INCLUDES CURRENT PAGES FROM CHANGES 1 - 6

Kansas National Guard Regulation
Number 680-1 (Army)

*KNGR 680-1

State of Kansas, Military Division
The Adjutant General's Department
Topeka, Kansas, 1 December 1983

# Personnel Information System

# UNIT RECORD OF RESERVE TRAINING

THIS REGULATION IMPLEMENTS NGR 680-1 AND ESTABLISHES THE POLICY OF THE ADJUTANT GENERAL PERTAINING TO PREPARATION, SUBMISSION, AND DISTRIBUTION OF THE UNIT RECORD OF RESERVE TRAINING (DA FORM 1379) EFFECTIVE 1 JANUARY 1984.

## SECTION I - GENERAL PROVISIONS


| | Paragraph | Page |
|---|---|---|
| Purpose | 1 | 1 |
| Policy | 2 | 2 |
| **SECTION II - PREPARATION OF DA FORM 1379** | | |
| Disposition of DA Form 1379 | 3 | 2 |
| Unit Identification Codes (UICs) and Pay Roll Numbers (PRNs) | 4 | 2 |
| Changes to Scheduled Drill Attendance Column | 5 | 2 |
| **SECTION III - AUTHORIZATION AND CERTIFICATION OF TRAINING** | | |
| Authorization to Conduct SUTA, ET and ATA | 6 | 3 |
| Certification of Performance | 7 | 3 |
| Requisition of Forms | 8 | 3 |
| APPENDIX A - Unit Identification Codes (UICs) and Pay Roll Numbers (PRNs) | | A-1 |
| APPENDIX B - AGO KAN FORM 680 (Revised 1 Jan 84) | | B-1 |


## SECTION I - GENERAL PROVISIONS

1. Purpose. This regulation provides instructions and procedures in accounting for all military personnel of the Kansas Army National Guard and for the preparation, submission, and disposition of the Unit Record of Reserve Training (DA Form 1379).

*This regulation supersedes KNGR 680-1, dated 12 October 1983.

2. Policy:

a. The provisions of NGR 680-1 are applicable to the Kansas Army National Guard except as supplemented herein.

b. Procedures prescribed by this regulation are applicable to all reporting elements of the Kansas Army National Guard for proper accounting of personnel and personnel actions.

c. The DA Form 1379 is the basic record for reporting performance of duty by units and the status of each individual assigned or attached.

SECTION III - PREPARATION OF DA FORM 1379

3. Disposition of DA Form 1379:

a. DA Form 1379 for December 1983 will be the last one submitted on a monthly basis. Section 3, Remarks, will contain the following statement: "Effective 1 Jan 84, reporting period for submission of DA Form 1379 will be changed per NGR 680-1 dated 31 Aug 83." The DA Form 1379 will be closed out on a drill to drill period. The period will be established the day after the regularly scheduled drill for a month and will run until 2400 hours of the day on which the last regularly scheduled drill of the next month is conducted. In some cases the period will be longer than a month.

b. Disposition of DA Forms 1379 will be in accordance with Paragraph 2-1(c), NGR 680-1 and the following supplemental instructions:

(1) The original DA Form 1379 will be forwarded to arrive at the office of The Adjutant General of Kansas, ATTN: AGKS-ARP-S, not later than the fourth working day after the close-out date.

(2) The third carbon copy will be forwarded as directed by brigade or battalion policy.

4. Unit Identification Codes (UICs) and Pay Roll Numbers (PRNs).

Appendix A to this regulation is a complete list of UICs and PRNs for all units of the Kansas Army National Guard.

5. Changes to Scheduled Drill Attendance Column:

Page A-11, NGR 680-1, Item 16d is changed to add: "Attendance codes not affecting pay entitlement will not be changed until approval to change the codes has been received by the unit. Requests to change attendance codes not affecting pay entitlement will be submitted through military channels to TAG Kansas, ATTN: AGKS-ARP-E, with complete explanation and justification. Changes affecting pay entitlement will be submitted to USPFO for Kansas, Attn: MPB, in accordance with paragraph 3-13, NGB Pam 37-104-3."

## SECTION III - AUTHORIZATION AND CERTIFICATION OF TRAINING

6. Authorization to Perform Split Unit Training Assembly (SUTA), Equivalent Training (ET) or Additional Training Assembly (ATA).

a. AGO Kansas Form 680 as revised on 1 January 1984, is the only authorized form for authorizing SUTA, ET or ATA. AGO Forms 680, dated 1 Oct 83 are superseded. Format as prescribed at Appendix C, NGR 680-1 will not be used.

b. Part I, AGO Kansas Form 680 must be completed and issued in advance of the actual performance of such training and full compliance with NGR 350-1 and KNGR 350-1 is mandatory. The "Duty to be Performed" item on AGO Kan Form 680 will clearly and consisely state what training has been accomplished. General statements such as "preparation for training", etc., will not be sufficient. For discussion of authorized ATA uses, see KNGR 350-1.

7. Certification of Performance:

a. Part II, AGO Kan Form 680 will be completed and signed by the senior member listed upon satisfactory completion of the authorized duty.

b. AGO Kan Form 680 (Revised 1 Jan 84) is the only authorized form to be used to certify performance of ET, ATA or SUTA effective 1 January 1984.

8. Requisition of Forms. Forms will be requisitioned from AGKS-ARP-P by units, using AGO Kansas Form 10.

THE PROPONENT OF THIS REGULATION IS THE ADJUTANT GENERAL'S DEPARTMENT, MILITARY DIVISION. USERS ARE INVITED TO SEND COMMENTS AND SUGGESTIONS TO THIS OFFICE, ATTN: AGKS-ARP, P.O. BOX C-300, TOPEKA, KS 66601.

BY ORDER OF THE GOVERNOR:

RALPH T. TICE
MG, KSARNG
The Adjutant General

OFFICIAL:

GLEN D. ALEXANDER
COL, GSWT, KSARNG
Chief of Staff

DISTRIBUTION:
A

| PRN | UIC | UNIT DESIGNATION | STATION | MTOE | ZIP |
|---|---|---|---|---|---|
| 002 | W8A1AA | HQ STARC KSARNG (-) | Topeka | NGW8A1AA | 66611-1263 |
| 003 | WQECAA | 105th Public Affairs Det | Topeka | 45-500HNG01 | 66619-0086 |
| 005 | W8A104 | HQ STARC KSARNG (KMA) | Salina | NGW8A1AA | 67401-8123 |
| 006 | WVL9AA | 102d Mil History Det | Topeka | 20-017HNG01 | 66611-1263 |
| 100 | W8A1A1 | Troop Command, HQ STARC KSARNG | Wichita | NGW8A1AA | 67208-1380 |
| 110 | WP12T0 | HHC (-) 891st Engr Bn | Iola | 05-035HNG01 | 66749-1808 |
| 111 | WP12T1 | Det 1 HHC 891st Engr Bn | Topeka | 05-035HNG01 | 66619-0086 |
| 112 | WP12A0 | Co A 891st Engr Bn | Pittsburg | 05-035HNG01 | 66762-0674 |
| 113 | WP12B0 | Co B (-) 891st Engr Bn | Cherryvale | 05-035HNG01 | 67335-0189 |
| 114 | WP12B1 | Det 1 Co B 891st Engr Bn | Coffeyville | 05-035HNG01 | 67337-2518 |
| 115 | WP12C0 | Co C (-) 891st Engr Bn | Chanute | 05-035HNG01 | 66720-0416 |
| 116 | WP12C1 | Det 1 Co C 891st Engr Bn | Fredonia | 05-035HNG01 | 66736-1921 |
| 117 | WP12D0 | Co D (-) 891st Engr Bn | Fort Scott | 05-035HNG01 | 66701-3141 |
| 118 | WP12D1 | Det 1 Co D 891st Engr Bn | Neodesha | 05-035HNG01 | 66757-1234 |
| 121 | WP6SAA | 137th Trans Co (-) | Topeka | 55-259HNG04 | 66619-0086 |
| 130 | WQFDAA | HHD 174th Sup & Svc Bn | Coffeyville | 29-146HNG02 | 67337-2518 |
| 132 | WP7UAA | 242d Engr Co | Wichita | 05-124HNG01 | 67208-0145 |
| 530 | WPWFT0 | HHB 2d Bn 130th FA | Hiawatha | 06-445HNG01 | 66434-0120 |
| 531 | WPWFA0 | Btry A (-) 2d Bn 130th FA | Sabetha | 06-445HNG01 | 66534-2323 |
| 532 | WPWFA1 | Det 1 Btry A 2d Bn 130th FA | Marysville | 06-445HNG01 | 66508-0048 |
| 533 | WPWFB0 | Btry B 2d Bn 130th FA | Horton | 06-445HNG01 | 66439-0268 |
| 534 | WPWFB1 | Det 1 Btry B 2d Bn 130th FA | Kansas City | 06-445HNG01 | 66102-5604 |
| 535 | WPWFC0 | Btry C (-) 2d Bn 130th FA | Ellsworth | 06-445HNG01 | 67439 |
| 536 | WPWFC1 | Det 1 Btry C 2d Bn 130th FA | Great Bend | 06-445HNG01 | 67530-0085 |
| 537 | WPWFS0 | Svc Btry 2d Bn 130th FA | Troy | 06-445HNG01 | 66087-0416 |
| 150 | WVKNAA | HHD 287th Maint Bn | Norton | 29-136HNG01 | 67654-9802 |
| 155 | WQDVAA | 995th Maint Co (-) | Hays | 29-427HNG01 | 67601-0667 |
| 156 | WQDVA1 | Det 1 995th Maint Co | Russell | 29-427HNG01 | 67665- |
| 157 | WQDVA2 | Det 2 995th Maint Co | Colby | 29-427HNG01 | 67701-0323 |
| 158 | WQVWAA | 714th Maint Co | Topeka | 29-207HNG03 | 66611-1263 |

| | | | | | |
|---|---|---|---|---|---|
| | | HQ 35th Inf Div | Ft Leavenworth | 87-004JNG01 | 66027-5500 |
| 200 | WV21AA | HHC 35 Inf Div | Leavenworth | 87-004JNG01 | 66048-4518 |
| 202 | WV6590 | 435th Gen Spt Avn Co | Salina | 01-287JNG01 | 67401-4062 |
| 204 | WV95AA | 35th Div Band | Olathe | 12-114JNG02 | 66061-3421 |
| 205 | WV6D89 | 35th MP Co (-) | Topeka | 19-217JNG03 | 66611-1263 |
| 206 | WV6D91 | Det 1 35th MP Co | Kansas City | 19-217JNG03 | 66102-5604 |
| 209 | WV5TB1 | Det 1 Co B 135th Sig Bn | Topeka | 11-035JNG02 | 66611-1263 |
| 320 | WV89T0 | HHD 1st Spt Bn | Olathe | 63-005JNG06 | 66061-3421 |
| 321 | WV89A0 | Co A 1st Spt Bn | Olathe | 63-005JNG06 | 66061-3421 |
| 322 | WV89B0 | Co B (-) 1st Spt Bn | Manhattan | 63-005JNG06 | 66502-0009 |
| 323 | WV89B1 | Det 1 Co B 1st Spt Bn | Council Grove | 63-005JNG06 | 66846-0159 |
| 324 | WV89B2 | Det 2 Co B 1st Spt Bn | Emporia | 63-005JNG06 | 66801-0195 |
| 325 | WV89B3 | Det 3 Co B 1st Spt Bn | Wichita | 63-005JNG06 | 67217-0006 |
| 326 | WV89B4 | Det 4 Co B 1st Spt Bn | Kansas City | 63-005JNG06 | 66102-5604 |
| 327 | WV89C0 | Co C 1st Spt Bn | Kansas City | 63-005JNG06 | 66102-5604 |
| 328 | WVJNAA | 1169th Ordnance Det | Manhattan | 09-550JNG04 | 66502-0009 |
| 351 | WV6FD0 | Co D (-) 4th CS Bn | Smith Center | 63-135JNG03 | 66967-0100 |
| 352 | WV6FD1 | Det 1 Co D CS Bn | Mankato | 63-135JNG03 | 66956-0367 |
| 353 | WV6FD2 | Det 2 Co D CS Bn | Belleville | 63-135JNG03 | 66935-0523 |
| 354 | WV6FD3 | Det 3 Co D CS Bn | Phillipsburg | 63-135JNG03 | 67661-0333 |
| | | HQ 69th Bde | Topeka | 87-042JNG07 | 66611-1263 |
| 400 | WV86AA | HHC 69th Bde | Topeka | 87-042JNG07 | 66611-1263 |
| 440 | WPWGT0 | HHC (-) 1st Bn 137th Inf | Wichita | 07-245JNG10 | 67217-0006 |
| 441 | WPWGT1 | Det 1 HHC 1st Bn 137th Inf | Wellington | 07-245JNG10 | 67152-0586 |
| 442 | WPWGA0 | Co A (-) 1st Bn 137th Inf | Winfield | 07-245JNG10 | 67156-0394 |
| 443 | WPWGA1 | Det 1 Co A 1st Bn 137th Inf | Augusta | 07-245JNG10 | 67010-0308 |
| 444 | WPWGB0 | Co B 1st Bn 137th Inf | Wichita | 07-245JNG10 | 67213-2405 |
| 445 | WPWGC0 | Co C (-) 1st Bn 137th Inf | Wichita | 07-245JNG10 | 67213-2405 |
| 446 | WPWGC1 | Det 1 Co C 1st Bn 137th Inf | Newton | 07-245JNG10 | 67114-0824 |
| 447 | WPWGD0 | Co D 1st Bn 137th Inf | Wichita | 07-245JNG10 | 67217-0006 |
| 448 | WPWGE0 | Co E (-) 1st Bn 137th Inf | Wichita | 07-245JNG10 | 67213-2405 |
| 449 | WPWGE1 | Det 1 Co E 1st Bn 137th Inf | Harper | 07-245JNG10 | 67058-9507 |
| 460 | WPWHT0 | HHC (-) 2d Bn 137th Inf | Kansas City | 07-245JNG10 | 66102-5604 |
| 461 | WPWHT1 | Det 1 HHC 2d Bn 137th Inf | Lawrence | 07-245JNG10 | 66044-1267 |
| 462 | WPWHA0 | Co A 2d Bn 137th Inf | Kansas City | 07-245JNG10 | 66102-5604 |
| 463 | WPWHB0 | Co B (-) 2d Bn 137th Inf | Atchison | 07-245JNG10 | 66002-1501 |
| 464 | WPWHB1 | Det 1 Co B 2d Bn 137th Inf | Kansas City | 07-245JNG10 | 66102-5604 |
| 465 | WPWHC0 | Co C 2d Bn 137th Inf | Kansas City | 07-245JNG10 | 66102-5604 |
| 466 | WPWHD0 | Co D 2d Bn 137th Inf | Holton | 07-245JNG10 | 66436-0392 |
| 467 | WPWHE0 | Co E 2d Bn 137th Inf | Lawrence | 07-245JNG10 | 66044-1267 |

| | | | | | |
|---|---|---|---|---|---|
| 480 | WTYTT0 | HHC (-) 1st Bn 635th Armor | Manhattan | 17-235JNG10 | 66502-0009 |
| 481 | WTYTT1 | Det 1 HHC 1st Bn 635th Armor | Saint Marys | 17-235JNG10 | 66536-1605 |
| 482 | WTYTT2 | Det 2 HHC 1st Bn 635th Armor | Junction City | 17-235JNG10 | 66441-0550 |
| 483 | WTYTA0 | Co A 1st Bn 635th Armor | Emporia | 17-235JNG10 | 66801-0195 |
| 484 | WTYTB0 | Co B 1st Bn 635th Armor | Salina | 17-235JNG10 | 67401-4062 |
| 486 | WTYTC0 | Co C 1st Bn 635th Armor | Clay Center | 17-235JNG10 | 67432-0222 |
| 487 | WTYTD0 | Co D 1st Bn 635th Armor | Junction City | 17-235JNG10 | 66441-0550 |
| 490 | WV6JT0 | HHC (-) 2d Bn 635th Armor | Salina | 17-235JNG10 | 67401-4062 |
| 491 | WV6JT1 | Det 1 HHC 2d Bn 635th Armor | Beloit | 17-235JNG10 | 67420-0250 |
| 492 | WV6JT2 | Det 2 HHC 2d Bn 635th Armor | Concordia | 17-235JNG10 | 66901-0428 |
| 493 | WV6JT3 | Det 3 HHC 2d Bn 635th Armor | Russell | 17-235JNG10 | 67665-0152 |
| 494 | WV6JA0 | Co A 2d Bn 635th Armor | Abilene | 17-235JNG10 | 67410-0217 |
| 495 | WV6JB0 | Co B 2d Bn 635th Armor | Topeka | 17-235JNG10 | 66611-1263 |
| 496 | WV6JC0 | Co C 2d Bn 635th Armor | Lenexa | 17-235JNG10 | 66215- |
| 497 | WV6JD0 | Co D 2d Bn 635th Armor | McPherson | 17-235JNG10 | 67460-0943 |
| 500 | WV77AA | HHB 35th Div Arty | Hutchinson | 06-302JNG01 | 67501-5833 |
| 510 | WP4DT0 | HHB (-) 1st Bn 161st FA | Dodge City | 06-395HNG05 | 67801-2594 |
| 511 | WP4DT1 | Det 1 HHB 1st Bn 161st FA | Larned | 06-395HNG05 | 67550-0468 |
| 512 | WP4DA0 | Btry A 1st Bn 161st FA | Garden City | 06-395HNG05 | 67846-0445 |
| 513 | WP4DB0 | Btry B (-) 1st Bn 161st FA | Pratt | 06-395HNG05 | 67124-2916 |
| 514 | WP4DB1 | Det 1 Btry B 1st Bn 161st FA | Kingman | 06-395HNG05 | 67068-0363 |
| 515 | WP4DC0 | Btry C 1st Bn 161st FA | Liberal | 06-395HNG05 | 67901-0295 |
| 516 | WP4DS0 | Svc Btry 1st Bn 161st FA | Hutchinson | 06-395HNG05 | 67501-5833 |
| 520 | WP37T0 | HHB (-) 1st Bn 127th FA | Ottawa | 06-375JNG07 | 66067-0318 |
| 521 | WP37T1 | Det 1 HHB 1st Bn 127th FA | Topeka | 06-375JNG07 | 66619-0086 |
| 523 | WP37A0 | Btry A (-) 1st Bn 127th FA | Paola | 06-375JNG07 | 66071-0469 |
| 524 | WP37A1 | Det 1 Btry A 1st Bn 127th FA | Olathe | 06-375JNG07 | 66061-3421 |
| 525 | WP37B0 | Btry B 1st Bn 127th FA | Pleasanton | 06-375JNG07 | 66075-0064 |
| 526 | WP37C0 | Btry C (-) 1st Bn 127th FA | Burlington | 06-375JNG07 | 66839-0207 |
| 527 | WP37C1 | Det 1 Btry C 1st Bn 127th FA | Yates Center | 06-375JNG07 | 66783-0207 |
| 528 | WP37S0 | Svc Btry 1st Bn 127th FA | Garnett | 06-375JNG07 | 66032-0120 |

_____
_____
_____
_____
(Unit Heading)

_____
(Date)

AUTHORIZATION TO PERFORM SPLIT UNIT TRAINING ASSEMBLY (SUTA), EQUIVALENT TRAINING (ET) OR ADDITIONAL TRAINING ASSEMBLY (ATA) AND PERFORMANCE CERTIFICATE

PART I - AUTHORIZATION

The following named individual(s) are authorized to perform _____ (SUTA, ET or ATA) in in proper uniform as indicated:

Purpose of Duty: _____
Individual Performance Code: (See reverse)
Place: _____
Hours and Date assembly authorized: _____
In lieu of regularly scheduled Assembly of _____ for _____ periods.

| NAME & GRADE | SSAN | NAME & GRADE | SSAN |
|---|---|---|---|

_____
(Signature of Commander)

==========

PART II - PERFORMANCE CERTIFICATE

_____
(Date)

Individuals(s) performed duty described in Part I above, in proper uniform, on _____ for _____ periods. Nature of Duties
(Enter date(s))
Performed (Detailed description Required): _____
_____.

_____
(Signature of Senior Member Present for Duty)

## INSTRUCTIONS FOR INDIVIDUAL PERFORMANCE - INACTIVE DUTY TRAINING CODES
(See KNGR 350-1 for additional information)

Select Individual Performance Code that describes the type of duty as appropriate for Additional Training Assemblies:

| Description | Individual Performance Code |
|---|---|
| a. Junior leader/civil disturbance leadership training | 51 |
| b. Additional Training Assembly - Nuclear Weapons surety/readiness proficiency | 61 |
| c. Additional Training Assembly - Training Preparation | 71 |
| d. Additional Training Assembly - Staff Training | 72 |

## * AGO KAN FORM 680 PREPARATION AND DISPOSITION INSTRUCTIONS

a. Prepare this form in original and three (3) copies and forward to commander for approval. Original and one (1) copy are to be given to the senior individual authorized SUTA/ET/ATA. One (1) copy will be retained by the commander, with the last copy provided to Unit Administrator for suspense purposes.

b. After completion of SUTA/ET/ATA, Part II will be completed and signed by the individual or if more than one individual is authorized in Part I above, the senior member present will complete Part II to include date and signature.