AUTHORIZATION AND CERTIFICATION FOR INACTIVE DUTY TRAINING

FOR USE OF THIS FORM, SEE NGR 350-1

Clear Print

SECTION I - GENERAL INFORMATION

1. DATE OF REQUEST	2. ORGANIZATION	3. LOCATION OF TRAINING

4. NAME(S), SSN, GRADE/RANK OF INDIVIDUAL(S) PERFORMING DUTY - OR ATTACH ROSTER, IF APPLICABLE.

5. DATES OF SUBSTITUTED MUTA	6. DATES OF DUTY TO BE PERFORMED	7. TIMES OF DUTY TO BE PERFORMED FROM TO

8. TYPE DUTY TO BE PERFORMED (SEE REVERSE FOR TYPE DUTY)

CHECK ONE TYPE DUTY ONLY:

____ SUTA	____ ET	____ RMA (CODE 71)	____ RMA (CODE 91)
____ ATA (CODE 51)	____ AFTP (CODE 31)	____ AUTA (CODE 41)	____ NWATA (CODE 61)

SECTION II - AUTHORIZATION

9. COMPLETE THE APPROPRIATE SECTION BELOW FOR TYPE DUTY TO BE PERFORMED

9a. AUTHORIZATION FOR SUTA
The above listed individual(s) is/are hereby authorized to perform a Split Unit Training Assembly (SUTA) in paid status, in proper uniform, during dates and times indicated above in lieu of the regularly scheduled IDT period for this unit also indicated.

The nature of the duty, training, or instruction will be:

9b. AUTHORIZATION FOR ET - AFTP - ATA - AUTA - RMA - NWTA
The above listed individual(s) is/are authorized to perform training indicated above, in proper uniform, during the dates and times indicated above. A minimum of four hours each assembly are required

The following training will be performed:

10.TYPED NAME, GRADE, TITLE OF AUTHORIZING OFFICIAL	11. SIGNATURE	12. DATE

SECTION III - CERTIFICATION

13. The above listed individual(s) performed the directed/authorized training prescribed above or in accordance with NGR 350-1.

The following duty/training was performed:

14. TYPED NAME, GRADE, TITLE OF CERTIFYING OFFICIAL	15. SIGNATURE	16 DATE

COMPLETION INSTRUCTIONS

SECTION I - GENERAL INFORMATION

ITEM 1. Self-explanatory.

ITEM 2. Show unit of assignment of individual(s) to perform duty.

ITEM 3. Identify where training will be performed.

ITEM 4. Self-explanatory. If more individuals will be performing duty than space allows, then prepare a roster containing all information required in ITEM 4 and attach roster to the certificate and state in ITEM 4 that roster is attached.

ITEM 5. Show scheduled IDT dates for unit of assignment being substituted by individual(s) listed in ITEM 4, only if duty is SUTA or ET. Not applicable for other types of cuty.

ITEM 6&7. Self-explanatory.

ITEM 8. Self-explanatory. NOTE: Only one type duty per certificate.

SECTION II - AUTHORIZATION

ITEM 9 Self-explanatory.

ITEM 10. Self-explanatory. Authorizing official will be the unit commander or acting unit commander.

ITEM 11&12. Self-explanatory.

SECTION III - CERTIFICATION

ITEM 13. Self-explanatory

ITEM 14. Certifying official will be the individual having knowledge of duty performed. It is intended that the senior person present, regardless of grade, certify the duty performance. If one soldier alone performs the duty, the soldier can certify the duty.

ITEM 15&16. Self-explanatory.

THE COMPLETED CERTIFICATE IS TURNED INTO THE UNIT PAY CLERK WHO WILL FORWARD THE CERTIFICATE TO THE MILITARY PAY SECTION, USPFO, ON THE NEXT UNIT TRANSMITTAL LETTER AFTER DUTY HAS BEEN PERFORMED.

CATEGORIES/TYPES OF TRAINING

SPLIT UNIT TRAINING ASSEMBLIES (SUTA). Code: N/A. Training that can best be conducted at a place and/or time other than the regularly scheduled MUTA/UTA by individuals or other parts of the unit.

EQUIVALENT TRAINING (ET). Code: N/A Training performed to make up regularly scheduled MUTA/UTA missed by an individual due to unforeseen emergency situations of a personal nature. No more than four UTAs may be made up with pay during the fiscal year. ET must be performed in uniform within 60 calendar days after the missed MUTA/UTA.

ADDITIONAL TRAINING ASSEMBLIES (ATA). ATAs are authorized for the improvement of unit level (company, battery, troop, and detachment) training and readiness. Types of authorized ATAs are as follows:

JUNIOR LEADERSHIP TRAINING FOR CIVIL DISTURBANCE (JLTCD). Code 51. Two ATAs are authorized for company grade officers and enlisted personnel in leadership positions in units with a civil disturbance mission. ATAs are also authorized for support functions of this program. ATAs are allocated by separate letter on the basis of State plans, funds available, and civil disturbance threat. One ATA will consist of a minimum of four hours of training, and individual use is limited to one ATA per day and two ATAs per fiscal year, except for support personnel.

ADDITIONAL FLIGHT TRAINING PERIODS (AFTP). Code 31. AFTPs are authorized to provide aviators and crewmembers the additional time necessary to develop and maintain combat readiness to meet mobilization readiness requirements. The total ATAs authorized each aviator and crewmember is 24 each FY.

NUCLEAR WEAPONS ADDITIONAL TRAINING ASSEMBLIES (NWATA). Code 61. NWATAs are authorized for selected personnel in each Divarty, FA Bde HHB, 155mm and 8-inch FA Battalion and armored cavalry howitzer battery for nuclear weapons and emergency action training. NWATA will consist of four hours of training. While four hours is the minimum, there are no restrictions on conducting two 8 hour NWATAs back to back (weekend). Individual use is limited to one NWATA per day and a maximum of eight per FY. NWATAs may not be converted from officer to enlisted mandays or vice versa without full justification and NGB approval. See Appendix A for Code 61 allocations.

ADDITIONAL UNIT TRAINING ASSEMBLIES (AUTA). Code 41. Six AUTAs are authorized each FY for officers and enlisted personnel in airborne positions assigned to airborne units, pathfinder detachments, special forces units, infantry ranger companies or TOE/TDA positions requiring the maintenance of parachute qualification, to include parachute riggers. They are also authorized for other non-airborne qualified personnel in the unit conducting the AUTA who are required to support or participate in the airborne proficiency training.

READINESS MANAGEMENT ASSEMBLIES (RMA). RMAs are additional paid assemblies over and above the currently authorized 48 drill assemblies. RMAs are divided into two categories, Training (Code 71) and Management/Support (Code 91) as follows:

TRAINING RMA. Code: 71. Training RMAs are authorized to plan, coordinate, assist and supervise training of subordinate units; preparation of training in units or other activities related directly to the improvement of military training.

MANAGEMENT/SUPPORT RMA. Code: 91. Management/Support RMAs are authorized for, but not limited to, the following: preparation of orders; review of personnel records for update; maintenance of unit library; board actions; preparation of OERs, EERs, and SEERs; typing support for supply, maintenance and administrative actions; inventories; preparation for issue of clothing and equipment; preparation and update of mess management administration; menu prepartion and food service meetings; files maintenance; counseling; USR/2406 preparation; IG/CLRT preparation; and conduct of reports of survey.