

INSTRUCTIONS

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 the Army Human Resources Command (AHRC) for non-paid inactive duty training utilizing AR 140-185, Table 2-3, to cover the following:

- a. Reserve Training outside the normal Inactive Duty Training (IDT) battle assembly.
- b. Equivalent or appropriate duties performed by Soldiers assigned/attached to USAR units, Active Component units, or another service per AR 140-10.

2. BY WHOM PREPARED.

- a. For training projects with prior approval from AHRC 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.
- 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 area commander.
- f. For Continuing Medical Education (CME) per AR 351-3 in a paid or non-paid status by the commanding officer of the unit with prior approval.

3. INSTRUCTIONS FOR COMPLETION

- a. Items 1 through 3, 5 through 8, and 10 through 12, self-explanatory.
- b. Item 4 (TO:). 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 2-3 of AR 140-185 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 2-3 of AR 140-185.
 - (3) Column c. Enter the Paid (P) or Non-Paid (N) code followed by the correlating retirement point credits earned per AR 140-185, Table 2-3. (Example: "P-1" equals a four hour period paid; "P-2" equals an eight hour period paid; "N-1" equals a four hour period non-paid; and, "N-2" equals an eight hour period non-paid.) Voluntary Inactive Duty "N-1" equals a two hour non-paid period and "N-2" equals aggregated eight hour non-paid period.
 - (a) Exception to the rule for funeral honors for one retirement point per day.
 - (b) Exception to the rule for preauthorized conferences for one retirement point per day.
 - (4) Column d. Enter 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. Units will ensure DA Form 1380s are processed for pay and non-paid retirement points no later than the last day of each duty month through submission to DFAS for paid IDT duties and AHRC for non-paid IDT duties. AHRC points of contact for submission of non-paid IDT actions can be located at <https://www.hrc.army.mil/content/Retirement%20Points%20Accounting%20System%20RPAS>

4. DISPOSITION. Upon DA Form 1380 validation by DFAS (Paid) or AHRC (Non-Paid) award of retirement points, units will annotate on item 12, page 1 of the DA Form 1380 and ensure DA Form 1380s are filed per AR 25-400-2 and submitted to the Soldier's AMHRR (iPERMS) per AR 600-8-104.