

### Chapter 3 Inactive Duty Performance Input

#### 3-1. General.

This chapter prescribes procedures for units to report IDT attendance.

#### 3-2. IDT Performance.

IDT performance module of the AFCOS RFO/IDT PC system allows the unit to enter an AFTP, RMP, Rescheduled Training before the Drill, Rescheduled Training after the Drill, and an automated DA Form 1379.

#### 3-3. IDT Assemblies.

a. A unit is limited to 48 unit training assemblies (UTAs) in a training year. These UTAs are exclusive of additional unit training assemblies (AUTA), individual additional flight training periods (AFTP), additional training periods (ATP) and readiness management periods (RMP).

b. UTAs, AUTAs, AFTPs and ATPs may be performed in combination with other type assemblies.

c. Training year limitations on the number of IDT assemblies authorized for individual soldiers are:

(1) UTA (type 11) - 48 per individual.

(2) UTA - Equivalent Training (type 21) - 4 per individual.

(3) AFTP (type 31) - as authorized by NGR 95-210

and initially established as 24 per soldier.

(4) AUTA (type 41) - as approved by NGB.

A unit executing an AUTA will record it on the DA Form 1379 as a code 41.

(5) AUTA (type 42) - 12 per individual in an authorized unit for airborne proficiency.

(6) ATP (type 51) - Junior Leadership/Civil Disturbance training is authorized for company grade officers and NCOs in leadership positions in units designated by the TAG to conduct training in preparation for a unit civil disturbance training event. Soldier is limited to one per day and fifteen per year.

(7) ATP (type 61) - Additional Artillery Gunnery Periods are authorized for artillery digital operators to maintain proficiency using Improved Support Automated System and/or Army Field Artillery Tactical Digital System. Limited to eight per individual.

(8) RMP - Training (type 71) and RMP - Management Support (type 91) - total combination of 30 may be performed. They cannot be performed on the same day as any other IDT assembly.

(9) ATP (type 81) - Leader Development and Preparation Periods are designed to assist company grade commanders to improve collective training readiness. An individual is authorized six per fiscal year.

(10) ATP (type 82) - Additional Simulation Training Periods are authorized for Tank/Bradley commanders and gunners to maintain gunnery proficiency using the Unit or Mobile Conduct of Fire Trainers and/or the Abram's Full Crew Interactive Simulator. An individual is authorized to perform six per fiscal year.

d. Individual soldiers may be authorized IDT performance over the established FY limit, e.g., transfers between units or from the USAR, interstate transfers per NGR 350-1. When this occurs, DJMS-RC will not automatically change the authorization. Review the MMPA and determine if the limits are correct. If the totals are incorrect, submit a message to the USPFO, MPS to change the authorization for that particular type of assembly. Include the IDT type, the adjusted limit and the FY in which the change applies.

e. Non-prior service (NPS) soldier.

(1) NPS soldiers who have not entered IADT/IET are authorized to drill for 270 days from date of enlistment. DJMS-RC will establish a drill limit of 36.

An NPS soldier must have a TAG waiver to drill for 360 days from date of enlistment. An NGB waiver is required for an NPS soldier to drill more than 360 days after date enlistment.

(2) When a soldier fails to satisfactorily complete IADT/IET, the unit must take action to reinstate the NPS IDT limits, less any drills paid prior to entry on IADT/IET. Submit a message to the USPFO, MPS requesting the number of drills to be reinstated. After the soldier completes IADT/IET, SIDPERS will process transactions to establish the regular IDT limitations.

### **3-4. Unit Performance.**

The DA Form 1379 is used to record attendance and other related personnel and performance remarks. For guidance on the DA Form 1379 refer to NGR 680-1.

a. The first step in preparing a DA Form 1379 is updating the Unit Drill Calendar. The unit's drill dates must be entered before a DA Form 1379 is created or Rescheduled Training performed before the drill can occur.

(1) Entering the UIC allows for the unit to produce multiple DA Form 1379.

(2) Enter the date of the scheduled unit assembly. The date format is mm/dd/yy.

(3) Update the period 1 and 2 field by placing a **Y** (Unit assembly will be performed) or a **N** (No performance for this period).

(4) Enter the type of drill for the periods of drill the unit will be performing. The Drill Code for a UTA/MUTA/RST is '11'.

b. Before processing can begin, you must assign the unit performance a TL number. Enter the required information for a Unit Assembly **K** TL. If the unit is drilling more than once in a month, the unit can prepare an IDT performance document or a final DA Form 1379. An IDT performance document allows the unit to pay its soldiers without creating the SIDPERS copy of a DA Form 1379. A

final DA Form 1379 allows for remarks to be placed on the document.

c. Load the personnel data for the DA Form 1379. Choose each UTA you want loaded.

d. Create a Unit Attendance Roster so attendance codes can be recorded during formations. Soldiers that have already performed or coded as RST will have an attendance code printed on the form.

e. Record your attendance codes from the Unit Attendance Roster. After all attendance codes have been entered, go back and check your work. You can do this by either reviewing the codes on the screen or you can print another attendance work copy to compare with the original attendance roster. Authorized attendance codes are:

CODE	DESCRIPTION
A	Excused Absence
B	Attached to Another Unit
C	Constructive Attendance
E	RST Before the Unit's Drill
H	Hospitalized/Incapacitated in Line of Duty
K	Absence Authorized to Perform RST
M	Under Arrest by Civil Authorities
N	Present for Retirement Points Only
P	Present
S	Equivalent Training
T	On Initial Active duty Training
U	Unexcused Absence or Unsatisfactory Performance
X	Not Assigned nor Attached to the Unit/ING

f. Enter the Unit Remarks for the final DA Form 1379. You are able to enter 16 lines of input for the unit administrative remarks. These lines will appear at the end of the DA Form 1379. See NGR (AR) 680-1 Appendix L.

g. To prepare the performance data for transmission, close the TL by entering a **Y** in TL Closed field on TL Authorization/Control screen. Prepare the performance for upload by selecting **PREPARE RFO/IDT FOR UPLOAD**. Transmit the DA Form 1379 to USPFO, DPI.

**3-5. Additional Training Assemblies.**

**a.** The unit commander plans an RMP/ATP/AFTP and identifies the soldiers that will participate. An authorization is entered into the RFO/IDT module. An Authorization Certificate is produced for the commander's signature. Only the commander can authorize performance of IDT.

**b.** Once RMP/ATP/AFTP is performed, establish a **J** TL. As soon as you enter the Unit and indicate it is not a 1379, the system will enter the next TL on the screen.

**c.** Certify the performance by changing the **A** to a **C** and then enter the TL. Delete any soldiers that did not perform.

**d.** After all performance has been certified, close the TL by entering a **Y** in the TL Closed field. When you close the TL, a Certificate of Performance will be produced that must be signed and filed. Prepare the performance for upload by selecting **PREPARE RFO/IDT FOR UPLOAD**. Transmit the DA Form 1379 to USPFO, DPI.

**3-6. Rescheduled Training Prior to Unit Assembly.**

**a.** The unit commander approves a soldier to perform an RST before the scheduled unit assembly. Enter the authorization into the RFO/IDT module and print the authorization certificate for the commander's signature. Only the unit commander can authorize duty.

**b.** After the soldier performs the RST, establish a **J** TL. As soon as you enter the Unit and indicate it is not a 1379, the system will enter the next TL on the screen.

**c.** To report the performance of an RST before the unit assembly, retrieve the authorization in the **RESCHEDULED BEFORE THE DRILL**. Change the authorization to a certification by changing an **A** to a **C** and record the attendance code.

d. Close the TL in the **TL AUTHORIZATION/CONTROL** entering a **Y** in TL Closed field. When you close the TL, a Certificate is produced that must be signed and filed. Prepare the performance for upload by selecting **PREPARE RFO/IDT FOR UPLOAD**. Transmit the DA Form 1379 to USPFO, DPI.

### 3-7. Rescheduled Training After the Unit Assembly.

a. Once the soldier performs or does not perform the RST, establish a **J** TL in the **TL AUTHORIZATION/CONTROL** screen.

b. Record the performance or non-performance of the RST by changing the authorization to a certification on the **RESCHEDULED AFTER THE DRILL**. Change the **A** to a **C** and then enter the attendance code.

c. Close the TL in the **TL AUTHORIZATION/CONTROL** entering a **Y** in TL Closed field. When you close the TL, a performance certificate will be produced that must be signed and filed. Prepare the performance for upload by selecting **PREPARE RFO/IDT FOR UPLOAD**. Transmit the DA Form 1379 to USPFO, DPI.

### 3-8. Attachments, IDT.

a. Procedures for various types of attachments are Discussed below and in NGRs 600-100, 600-101 and 600-200.

b. Soldiers attached to units In-State for 30 days or more are attached for pay purposes. Orders attaching soldiers to a unit for 30 days or more **must** specify that the attachment is for pay. All personnel changes affecting pay such as a change in grade, change in federal tax exemptions, etc., must be submitted to the MPMO to update SIDPERS. To return the attached soldier to the unit of assignment, a change is submitted to SIDPERS. OCS candidates and State Military Academy (SMA) staff, faculty and support personnel must be attached to the SMA for pay.

c. Soldiers attached to units In-State for less than 30 days are **not** attached for pay. These soldiers remain assigned to and receive pay through their parent unit. The following procedures apply:

(1) The unit of attachment furnishes a performance certificate to the unit of assignment indicating the date(s) duty was performed, or failed to be performed, to include reason for absence. This certificate must be submitted to the unit of assignment not later than 5 workdays after the scheduled assembly.

(2) Upon receipt of a certificate reporting performance or non-performance, the unit of assignment reports the performance to the USPFO, MPS using the RFO/IDT PC module.

(3) If the certificate is not received by the unit of assignment prior to the required submission of the performance package copy of the DA Form 1379, soldiers in this status are coded as rescheduled training authorized. The performance certificate is submitted to the MPS by TL when it is received.

d. Out-of-State attachments are made when agreed upon by the State Adjutants General concerned. ALL SIDPERS changes must be submitted to the parent State's MPMO.

### **3-9. Documentation of Changes to Attendance Status.**

Once a soldier's attendance status is reported on a DA Form 1379, any change to that status must be fully documented.

a. Status changes **not** affecting pay, e.g., from "U" (AWOL) TO "A" (excused), must include an explanation of the reason the status was originally reported erroneously. The circumstances establishing the new status must be fully explained.

b. Status changes affecting pay, e.g., from "A" (excused) to "P" (present); from "A" (excused) to "K" (split unit training assembly authorized); or from "P" (present) to a non attendance code such as "U" (AWOL).

(1) This type of change must be submitted on a DD Form 114 by TL to the MPS. A copy of the DD Form 114 should be furnished to the MPMO.

(2) As a minimum, the DD Form 114, or attachments to the form, must fully explain:

(a) The reason for the erroneously reported status.

(b) The circumstances establishing the new status.

(c) Actions taken to preclude a recurrence of the erroneous status reporting.

### **3-10. Pay Status Codes.**

Pay status codes are shown in the entitlement section of the MMPA (PAY-STATUS). Below is a list of the codes along with their uses:

a. **A** - Soldier is on regular duty and may be paid while in this status. Soldiers in the ARNG or USAR paid by DJMS-RC will also have an Active Duty code:

(1) **K** - Soldier paid by DJMS-AC, e.g., AGR.

(2) **S** - Soldier in a mobilized status paid by DJMS-AC.

(3) **Y** - Soldier is on IADT/IET paid by DJMS-AC.

b. **N** - Death. Use of this code is restricted to DFAS-IN.

c. **Q** - Inactive National Guard (ING). This code limits pay to one UTA per fiscal year. This code causes SGLI and SSLI collections to be stopped.

d. **Z** - Active Duty tours over 29 days.

### **3-11. Send Message to the USPFO, MPS.**

Using the message feature in the RFO/IDT PC Module to make pay and pay-related inquiries. Local policy will determine the use of the message feature. The response from the MPS will be in the form of a memorandum that will be received along with the unit orders when they are downloaded.

a. Select the soldier the inquiry is for. The RFO/IDT PC system will enter the SSN, NAME, PAY GRADE, and UIC.

b. Enter any pay or pay-related question or comment that you want directed at the USPFO, MPS. The message can be up to 5 lines long.

c. Close the TL in the **TL AUTHORIZATION/CONTROL** entering a **Y** in TL Closed field. When you close the TL, a performance certificate is produced that must be signed and filed. Prepare the performance for upload by selecting **PREPARE RFO/IDT FOR UPLOAD**. Transmit the DA Form 1379 to USPFO, DPI.

### **3-12. Muster of Inactive National Guard (ING) Soldiers.**

NGR 614-1 requires units to conduct an annual IDT muster for all soldiers assigned to the ING. Soldiers attending this muster are recorded as present on the DA Form 1379 and remarks entered as directed by NGR 680-1. ING soldiers are paid for one unit training assembly for attending this muster.

### **3-13. Documentation Retention.**

The retention period for signed certificates of performance and military pay messages is six years and three months. The unit will retain the closed TLs for one year. The USPFO, MPS will retain the documents for the remainder of the required period.

Table 3-1. ARNG IDT Assembly Codes

<u>CODE</u>	<u>DESCRIPTION</u>
11	Unit training assembly (UTA)/ multiple unit training assembly (MUTA)
21	Equivalent training
31	Additional flight training period
41	Additional unit training assembly
42	Jump Proficiency Training Periods
51	Junior leader training for civil disturbance
61	Additional artillery Gunnery period
71	Readiness management period - training support
81	Leader development and preparation period
82	Additional simulation training period
91	Readiness management assembly - management support

Table 3-2. IDT Performance Codes

Attendance Reporting Codes

**A** - Authorized absence. The soldier is granted permission to be absent from the assembly by the unit commander or other authorized representative. An equivalent training assembly or rescheduled training assembly will not be performed in lieu of this assembly.

**B** - Attached to another unit.

**C** - Constructive attendance. Only soldiers performing military duty in another status will be coded **C**. This includes all AGR tour personnel. An M-day soldier on active duty more than 30 days. A soldier on conditional release to enlist or be appointed in the USAR, ARNG of another State, or another service or component, may be carried in this attendance code during the 90-day period of conditional release is valid.

**E** - Rescheduled training assembly authorized and performed prior to the unit's scheduled unit training assembly. If performed at another location or with another unit, verification of the performance must have been received at the unit of assignment or attachment **prior** to submission of the automated DA Form 1379.

**H** - Hospitalized or incapacitated in the line of duty. The soldier is receiving incapacitation continuation pay and allowances during the period of assembly. The soldier is authorized constructive attendance for the training assembly. No rescheduled training assembly or equivalent training may be performed when coded with this attendance code. If the soldier is able to perform limited or restricted military duties and soldier attends assembly, report the soldier with an attendance code of **N**, present for retirement points only.

**K** - Soldier authorized to perform a rescheduled training assembly after the scheduled training assembly; performed rescheduled training assembly on the same date or prior to the scheduled unit training assembly, but training certificate has not been received by the unit.

**M** - Absent in arrest and confinement status.

**Table 3-2. IDT Performance Codes (cont'd)****Attendance Reporting Codes**

**N** - Actually present at an assembly for retirement points only (no pay authorized). Used for a soldier in an IDT non-pay status. This code may also be authorized to grant retirement points only, to soldiers who have been incapacitated in the line of duty, but are able to perform limited or restricted military duties and soldier attends the scheduled unit assembly.

**P** - Actually present at a regularly scheduled unit training assembly, or at a scheduled training assembly performed on the same date for which a performance verification is received before submission of the DA Form 1379.

**S** - Equivalent training authorized to be performed not more than 60 days after the date of the scheduled training assembly. A soldier will not be authorized more than four periods of equivalent training per fiscal year.

**T** - Absent attending IADT/IET.

**U** - Unexcused absence or unsatisfactory performance.

**X** - Soldier is not a member of the unit on the date of the unit's scheduled period of training. Soldier is not a member of the unit's accountable strength on the date of the scheduled period of training. Soldier is assigned to the ING.