

INSTRUCTIONS

1. ORGANIZATION - Unit with which individual is serving.
2. PERIOD - Enter inclusive dates for which report is submitted, i.e., Anniversary: 1 Jul-30Jun
3. OCCASION - Enter code 1, 2 or 3 as appropriate for the occasion for the report.
4. ACTIVE DUTY POINTS - Enter; one point for each day of active duty including active duty for training and repeated training duty, performed during the period
5. INACTIVE DUTY POINTS - If the occasion for the report is "Detached," "Transferred," or "Unit Mobilization," do not enter membership points.
 - (a) DRILLS - Credit 1 point for each drill satisfactory completed during reporting period.
 - (b) CORRESPONDENCE COURSES - Add points for correspondence courses completed during period and enter total.
 - (c) OTHER EQUIVALENT INSTRUCTION - Add points earned by equivalent instruction during the reporting period (other than drills and correspondence courses) and enter total.
 - (d) MEMBERSHIP- When the report is for "End of Anniversary Year" or "Separated from Active Reserve Status," determine the number of days from the beginning of the anniversary year to end of the reporting period (both dates inclusive); then enter membership points computed in accordance with the following table:

DAYS	1-12	13-36	37-60	61-85	86-109	110-133	134-158	159-182	183-206	207-231	232-255	256-279	280-304	305-328	329-352	353-365
POINT	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

- (e) TOTAL INACTIVE DUTY POINTS ACCUMULATED.
6. ANNIVERSARY YEAR SUMMARY - If occasion for report is "End of Anniversary Year" or "Separated from Active Reserve Status," complete this section in accordance with the following instructions.
 - (a) TOTAL ACTIVE DUTY POINTS - Credit one (1) point for each day of active Federal service. Add all active duty points earned during current anniversary year, including those reported by other units, and enter total.
 - (b) INACTIVE DUTY POINTS - Add all inactive duty points earned during the current anniversary year and enter the sum in corresponding block, including those reported by other units, and enter total.
 - (c) TOTAL POINTS CREDITED - Add inactive and active duty points totals and enter the sum of the two. The amount so entered may not exceed 365 points (or 366 on leap year).
7. SCRIPTOMATIC CARD OR ADDRESSOGRAPH PLATE MAY BE USED PROVIDED GRADE IS SHOWN TO COMPLETE IDENTIFICATION SECTION.
8. EACH ENTRY MUST BE SIGNED.

IMPORTANT INSTRUCTIONS FOR RESERVIST

If this report is not believed correct, notify the sender immediately. Otherwise it will be considered correct and certain documents from which it was prepared will be destroyed.