to make this a better tool for evaluating internal controls. Submit comments to Deputy Chief of Staff, G–1 (DAPE–MPE–IP) via email to usarmy.pentagon.hqda-dcs-g-1.mbx.publishing-team@army.mil.

Glossary of Terms

Army National Guard

Per 32 USC 101, 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 sixteenth clause of section 8, article I, of the Constitution;
- c.* Is organized, armed, and equipped wholly or partly at Federal expense; and
- d.* Is federally recognized.

Army National Guard of the United States

An RC of the Army whose members are members of the ARNG (see 32 USC 101).

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 IDT 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.

Convalescent leave

A non-chargeable absence from duty granted to expedite a Soldier's return to full duty after illness, injury, or childbirth.

Directed training

Individual coursework that members of the SELRES may be directed to complete through EBDL 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 IDT periods as an additional training period for distributed learning and paid Reserve compensation. The EBDL courses may be a series of subjects or individual subjects. Reserve compensation is paid at the rate of 1/30th of the basic pay authorized for the member's grade (often referred to as the 1/30th rule), as provided in DoD 7000.14–R, Volume 7A.

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 IDT 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). 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 U.S. 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 nonprior service and prior service personnel with the latter category also including prior USAR personnel and personnel with prior service in any of the other U.S. Armed Forces.

Equivalent training

IDT performed in lieu of regularly scheduled IDT, which may be used to make up an IDT period missed due to illness or emergency situations or other excused absence as determined by the local commander. ET is the same as equivalent instruction, equivalent duty, or equivalent appropriate duties as referred to in 37 USC and DoDI 1215.07.

Expiration of 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 subcategory of ADT used to provide basic military training and technical skill training required for all accessions. For nonprior 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, 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), 10 USC 12103, and 10 USC 16201.

Officer

A commissioned or warrant officer (see 32 USC 101).

Parental leave

Twelve weeks of non-chargeable leave for a member on active duty, a member of an RC performing AGR and USAR duty, or a member of an RC subject to an active duty recall or mobilization order in excess of 12 months that begins after the following events: birth, adoption of a child, or the placement of a minor child with the member for adoption or long-term care.

Perinatal loss

The involuntary loss of pregnancy from conception to birth, including neonatal death up to 28 days of life.

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

Per 10 USC 7075, the component of the Army that consists of persons whose continuous service on active duty in both peace and war is contemplated by law, and of retired members of the Regular Army. The Regular Army includes:

- a. The officers and enlisted members of the Regular Army;
- b. The professors, director of admissions, and cadets of the United States Military Academy; and
- c. The retired officers and enlisted members of the Regular Army.

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 RC 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.

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 an RC.

Total Army Personnel Database—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 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.

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.

Voluntary inactive duty training

Training in a nonpay status for retirement points only. Voluntary IDT must involve special additional duties the CAR authorized for USAR members that they perform on a voluntary basis in connection with prescribed training or maintenance activities of the units to which they are assigned. Voluntary IDT periods will not be less than 2 hours (excluding roll call and rest periods), with a maximum of two points authorized on any 1 calendar day.

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